



Australian Capital Territory

# Gazette

No. 30, Thursday 27 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.

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Copies of the ACT Government Gazette may be purchased at a cost of \$5.50 (or \$2.20 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City. Subscriptions to the Gazette maybe arranged through the Gazette Office at a price of \$420.00 (1 July 2000 - 30 June 2001) or part thereof, including postage. Refunds will not be given for cancellations. Claims for missing items will be recognised as valid if lodged within 28 days of publication.

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## EMPLOYMENT

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### ACT Public Service

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### Executive Contracts

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#### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

##### Appointment

Suzanne Birtles  
Executive Director, Children's, Youth and  
Family Services (E069)

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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

##### Health Outcomes and Service Performance Health Outcomes Policy

**Senior Officer Grade C 56,346-\$60,755,  
Canberra Position No 27254**

**Closing date:** 10 August 2000

**Duties:** The Health Outcomes Policy Unit is responsible for implementation and reporting of the Australian Health Care Agreement, the ACT contribution to national health policy directions, national health priority areas and national performance comparison processes. The area also has responsibility for ACT Health Goals and Targets, chronic disease strategies – in particular for services development relating to diabetes management and policy regarding consumer participation in health services.

The unit comprises a small team and has many important linkages and working relationships with other units in the Department, internal/external clients, stakeholders and service providers.

The successful applicant will have a strong commitment to achieving health policy objectives and a considerable capacity to work with stakeholders when analysing, communicating and resolving complex health issues.

**Contact Officer :** Myree Rawsthorne  
(02)62050929

Selection documentation may be obtained from  
Alison Colebrook (02) 62050795

Apply: 23

## EMPLOYMENT (Continued)

### THE CANBERRA HOSPITAL

#### Department of Surgery Surgical Services

##### **Administrative Service Officer Level 3 \$32,337-\$34,900, Canberra (PN. 24401)**

**Closing date:** 10 August 2000

**Duties:** The applicant will undertake to provide administrative and secretarial duties to the Director. Duties include preparation of research papers and grants funding, arrange travel, conferences and meetings, facilitate liaison with doctors, patients and management team members.

**Contact Officer:** Sue Simpson (02) 6244 3515  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: 148-9010-16875 (1918)

#### **Business & Infrastructure Support Hotel Services, Ward Clerks**

##### **Administrative Service Officer Class 2 \$28,391 - \$31,483, Canberra (PN.21021)**

**Closing date:** 10 August 2000

**Duties:** The successful applicant will provide a range of clerical and keyboard duties, include maintenance of the patient information computerised system, admission/discharge and appointment procedures, patient and ward records, reception and general assistance to patients. Participate in shift roster.

**Contact Officer:** Jeannie Dumbrell (02) 6244 3277  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: 148-9010-16875 (1351)

#### **Pathology Services Immunoassay**

##### **Professional Officer Class 2 \$43,416 - \$48,520, Canberra (PN. 26301)**

**Closing date:** 10 August 2000

**Duties:** Be responsible for the day to day supervision of the laboratory team and carrying out and reporting of all laboratory procedures. Perform the more complex investigations. Coordinate the work of the team.  
Eligibility/other requirements: A degree in Science or equivalent relevant qualification.

**Contact Officer:** Wendy Edwards (02) 6244 2835  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139  
Apply: 16  
CC: 148-9010-16875 (3131)

#### **Deputy CEO Corporate Business and Infrastructure Support Hotel Services**

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

**Closing date:** 10 August 2000

**Duties:** These positions provide reception services at the Main Reception desk for The Canberra Hospital. The main duties are to direct visitors and patients and answer enquiries regarding the medical condition of patients, while providing high quality customer service as outlined in the Customer Service Standards.

Note: These positions are to be considered by a Joint Selection Committee formed under Clause 30 of The Canberra Hospital (Clerical, Technical, Professional and General Service Officers) Agreement 1999-2002. The JSC consists of union and management nominees as set out in Clause 30. Promotions made on the basis of a unanimous decision of a JSC under Clause 30 of the agreement are not subject to appeal.

These positions include shift work on a seven (7) day per week rotating roster. There are both full-time and part-time positions available.

