



Australian Capital Territory

# Gazette

No. 29, Thursday 20 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](http://www.publishing.act.gov.au/pub/gazreq.doc).

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

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

### Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.10 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.

### Purchasing and Subscriptions

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

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### ACT Public Service

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### Executive Contracts

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#### DEPARTMENT OF URBAN SERVICES

##### Appointment

Brad Page  
 Director, Industry, Policy and Regulation (E144)

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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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#### DEPARTMENT OF HEALTH AND COMMUNITY CARE

##### Central Office

##### Executive Coordination and Communications Executive Coordination

**Administrative Service Officer Class 6**  
**\$44,503-51,121 (DOH) (PN29643)**

**Closing date:** 3 August 2000

**Duties:** Manage, coordinate and develop comprehensive services for the Health and Community Care portfolio's Legislative Assembly liaison functions. Liaise and negotiate with Ministerial and Departmental staff to ensure that all Legislative Assembly related documents prepared for the Minister are precise, consistent and specific. Provide advice to the Minister's Office, Senior Executives and Departmental staff on Legislative Assembly related issues. Examine Legislative Assembly papers for issues relevant to the Health and Community Care portfolio and determine appropriate action. Manage and maintain systems for ensuring compliance with deadlines. Share responsibility and assist in the management of the day to day operations of the Unit. Provide secretariat support functions for the portfolio's high level committees when required.

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:** Megan Douglas 02-6205 0829  
 Selection documentation may be obtained from Lucy Cave 02-6205 0848  
 Apply: 23  
 CC: 148-9011-16886

## EMPLOYMENT (Continued)

### Population Health Division Health Protection Service Environmental Health

**Professional Officer Class 2 \$44503-49736,  
Canberra (Several Positions)**  
**Professional Officer Class 1 \$31034-43539,  
Canberra (Several Positions)**

**Closing date:** 3/8/00

**Duties:** Provide environmental health services to an operational district. Comply with Departmental policy and procedures and under minimal supervision coordinate/conduct and report on inspections/audits and investigations in relation to public and environmental health, coordinate/conduct inspections of premises and make recommendations on licensing, investigate cases of notifiable, infectious and food related diseases, ensure the provision of high quality advice and assistance to proprietors, managers or other responsible authorities.

Eligibility/other requirements: Australian Institute of Environmental Health accredited Bachelor Degree majoring in Environmental Health OR Current Certificate of Professional Recognition issued by the Australian Institute of Environmental Health.

Note: Permanent and Temporary positions available.

**Contact Officer:** Mr John Woollard  
(02) 62051722

Selection documentation may be obtained from Ms Lisa Needham (02) 62058700  
Apply: 20

### CULTURAL FACILITIES CORPORATION

#### ACT Museums and Galleries

**Senior Professional Officer Grade C,  
\$57,740-\$62,257p.a, Canberra (PN. 55430)**

**Closing date:** 3 August 2000

**Duties:** Under the broad direction of Executive Manager, ACT Museums and Galleries: Oversight operational management of the Canberra Museum and Gallery and Nolan Gallery and report as required to senior management and the Board of the Cultural Facilities Corporation. Advise on collection management, exhibition and interpretation policies and procedures. Oversight the development and implementation of the exhibition and public/education programs for both cultural facilities.

Eligibility/other requirements: Degree in Fine Arts or Degree in Australian Social History (associated with working experience in the visual arts) or equivalent.

**Contact Officer:** Ms Sammy Gaskill  
(02) 620 72181

Selection documentation may be obtained from Ms Jody Newett (02) 620 50340

Apply: The Human Resource Officer,  
Cultural Facilities Corporation, PO Box 226,  
CIVIC SQUARE, ACT, 2608  
CC: 148-9008-16850

### THE CANBERRA HOSPITAL

#### Medical SMT Canberra Sexual Health Centre

**Administrative Service Officer Class 2  
\$28,391-31,483, Canberra (PN. 21846)**

**Closing date:** 3 August 2000

**Duties:** Provide a reception service for patients of the Unit including providing information and arranging appointments for counselling, examination and follow up. Maintain a patient record system involving a computerised database. Undertake word processing work related to reports and correspondence generated by the medical and nursing staff. Provide related office services.

**Contact Officer:** Sophie Bertram (02) 6244 2948  
Selection documentation may be obtained from Human Resource Management Group  
(02) 6244 3580

Apply: 16  
CC: 148-9010-16875 1782

### ACT COMMUNITY CARE

#### DISABILITY PROGRAM

**Professional Officer Class 2  
Occupational Therapist  
\$42,986 - \$48,040, Canberra (PN. 27023)**

**Closing date:** 27 July 2000

**Duties:** A vacancy exists for a suitably qualified person to work as a part of a multi-disciplinary team providing occupational therapy services to clients of the Disability Program.

Duties include:

- Assessing, planning and implementing individual and group programs for people with disabilities.
- Assessing and recommending appropriate equipment to maintain client functioning and or improve client/carer safety
- Educating clients and staff in skill development.

Excellent team, client and communication skills are required. Experience with working with people with disabilities is essential.

Eligibility/other requirements: An appropriate occupational therapy degree or diploma. Eligibility for membership of the Australian Association of Occupational Therapists.

**Note: Part time position –18.22 hours per week**

**Contact Officer:** Penny Hayman (02) 6207 1355  
Selection documentation may be obtained from  
**(Answering Machine) (02) 6205 0971**  
Apply: 21 CC: 148-9009-16861

## EMPLOYMENT (Continued)

### Integrated Health Care Program

**Professional Officer Class 1  
Occupational Therapist - \$29,976 - 42, 054,  
Canberra (PN. New position)**

**Closing date:** 3 August 2000

**Duties:** Provision of occupational therapy services based on principles of primary care to clients in the community.

Eligibility/other requirements: Degree or Diploma in Occupational Therapy

Note: 12 month part time, temporary position – 23.5 hrs/week

**Contact Officer:** Prue Campbell (02) 62443286  
Selection documentation may be obtained from Margaret Deguara (02) 62051195  
Apply: 21  
CC: 148-9009-17798

### Finance and Contract Management

**Administrative Service Officer Class 5,  
\$39,802-\$42,204, Canberra (PN. 29009)**

**Closing date:** 3 August 2000

**Duties:** The Finance and Contract Management Unit of ACT Community Care is looking for a capable and enthusiastic person to join the team. The position offers opportunities to gain experience in systems, financial and accounting functions. The successful applicant will be responsible for managing the Oracle accounts receivable system for the organisation and providing ongoing training. He/she will also be responsible for preparation of ACT Community Care's FBT and GST returns and will assist in budget development, financial management and preparation of financial statements and reports.

Eligibility/other requirements: Accounting qualifications would be an advantage.

**Contact Officer:** Robyn Toohey (02) 62051541  
Selection documentation may be obtained from Robyn Toohey (02) 62051541  
Apply: 21  
CC: 148-9009-16863

### CANBERRA TOURISM AND EVENTS CORPORATION

#### Business Services

**Senior Officer Grade A (Director of Operations)  
\$74,685p.a. (PN: 55432), Canberra**

**Closing Date:** 3 August 2000

**Duties:** The Corporation is seeking a suitably qualified person to take responsibility for and coordinate a variety of tasks associated with the operation of the Corporation. These include: day to day financial management; oversight of sponsorship acquisition and revenue

generation; management of the Corporation's contractual arrangements; and supervision of HRM and IT services.

