



Australian Capital Territory

# Gazette

No. 21, Thursday 25 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.

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### 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.

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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

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#### CULTURAL FACILITIES CORPORATION

**Canberra Theatre Centre Box Office  
Administrative Service Officer Class 5.  
\$39,802-\$42,204.p.a (PN: 55309) Canberra**

**Closing Date:** 8 June 2000

**Duties:** Be responsible for the overall effective and timely operation of the Canberra Ticketing and to maintain a high level of customer service focus to customer service to clients, promoters and patrons. Overall management of the "bocs" system including, but not limited to programming, interrogation maintenance of data/functions. Provision of appropriate reports to the Director CTC and other clients. Supervision and training of staff. Oversee daily banking and reconciliation. Direct liaison with all hires of Canberra Ticketing including procuring new business. As part of the senior management team of the CTC be actively involved in operation and marketing initiatives of the CTC.

**Contact Officer:** David Whitney (02)62435705  
Selection documentation: Chrissy Dupe (02)624735711

Apply: 06 or via email:  
recruitment.officer@act.gov.au  
CC: 148-9008-17267

#### THE CANBERRA HOSPITAL

**Deputy CEO Corporate  
Information Management  
Management Information Support Unit  
Senior Officer Grade C \$54,425 - \$58,683,  
Canberra (PN. 25816)**

**Closing date:** 8 June 2000

**Duties:** Under limited direction, manage and direct the activities of the Management Information Support Unit. Monitor and undertake analysis of all aspects of hospital patient activity data to enable the production of accurate and informative management information reports.

**Contact Officer:** Judy Redmond (02) 6244 4293  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139  
Apply: 16 CC: 148-9010-16875 (1112)

## EMPLOYMENT (Continued)

### **Nursing Branch**

#### **Medical Oncology**

**Registered Nurse Level 2 \$42,723 - \$45,423, Canberra (PN. 22198)**

**Closing date:** 8 June 2000

**Duties:** Provide comprehensive direct patient care by utilising the nursing process; act as a role model in the provision of holistic patient care; liaise with patient care teams to achieve an agreed standard of care; be responsible for a delegated number of new and/or less experienced staff.

**Contact Officer:** Helen DeBritt (02) 6244 3257  
Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 2257  
Apply: 16  
CC: 148-9010-16875 (1798)

### **Pathology Services**

#### **Anatomical Pathology**

**Technical Officer Level 4/Professional Officer Class 2 \$42,986-48,040, Canberra (PN. NP)**

**Closing date:** 8 June 2000

**Duties:** ACT Pathology requires a suitably experienced Scientific/Technical officer to supervise the Histopathology section of Anatomical Pathology. The successful applicant will have extensive experience and knowledge in all areas of Histopathology and previous supervisory experience.

Eligibility/other requirements: Relevant tertiary qualification or equivalent.

Note: Only one position is available and the classification will depend on the qualifications and experience of the successful applicant.

**Contact Officer:** Melissa McDonald (02) 6244 2870  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: 148-9010-16875 3124

### **Pathology Services**

#### **Anatomical Pathology**

#### **Histopathology**

**Technical Officer Level 1 \$29,067-31,926, Canberra (PN. 21312 Expected Vacancy)**

**Closing date:** 8 June 2000

**Duties:** Perform technical tests and procedures of an established nature in Histopathology. Prepare specimens of tissue for microscopic or other examination.

**Contact Officer:** Melissa McDonald (02) 6244 2870  
Selection documentation may be obtained from Human Resource Management Group (02) 62443580  
Apply: 16  
CC: 148-9010-16875 3124

### **Pathology Services**

#### **Anatomical Pathology**

#### **Cytopathology**

**Technical Officer Level 1 \$29,067-31,926, Canberra (PN. 21465 Expected Vacancy)**

**Closing date:** 8 June 2000

**Duties:** Receive and register incoming specimens. Prepare and stain specimens for cytological analysis by prescribed techniques.

**Contact Officer:** Melissa McDonald (02) 6244 2870  
Selection documentation may be obtained from Human Resource Management Group (02) 62443580  
Apply: 16  
CC: 148-9010-16875 3124

### **Deputy Chief Executive, Corporate**

**Administrative Service Officer Class 2/3/4/5/6 and Senior Officers, Canberra (PN. NP)**

**Closing date:** 8 June 2000

**Duties:** Applications are sought from suitably qualified accountants from Graduate to senior level to fill several vacancies in the Finance Unit in The Canberra Hospital. The Finance Unit is a professionally staffed unit in the hospital, which provides services in:

- ◆ Financial Accounting and Reporting
- ◆ Management Accounting and Costing
- ◆ Planning and Budget Development
- ◆ GST and FBT Management

Note: Classifications and Salary will depend on the experience and qualifications of the successful applicant

**Contact Officer:** Peter Hade (02) 62442992  
Selection documentation may be obtained from Peter Hade (02) 6244 2992  
Apply: 16  
CC: 148-9010-16875 1321

### **Pathology Services**

#### **Blood Collection**

**Registered Nurse Level 1 \$31,926 - \$41,375 Canberra (PN 28495 & 24878)**

**Closing date:** 8 June 2000

**Duties:** Collect specimens from inpatients and outpatients of ACT Pathology. Participate as necessary in the domiciliary collection service including travel to various locations by motor vehicle. Provide comprehensive direct patient care by utilising the four phases of the nursing process.

Note: Both positions are part-time 20:00 hours per week. Selection will be subject to a streamlined process, therefore it is in the interest of applicants to submit detailed applications and referee reports as

## EMPLOYMENT (Continued)

their primary claim to the position. All of the above must be in writing and must address the selection criteria. Only shortlisted applicants will be contacted regarding the next phase of the selection process. Shortlisted applicants may be asked to demonstrate their specimen collection skills.

**Contact Officer:** Noreen Buckley (02) 6244 2934  
 Selection Documentation: Human Resource Management Group (02) 6244 3139  
 Apply: 16  
 CC: 148-9010-16875 (3133)

### Medical SMT

#### Cardiology

**Administrative Service Officer Class 2**  
**\$28,110 - \$31,171 Canberra (PN22918)**

**Closing date:** 8 June 2000

**Duties:** Operate a word processor to type confidential medical reports and correspondence from dictaphone tapes. Provide a reception service and maintain an appointments system. Receive and screen incoming phone call, answer queries and take appropriate action.

**Contact Officer:** Marion Dean (02) 6244 3603  
 Selection Documentation: Human Resource Management Group (02) 6244 3139  
 Apply: 16  
 CC: 148-9010-16875 (1741)

### ACT COMMUNITY CARE

**Integrated Health Care Program,  
 Physiotherapy Services  
 Professional Officer Class 1, Physiotherapist,  
 \$35,186-\$42,054, Canberra (PN. 20396)**

**Closing date:** 8 June 2000

**Duties:** Rotational PO1 Physiotherapist is required to provide direct patient care to inpatients and outpatients in a range of locations including The Canberra Hospital and community health centres. Experience can be gained in a wide variety of services. Weekend work is a requirement.  
 Eligibility/other requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.

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

**Integrated Health Care Program, Health  
 Professional Services  
 Professional Officer 2, Dietitian,  
 \$42,986-\$48,040, Canberra (PN. 28117)**

**Closing date:** 8 June 2000

**Duties:** Applications are invited from suitably qualified dietitians to provide a range of primary health care services located within the Southside regional team.

Eligibility/other requirements: Degree or Postgraduate qualifications in Nutrition & Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia.

