



Australian Capital Territory

# Gazette

No. 20, Thursday 18 May, 2000

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**ACT Government Homepage: <http://www.act.gov.au>**

## GENERAL INFORMATION

### ACT GOVERNMENT GAZETTE

The ACT Government Gazette is published each Thursday. The sections included in the publication are:

- General Information;
- Employment
- Government Notices;
- Purchasing and Disposals;
- Invitations to Tender, Quote or Register Interest;
- Contracts arranged, and
- Private Notices

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### Notices for Publications

Notices for the Gazette are to be lodged by 12 noon on the Wednesday prior to publication. Notices can be lodged in advance in hard copy or facsimile, by electronic mail or diskette, with a brief message of instruction and a WORD compatible document attachment.

A Gazette Request Form must also be delivered to the Gazette Office, by hand, mail or fax. For copies of this form please telephone the Gazette Office or go to [www.publishing.act.gov.au/pub/gazreq.doc](http://www.publishing.act.gov.au/pub/gazreq.doc).

Signed notices must be sighted by the Gazette Office before gazettal can proceed.

**Purchasing and Disposal Codes** may be accessed on the ACT Government Website: [www.publishing.act.gov.au/pub/gazette/p&d.pdf](http://www.publishing.act.gov.au/pub/gazette/p&d.pdf). Alternatively, you may obtain a hard copy listing by contacting the gazette office.

### Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.00 per word or \$100.00 whichever is the greater.

Cheques are to be made payable to 'Publishing Services' and are to be forwarded to the Gazette office with a copy of the notice (Either on a PC formatted disk in WORD, or if the notice has already been emailed, a hard copy of the notice) and Gazette Request Form. Payment can be made by EFTPOS (Bankcard, Visa or Mastercard) by telephoning the Gazette Office. Payment must be received before gazettal can proceed.

### Purchasing and Subscriptions

Copies of the ACT Government Gazette may be purchased at a cost of \$5.00 (or \$2.00 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, East Row, Canberra City. Subscriptions to the Gazette may be arranged through the Gazette Office at a price of \$360.00 (1 July 1999 - 30 June 2000) or part thereof, including postage. Refunds will not be given for cancellations. Claims for missing items will be recognised as valid if lodged within 28 days of publication.

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## EMPLOYMENT

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### ACT Public Service

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#### General Information

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##### Eligibility to apply for advertised vacancies

All permanent vacancies advertised in the Gazette are open to all Australian citizens or permanent residents of Australia except where:

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to permanent officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer is restricted from re-employment under section 114 of the Public Sector Management Act 1994.

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:

\*they resigned to rear a child, after taking at least three months maternity or parental leave; and

\*they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;

\*the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and

\* they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;

- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;
- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:

\* if still employed in that temporary job; and

\* the six months eligibility period is reached before the applications close.

Excess Officers – ACTPS Officers who have been formally declared excess and who apply for transfer to any advertised permanent vacancy must be considered for in isolation from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

Excess officers applying for transfer to advertised vacancies are not to be considered in competition with applicants who are not excess.

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, including with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

Should you have any queries in regard to this matter please contact your Personnel Section.

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### Vacancies

#### DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Central Office**  
**Structural Reform Group**  
**Health Information Services Unit**  
**Health Informatics and Business**  
**Systems Sub-Unit**  
**Senior Officer Grade C \$55,514-59,857**  
**PN. 23770 Permanent Vacancy)**

**Closing date:** 25 May 2000

**Unit Profile:** The Health Information Services Unit is responsible for data collection, data management, health informatics, telehealth, consumer access centre, departmental business systems support and epidemiology and health status monitoring.

**Duties:** Assist with the development and implementation of the IM/IS/IT Strategic Plan for the Department of Health and Community Care Portfolio. Provide consultancy services to users on information system development and assist with business analysis and project proposal development. Develop and implement information management policy and standards to meet national, state and departmental requirements. Evaluate risks associated with information systems/management and develop appropriate security standards, guidelines and contingency plans. Provide management with policy advice on issues and the trends in health information management. Coordinate IM/IS/IT committees and working parties activities and provide secretariat support. Provide support for the DIO's role and functions and undertake activities as directed.

**Eligibility/other requirements:** A knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity. Note: Previously advertised in the ACT Gazette No 16 of 20 April 2000.

**Contact Officer:** Greg Lee 02-6207 1099  
 Selection documentation may be obtained from Susanna Dorrell 02-6207 1122  
 Apply: 23  
 CC: 148-9011-16897

## EMPLOYMENT (Continued)

**Central Office**  
**Structural Reform Group**  
**Health Information Services Unit**  
**Health Informatics and Business**  
**Systems Sub-Unit**  
**Administrative Service Officer Class 6**  
**\$43,846-50,366 (PN 23898 Temporary Vacancy**  
**(12 Months)**

**Closing date:** 25 May 2000

**Unit Profile:** The Health Information Services Unit is responsible for data collection, data management, health informatics, telehealth, consumer access centre, departmental business systems support and epidemiology and health status monitoring.

**Duties:** Carry out a range of administrative responsibilities supporting the effective and efficient operation of a project office, including development and implementation of project plans, resource management and stakeholder relationships. Conduct consultations, investigations and research in support of project objectives. Develop and manage systems (manual and computer based) to compile, organise, analyse and report on information supporting achievement of project objectives. Assist the project manager and contractor as required to carry out project activities.

**Eligibility/other requirements:** A sound practical knowledge of the principles and practices of project management. An ability to use technology based tools for project management, including MS Office products, web publishing software and project management methodologies. A knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity. **Note:** This is a temporary position and is available for a 12 months period. Previously advertised in the ACT Gazette No 16 of 20 April 2000.

**Contact Officer:** Gary Hill-Steiner 02-6205 0919  
 Selection documentation may be obtained from Susanna Dorrell 02-6207 1122  
 Apply: 23  
 CC: 148-9011-16897

**Central Office**  
**Structural Reform Group**  
**Health Information Services Unit**  
**Data Management Sub-Unit**  
**Administrative Service Officer Class 6**  
**\$43,846-50,366 (PN.26041 Expected Vacancy)**

**Closing date:** 25 May 2000

**Unit Profile:** The Health Information Services Unit is responsible for data collection, data management, health informatics, telehealth, consumer access centre, departmental

business systems support and epidemiology and health status monitoring.

**Duties:** Under limited supervision, manage the utilisation and integrity of ACT health data collections in accordance with organisational goals and national standards. Provide advice on data collection systems and data definitions. Develop and manage systems to verify, extract and manipulate data. Assist with the provision of reports and advice to users of the data.

**Eligibility/other requirements:** A knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity. **Note:**

**Contact Officer:** Gary Kennedy 02-6205 1373  
 Selection documentation may be obtained from Susanna Dorrell 02- 6207 1122  
 Apply: 23  
 CC: 148-9011-16897

### THE CANBERRA HOSPITAL

**Medical SMT**  
**Radiation Oncology**  
**Professional Officer Class 1**  
**(Radiation Therapist) \$29,976 - \$42,054,**  
**Canberra (PN.28825)**

**Closing date:** 1 June 2000

**Duties:** Simulate and/or plan cases as initiated by the Radiation Oncologist and perform other simulator, dark room and planning duties and/or administer radiotherapy to patients as prescribed by the Radiation Oncologist and perform other treatment area duties. **Eligibility/other requirements:** Appropriate qualification in Radiotherapy resulting in eligibility for ordinary membership of the Australian Institute of Radiography. **Note:** Selection will be subject to a streamlined process, therefore it is in the interest of applicants to submit detailed applications and two referee reports from recent/current supervisors as their primary claim to the position. All of the above must be submitted in writing and must address the selection criteria.