**Contact Officer:** Mr Chris Sanchez  
(02) 620 50698  
Selection Documentation: Fiona Apps  
(02) 620 77281

**Apply:** Applications should be marked in confidence to:

Mr Chris Sanchez, Finance Manager,  
Canberra Tourism and Events  
Corporation  
Locked Bag 2001,  
CIVIC SQUARE ACT 2608

CC: 148-9005-16840

### 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.

#### Lanyon High School

**Teacher Level 2, Executive Teacher  
\$52456-54390, Canberra (PN. 2256)**

**Closing date:** 03 August 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. Team work and plan as one of two executive teachers in a Home School providing professional leadership and management to a team of teachers in the English SOSE and LOTE Curriculum Bank. This includes the development and management of the Home School operations, student welfare and organisational practices.

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

Note: This position was previously advertised in the Gazette of 8 June 2000. Previous applicants will be considered and need not re-apply. This position is readvertised to comply with EEO requirements.

**Contact Officer:** Barry Woolacott (02) 62057676  
Selection documentation may be obtained from Ros McCabe (02) 62057676  
Apply: 12  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

### Lanyon High School

#### Teacher Level 2, Executive Teacher \$52456-54390, Canberra (PN. 3730)

**Closing date:** 03 August 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. Team work and plan as one of two executive teachers in a Home School providing professional leadership and management to a team of teachers in the Arts and Technology Curriculum Bank. This includes the development and management of the Home School operations, student welfare and organisational practices.

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

**Note:** This position was previously advertised in the Gazette of 8 June 2000. Previous applicants will be considered and need not re-apply. This position is readvertised to comply with EEO requirements.

**Contact Officer:** Barry Woolcott (02) 62057676  
Selection documentation may be obtained from Ros McCabe (02) 62057676  
Apply: 12  
CC: 148-9013-16917

### Red Hill Primary School

#### Teacher Level 4, Principal Category 5 \$66139-80258, Canberra (PN. 1793, expected vacancy)

**Closing date:** 03 August 2000

**Duties:** Manage the school in accordance with the policies of the School Board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Provide professional advice to the School Board and be its Executive Officer.

**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:** Gerry Cullen (02) 62057200  
Selection documentation may be obtained from Pam Drummond (02) 62057200  
Apply: 12  
CC: 148-9013-16917

### Narrabundah College

#### Administrative Service Officer Class 3 \$33147-35774, Canberra (PN. 348)

**Closing date:** 03 August 2000

**Duties:** Manage computer networks (curriculum, administration [MAZE], library [ALICE]), and heating system, including: identification and

rectification of hardware problems; installation of software; maintenance of users; and security. Provide technical support and assistance, including repairs (replacing and formatting hard drives, floppy drives, video/sound cards, CPUs, RAM and other peripherals).

**Contact Officer:** Lee Blakers (02) 6205 6976  
Selection documentation may be obtained from The Contact Officer (02) 62056976  
Apply: 12  
CC: 148-9013-16917

### Caroline Chisholm High School

#### Administrative Service Officer Class 3 \$33147-35774, Canberra (PN. 1988)

**Closing date:** 03 August 2000

**Duties:** Supervise, plan and coordinate the provision of general office support services which include but are not limited to key-boarding, photocopying, record keeping, database management and reception services; undertake responsibility for staff training in these services. Assist in the maintenance of financial and administrative systems for the school, including those related to locally raised funds. Assume responsibility for administrative services as designated by the Registrar, and provide administrative support and assistance to the Registrar as required.

**Contact Officer:** Heather Shaw (02) 62057293  
Selection documentation may be obtained from The Contact Officer (02) 62057293  
Apply: 12  
CC: 148-9013-16917

### Education and Training Division School Program Branch Curriculum Initiatives Section

#### Teacher Level 2 \$52456-54390, Canberra (PN. 2218)

**Closing date:** 03 August 2000

**Duties:** Accept responsibility for the management and implementation of ACT and national curriculum projects eg Discovering Democracy, National Schools Network. Provide advice to schools on curriculum development and delivery from K to 12. Prepare submissions, reports, briefings and correspondence for senior officers of the Department on curriculum matters. **Eligibility/other requirements:** A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

**Note:** This position was previously advertised in the Gazette of 11 May 2000.

**Contact Officer:** Bob Neild (02) 62059382  
Selection documentation may be obtained from Elaine Wilson (02) 62059350  
Apply: 12  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

### Sport and Corporate Resources Information and Library Management

#### Senior Officer Class B \$66577-74949, Canberra (PN. 33376)

**Closing date:** 03 August 2000

**Duties:** Provide high level leadership, strategic advice and develop policies in relation to the major information and library service initiatives of the department. Direct the activities of the Information Management and Library Services sub-sections including resource planning and allocation. Develop and promote plans and budgets leading to the implementation of the department's on-line service strategy within the department and across the client base.

**Contact Officer:** Trevor Wheeler (02) 6205 5511  
Selection documentation may be obtained from Lyn Davidson (02) 6205 5511  
Apply: 12  
CC: 148-9013-16917

### Sport and Corporate Resources Division Bureau of Sport and Recreation Branch Active Lifestyle Services Section

#### Administrative Service Officer Class 4 \$36945-40113, Canberra (PN. 2153, expected vacancy)

**Closing date:** 3 August 2000

**Duties:** In accordance with specified guidelines and procedures: administer the ACT Sport and Recreation Development Grant Program, including the issue of letters of offer, oversee the Grants budget, acquit transactions, issue forward expenditure estimates and report on performance of the program; solve less complex operational problems; and update information on the database as necessary. Provide advice to the community about the Sport and Recreation Development Grant Program.

**Contact Officer:** Margaret Robertson  
(02) 62072053  
Selection documentation may be obtained from The Contact Officer (02) 62072053  
Apply: 12  
CC: 148-9013-16917

### Sport and Corporate Resources Division Information Management Branch Information Technology Support Section

#### Senior Officer Grade B \$66577-74949, Canberra (PN. 204)

**Closing date:** 3 August 2000

**Duties:** Provide leadership and strategic advice on major information and information technology issues. Oversee the development, implementation and on-going support of corporate business solutions and applications. Oversee the collection of corporate information,

including census data and Manage the outsourced information technology and communication services to the department.

**Contact Officer:** Trevor Wheeler (02) 62055511  
Selection documentation may be obtained from Lyn Davison (02) 62055511  
Apply: 12  
CC: 148-9013-16917

### Charles Conder Primary School

#### School Assistant 2 \$24747-27442, Canberra (PN. 1287)

**Closing date:** 3 August 2000

**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 setting out, typing, photocopying and distributing the newsletter; perform clerical duties in the areas of filing, photocopying, receipt of moneys and telephone and reception duties; maintain and distribute stationery supplies and assist with stocktaking; and operate and maintain photocopiers and other office equipment such as audio visual equipment.

Note: This is a part time vacancy at 18:45 hours per week.