**Note:** PREVIOUS APPLICANTS NEED NOT APPLY

**Contact Officer:** Professional enquiries Lyn Brown (02) 6244 2211 and general information Maree Sullivan (02)62051443

Selection documentation may be obtained from Justine Spina (02) 62051357

Apply: 21

CC: 148-9009-16863

### DISABILITY PROGRAM

**Disability Support Officer Level –1**

**\$26,716-\$27,786, Canberra (PN. Several)**

**Closing date:** 16 June 2000

**Duties:** Do you want an interesting and stimulating career? By becoming a Disability Support Officer you can provide direct day to day support to people with a wide range of disabilities. Opportunities exist for you to work with people with acquired brain injuries or young children with disabilities.

To be successful you will need to demonstrate your understanding of and ability to promote the valued status of people with disabilities. You will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to develop relevant skills, you will be considered for appointment.

It is essential that you have a current driver's licence and a current First Aid Level 1 Certificate. You must also be prepared to work shift work any day of the week (penalty rates apply).

If you are successful in gaining casual employment you will be placed on a casual register. Casual employment is on a day to day basis and no guarantee of continuity of work is given.

Eligibility/other requirements: All applicants must satisfy the Selection Criteria and provide certified copies of their current driver's licence and first aid certificate.

**Note:** Permanent Full Time & Casual Positions. (Penalty payments increase the base income, salary will be pro rata on hours worked).

An **information session** will be held prior to the closing date for applications for potential

## EMPLOYMENT (Continued)

applicants to attend. This session will be held on Friday 9 June 2000 from 12.30 pm to 1.30 pm in Training Room 1, 1st floor, ACT Community Care Building, Cnr of Moore & Alinga Sts, Canberra City.

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

### **CHIEF MINISTER'S DEPARTMENT**

**Business and Development Support Business Development and Attraction Administrative Service Officer Class 3. \$32,657-\$35,245p.a (PN: 43268) Canberra**

**Closing Date:** 8 June 2000

**Duties:** Organise and arrange payment of invoices, verify accuracy of account details and assist with monthly financial reports. Provide general support to the Executive Unit including preparation of minor correspondence and reports. Provide support to 2 Directors including filtering of telephone calls and mail, assist in managing diaries, travel and functions.

**Contact Officer:** Cathy Atkins (02)62053065  
Selection documentation Deborah MacKay (02)62072308  
Apply: 06 or via email: recruitment.officer@act.gov.au  
CC: 148-9031-17299

### **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.

**Southside District  
Caroline Chisholm High School  
Teacher Level 2 \$52456-55626, Canberra (PN.2656 expected vacancy)**

**Closing date:** 8 June 2000

**Duties:** Undertake an appropriate teaching load. Assist with the development of school policies and the implementation of school wide educational, administrative and organisational policies and procedures. Be one of two Executive Teachers in a subschool providing professional leadership and management of a team of teachers from all learning areas in a subschool environment, including the development and management of subschool

operations and student welfare and organisation practices.

**Eligibility/other requirements:** A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Allen Brooke (02) 62057277  
Selection documentation may be obtained from The Contact Officer (02) 62057277  
Apply: 12  
CC: 148-9013-16917

**Human Resources Branch  
Staff Development Section  
Teacher Level 2 \$52456-54390, Canberra (PN. 32154)**

**Closing date:** 8 June 2000

**Duties:** In the context of the department's strategic planning for ITPD, manage the existing Information Access staff development program, working as an integrated member of the PD delivery team. Develop, deliver and promote staff development in information access across a range of sites.

**Eligibility/other requirements:** A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Rosemary Richards (02) 62058259  
Selection documentation may be obtained from Libbie Synnott (02) 62058216  
Apply: 12  
CC: 148-9013-16917

**Urambi Primary School  
Teacher Level 2 \$52,456-54,390, Canberra (PN. 2237)**

**Closing date:** 8 June 2000

**Duties:** Teach an appropriate load. Assist with the development of school policies and the implementation of school-wide educational, administrative and organisational policies and procedures. Provide leadership in integrated curriculum.

**Eligibility/other requirements:** A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Erika Parkinson (02) 62057444  
Selection documentation may be obtained from The Contact Officer (02) 62057444  
Apply: 12  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

### Erindale College

#### Teacher Level 4, Principal Category 8

**\$68730-83730 Canberra**

**(PN. 1676, expected vacancy)**

**Closing date:** 8 June 2000

**Duties:** Manage Erindale College and the Active Leisure Centre as 'joint use facilities' in accordance with the policies of the Department of Education and Community Services, the Board of Senior Secondary Studies and the College Board. Provide professional leadership in all aspects of the college's operations and promote the overall educational welfare of the students.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Contact Officer:** Rob McConchie (02) 62057200

Selection documentation may be obtained from The Contact Officer (02) 62057200

Apply: 12

CC: 148-9013-16917

### Children's, Youth and Family Services Division Family Services Branch

#### Child Protection Services Section

#### Senior Professional Officer Grade C

**\$55514-59857, Canberra (PN. 11990)**

**Closing date:** 8 June 2000

**Duties:** Conduct comprehensive assessments of children and families at risk. Give evidence as an 'expert' witness before the Children's Court in relation to assessments as required. Provide a professional consultation service to departmental officers as required.

Eligibility/other requirements: A relevant tertiary qualification in social work or psychology. Eligibility for full membership of the Australian Association of Social Workers or registration with the ACT Psychologists Registration Board or interstate equivalent.

**Contact Officer:** Kate Jones (02) 6207 1069

Selection documentation may be obtained from Lyn Parsons (02) 6207 1069

Apply: 12

CC: 148-9013-16917

### Kaleen High School

#### School Assistant 2 \$24381-27036, Canberra

**(PN. 677)**

**Closing date:** 8 June 2000

**Duties:** Provide general assistance of a supportive nature to the class teacher by assisting children with disabilities in school routines and activities, including: prepare programmed materials and teaching aids; assist children with disabilities in practising social skills in personal hygiene and domestic tasks; clean and change soiled children as required; assist in education programs with small groups or individuals; assist in the

implementation of behaviour management programs; assist with children travelling to integration programs, as required; and assist with lifting, loading and unloading children and special equipment.

**Contact Officer:** Robyn Sammons (02) 62055808

Selection documentation may be obtained from The Contact Officer (02) 62055808

Apply: 12

CC: 148-9013-16917

### Malkara School

#### Administrative Service Officer Class 4, Office

**Manager 1, \$36399-39520, Canberra (PN. 616)**

**Closing date:** 8 June 2000

**Duties:** Manage all aspects of the school's administrative and financial systems. Assist in the preparation of budgets; prepare estimates; financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. Act as administrative officer to the school board where required, provide administrative support to the Principal, prepare appropriate minutes and reports for signature by the Principal.

**Contact Officer:** Wally Perfect (02) 6205 5911

Selection documentation may be obtained from The Contact Officer (02) 6205 5911

Apply: 12

CC: 148-9013-16917

### School Programs Branch

#### Curriculum Initiatives Section

#### School Assistant 2, Indigenous Education

**Worker, \$24381-27036, Canberra (PN.2358)**

**Closing date:** 8 June 2000

**Duties:** In a team with the Preschool teachers provide support for Aboriginal and Torres Strait Islander students (0 to 5 years) to assist them to achieve their potential in the school environment. Work within the school community to raise an awareness of Aboriginal and/or Torres Strait Islander issues and appreciation for Aboriginal and/or Torres Strait Islander cultures.

Note: This is an indigenous identified position.

**Contact Officer:** Chris Harris (02) 62059189

Selection documentation may be obtained from Elsja Dewis (02) 62059195

Apply: 12

CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Education and Training Division  
School Programs Branch  
Indigenous Education Unit  
School Assistant 2 \$24381-27036, Canberra  
(PN. 671)**

**Closing date:** 8 June 2000

**Duties:** As a member of the IEU Indigenous Student Support team provide support for Aboriginal and Torres Strait Islander students to assist them to achieve their potential in the school environment. Work within the school community to raise an awareness of Aboriginal and/or Torres Strait Islander issues and appreciation for Aboriginal and/or Torres Strait Islander cultures. Assist teachers with individuals or small groups of Aboriginal and Torres Strait Islanders students in matters affecting their progress.