**Contact Officer:** YC Lee (02) 6244 2241  
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139  
 Apply: 16  
 CC: 148-9010-16875 (1723)

## EMPLOYMENT (Continued)

**Pathology Services**  
**Anatomical Pathology**  
**Administrative Service Officer Class 2**  
**\$28,110 - \$31,171, Canberra (PN. 27062 & 27073)**

**Closing date:** 1 June 2000

**Duties:** Operate computer and dictaphone equipment to produce confidential medical reports and correspondence. Provide reception service, maintain booking register for external procedures.

Note: PN 27062 is a full-time position of 36:45 hours per week and PN 27073 is a part-time position of 20:00 hours per week.

**Contact Officer:** Melissa McDonald  
 (02) 6244 2870

Selection documentation may be obtained from Human Resource Management Group  
 (02) 6244 3139

Apply: 16

CC: 148-9010-16875 (3124)

**Corporate Nursing Services**  
**Nursing Information & Management**  
**Support Unit**

**Administrative Service Officer Class 3**  
**\$32,017 - \$34,554, Canberra (PN. 21483, Expected Vacancy)**

**Closing date:** 1 June 2000

**Duties:** Working under general direction, perform a range of office management support activities within the Nursing Information and Management Support Unit teams, including word processing, answering enquiries and assisting with on-the-job training. Undertake roster and pay codes determination and related work activities to ensure an overall accuracy of worked rosters for nursing services is maintained. Assist with the monitoring and finalisation of rosters within the rostering system. Liaise with the Human Resource Management Group, Nurse Managers, and Payroll Services to ensure a consistent database of staff employment/personnel details within the Nursing Information Management System are maintained. Assist with the preparation and generation of NIMS reports as required.

Note: Applications in triplicate, setting out full details of qualifications and relevant experience, together with the names, addresses and telephone numbers of two referees, and latest performance management report should be forwarded by COB 1 June 2000 to HRM-Nursing, Building 6 Level 1, The Canberra Hospital.

**Contact Officer:** Chin Wong (02) 6244 2419 or 6244 2222 page 50242  
 Selection documentation may be obtained from Michelle DeBritt (02) 6244 2257

Apply: 16

CC: 148-9010-16875 1216

### ACT COMMUNITY CARE

**Integrated Health Care Program**  
**Registered Nurse Level 5.4 Deputy Director,**  
**\$67,918, Canberra (PN. 21351)**

**Closing date:** 1 June 2000

**Duties:** This position will be responsible for managing the community based multidisciplinary teams providing home based nursing, allied health therapy, aged day care, palliative care and intake and assessment for the Canberra community. Knowledge and experience of community based services would be an advantage.

The successful applicant will manage consultative processes for both staff and the community and will have a proven track record in managing a change agenda. They will have demonstrated ability to manage financial, physical and human resources in a changing environment and will be expected to deliver high quality health care in their area. Integration of services within and between programs and other service providers will be a key focus of the role.

Eligibility/other requirements: relevant tertiary qualifications and extensive managerial experience.

**Contact Officer:** Jenny Brogan (02) 6205 1357  
 Selection documentation may be obtained from Justine Spina (02) 6205 1357

Apply: 21

CC: 148-9009-16863

### DISABILITY PROGRAM

**Disability Support Officer Level 2**  
**\$33,340 - \$37,321, Canberra (PN. Several)**

**Closing date:** 1 June 2000

**Duties:** The Disability Program is seeking applications for staff to work as a team leader in supporting people with a wide range of disabilities. This includes opportunities to work with people with acquired brain injuries, and children and youth with disabilities.

As a team leader, a Disability Support Officer Level 2 (DSO2) will be responsible for implementing an overall support program for a group of clients with disabilities and for developing and implementing individual plans. A DSO2 will be required to demonstrate and promote an understanding of the valued status of people with disabilities and respect their need for privacy, dignity and confidentiality. A DSO2 will assume responsibility for the day to day administration of resources and the allocation and supervision of staff.

Successful applicants must possess a current driver's licence, a First Aid Level 1 Certificate and will be required to undertake an orientation program prior to commencing duty. Applicants must be prepared to work shift work (penalty rates apply).

Eligibility/other requirements: Certificate IV in Community Services (Disability Support), equivalent qualification or demonstrated

## EMPLOYMENT (Continued)

knowledge, skills and attitudes related to disability support at this level.

Note: All applicants must satisfy the Selection Criteria.

**Contact Officer:** Penny Hayman (02) 6207 1355  
Selection documentation may be obtained from (Answering Machine) (02) 6205 0971  
Apply: 21  
CC: 148-9009-16863

### **CHILD, YOUTH & WOMEN'S HEALTH PROGRAM PROFESSIONAL OFFICER GRADE 3 \$52,553, Canberra (PN. 28867)**

**Closing date:** 1 June 2000

**Duties:** A position exists within the Program for an experienced and highly motivated coordinator. Based at QE11 Family Centre at Curtin the successful applicant will have responsibility for coordinating a multidisciplinary service in the area of postnatal and parenting intake, assessment, information and support services.  
Eligibility/other requirements: Mandatory qualifications.

**Contact Officer:** Giovanna Richmond Phone (02)62055471  
Selection documentation may be obtained from Kylie Clarke Phone (02)62052143  
Apply: 21  
CC: 148-9009-16863

### **Dental Health Program Technical Officer Level 2 \$31,568-\$36,333, Canberra (PN. 22992 & 25517)**

**Closing date:** 1 June 2000

**Duties:** Modern appointed laboratory dealing with prosthodontic, orthodontic and occlusal therapy clients.  
Eligibility/other requirements: Eligible for registration as a dental technician in the ACT.

**Contact Officer:** Larry Vaughan (02) 62052184  
Selection documentation may be obtained from Jantsen Lam (02) 62051088  
Apply: 21  
CC: 148-9009-16863

### **Integrated Health Care Program, The Canberra Hospital Professional Officer Class 2, Physiotherapist, Orthopaedic Discharge Service \$42,986 - \$48,040, Canberra (PN. 28776)**

**Closing date:** 1 June 2000

**Duties:** Senior Physiotherapist required to provide direct patient care to acute surgical and medical patients at The Canberra Hospital, to assist in discharge and to provide a domiciliary service post discharge. This position will be

part of the Orthopaedic Team but will liaise closely with HITH and LINK.  
Eligibility/other requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.  
Note: Temporary position ASAP – 4/5/2001

**Contact Officer:** June Gunning (02) 62442154  
Selection documentation may be obtained from June Gunning (02) 62442154  
Apply: 21  
CC: 148-9009-16863

### **CHILD, YOUTH AND WOMEN'S HEALTH PROGRAM Administrative Service Officer Class 6 \$42,986-\$49,378, Canberra (PN. 24015)**

**Closing date:** 1 June 2000

**Duties:** The ACT Cervical Screening Program is looking for an experienced and motivated person to join its team.

**Duties include:**  
Identifying, designing, developing and evaluating health promotion projects designed to encourage women to participate in the Cervical Screening Program.  
Liaison with appropriate professional groups and organisations.  
Excellent project management skills, the ability to work within a small team, strong written and oral communication skills and the ability to liaise and communicate with a broad range of health professionals is required.  
Eligibility/other requirements: Bachelor of Applied Science in Health Education or equivalent and/or relevant experience.