**Contact Officer:** Terry Duffy (02) 6244 2407  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: 148-9010-16875 1332

#### **Surgical SMT Pain Management Unit**

##### **Administrative Service Officer Class 2 \$28,391-31,483, Canberra (PN. 25946)**

**Closing date:** 10 August 2000

**Duties:** Provide general office support and secretarial services for the Pain Management Unit.

**Contact Officer:** Heather Collin (02) 6244 3055  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: 148-9010-16875 1969

## EMPLOYMENT (Continued)

### Deputy CEO Corporate Staff Development Unit

**Registered Nurse Level 3, Educator – Medical,  
\$47,581-50,648, Canberra (PN. 26326)**

**Closing date:** 10 August 2000

**Duties:** Provide evidence based programs to staff through the development, implementation, co-ordination and evaluation of learning packages, workshops seminars and study modules. Assist staff in the development of skills necessary to provide evidence based practice.

Eligibility/other requirements: Eligibility for or holds registration with the ACT Nurses Registration Board. Minimum of five years post registration experience including a period of demonstrated expertise in the relevant field of nursing practice; and holds or has made significant progress towards a post graduate qualification in an appropriate health or education field and holds relevant clinical post registration qualifications.

**Contact Officer:** Dr Leanne Aitken  
(02) 6244 3429

Selection documentation may be obtained from  
Maureen Tolley (02) 6244 3429

Apply: 16

CC: 148-9010-16875 (1521)

### CULTURAL FACILITIES CORPORATION

#### ACT Museums and Galleries, Marketing Services

**Administrative Service Officer Class 5,  
\$42,226-\$44,774 p.a., Canberra (PN. 43579)**

**Closing date:** 10 August 2000

**Duties:** Under the direction of the Executive Manager the position provides marketing and communication services for Museums and Galleries as follows: Co-ordinate the development and implementation of strategic media programs for Museums and Galleries; Develop and supervise the maintenance of media, calendar and industry databases; Maintain good media relations among arts and culture editors and writers in the ACT and region.

Eligibility/other requirements: Experience and/or progress towards communications or public relations qualifications and a current driver's licence.

Note: This position is readvertised. Previous applicants will be considered and need not reapply.

**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

### ACT COMMUNITY CARE

#### Child Youth and Women's Health Program

**Registered Nurse Level 3 \$47,722-\$50,799,  
Canberra (PN. 29109 & 29111)**

**Closing date:** 10 August 2000

**Duties:** The Child, Youth & Women's Health Program is calling for applications from suitably qualified registered nurses for the following Clinical Nurse Consultant positions:

- Maternal and Child Health Nursing;
- Middle & Late Childhood & Youth Health Nursing.

The CNC's will provide support and guidance in the achievement of quality clinical nursing practice that supports best practice in nursing and health outcomes for the ACT Community

Eligibility/other requirements: Demonstrated primary health care nursing experience and expertise, with relevant qualifications.

Practices in accordance with validated professional practice competencies and professional codes of conduct and ethics for nurses. Registration with the Nurses Board of the ACT or eligible for registration, with current drivers licence.

**Contact Officer:** Carmel McQuellin on  
(02) 62050892.

Selection documentation may be obtained from  
Gayle Galpin (02) 6205 1197.

Apply: 21

CC: 148-9009-16857

#### Child Youth & Women's Health Program Physiotherapist: Centre for Newborn Care and Paediatrics

**Professional Officer 2, \$42,986-\$48,040,  
Canberra (PN. 25525)**

**Closing date:** 10 August 2000

**Duties:** Senior Physiotherapist required to provide direct patient care to babies and their children and to co ordinate a comprehensive inpatient and outpatient physiotherapy service in Paediatrics. This position is based at the Canberra Hospital.

Eligibility/other requirements: Degree or diploma in Physiotherapy and eligibility for ACT Registration.

**Contact Officer:** Tina Bracher (02) 62442154

Selection documentation may be obtained from  
Tina Bracher (02) 62442154

Apply: 21

CC: 148-9009-16857

## EMPLOYMENT (Continued)

### Finance and Contract Management

**Senior Officer Grade C, \$54,425 - \$58,683, Canberra (PN. 11201)**

**Closing date:** 10 August 2000

**Duties:** ACT Community Care is a major provider of community based health and disability services in the ACT. The organisation is looking for a suitably qualified person to join its Finance and Contract Management team. This is a key position that offers opportunities to participate in purchaser-provider negotiations, financial management and improvement in the organisation. The successful applicant will manage the organisation's Purchase Contract, budget development and allocation of resources. He/she will coordinate financial and other reports to management and Government and will have a lead role in promoting improvements in financial processes and systems.