Note: This is an Indigenous identified position.

**Contact Officer:** Chris Harris (02) 6205 9189  
Selection documentation may be obtained from  
Elsja Dewis (02) 6205 9195  
Apply: 12  
CC: 148-9013-16917

**Education and Training Division  
Schools Directorate Branch  
Student Participation Section  
School Assistant 2 \$24381-27036, Canberra  
(PN. 1074)**

**Closing date:** 8 June 2000

**Duties:** Manage the office of the Counsellors Centre. Perform receptionist duties, including providing information and assistance to clients and school counselling and student management staff. Manage the ACTNET switchboard. Operate keyboard equipment, prepare reports, prepare Casual Relief System [CRS] returns and documentation as required.

**Contact Officer:** Susan Lynskey (02) 6205 8305  
Selection documentation may be obtained from  
Sue Smith (02) 6205 6925  
Apply: 12  
CC: 148-9013-16917

**Caroline Chisholm High School  
School Assistant 2 \$24381-27036, Canberra  
(PN. 31427)**

**Closing date:** 8 June 2000

**Duties:** Maintain school rolls and absentee lists on a daily basis using established school procedures and the MAZE administrative package. Operate office machinery including the switchboard, photocopier, fax and computers. Undertake receptionist duties and answer enquiries from members of the public, parents, staff and students.

Note: This is a part-time position at 31:15 hours per fortnight.

**Contact Officer:** Heather Shaw (02) 6205 7293

Selection documentation may be obtained from  
The Contact Officer (02) 6205 7293  
Apply: 12  
CC: 148-9013-16917

**Kaleen Primary School  
School Assistant 2 \$24381-27036, Canberra  
(PN. 710)**

**Closing date:** 8 June

**Duties:** Provide substantial support to the teaching and administrative staff throughout the school in the following areas: carry out keyboarding, word processing and computer duties; assist in the print room with responsibility for publishing (setting out, typing, photocopying and distribution) of the newsletter; perform clerical duties in the areas of filing, photocopying, receipt of moneys and telephone and reception duties.

Note: This is a part-time position at 25 hours per week.

**Contact Officer:** Barbara Watson (02) 6205 5888  
Selection documentation may be obtained from  
The Contact Officer (02) 6205 5888  
Apply: 12  
CC: 148-9013-16917

**Giralang Primary School  
School Assistant 2, Special Teachers Assistant  
\$24381-27036, Canberra (PN. 39902)**

**Closing date:** 8 June 2000

**Duties:** Provide general assistance of a supportive nature to the class teacher by assisting children with disabilities in school routines and activities, such as: prepare programmed materials and teaching aids; assist children with disabilities in practising social skills in personal hygiene and domestic tasks; assist in education programs with small groups or individuals; assist in the implementation of behaviour management programs.

**Contact Officer:** Gaye Bailie (02) 6205 5866  
Selection documentation may be obtained from  
The Contact Officer (02) 6205 5866  
Apply: 12  
CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices.



## EMPLOYMENT (Continued)

### CANBERRA INSTITUTE OF TECHNOLOGY

**Education Delivery Program  
Faculty of Management and Business  
Business Administration and Technology  
Teacher Band 1 \$34394-46942, Canberra  
(PN. 51726)**

**Closing date:** 8.6.00

**Duties:** Prepare and present lectures and practical classes in keyboarding/computer applications, office, workplace, financial and communication skills. Develop learning materials suitable for a range of environments such as flexible and classroom delivery. Maintain appropriate student assessment procedures and educational records.  
**Eligibility/other requirements:** Tertiary qualifications appropriate to the teaching of Business Finance Administration or other relevant discipline as appropriate to teaching to diploma level. Five years or more of vocational/industrial/professional experience OR possess such other qualifications and/or experience acceptable for the position. Possess or eligible to obtain, a degree or diploma in Adult Education.

**Note:** This position is available for temporary transfer or temporary employment from 19 July 2000 until 15 July 2005.

**Contact Officer:** Anne Cameron (02) 62074939  
Selection documentation may be obtained from Trish Johnstone (02) 62073116  
Apply: 11  
CC: 148-9024-17904

**Education Delivery Program  
Faculty of Tourism and Hotel Management  
Hospitality Studies  
Teacher Band 1 \$34394-\$46942, Canberra  
(PN. 51568, expected vacancy)**

**Closing date:** 8.6.00

**Duties:** Teach in the Department of Hospitality in line with the National Training Packages across a range of areas such as, Rooms Division, Staff Organisation and Training, Quality Assurance, Marketing.  
**Eligibility/other requirements:** Appropriate tertiary qualifications or equivalent in Hospitality Studies or other relevant discipline as appropriate to the teaching to diploma level. Five years or more of industrial/vocational/professional experience OR possess such other qualifications and/or experience acceptable for the position. Possess, or eligible to obtain, qualifications in adult education.

**Contact Officer:** Lynette Smith (02) 62073125  
Selection documentation may be obtained from Sharyn McKay (02) 62073647  
Apply: 11  
CC: 148-9024-17904

**Education Delivery Program  
Faculty of Tourism and Hotel Management  
Hotel Management**

**Teacher Band 1 \$34394-\$46942, Canberra  
(PN. 51572)**

**Closing date:** 8.6.00

**Duties:** Teach in the Department of Hospitality in line with the National Training Packages across a range of areas, such as Accommodation Services, Front office, Staff Training and Marketing.  
**Eligibility/other requirements:** Appropriate Tertiary qualifications or equivalent in Hotel Management or other relevant discipline as appropriate to the teaching to diploma level. Five years or more of industrial/vocational/professional experience OR possess such other qualifications and/or experience acceptable for the position. Possess, or eligible to obtain, qualifications in adult education.

**Contact Officer:** Lynette Smith (02) 62073125  
Selection documentation may be obtained from Sharyn McKay (02) 62073647  
Apply: 11  
CC: 148-9024-17904

**Education Delivery Program  
Faculty of Tourism and Hotel Management  
Tourism Studies  
Teacher Band 1 \$34394-\$46942, Canberra  
(PN. 51561 & 51559)**

**Closing date:** 8.6.00

**Duties:** Teach in the Department of Tourism Studies in line with National Training Packages across a range of areas such as, Tourism Marketing, Conventions, Tour Guiding, Attractions Management, Tourist Information, Research Management.  
**Eligibility/other requirements:** Appropriate Tertiary qualifications or equivalent in Tourism Studies or other relevant discipline as appropriate to the teaching to diploma level. Five years or more of industrial/vocational/professional experience OR possess such other qualifications and/or experience acceptable for the position. Possess, or eligible to obtain, qualifications in adult education.

**Contact Officer:** Lynette Smith (02) 62073125  
Selection documentation may be obtained from Sharyn McKay (02) 62073647  
Apply: 11  
CC: 148-9024-17904

## EMPLOYMENT (Continued)

### **DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

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

### **DEPARTMENT OF URBAN SERVICES**

#### **Environment ACT**

##### **Heritage Unit**

##### **Heritage Conservation Officer**

##### **Administrative Service Officer Class 4**

**\$35,685-\$38,745, Canberra**

**(PN. 15710, Expected Vacancy)**

**Closing date:** 8/6/2000

**Duties:** Undertake the following under general direction: Assist with the provision of quality advice to the ACT Government and ACT Heritage Council on the assessment of cultural significance, impact assessment of development proposals and conservation management of historic places in the ACT. Co-ordinate referral of matters to the DA Taskforce and unit staff, summarising of feedback and the drafting of advice.

Eligibility/other requirements: Current drivers licence. Appropriate qualifications relating to heritage conservation.