Note: 2 year temporary contract, Part time position 14:42 hours per week.

**Contact Officer:** Jennifer Gallagher (02) 6205 3327  
Selection documentation may be obtained from Kylie Clark (02) 6205 2143  
Apply: 21  
CC: 148-9009-16863

### **CALVARY HOSPITAL INC.**

#### **Nursing Services Administration Calvary Administrative Officer 3 \$32,017 - 34,554, Canberra (PN. 8056)**

**Closing date:** 1/6/2000

**Duties:** Under direction, working as a member of the Nursing Administration team, maintain efficient staffing levels with regard to skill mix in consultation with the Nursing Co-ordinators.  
Eligibility/other requirements:  
Note: Expected vacancy TTY 6201 6127

**Contact Officer:** Sue Minter (02) 62016162

## EMPLOYMENT (Continued)

Selection documentation may be obtained from  
 Robyn Muscat (02) 62016160  
 Apply: 07  
 CC: 148-9094-17781

### Medical Services

#### Casemix

**Calvary Administrative Officer 4**  
**\$35,685 - 38,745, Canberra (PN. 8632)**

**Closing date:** 1/6/2000

**Duties:** Prepare and analyze statistical and casemix reports and bulletins for the Public Hospital on a routine basis in accordance with requirements and deadlines set by the ACT Department of Health's Purchaser/Provider contract.

Eligibility/other requirements:

Note: TTY 6201 6127

**Contact Officer:** Janette Farrelly (02) 62016368  
 Selection documentation may be obtained from  
 June Smith/Amanda Howell (02) 62016219  
 Apply: 07  
 CC: 148-9094-17781

### Medical Services

#### Psychology

**Calvary Administrative Officer 2**  
**\$ 28,110 - 31,171, Canberra (PN. 8044)**

**Closing date:** 1/6/2000

**Duties:** Under general direction, provide direct administrative support to the Department of Psychology and perform administrative/reception duties related to the Day Therapy Programs.

Eligibility/other requirements:

Note: TTY 6201 6127

**Contact Officer:** Harold Bilboe (02) 62016320  
 Selection documentation may be obtained from  
 Harold Bilboe (02) 62016320  
 Apply: 07  
 CC: 148-9094-17781

### Medical Services

#### Pharmacy

**Calvary Service Officer 3** \$ 25,809 - 26,689  
**Canberra (PN. 9063)**

**Closing date:** 1/6/2000

**Duties:** Under the direction of the Deputy Director of Pharmacy maintain stock of drugs and all other items held by Pharmacy.

Note: TTY 6201 6127

**Contact Officer:** Cliff Williams (02) 6201 6269  
 Selection documentation may be obtained from  
 Cliff Williams (02) 6201 6269  
 Apply: 07  
 CC: 148-9094-17781

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:  
<http://www.decs.act.gov.au/departments/departments.htm> or may be requested using email to [decs.jobs@act.gov.au](mailto:decs.jobs@act.gov.au).

All vacancies for teaching positions will be considered by a Joint Selection Committee (JSC) under Section 88 of the Public Sector Management Act 1994.

### **Sport and Corporate Resources Division Financial Services Section Administrative Service Officer Class 5** **\$40598-43048, Canberra (PN. 426)**

**Closing date:** 1 June 2000

**Duties:** Individually undertake audits of school financial and administrative systems. Individually or as a team member undertake or assist with reviews of programs or systems including computer-based systems. Determine priorities for the performance of audits within schools, review these priorities and monitor workflow. Investigate possible frauds.

**Contact Officer:** Neil Mansini (02) 62050376  
 Selection documentation may be obtained from  
 The Contact Officer (02) 62050376  
 Apply: 12  
 CC: 148-9013-16917

### **School Programs Branch Community Partnerships Section Senior Officer Grade B \$65593-73841, Canberra (PN. 417)**

**Closing date:** 1 June 2000

**Duties:** Manage the Community Partnerships Section. Provide advice on and co-ordinate strategic directions, to the Education and Training Division's Executive. Develop and implement strategies to promote and strengthen partnerships between the ACT community and ACT government schools.

**Contact Officer:** Jeff Mason (02) 62059205  
 Selection documentation may be obtained from  
 Carmel McGaughey (02) 62059204  
 Apply: 12  
 CC: 148-9013-16917

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and two referee reports, from applicants for positions in the department, should address the selection criteria comprehensively, as selection decisions may be made only on the basis of the documentation provided, without formal interview. Full application should be sent to: The Recruitment Officer, Human Services Unit,

## EMPLOYMENT (Continued)

Department of Justice and Community Safety,  
PO Box 921, Civic Square ACT 2608

### ACT MAGISTRATES COURT

#### **Executive Section**

#### **ASSOCIATE TO MAGISTRATE**

**Administrative Service Officer Class 3;**

**\$32,017 - \$34,554, Canberra (PN 44062, 42332)**

**Closing date:** 1 June 2000

**Duties:** Act as associate/confidential clerk to a Magistrate. Provide administrative and in-court support to the Magistrate. Assist the Magistrate with legal research, preparation of cases for hearing and reserve decisions, and provide keyboard services. Maintain the Magistrate's diary, check files for completeness and note file movements.

Eligibility/other requirements: Full completion of legal studies would be a distinct advantage.

Note: This is an expected vacancy and the position is a temporary vacancy for a period of up to twelve months.

**Contact Officer:** Gerald Kennedy (02) 6217 4385

Selection documentation: 24 hours answering

machine (02) 6217 4229

Apply: 28

CC: 148-9012-16939

### DEPARTMENT OF URBAN SERVICES

#### **Environment ACT**

#### **ACT Parks and Conservation Service**

#### **Tidbinbilla Nature Reserve**

#### **Visitor Services Manager**

**Administrative Service Officer Class 5**

**\$39,802-\$42,204, Canberra (PN. 15230)**

**Closing date:** 1/6/2000

**Duties:** Tidbinbilla Nature Reserve, situated approximately 40 km from Canberra City Centre, occupies an area of over 5000 ha including designated national park, and a special purpose reserve identified for appropriate level tourism, recreation and education. It is considered as the premier nature based tourism destination in the ACT.

The occupant of this position will be expected to work under general direction undertaking the management of the Regional Visitor's Centre at Tidbinbilla Nature Reserve in accordance with the reserve management and business plan, and the stated goals of Environment ACT.

The successful candidate will be expected to undertake the day-to-day supervision of subordinate visitor centre staff and exercise independent decision making, including determining staff work flows and priorities. Demonstrated managerial ability, including reporting on expenditure trends and undertaking statistical collections relevant to reserve visitation is considered essential.

The successful candidate would also be expected to develop and conduct appropriate staff training programs relating to management of the facility.

Eligibility/other requirements: Current basic first aid. Current driver's licence. Preparedness to wear a uniform.

Note: This position is available for temporary filling for a period of up to 12 months.

**Contact Officer:** Annette Wrightson:

(02) 620 53664

Selection documentation Sue Kumpus

(02) 62072262 or [sue.kumpus@act.gov.au](mailto:sue.kumpus@act.gov.au)

Apply: 34

CC: 148-9028 17218

#### **Namadgi National Park**

#### **Visitor Information Centre**

**Administrative Service Officer Class 3**

**\$32,017-\$34,554, Canberra (PN. 15239)**

**Closing date:** 1/6/2000

**Duties:** We are looking for an enthusiastic person who will be required to manage a small retail outlet and provide administrative support to the Namadgi district and the Australian Alps Liaison Committee through the Alps Program Co-ordinator.

