



Australian Capital Territory

Gazette

No. 28, Thursday 13 July, 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.

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

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

Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.10 per word or \$110.00 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 \$5.50 (or \$2.20 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City. Subscriptions to the Gazette maybe arranged through the Gazette Office at a price of \$420.00 (1 July 2000 - 30 June 2001) 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

ACT Public Service

General Information

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.

Vacancies

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Expected Permanent Vacancy

Central Office

Consumer and Community Priorities

Drug and Alcohol Policy

Administrative Service Officer Class 5

\$41,207-43,694 (DH) (PN24112)

Closing date: 27 July 2000

Unit Profile: The area is responsible for the development of alcohol and other drug policy and planning, as well as the purchasing of both Government and non-Government alcohol and other drug services in the ACT. Examples of work being undertaken by this Unit include the Police Early Diversion Program for illicit drug users, the development of a private methadone stream and a number of innovations relating to the needle and syringe program.

Duties: The Drug and Alcohol Policy Unit invites applications from suitably qualified officers who have experience in contract development and/or human services program purchasing. The position operates within a small, highly motivated team. A major task for this position will be the development of an ACT minimum data set collection to comply with the National Minimum Data Set requirements.

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

Contact Officer: Lynne Magor-Blatch
02-6207 0761

Selection documentation may be obtained from Rebecca Scrivener 02-6205 0831

Apply: 23

CC: 148-9011-17913

EMPLOYMENT (Continued)

Population Health Healthy Cities

Administrative Service Officer Class 4 \$36,945-40,113 Canberra (PN. 29463)

Closing date: 27/7/00

Duties: Provide Administrative and secretarial support to the Healthy City Canberra Coordinator. Establish and maintain databases and other information systems. Assist with the financial management of Healthy City Canberra. Assist with project work as required.

Note: This is a temporary vacancy for two years.

Contact Officer: Michael Sparks (02) 62072499
Selection documentation may be obtained from Lisa Needham (02) 62058700

Apply: 20

CC: 148-9011-16943

Population Health Healthy Cities

Administrative Service Officer Class 6 \$44,503-51,121 Canberra (PN. 29461)

Closing date: 27/7/00

Duties: Foster and support appropriate networks and relationships to assist in the development and implementation of the Healthy City Canberra activities. Provide policy, planning and project advice to the Department and the Healthy City Canberra Coordinator regarding the progress of Healthy City Canberra projects and activities.

Note: This is a temporary vacancy for two years.

Contact Officer: Michael Sparks (02) 62072499
Selection documentation may be obtained from Lisa Needham (02) 62058700

Apply: 20

CC: 148-9011-16943

THE CANBERRA HOSPITAL

Mental Health Services Hennessy House (Rehabilitation Officer)

Registered Nurse Level 2/Professional Officer Class 1/Technical Officer Level 2 \$30,276-45,877, Canberra (PN. NP)

Closing date: 27 July 2000

Duties: A vacancy exists for a highly motivated and experienced professional to work as part of a multi-disciplinary team providing individualised rehabilitation programs to clients of ACT Mental Health Services at Hennessy House. Hennessy House is a rehabilitation hostel for adult clients who have moderate to severe mental illness and has close links to the four regional community mental health teams. The suitable applicant would be responsible for development and delivery of relevant

rehabilitation programs which focus on community reintegration.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Note: Only one position is available and will be filled depending on the experience and qualifications of the successful applicant.

Contact Officer: Steve Keiley (02) 6251 6133
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580

Apply: 16

CC: 148-9010-16875 2252

Mental Health Services Hennessy House (Occupational Therapist)

Professional Officer Class 1/Professional Officer Class 2 \$29,976-48,040, Canberra (PN. NP)

Closing date: 27 July 2000

Duties: A vacancy exists for suitably qualified person to work as a part of a multi-disciplinary team providing occupational therapy to clients of ACT Mental Health Services at Hennessy House. Hennessy House is a rehabilitation hostel for adult clients who have moderate to severe mental illness and has close links to the four regional community mental health teams. The suitable applicant would be responsible for: client assessment using recognised assessment tools; development and delivery of the rehabilitation program; and supervision of the daily activity program.

Eligibility/other requirements: Tertiary qualifications or equivalent in Occupational Therapy and/or eligibility for membership of the appropriate professional organisation.

Note: Only one position is available and will be filled depending on the experience and qualifications of the successful applicant.

Contact Officer: Steve Kieley (02) 6251 6133
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580

Apply: 16

CC: 148-9010-16875 2252

Business and Infrastructure Support Food Services

General Service Officer Level 8 Supervising Chef \$34,730 - \$36,573, Canberra (PN. 21555)

Closing date: 27 July 2000

Duties: A vacancy exists within the Food Service Department for a qualified Supervising Chef to oversee the preparation and cooking of meals for patients and external clients. The successful applicant will be required to:

EMPLOYMENT (Continued)

- Oversee the preparation and cooking of meals using standardised recipes in accordance with National Food Safety Standards and HACCP guidelines; and
- Demonstrated capability to oversee the implementation of a cook-chill production environment.

Eligibility/other requirements: Certificate in Commercial Cookery or equivalent trade experience and a minimum of five years supervisory experience in a large production kitchen

Contact Officer: Mrs Sue Denton (02) 6244 3929
Selection documentation may be obtained from Mr Ric Della-Torre (02) 62443932
Apply: 16
CC: 148-9010-16875 (1372)

Clinical Services Pharmacy Services

Professional Officer Class 1 \$30,276 - \$42,475, Canberra (PN. 23508)

Closing date: 27 July 2000
Duties: The Canberra Hospital Pharmacy Department has a permanent vacancy for a recent graduate in Pharmacy. Applications will be accepted from students completing their degree this year who will require a graduate trainee position. Duties will include clinical pharmacy, dispensing, counselling and provision of drug information. Experience in all aspects of hospital pharmacy will be offered.