**Contact Officer:** David Raff (02) 62056699  
Selection documentation may be obtained from The Contact Officer (02) 62056699  
Apply: 12  
CC: 148-9013-16917

### Children's, Youth and Family Services Division Child Health and Development Services Section

#### Professional Officer Class 2 \$44504-51121, (PN. 27671 expected vacancy)

**Closing date:** 3 August 2000

**Duties:** Undertake to provide and organise Speech Pathology services for children attending Child Health and Development programs based in homes, CHADS facilities, health centres, schools and community settings. Assess, diagnose and treat children with communication impairment individually and within a team setting, maximising parental involvement in the process. Eligibility/other requirements: Tertiary qualifications in Speech Pathology. Eligibility for full membership of Speech Pathology Australia.

Note: This position is Part-time at 29:24 hours per week.

**Contact Officer:** Wendy Saclier (02) 62051277  
Selection documentation may be obtained from Kim Gardiner (02) 62051277  
Apply: 12  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Sport and Corporate Resources Division  
Bureau of Sport and Recreation Branch  
Active Lifestyle Services Section**

**Administrative Service Officer Class 5  
\$41207-43694, Canberra (PN. 3863)**

**Closing date:** 3 August 2000

**Duties:** Develop and implement industry development programs for the ACT sport and recreation industry in accordance with the Bureau's strategic plan. Manage minor Bureau projects relating to industry development activities. Participate in the Bureau's liaison officer role with sport and recreation organisations.

**Contact Officer:** Margaret Robertson  
(02) 62072053

Selection documentation may be obtained from The Contact Officer (02) 62072053

Apply: 12

CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY**

**Education Delivery Program  
School of Applied Arts and Design  
Photography**

**Technical Officer Level 3 \$37,067-\$42,054,  
Canberra (PN. 54450)**

**Closing date:** 3.8.00

**Duties:** Provide support to teaching staff including preparation and service classes in Photography. Undertake research and testing of photographic and electronic equipment and materials. Arrange repairs and maintenance as required.

Eligibility/other requirements: An Associate Diploma in Photography, Graphic Arts or equivalent from a recognised technical college of comparable overseas Institution OR relevant experience and/or qualifications appropriate to performing the duties of the position.

Note: This position is available for temporary transfer of temporary employment from ASAP until 29 June 2001.

**Contact Officer:** Penny Boyer (02) 6207 3490  
Selection documentation may be obtained from Garry Macklin (02) 6207 3701

Apply: 11

CC: 148-9024-17904

**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

**Office of the Public Trustee for the ACT**

**Administrative Service Officer Class 4  
\$36,945 – 40,113, Canberra (PN. 42898)**

**Closing date:** 3/8/2000

**Duties:** Prepare and lodge tax returns for estates, trusts, power of attorney & financial management clients; provide advice on tax matters relevant to estates, trusts, power of attorney and management of clients; prepare and lodge all necessary Business Activity Statements in accordance with GST and PAYG requirements and the Tax Reform.

Eligibility/other requirements: Accounting/taxation qualifications and equivalent experience.

Note: This is a part time position of 28 hours per week

**Contact Officer:** Doug Gillespie (02) 6207 9800  
Selection documentation may be obtained from Lorraine Mason (02) 6207 9819

Apply: 28

CC: 148-9075-17581

**DEPARTMENT OF URBAN SERVICES**

**ACT Housing  
Executive Group  
Service Improvement Section**

**Administrative Service Officer Class 6  
\$44,504-\$51,121, Canberra (PN. 3147)**

**Closing date:** 3/8/2000

**Duties:** Under limited direction undertake the following: Manage and supervise the activities of the Management Improvement and Training Unit. Develop draft operational procedures and guidelines for customer service and training delivery. Oversight implementation of procedures to comply with the Customer Service Charter and Customer Service Standards. Liaise with Regional Offices, managers and other agencies to ensure that service standards are met.

Eligibility/other requirements: Training experience and experience in policy development and implementation. Tertiary qualifications desirable.

Note: This position is available for temporary filling until 30 June 2001.

**Contact Officer:** Ian Woolcock (02) 62076395  
Selection documentation may be obtained from Megan Blair (02) 62071520

Apply: 34

CC: 148-9021 17244



## EMPLOYMENT (Continued)

### Corporate Group Human Resource Services Section Workforce Planning Project Officer

**Administrative Service Officer Class 6 \$44,504-\$51,121, Canberra (PN. 3334)**

**Closing date:** 3/8/2000

**Duties:** Develop workforce planning strategies and implementation of these in a fee-for-service environment. Report on the departmental benchmarking program on a quarterly and annual basis. Analyse and report on HR issues, including unscheduled absence rates, workers' compensation rates and the workforce profile across Urban Services.

**Eligibility/other requirements:** Knowledge of, and extensive experience in Cognos Powerplay data applications highly desirable.

**Note:** Applicants should address the Selection Criteria and Knowledge, Skills and Experience component in the Job Description. This position was advertised in Gazette of 27/4/2000 and previous applicants need not re-apply.

**Contact Officer:** John Mikus (02) 62075855  
Selection documentation may be obtained from John Shanovski (02) 62073667

Apply: 34

CC: 148-9017 16954

### Environment ACT Act Parks and Conservation Service Business Manager

**Senior Officer Grade B \$64,307-\$72,393, Canberra (PN. 15206, Expected vacancy)**

**Closing date:** 3/8/2000

**Duties:** Manage and direct the operations of the ACT Parks and Conservation Service. Develop and implement the ACT Parks and Conservation business plan within the framework of the purchaser requirements. Develop and monitor the annual budget, information technology and other systems plans to support the operations of the ACT Parks and Conservation Service. Negotiate and implement service agreements. **Eligibility/other requirements:** Tertiary qualifications in Business Management, Natural Resource Management or Environmental Science are desirable.

**Contact Officer:** Lorraine Cox (02) 62072228 or lorraine.cox@act.gov.au

Selection documentation may be obtained from Kerry Jarrett (02) 62072243 or kerry.jarrett@act.gov.au

Apply: 34

CC: 148-9028 17218

### Operations Group Information Planning and Services Branch ACT Library and Information Services Section Women's Information and Referral Centre

**Administrative Service Officer Class 6 \$44,504-\$51,121, Canberra (PN. 46121)**

**Closing date:** 27/7/2000

The Women's Information and Referral Centre, has a vacancy for a Manager of the service. WiRC has recently undergone a refocusing of its strategic direction and is applying a dynamic and customer-orientated approach. Programs and services are viewed from the perspective of providing effective, targeted services to the women of the ACT, and value to the broader community.

**Duties:** This position of Manager has responsibilities relating to managing, leading and directing the provision of proactive and effective information and referral services and programs that reflect customer needs and maximise usage. The successful applicant will contribute to the development of a framework of continuous improvement. Other duties include provision of information and referrals, marketing WiRC services and networking with other agencies. A demonstrated ability to develop and manage information and referral services and programs for women is required. **Eligibility/other requirements:** A tertiary qualification in a relevant field or equivalent experience is highly desirable.

