



Australian Capital Territory

# Gazette

No. 31, Thursday 3 August, 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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#### 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

##### Health Information Service

##### Health Informatics and Business Systems

##### **Information Technology Officer Class 2 \$44,503-51,121 (PN29407)**

**Closing date:** 17 August 2000

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

**Duties:** Design, develop, implement, document and support information systems within the Department. Assist with data administration duties in relation to existing production information systems. Provide problem-solving advice to users of the Department's information systems. Maintain a sound knowledge of the software environment, standard procedures and operational guidelines of the Department's information system, hardware and software architectures. Provide support for the Department Information Officer's role and functions and undertake activities as directed.

**Eligibility/other requirements:** Appropriate Tertiary qualifications in computer science or a related discipline will be highly regarded, but is not essential. A knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Greg Lee 02-6207 1099

Selection documentation may be obtained from Susanna Dorrell 02-6207 1122

Apply: 23

CC: 148-9011-16897

## EMPLOYMENT (Continued)

### THE CANBERRA HOSPITAL

#### **Nursing Branch Surgical Services Orthopaedics**

**Registered Nurse Level 3 – Clinical Nurse  
Consultant \$47,581 - \$50,648, Canberra  
(PN. 22381)**

**Closing date:** 17 August 2000

**Duties:** Provide leadership in co-ordinating total patient care activities, including admission and discharge planning; liaise with patient care teams, nurse managers and nurse educators to achieve an agreed standard of care; identify clinical nursing problems suitable for research and communicate findings.

**Eligibility/qualifications:** Registered as a nurse with the ACT Nurses Registration Board and minimum of five years recent post registration experience including a period of demonstrated competency in a relevant field of nursing practice is mandatory

**Contact Officer:** Janet Watts – Nurse Manager  
(02) 6244 3375  
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257  
Apply: 16  
CC: 148-9010-16875 (1944)

#### **Mental Health Services**

**Administrative Service Officer Class 4  
\$36,042 – \$39,132, Canberra (PN. 25944)**

**Closing date:** 17 August 2000

**Duties:** Mental Health Services, The Canberra Hospital is a major provider of mental health services in the ACT and is strongly focused on providing a quality service. We have a full-time permanent vacancy for an Executive Assistant to manage the office of the Executive Director of Mental Health Services. If you enjoy working as part of a busy team, have strong communication and organisational skills, able to work with limited supervision and have a sound knowledge of word processing applications and database management, we would like to hear from you.

**Note:** Applicants will be assessed on the basis of written applications and referee reports, which must address the selection criteria. It is important that referee reports are attached to your application.

**Contact Officer:** Diane Donovan (02) 6244 3859  
Selection documentation may be obtained from Human Resource Management Group  
(02) 6244 3139  
Apply: 16  
CC: 148-9010-16875 (2211)

#### **Pathology Services General Services Administration**

**Administrative Service Officer Class 4  
\$36,042 - \$39,132, Canberra (PN. 27171)**

**Closing date:** 17 August 2000

**Duties:** Under general direction be responsible for the Accounts Receivable activities of ACT Pathology including contract services with Southern Area Health Service. Supervise and train support staff. Priorities and co-ordinate the work of the area.

**Eligibility/other requirements:** Sound knowledge and understanding of financial practices and procedures as they relate to accounts receivable.

**Contact Officer:** Fiona Nairn (02) 6244 2536  
Selection documentation may be obtained from Human Resource Management Group  
(02) 6244 3139  
Apply: 16  
CC: 148-9010-16875 (3111)

#### **Deputy CEO Corporate Business & Infrastructure Support Facilities Management**

**Senior Officer (Technical) Grade C  
\$54,969-59,270, Canberra (PN. 23871)**

**Closing date:** 17 August 2000

**Duties:** Under limited direction, undertake detailed development of health facility projects in The Canberra Hospital and other special purpose buildings. Prepare functional and design briefs for Capital Works and Minor New Works projects. Undertake the full commissioning of health facilities to the operational stage including liaison on staffing plans and specifications for medical and non-medical equipment, furniture and fittings. Develop budgets and manage the sub-sections expenditure to the agreed budgeting levels. **Eligibility/other requirements:** An Associate Diploma from an Australian Technical and Further Education (TAFE) (CIT) or equivalent and/or relevant experience and training.

**Note:** Applicants will be assessed on the basis of written applications and referee reports, which must address the selection criteria. It is important that referee reports are attached to your application.