Eligibility/other requirements: Bachelor of Pharmacy Degree.

Contact Officer: Susan Alexander (02) 6244 2121
Selection documentation may be obtained from Susan Alexander (02) 6244 2121
Apply: 16
CC: 148-9010-16875 (2334)

Business and Infrastructure Support Facilities Management Services

Facilities Service Officer Level 7 \$31,884 - \$33,742, Canberra (PN. 20067)

Closing date: 27 July 2000
Duties: Undertake special class trade work associated with maintenance and installation of the hospital's hydraulic mechanical systems, including inspection and certification of complex hydraulic equipment, eg thermostatic mixing valves and back flow prevention devices.
Eligibility/other requirements: Trade qualification in Plumbing. Possession of or eligible to obtain ACT plumbing licence, gas fitters, sewage and drainage licences.

Contact Officer: Gary Craigie (02) 6244 3297
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
Apply: 16
CC: 148-9010-16875 (1381)

ACT COMMUNITY CARE

Integrated Health Care Program, Link Team

Registered Nurse Level 4.2 \$60,257, Canberra (PN. 28594)

Closing date: 27 July 2000
Duties: Coordinator of LINK post acute and discharge planning team located in the Canberra Hospital.

Contact Officer: Jenny Brogan (02) 62051357
Selection documentation may be obtained from Kerry Kent (02) 62051357
Apply: 21
CC: 148-9009-17798

REHABILITATION PROGRAM, EQUIPMENT LOAN SERVICE

GENERAL SERVICES OFFICER LEVEL 2 \$11,465-\$24,663, Canberra (PN. 28693)

Closing date: 27 July 2000
Duties: Under the direction and supervision of the Technical Officer clean, check, label and store equipment from the Equipment Loan Service. Assist driver with delivery of heavy equipment to clients homes. Be responsible for the safe storage and minor repairs of Equipment Service items.
Eligibility/other requirements: Current ACT drivers license
Note: This position is within the scope of organisational changes that are occurring as a result of Setting the Agenda. Therefore the position may change in terms of duties or scope. Full Time (38 hours per week)

Contact Officer: Mary Welch (02) 6244 2311
Selection documentation may be obtained from Mary Welch (02) 6244 2311
Apply: 21
CC: 148-9009-18269

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

Administrative Service Officer Grade 4
Finance Officer
PN 14275
Permanent
Salary \$36,945 to \$40,113
Location: Callam Offices, Woden, ACT

**Applications Close:
27 July 2000**

EMPLOYMENT (Continued)

Applications to be forwarded to:

Recruitment Officer
 Chief Minister's Department
 GPO Box 158
 Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

InTACT is seeking an enthusiastic person to join the organisation as a Finance Officer within the Voice Team. The occupant will be responsible the reconciliation of provider accounts to ensure accuracy prior to payment. This includes both fixed and mobile telephone services.

The position is part of the Networks & Security Group and is responsible to the Voice Group Team Leader for the provision of support and maintenance of the voice network. Specifically, the occupant will be responsible for ensuring all the accounts receivable and payable are accurate prior to payment.

The occupant should have well developed communication and teamwork skills, together with a good knowledge of accounts receivable and payable processes and systems.

Contact Officer's name and telephone number for queries regarding position

Sharon Elliott (02) 6207 5019

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au

ADMINISTRATIVE SERVICE OFFICER GRADE 3 VOICE OFFICER

(FAULTS, ADDS, MOVES AND CHANGES)

PN 14276

PERMANENT

SALARY \$33,147 TO \$35,774

LOCATION: CALLAM OFFICES, WODEN, ACT

Applications Close:

27 July 2000

Applications to be forwarded to:

Recruitment Officer
 Chief Minister's Department
 GPO Box 158
 Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

InTACT is seeking an enthusiastic person to join the organisation as member of the Voice team.

The occupant of the position will be responsible for the co-ordination of the resolution of faults and the implementation of moves, adds and changes to fixed and mobile telephone services.

The occupant should have well developed communication and liaison skills and the ability to negotiate with InTACT customers and service providers. Demonstrated teamwork and time management skills are also required.

Contact Officer's name and telephone number for queries regarding position

Sharon Elliott (02) 6207 5019

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au

ADMINISTRATIVE SERVICE OFFICER GRADE 3 BILLING OFFICER

PN 14277

PERMANENT

SALARY \$33,147 TO \$35,774

LOCATION: CALLAM OFFICES, WODEN, ACT

Applications Close:

27 July 2000

Applications to be forwarded to:

Recruitment Officer
 Chief Minister's Department
 GPO Box 158
 Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

InTACT is seeking an enthusiastic person to join the organisation as member of the Voice team.

The occupant of the position will be required to undertake the preparation of customer invoices for voice services under agreed service levels in a full cost recovery environment. This includes both fixed and mobile telephone services.

The occupant should have well developed communication and liaison skills, together with the ability to work effectively as a member of a team. It is expected that the successful applicant will also possess effective time management skills.

Contact Officer's name and telephone number for queries regarding position

Sharon Elliott (02) 6207 5019

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au

EMPLOYMENT (Continued)

**ADMINISTRATIVE SERVICE OFFICER GRADE 5
ASSETS MANAGER**
PN 14350
PERMANENT
SALARY \$41,207 TO \$43,694
LOCATION: CALLAM OFFICES, WODEN, ACT

Applications Close:
27 July 2000

Applications to be forwarded to:

Recruitment Officer
Chief Minister's Department
GPO Box 158
Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

InTACT is seeking an enthusiastic person to join the organisation as an assets Manager who will work to the Manager Assets/Acquisitions, SOGC, for the effective management of InTACT's assets and processes and is responsible for assisting the Manager Assets/Acquisitions in his/her duties and responsibilities.