**Contact Officer:** David Scott (02) 62072166

Selection documentation may be obtained from Rhonda Robinson (02) 62072163

Apply: 34

CC: 148-9028 17775

#### **Environment ACT**

##### **Executive Unit**

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

**Canberra (PN. 3606, Expected Vacancy)**

**Closing date:** 8/6/2000

**Duties:** Co-ordinate and develop Environment ACT policies and strategies in relation to planning, leasing and development matters. Co-ordinate and provide advice on planning, leasing and development matters in relation to the Conservator of Flora and Fauna, Environment Management Authority and ACT Heritage Council.

**Contact Officer:** Dr Colin Adrian (02) 62072333 or [colin.adrian@act.gov.au](mailto:colin.adrian@act.gov.au)

Selection documentation may be obtained from Tracy Chester (02) 62072410 or [tracy.chester@act.gov.au](mailto:tracy.chester@act.gov.au)

Apply: 34

CC: 148-9028 17030

#### **Operations Group**

##### **ACT Forests**

##### **Finance and Administration Section**

**Senior Officer Grade B \$66,236-\$74,565, Canberra (PN. 24427)**

**Closing date:** 8/6/2000

ACT Forests is responsible for the sustainable management of commercial pine plantations around Canberra. It currently sells in excess of 130,000 m3 of logs each year and generates revenue of \$12 million. The plantations are heavily used by the public for a variety of recreational activities.

Canberra is a very attractive city to live and work in. It has all the cultural, health and educational facilities and opportunities that exist in other capital cities without the pressures that are associated with large population centres.

**Duties:** The Finance and Administration Manager is part of the Senior Management Team of ACT Forests. The Finance and Administration Section provides a range of corporate services for ACT Forests, including financial and management accounting, management of revenue, cash, assets, fleet and records, purchasing and accounts, support with human resources and information technology as well as providing the interface for public enquiries. The position offers a number of challenges to improve the financial and administrative performance of ACT Forests. Eligibility/other requirements: Tertiary qualifications in Accounting, Commerce or Business Management is essential. Background in commercial accrual accounting and business management is desirable.

**Contact Officer:** Tony Bartlett (02) 62072548

Selection documentation may be obtained from Michael Trushell (02) 62072537

Apply: 34

CC: 148-9029 16940

#### **Operations Group**

##### **Information Planning and Services Branch**

##### **eServices Section**

Urban Services is extending its online services. You can be one of the team that's bringing new types of services to the ACT community. We are seeking people who are enthusiastic hard workers to manage and drive our Websites and directory.

##### **Administrative Service Officer Class 4**

**\$36,399-\$39,520, Canberra (PN. 44077)**

**Closing date:** 8/6/2000

**Duties:** The successful applicant will assist with the management of the Urban Services Website and AUSTOUCH kiosks, and be responsible for providing advice on content and metadata for many of the Department's business units.

Contact Officer and Selection documentation: Kerry Webb (02) 62076076

## EMPLOYMENT (Continued)

Apply: 34  
 CC: 148-9071 17574

**Administrative Service Officer Class 3  
 \$32,657-\$35,245, Canberra (PN. 24516)**

**Closing date:** 8/6/2000  
**Duties:** The successful applicant will assist in the management of the operation and quality control for the Urban Services Functions and Services Directory, an X.500-based system which is the prime information resource for the people and services of the Department.

Contact Officer and Selection documentation:  
 Simon Bolton (02) 62077347  
 Apply: 34  
 CC: 148-9071 17574

**DEPARTMENT OF TREASURY AND  
 INFRASTRUCTURE**

**Revenue Management Rates and Land Tax  
 Administrative Service Officer Class 4,  
 \$36,399-\$39,502p.a. (PN: 55057), Canberra**

**Closing date:** 8 June 2000  
**Duties:** As a team member, undertake a range of operational and administrative tasks relating to the assessment and collection of general rates and land tax. Maintain automated general rates and land tax accounts including the more difficult journal processing. Answer enquiries from public regarding general rates and land tax matters.  
 Eligibility/other requirements:  
 NOTE: Interviews to be conducted on 15 June 2000

Contact Officer/Selection documentation:  
 David Read (02)62070064  
 Apply: 35 or via email:  
 recruitment.officer@act.gov.au  
 CC: 148-9042-17176

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### **Appointments**

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**CULTURAL FACILITIES CORPORATION**

Administrative Service Officer Class 3  
 \$32,017-\$34,554p.a  
 Judith Ann Cavanagh, 760-75527, Section 68,  
 05/05/00  
 CC: 148-90081-17267

**ACT COMMUNITY CARE**

**Professional Officer Class 1 \$29,976-\$42,054**  
 William Nguyen: 740-98856, Section 68(1) &  
 70(1), 15 May 2000.  
 CC: 148-9009-16863

**DEPARTMENT OF EDUCATION AND  
 COMMUNITY SERVICES**

**Administrative Service Officer Class 4  
 \$36399-39520**  
 Leanne Maree Cercone: 761-24093, Section  
 68(1), 10/05/2000  
 CC: 148-9013-16917

**Administrative Service Officer Class 4  
 \$36399-39520**  
 Lynne Parsons: 755-69146, Section 68(1),  
 10/05/2000  
 CC: 148-9013-16917

**Building Services Officer 1 \$25924-26940**  
 Bartley John Jenkins: 755-68127, Section 68(1),  
 11/05/2000  
 CC: 148-9013-16917

**School Assistant 2 \$24381-27036**  
 Kim Jennette Karchinsky: 751-79260,  
 Section 68(1), 15/05/2000  
 CC: 148-9013-16917

**School Assistant 2 \$24381-27036**  
 Jill Buscombe: 747-77576, Section 68(1),  
 16/05/2000  
 CC: 148-9013-16917

**School Assistant 2 \$24381-27036**  
 Craig Simek: 743-49010, Section 68(1),  
 15/05/2000  
 CC: 148-9013-16917

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### **Transfer**

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**CHIEF MINISTER'S DEPARTMENT**

**F. A. Way: 344-19168**  
 From: Senior Officer Grade B CMD  
 \$65,593-\$73,841p.a  
 Chief Minister's Department  
 To: Senior Officer Grade B CMD  
 \$65,593-\$73,841p.a  
 E Services Sales Manager, E Services,  
 New Business, InTACT Group,  
 Chief Minister's Department  
 Canberra: (PN. 14240 ) (Gazette No .10)  
 9 March 2000  
 CC: 148-9043-17177

**A. Lock: 308-28431**  
 From: Senior Officer Grade B CMD  
 \$65,593-\$73,841p.a  
 Chief Minister's Department  
 To: Senior Officer Grade B CMD  
 \$65,593-\$73,841p.a  
 Sales and Marketing Manager, InTACT Group,  
 Chief Minister's Department  
 Canberra: (PN. 14236 ) (Gazette No .10)  
 9 March 2000  
 CC: 148-9043-17177

## EMPLOYMENT (Continued)

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Jean Arthur: 333-46606**

From: Teacher Level 2 \$52456-54390  
 Department of Education and Community Services  
 To: Teacher Level 2 \$52456-54390  
 Erindale College, Department of Education and Community Services, Canberra (PN. 2783)  
 (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Pamela Nicolson: 333-39473**

From: Teacher Level 3 Deputy Principal 1 \$58153-60667  
 Department of Education and Community Services  
 To: Teacher Level 3 Principal Category 3 \$59000-65000  
 Mount Roger Primary School, Department of Education and Community Services, Canberra (PN. 4083) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Peter Hobbs: 324-87685**

From: Teacher Level 2 \$52456-54390  
 Department of Education and Community Services  
 To: Teacher Level 2 \$52456-54390  
 Lake Tuggeranong College, Department of Education and Community Services, Canberra (PN. 2664) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Penelope Jurkiewicz: 706-10883**

From: Teacher Level 2 \$52456-54390  
 Department of Education and Community Services  
 To: Teacher Level 2 \$52456-54390  
 The Canberra College, Department of Education and Community Services, Canberra (PN. 12726) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Anthony Richard Rutkin: 710-31349  
 From: Australian Public Service Level 6, \$44,609 - \$52,003  
 Department of Family & Community Services  
 To: Administrative Service Officer Class 6, \$42,986 - \$49,378  
 Policy & Regulatory Division,  
 Department of Justice & Community Safety,  
 Canberra (PN 42680) (8 of 24/2/00)  
 CC: 148-9012-17070

## Promotions

### 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

## EMPLOYMENT (Continued)

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 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*.