**Contact Officer:** Tim Ashmore (02) 6244 2770  
Selection documentation may be obtained from Human Resource Management Group  
(02) 6244 3580  
Apply: 16  
CC: 148-9010-16875 1381

## EMPLOYMENT (Continued)

### Deputy CEO Corporate Business & Infrastructure Support Facilities Management

**Administrative Service Officer Class 6**  
**\$43,416-49,872, Canberra**  
**(PN. 23056 expected vacancy)**

**Closing date:** 17 August 2000

**Duties:** Under general direction, undertake detailed development of health facility projects in The Canberra Hospital and other special purpose buildings. Prepare functional and design briefs for Capital Works and Minor New Works projects. Undertake the full commissioning of health facilities to the operational stage including liaison on staffing plans and specifications for medical and non-medical equipment, furniture and fittings. Eligibility/other requirements: Experience in facility planning and works programming important. Experience and/or knowledge of computer aided design desirable. Note: Applicants will be assessed on the basis of written applications and referee reports, which must address the selection criteria. It is important that referee reports are attached to your application.

**Contact Officer:** Tim Ashmore (02) 6244 2770  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: 148-9010-16875 1381

### Deputy CEO Clinical Clinical Services

**Career Medical Officer \$86,331 - \$99,432**  
**Canberra (PN. NP)**

**Closing date:** 11 August 2000

The Canberra Hospital is a tertiary referral and teaching hospital. The Clinical Training Unit has responsibility to provide an educational environment for junior medical staff which fosters self-directed learning and professional development through balance between the need for service provision on the part of the hospital and training requirements on the part of the junior doctor.

**Duties:** The position will oversee the continuing education programs for junior medical staff and have responsibility for management and employment issues in relation to all junior medical officers. The position will also undertake tasks as delegated by the Deputy Chief Executive (Clinical). The hospital is seeking a suitably qualified person who has proven experience in medical administration.

**Qualifications:** Registrable as a medical practitioner in the ACT. It is also desirable that the applicant have membership of FRACMA or other learned medical college.  
Note: One week close

**Contact Officer:** Deputy Chief Executive (Clinical), Phone 6244 2619  
Selection documentation may be obtained from Deputy Chief Executive (Clinical), Phone 6244 2619  
Apply: 16  
CC: 148-9010-16875 8815

### CULTURAL FACILITIES CORPORATION

#### ACT Museums and Galleries Historic Places Lanyon Homestead

**General Services Officer Class 7,**  
**\$33,490-\$35,443 p.a, Canberra (PN. 43249)**

**Closing date:** 17 August 2000

**Duties:** Oversee a small team of staff and volunteers engaged in the horticultural maintenance of the historic gardens at Lanyon, Calthorpes' House and Mugga-Mugga. Provide technical advice on horticultural maintenance matters to management, subordinate officers, and clients. Eligibility/other requirements: Horticultural Diploma or Certificate and Plant Operator Certificate is essential. Arboriculture Certificate is desirable. Note: This position works 38 hours per week.

**Contact Officer:** Elaine Lawson (02) 620 72173  
Selection documentation may be obtained from Jody Newett (02) 620 50340  
Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, CIVIC SQUARE, ACT, 2608  
CC: 148-9008-16850

#### Canberra Theatre Centre Canberra Ticketing

**Administrative Service Officer Class 4,**  
**\$37,858-\$41,105 p.a, Canberra (PN. 43633)**

**Closing date:** 17 August 2000

**Duties:** Assist the Business Manager to deliver the overall effective and timely operation of the Canberra Ticketing Box Office. Provide strategic management of ticketing operations and staff management. Liaise with patrons, clients and entrepreneurs to ensure the smooth running of the bocs computer system. Eligibility/other requirements: A thorough knowledge of performing arts theatre protocols and standard theatre practices, an excellent working knowledge of bocs and experience in handling large sums of money (cash and credit card) including banking and reconciliation is essential.

**Contact Officer:** David Whitney (02) 6243 5705.  
Selection documentation may be obtained from Jody Newett (02) 620 50340

## EMPLOYMENT (Continued)

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

### ACT WORKCOVER

#### ACT WorkCover

**Technical Officer Level 4 \$44,503-\$49,736, Canberra (PN. 42903/28901)**

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

**Duties:** Carry out inspections of gas installations and workplaces, conduct safety audits, investigate injuries, incidents and complaints and advice on legislation. Eligibility/other requirements: Possession of a certificate of competency as a gas fitter or equivalent qualifications recognised by the Australian and New Zealand Reciprocity Association.

Note: These positions are available initially for a period of two years only. These positions were advertised in the Gazette of 22/6/2000 and the press of 24/6/2000 and previous applicants need not re-apply. Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

**Contact Officer:** Ian Marsh (02) 62076226  
 Selection documentation may be obtained from Mirela Sharrock (02) 62052137  
 Apply: 34  
 CC: 148-9020 17088

### CALVARY HOSPITAL INC.

#### Administrative Services Human Resources

**Calvary Administrative Officer 3  
 \$ 32,017 - 34,554, Canberra (PN. 9012)**

**Closing date:** 17/8/2000

**Duties:** Operate as a team member and prepare input documents for payroll processing, including leave applications, deductions, timesheets and allowances. Process pay variation advices, masterfile changes, commencements, promotions, terminations and increments.