Eligibility/other requirements: tertiary qualifications in accounting highly desirable.  
Note: Expected vacancy

**Contact Officer:** Sim Sung (02)620 51648  
Selection documentation may be obtained from Debbie Johnson (02)620 50928  
Apply: 21  
CC: 148-9009-18270

**Child Youth & Women's Health Program Manager/Physiotherapist: Allied Health Inpatient-Women's & Children's SMT**

**Senior Professional Officer Grade C, \$54,425-\$58,683, Canberra (PN. 28639)**

**Closing date:** 10 August 2000

**Duties:** ACT Community Care is looking for a senior clinician as team leader for the Women's and Children's allied health services at the Canberra Hospital. This position involves dual role of line management of the allied health team and the senior physiotherapist for the Child Youth & Women's Health program.

Eligibility/other requirements: Degree or diploma in Physiotherapy and eligibility for ACT Registration.

**Contact Officer:** June Gunning (02) 62442154  
Selection documentation may be obtained from Debra Freer (02) 62052143  
Apply: 21  
CC: 148-9009-16857

### CALVARY HOSPITAL INC.

**Nursing Services ICU**

**Registered Nurse Level 3\$ 47,110 - 50,147, Canberra (PN. 8206)**

**Closing date:** 10/8/2000

**Duties:** Provide leadership and be responsible for the co-ordination of total patient care activities within a defined clinical area. Liaise with multidisciplinary team members and utilise quality management principles.  
Eligibility/other requirements: Current registration as a General Nurse by the ACT Nurses Board. Minimum 5 years recent clinical experience including a period of demonstrated proficiency in the field of nursing practice.  
Note: This is a temporary vacancy for a period of twelve months. TTY 6201 6127

**Contact Officer:** Sue Gosling (02) 62016166  
Selection documentation may be obtained from Sue Gosling (02) 62016166  
Apply: 07  
CC: 148-9094-17781

### INTACT

**SENIOR OFFICER GRADE C, PN 14365  
MANAGER ASSETS AND ACQUISITIONS  
PERMANENT  
SALARY \$56346 to \$60755  
LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:  
10 August 2000**

**Applications to be forwarded to:**

Recruitment Officer  
GPO Box 158  
Canberra ACT 2601

**or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

### **Position Description**

InTACT is seeking an experienced and enthusiastic Manager, Assets and Acquisitions to work in the Business Operations and Support Unit. Specifically the position is responsible for the effective management of InTACT's asset management and acquisition systems and processes and is responsible for assisting the Senior Management Accountant in the performance of his/her duties and responsibilities.

The candidate will be responsible for updating, monitoring and maintaining InTACT's assets and acquisitions processing systems and will be required to provide expert advice on all asset and acquisition processing policies, practices and services.

## EMPLOYMENT (Continued)

Candidates should have a sound knowledge of asset and acquisition management principles and practices, an understanding and experience in the use of computerised financial management systems.

Good team leadership skills and sound written and oral communication skills are essential as is the ability to problem solve and negotiate with staff and clients at all levels.

**Contact Officer for queries regarding position:**  
Arron Scolnik (02) 620 76198

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**Contact Officer for Selection Documentation:**  
Donna Burns (02) 620 76791

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

#### **CORPORATE SERVICES**

**Administrative Service Officer Class 6,**  
**\$44,503 – \$51,121p.a. (PN: 10543) Canberra**

**Closing Date:** 10 August 2000

**Duties:** Develop and implement best practice human resource (HR) policies and strategies to maximise organisational outcomes. Evaluate key HR statistics to provide high level strategic direction to HR strategies and initiatives. Provide high level customer support and advice on arrange of strategic HR issues.

**NOTE:** Interviews to be held week commencing 31 July 2000

**Contact Officer/Selection Documentation:**  
Louise Fitzgerald (02) 620 75856 and also from  
[www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

**Apply:** 06 or via email:  
recruitment.officer@act.gov.au  
CC: 148-9031-17429

### **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/department/departm ent.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.