## EMPLOYMENT (Continued)

(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. 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

## EMPLOYMENT (Continued)

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 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

## EMPLOYMENT (Continued)

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

### **CULTURAL FACILITIES CORPORATION**

#### **Canberra Theatre Centre**

##### **E. Dykes 254-83117**

From: Administrative Service Officer Class 4, \$35,685-\$38,745p.a  
From: Cultural Facilities Corporation  
Administrative Service Officer Class 5 \$39,802-\$42,204 p.a Cultural Facilities Corporation (Canberra) (PN: 55390)  
Gazette No: 16(20 April 2000  
CC: 148-9042-14979

### **THE CANBERRA HOSPITAL**

#### **Deputy CEO Corporate Information Management Group**

##### **Gillian McFarland: 259-59699**

From: Registered Nurse Level 3 \$47,110 - \$50,147  
The Canberra Hospital  
To: Senior Information Technology Officer Grade C  
\$56,408 - \$60,821  
Information Management Group, The Canberra Hospital, Canberra (PN. 23701) (9/3/00)  
CC: 148-9010-16875 (1327)

#### **Nursing Branch Medical Imaging**

##### **Michael Gerard Lind: 752-27437**

From: Registered Nurse Level 1 \$31,926 - \$41,375  
Medical Imaging  
To: Registered Nurse Level 2 \$42,723 - \$45,423  
Medical Imaging The Canberra Hospital, Canberra  
(PN. 22480) (14, 06 April 2000)  
CC: 148-9010-16875 (2712)

### **ACT COMMUNITY CARE**

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

##### **Penelope Ainge: 607-98659**

From: Professional Officer Class 1 \$29,976-\$42,054  
ACT Community Care  
To: Professional Officer Class 2 \$42,986-\$48,040  
Integrated Health Care Program, ACT Community Care, Canberra (PN. 28712) (29 March 2000)

CC: 148-9009-16863

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

##### **Catherine Parry: 747-75642**

From: Professional Officer Class 1 \$29,976-\$42,054  
ACT Community Care  
To: Professional Officer Class 2 \$42,986-\$48,040  
Integrated Health Care Program, ACT Community Care, Canberra (PN. 23677) (29 March 2000)  
CC: 148-9009-16863

### **CALVARY HOSPITAL INC.**

#### **Nursing Services Operating Rooms**

##### **Ursula Brightman: 608-28272**

From: Registered Nurse Level 1 \$31,926 - 41,375  
Calvary Hospital ACT Incorporated  
To: Registered Nurse Level 2 \$42,723 - 45,423  
Operating Rooms Calvary Hospital ACT Incorporated, Canberra (PN. 8249) (40 7/10/1999)  
CC: 148-9094-17781

### **CHIEF MINISTER'S DEPARTMENT**

#### **Corporate Services**

##### **J. L. Field 545-66261**

From: Administrative Service Officer Class 6, \$43,846-\$50,366p.a  
From: Chief Minister's Department  
Senior Officer Grade C \$55,514-\$59,857p.a  
Chief Minister's Department (Canberra) (PN: 43489)  
Gazette No: 17(27 April 2000  
CC: 148-9031-17429

#### **Promotions to non-advertised vacancies**

#### **Public Sector Management Group**

##### **S. F. Leyne: 735-15312, CMD Graduate**

Administrative Assistant \$24,744-\$31,794p.a  
From: Chief Minister's Department  
To: Administrative Service Officer Class 5, \$40,598-\$43,048p.a Chief Minister's Department.

**Duties:** Under limited supervision and as part of a team, research and assist in the development of policy on corporate strategies and public sector reform. Assist with the management of contractual arrangements with service providers, various Whole of Government projects and services. Prepare briefs, submissions, reports and other documents for the Chief Minister and Executives of the Chief Minister's Department. Provide a central liaison point for the ACT Public Service on specific issues and projects related to the work of the Group.  
Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and



**EMPLOYMENT (Continued)**

is to an non-advertised vacancy.  
Any suitable qualified officers may appeal.  
All appeal applications should be addressed to:

Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608

CC: 148-9031-16949

**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.

**Southside District  
Campbell High School****Alison Campbell: 710-38751**

From: Administrative Service Officer Class 3  
\$32657-35245  
Department of Urban Services, ACT Housing  
To: Administrative Service Officer Class 5  
\$40598-43048  
Campbell High School, Department of Education and Community Service, Canberra (PN. 507) (Gazette No. 9, 2 March 2000)  
CC: 148-9013-16917

**Northside District  
Latham Primary School****Colleen Wright: 736-36755**

From: School Assistant 2 \$24381-27036  
Department of Education and Community Services  
To: Administrative Service Officer Class 4  
\$36399-39520  
Latham Primary School, Department of Education and Community Services, Canberra (PN. 582) (Gazette No.11, 16 March 2000)  
CC: 148-9013-16917

**Human Resources****Workforce Planning and Management Section****Anne White: 033-34647**

From: Administrative Service Officer Class 3  
\$32657-35245  
Department of Education and Community Services  
To: Administrative Service Officer Class 4  
\$36399-39520  
Workforce Planning and Management Section, Department of Education and Community Services, Canberra (PN. 234) (Gazette No.3, 20 January 2000)  
CC: 148-9013-16917

**Miles Franklin Primary School****Tanya Nelipa: 024-87350**

From: Teacher Level 3, Deputy Principal 1  
\$58153-60667  
Department of Education and Community Services  
To: † Teacher Level 4, Principal \$68000-83000  
Miles Franklin Primary School, Department of

Education and Community Services, Canberra (PN. 1788) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Aranda Primary School****Maria Reeves: 033-16350**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Aranda Primary School, Department of Education and Community Services, Canberra (PN. 2165) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Lanyon High School****Lyndall Henman: 033-30363**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Lanyon High School, Department of Education and Community Services, Canberra (PN. 2250) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Stromlo High School****Anne Pickering: 749-23705**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Stromlo High School, Department of Education and Community Services, Canberra (PN. 2674) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Gordon Primary School****Michelle Willing: 706-15705**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Gordon Primary School, Department of Education and Community Services, Canberra (PN. 3744) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Canberra College****Ann Bounds: 027-59715**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Canberra College, Department of Education and Community Services, Canberra (PN. 2723) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**EMPLOYMENT (Continued)****Alfred Deakin High School****Graham Cassells: 744-98366**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Alfred Deakin High School, Department of Education and Community Services, Canberra (PN. 3750) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Florey Primary School****Janet Carr: 027-61575**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Florey Primary School, Department of Education and Community Services, Canberra (PN. 33694) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Rivett Primary School****Christine Powell: 025-37565**

From: Teacher Level 2 \$52456-54390  
 Department of Education and Community Services  
 To: † Teacher Level 3 \$58153-60667  
 Rivett Primary School, Department of Education and Community Services, Canberra (PN. 4056) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Arawang Primary School****Anne Hickey: 027-41451**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 3, Deputy Principal 1 \$58153-60667  
 Arawang Primary School, Department of Education and Community Services, Canberra (PN. 4013) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Staffing Reserve****Brianna Anson: 715-63564**