Eligibility/other requirements:  
 Note: TTY 6201 6127

**Contact Officer:** Debbie Argeso (02) 62016048  
 Selection documentation may be obtained from Debbie Argeso (02) 62016048  
 Apply: 07  
 CC: 148-9094-17781

### CHIEF MINISTER'S DEPARTMENT

#### InTACT

**ADMINISTRATIVE SERVICE OFFICER GRADE 6  
 HR OFFICER, PN 14366  
 PERMANENT  
 SALARY \$44,503 to \$51,121  
 LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:  
 17 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 enthusiastic person to join the organisation as an HR Officer. The HR Officer reports directly to the HR Operations Manager and is responsible for the supervision and maintenance of day-to-day human resource management operations, including but not limited to, recruitment, occupational health and safety and systems, establishment management, leave, temporary employment contracts and higher duties.

The occupant of the position must have excellent communication and organisation skills and outstanding interpersonal skills. A sound understanding of relevant HR legislation, standards, policies and procedures is also required.

The occupant is responsible for contributing to the development, improvement and maintenance of systems and processes to support efficient and innovative HR management within InTACT. Candidates should have the ability to work effectively and contribute to the outcomes of a team, be practical and have initiative and drive.

#### **QUALIFICATIONS AND/OR REQUIREMENTS**

Previous experience in a human resource management line management function is highly desirable.

Contact Officer's name and telephone number for queries regarding position  
 Anne Mayberry on (02) 62078922 or via [www.intact.act.gov.au](http://www.intact.act.gov.au)

Selection Documentation may be obtained from Donna Burns on (02) 62076791  
 CC: 148-9043-17177

## EMPLOYMENT (Continued)

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

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:

<http://www.decs.act.gov.au/department/department.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.

#### **Canberra College**

##### **Administrative Service Officer Class 3 \$33147-35774, Canberra (PN. 129, expected vacancy)**

**Closing date:** 17 August 2000

**Duties:** Supervise, plan and coordinate the provision of general office support services including keyboarding, photocopying, record keeping, database management and reception services; undertake responsibility for staff training in these services. Assume responsibility for administrative services as designated by the Registrar, and provide administrative support and assistance to the Registrar as required.

**Contact Officer:** Anita Thomas (02) 62055777  
Selection documentation may be obtained from The Contact Officer (02) 62055777  
Apply: 12  
CC: 148-9013-16917

#### **Sport and Corporate Resources Division Financial Services Section**

##### **Administrative Service Officer Class 6 \$44504-51121, Canberra (PN. 432, expected vacancy)**

**Closing date:** 17 August 2000

**Duties:** Assist in the timely preparation of the Department's Budget. Assist in the timely preparation of monthly and annual financial statements. Assist with management of external funds received.

Note: Tertiary qualifications in accounting highly desirable.

**Contact Officer:** Sushila Sharma (02) 62055452  
Selection documentation may be obtained from David Loryman (02) 62058274  
Apply: 12  
CC: 148-9013-16917

### **Office of Training and Adult Education Planning and Reporting Section**

##### **Senior Officer Grade C \$56347-60755, Canberra (PN. 2388 expected vacancy)**

**Closing date:** 17 August 2000

**Duties:** The ACT Office of Training and Adult Education (OTAE) wants a dynamic and innovative analyst/researcher on its Planning and Reporting team. We are looking for a person with demonstrated leadership, analytical and research skills to oversee the collection, analysis and reporting of ACT vocational training activity, and to participate in the development of the ACT Vocational Education and Training Plan. A comprehensive understanding of vocational education and training systems is desirable.

The successful applicant will be a highly competent communicator, who will be able to liaise effectively with the broad range of OTAE clients and provide excellent customer service.

**Contact Officer:** Paul Fennell (02) 62058292  
Selection documentation may be obtained from The Contact Officer (02) 62058292  
Apply: 12  
CC: 148-9013-16917

#### **Children's, Youth and Family Services Division Family Services Child Protection Services**

##### **Administrative Service Officer Class 5 or Professional Officer Class 1 \$36945-43694, Canberra (PN. Several)**

**Closing date:** 17 August 2000

**Duties:** Undertake investigations of children and young people at risk of abuse and/or neglect. Provide ongoing casework services to support children and families including formulating, recording and managing individual case plans as appropriate. Liaise and work in conjunction with government and non-government organisations in the provision of services to children and families.

Eligibility/other requirements: If Administrative Service Officer Class 5: Relevant tertiary qualifications in the social/behavioural sciences would be an advantage. If Professional Officer Class 1: Eligibility for membership of the Australian Association of Social Workers or registration with the ACT Psychologist's Registration Board or interstate equivalent.