**Contact Officer:** Margaret McGeehan (02) 62050390

Selection documentation may be obtained from Kathy Dempsey (02) 62050395 or at the website <http://www.act.gov.au/actinfo/>

Apply: 34

CC: 148-9037 17019

### Policy Co-ordination Group Industry Policy and Regulation Branch Workplace Safety Policy

**Administrative Service Officer Class 3 \$33,147-\$35,774, Canberra (PN. 27766)**

**Closing date:** 3/8/2000

**Duties:** The successful applicant will provide administrative support to the Section which has, as one of its responsibilities, the collection and analysis of accident and workers' compensation data across all ACT agencies. **Eligibility/other requirements:** Applicants should be familiar with coding, entering and checking data. Some knowledge of OH&S, workers' compensation would be an advantage.

**Contact Officer and Selection documentation:** Kevin Prideaux (02) 62050319

Apply: 34

CC: 148-9030 16941

## EMPLOYMENT (Continued)

**Infrastructure Policy Branch  
 Canberra Urban Parks and Places Section  
 Senior Officer Grade A \$77,322, Canberra  
 (PN. 33122, Expected Vacancy)**

**Closing date:** 3/8/2000

**Duties:** Strategically lead and direct the human, financial and physical resources of Canberra Urban Parks and Places to provide for the community's present and future needs/requests for high quality urban open space and public places by monitoring and improving open space and public assets to ensure cost effective and sustained availability, as well as continued quality.

**Eligibility/other requirements:** Tertiary qualifications in a field allied to urban development and asset management, such as Civil Engineering, Landscape Architecture, Town Planning, Urban Design or equivalent experience.

**Note:** The terms and conditions of this position may be negotiated under an Australian Workplace Agreement (AWA).

**Contact Officer:** Gordon Davidson (02) 62076399

Selection documentation may be obtained from Ashley King (02) 62072109

**Apply:** 34

**CC:** 148-9019 17278

**DEPARTMENT OF TREASURY AND  
 INFRASTRUCTURE**

**Government Business Enterprises Management Branch**

**Senior Officer Grade C, \$56,346 - \$60,755p.a.  
 (PN: 55177) Canberra**

**Closing Date:** 3 August 2000

**Duties:** Manage, individually or as a team, analysis of policy and financial management issues relating to Government Business Enterprises (GBE's). Provide high level strategic advice and support on issues concerning GBE's. Undertake high level negotiation and liaison with other government agencies and GBE's. Facilitate GBE compliance with statutory and other Legislative Assembly requirements. Establish and maintain effective working relationships with GBE's and other government agencies including regulatory bodies.

**Eligibility:** Qualifications in accounting or economics desirable.

**NOTE:** 1. This is an expected vacancy  
 2. Interviews to be held week commencing 7 August 2000

**Contact Officer:** Tony Hays (02) 620 75062  
 Selection Documentation: Available from Tony Hays (02) 620 75062 and also from [www.act.gov.au/recruitment/tiindex.asp](http://www.act.gov.au/recruitment/tiindex.asp)

**Apply:** 35 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC:** 148-9042-17630

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## Appointments

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**ACT COMMUNITY CARE**

**General Service Officer Level 3 \$24,836-\$28,727**

Slater Harris: 752-27867, Section 68(1) & 70(1), 3 July 2000

**CC:** 148-9009-18269

**Senior Officer Grade C \$54,425-\$58,683**

Donna Bull: 740-97511, Section 68(1) & 70(1), 4 July 2000

**CC:** 148-9009-16852

**Disability Support Officer Level 3**

**\$41,963-\$44,557**

John Tollis: 740-99656, Section 68(1) & 70 (1), 10 July 2000

**CC:** 148-9009-16861

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

Mark Oberman: 739-65452, Section 68(1) & 70(1), 7 July 2000

**CC:** 148-9009-17798

**Disability Support Officer Level 3**

**\$41,963-\$44,557**

Patricia Jean: 740-99648, Section 68(1) & 70(1), 10 July 2000

**CC:** 148-9009-16861

**CALVARY HOSPITAL INC.**

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

Andrew Robb: 609 - 27406, Section 68, 20/4/2000

**CC:** 148-9094-17781

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

Fiona Simons: 609-34980, Section 68, 4/6/2000

**CC:** 148-9094-17781

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

Jennifer Chapman: 609-34956, Section 68, 22/6/2000

**CC:** 148-9094-17781

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

Elizabeth McManus: 609-27211, Section 68, 19/7/2000

**CC:** 148-9094-17781

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

Lorraine Matthew: 609-35086, Section 68, 22/6/2000

**CC:** 148-9094-17781

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

Sandra Davies: 609-35094, Section 68, 6/7/2000

**CC:** 148-9094-17781

**Calvary Administrative Officer 5 \$39,802 - 42,204**

Gail Kirkpatrick: 609-34972, Section 68, 5/6/2000

**CC:** 148-9094-17781

## EMPLOYMENT (Continued)

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

Doy Achdiat: 609-34999, Section 68, 8/6/2000  
CC: 148-9094-17781

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

Robyn Muscat: 609-35000, Section 68, 8/6/2000  
CC: 148-9094-17781

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

Cheryl King: 609-35027, Section 68, 22/6/2000  
CC: 148-9094-17781

**Calvary Professional Officer 1 \$29,976 - 42,053**

Karen Earl: 609-35035, Section 68, 22/6/2000  
CC: 148-9094-17781

**Calvary Service Officer 2 \$24,083 - 24,945**

Keith Pesu: 609-35051, Section 68, 22/6/2000  
CC: 148-9094-17781

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

Vanessa Hayden: 609-35078, Section 68,  
20/6/2000  
CC: 148-9094-17781

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

**Teacher Level 1 \$32415-49186**

Onawe Tina Siakimotu: 749-25161, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

David Reeson: 755-74906, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Todd Brutnell: 749-26869, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Asish Chandra: 749-28928, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Jennifer Ewens: 733-18466, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Daniel Tibbits: 755-74121, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Juliusz Jankowski: 719-42484, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Patricia Bennett: 733-18861, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Gendy Mitchell: 755-76311, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Pamela Harders: 729-04631, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Sarah Kenyon: 706-12379, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Belinda Gault-Pye: 742-39348, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Ann Widdup: 744-98630, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Robin Fort: 719-42716, Section 68(1), 01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Claire Primrose: 749-26295, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Jeannette De Smet: 033-31040, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

David Rockawin: 744-94699, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Sally Hendrie: 729-17395, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Sylvia Burdis: 755-74359, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Michele Payne: 326-95951, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**EMPLOYMENT (Continued)****Teacher Level 1 \$32415-49186**

Kerrie Foulds: 755-75255, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Antony Batten: 749-23211, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Kerry Johnston: 719-42409 Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Stephanie Scott: 755-75909, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Allan Wylie: 749-28071, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Malcolm Barlow: 027-54826, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Juliette Lumbers: 755-75351, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Katie Robson: 749-26551, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Jillian Patton: 755-77410, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Rachelle Brutnell: 749-27087, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Mark Thompson: 749-26180, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Michael Maguire: 740-30210, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Neil Henry: 749-27191, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Grant Yates: 742-39436, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Heidi Quibell: 755-73911, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Carolene Daniels: 749-28178, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Addie Sly: 749-25815, Section 68(1), 01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Agnes Tyson: 749-28485, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Amy Dunski: 755-74543, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Anna Wilson: 755-75706, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Anne Nibbs: 744-95755, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Belinda Love: 755-72513, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Bobbi-Jean Etheredge: 749-22980, Section  
68(1), 01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Carren Barlow: 749-26682, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Catherine Wyatt: 733-15409, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Christine Reeve: 749-23334, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Elizabeth Tidey: 749-23086, Section 68(1),  
01/05/2000  
CC: 148-9013-16917,

