



Australian Capital Territory

Gazette

No. 34, Thursday 24 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.

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

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

Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.10 per word or \$110.00 whichever is the greater.

Cheques are to be made payable to 'Publishing Services' and are to be forwarded to the Gazette office with a copy of the notice (Either on a PC formatted disk in WORD, or if the notice has already been emailed, a hard copy of the notice) and Gazette Request Form. Payment can be made by EFTPOS (Bankcard, Visa or Mastercard) by telephoning the Gazette Office. Payment must be received before gazettal can proceed.

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Appointment

Peter Garrison
Deputy Chief Solicitor,
ACT Government Solicitor's Office (E055)

General Information

Eligibility to apply for advertised vacancies

All permanent vacancies advertised in the Gazette are open to all Australian citizens or permanent residents of Australia except where:

- the Chief Executive has decided that because of cost or operational efficiency a vacancy should be advertised as open only to permanent officers and groups with eligibility rights. Restricted positions will be marked #
- a former officer is restricted from re-employment under section 114 of the Public Sector Management Act 1994.

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:
 - *they resigned to rear a child, after taking at least three months maternity or parental leave; and
 - *they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;
 - *the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and
 - * they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;
- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;
- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:
 - * if still employed in that temporary job; and
 - * the six months eligibility period is reached before the applications close.

Excess Officers – ACTPS Officers who have been formally declared excess and who apply for transfer to any advertised permanent vacancy must be considered for in isolation from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

Excess officers applying for transfer to advertised vacancies are not to be considered in competition with applicants who are not excess.

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, including with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

Should you have any queries in regard to this matter please contact your Personnel Section.

Vacancies

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Population Health Division Health Protection Service Administration Section

**Administrative Service Officer Class 3,
\$33147-35774, Canberra
(PN. 29467, Expected Vacancy)**

Closing date: 7/9/00

Duties: Under supervision provide administrative support to the Health Protection Service in a number of areas including Recruitment, Establishments, Advertising, Personnel, Purchasing, Payment of accounts and Receiver of public monies. Coordinate incoming and outgoing correspondence for the Health Protection Service including Ministerials and use associated tracking systems. Provide other support services such as reception and keyboard duties, filing, photocopying, counter service and secretariat to Committee's as required.

Contact Officer: Cathie McIntosh (02) 62051710
Selection documentation may be obtained from Contact Officer.
Apply: 20

EMPLOYMENT (Continued)

THE CANBERRA HOSPITAL

Surgical Services Pain Management Service

**Registered Nurse Level 2 \$43,150 - \$45,877,
Canberra (PN. 22548 and 22430)**

Closing date: 7th September 2000

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

Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board; minimum of three years recent post registration experience mandatory

Note: Both positions are to be filled on a permanent full time basis

Contact Officer: Claire Culley (02) 6244 2765
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257

Apply: 16
CC: 148-9010-16875 (1969)

Mental Health

Professional Officer Class 2/Registered Nurse Level 3 \$43,416-50,648, Canberra (PN. Expected Vacancy)

Closing date: 7 September 2000

Duties: ACT Mental Health Services are seeking an enthusiastic Mental Health Professional with background in Mental Health Nursing, Psychology, Social Work or Occupational Therapy, and whose practice conforms to the National Standards for Mental Health Services. Successful applicants will work within the community Mental Health Team at Belconnen, and manage a caseload of clients within a clinical management model. A strong commitment to the philosophy of Community Mental Health is desirable.

Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work, Mental Health Nursing or Occupational Therapy with current Act registration where applicable, and / or eligibility for membership of the appropriate professional organisation

Note: This position can be filled with either a Professional Officer Class 2 \$43,416-48,520 or Registered Nurse Level 3 \$47,581-50,648

Contact Officer: David Hope (02) 6205 1126
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566

Apply: 16
CC: 148-9010-16875 2224

ACT COMMUNITY CARE

CORRECTIONS HEALTH PROGRAM

Administrative Service Officer Class 6 \$42,986 - \$49,378, Canberra (PN. 29107)

Closing date: 7 September 2000

Duties: ACT Community Care's Corrections Health Program is looking for an enthusiastic and well organised part time Administrative Service Officer Class 6. The successful applicant will work as a member of a small team to develop, implement and evaluate health services in a criminal justice setting. The skills and qualities we are looking for include:

- Effective interpersonal communication skills
- Ability to liaise and build networks with a diverse range of stakeholders
- Self motivation and the ability to work under limited direction.
- Highly developed written and oral communication skills
- Well developed conceptual, analytical and research skills.