The person would be required to manage and maintain the day to day assets systems in conjunction with Macquarie Bank and InTACT suppliers. In addition they will assist in preparing all relevant documentation, policies and processes for the management of the InTACT assets systems.

Candidates should have the ability to work effectively and contribute to the outcomes of a team, be practical, have initiative and drive and be genuinely motivated and interested in the position.

Good communication skills and the ability to develop and maintain customer relationships is essential.

Contact Officer's name and telephone number for queries regarding position

Arron Scolnik (02) 620 76198

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au

**SENIOR OFFICER GRADE C
VOICE TEAM LEADER**
PN 14351
PERMANENT
SALARY \$56,346 TO \$60,755
LOCATION: CALLAM OFFICES, WODEN, ACT

Applications Close:
27 July 2000

Applications to be forwarded to:

Recruitment Officer
Chief Minister's Department
GPO Box 158
Canberra ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

InTACT is seeking an enthusiastic person to join the organisation in the role of Voice Team Leader. The successful applicant will be responsible for the day to day delivery of the ACT Government Corporate Voice Network to clients under agreed service levels. This includes both fixed and mobile telephone services.

The position is part of the Networks & Security Group and is responsible to the Manager for the provision of support and maintenance of the Network. Specifically, the occupant will be responsible for ensuring all voice services and external support resources are established and maintained to meet, and exceed, contracted requirements.

The occupant is also responsible for the day to day maintenance of the voice mail system and the supervision of work undertaken by the in-house telephone technicians.

The occupant is expected to have excellent communication skills and the ability to effectively manage the operations of a small team. In addition, it is expected that the successful applicant will have proven customer focus skills and the ability to organise organisational and cultural change programs.

Contact Officer's name and telephone number for queries regarding position

Bruce Robertson (02) 6207 5013

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au

EMPLOYMENT (Continued)

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/departm/ent.htm> or may be requested using email to decs.jobs@act.gov.au.

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

Sport and Corporate Resources Division Bureau of Sport and Recreation Branch ACT Academy of Sport Section

Administrative Service Officer Class 5 \$41207-43694, Canberra (PN. 13976)

Closing date: 27 July 2000

Duties: Liaise with ACT sporting and education groups to develop a plan to implement and evaluate a talent identification program for the ACT sporting community. Conduct, in coordination with ACT schools and sporting organisations, a state/territory based Talent Identification Program for those sports identified by the Australian Sports Commission and the ACT Academy of Sport.

Note: Temporary Employment from ASAP to 30 June 2003. This position is part-time at 20 hours per week.

Contact Officer: Nick Hunter (02) 62074388
Selection documentation may be obtained from The Contact Officer (02) 62074388
Apply: 12
CC: 148-9013-16917

Sport and Corporate Resources Division Bureau of Sport and Recreation Branch ACT Academy of Sport Section

Professional Officer Class 2 \$44503-51121, Canberra (PN. 25837)

Closing date: 27 July 2000

Duties: Provide sport psychology services to ACT Academy of Sport athletes and coaches on an individual and group basis. Liaise with other support staff on matters related to the psychology program. Attend regular meetings with other support staff, athletes and coaches.

Note: Temporary Employment from 1 January 2001 to 1 January 2004.

Contact Officer: Nick Hunter (02) 62074388
Selection documentation may be obtained from The Contact Officer (02) 62074388
Apply: 12
CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Education Delivery Program Faculty of Communication and Community Services Faculty Management Unit

Administrative Service Officer Class 3 \$32017-\$34554, Canberra (PN. 55033)

Closing date: 27.7.00

Duties: As Campus Cashier, collect student fees and revenue from receipting officers. Maintain daily banking in accordance with the Financial Management Act 1996. Answer student enquiries and process student enrolments on the CIT Student Information Management System. General administrative support as required.

Contact Officer: Trish Cook (02) 62074923
Selection documentation may be obtained from Carly Godfrey (02) 62074884
Apply: 11
CC: 148-9024-17904

Division of Learning Services Educational Development Centre Teacher Education and Learning Solutions

Administrative Service Officer Class 3 \$32017-\$34554, Canberra (PN. 55013 and 54714)

Closing date: 27.7.00

Duties: Comprehensive support service including; basic advice on learning resource production; design advice; production of desktop published materials; web page production; CDROM production; general enquiries; assisting with research tasks; general administrative support.
Eligibility/other requirements: Graphic Design qualification (Diploma) – Highly desirable, Workplace Trainer qualification (Statement of Attainment) – Highly desirable.

Contact Officer: John Smith (02) 62074819
Selection documentation may be obtained from Sue Fairleigh (02) 62074956
Apply: 11
CC: 148-9024-17904

Education Delivery Program Faculty of Science and Technology Automotive and Transport

Teacher Band 1 \$35425-\$48350, Canberra (PN. 51954)

Closing date: 27.7.00

Duties: The successful applicant will be required to teach modules relating to the transport, distribution and warehousing disciplines. This may involve, but is not restricted to, prepare teaching and assessment materials, undertake related administration and reporting functions, student mentoring, structured industry based training, conduct

EMPLOYMENT (Continued)

on/off-campus training or managing work based and other learning processes. Applicants will need to demonstrate an interest in adult education with evidence of relevant knowledge and practical skills.

Eligibility/other requirements: Mandatory: Appropriate tertiary qualifications or equivalent in transport/distribution/warehousing or other relevant discipline as appropriate to 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. Other: Possess, or eligible to obtain, qualifications in adult education.

Note: This position is available for temporary transfer or temporary employment from ASAP until 7 December 2001.