**Contact Officer:** Nancy Olsson (02) 62071466  
Selection documentation may be obtained from Michelle Briggs (02) 62071466  
Apply: 12  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

### Children's Youth & Family Services Adolescent Day Unit

**Administrative Service Officer Class 5**  
**\$41207-43694, Canberra (PN. 12044)**

**Closing date:** 17 August 2000

**Duties:** The applicant will be energetic, creative, flexible and innovative in the ways they engage young people with challenging behaviour. They will have some practical knowledge of adolescent culture and be able to use that knowledge to help these young mature and develop. The applicant should have a sound knowledge of education, vocational and recreational options that will interest and motivate young people.

**Contact Officer:** Rick Vivian (02) 62050531  
Selection documentation may be obtained from Gina Leotta (02) 62050529  
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

### **ACT Supreme Court Russell Fox Library Library Officer**

**Administrative Service Officer Class 3**  
**\$33,147 – 35,774, Canberra (PN. 2142)**

**Closing date:** 17 August 2000

**Duties:** Assist in the provision of a reference service for the ACT Supreme Court, Magistrates Court and Tribunals by recording and maintaining an up to date collection of legal materials.

Duties of the position include the updating of loose leaf services, preparing material for binding, monitoring book loans, indexing, shelving and dealing with reader requests.

Note: This is a temporary vacancy from 28/8/2000 – 28/5/2001

**Contact Officer:** Dale Heslin (02) 6267 2733  
Selection documentation may be obtained from Erik Heineback (02) 6267 2706  
Apply: 28  
CC: 148-9012-16915

### EMERGENCY SERVICES BUREAU

#### **ACT Ambulance Southcare**

**Administrative Service Officer Class 5**  
**\$41,297 to \$43,694 Canberra (PN. 43632)**

**Closing date:** 17 August 2000

**Duties:** The Administrative Officer- South Care will undertake the day to day administration requirements of the ACT & South East NSW Aero-Medical Service Ltd and provide administrative support to the Board of Directors through the Secretary of the Board. This includes the preparation of briefing papers to the Board, administration of financial activities using MYOB, administration of Australian Securities Investment Commission (ASIC) and other duties as required. The occupant of the position will be required to liaise with the Administrative Officer- ACT Ambulance Service as well as providing support and relief to this position as required. The occupant of this position will require a high level of managerial and administrative skills including sound financial administration skills. Self motivated with a high level of computer and communication skill. Ability to work in a team environment, as appropriate. Selection may be based on applications and referees reports, and interviews may not be conducted. Please attach two referees reports addressing the selection criteria to your application. Applications not addressing the Selection Criteria will not be considered.

**Contact Officer:** Ken Paulsen (02) 62079981  
Selection documentation may be obtained from Sue Faulkner (02) 6207-9982  
CC: 148-9007-16846

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## Appointments

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### THE CANBERRA HOSPITAL

**General Service Officer Level 10 - HSUA**  
**\$42,229-46,801**

Paul Scott: 762-90681, Section 68, 2/8/2000  
CC:148-9010-16875 1372

### CULTURAL FACILITIES CORPORATION

**Professional Officer Class 2, \$45,604-\$52,385**

Margot Jane Harker: 760-75340,  
Section 68 and 70 (1), (20 July 2000)  
CC: 148-9008-16850

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**School Assistant 2 \$24747-27442**

Julie-Anne Harvey: 751-77951, Section 68(1),  
17 July 2000  
CC: 148-9013-16917



## EMPLOYMENT (Continued)

**School Assistant 2 \$24747-27442**

Pamela Joy Edwards: 751-79869, Section 68(1),  
20 July 2000  
CC: 148-9013-16917

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

Douglas Edward Finlay: 749-26922, Section  
68(1), 1 June 2000  
CC: 148-9013-16917

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

Margaret Sharon Hayes: 744-96483, Section  
68(1), 1 June 2000  
CC: 148-9013-16917

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

Christopher Stuart Jones: 755-78296,  
Section 68(1), 5 June 2000  
CC: 148-9013-16917

**School Assistant 2 \$24747-27442**

Julie-Ann Margaret Wrigley: 745-73231,  
Section 68(1), 25 July 2000  
CC: 148-9013-16917

**EMERGENCY SERVICES BUREAU**

**Administrative Service Officer Class 3  
\$35,774**

David McElligott:, 754-06240, Section 68,  
17 July 2000  
CC: 148-9007-16846

**DEPARTMENT OF URBAN SERVICES**

**Administrative Service Officer Class 5  
\$41,207-\$43,694**

Christopher Mark Barrett: AGS No 757-50164,  
Section 68(1), 18/7/2000  
CC: 148-9021 17244