## EMPLOYMENT (Continued)

**Teacher Level 1 \$32415-49186**

Emma Aschenberger: 755-72214, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Emma Johnston-Robinson: 755-74025, Section  
68(1), 01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Karen Novak: 749-23377, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Kate Greeney: 749-27079, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Kim Lenon: 333-56652, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Lana Read: 755-75204, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Maree Sweeting: 742-48084, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Margaret Citowicki: 744-94189, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Merilyn Hancock: 733-16081, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Rebecca Tapp: 744-97144, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Robyn Bradley: 033-38832, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Ruth Bradley: 755-73938, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Sharon Benny: 755-72230, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Simone Hobday: 755-75423, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Sophie Specjal: 755-72775, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Vanessa Hewitt: 755-72425, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Deborah Vivan-Martens: 027-54762, Section  
68(1), 01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Alicia Brown: 749-22729, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Alison Nilon: 755-72628, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Allison Simmons: 755-72767, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Andrew MacLeod: 749-26383, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Andrew Offord: 755-72644, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

AnneMarie Banks: 033-16318, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Chantelle Morrison: 755-72580, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Danielle Bate: 749-25014, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Dorothy Buckley: 733-14799, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**EMPLOYMENT (Continued)****Teacher Level 1 \$32415-49186**

Elizabeth Roberts: 749-27335, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Felicity McNeice: 749-23780, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Gavin Molyneux: 749-28995, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Gregory Pratt: 749-27896, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Jennifer Murray: 749-26308, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Jennifer Reid: 755-72716, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Jodie Ward: 744-94912, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Julian Wark: 744-95579, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Kelly-Anne Glasgow: 755-72361, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Kirsty Jones: 742-48316, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Leanne Harrigan: 744-94998, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Lisa Ison: 744-94461, Section 68(1), 01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Matthew Fletcher: 755-76303, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Melanie Knowles: 749-22454, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Melissa Hall: 733-14991, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Michelle Maier: 744-94701, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Norma Hansen: 755-75474, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Pamela Nolan: 733-15273, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Rebecca Hooper: 749-24871, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Robert Crisp: 749-28135, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Ruth Hudson: 755-75319, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Sarah Glasson: 755-72388, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Sarah Gould: 749-24070, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Sharon Laverty: 729-06186, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Sophie Dash: 749-26519, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Tracie Hibbard: 706-19431, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Vicki Lucas: 719-06651, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Teacher Level 1 \$32415-49186**

Victoria Shaw: 755-75570, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Wendy Wallace-Pannell: 755-72919, Section  
68(1), 01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Angela Kelly: 713-23245, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Phoebe Wang: 749-28629, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Antonia McGuire: 744-95640, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Joyanne Tollis: 739-89243, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Robert Eddy: 706-19212, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Angela Wall: 033-14240, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Rosanne Anderson: 719-42724, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Georgia Sellars: 744-94437, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**Teacher Level 1 \$32415-49186**

Colleen Lawless: 739-88574, Section 68(1),  
01/05/2000  
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

**Ambulance Officer \$37161**

Phillip McHugh: 75406275, Section 68,  
10 July 2000  
CC: 148-9007-16846

**DEPARTMENT OF URBAN SERVICES**

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

Louise May Griffiths: AGS No 747-50306,  
Section 68(1), 7/7/2000  
CC: 148-9021 16944

**Senior Officer Grade C \$56,347-\$60,755**

Peter Richard Devine: AGS No 757-52151,  
Section 68(1), 12/7/2000  
CC: 148-9017 16954

**DEPARTMENT OF TREASURY AND INFRASTRUCTURE**

**Administrative Service Officer Class 6,  
\$44,503 - \$51,121p.a.**

Peter Damian Johnson, 757-47416, Section 68,  
6/7/2000  
CC: 148-9042-17630

**DTI Manager, \$79,208p.a.**

Leslie Edgar William Andrews, 311-96018,  
Section 68, 6/7/2000  
CC: 148-9042-17630

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## Transfer

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**THE CANBERRA HOSPITAL**

**Robyn Cringle: 260-68337**

From: General Service Officer Level 3 -HSUA  
\$26,067-26,956  
The Canberra Hospital  
To: Administrative Service Officer Class 1  
\$15,051-27,845  
Pathology Reception, Pathology Services,  
Canberra (PN. 27060)  
CC: -148-9010-16875 (8558)

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## Promotions

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

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

**A. APPEALS**

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

\* 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with

## EMPLOYMENT (Continued)

- a dagger symbol (†) in the 'Promotions' section of the *Gazette*;
- \* promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- \* promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

### YOU MAY ALSO APPEAL IF:

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

### YOU CAN NOT APPEAL WHEN:

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

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

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed. For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

### ADVICE TO POTENTIAL APPELLANTS

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

### GROUND OF APPEAL

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

### EFFICIENCY

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

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



## EMPLOYMENT (Continued)

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/selector;
- 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 PROMOTEEES 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

## EMPLOYMENT (Continued)

supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

### CONTENT OF STATEMENTS

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

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

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

### PAC PROCEDURES

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

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

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

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

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

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

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

## EMPLOYMENT (Continued)

*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**

#### **Population Health Division Health Protection Service Environmental Health Section**

#### **Dieter Jurgeneit: 261-16378**

From: Professional Officer Class 2, \$44503-49736

ACT Department of Health and Community Care  
To: Senior Professional Officer Grade C,  
\$56346-60755

Health Protection Service, ACT Department of  
Health and Community Care, Canberra  
(PN. 29624) (Gazette No. 24, 15/6/00)

CC: 148-9011-16943

### **THE CANBERRA HOSPITAL**

#### **Deputy CEO Corporate Executive**

#### **Melanie Butler: 748-53428**

From: Administrative Service Officer Class 2  
\$28,391-31,483

The Canberra Hospital

To: Administrative Service Officer Class 4  
\$36,042-39,132

Executive The Canberra Hospital, Canberra  
(PN. 23012) (27/4/00)

CC: 148-9010-16875 1316

### **DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

#### **Weetangera Primary School**

#### **Carol Anne Moore: 027-51131**

From: Teacher Level 2 \$52456-54390  
Department of Education and Community  
Services

To: † Teacher Level 3, Deputy Principal 1  
\$58153-60667

Weetangera Primary School, Department of  
Education and Community Services, Canberra  
(PN. 4033) (PS 47, 25 November 1999)

CC: 148-9013-16917

#### **Jervis Bay School**

#### **Suzanne Patricia Phillips: 739-67941**

From: School Assistant 2 \$24747-27442  
Department of Education and Community  
Services

To: Administrative Service Officer Class 4  
\$36945-40113

Jervis Bay School, Department of Education  
and Community Services, Canberra (PN. 580)  
(PS 23, 8 June 2000)