**Children's Youth and Family Services Division**  
**Family Services Branch**  
**Child Protection Services Section**  
**Professional Officer Class 2 \$44504 - \$51121,**  
**Canberra (PN. 12764)**

**Closing date:** 10 August 2000

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

Eligibility/other requirements: A relevant tertiary qualification in psychology.

Eligibility for full registration with the ACT Psychologists Registration Board or Interstate equivalent.

**Contact Officer:** Kate Jones (02) 6207 1069  
Selection documentation may be obtained from  
Lyn Percival (02) 6207 1069

Apply: 12  
CC: 148-9013-16917

**Education and Training Division**  
**Schools Program Branch**  
**Non-Government Schools Office Section**

**Senior Officer Grade C \$56347-60755,**  
**Canberra (PN. 2339, expected vacancy)**

**Closing date:** 10 August 2000

**Duties:** Manage the functions and programs of the Non-government Schools Office which is responsible for registration of ACT non-government schools and administration of Commonwealth and Territorial funding and relevant legislation. Register non-government schools and administer legislative requirements.

Note: This position was previously advertised in the gazette of 22 June 2000. Previous applicants will be considered and need not re-apply.

**Contact Officer:** Jeff Mason (02) 62059205  
Selection documentation may be obtained from  
Carmel McGaughey (02) 62059205

Apply: 12  
CC: 148-9013-16917

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

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

## EMPLOYMENT (Continued)

### ACT Supreme Court Russell Fox Library Librarian In Charge

**Senior Professional Officer Grade C**  
**\$56,346 – 60,755, Canberra (PN. 2139)**

**Closing date:** 10 August 2000

**Duties:** Manage the operations of the ACT Law Courts Library including the provision of an effective and efficient legal reference service for the ACT law courts and tribunals. Develop and implement library policies and procedures relating to access, acquisitions, accommodation and information technology. Eligibility/other requirements: Appropriate degree or diploma together with training in Librarianship acceptable for professional membership of the Australian Library and Information Association or a recognised course of integrated study in librarianships and academic subjects.

Note: This is an expected vacancy

**Contact Officer:** Truus Ford (02) 6267 2730  
Selection documentation may be obtained from Erik Heineback (02) 6267 2706  
Apply: 28  
CC: 148-9012-19615

### ACT Corrective Services Casual Custodial Officer

**Custodial Officer Grade 1 \$27,450 – 32,017, Canberra (PN. several)**

**Closing date:** 10 August 2000

**Duties:** Applications are sought from highly motivated persons to apply for casual employment as Custodial Officers Grade 1 with ACT Corrective Services. A Casual Relief Pool of suitable persons will be recruited to be available for possible casual work within ACT Corrective Services at any one of the three custodial facilities within the Territory.

The positions require persons to have sound interpersonal skills, a keen sense of responsibility and the ability to work well with others and demonstrate the capacity to be flexible to meet changing demands. Additionally, applicants must demonstrate a willingness to perform shift work duties and be able to demonstrate appropriate level of health and fitness for safety, security and shift work. Applicants will be required to undergo the following:

- A police background check;
- Pre-interview aptitude testing;
- A selection interview; and
- A medical examination before being considered suitable for training as a custodial officer.

Progression to the Casual Relief Pool will be dependent on successful completion of all components of training.

Note: The Custodial Officer Grade 1 training course will be subject to training wages until completion (approx. 9 weeks)

**Contact Officer:** Jeanette Atkins (02) 6207 0853  
Selection documentation may be obtained from 24 hour answering service (02) 6207 0023  
Apply: 28  
CC: 148-9012-16898

### Parliamentary Counsel's Office Legislative Access and Administration

**Administrative Service Officer Class 4**  
**\$36,945 – 40,113, Canberra**  
**(PN. 42308, 42309 [expected vacancy])**

**Closing date:** 10 August 2000

**Duties:** Prepare and check legislative publications using computerised publishing technology; undertake proofreading and other editing and quality assurance processes for draft legislation; assist legislative drafters in the preparation of legislation and undertake minor drafting tasks; assist in the development and maintenance of databases of ACT Legislation.