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

Kerry Anne Murley: AGS No 757-50770,  
Section 68(1), 20/7/2000  
CC: 148-9019 17278

**Administrative Service Officer Class 6  
\$44,504-\$51,121**

Lynne Maree Kenney: AGS No 757-53218,  
Section 68(1), 24/7/2000  
CC: 148-9017 16954

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## Transfer

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**DEPARTMENT OF HEALTH AND COMMUNITY CARE**

**Barry Lynch: 517-17394**

From: Senior Professional Officer Grade C,  
\$56,346-\$60,755  
Health Protection Service,  
ACT Department of Health and Community Care  
To: Senior Professional Officer Grade C  
\$56,346-\$60,755  
Health Protection Service,  
ACT Department of Health and Community Care,  
Canberra  
(PN. 29629)  
CC: 148-9011-16943

**CULTURAL FACILITIES CORPORATION**

**Janet Smith: AGS 707-13145**

From: Parliamentary Officer Class 5,  
\$42,622-\$45,209,  
Department of House of Representatives  
To: Administrative Service Officer Class 5,  
\$42,226-\$44,774  
Canberra Ticketing, Canberra Theatre Centre,  
Canberra (PN. 55309) (PS 21, 25 May 2000)

Note: This is a "deemed transfer" in  
accordance with sub-section 115(6) of the  
Public Sector Management Act and is not  
subject to appeals.  
CC: 148-9008-16850

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## Promotions

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

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

**A. APPEALS**

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

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

## EMPLOYMENT (Continued)

- \* 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 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:

## EMPLOYMENT (Continued)

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

### FORM OF APPEAL

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

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

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

### WHEN TO LODGE APPEALS

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

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

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

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide

## EMPLOYMENT (Continued)

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 directions*, which you should be able to obtain from your Personnel section.

## EMPLOYMENT (Continued)

### 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  
Health Informatics and Business Systems**

#### **Thu Mong Thi Tran 710-42697**

From: Information Technology Officer Class 2  
\$44,503-51,121 (DH) ACT Department of Health and Community Care  
To: Senior Information Technology Officer Grade C  
\$56,346-60,755 (DH)  
Health Informatics and Business Systems Sub-Unit,  
Health Information Service Unit  
ACT Department of  
Health and Community Care Canberra  
( PN23770) (No 23 of 8 June 2000)  
CC: 148-9011-16897

### THE CANBERRA HOSPITAL

#### **Mental Health Services**

#### **Kylie Saunders: 747-87483**

From: Graduate Administrative Assistant  
\$24,259-31,171  
Department of Justice and Community Safety  
To: Professional Officer Class 1 \$30,276-42,475  
Mental Health Services The Canberra Hospital,  
Canberra (PN. 23207) (13/4/00)

Note: This position was advertised as several.  
CC: 148-9010-16875 8655

#### **Medical SMT Emergency**

#### **Kerry Jones: 607-74307**

From: Administrative Service Officer Class 1  
\$15,051-27,845  
The Canberra Hospital  
To: Administrative Service Officer Class 2  
\$28,391-31,483  
Emergency The Canberra Hospital, Canberra  
(PN. 20931) (24/2/00)

**Duties:** Undertake a range of clerical and keyboard duties:

- Maintain patient information and billing systems;
- Perform admission and discharge procedures;
- Provide reception services;
- Cashier services;
- Participate in shift roster;
- Provide related office services; and
- Participate in the training of staff.

Note: This position is identical to position numbers 20962 & 20958 that were advertised on 24/2/00. Any eligible officer may appeal.  
CC: 148-9010-16875 1611

## EMPLOYMENT (Continued)

**Womens and Childrens Health SMT  
Genetics**

**Katie Battese: 739-63836**

From: Professional Officer Class 1 \$30,276-42,475  
The Canberra Hospital  
To: † Senior Professional Officer Grade C \$54,969-59,270  
Genetics The Canberra Hospital, Canberra (PN. 25862) (1/6/00)  
CC: 148-9010-16875 2132

**CALVARY HOSPITAL INC.**

**Nursing Services  
Day Surgery Unit**

**Rosarie Hartigan: 608-90375**

From: Registered Nurse Level 1 \$31,926 - 41,375  
Calvary Hospital ACT Incorporated  
To: Registered Nurse Level 2 \$42,723 - 45,423  
Day Surgery Unit Calvary Hospital ACT Incorporated, Canberra (PN. 8587) (9 2/3/2000)  
CC: 148-9094-17781

**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.

**ACT Housing  
Business Management Group  
Portfolio Management Section  
Strategic Property Subsection**

**R. L. Webster: AGS No 735-13253**

From: Administrative Service Officer Class 5 \$41,207-\$43,694  
Urban Services  
To: Administrative Service Officer Class 6 \$44,503-\$51,121  
Portfolio Management Section Urban Services, Canberra (PN. 89) (Gazette No. 2, 13/1/2000)