CC: 148-9013-16917

## EMPLOYMENT (Continued)

### DEPARTMENT OF URBAN SERVICES

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

#### **Environment ACT Environment Protection Section**

**R. W. Neil: AGS No 704-30428**  
From: Technical Officer Level 4 \$42,986-\$48,040  
Urban Services  
To: † Senior Professional Officer Grade C \$54,425-\$58,683  
Environment Protection Section Urban Services,  
Canberra (PN. 4677) (Gazette No. 22, 1/6/2000)  
CC: 148-9028 16937

#### **Operations Group Information Planning and Services Branch eServices Section**

**E. J. L. McPhee: AGS No 710-39236**  
From: Administrative Service Officer Class 3 \$33,147-\$35,774  
Urban Services  
To: Administrative Service Officer Class 4 \$36,945-\$40,113  
eServices Section Urban Services, Canberra (PN. 44077) (Gazette No. 21, 25/5/2000)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7<sup>th</sup> day after notification in the Gazette.  
CC: 148-9071 17574

#### **Policy Co-Ordination Group Industry Policy and Regulation Branch**

**P. M. Schimpf: AGS No 710-39922**  
From: Administrative Service Officer Class 5 \$41,207-\$43,694  
Urban Services  
To: Administrative Service Officer Class 6 \$44,504-\$51,121  
Urban Services, Canberra (PN. 24518) (Gazette No. 22, 1/6/2000)

Note: This position was advertised as several. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7<sup>th</sup> day after notification in the Gazette.  
CC: 148-9030 16941

### DEPARTMENT OF TREASURY AND INFRASTRUCTURE

**P T McAuliffe: 527-77727**  
From: DTI Senior Officer \$57,361 - \$61,791p.a.  
Department of Treasury and Infrastructure  
To: DTI Manager (Level 3) \$76,800p.a.  
(PN: 55405)  
Finance and Investment Group  
Gazette No: 15, 8 June 2000  
CC: 148-9042-17630

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### **ACT Public Service Index of addresses**

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

## EMPLOYMENT (Continued)

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

## GAZETTE INFORMATION

### ISSUE OF ACT SPECIAL GAZETTES

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

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

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<b>Gazette Number</b>	<b>Date</b>	<b>Title</b>
<b>S28</b>	10 July	Nurses Registered and Enrolled in the ACT ~ <i>Nurses Act 1988</i>
<b>S36</b>	12 July	Notification of Enactment ~ <i>Supervised Injecting Place Trial Amendment Act 2000, No.39 of 2000</i> ~ <i>Appropriation Act 2000-2001, No. 40 of 2000</i>
<b>S37</b>	13 July	Instrument No. 244 of 2000 ~ <i>Rates and Land Tax Act 1926</i> Instrument No. 245 of 2000 ~ <i>Rates and Land Rent (Relief) Act 1970</i> Instrument No. 246 of 2000 ~ <i>Rates and Land Tax Act 1926</i>

## GOVERNMENT NOTICES

### AUSTRALIAN CAPITAL TERRITORY INTERPRETATION ACT 1967 NOTIFICATION OF ENACTMENT BY LEGISLATIVE ASSEMBLY

UNDER subsection 8(1) of the *Interpretation Act 1967*, I GIVE NOTICE that the following laws have been passed by the Australian Capital Territory Legislative Assembly. Copies of the laws will be made available for purchase at the ACT Government Civic Shopfront on the ground floor of FAI House, corner of London Circuit and Akuna Street, Canberra City, ACT 2601.

Date 13/7/00

**Kate Carnell**  
Chief Minister

Short Title	No. and Year
Public Health Amendment Act 2000	36 of 2000
Land (Planning and Environment) Amendment Act 2000 (No 3)	37 of 2000
Fisheries Act 2000	38 of 2000

## GOVERNMENT NOTICES (Continued)

### NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instruments of the Australian Capital Territory have been made. Copies of the Instruments may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Optometrists Act 1956</i>	Determination of Fees.	No. 242 of 2000
<i>Dental Technicians and Dental Prosthetists Registration Act 1988</i>	Determination of Fees.	No. 247 of 2000
<i>Environment Protection Act 1997</i>	Determination of Fees.	No. 248 of 2000
<i>Electoral Act 1992</i>	Combined Determination of Fees.	No. 249 of 2000

### NOTIFICATION OF THE MAKING OF A REGULATION

NOTICE is hereby given that the undermentioned Regulation of the Australian Capital Territory has been made. Copies of the Regulation may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Smoke-free Areas (Enclosed Public Places) Act 1994</i>	Smoke-free Areas (Enclosed Public Places) Regulations Amendment	No. 30 of 2000
<i>Environment Protection Act 1997</i>	Environment Protection (Prescribed Activities) Regulations 2000	No. 31 of 2000



## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

### **AGENTS AMENDMENT ACT 2000**

### **NOTICE OF COMMENCEMENT**

Pursuant to subsection 2(2) of the *Agents Amendment Act 1999*, I fix the date of gazettal of this instrument as the date on which section 9 of the Act shall commence.

Dated this 12th day of July 2000.

**Gary Humphries**  
Minister for Justice and Community  
Safety

### **AGENTS AMENDMENT ACT 2000**

### **NEW SECTION 17A**

### **EXPLANATORY STATEMENT**

#### **Overview**

Section 9 of the *Agents Amendment Act 2000* inserts a new section 17A into the Agents Act that requires the Agents Board to include in its Annual Report additional information which supplements the material already provided by the Agents Board. The Board is now required to include in its end of financial year Annual Report details of:

- the number, nature and outcome of complaints received;
- the names of people who were the subject of a Board inquiry (the Board's annual report already includes details of the nature and outcome of inquiries);
- the number of agents licensed or registered during the financial year;
- educational activities undertaken by the Board informing consumers of their rights under the Act; and
- a list of licensed employment agents.

#### **Retrospective Effect**

While the provision will, in principle, apply to any complaints referred to the Agents Board from 1 July 2000, it is understood that no complaints will be referred to the Board prior to the notification of this commencement. Accordingly, the provision will have no retrospective effect.

#### **Financial Impact**

There is no appreciable financial impact.

**GOVERNMENT NOTICES (Continued)**

AUSTRALIAN CAPITAL TERRITORY

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

**APPOINTMENT OF ANALYST**

Pursuant to Subsection 6(2) of the *Road Transport (Alcohol and Drugs) Act 1977*,  
**I, BRENDAN MICHAEL SMYTH**, Minister for Urban Services, hereby appoint:

**PAUL GREGORY IMHOFF**

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

**Dated** this 7 day of July 2000.

**BRENDAN SMYTH MLA**  
Minister for Urban Services

**GOVERNMENT NOTICES (Continued)**

AUSTRALIAN CAPITAL TERRITORY

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

**APPOINTMENT OF ANALYST**

Pursuant to Subsection 6(2) of the *Road Transport (Alcohol and Drugs) Act 1977*,  
I, **BRENDAN MICHAEL SMYTH**, Minister for Urban Services, hereby appoint:

**JULIEANNE DOUGHERTY**

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

**Dated** this 7 day of July 2000.

**BRENDAN SMYTH MLA**  
Minister for Urban Services

**GOVERNMENT NOTICES (Continued)**

AUSTRALIAN CAPITAL TERRITORY

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

**REVOCAION OF APPOINTMENT OF ANALYST**

Pursuant to Subsection 6(2) of the *Road Transport (Alcohol and Drugs) Act 1977*,  
**I, BRENDAN MICHAEL SMYTH**, Minister for Urban Services, hereby revoke the  
instrument appointing:

**PAUL LESLIE REEDY**

as an Analyst signed on 26 February 1987.