From: School Assistant 2 \$24381-27036  
 Department of Education and Community Services  
 To: † Teacher Level 1 \$32415-49186  
 Department of Education and Community Services, Canberra (PN. 80813)  
 CC: 148-9013-16917

**Turner Primary School****Robert Reardon: 324-42946**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Turner Primary School, Department of Education and Community Services, Canberra (PN. 3727) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Flynn Primary School****Katherine McMahon: 733-19434**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Flynn Primary School, Department of Education and Community Services, Canberra (PN. 2188) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Fraser Primary School****Jacqueline Sampson: 706-19976**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Fraser Primary School, Department of Education and Community Services, Canberra (PN. 3620) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Copeland College****Ross Humphreys: 020-29974**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Copeland College, Department of Education and Community Services, Canberra (PN. 2693) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Melrose High School****David Briggs: 719-06045**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Melrose High School, Department of Education and Community Services, Canberra (PN. 2652) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**North Ainslie PIEC****Jennifer Bowling: 020-27784**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 North Ainslie PIEC, Department of Education and Community Services, Canberra (PN. 3804) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Kambah High School****Mandy Trethowan: 025-34647**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Kambah High School, Department of Education and Community Services, Canberra (PN. 1995) (PS 7, 17 February 2000) CC: 148-9013-16917

**EMPLOYMENT (Continued)****Canberra College****Gai Beecher: 025-27519**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Canberra College, Department of Education and Community Services, Canberra (PN. 2840) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Lake Ginninderra College****Janet Johnson: 025-31710**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Lake Ginninderra College, Department of Education and Community Services, Canberra (PN. 2667) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Melba High School****Lorraine Early: 020-31214**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Melba High School, Department of Education and Community Services, Canberra (PN. 2642) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Lanyon High School****Judy Talberg: 033-17775**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Lanyon High School, Department of Education and Community Services, Canberra (PN. 2257) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Ainslie Primary School****Constance Jones: 324-81128**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Ainslie Primary School, Department of Education and Community Services, Canberra (PN. 3567) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Isabella Plains Primary School****Peter McLoughlin: 711-00914**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Isabella Plains Primary School, Department of Education and Community Services, Canberra (PN. 33623) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Stromlo High School****Robyn MacMillan: 027-41718**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Stromlo High School, Department of Education and Community Services, Canberra (PN. 2608) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Calwell High School****Simon Vaughan: 711-03154**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Calwell High School, Department of Education and Community Services, Canberra (PN. 32684) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Calwell Primary School****Rachel Matthews: 716-04135**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Calwell Primary School, Department of Education and Community Services, Canberra (PN. 3764) (PS. 7, 17 February 2000)  
 CC: 148-9013-16917

**Caroline Chisholm High School****Rodney Grieve: 733-19143**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Caroline Chisholm High School, Department of Education and Community Services, Canberra (PN. 2861) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Campbell High School****Neils Hider: 033-20106**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Campbell High School, Department of Education and Community Services, Canberra (PN. 2575) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**Lanyon High School****Rachael Radvanyi: 713-20714**

From: Teacher Level 1 \$32415-49186  
 Department of Education and Community Services  
 To: † Teacher Level 2 \$52456-54390  
 Lanyon High School, Department of Education and Community Services, Canberra (PN. 2249) (PS 7, 17 February 2000)  
 CC: 148-9013-16917

**EMPLOYMENT (Continued)****Village Creek Primary School****Lynette Woodbury: 333-33231**

From: Teacher Level 3, Deputy Principal 2  
\$58153-60667  
Department of Education and Community Services  
To: † Teacher Level 4, Principal \$68730-83730  
Village Creek Primary School, Department of Education and Community Services, Canberra (PN. 1801) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Evatt Primary School****Irene Gilbert: 333-31738**

From: Teacher Level 2, Executive Teacher  
\$52456-54390  
Department of Education and Community Services  
To: † Teacher Level 3, Deputy Principal 1  
\$58153-60667  
Evatt Primary School, Department of Education and Community Services, Canberra (PN. 4018) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Forrest Primary School****Lindsay Musto: 033-14822**

From: Teacher Level 2, Executive Teacher  
\$52456-54390  
Department of Education and Community Services  
To: † Teacher Level 3, Deputy Principal 2  
\$58153-60667  
Forrest Primary School, Department of Education and Community Services, Canberra (PN. 4006) (PS 9, 2 March 2000)  
CC: 148-9013-16917

**Palmerston Primary School****Kathleen Tucker: 333-38278**

From: Teacher Level 2, Executive Teacher  
\$52456-54390  
Department of Education and Community Services  
To: † Teacher Level 3, Deputy Principal 2  
\$58153-60667  
Palmerston Primary School, Department of Education and Community Services, Canberra (PN. 4044) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Aranda Primary School****Suzanne Nott: 033-17265**

From: Teacher Level 2, Executive Teacher  
\$52456-54390  
Department of Education and Community Services  
To: † Teacher Level 3, Deputy Principal 1  
\$58153-60667  
Aranda Primary School, Department of Education and Community Services, Canberra (PN. 4022) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Telopea Park School****Gai Britt: 030-95148**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Telopea Park School, Department of Education and Community Services, Canberra (PN. 2836) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Calwell High School****Lisa Kaltoum: 742-48121**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Calwell High School, Department of Education and Community Services, Canberra (PN. 32804) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Schools Directorate****Barbara Locke: 027-54105**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Schools Directorate, Department of Education and Community Services, Canberra (PN. 3739) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Stromlo High School****Susan Cole: 733-15599**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Stromlo High School, Department of Education and Community Services, Canberra (PN. 2263) (PS 7, 17 February 2000)  
CC: 148-9013-16917

**Education and Training Division  
School Programs Branch  
Assessment and Reporting Section****Nicholas Vonthethoff: 025-28191**

From: Teacher Level 1 \$32415-49186  
Department of Education and Community Services  
To: † Teacher Level 2 \$52456-54390  
Assessment and Reporting Section,  
Department of Education and Community Services, Canberra (PN. 2194) (PS 8, 24 February 2000)  
CC: 148-9013-1691

## EMPLOYMENT (Continued)

### CANBERRA INSTITUTE OF TECHNOLOGY

**Division of Corporate Services  
Academic Records Unit**

**Paul Anderson: 548-46976**

From: Administrative Service Officer Class 5  
\$39802-\$42204  
Canberra Institute of Technology  
To: † Senior Officer Grade C \$54425-\$58683  
Academic Records Unit Canberra Institute of  
Technology, Canberra (PN. 55171)  
(Gazette No. 9/12/99)  
CC: 148-9024-17904

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### Retirements and dismissals

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### THE CANBERRA HOSPITAL

**Section 141 Public Sector Management Act:**

Peter John Quinn, Facilities Service Officer  
Level 8, 11/5/00  
CC: 148-9010-16875 (1381)

### CHIEF MINISTER'S DEPARTMENT

**Section 143 Public Sector Management Act.,**

Darryl Frederick Kenny  
Administrative Service Officer Class 4 15 May  
2000  
CC: 148-9031-17429

**Section 143 Public Sector Management Act.,**

John Stanwell  
Senior Officer Grade B 10 April 2000  
CC: 148-9031-17204

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Section 143 Public Sector Management Act:**

Filomena Colavecchio, Senior Officer Grade B,  
30/4/00  
CC: 148-9012-17170

### DEPARTMENT OF URBAN SERVICES

**Section 143 Public Sector Management Act:**

Angelo Ciappina, Technical Officer Level 3,  
28/4/2000  
CC: 148-9020 16925

### DEPARTMENT OF TREASURY AND INFRASTRUCTURE

**Section 143 Public Sector Management Act.,**

Myles Arthur Johnson  
Administrative Service Officer Class 6 28 April  
2000  
CC: 148-9042-17765