**Contact Officer:** Lynne Reynolds (02) 6207 0601  
Selection documentation may be obtained from Lynne Reynolds (02) 6207 0601  
Apply: 28  
CC: 148-9012-17345

### Parliamentary Counsel's Office Legislative Access and Administration

**Administrative Service Officer Class 5**  
**\$41,207 – 43,694, Canberra (PN. 43619)**

**Closing date:** 10 July 2000

**Duties:** Lead a team in proofreading and other editing and quality assurance processes for draft legislation and in the preparation and publication of consolidations of legislation; prepare, check and finalise legislative publications using computerised publishing technology; prepare, check and finalise information about ACT Legislation; assist legislative drafters in the preparation of legislation and undertake minor drafting tasks; assist in the development and maintenance of databases of ACT Legislation.

**Contact Officer:** Julie Field (02) 6207 0626  
Selection documentation may be obtained from Julie Field (02) 6207 0626  
Apply: 28  
CC: 148-9012-17345



## EMPLOYMENT (Continued)

**ACT Corrective Services  
Youth Justice Services  
Community Unit**

**Administrative Service Officer Class 6  
\$44,503 – 51,121, Canberra (PN. 12022)**

**Closing date:** 10 August 2000

**Duties:** Undertake responsibility for assessments, court report and casework in difficult or complex cases. Consult with other staff to provide assistance with assessments and supervision of cases as required. Assist in the development of relevant programs and undertake responsibility for developing systems to enable the ongoing evaluation of Community Unit Programs. Liaise with welfare, community agencies and government services, to effectively assess and supervise young persons referred to the Community Unit.

Note: This is a temporary vacancy for six to twelve months

**Contact Officer:** Franc Woods (02) 6207 0441  
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987  
Apply: 28  
CC: 148-9012-16898

**DEPARTMENT OF URBAN SERVICES**

**Corporate Group  
Human Resource Services Section  
Human Resource Strategic Policy Project  
Officer**

**Senior Officer Grade C \$56,347-\$60,755,  
Canberra (PN. 26950)**

**Closing date:** 10/8/2000

**Duties:** An opportunity exists in Urban Services for a highly skilled human resource professional to undertake research, analysis, development and implementation and HR consultancy work. You will be a member of a highly dedicated team committed to achieving ongoing business improvement through the development and implementation of HR initiatives and best practice. Ideally you will have tertiary qualifications in human resources or a related discipline, and a strong commitment to teamwork and delivering best practice human resource services and support.

Note: This position is available for temporary filling for a period of 3 years. To pursue this opportunity, please apply by addressing the selection criteria.

**Contact Officer:** John Mikus (02) 62075855  
Selection documentation may be obtained from John Shanovski (02) 62073667  
Apply: 34  
CC: 148-9017 16954

**Policy Coordination Group  
Infrastructure Policy Branch  
ACT Roads and Stormwater Section  
Policy and Planning Unit**

**Administrative Service Officer Class 5  
\$41,207-\$43,694, Canberra (PN. 865)**

**Closing date:** 10/8/2000

**Duties:** As part of a small team, assist in research and development of policy proposals. Coordinate the section's involvement in national bodies, in particular AUSTRROADS. Prepare briefings and coordinate the section's response to planning matters.

Eligibility/other requirements: Professional Engineering qualifications are desirable but not essential.

Note: This position is available for temporary filling until 21/6/2001.

Contact Officer and Selection documentation:  
Leslie Leung (02) 62076603 or  
leslie.leung@act.gov.au  
Apply: 34  
CC: 148-9019 17040

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## Appointments

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**DEPARTMENT OF HEALTH AND COMMUNITY CARE**

**Senior Officer Grade C, \$56346-\$60755**  
Louise Remington: 741-19864, Section 68,  
27/7/00  
CC: 148-9011-16943

**THE CANBERRA HOSPITAL**

**Registered Nurse Level 1 \$32,245 - \$41,789**  
Jennifer Lenihan: 740-98269, Section 68,  
17 July 2000  
CC:148-9010-16875 (3141)

**ACT COMMUNITY CARE**

**Disability Support Officer Level 1  
\$26,716-27,786**  
Kerry-Anne Johnstone: 740-99082,  
Section 68(1) 70(1), 12 July 2000  
CC: 148-9009-16861