Eligibility/other requirements: First Aid certificate or the willingness to undertake training and a current drivers licence. The occupant will also be required to wear a uniform and must be willing to walk the trails in the Park on a regular basis.

Note: This position is full time, working on a 10 days a fortnight roster including every 2<sup>nd</sup> weekend (penalties will be paid for weekend work). It is for a period of 6 months with the possibility of an extension.

**Contact Officer:** Virginia Logan (02) 62072900

Selection documentation to be collected from

the Environment ACT Information Centre, Level

2 Annexe Macarthur House, Wattle Street,

Lynham or the reception counter at the Parks

and Conservation Service Headquarters, Athllon

Drive Depot (Cnr Sulwood and Athllon Drives,

Wanniassa).

Or, E-Mail by contacting Sue Kumpus at

[sue.kumpus@act.gov.au](mailto:sue.kumpus@act.gov.au) telephone (02)

62072262

Apply: 34

CC: 148-9028 17218

#### **Environment ACT**

#### **Heritage Unit**

#### **Heritage Register Officer**

**Administrative Service Officer \$39,802-\$42,204, Canberra (PN. New Position)**

**Closing date:** 1/6/2000

**Duties:** Under limited direction: Research and assist in the preparation of a Heritage Listing Strategy for the registration of significant heritage places and objects. Manage the processes relating to the nomination and registration of items to the Heritage Register, including consultation and liaison. Research



## EMPLOYMENT (Continued)

and assist in the promotion of the significance and measures to conserve it, of heritage in the ACT.

Eligibility/other requirements: Appropriate qualifications relating to cultural heritage management.

Contact Officer: David Scott (02) 62072166  
 Selection documentation may be obtained from Rhonda Robinson (02) 62072163  
 Apply: 34  
 CC: 148-9028 17775

### DIRECTOR OF PUBLIC PROSECUTIONS

#### **VARIOUS POSITIONS**

**Applications are invited for a number of positions in the Office of the ACT Director of Public Prosecutions.**

#### **General Prosecutor**

The successful applicant will:

- conduct prosecutions in the ACT Magistrates and Childrens Courts;
- appear as Counsel Assisting in simpler coronial proceedings conducted in the Coroner's Court; and, if required
- act as instructing solicitor in trials prosecuted on indictment.

#### **Trainee Prosecutor**

The successful applicant will:

- assist in the preparation of cases for trial;
- take part in the proofing of witnesses;
- liaise with the AFP and the Courts on matters involving Supreme Court trials and sentences;
- instruct Counsel in trials and sentence proceedings in the Supreme Court trials and sentences and appeals to the Federal Court.

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### **Instructing Solicitor – Major Litigation**

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**The successful applicant will be tasked with the responsibility of acting as instructing solicitor in a major trial that is likely to be heard late in the year 2000.**

The position will involve the following duties:

- compiling briefs for Counsel;
- arranging and collating exhibits;
- liaising with witnesses;
- conducting legal research;
- appearing in directions hearings as required; and
- acting as instructing solicitor during the trial.

Applicants for the position will either be admitted to practice in or be eligible for admission to practice in the ACT. A sound knowledge of the criminal law and the laws of

evidence is essential. Experience in criminal litigation would be an advantage although recently qualified lawyers are encouraged to apply. Consideration would be given to applications from graduates who will be admitted to practice in June 2000.

Applicants may apply for some or all of the positions. The salary range offered is between \$38,000 and \$55,000. Salary paid on appointment will depend on the skills and experience of the successful applicants. The positions are all contract positions. The period of the contracts range from 8 months to 2 years. The contracts may be renewed depending on suitable performance and the operational requirements of the Office.

Successful applicants will be expected to take up their positions by 12 June 2000.

**Contact Officer:** Ken Archer (02) 6247 3800  
 Selection documentation may be obtained from Peta Herring (02) 6247 3800  
 Apply: cc 148-9012-16906

### **DEPARTMENT OF TREASURY AND INFRASTRUCTURE**

**Finance and Investment Group Investment and Borrowing  
 Administrative Service Officer Class 6.  
 \$43,846-\$50,366.p.a (PN: 55402) Canberra**

**Closing Date:** 1 June 2000

**Duties:** Assist in the management of borrowing, investment and financial management activities conducted on behalf of the ACT. Establish and maintain accounting records, including the preparation of financial statements and management accounting reports.

Eligibility/other requirements: Relevant accounting qualifications and/or experience.

Contact Officer/ Selection documentation  
 Patrick McAuliffe (02)62070187  
 Apply: 35 or via email:  
 recruitment.officer@act.gov.au  
 CC: 148-9042-14979

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## **Appointments**

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### **ACT COMMUNITY CARE**

**Administrative Service Officer Class 5  
 \$39,802-\$42,204**  
 Leah McKinnon: 740-97765, Section 68(1) & 70 (1), 8 May 2000  
 CC: 148-9009-16863

**EMPLOYMENT (Continued)****Registered Nurse Level 3 \$48,342-\$51,459**

Athalene Rosborough: 740-98864, Section 68(1) & 70 (1), 8 May 2000  
CC: 148-9009-16863

**CALVARY HOSPITAL INC.****Registered Nurse Level 3 \$47,110 - 50,147**

Vicki Pocius: 261-57487, Section 68, 30/3/2000  
CC: 148-9094-17781

**Registered Nurse Level 2 \$42,723 - 45,423**

Helen Williams: 609-08643, Section 68,  
27/4/2000  
CC: 148-9094-17781

**Registered Nurse Level 1 \$31,926 - 41,375**

Jennifer McWhinney: 609-27393, Section 68,  
9/5/2000  
CC: 148-9094-17781

**Calvary Administrative Officer 2 \$28,110 - 31,171**

Daniel Miller: 609-27414, Section 68, 27/4/2000  
CC: 148-9094-17781

**Enrolled Nurse \$29,497 - 31,656**

Lynne Smith: 609-34948, Section 68, 11/5/2000  
CC: 148-9094-17781

**CHIEF MINISTER'S DEPARTMENT****Senior Officer Grade B \$73,841p.a**

Mark Andrew Mathieson, 715-78854,  
Section 115, 08/05/00  
CC: 148-9031-172085

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY****Administrative Service Officer Class 4; \$35,685 - \$38,745**

Jacqueline Ann Ralph: 747-87897, Section 68,  
6/6/00  
CC: 148-9012-16915

**Administrative Service Officer Class 2; \$28,110 - \$31,171**

Eric Roy Johnstone, 341-06380, Section 143,  
14/4/2000  
CC: 148-9012-16939

**EMERGENCY SERVICES BUREAU****Technical Officer Level 2 (Ambulance) \$ 31568 - \$36333**

Graham John Pyne: 754-06232, Section 68 & 70,  
1 May 2000  
CC: 148-9007-16846

**DEPARTMENT OF URBAN SERVICES****Administrative Service Officer Class 4 \$36,399-\$39,520**

Graham John Sandeman: AGS No 757-52215,  
Section 68(1), 1/5/2000  
CC: 148-9020 17776