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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
- 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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Gazette Number	Date	Title
<b>S17</b>	18 May	Instrument No. 140 of 2000 ~ <i>Interactive Gambling Act 1998</i>
<b>S18</b>	19 May	Instrument No. 141 of 2000 ~ <i>Domestic Violence Act 1986</i>  Instrument No. 142 of 2000 ~ <i>Victims of Crime Act 1994</i>

## GOVERNMENT NOTICES

### **LEGISLATIVE ASSEMBLY (MEMBERS' STAFF) ACT 1989 – INSTRUMENTS NOS 81 AND 82 OF 2000 – RESOLUTION OF DISALLOWANCE OF PROVISIONS**

I, Gregory Gane Cornwell, Speaker of the Legislative Assembly for the Australian Capital Territory, give notice that on Thursday, 11 May 2000, the Legislative Assembly resolved as follows:

“That provisions No (10) (b) of Instruments Nos 81 and 82 of 2000, made under the *Legislative Assembly (Members' Staff) Act 1989* relating to the terms and conditions of employment of staff pursuant to sections 11 (2) and 6 (2) of the Act, respectively, be disallowed, pursuant to section 6 of the *Subordinate Laws Act 1989*.”.

Dated 15 May 2000

**GOVERNMENT NOTICES (Continued)****NOTIFICATION OF THE MAKING OF AN INSTRUMENT**

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument 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 Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Public Place Names Act 1989</i>	Revoking the name Caley Place and replacing it with Roach Place in the Division of Narrabundah.	No. 133 of 2000
<i>Public Place Names Act 1989</i>	Determination of eleven street names in the Division of Amaroo.	No. 134 of 2000
<i>Public Place Names Act 1989</i>	Determination of one street name in the Division of Nicholls.	No. 135 of 2000
<i>Public Place Names Act 1989</i>	Determining two new street names in the Division of Gungahlin.	No. 136 of 2000
<i>Road Transport (General) Act 1999</i>	Determination of Fee for Copy of an Image taken by a Traffic Offence Detection Device.	No. 137 of 2000
<i>Public Place Names Act 1989</i>	Determining two new street names in the Division of Gordon.	No. 138 of 2000
<i>Public Place Names Act 1989</i>	Determining a park name in the Division of Narrabundah.	No. 139 of 2000



## GOVERNMENT NOTICES (Continued)

### NOTIFICATION OF THE MAKING OF SUPREME COURT RULES

NOTICE is hereby given that the undermentioned Supreme Court Rules have been made. Copies of the Supreme Court Rules 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 Supreme Court Rules made	Description of Supreme Court Rules	Number and year of Supreme Court Rule
<i>Supreme Court Act 1933</i>	Supreme Court Rules Amendment	No. 23 of 2000

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – District of Belconnen, Division of Dunlop.	No. R24/00 of 2000

**GOVERNMENT NOTICES (Continued)**

**ACT GOVERNMENT  
PLANNING AND LAND MANAGEMENT GROUP**

**DRAFT VARIATION NO.144 TO THE TERRITORY PLAN  
MOLONGLO RIVER CORRIDOR; THE DEFENCE FORCE COLLOCATED  
STAFF COLLEGES SITE INCLUDING OTHER LAND WITHIN THIS AREA OF  
WESTON CREEK**

In accordance with Section 24(2) of the *Land (Planning and Environment) Act 1991*, the Planning and Land Management Group of Urban Services is making available for public inspection the documents submitted to the Minister in relation to:

- **draft Variation No.144 to the Territory Plan relating to Molonglo River Corridor; the Defence Force Collocated Staff Colleges Site including other land within this area of Weston Creek.**

The documents relating to this draft Variation are now available for perusal:

- at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours; and
- at the PALM Shopfront at 16 Challis Street, Dickson during normal office hours.

**Environment ACT**

***Environment Protection Act 1997***

**Annual Review of Environmental Authorisations**

Notice is hereby given that the following environmental authorisations have been reviewed under Section 57 of the *Environment Protection Act 1997* (the Act) and the Environment Management Authority decided not to take any action under the Act in respect of these authorisations.

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Excell Corporation Pty Ltd	Pest Control	Cnr Dixon and Streeton Drives Holder

Under Section 135 of the Act, an application may be made to the Administrative Appeals Tribunal for a review of these decisions. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

Copies of review documents are available for public inspection, during business hours, at the office of the Environment Management Authority, Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 18 day of May 2000  
Environment Management Authority

## GOVERNMENT NOTICES (Continued)

### HEALTH ACT 1993

#### SECTION 7

#### APPOINTMENT OF PUBLIC SECTOR QUALITY ASSURANCE COMMITTEE

I, MICHAEL JOHN MOORE, appoint Mr Peter Lees and Professor Fausto Iannotti as a committee under the *Health Act 1993* with the following functions:

- (a) To conduct research or investigations into morbidity and mortality of persons who have undergone neurosurgical procedures at The Canberra Hospital at any time since 1 January 1995;
- (b) To make recommendations to the Chief Executive appointed to administer The Canberra Hospital in relation to that research or those investigations; and
- (c) To investigate, assess, review and evaluate the clinical privileges provided to neurosurgical providers and to report and make recommendations, to the Chief Executive appointed to administer The Canberra Hospital, in relation to whether those clinical privileges should be preserved, varied or withdrawn.

In this instrument, the term "neurosurgical provider" means a medical practitioner who has performed any neurosurgical procedure referred to in (a) above, and any medical practitioner who has advised a patient in relation to any procedure referred to in (a) above.

This appointment terminates on:

- (1) The day 12 months after the date of this instrument; or
- (2) Any earlier day, than that referred to in (1) above, specified by me in writing.

**Michael Moore**

Minister for Health and Community Care

Date: 10/5/00

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **TOBACCO ACT 1927**

#### **Appointment of Registrar of Tobacco**

Pursuant to subsection 12A(2) of the *Tobacco Act 1927*, I, **DAVID BRUCE BUTT**, the person holding the position of Chief Executive of the Department of Health and Community Care, hereby appoint:

#### **JOHN WOOLLARD**

to perform the functions of the Registrar of Tobacco for the purposes of the *Tobacco Act 1927*.

Dated this 12th day of May 2000.

**David Butt**  
Chief Executive

## **GOVERNMENT NOTICES (Continued)**

### **CHILDREN AND YOUNG PEOPLE ACT 1999**

#### **APPOINTMENT OF FAMILY GROUP CONFERENCE FACILITATOR**

I, Jayne Sheridan Power, delegate of the Chief Executive for the Department of Education and Community Services, pursuant to section 166 of the Children and Young People Act 1999 hereby appoint as a facilitator for the purpose of a family group conference:

Name:        ROSANNE MAJELLA SCHUH

DATED THIS 9<sup>th</sup> day of May 2000

***Jayne Sheridan Power***  
Manager  
Child Protection Services

### **CHILDREN AND YOUNG PEOPLE ACT 1999**

#### **APPOINTMENT OF FAMILY GROUP CONFERENCE FACILITATOR**

I, Jayne Sheridan Power, delegate of the Chief Executive for the Department of Education and Community Services, pursuant to section 166 of the Children and Young People Act 1999 hereby appoint as a facilitator for the purpose of a family group conference:

Name:        DIANNE CAROLYN SKIBA

DATED THIS 9<sup>th</sup> day of May 2000

***Jayne Sheridan Power***  
Manager  
Child Protection Services

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

### **CHILDREN AND YOUNG PEOPLE ACT 1999**

### **APPOINTMENT OF FAMILY GROUP CONFERENCE FACILITATOR**

#### **EXPLANATORY STATEMENT**

The ACT Children and Young People Act 1999 commenced operation on 10 May 2000. Section 166 of the Act provides for the appointment of people as facilitators for the purposes of conducting family group conferences under the Act.