**Administrative Service Officer Class 2,  
\$28,110-\$31,171**  
Belinda Puniard: 740-98151, Section 68 and 70  
(1), 14 July 2000  
CC: 148-9009-16857

**Administrative Service Officer Class 2,  
\$28,110-\$31,171**  
Lyn Brideson 740-99584, Section 68 and 70 (1),  
14 July 2000  
CC: 148-9009-16857

## EMPLOYMENT (Continued)

**Registered Nurse Level 1 \$32,341-\$41,913**

Christie Goodisson: 740-98725,  
Section 68&70(1), 14 July 2000  
CC: 148-9009-17798

**Registered Nurse Level 2 \$43,278 – 46,013**

Elizabeth Gardiner: 740-98688,  
Section 68 and 70(1) 14 July 2000  
CC: 148-9009-16857

**CALVARY HOSPITAL INC.**

**Calvary Services Officer 4\$26,689 - 27,759**

Dominic Pook: 609-35115, Section 68,  
20/7/2000  
CC: 148-9094-17781

**Calvary Services Officer 4\$26,689 - 27,759**

Troy Takiari: 609-35123, Section 68, 20/7/2000  
CC: 148-9094-17781

**Calvary Services Officer 4\$26,689 - 27,759**

Benjamin Harcombe: 609-35158, Section 68,  
20/7/2000  
CC: 148-9094-17781

**Calvary Services Officer 4\$26,689 - 27,759**

Christopher Bennett: 609-35166, Section 68,  
20/7/2000  
CC: 148-9094-17781

**Calvary Services Officer 4\$26,689 - 27,759**

Philip Madden: 609-35174, Section 68,  
20/7/2000  
CC: 148-9094-17781

**Calvary Services Officer 4\$26,689 - 27,759**

Warren Casey: 609-35190, Section 68,  
20/7/2000  
CC: 148-9094-17781

**Calvary Services Officer 4\$26,689 - 27,759**

Tyson Takiari: 609-35131, Section 68, 20/7/2000  
CC: 148-9094-17781

**Calvary Services Officer 3\$25,809 - 26,689**

Jason Codey: 609-35182, Section 68, 20/7/2000  
CC: 148-9094-17781

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

Genevieve Harrigan: 609-35203, Section 68,  
20/7/2000  
CC: 148-9094-17781

**Calvary Services Officer 3\$25,809 - 26,689**

Andrew Cousins: 609-35238, Section 68,  
20/7/2000  
CC: 148-9094-17781

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES**

**Administrative Service Officer Class 2**

**\$24747-27442**

Simone Underwood: 755-71107, Section 68(1),  
24 July 2000  
CC: 148-9013-16917

**Building Services Officer 1**

**\$25924-26940**

Jovo Zoric: 755-67933, Section 68(1),  
17 July 2000  
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY  
SAFETY**

**Administrative Service Officer Class 5**

**\$41,207 – 43,694**

Anna Hamers: 755-68223, Section 68, 18/7/2000  
CC: 148-9012-16898

**Administrative Service Officer Class 5**

**\$41,207 – 43,694**

Janet Pryor: 734-57589, Section 68, 18/7/2000  
CC: 148-9012-16899

**DEPARTMENT OF TREASURY AND  
INFRASTRUCTURE**

**Administrative Service Officer Class 6,**

**\$44,503 - \$51,121p.a.**

Angela Lesley Crombie, 711-24764,  
Section 68, 17/7/2000  
CC: 148-9042-17630

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### Transfer

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**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES**

**Brigitte Learmonth: 715-48540**

From: Administrative Service Officer Class 6  
\$44504-51121

ACT Community Care

To: Administrative Service Officer Class 6  
\$44504-51121

Active Lifestyle Services Section,  
Department of Education and Community  
Services, Canberra (PN. 43337)  
(PS 17, 27 April 2000)  
CC: 148-9013-16917

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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

## EMPLOYMENT (Continued)

to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);

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

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

### YOU MAY ALSO APPEAL IF:

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

### YOU CAN NOT APPEAL WHEN:

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

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

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

For further information on eligibility to appeal, contact your departmental Personnel Unit or the

Office of the Merit Protection Commissioner (MPC) at the address listed below.