**Administrative Service Officer Class 3 \$32,657-\$35,245**

Ruth Katherine Crabb: AGS No 757-52194,  
Section 68(1), 26/4/2000  
CC: 148-9020 17776

**Administrative Service Officer Class 5 \$40,598-\$43,048**

Damien Patrick Fox: AGS No 757-50965,  
Section 68(1), 5/5/2000  
CC: 148-9017 17224

**Senior Officer Grade C \$55,514-\$59,857**

Dianne Leonie Hickey: AGS No 735-71074,  
Section 68(1), 5/5/2000  
CC: 148-9021 16924

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**Transfer**

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**THE CANBERRA HOSPITAL**

Suzanne Vivian: 261-58615

From: Professional Officer Class 2 \$42,986-48040

Calvary Hospital

To: Professional Officer Class 2 \$42,986-48040  
Mental Health Services, The Canberra Hospital,  
Canberra (PN. 21870) (24 February 2000)  
CC: -148-9010-16875 2232

Susan Elizabeth Quayle: 260-68652

From: Registered Nurse Level 3 \$49,136  
ACT Hospice, Calvary Hospital

To: Registered Nurse Level 3 \$49,136  
Oncology, The Canberra Hospital, Canberra  
(PN. 22383) (12, 23 March 2000)  
CC: 148-9010-16875 1798

Matthew Schilling: 607-61821

From: Technical Officer Level 2 \$31,568 - \$36,333

The Canberra Hospital

To: Administrative Service Officer Class 3  
\$32,017 - \$34,554  
Library and Multimedia Service, The Canberra  
Hospital, Canberra (PN. 27256) (13/4/00)  
CC: 148-9010-16875 (1512)

**ACT COMMUNITY CARE**

Jillian Clark: 337-60081

From: Administrative Service Officer Class 4  
\$35,685-\$38,745

ACT Community Care

To: Registered Nurse Level 1 \$32,761-\$42,458  
Intake Assessment Unit ACT Community Care,  
Canberra (PN. 23820)  
CC: 148-9009-16863

## EMPLOYMENT (Continued)

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Catherine S Mahanay; 607-90796  
 From: Administrative Service Officer Class 6;  
 \$43,846 - \$50,366  
 ACT Community Care  
 To: Administrative Service Officer Class 6;  
 \$42,986 - \$49,378  
 Office of the Community Advocate, Department of  
 Justice & Community Safety, Canberra (PN  
 42518) (14 of 16/4/00)  
 CC: 148-9012-16912

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### Promotions

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#### Promotions under the *Public Sector Management Act 1994*

The 'date of notification' of a promotion is the date of publication of the *Gazette* in which it is notified. This appears in a box towards the front of the *Gazette*. This date is used to calculate the 'date of effect' and 'eligibility for salary on promotion' and to determine when the time for lodging an appeal or requesting a review commences.

#### **A. APPEALS**

All promotions made under section 83 of the *Public Sector Management Act 1994* are subject to appeal except:

- \* 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
- \* promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- \* promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

As a general rule, you may appeal if you were an applicant for promotion to an advertised position that **was not** 'non-appealable'.

#### **YOU MAY ALSO APPEAL IF:**

- \* the vacancy that has been filled was not advertised and you are eligible for promotion to that position (generally identified by a footnote in the *Gazette*); or
- \* you are an excess officer, the advertised position is at a classification equivalent to or lower than your own and you were an applicant for that position; or
- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act.

However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

#### **YOU CAN NOT APPEAL WHEN:**

- \* the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee);
- \* the position is filled by the transfer of an officer already at that or a higher level;
- \* you are not a **permanent** officer of the ACTPS; or
- \* you filling the position would not constitute a promotion (except in the case of excess officers).

Unless you are an excess officer, you can only appeal if the person selected by the department would fill the position on **promotion** and, if successful, you would fill the position on **promotion**.

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed.

For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

#### **ADVICE TO POTENTIAL APPELLANTS**

The following procedures will apply to all appeals unless other appeal procedures are in place as part of a Department's Enterprise Bargaining Agreement. Potential appellants should check with the relevant Personnel Unit as to the appeal procedures applying in that particular Department.

#### **GROUND OF APPEAL**

The only ground of appeal is **greater efficiency**.

#### **EFFICIENCY**

The Promotion Appeal Committee (PAC) is required to determine the relative efficiency of the parties to an appeal. The definition of efficiency is set out in subsection 85 of the PSMA, which states:

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
  - (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
  - (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard

## EMPLOYMENT (Continued)

to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.

- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

Normally, the selection criteria used by the department in the selection and by the PAC in the appeal will incorporate the matters referred to in the definition of efficiency to the extent that they are relevant to the duties of the job.

### ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

The following advice applies to appeals against both promotions and temporary performance directions. Before lodging an appeal, you should consider carefully whether you can demonstrate that you are more efficient at doing the job than the person(s) you are appealing against. To help you determine whether you can demonstrate your greater efficiency, it is important that you obtain from the promoting department:

- \* available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.
- The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

### FORM OF APPEAL

The most convenient form of appeal is by use of Form PAC4, available through your Personnel Unit. Alternatively you may write a letter, detailing the following:

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;
- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- Classification and salary scale of your substantive (i.e. your permanent) ACTPS

position (and if you are a former officer or an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);

- Office/branch and department or agency; and
- AGS number.

Where you intend to appeal against more than one promotion/selection, a separate appeal should be lodged against each one, **unless** all the promotions have been notified in the one *Gazette*, and the positions are all of the same classification and all in the same state, department and branch, in which case, one letter of appeal listing all promotees appealed against will be accepted.

### WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*. (In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline.

Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

### WHERE TO LODGE APPEALS

**Merit Protection Commissioner, Level 4, Core 1, Wing 2, Edmund Barton Building corner of Kings Avenue and Blackall St, Barton ACT 2600. Tel. (02) 6272 3254, fax (02) 6272 3026.**

### ADVICE TO PROMOTEES AND APPELLANTS

All parties to an appeal are required to submit **written statements** supporting their case, to the MPC, within fourteen (14) days of the close of the appeal period, or by such other date as the MPC may determine.

If a party fails to provide a statement, MPC staff will remind the party or department of this requirement, and may, on request and in exceptional circumstances grant an extension of time. However, the PAC has the discretion to determine the case even if the statement is not provided.

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews.

## EMPLOYMENT (Continued)

As a party to an appeal, you are entitled to access to:

- (i) the departmental statement (which consists of all material sent to the PAC by the promoting department); and
- (ii) the written material submitted by other parties to the appeal which addresses their claims to superior efficiency.

However, you are not entitled to access to the private contact details supplied by any other party as a part of their statement. The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing. The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

### CONTENT OF STATEMENTS

You should provide **four** copies of your statement, which should contain the following:

- (a) at the top:
  - (i) PAC reference number;
  - (ii) full name;
  - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
  - (iv) date of permanent appointment; and
  - (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
- (c) a brief outline of your employment history;
- (d) a statement of claims to the position addressing the selection criteria;

(e) any views you may have about the departmental assessment of you; *and most importantly:*

**(f) reasons for your claim that you are more efficient than the other party or parties.**

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations. You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

### PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department.

Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason.

The PAC will determine its procedures according to the circumstances of the case before it, but will normally consider the following:

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted; and
- (f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient.