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: 148-9021 17024

**R. J. Baumgart: AGS No 754-16916**

From: Administrative Service Officer Class 4 \$36,945-\$40,113  
Urban Services  
To: Administrative Service Officer Class 5 \$41,207-\$43,694  
Portfolio Management Section Urban Services, Canberra (PN. 20056) (Gazette No. 2, 13/1/2000)

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: 148-9021 17024

**Corporate Group  
Corporate Finance Branch  
Corporate Accounting Section**

**N. C. Kalogeropoulos: AGS No 748-53209**

From: Administrative Service Officer Class 4 \$36,945-\$40,113  
Urban Services  
To: † Senior Officer Grade C \$56,346-\$60,755  
Corporate Accounting Section Urban Services, Canberra (PN. 10503)  
(Gazette No. 26, 29/6/2000)  
CC: 148-9017 17305

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

**K. A. Bell: AGS No 753-52262**

From: Administrative Service Officer Class 4 \$36,945-\$40,113  
Urban Services  
To: Administrative Service Officer Class 6 \$44,504-\$51,121  
Publishing and Shopfront Services Section Urban Services, Canberra (PN. 46010)  
(Gazette No. 28, 13/7/2000)

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: 148-9016 16920

**Policy Coordination Group  
Industry Policy and Regulation Branch**

**A. P. S. Thew: AGS No 757-51036**

From: Administrative Service Officer Class 6 \$44,504-\$51,121  
Urban Services  
To: † Senior Officer Grade B \$66,577-\$74,949  
Urban Services, Canberra (PN. 178)  
(Gazette No. 22, 1/6/2000)  
CC: 148-9030 16941

## EMPLOYMENT (Continued)

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

05	The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601	35	Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.
06	Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601	36	Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, 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		

## 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>S39</b>	24 July	Notice of Commencement ~ <i>Land (Planning and Environment) Act 2000 (No 3)</i>

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## GOVERNMENT NOTICES

### NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, 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>Community and Health Services Complaints Act 1993</i>	Appointment of Fiona Tito as Chairperson of the Community and Health Rights Advisory Council.	No. 258 of 2000
<i>Community and Health Services Complaints Act 1993</i>	Appointment of Russell McGowan as a Member of the Community and Health Rights Advisory Council.	No. 259 of 2000
<i>Community and Health Services Complaints Act 1993</i>	Appointment of Thelma Hunter as a Member of the Community and Health Rights Advisory Council.	No. 260 of 2000
<i>Community and Health Services Complaints Act 1993</i>	Appointment of David Heckendorf as a Member of the Community and Health Rights Advisory Council.	No. 261 of 2000
<i>Community and Health Services Complaints Act 1993</i>	Appointment of Angus McIntosh as a Member of the Community and Health Rights Advisory Council.	No. 262 of 2000
<i>Community and Health Services Complaints Act 1993</i>	Appointment of Ray Dickinson as a Member of the Community and Health Rights Advisory Council.	No. 263 of 2000
<i>Community and Health Services Complaints Act 1993</i>	Appointment of Susan Norton as a Member of the Community and Health Rights Advisory Council.	No. 264 of 2000
<i>Community and Health Services Complaints Act 1993</i>	Appointment of Gwen Wilcox as a Member of the Community and Health Rights Advisory Council.	No. 265 of 2000

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

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<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Public Place Names Act 1989</i>	Determination of Street Nomenclature in the Division of Nicholls.	No. 266 of 2000
<i>Public Place Names Act 1989</i>	Determination of Street Nomenclature in the Division of Gordon.	No. 267 of 2000
<i>Health and Community Care Services Act 1996</i>	Appointment of Trevor Percy Winston Boucher as Deputy Chair to the Health and Community Care Service Board.	No. 268 of 2000
<i>Health and Community Care Services Act 1996</i>	Appointment of Kate Moore as a Member of the Health and Community Care Service Board.	No. 269 of 2000
<i>Chiropractors and Osteopaths Act 1983</i>	Determination of Fees.	No. 270 of 2000
<i>Pharmacy Act 1931</i>	Determination of Fees.	No. 271 of 2000
<i>Public Health Act 1997</i>	Public Health Risk (Boarding Houses) (No. 2) Declaration 2000.	No. 272 of 2000

## GOVERNMENT NOTICES (Continued)

### Environment ACT

#### *Environment Protection Act 1997*

#### **Environmental Authorisations**

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997* (the Act), environmental authorisations to conduct activities have been granted to the organisations set out below:

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
E & L Air Conditioning & Refrigeration Services	Use of CFCs and HCFCs	8 Landells Place Conder