Contact Officer: Ross Skinns (02) 62073808
Selection documentation may be obtained from Megan Boliitho (02) 62074132
Apply: 11
CC: 148-9024-17904

**Education Delivery Program
Faculty of Science and Technology
Automotive and Transport**

**Teacher Band 1 \$35425-\$48350, Canberra
(PN. 51437)**

Closing date: 27.7.00

Duties: The successful applicant will be required to teach modules relating to the plant operator program. This may involve, but is not restricted to, prepare teaching and assessment materials, undertake related administration and reporting functions, student mentoring, structured industry based training, conduct on/off-campus training or managing work based and other learning processes. Applicants will need to demonstrate an interest in adult education with evidence of relevant knowledge and practical skills.

Eligibility/other requirements: Mandatory: Appropriate tertiary qualifications/licences/work cover certificates appropriate to operating plant and equipment or other relevant discipline as appropriate to 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. Other: Possess, or eligible to obtain qualifications in adult education.

Note: This position is available for temporary transfer or temporary employment from ASAP until 7 December 2001

Contact Officer: Ross Skinns (02) 62073808
Selection documentation may be obtained from Megan Boliitho (02) 62074132
Apply: 11
CC: 149-9024-17904

**Education Delivery Program
Faculty of Science and Technology
Laboratory Sciences**

**Teacher Band 1 \$35425-\$48350, Canberra
(PN. 51777)**

Closing date: 27.7.00

Duties: Teach subjects as required up to Diploma level in Veterinary Nursing and Animal Technology.

Eligibility/other requirements: Mandatory: Appropriate tertiary qualifications or equivalent in Animal Science and Veterinary Nursing or other relevant discipline as appropriate to 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. Other: Possess, or eligible to obtain qualifications in adult education.

Note: This position is available for temporary transfer or temporary employment for a period of 5 years. Part-time hours would be considered.

Contact Officer: Ron Boulton(02) 62074175
Selection documentation may be obtained from Marisa Pesic (02) 62074166
Apply: 11
CC: 149-9024-17904

**Education Delivery Program
Faculty of Science and Technology
Laboratory Sciences**

**Teacher Band 1 \$35425-\$48350, Canberra
(PN. 51941)**

Closing date: 27.7.00

Duties: Teach subjects as required up to Diploma level primarily in Animal Technology. May be required to teach subjects in Veterinary Nursing.

Eligibility/other requirements: Mandatory: Appropriate tertiary qualifications or equivalent in Animal Science and Veterinary Nursing or other relevant discipline as appropriate to 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. Other: Possess, or eligible to obtain qualifications in adult education.

Note: This position is available for temporary transfer or temporary employment for a period of 1 year. Part-time hours would be considered.

Contact Officer: Ron Boulton(02) 62074175
Selection documentation may be obtained from Marisa Pesic (02) 62074166
Apply: 11
CC: 149-9024-17904

EMPLOYMENT (Continued)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and two referee reports, from applicants for positions in the department, should address the selection criteria comprehensively, as selection decisions may be made only on the basis of the documentation provided, without formal interview. Full application should be sent to: The Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608

ACT Corrective Services Belconnen Remand Centre Duty Chief

**Custodial Officer Grade 3 \$39,802 – 41,046,
Canberra (PN. 11321)**

Closing date: 27 July 2000

Duties: Undertake the supervision of a shift of custodial officers to ensure safe and secure care of detainees in accordance with statutory and duty of care obligations. Oversight the admissions and discharge of detainees. Assist with staff training, preparation of statistical information and maintenance of staffing records. Assume control of the operations at the centre in the absence of the Superintendent and Deputy Superintendent.

Contact Officer: Barry Folpp (02) 6207 0767
Selection documentation may be obtained from Jeanette Atkins (02) 6207 0853
Apply: 28
CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

Operations Group Information Planning and Services Group Publishing and Shopfront Services Section

**Administrative Service Officer Class 6
\$44,504-\$51,121, Canberra (PN. 46010)**

Closing date: 20/7/2000

Duties: Under limited direction, coordinate the production processes of the ACT Government's printing and publishing requirements for Gazettes and legislation, including supervision of work done by contractors, and the monitoring of production schedules to ensure deadlines are met.

Contact Officer: Paul Ratcliffe (02) 62055481
Selection documentation may be obtained from Stephen Lawler (02) 62050484
Apply: 34
CC: 148-9016 16920

**Administrative Service Officer Class 3
\$33,147-\$35,774, Canberra (PN. 24544)**

Closing date: 20/7/2000

Duties: Assist the Gazette Officer in the production and timely delivery of Gazettes and legislation. Undertake the function of mail order clerk for the sales of Gazettes, Legislation and other publications.

Contact Officer and Selection documentation:
Kerry Bell (02) 62050254
Apply: 34
CC: 148-9016 16920

Appointments

DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Administrative Service Officer Class 1
\$15,428-28,419 (DH)**

Lucy May Cave 741-20064, Section 68
27 April 2000
CC: 148-9011-16886

**Administrative Service Officer Class 1
\$15,428-28,419 (DH)**

Peter Gordon Wymark 741-20152 Section 65 (3)
1 March 2000
CC: 148-9011-17913

**Administrative Service Officer Class 3
\$33,147-35,774**

Jan Seeley: 741-20208, Section 68, 13/7/00
CC: 148-9011-16943

ACT COMMUNITY CARE

**Disability Support Officer Level 1
\$26,716-\$27,786**

Michael Brown: 740-96981, Section 68(1) & &0(1), 27 June 2000
CC: 148-9009-16861

**Disability Support Officer Level 1
\$26,716-\$27,786**

Mary Burns: 740-96084, Section 68(1) & &0(1), 22 June 2000
CC: 148-9009-16861

Professional Officer Class 1 \$29,976-\$42,054

Peta Cross: 740-97749, Section 68(1) & 70(1), 4 July 2000
CC: 148-9009-17798

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Administrative Service Officer Class 4
\$36399-39520**

Christine Patricia Embleton: 761-24149,
Section 68(1), 29 June 2000
CC: 148-9013-16917

EMPLOYMENT (Continued)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 2

\$28,110 – 31,171

Sian Bryant: 747-87803, Section 68, 3 /7/00

CC: 148-9012-16909

Administrative Service Officer Class 2

\$28,110 – 31,171

Kirsti Partridge: 747-87248, Section 68, 3/7/00

CC: 148-9012-16909

Transfer

CALVARY HOSPITAL INC.