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect

## EMPLOYMENT (Continued)

your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment. If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

### SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to anyone you intend to nominate as a referee, to find out what they will say about you if contacted, and how they rate you against the other party/parties if they know them. The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

Additional information on lodging appeals is contained in the MPRA brochure, *Appeals against promotions and temporary performance directions*, which you should be able to obtain from your Personnel section.

### B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

An unsuccessful applicant for a non-appealable promotion who believes that the promotion should not stand because there was:

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
- (b) a serious defect in the selection process (a breach of section 65 of the PSMA), may apply to the MPC for a review of that promotion.

A request for review must be made in writing to the Director, MPC, at the address given below and must be received by the end of the 13th day after the day on which the promotion appeared in the *Gazette*.

An applicant must provide the following details:

- \* full name and AGS number;
- \* classification, position number and location of the promotion in question;
- \* date and number of the *Gazette* in which the promotion was notified;
- \* the basis on which the request is made with supporting information.

It is important to provide details to support your claim of patronage, favouritism, unlawful discrimination and/or serious defect in the process. A reasonable time will be allowed, after the lodging of an application for review, for

the provision of such documentation. However, the grounds for an application for review are required in the initial application.

Before lodging an application for review of a non-appealable promotion, you should:

- (1) consider carefully the basis on which the application is to be made and your reasons for believing that the promotion should be reviewed; and
- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

Note that the review process is not a means by which the merits of applicants for a promotion can be reviewed. It is not comparable with the right of appeal to a PAC. Section 87 provides for a review of a promotion solely on the ground that it would be unreasonable for the promotion to stand because of a breach of section 8 or a serious defect under section 65, and is **directed at the process and not the merits of the decision**.

Additional information on lodging an application for review is contained in the MPC brochure, *Review of non-appealable promotions*, which you should be able to obtain from your Personnel Section.

### WHERE TO LODGE AN APPLICATION FOR REVIEW

Office of the Merit Protection Commissioner  
Level 4, Core 1, Wing 2, Edmund Barton Building, cnr Kings Avenue and Blackall Street, Barton ACT 2600. Tel. (02) 6272 3254, fax (02) 6272 3026

### DEPARTMENT OF HEALTH AND COMMUNITY CARE

#### Health Outcomes and Service Performance Hospital Contracts and Performance

#### Elizabeth Treglown 504-29534

From: Senior Officer Grade C \$55,514-\$59,857  
Department of Health and Community Care  
To: Senior Officer Grade B \$ 65,593-\$73,841  
Department of Health and Community Care  
Canberra (PN. 24749) (Gazette No. 11,  
18 March 2000)  
CC: 148-9011-16888

### THE CANBERRA HOSPITAL

#### Clinical School Library and Multimedia Services

#### Sandie Liew: 739-66682

From: Administrative Service Officer Class 2  
\$28,110 - \$31,171  
The Canberra Hospital  
To: Administrative Service Officer Class 3  
\$32,017 - \$34,554  
Clinical School, Library and Multimedia Services,

## EMPLOYMENT (Continued)

The Canberra Hospital, Canberra (PN. 25105)  
(13/4/00)  
CC: 148-9010-16875 (1512)

**Deputy CEO  
Information Management**

**Lena Culnane: 607-93399**  
From: Administrative Service Officer Class 2  
\$28,110 - \$31,171  
ACT Community Care  
To: Administrative Service Officer Class 5  
\$39,802 - \$42,204  
Information Management, The Canberra  
Hospital,  
Canberra (PN. 24115) (30/3/00)  
CC: 148-9010-16875 (1327)

**ACT COMMUNITY CARE**

**Integrated Health Care Program, Social Work  
Services**

**Madeline Clark: 512-94301**  
From: Professional Officer Class 2  
\$42,986-\$48,040  
ACT Community Care  
To: Senior Professional Officer Grade C  
\$54,425-\$58,683  
Integrated Health Care Program ACT Community  
Care, Canberra (PN. 25554) (164, 29/3/2000)  
CC: 148-9009-16863

**Susanne Mander: 260-68003**  
From: Professional Officer Class 2  
\$42,986-\$48,040  
ACT Community Care  
To: Senior Professional Officer Grade C  
\$54,425-\$58,683  
Integrated Health Care Program ACT Community  
Care, Canberra (PN. 20318) (164, 29/3/2000)  
CC: 148-9009-16863

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES**

Promotions which are marked with a dagger (†) are non-appealable. Information regarding appeals can be found in the ACT Government Gazette.

**Education and Training Division  
Office of Training and Adult Education  
Purchasing, New Apprenticeships and  
Innovation Section**

**Sue Smith: 711-16668**  
From: Administrative Service Officer Class 4  
\$35685-38745  
Canberra Institute of Technology  
To: Administrative Service Officer Class 4  
\$36399-39520  
Purchasing, New Apprenticeships and  
Innovation Section, Education and Community  
Services,  
Canberra (PN. 13387) (P.S. 10, 9/3/2000)  
CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY**

**Division of Corporate Services  
Facilities  
Projects**

**Christopher Donald Chapman: 310-43361**  
From: Administrative Service Officer Class 6  
\$42986--\$49378  
Canberra Institute of Technology  
To: Senior Officer (Technical) Grade C  
\$54425-\$58683  
Facilities, Canberra Institute of Technology,  
Canberra (PN. 54042) (Gazette No. 19/8/99)  
CC: 148-9024-17904

**DEPARTMENT OF URBAN SERVICES**

In accordance with current Urban Services E.B.A provisions, appeals against Urban Service promotions must be lodged at the personnel counter on Level 1 Annexe Macarthur House, 12 Wattle Street Lyneham by close of business on the 7<sup>th</sup> day after notification in the Gazette.

**Corporate Group  
Budgets and Asset Management Section**

**G. A. Elliott: AGS No 702-84475**  
From: Senior Officer Grade C \$55,514-\$59,857  
Urban Services  
To: † Senior Officer Grade B \$65,593-\$73,841  
Budgets and Asset Management Section Urban  
Services, Canberra (PN. 11703)  
(Gazette No. 2, 13/1/2000)  
CC: 148-9017 17305

**Information Management and Technology  
Section**

**M. R. Crombie: AGS No 507-66370**  
From: Administrative Service Officer Class 6  
\$43,846-\$50,366  
Urban Services  
To: † Senior Officer Grade C \$55,514-\$59,857  
Information Management and Technology  
Section  
Urban Services, Canberra (PN. 3066)  
(Gazette No. 11, 16/3/2000)  
CC: 148-9017 16938

**V. E. Szychowska: AGS No 527-00201**  
From: Administrative Service Officer Class 5  
\$40,598-\$43,048  
Information Technology in the ACT  
To: † Senior Officer Grade C \$55,514-\$59,857  
Information Management and Technology  
Section  
Urban Services, Canberra (PN. 24508)  
(Gazette No. 11, 16/3/2000)  
CC: 148-9017 16938

## EMPLOYMENT (Continued)

**Environment ACT**

**Environment Protection Section**

**D. A. Power: AGS No 715-48030**

From: Professional Officer Class 2  
 \$43,846-\$49,001  
 Urban Services  
 To: Senior Professional Officer Grade C  
 \$55,514-\$59,857  
 Environment Protection Section Urban Services,  
 Canberra (PN. 15231) (PS No. 41, 16/10/1999)  
 CC: 148-9028 16937