### ADVICE TO POTENTIAL APPELLANTS

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

### GROUND OF APPEAL

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

### EFFICIENCY

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

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

## EMPLOYMENT (Continued)

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

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

- \* available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.

The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

### FORM OF APPEAL

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

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;
- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- Classification and salary scale of your substantive (i.e. your permanent) ACTPS position (and if you are a former officer or an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);
- Office/branch and department or agency; and
- AGS number.

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

### WHEN TO LODGE APPEALS

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

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are

advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline.

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

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

However, you are not entitled to access to the private contact details supplied by any other party as a part of their statement.

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing.

The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and

## EMPLOYMENT (Continued)

you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

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

### CONTENT OF STATEMENTS

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

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

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations.

You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

### PAC PROCEDURES

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

Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at

least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason.

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

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

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

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

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

## EMPLOYMENT (Continued)

not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

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

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

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

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

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

An applicant must provide the following details:

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

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

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

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

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

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

### **WHERE TO LODGE AN APPLICATION FOR REVIEW**

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

### **DEPARTMENT OF HEALTH AND COMMUNITY CARE**

**Central Office**  
**Structural Reform**  
**Health Information Service**  
**Population Health Information**

#### **Olivia Phongkham 741-19717**

From: Administrative Service Officer Class 3  
\$33,147-35,774 (DH) ACT Department of Health and Community Care

To: Administrative Service Officer Class 5  
\$41,207-43,694 (DH)

Population Health Information Sub-Unit, Health Information Service Unit ACT Department of Health and Community Care Canberra (PN29432)

(No 11 of 16 March 2000))

CC: 148-9011-16897

### **ACT COMMUNITY CARE**

#### **Disability Program**

#### **Frances Millington: 740-91996**

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

ACT Community Care

To: Disability Support Officer Level 2  
\$33,340-\$37,321

Disability Program ACT Community Care, Canberra

(PN. 27788) (18 May 2000)

CC: 148-9009-16861

#### **Pieta Maguire: 740-91849**

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

ACT Community Care

To: Disability Support Officer Level 2  
\$33,340-\$37,321

Disability Program ACT Community Care, Canberra (PN. 28338) (18 May 2000)

CC: 148-9009-16861

#### **Andrew Burgess: 740-89968**

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

ACT Community Care

To: Disability Support Officer Level 2  
\$33,340-\$37,321

Disability Program ACT Community Care, Canberra

(PN. 28203) (18 May 2000)

CC: 148-9009-16861

**EMPLOYMENT (Continued)****Bradley Weisse: 740-92868**

From: Disability Support Officer Level 1  
 \$26,716-\$27,786  
 ACT Community Care  
 To: Disability Support Officer Level 2  
 \$33,340-\$37,321  
 Disability Program ACT Community Care,  
 Canberra  
 (PN. 27702) (18 May 2000)  
 CC: 148-9009-16861

**CHIEF MINISTER'S DEPARTMENT****C E Augustczak: 336-74503**

From: Administrative Service Officer Class 4  
 \$36,945 - \$40,113p.a.  
 Department of Education and Community  
 Services  
 To: Administrative Service Officer Class 5  
 \$41,207 - \$43,694p.a. (PN: 55307)  
 Policy Group  
 Gazette No: 5, 30 March 2000  
 CC: 148-9031-17884

**S D Barr: 026-93939**

From: Teacher Level 2 \$52,456 - \$54,390p.a.  
 Department of Education and Community  
 Services  
 To: Senior Officer Grade C \$56,346 -  
 \$60,755p.a. (PN: 55339)  
 Policy Group  
 Gazette No: 5, 30 March 2000  
 CC: 148-9031-17884

**E Prin: 745-62751**

From: Administrative Service Officer Class 6  
 \$44,503 - \$51,121p.a.  
 Chief Minister's Department  
 To: Senior Officer Grade C \$56,346 -  
 \$60,755p.a. (PN: 2402)  
 Policy Group  
 Gazette No: 5, 30 March 2000  
 CC: 148-9031-17884

**P L Reedy: 517-17407**

From: Senior Officer Grade C  
 \$54,425 - \$58,683p.a.  
 Department of Health and Community Care  
 To: Senior Officer Grade B \$66,577 -  
 \$74,948p.a. (PN: 55343)  
 Policy Group  
 Gazette No: 5, 30 March 2000  
 CC: 148-9031-17884