Indra Silins: 735-35858

From: Administrative Service Officer Class 4

\$35,685 - 38,745

The Canberra Hospital

To: Calvary Administrative Officer 4

\$35,685 - 38,745

Casemix Calvary Hospital ACT Incorporated,

Canberra (PN. 8632) (20 18/5/2000)

CC: 148-9094-17781

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 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**.

EMPLOYMENT (Continued)

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*. (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,

EMPLOYMENT (Continued)

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 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

EMPLOYMENT (Continued)

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 serious defect under section 65, and is **directed at the process and not the merits of the decision**.

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Central Office
Human Resource Strategies

Sebastian Pascal Rosenberg 545-18892

From: Senior Officer Grade C \$56,346-60,755 (DH) Health and Community Care

To: Senior Officer Grade B \$66,577-74,948 (DH) Human Resource Strategies Group

EMPLOYMENT (Continued)

Health and Community Care, Canberra
(PN. 24932) (No 19 of 11 May 2000)
CC: 148-9011-16886

THE CANBERRA HOSPITAL**Clinical School
Clinical Training Unit****Helen McNeil: 261-50285**

From: Administrative Service Officer Class 2
\$28,391 - \$31,483
The Canberra Hospital
To: Administrative Service Officer Class 3
\$32,337 - \$34,900
Clinical Training Unit The Canberra Hospital,
Canberra (PN. 29855) (5/1/00)
CC: 148-9010-16875 (1319)

**Nursing Branch
Medical SMT****Deidre Jan Mathis: 735-31128**

From: Registered Nurse Level 1 \$32,245 -
\$41,789
Medical Oncology
To: Registered Nurse Level 2 \$43,150 - \$45,877
Medical SMT, Medical Oncology, Canberra
(PN. 22198) (25/5/00)
CC: 148-9010-16875 (1798)

Pathology Services**Victoria Mendones: 608-13505**

From: General Service Officer Level 3
\$25,084 - \$26,067
The Canberra Hospital
To: Technical Officer Level 1 \$29,358 - \$30,841
Pathology Services, Canberra (PN21312)
(25/5/00)
CC: 148-9010-16875 (3124)

ACT COMMUNITY CARE**Integrated Health Care Program, ACT Diabetes
Service****Nicole Wallace: 608-14161**

From: Registered Nurse Level 2 \$42,723-
\$45,423
ACT Community Care
To: Administrative Service Officer Class 6
\$42,986-\$49,378
Integrated Health Care Program ACT Diabetes
Service ACT Community Care, Canberra
(PN. 28764) (9 May 2000)
CC: 148-9009-16863

**Child, Youth and Women's Health Program,
Postnatal, Parenting Information and Referral
Service****Sandra Millett: 715-59274**

From: Professional Officer Class 2
\$42,986-\$48,040
ACT Community Care
To: Professional Officer Class 3 \$52,553
Child, Youth and Women's Health Program ACT
Community Care, Canberra (PN. 28867)
(18 May 2000)
CC: 148-9009-17798

Integrated Health Care Program

Deborah Booth: 260-85145,
From: Registered Nurse Level 4.2 \$60,257
ACT Community Care
To: Registered Nurse Level 5.4, \$68,801
Integrated Health Care Program ACT Community
Care, Canberra (PN. 21351) (20 May 2000)
CC: 148-9009-17798

Child, Youth and Women's Health Program**Alison Russell: 547-15925**

From: Administrative Service Officer Class 5
\$39,802-\$42,204
ACT Community Care
To: Administrative Service Officer Class 6
\$42,986-\$49,378
Child, Youth and Women's Health Program Act
Community Care, Canberra (PN. 28898)
(22 June 2000)
CC: 148-9009-16857

CALVARY HOSPITAL INC.**Nursing Services
Maternity****Helen Williams: 609-08643**

From: Registered Nurse Level 2 \$42,723 - 45,423
Calvary Hospital ACT Incorporated
To: Registered Nurse Level 3.5 \$55,547 - 55,547
Maternity Calvary Hospital ACT Incorporated,
Canberra (PN. 8480) (21 25/5/2000)
CC: 148-9094-17781

**DEPARTMENT OF EDUCATION AND COMMUNITY
SERVICES****Ainslie Primary School****Jena Jing Cheung: 719-39285**

From: Administrative Service Officer Class 3
\$33147-35774
Department of Education and Community
Services
To: Administrative Service Officer Class 4
\$36945-40113
Ainslie Primary School, Department of Education
and Community Services, Canberra (PN. 550)
(PS 19, 11 May 2000)
CC: 148-9013-16917

EMPLOYMENT (Continued)**Children's Youth and Family Services Division
Family Services Branch
Child Protection Services Section****Nancy Maree Olsson: 701-63307**

From: Administrative Service Officer Class 5
\$41207-43694
Department of Education and Community Services
To: Administrative Service Officer Class 6
\$44503-51121
Child Protection Services Section, Department of
Education and Community Services, Canberra
(PN. 10167) (PS 17, 27 April 2000)
CC: 148-9013-16917