**Planning and Land Management Group  
 Development Management Branch  
 Land Use South and Residential Section**

**D. J. Hall: AGS No 710-42312**

From: Administrative Service Officer Class 1  
 \$15,200-\$27,999  
 Urban Services  
 To: Administrative Service Officer Class 2  
 \$28,672-\$31,794  
 Land Use South and Residential Section Urban Services, Canberra (PN. 13574)  
 (PS No. 44, 4/11/1999)  
 Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.  
 CC: 148-9020 17776

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### Retirements and dismissals

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**DEPARTMENT OF URBAN SERVICES**

*Section 143 Public Sector Management Act:*  
 Mark William Stockall,  
 Administrative Service Officer Class 21/5/2000  
 CC: 148-9015 17719

*Section 143 Public Sector Management Act:*  
 Martin Wayne Gorman, Landfill Operator,  
 1/5/2000  
 CC: 148-9019 17026

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### Forfeiture of Office

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**DEPARTMENT OF EDUCATION AND  
 COMMUNITY SERVICES**

*Section 221(2) Public Sector Management Act:*  
 Mae Ann Cotterell, Teacher Level 1,  
 20 March 2000  
 CC: 148-9013-16917

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### Corrigenda

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ACT Roads and Stormwater Section,  
 Infrastructure Management Branch  
 K. P. Cloos: AGS No 336-69333, Gazette  
 11/5/2000  
 Surname was incorrect should read Cloos  
 CC: 148-9019 17040

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### ACT Public Service Index of addresses

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- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health and Community Care, PO Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Administrative Officer, Central Office, Department of Health and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608



## EMPLOYMENT (Continued)

- 30 The Secretary, Milk Authority of the ACT,  
GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-  
General's Office ACT, PO Box 275 Civic  
Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,  
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,  
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of  
Treasury and Infrastructure, GPO Box  
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer  
Community and Health Services  
Complaints Commissioner's Office, GPO  
Box 1321, Canberra ACT 2601.

## GAZETTE INFORMATION

### ISSUE OF ACT SPECIAL GAZETTES

The following issues of the ACT Special Gazettes have been published since the last Weekly Gazette. For listings of previous ACT Special Gazettes please refer to this internet site

<http://www.publishing.act.gov.au>

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| <b>Gazette Number</b> | <b>Date</b> | <b>Title</b>   |
|-----------------------|-------------|--|
| <b>S13</b>            | 10 May      | Administrative Arrangements  |
| <b>S16</b>            | 10 May      | Interim Heritage Places Register<br><br>Instrument No. 125 of 2000 ~ <i>Children and Young People Act 1999</i> |

## GOVERNMENT NOTICES

### NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instruments of the Australian Capital Territory have been made. Copies of the Instruments may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row Canberra City ACT 2601.

| Act under which Instrument made                           | Description of Instrument   | Number and year of Instrument |
|---|---|-------------------------------|
| <i>Canberra Institute of Technology Act 1987</i>          | Appointment of Laurie O'Donnell as a Member of the Canberra Institute of Technology Advisory Council.                         | No. 126 of 2000               |
| <i>Canberra Institute of Technology Act 1987</i>          | Appointment of Timothy McNevin as a Member of the Canberra Institute of Technology Advisory Council.                          | No. 127 of 2000               |
| <i>Vocational Education and Training Act 1995</i>         | Appointment of Josephine Dixon as a Member of the Vocational Education and Training Authority.                                | No. 128 of 2000               |
| <i>Road Transport (Driver Licensing) Regulations 2000</i> | Approval of the Code of Practice for Accredited Driving Instructors.  | No. 129 of 2000               |
| <i>Land (Planning and Environment) Act 1991</i>           | Determination of Criteria for the Authorisation of a Refund on Termination or Surrender of a Lease Granted Under Section 163. | No. 130 of 2000               |
| <i>Land (Planning and Environment) Act 1991</i>           | Determination of Criteria.  | No. 131 of 2000               |
| <i>Land (Planning and Environment) Act 1991</i>           | Determination of Criteria.  | No. 132 of 2000               |

**GOVERNMENT NOTICES (Continued)****NOTIFICATION OF THE MAKING OF A REGULATION**

NOTICE is hereby given that the undermentioned Regulations of the Australian Capital Territory have been made. Copies of the Regulations may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row, Canberra City ACT 2601.

| <b>Act under which Regulation made</b>   | <b>Description of Regulation</b>                                     | <b>Number and year of Regulation</b> |
|--|--|--------------------------------------|
| <i>Road Transport (General) Act 1999 and Road Transport (Safety and Traffic Management) Act 1999</i> | Road Transport (Safety and Traffic Management) Regulations Amendment | No. 21 of 2000                       |
| <i>Road Transport (General) Act 1999 and Road Transport (Vehicle Registration) Act 1999</i>          | Road Transport Legislation Amendment Regulations                     | No. 22 of 2000                       |

**NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)**

NOTICE is hereby given that the undermentioned Instruments have been made under the Public Roads Act 1902 (NSW). Copies of the Instruments are available from the ACT Land Information Centre, Planning and Land Management, 16 Challis Street, Dickson, ACT; Telephone 6207 1601.

| <b>Act under which Instrument made</b> | <b>Description of Instrument</b>  | <b>Number and year of Instrument</b> |
|--|---|--------------------------------------|
| <i>Public Roads Act 1902 (NSW)</i>     | Notification of Road Closures – Divisions of Russell and Campbell.        | No. R21/00 of 2000                   |
| <i>Public Roads Act 1902 (NSW)</i>     | Notification of Road Closure – Division of Latham.                        | No. R22/00 of 2000                   |
| <i>Public Roads Act 1902 (NSW)</i>     | Notice of Intention to Close Part of a Public Road – Division of Calwell. | No. R23/00 of 2000                   |

## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY

### SUBORDINATE LAWS ACT 1989

### NOTICE OF RESOLUTION OF THE LEGISLATIVE ASSEMBLY

Pursuant to section 6(12) of the *Subordinate Laws Act 1989*, I give notice that on Thursday, 30 March 2000, the Legislative Assembly resolved as follows:

"That the Road Transport (Safety and Traffic Management) Regulations 2000 – Subordinate Law No 10 made under the *Road Transport (Safety and Traffic Management) Act 1999* be amended as follows:

#### **Proposed new regulation 16A**

#### **Page 7, line 24 –**

After regulation 16, insert the following new regulation:

#### **16A ARR r 213 – non-application in ACT**

Every driver is exempt from rule 213(4)(b) of the Australian Road Rules.

*Note* Rule 213 of the Australian Road Rules deals with making a vehicle secure".

Dated the 17th day of April 2000

**BRENDAN MICHAEL SMYTH**  
Minister for Urban Services

**GOVERNMENT NOTICES (Continued)**

AUSTRALIAN CAPITAL TERRITORY

**Road Transport (Alcohol and Drugs) Act 1977**

**APPOINTMENT OF ANALYST**

Pursuant to Subsection 6(3) of the *Road Transport (Alcohol and Drugs) Act 1977*, I, **BRENDAN MICHAEL SMYTH**, Minister for Urban Services, hereby appoint:

**JULIEANNE DOUGHERTY**

as an Analyst for the purposes of the *Road Transport (Alcohol and Drugs) Act 1977*.

**Dated** this 4th day of May 2000

**BRENDAN SMYTH MLA**  
Minister for Urban Services

AUSTRALIAN CAPITAL TERRITORY

**Road Transport (Alcohol and Drugs) Act 1977**

**APPOINTMENT OF ANALYST**

Pursuant to Subsection 6(3) of the *Road Transport (Alcohol and Drugs) Act 1977*, I, **BRENDAN MICHAEL SMYTH**, Minister for Urban Services, hereby appoint:

**PAUL GREGORY IMHOFF**

as an Analyst for the purposes of the *Road Transport (Alcohol and Drugs) Act 1977*.