#### **Annual Review of Environmental Authorisations**

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

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Paul Cairns	Use of CFCs and HCFCs	4 Barrachi Crescent Braddon
Therapeutic Goods Administration Laboratories	Use of CFCs and HCFCs	136 Narrabundah Lane Symonston
Calvary Hospital A.C.T. Incorporated	Use of CFCs and HCFCs	Corner Haydon Drive & Belconnen Way Bruce
Canberra Institute of Technology	Use of CFCs and HCFCs	Building A Haydon Drive Bruce
Stephen Douglas Morgan	Use of CFCs and HCFCs	47 Kriewaldt Circuit Higgins
V A Systems Pty Ltd	Use of CFCs and HCFCs	35 Andrew Crescent Calwell
Paul Rowe Appliance Repairs	Use of CFCs and HCFCs	36 Alberga St Kaleen
Mick Ffrench Pty Ltd	Use of CFCs and HCFCs	Unit 29 Molonglo Mall Fyshwick
Canberra Fire Services	Use of HCFCs and Halons	64 Kembla St Fyshwick
P & O Asset Services Pty Ltd	Use of CFCs and HCFCs	169 Gladstone Street Fyshwick
Norfolk Maintenance & Electrical Pty Ltd	Use of CFCs and HCFCs	Unit 8, 55 Townsville Street Queanbeyan
Manhos	Use of CFCs and HCFCs	1/14 Ipswich Street Fyshwick
Holt Auto Port	Use of CFCs and HCFCs	62 Beaurepaire Crescent Holt

**GOVERNMENT NOTICES (Continued)**

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Capital Air Pty Ltd	Use of CFCs and HCFCs	29 Isa Street Fyshwick
Rolfe Motor Corp No 1 (Rolfe Classic)	Use of CFCs and HCFCs	2 Botany Street Belconnen
Brian Pollock Motors Pty Ltd	Use of CFCs and HCFCs	174 Melrose Drive Phillip
Spyglass Pty Ltd (Shepherd Ford)	Use of CFCs and HCFCs	Cnr. Cohen & Josephson Streets Belconnen
National Capital Motors Mitsubishi	Use of CFCs and HCFCs	38 Mort Street Braddon
Tuggeranong Auto Electrics	Use of CFCs and HCFCs	Cnr Soward Way & Anketell Street Greenway
Premier Instruments	Use of CFCs and HCFCs	7 Badham Street Dickson
Rolfe Mitsubishi - Mazda	Use of CFCs and HCFCs	Josephson Street Belconnen
Caldipp Pty Ltd (Slaven Mazda)	Use of CFCs and HCFCs	152 Melrose Drive Phillip
Lyle Simpson	Use of CFCs and HCFCs	41 Meeson Street Chisholm
National Capital Motors	Use of CFCs and HCFCs	Josephson Street Belconnen
Delta Air Conditioning & Heating	Use of CFCs and HCFCs	45 Tennant Street Fyshwick
Specialised Tuning Services	Use of CFCs and HCFCs	20 Grenville Court Phillip
Giralang Service Station	Use of CFCs and HCFCs	Canopus Crescent Giralang
Canberra Refrigeration Services	Use of CFCs and HCFCs	13 Duncan Street Torrens
Mayner & Cochran Pty Ltd	Use of CFCs and HCFCs	20 Isa Street Fyshwick
Coolah Refrigeration	Use of CFCs and HCFCs	13 Vasey Crescent Campbell
Peter Tallarida Refrigeration	Use of CFCs and HCFCs	180 Goyder Street Narrabundah
Joint House Department	Use of CFCs and HCFCs	Parliament House Parkes
The Battery Terminal	Use of CFCs and HCFCs	Wiseman Street Jamison
ACT Airconditioning & Refrigeration Services	Use of CFCs and HCFCs	23 Sturt Avenue Narrabundah
Australian Sports Commission	Use of CFCs and HCFCs	Leverrier Crescent Bruce
Everlast Battery Service	Use of CFCs and HCFCs	27-29 Kembla Street Fyshwick
Starmex Pty Ltd	Use of CFCs and HCFCs	19 Backhouse Street Latham
Canberra Toyota	Use of CFCs and HCFCs	1 Josephson Street Belconnen