**Schools Directorate Branch
Student Participation Section****Sandra Tarplee: 710-43067**

From: Administrative Service Officer Class 2
\$29102-32271
Department of Urban Services
To: Administrative Service Officer Class 3
\$33147-35774
Student Participation Section, Department of
Education and Community Services, Canberra
(PN. 11433) (PS 22, 1 June 2000)
CC: 148-9013-16917

Birrigai Outdoor School**Shane Bruce Gorman: 027-70607**

From: Teacher Level 2 \$52456-54390
Department of Education and Community Services
To: † Teacher Level 3 Principal Category 3
\$59730-65730
Birrigai Outdoor School, Department of Education
and Community Services, Canberra (PN. 4144)
(PS 11, 16 March 2000)
CC: 148-9013-16917

Urambi Primary School**Catriona Joslin Heap: 742-48404**

From: Teacher Level 1 \$32415-49186
Department of Education and Community Services
To: † Teacher Level 2 \$52456-54390
Urambi Primary School, Department of Education
and Community Services, Canberra (PN. 2237)
(PS 21, 25 May 2000)
CC: 148-9013-16917

Maribyrrong Primary School**Kathryn Roma Cheshire: 737-58453**

From: School Assistant 2 \$24381-27036
Department of Education and Community Services
To: Administrative Service Officer Class 4
\$36945-40113
Maribyrrong Primary School, Department of
Education and Community Services, Canberra
(PN. 587) (PS 13, 30 March 2000)
CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Learning Services
Office of Associate Director
Divisional Management Unit****Sarah Louise Charlton: 543-25847**

From: Administrative Service Officer Class 3
\$32017-\$34554
Canberra Institute of Technology
To: Administrative Service Officer Class 5
\$39802-\$42204
Division of Learning Services, Canberra Institute
of Technology Canberra (PN. 55260)
(Gazette No. 1/6/00)
CC: 148-9024-17904

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY****Parliamentary Counsel's Office****Julie Field: 545-62412**

From: Legal 1 \$32,985 – 67,631
Department of Justice and Community Safety
To: Legal 2 \$73,479 – 76,499
Parliamentary Counsel's Office, Canberra
(PN. 42297) (No 23 8 June 2000)
CC: 148-9012-17345

DEPARTMENT OF URBAN SERVICES

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

**Environment ACT
Executive Unit****H. A. McKeown: AGS No 713-72944**

From: Administrative Service Officer Class 6
\$43,846-\$50,366
Urban Services
To: † Senior Officer Grade C \$54,425-\$58,683
Executive Unit Urban Services, Canberra
(PN. 3606) (Gazette No. 21, 25/5/2000)
CC: 148-9028 17030

**Operations Group
City Operations Branch
Road User Services Section****F. M. Stevens: AGS No 733-29536**

From: Administrative Service Officer Class 6
\$43,846-\$50,366
Urban Services
To: † Senior Officer Grade C \$55,514-\$59,857
Road User Services Section Urban Services,
Canberra (PN. 33121) (Gazette No. 12, 23/3/2000)
CC: 148-9015 17013

EMPLOYMENT (Continued)

**Planning and Land Management Group
Development Management Branch
Customer Services Section**

L. M. Tognella: AGS No 734-57175

From: Administrative Service Officer Class 2
\$28,672-\$31,794
Urban Services
To: Administrative Service Officer Class 3
\$32,657-\$35,245
Customer Services Section Urban Services,
Canberra (PN. 3092) (Gazette No. 19, 11/5/2000)
CC: 148-9020 17776

**DEPARTMENT OF TREASURY AND
INFRASTRUCTURE**

E Fernando: 707-72639

From: Administrative Service Officer Class 5
\$41,207 - \$43,694p.a.
Department of Treasury and Infrastructure
To: Administrative Service Officer Class 6
\$44,503 - \$51,121p.a. (PN: 1320)
Financial and Budgetary Management
Gazette No: 11, 11 May 2000
CC: 148-9042-17765

Retirements and dismissals

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

Section 143 Public Sector Management Act:
Anneta Yap, Administrative Service Officer
Class 3, 30/6/2000
CC: 148-9012-17345

ACT Public Service Index of addresses

- | | |
|--|--|
| <p>05 The Recruitment Officer, Director of
Public Prosecutions, GPO Box 595,
Canberra ACT 2601</p> <p>06 Recruitment Officer, Chief Minister's
Department, GPO Box 158, Level 3,
Canberra Nara Centre, Canberra ACT
2601</p> <p>07 Recruitment Officer, Calvary Public
Hospital. PO Box 254, Jamison Centre,
ACT 2614</p> <p>08 Personnel Manager, ACTION, PO Box
1155, Tuggeranong, ACT 2901</p> <p>09 Personnel Officer, Totalcare, PO Box 56,
Mitchell ACT 2911</p> <p>11 The Recruitment Officer, Canberra
Institute of Technology, GPO Box 826,
Canberra City ACT 2601</p> <p>12 Customer Service Supervisor,
Department of Education and
Community Services, PO Box 1584,
Tuggeranong ACT 2901</p> | <p>13 Recruitment Officer, Administrative
Branch, Emergency Services Bureau,
PO Box 104, Curtin ACT 2605</p> <p>16 Human Resource Management Unit,
The Canberra Hospital, PO Box 11,
Woden ACT 2606</p> <p>17 Resource Advisor, Business Services
Bureau, Department of Health and
Community Care, PO
Box 11, Woden ACT 2606</p> <p>18 The Administrative Officer, Legislative
Assembly for the ACT, GPO Box 1020,
Canberra ACT 2601</p> <p>20 Administrative Officer, Health Protection
Service, Locked Bag 5, Weston Creek
ACT 2611</p> <p>21 Recruitment Officer, ACT Community
Care, GPO Box 825, Canberra City ACT
2601</p> <p>23 Administrative Officer, Central Office,
Department of Health and Community
Care, GPO Box 825, Canberra City ACT
2601</p> <p>28 Recruitment Officer, Human Services
Unit, Department of Justice and
Community Safety, PO Box 921, Civic
Square ACT 2608</p> <p>30 The Secretary, Milk Authority of the ACT,
GPO Box 1110, Canberra ACT 2601</p> <p>31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275
Civic Square ACT 2608</p> <p>32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608</p> <p>34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601</p> <p>35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.</p> <p>36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office, GPO
Box 1321, Canberra ACT 2601.</p> |
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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>