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****Hall Primary School****Kathleen Orford: 025-32369**

From: School Assistant 2 \$24747-27442  
 Education and Community Services  
 To: Administrative Service Officer Class 4  
 \$36945-40113  
 Hall Primary School, Education and Community  
 Services, Canberra (PN. 574)  
 (PS19, 11 May 2000)  
 CC: 148-9013-16917

**Sport and Corporate Resources Division  
Financial Services Section****Mahend Kumar: 761-22127**

From: Administrative Service Officer Class 6  
 \$44504-51121  
 Education and Community Services  
 To: † Senior Professional Officer Grade C  
 \$56347-60755  
 Financial Services Section, Education and  
 Community Services, Canberra  
 (PN. 13361) (PS25, 22 June 2000)  
 CC: 148-9013-16917

**Sport and Corporate Resources Division  
Finance Section****Cheryl Anne May: 027-62391**

From: Administrative Service Officer Class 4  
 \$36945-40113  
 Department of Education and Community  
 Services  
 To: Administrative Service Officer Class 5  
 \$41207-43694  
 Finance Section, Department of Education and  
 Community Services, Canberra  
 (PN. 426) (PS20 18 May 2000)  
 CC: 148-9013-16917

**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.

**Policy Coordination Group  
Industry Policy and Regulation Branch  
Workplace Safety Policy Section****D. Lowe-Carlus: AGS No 748-39773**

From: Administrative Service Officer Class 6  
 \$44,504-\$51,121  
 ACT WorkCover  
 To: † Senior Officer Grade C \$56,347-\$60,755  
 Workplace Safety Policy Section Urban  
 Services, Canberra  
 (PN. 24521) (Gazette No. 22, 1/6/2000)

Note: This position was advertised as several.  
 CC: 148-9030 16941

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**Forfeiture of Office**

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**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES**

221(2) *Public Sector Management Act*.  
 TOMMASINA RODRICK  
 Teacher Level 1, 04 May 2000  
 CC: 148-9013-16917

## EMPLOYMENT (Continued)

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### ACT Public Service Index of addresses

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36 Recruitment/Executive Officer  
Community and Health Services  
Complaints Commissioner's Office,  
GPO Box 1321, Canberra ACT 2601

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



## 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>S38</b>	19 July	Notice - Interim Heritage Places Register ~ <i>Land (Planning and Environment) Act 1991</i>

## GOVERNMENT NOTICES

### NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instruments of the Australian Capital Territory have been made. Copies of the Instruments may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, 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>Legal Aid Act 1977</i>	Appointment of Lyn June Morgain as Part-time Commissioner of the Legal Aid Commission (A.C.T.).	No. 250 of 2000
<i>Long Service Leave (Cleaning, Building and Property Services) Act 1999</i>	Appointment of Robert John Yeomans as Chairperson of the Long Service Leave (Cleaning, Building and Property Services) Board.	No. 251 of 2000
<i>Long Service Leave (Cleaning, Building and Property Services) Act 1999</i>	Appointment of Jacqui Margaret Burke as member of the Long Service Leave (Cleaning, Building and Property Services) Board.	No. 255 of 2000
<i>Long Service Leave (Cleaning, Building and Property Services) Act 1999</i>	Appointment of Lyndal Ryan as member of the Long Service Leave (Cleaning, Building and Property Services) Board.	No. 252 of 2000
<i>Long Service Leave (Cleaning, Building and Property Services) Act 1999</i>	Appointment of Rodney Barnes as acting member of the Long Service Leave (Cleaning, Building and Property Services) Board.	No. 253 of 2000
<i>Long Service Leave (Cleaning, Building and Property Services) Act 1999</i>	Appointment of Christine Wagland as acting member of the Long Service Leave (Cleaning, Building and Property Services) Board.	No. 254 of 2000
<i>Public Place Names Act 1989</i>	Determination of street names – Division of Russell.	No. 256 of 2000
<i>Public Place Names Act 1989</i>	Determination of street names – Division of Pialligo.	No. 257 of 2000

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

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

<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – Division of Gungahlin.	No. R30/00 of 2000

## PRIVATE NOTICES

Who's Who in ACT Government?

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