**GOVERNMENT NOTICES (Continued)**

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Weston Auto Centre Pty Ltd	Use of CFCs and HCFCs	10/12 Liardet Street Weston
Morwood Motors Pty Ltd	Use of CFCs and HCFCs	31 Lyell Street Fyshwick
Lennock Phillip Pty Ltd	Use of CFCs and HCFCs	150 Melrose Drive Phillip
Environ Mechanical Services	Use of CFCs and HCFCs	61 Tennant Street Fyshwick
Dieter Neiden-Bach	Use of CFCs and HCFCs	5 Woodleigh Park Palmerston
Greg Bishop	Use of CFCs and HCFCs	4 Kellway Street Evatt
Noveau Air Pty Ltd	Use of CFCs and HCFCs	31 Rossarden Street Fisher
Canberra Smash Repairs Pty Ltd	Use of CFCs and HCFCs	15 Isa Street Fyshwick
Colin Suter Appliance Service	Use of CFCs and HCFCs	4 Dobinson Place Flynn
Riley's Refrigeration	Use of CFCs and HCFCs	2 Bale Place Richardson
Robert Hughes Motors P/L	Use of CFCs and HCFCs	70 Townsville Street Fyshwick
W & L A Howden	Use of CFCs and HCFCs	163 Heagney Crescent Chisholm
Ecowise Services (Aust) Pty Ltd	Use of CFCs and HCFCs	93 Tennant Street Fyshwick
ETS Refrigeration	Use of CFCs and HCFCs	20 Molonglo Mall Fyshwick
Canberra Star Motors Pty Ltd	Use of CFCs and HCFCs	Cnr Albany and Collie Streets Fyshwick
York International Australia Pty Ltd	Use of CFCs and HCFCs	43-45 Collie Street Fyshwick
Ron Olivero Appliance Repairs	Use of CFCs and HCFCs	8 Tobin Place Holder
Superior Home Appliance Service	Use of CFCs and HCFCs	10 Garrad Court Charnwood
Belconnen Auto Electrics	Use of CFCs and HCFCs	1 Park Street Belconnen
Autoco Auto Electrical	Use of CFCs and HCFCs	2/5-19 Salamander Court Phillip

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

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

Dated the 24 day of July 2000  
Environment Management Authority

## GOVERNMENT NOTICES (Continued)

### ACT ELECTORAL COMMISSION

#### REGISTER OF POLITICAL PARTIES *Electoral Act 1992*

#### **Notice of application to change the Register of Political Parties for the Australian Labor Party, Australian Capital Territory.**

The ACT Electoral Commissioner has received an application from the **Australian Labor Party, Australian Capital Territory** to change its entry in the Register of Political Parties.

**Nature of changes:** That the name and address of the registered officer of the Australian Labor Party, Australian Capital Territory be changed to:

Michael Kerrisk  
Unit 55 Brighton  
72 Wentworth Avenue  
KINGSTON ACT 2604

If you wish to object to these changes you are invited to lodge a written notice of objection with the Electoral Commissioner.

The notice should:

- set out the grounds of the objection;
- set out the name and address of the objector; and
- be signed by the objector.

Any notice of objection should be posted to

ACT Electoral Commission  
PO Box 272  
CIVIC SQUARE ACT 2608

or be delivered to

Plaza Level  
Allara House  
50 Allara Street  
CANBERRA ACT 2601

by close of business on 17 August 2000.

Copies of the application and the constitution of the party are available for public inspection at the Office of the Commissioner between 9 am and 5 pm on business days. Objections will be made available to the Australian Labor Party, Australian Capital Territory for comment.

Contact Alison Purvis on 620 50224 for more information.

***Phillip Green***

Electoral Commissioner

3 August 2000

**GOVERNMENT NOTICES (Continued)**

**MEDICAL BOARD  
OF THE AUSTRALIAN CAPITAL TERRITORY**

**PO BOX 976  
CIVIC SQUARE ACT 2608**

**Ph: (02) 6205 1598  
Fax: (02) 6205 1602**

26 July 2000

**HEALTH PROFESSIONS BOARDS (PROCEDURES) ACT 1981**

**ELECTION OF DEPUTY CHAIRPERSON OF THE  
MEDICAL BOARD OF THE  
AUSTRALIAN CAPITAL TERRITORY**

The Medical Board of the Australian Capital Territory at a meeting conducted on 14 July 2000 elected Dr Lybus Chester HILLMAN as Deputy Chairperson of the Board of the Australian Capital Territory.

The election was conducted in accordance with subsection 6(1) of the *Health Professions Boards (Procedures) Act 1981* (the Act). In accordance with subsection 6(3) of the Act, Dr Hillman will hold office for a 12-month period.

**Bob Bradford**  
Registrar

## GOVERNMENT NOTICES (Continued)

### NOTICE

#### ELECTION OF DEPUTY CHAIRPERSON

In accordance with the provisions of paragraph 6(2)(b) of the *Health Professions Boards (Procedures) Act 1981*, it is hereby notified that Dr Stephen Dahlstrom was elected as Deputy Chairperson of the Dental Board of the ACT at a meeting of the Board on 19 July 2000. Dr Dahlstrom's term of office is from 23 July 2000, to and including 22 July 2001.

Dated this Twenty-First day of July Two Thousand.

Dr Brian M Mor  
Chairperson