Gazette Number	Date	Title
S30	30 June	Notification of Enactment ~ <i>Financial Management Amendment Act 2000, No.27 of 2000</i> ~ <i>Health and Community Care Legislation Amendment Act 2000, No. 28 of 2000</i> ~ <i>Appropriation Act 1999-2000 (No. 3), No.29 of 2000</i> Instrument No. 238 of 2000 ~ <i>Road Transport (General) Act 1999</i> Regulation No. 28 of 2000 ~ <i>Road Transport (General) Act 1999</i>
S33	6 July	Notification of Enactment ~ <i>Duties Amendment Act 2000 (No 2)), No.30 of 2000</i> ~ <i>Rates and Land Tax Amendment Act 2000 (No 2), No.31 of 2000</i> ~ <i>Victims of Crime (Financial Assistance) Amendment Act 2000, No. 32 of 2000</i> ~ <i>Financial Relations Agreement Act 2000, No.33 of 2000</i> ~ <i>Financial Relations Agreement Consequential Amendments Act 2000, No.34 of 2000</i> ~ <i>Goods and Services Tax (Temporary Transitional Provisions) Act 2000, No.35 of 2000</i>
S35	4 July	Regulation No. 29 of 2000 ~ <i>Food Act 1992</i>

GOVERNMENT NOTICES

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.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Legislative Assembly (Members' Staff) Act 1989</i>	Arrangements made under Section 10(2) to provide the staff salary allocations to Members of the Legislative Assembly to employ staff in the 2000-01 financial year.	No. 239 of 2000
<i>Legislative Assembly (Members' Staff) Act 1989</i>	Arrangements made under Section 5(2) to provide the staff salary allocation for the Speaker of the Legislative Assembly to employ staff in the 2000-01 financial year.	No. 240 of 2000
<i>Public Place Names Act 1989</i>	Determination of "Victoria Cross Park" in the Division of Campbell, being Block 1 Section 24.	No. 241 of 2000

GOVERNMENT NOTICES (Continued)**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>	Notice of Intention to Close Parts of a Public Road – Division of City.	No. R1/00

GOVERNMENT NOTICES (Continued)

DEPARTMENT OF URBAN SERVICES

ENVIRONMENT ACT, ENVIRONMENT PROTECTION

AUSTRALIAN CAPITAL TERRITORY

ENVIRONMENT PROTECTION ACT 1997

ENVIRONMENT PROTECTION AGREEMENTS

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

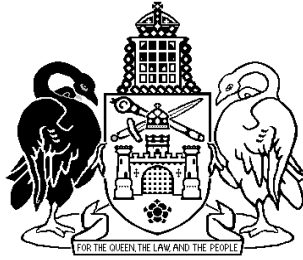
Organisation	Brief Description of Activity	Location
NEHEMIAH CONSTRUCTIONS PTY LTD	Land development	10 Body Place MACARTHUR ACT 2904
SAYERS PROPERTY GROUP PTY LTD	Land development	Shop 2/5, Victoria St Hall ACT 2618
DELTA PTY LTD	Land development	7 – 11 Little Buckingham St SURRY HILLS NSW 2010
ADCO CONSTRUCTION PTY LTD	Land development	85 Alexander St CROWS NEST NSW 2065
KONSTANTINOOU DEVELOPMENT PTY LTD	Land development	45 – 51 Grimwade St MITCHELL ACT 2911
BOVIS LEND LEASE PTY LTD	Land development	Level 5, St George Centre CANBERRA CITY ACT 2601

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

Dated the 4th day of July 2000

G. Croston
Environment Management Authority

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

INSTRUMENT

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the Remuneration Tribunal shall inquire into and determine the remuneration and allowances to be paid to the holder of an appointment specified as follows:

Chair and Members of the Cleaning Industry Long Service Leave Board

Dated the 22nd day of June 2000.

Kate Carnell MLA
Chief Minister

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

MENTAL HEALTH OFFICER

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* I, **Michael John Moore** Minister for Health and Community Care hereby appoint:

DEBORAH PLANT

to be a Mental Health Officer.

Dated this 23rd day of June 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

EXPLANATORY STATEMENT

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the Minister for Health and Community Care to appoint Mental Health Officers.

The signed appointment of one Mental Health Officers is attached. This appointment is required to enable the Crisis Assessment and Treatment Team to have Mental Health Officer coverage on each shift. This officer is required to be appointed as a Mental Health Officer to enable her to perform her duties at the Crisis Assessment and Treatment Team.

The appointed Mental Health Officer is a public servant, and therefore, under paragraph 6 (a) of the *Statutory Appointments Act 1994*, the instrument appointing the Mental Health Officer is not a disallowable instrument.

A previous instrument appointing Deborah Plant was gazetted on 20 April 2000, however her name was spelt incorrectly on the instrument. The attached instrument therefore replaces this previous gazetted instrument of 20 April 2000.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

MENTAL HEALTH OFFICER

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* I, **Michael John Moore** Minister for Health and Community Care hereby appoint:

VIVIENNE HARRIS

to be a Mental Health Officer.

Dated this 23rd day of June 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

MENTAL HEALTH OFFICER

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* I, **Michael John Moore** Minister for Health and Community Care hereby appoint:

ANDY HARDWICKE

to be a Mental Health Officer.