**Dated** this 7 day of July 2000.

**BRENDAN SMYTH MLA**  
Minister for Urban Services

**GOVERNMENT NOTICES (Continued)**

AUSTRALIAN CAPITAL TERRITORY

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

**REVOCAION OF APPOINTMENT OF ANALYST**

Pursuant to Subsection 6(2) of the *Road Transport (Alcohol and Drugs) Act 1977*,  
**I, BRENDAN MICHAEL SMYTH**, Minister for Urban Services, hereby revoke the  
instrument appointing:

**SIMON CARL CHRISTEN**

as an Analyst signed on 22 December 1994.

**Dated** this 7 day of July 2000.

**BRENDAN SMYTH MLA**  
Minister for Urban Services

**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:

**SUSAN MARY LAWLESS**

to be a Mental Health Officer.

Dated this Tenth day of July 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:

**LOUISE ANN CAMM**

to be a Mental Health Officer.

Dated this Tenth day of July 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:

**ERICA MARGARET BERRY**

to be a Mental Health Officer.

Dated this Tenth day of July 2000

**MICHAEL JOHN MOORE**  
**MINISTER FOR HEALTH AND COMMUNITY CARE**



## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### ***Mental Health (Treatment and Care) Act 1994***

### **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 Tuggeranong Mental Health Team to have Mental Health Officer coverage when required. All of the attached instruments will enable the officers to perform duties as Mental Health Officers.

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)**

**ACTFB PROMOTIONS**

I, Ian Mountford Bennett, Fire Commissioner, hereby promote the following members under Section 29(1) of the Fire Brigade (Administration) Act 1974.

These promotions are provisional and may be subject to appeal under Section 33 of the Act. Members of the Brigade who wish to lodge an appeal against these provisional promotions may obtain written information on the appeal process by contacting the Recruitment Officer at ACT Emergency Services Bureau Headquarters, 123 Carruthers Street, Curtin or by telephoning (02) 6207 8418 during business hours.

The only ground for appeal is greater efficiency. Appeals must be lodged by 4:51pm on the fourteenth day after the date of this Gazette with the Convenor, ACT Fire Brigade Promotion Appeals Committee, Merit Protection and Review Agency, Level 3, 65-67 Constitution Avenue, Campbell ACT 2601.

<b>Number</b>	<b>Name &amp; Init</b>	<b>Promoted From</b>	<b>Promoted To</b>	<b>Effective Date</b>
<b>748 35828</b>	Geoffrey Neil LOGAN	1st Class Firefighter Grade A	Senior Firefighter	11 June 2000

***I M Bennett***  
Fire Commissioner

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **SMOKE-FREE AREAS (ENCLOSED PUBLIC PLACES) ACT 1994**

##### **Appointment of Smoke-Free Areas Inspector**

I, **Michael John Moore**, Minister for Health and Community Care, pursuant to my powers under Section 11 of the *Smoke-free Areas (Enclosed Public Places) Act 1994*, do by this instrument appoint,

##### **SUSAN LORRAINE LEONARD**

as a Smoke-free Areas Inspector from the date of notification of this instrument in the ACT Gazette.

Dated this Sixth day of July 2000.

**Michael John Moore**  
Minister for Health and Community Care

## **GOVERNMENT NOTICES (Continued)**

### AUSTRALIAN CAPITAL TERRITORY

#### **Smoke-free Areas (Enclosed Public Places) Act 1994**

##### **ISSUANCE OF IDENTITY CARD**

Pursuant to subsection 11(3) of the *Smoke-free Areas (Enclosed Public Places) Act 1994*, I, **MICHAEL JOHN MOORE**, Minister for Health and Community Care, hereby issue an identity card to the Smoke-free Areas Inspector:

**Susan Lorraine Leonard**

for the purposes of the *Smoke-free Areas (Enclosed Public Places) Act 1994*.

Dated this Sixth day of July 2000.

**Michael Moore**

Minister for Health and Community Care

## **GOVERNMENT NOTICES (Continued)**

AUSTRALIAN CAPITAL TERRITORY

### **Smoke-free Areas (Enclosed Public Places) Act 1994**

#### **REVOCATION OF APPOINTMENT OF SMOKE-FREE AREAS INSPECTOR**

Pursuant to Section 11 of the *Smoke-free Areas (Enclosed Public Places) Act 1994*,  
**I, MICHAEL JOHN MOORE**, Minister for Health and Community Care, hereby revoke the  
instrument appointing:

**PAUL STUART MACDONALD**

as a Smoke-free Areas Inspector signed on 17 February 2000 and notified in Gazette  
No. 9 of 2000.

**Dated** this Sixth day of July 2000.

**MICHAEL MOORE MLA**  
Minister for Health and Community Care

## GOVERNMENT NOTICES (Continued)

### ACT GOVERNMENT PLANNING AND LAND MANAGEMENT GROUP

#### DRAFT VARIATION NO.162 TO THE TERRITORY PLAN MINI HYDRO POWER PLANT Cotter Dam and Corin Dam

A draft Variation to the Territory Plan has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority), relating to the Mini Hydro Power Plant – Cotter Dam and Corin Dam. PALM received a proposal from ACTEW to construct a mini hydro power station at the Cotter Dam and the Corin Dam. A variation to the Territory Plan is required, as currently the Water Use and Catchment Policies in the Territory Plan do not permit hydro-electric power generation for waters below these dams.

Draft Variation No.162 to the Territory Plan, if adopted, would amend the Water Use and catchment Policies at Part C2 of the Territory Plan Written Statement.

Provided it is not deferred, the provisions of this draft Variation have interim effect until 19 July 2001 or for the “defined period”, whichever is the shorter. The “defined period” commenced on 20 July 2000 and continues until the proposals in the draft Variation, or the corresponding Plan Variation:

- come into effect;
- or are rejected by the Legislative Assembly;
- or are withdrawn.

During the period these provisions have interim effect, the Territory, the Executive, a Minister or a Territory Authority shall not do, or approve the doing of, any act which would be inconsistent with the Territory Plan, or the Plan if it was varied in accordance with the provisions of the draft Variation.

Section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), concerning the Heritage Places Register, does not apply to the proposal to construct a mini hydro power station at the Cotter Dam and the Corin Dam.

From Monday 24 July 2000 until Monday 14 August 2000, copies of the draft Variation to the Territory Plan may be:

- inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours;
- inspected at, or obtained from, the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- inspected on the PALM Website at <http://www.palm.act.gov.au/tplan>

## **GOVERNMENT NOTICES (Continued)**

Comments on the draft Variation should be submitted, by **Monday 4 September 2000**, to:

**Planning and Land Management Group  
Urban Services Department  
GPO Box 1908  
CANBERRA ACT 2601  
Attention: Mrs J Rajasekaram.**

Comments can also be sent via Email to: **terrplan@dpa.act.gov.au**  
or by Facsimile to: **62071710.**

Copies of all written comments received in response to the draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours, from Wednesday 6 September 2000 until Wednesday 27 September 2000, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Wednesday 6 September 2000 will be available for perusal for 15 business days from the date of receipt.