**Dated** this 4th day of May

**BRENDAN SMYTH MLA**  
Minister for Urban Services

**GOVERNMENT NOTICES (Continued)**

AUSTRALIAN CAPITAL TERRITORY

**Road Transport (Alcohol and Drugs) Act 1977**

**REVOCAION OF APPOINTMENT OF ANALYST**

Pursuant to Subsection 6(3) of the *Road Transport (Alcohol and Drugs) Act 1977*, I, **BRENDAN MICHAEL SMYTH**, Minister for Urban Services, hereby revoke the instrument appointing:

**PAUL LESLIE REEDY**

as an Analyst signed on 26 February 1987.

**Dated** this 4th day of May

**BRENDAN SMYTH MLA**  
Minister for Urban Services

AUSTRALIAN CAPITAL TERRITORY

**Road Transport (Alcohol and Drugs) Act 1977**

**REVOCAION OF APPOINTMENT OF ANALYST**

Pursuant to Subsection 6(3) of the *Road Transport (Alcohol and Drugs) Act 1977*, I, **BRENDAN MICHAEL SMYTH**, Minister for Urban Services, hereby revoke the instrument appointing:

**SIMON CARL CHRISTEN**

as an Analyst signed on 22 December 1994.

**Dated** this 4th day of May

**BRENDAN SMYTH MLA**  
Minister for Urban Services

## GOVERNMENT NOTICES (Continued)

### LAND (PLANNING AND ENVIRONMENT) ACT 1991

#### DIRECTION UNDER SUBSECTION 37(1)

TO:

Mr Lincoln Hawkins  
Executive Director  
Planning and Land Management Group  
Department of Urban Services

WHEREAS:

- A. You are the public servant performing the duties of the Government Service Office which, under subsection 33(3) of the *Land (Planning and Environment) Act 1991* (the Land Act), constitutes the ACT Planning Authority (the Authority); and
- B. I consider that the achievement of high quality design outcomes and sustainability are the paramount considerations for planning and development in the ACT.

I HEREBY GIVE THE FOLLOWING DIRECTION under subsection 37(1) of the Land Act:

1. That the Authority in the assessment of development proposals will give paramount consideration to achieving high quality design outcomes and sustainability. For the purpose of giving effect to this direction the Authority shall:
  - Have regard to advice offered by specialist urban design advisors, including the Urban Design Advisory Committee, on major developments.
  - Adopt an approach of flexibility and conciliation which bestows rewards for excellence and innovation.
1. You are to prepare a Practice Direction to officers within the Authority setting out the requirements of this Direction.
2. The Authority is to develop a process for progressively implementing the requirements of this Direction.

DATED: 4 May 2000

**Brendan Smyth**  
Minister



## GOVERNMENT NOTICES (Continued)

### Draft Plan of Management for Canberra's Urban Lakes and Ponds

Pursuant to section 197 of the *Land (Planning and Environment) Act 1991*, the Conservator of Flora and Fauna has prepared a draft Plan of Management for Canberra's Urban Lakes and Ponds.

Copies of the draft plan may be obtained or inspected during business hours at the following Government Shopfronts-

- East Row, Canberra City
- Ground Floor, Swanson Plaza, Swanson Court, Belconnen
- Ground Floor, Homeworld Building, Tuggeranong Town Centre
- Ground Floor, Woden Library, Woden Town Centre
- Ground Floor, Macarthur House, 12 Wattle Street, Lyneham
- Ground Floor, Dame Pattie Menzies House, 16 Challis Street, Dickson

The draft plan may also be viewed on the Canberra Urban Parks and Places website at <http://www.parksandplaces.act.gov.au>

Interested persons are invited to submit written comments on the draft plans by 30 June 2000, addressed to:

Plans of Management  
Canberra Urban Parks and Places  
GPO Box 352  
Civic Square ACT 2608

Submissions may also be emailed to: [urban.parks@act.gov.au](mailto:urban.parks@act.gov.au)

Telephone requests for copies of the plan, and general enquiries may be directed to Joanne Maree Mitchell, Canberra Urban Parks and Places, phone (02) 6207 5630.

## **GOVERNMENT NOTICES (Continued)**

### **ACT FIRE BRIGADE PROMOTIONS**

Members of the ACT Fire Brigade who are eligible, or expect to become eligible, for promotion between 5 June 2000 and 4 December 2000, may apply for promotion to the following ranks:

- Third Class Firefighter
- Second Class Firefighter
- First Class Firefighter, Grade B
- First Class Firefighter, Grade A
- Senior Firefighter

The academic and other qualifications for promotion within the Fire Brigade were notified in a Special Gazette dated 6 January 1998. A copy of that notification may be obtained by telephoning (02) 62078418 during business hours or in person from:

The Recruitment Officer  
ACT Emergency Services Bureau  
123 Carruthers St  
Curtin ACT 2605

Applications must be in writing addressed to:

The Fire Commissioner  
ACT Fire Brigade  
PO Box 104  
Curtin ACT 2605

**I. M. BENNETT**  
Fire Commissioner

5 May 2000

## GOVERNMENT NOTICES (Continued)

### Notice under section 18 of the *Independent Competition and Regulatory Commission Act 1997*



### INDEPENDENT COMPETITION AND REGULATORY COMMISSION

#### CALL FOR PUBLIC SUBMISSIONS

The ACT Independent Pricing and Regulatory Commission has released its Draft Price Direction Taxi Fares for 2000-2001.

Submissions are invited from interested parties on the Draft Price Direction prior to the release of the Final Price Direction on 9 June 2000. The deadline for receipt of submissions is 2 June 2000.

Copies of the Draft Price Direction can be obtained from the Commissioner's office or at the following website address: <http://www.competition.act.gov.au/pol.html>. All submissions should be directed to the following address:

Independent Competition and Regulatory Commission  
GPO Box 447  
Canberra ACT 2601

|              |                    |                     |
|--------------|--------------------|---------------------|
| Paul Baxter  | 53 Blackall Street | GPO Box 447         |
| Commissioner | BARTON ACT 2600    | CANBERRA ACT 2601   |
|              | Ph: (02) 6273 0655 | Fax: (02) 6273 0654 |

## GOVERNMENT NOTICES (Continued)

### DEPARTMENT OF URBAN SERVICES

### ENVIRONMENT ACT, ENVIRONMENT PROTECTION

### AUSTRALIAN CAPITAL TERRITORY

### ENVIRONMENT PROTECTION ACT 1997

### ENVIRONMENT PROTECTION AGREEMENTS

Notice is hereby given that under Section 41 of the Environment Protection Act 1997, environment protection agreements to conduct activities have been reached with the organisations set out below:

| Organisation                 | Brief Description of Activity                        | Location                                |
|------------------------------|--|---|
| Southside Motor Park Pty Ltd | Assessment, Remediation & Audit of Contaminated Land | part Block 1, Section 1, Symonston, ACT |

A copy of the environment protection agreements is available for public inspection, during business hours, at the office of the Environment Management Authority, Level 2, South Wing, Macarthur House, 12 Wattle Street, Lyneham, ACT.

Dated the 5 day of May 2000  
Environment Management Authority