Dated this 23rd day of June 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

MENTAL HEALTH OFFICER

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* I, **Michael John Moore** Minister for Health and Community Care hereby appoint:

SUZANNE VIVIAN

to be a Mental Health Officer.

Dated this 23rd day of June 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

APPOINTMENT OF MENTAL HEALTH OFFICERS

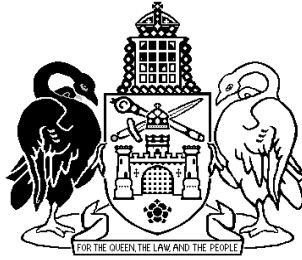
EXPLANATORY STATEMENT

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the Minister for Health and Community Care to appoint Mental Health Officers.

The signed appointments of three Mental Health Officers are attached. These appointments are required to enable City Mental Health Team to have Mental Health Officer coverage for leave and the extended hours roster. All officers are required to be appointed as Mental Health Officers to enable them to perform their duties at City Mental Health Team.

The appointed Mental Health Officers are all public servants, and therefore, under paragraph 6 (a) of the *Statutory Appointments Act 1994*, the instruments appointing the Mental Health Officers are not disallowable instruments.

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

PUBLIC HEALTH ACT 1997

APPOINTMENT OF PUBLIC HEALTH OFFICER

I, **Penny Gregory**, the person in the position of Chief Executive, in pursuance of my powers under Section 12 of the *Public Health Act 1997*, do by this instrument appoint:

LINDA LORRAINE TROMPF

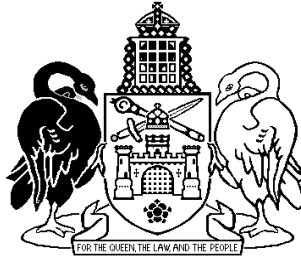
as a Public Health Officer for the purposes of the *Public Health Act 1997*.

Dated this 3rd day of July 2000.

DR PENNY GREGORY

Chief Executive

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

PUBLIC HEALTH ACT 1997

APPOINTMENT OF PUBLIC HEALTH OFFICER

I, **Penny Gregory**, the person in the position of Chief Executive, in pursuance of my powers under Section 12 of the *Public Health Act 1997*, do by this instrument appoint:

KYLIE MAREE DYKE

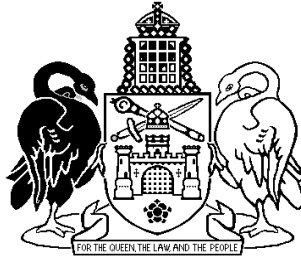
as a Public Health Officer for the purposes of the *Public Health Act 1997*.

Dated this 3rd day of July 2000.

DR PENNY GREGORY

Chief Executive

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

PUBLIC HEALTH ACT 1997

APPOINTMENT OF PUBLIC HEALTH OFFICER

I, **Penny Gregory**, the person in the position of Chief Executive, in pursuance of my powers under Section 12 of the *Public Health Act 1997*, do by this instrument revoke the instrument appointing Susan Lorraine Payne as a Public Health Officer and appoint:

SUSAN LORRAINE LEONARD

as a Public Health Officer for the purposes of the *Public Health Act 1997*.

Dated this 3rd day of July 2000.

DR PENNY GREGORY
Chief Executive

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Public Health Act 1997

ISSUANCE OF IDENTITY CARDS

I, **Penny Gregory**, the person in the position of Chief Executive, in pursuance of my powers under Section 16 of the *Public Health Act 1997*, hereby issue identity cards to the following appointed Public Health Officers:

- 1. LINDA LORRAINE TROMPF**
- 2. SUSAN LORRAINE LEONARD**
- 3. KYLIE MAREE DYKE**

for the purposes of the *Public Health Act 1997*.

Dated this 3rd day of July 2000.

Dr Penny Gregory
Chief Executive

GOVERNMENT NOTICES (Continued)

Public Health Act 1997

REVOCATION OF APPOINTMENT OF PUBLIC HEALTH OFFICER

I, **Penny Gregory**, the person in the position of Chief Executive, in pursuance of my powers under Section 12 of the *Public Health Act 1997*, hereby revoke the instrument appointing:

PAUL STUART MACDONALD

as a Public Health Officer signed on 15 February 2000.

Dated this 3rd day of July 2000.

DR PENNY GREGORY
Chief Executive

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Public Health Act 1997

REVOCATION OF APPOINTMENT OF PUBLIC HEALTH OFFICER

I, **Penny Gregory**, the person in the position of Chief Executive, in pursuance of my powers under Section 12 of the *Public Health Act 1997*, hereby revoke the instrument appointing:

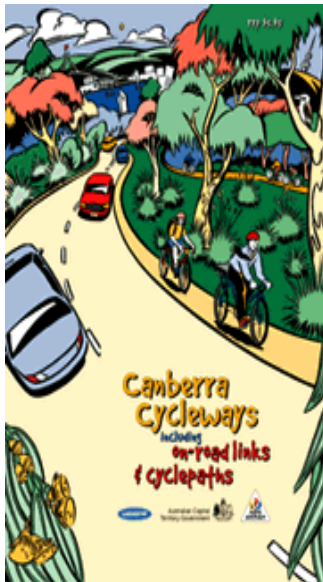
SANDRA GAYE DOWNING

as a Public Health Officer signed on 5 November 1999.

Dated this 3rd day of July 2000.

DR PENNY GREGORY
Chief Executive

PRIVATE NOTICES



CANBERRA CYCLEWAYS MAP

- Printed on tough waterproof paper
 - up to date information
- Offroad cycle paths through the suburbs and unsealed roads through Canberra Nature Parks
- bike hire, bike lockers, public facilities and street names
 - shows on road cycling conditions

folded map \$6.50, two sheet wall poster \$11

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