Family group conferencing is introduced to facilitate agreement amongst families about the alternate ways they can continue to care for children and young people in their midst.

In making an appointment it is recognised that the facilitator will act as a neutral catalyst for progressing the conferencing process, and not as representative of the chief executive at the conference.

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY  
GOVERNMENT SOLICITOR ACT 1989  
AUTHORITY**

I, PHILIP JULIAN MITCHELL, Chief Solicitor for the purposes of sub-section 5(4) of the Government Solicitor Act 1989, HEREBY AUTHORISE:

**ANUJA DEVI SUKHDEO**

Legal Practitioner of the Supreme Court of the Australian Capital Territory to act in the name of the Government Solicitor for the Australian Capital Territory.

***P J Mitchell***

16 May 2000

## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY

#### LAND (PLANNING AND ENVIRONMENT) ACT 1991

#### NOTICE OF REVOCATION OF REFERRAL OF AN APPLICATION TO THE COMMISSIONER FOR LAND AND PLANNING

Under subsection 229A(6) of the *Land (Planning and Environment) Act 1991* I revoke the referral of Application Number 20001663 to the Commissioner for Land and Planning on the twelfth of May 2000.

*Dated this 15th day of May 2000*

**Brendan Smyth** MLA  
Minister for Urban Services



## **GOVERNMENT NOTICES (Continued)**

### **LANDS ACQUISITION ACT 1994**

#### **PRE ACQUISITION DECLARATION**

**The Australian Capital Territory Executive (the 'Executive') is considering the acquisition under the Lands Acquisition Act 1994 (the 'Act') by the Executive of an interest described in Item 1, in the land described in Item 2 for the public purpose described in Item 3.**

**1. The Interest:**

The interest being considered for acquisition is the unexpired residue of the Crown Lease Volume 1539 Folio 98 in respect of the land.

**2. The Land:**

The land is the area of approximately 2,149m<sup>2</sup> being part of Block 3 Section 73 Division of Fyshwick and being the hatched area on the sketch attached to this notice.

**3. The Public Purpose:**

The public purpose is for a pressure reduction station.

**4. Particulars of the use to which the land will be put or for which it will be developed:**

The land is to be used as part of the Canberra primary mains extension pipeline.

**5. Reasons why the land appears to be suitable for that use or for development for that use:**

The land appears to be suitable as it will be located near the connection point with the existing gas pipeline at Fyshwick.

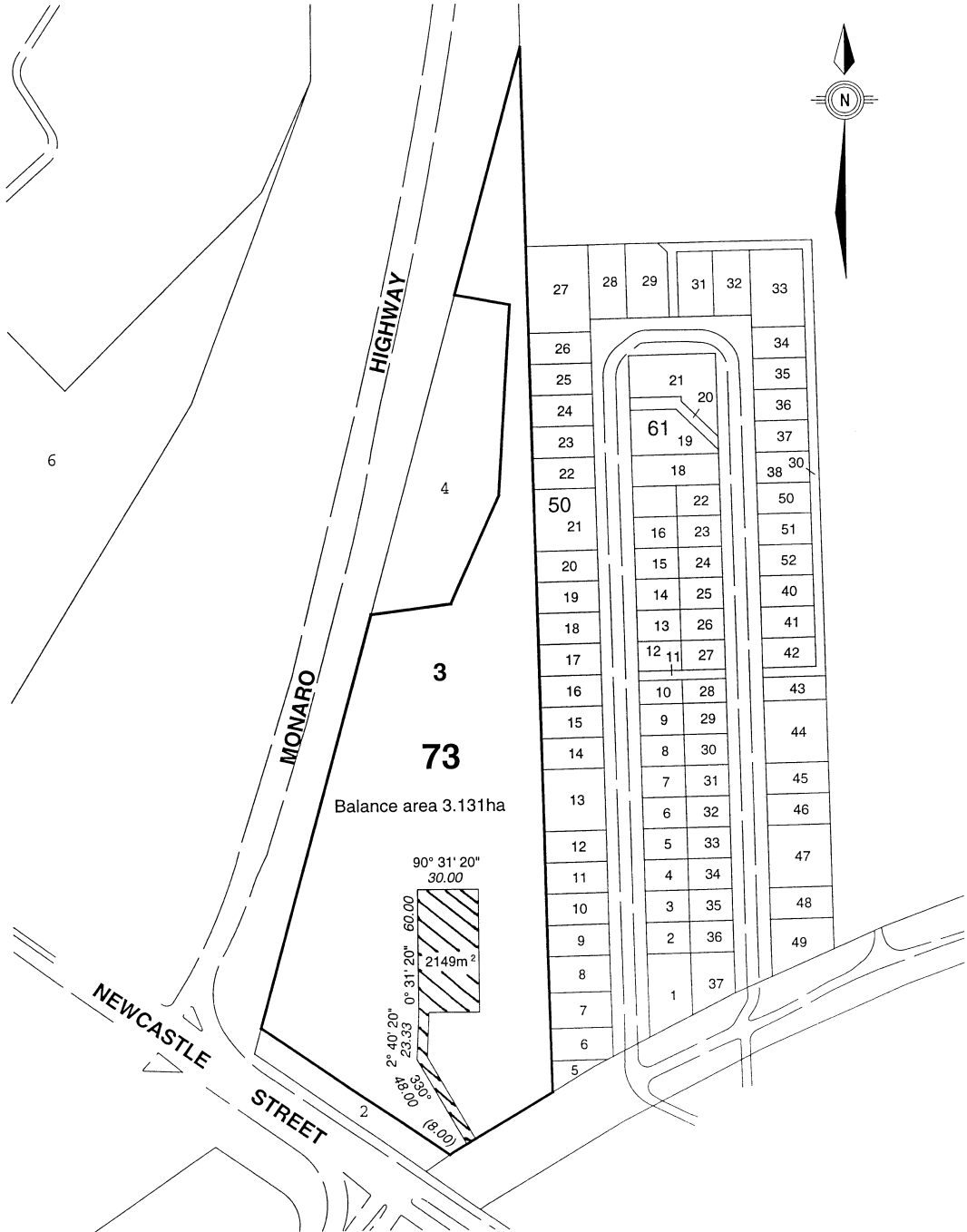
**Dated this third day of April 2000**

**LINCOLN HAWKINS**  
**Delegate of the Executive**

# GOVERNMENT NOTICES (Continued)

## LAND ACQUISITION PLAN

### DIVISION OF FYSHWICK



Scale 1:2500

## **GOVERNMENT NOTICES (Continued)**

### **LANDS ACQUISITION ACT 1994**

#### **PRE ACQUISITION DECLARATION**

**The Australian Capital Territory Executive (the 'Executive') is considering the acquisition under the Lands Acquisition Act 1994 (the 'Act') by the Executive of an interest described in Item 1, in the land described in Item 2 for the public purpose described in Item 3.**

**1. The Interest:**

The interest being considered for acquisition is the unexpired residue of the Crown Lease Volume 1526 Folio 78 in respect of the land.

**2. The Land:**

The land is the area of approximately 919m<sup>2</sup> being part of Block 1590 District of Tuggeranong and being the hatched area on the sketch attached to this notice.

**3. The Public Purpose:**

The public purpose is for a road realignment.

**4. Particulars of the use to which the land will be put or for which it will be developed:**

The land is to be used as part of the Monaro Highway.

**5. Reasons why the land appears to be suitable for that use or for development for that use:**

The land appears to be suitable so as to stay consistent with the Monaro Highway realignment.

**Dated this sixteenth day of February 2000**

**LINCOLN HAWKINS**  
**Delegate of the Executive**

# GOVERNMENT NOTICES (Continued)

## LAND ACQUISITION PLAN

### DISTRICT OF TUGGERANONG