## **GOVERNMENT NOTICES (Continued)**

AUSTRALIAN CAPITAL TERRITORY

### **Occupational Health and Safety Act 1989**

#### **APPOINTMENT OF COUNCIL MEMBERS**

Pursuant to Section 13 of the *Occupational Health and Safety Act 1989*, I, **BRENDAN MICHAEL SMYTH**, Minister for Urban Services, hereby appoint:

**MARGARET HELEN HANSON,  
FRANK GILLINGHAM  
TREVOR ZELTNER  
JOHN WILLIAM CLYDE  
WILLIAM DONALD RAIL  
LASZLO LANCSAR  
DAVID JOHN MORPHETT**

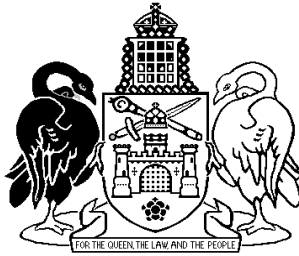
As part-time members of the Occupational Health and Safety Council for a period of six months from the date of this notice, in accordance with the provisions of the *Occupational Health and Safety Act 1989*.

**Dated** this 13 day of July 2000.

**BRENDAN SMYTH MLA**  
Minister for Urban Services



## 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 of the Stadiums Authority Board  
Members of the Stadiums Authority Board**

Dated the 6<sup>th</sup> day of July 2000.

***Kate Carnell*** MLA  
Chief Minister

## CONTRACTS ARRANGED

Department or Agency: Canberra Institute of Technology  
 Authorisation Officer: Elza Gillogly  
 Contact Officer: Elza Gillogly  
 Telephone: 6207 4901

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code
20000306	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000307	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000308	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000309	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000319	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000322	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000325	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000327	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000388	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000511	Reference Materials	3,000.00		Bridge Bookshop CHIPPENDALE NSW 2008	63253
20000512	Stationery	2,000.00		Blue Star Office MITCHELL ACT 2911	63251A
20000597	Plant Hire	2,632.00		Capital Indoor Plant Hire RED HILL ACT 2603	63295
20000736	Reference Materials	2,000.00		Bridge Bookshop CHIPPENDALE NSW 2008	63253
20000743	Panasonic Camcorder	3,164.00		Canberra Professional Equipment FYSHWICK ACT 2609	63234
20000751	Casablanca II - Avio	2,893.66		Digital Video Systems P/L KAMBAH ACT 2902	63252A
20000843	Office Furniture	11,064.65		Design Systems KINGSTON ACT 2604	63251B
20000957	Timsoncork Pinboards	4,978.00		Commercial Office Solutions FYSHWICK ACT 2609	63251B
20001062	Music CDs	3,000.00		The Music Shop BELCONNEN ACT 2617	63234
20001085	Audio / Music Equipment	12,625.00		Better Music PHILLIP ACT 2606	63234
20001096	Audio / Music Equipment	8,499.00		MAC 1 Service Bureau FYSHWICK ACT 2609	63234
20001228	Audio / Music Equipment	3,460.00		MAC 1 Service Bureau FYSHWICK ACT 2609	63234
991976	Audio / Music Equipment	3,200.00		MAC 1 Service Bureau FYSHWICK ACT 2609	63234
992222	Panasonic Digital Video Cam	2,931.00		Ted's Camera Stores CIVIC ACT 2608	63234

**CONTRACTS ARRANGED (continued)**

Department or Agency: Canberra Institute of Technology  
 Authorisation Officer: Elza Gillogly  
 Contact Officer: Elza Gillogly  
 Telephone: 6207 4901

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code
992235	Office Furniture	39,565.50		Design Systems KINGSTON ACT 2604	63251B
992303	Computer/studio equipment	10,710.00		ANUTECH CANBERRA ACT 2601	63252A
2C250100A	Translating & Interpreting ser	2,585.00		Dept Immigration & Multicult SYDNEY NSW 2001	75490
992295	Office Furniture	9,855.00		Design Systems KINGSTON ACT 2604	63251B
2C240999A	Childcare	4,112.90		Northside Community DICKSON ACT 2602	97090
2C171199A	Childcare	2,861.50		Northside Community DICKSON ACT 2602	97090
2C081299A	Childcare	3,344.25		Northside Community DICKSON ACT 2602	97090
2C070100	Childcare	3,683.55		Northside Community DICKSON ACT 2602	97090
2C160600A	Childcare	2,946.50		Northside Community DICKSON ACT 2602	97090
2C121099A	Travel	3,086.90		QANTAS AIRWAYS LTD MASCOT NSW 2020	7111
2C221199A	Childcare	10,019.00		Reid Early Childhood REID ACT 2612	97090
2C301199A	Childcare	9,971.29		Reid Early Childhood REID ACT 2612	97090
2C301199A	Childcare	7,904.00		Reid Early Childhood REID ACT 2612	97090
2C180100A	Childcare	7,358.50		Reid Early Childhood REID ACT 2612	97090
2C080999A	Travel	3,400.00		QANTAS AIRWAYS LTD MASCOT NSW 2020	7111
2C091199A	Audit	2,950.00		WALTER & TURNBULL CANBERRA ACT 2601	862
2C080300A	Casual staff	2,183.00		ALECTUS GROSVENOR PL NSW 1220	97090
20001085	Tascam	3,870.00		Better Music PHILLIP ACT 2606	63234
20001085	Modular rack/rebirth s/ware	2,450.00		Better Music PHILLIP ACT 2606	63234
2C100500A	Childcare	5,515.80		Reid Early Childhood REID ACT 2612	97090
2C180400A	Childcare	7,278.90		Reid Early Childhood REID ACT 2612	97090
2C100500A	Childcare	3,485.00		Reid Early Childhood REID ACT 2612	97090
2C100500A	Childcare	6,249.00		Reid Early Childhood REID ACT 2612	97090
2C060600A	Childcare	2,961.90		Reid Early Childhood REID ACT 2612	97090

# PRIVATE NOTICES

## *Trustee Companies Act 1947 (ACT)*

### **NATIONAL AUSTRALIA TRUSTEES LIMITED ABN 80 007 350 405**

#### **Notice of fees for deceased estate & trust administration**

#### **Maximum commissions are (inclusive of GST\*):**

**(a) Jointly held assets**

– transferred to survivor at nominal fee.

**(b) Principal place of residence**

– where transferred direct to beneficiary and if not jointly held – 1.08% of market value.

**(c) Other assets**

Commission on gross capital value will **not** exceed:

4.33% on first \$250,000

3.25% on next \$250,000

2.16% on next \$250,000

1.08% in excess of \$750,000

**(d) On gross income collections – 6.47%pa.**

**(e) Management of a business – fees to be negotiated.**

\* 'GST': a goods and services tax or any similar tax imposed in Australia.