Note: Part time – 18.22 hours per week

Contact Officer: Vanessa Smith (02) 6205 1886
Selection documentation may be obtained from (Answering Machine) (02) 6205 0971

Apply: 21
CC: 148-9009-16861

INTEGRATED HEALTH CARE PROGRAM

Administrative Service Officer Class 2, \$28,110 - \$31,171, Canberra (PN. 28273 & 28272)

Closing date: 7 September 2000

Duties: The Integrated Health Care Program is seeking applications from suitably qualified individuals to fill the vacancy of Administrative Service Officer Class 2 in the Intake Assessment Unit (IAU) located in the City Health Building and The Canberra Hospital Link Team. This position involves providing reception and administrative support to the IAU, The Canberra Hospital Link Team and City Health Centre Administration Team.

Eligibility/other requirements: Previous experience in a similar environment and knowledge of the day-to-day operations of a busy contact centre and discharge planning team, which manages intake, referral and client record systems, is highly desirable.

Contact Officer: Jennifer Russell on (02) 6207 7057

Selection documentation may be obtained from Helen Smith on (02) 6205 1297

Apply: 21
CC: 148-9009-17798

EMPLOYMENT (Continued)

INTEGRATED HEALTH CARE PROGRAM

**Administrative Service Officer Class 4,
\$35,685 - \$38,745, Canberra (PN. 23744)**

Closing date: 7 September 2000

Duties: The Integrated Health Care Program is seeking applications from suitably qualified individuals to fill the vacancy of Administrative Service Officer Class 4 in the Intake Assessment Unit (IAU) located in the City Health Building. This position involves providing administrative leadership and support to the IAU, The Canberra Hospital Link Team and City Health Centre Administration Team.
Eligibility/other requirements: Previous experience in a similar environment and comprehensive knowledge of the day-to-day operations of a busy contact centre, which manages intake, referral and client record systems, is highly desirable.

Contact Officer: Jennifer Aitchison on (02) 6205 1194.

Selection documentation may be obtained from Kerry Kent on (02) 6205 1357.

Apply: 21

CC: 148-9009-17798

INTEGRATED HEALTH CARE PROGRAM HEALTH CENTRE ADMINISTRATION

**ADMINISTRATIVE SERVICE OFFICER CLASS 2,
\$28,110 - \$31,171, Canberra
(PN. Various Positions on the Casual Temporary Relief Register,
2 Permanent Positions Nos: 28272 and 28273)**

Closing date: 7 September 2000

Duties: The Integrated Health Care Program is seeking applications from suitably qualified individuals to fill the permanent vacancies in the Intake Assessment Unit located in the City Health Building and The Canberra Hospital Link Team. There are also opportunities to join the Casual Temporary Relief Register for the Intake Assessment Unit, Link Team and the Health Centre Administration Teams. All the positions involve the provision of reception and administrative support for the teams.
Eligibility/other requirements: Previous experience in a similar environment and knowledge of the day-to-day operations of frontline services involving intake, referral and client record management systems is highly desirable.

Contact Officer: Jennifer Russell on (02) 6207 7057

Selection documentation may be obtained from Helen Smith on (02) 6205 1297

Apply: 21

CC: 148-9009-17798

INTEGRATED HEALTH CARE PROGRAM PHYSIOTHERAPY TCH

**SENIOR PROFESSIONAL OFFICER CLASS C
\$54,425 - \$58,683, Canberra
(PN. 25523 expected vacancy)**

Closing date: 7 September 2000

Duties: ACT Community Care is looking for a team leader for the medical and surgical physiotherapy services at The Canberra Hospital.

A senior clinician with superior leadership ability able to manage the department's high quality service is required. Commitment to evidence-based practice and knowledge of outcome measures highly desirable.

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

Contact Officer: June Gunning on (02) 6244 2154

Selection documentation may be obtained from Kerry Kent (02) 6244 1357

Apply: 21

CC: 148-9009-17798

CULTURAL FACILITIES CORPORATION

Finance Section

**Senior Officer Grade C, \$57,740-\$62,257 p.a,
Canberra (PN. 55449)**

Closing date: 7 September 2000

Duties: Under the direction of the Finance Manager: Manage the finance and accounting functions of the Corporation and its operating commercial businesses, programs and activities, including: supervise financial transactions and activities; maintenance of a computerised set of accounts to audit stage; prepare annual budgets and financial statements, monthly financial performance monitoring and other financial reports; and assist in the continued development of the Corporation's financial and performance reporting framework.

Eligibility/other requirements: Possession of tertiary qualifications in accounting or commercial management is essential and possession or substantial progression towards CA or CPA status is highly desirable.

Contact Officer: Mark Whybrow (02) 6243 5716
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

EMPLOYMENT (Continued)

CALVARY HOSPITAL INC.

Administrative Services Hospital Services

Calvary Administrative Officer 2
\$ 28,110 - 31,171, Canberra (PN. 8166)

Closing date: 7 September 2000
Duties: Maintain the mail room service including collecting, sorting and distributing incoming and outgoing mail and associated correspondence including deliveries of mail to and from the post office.
Note: TTY 6201 6127

Contact Officer: Mr Pat Treacy (02) 62016303
Selection documentation may be obtained from Mr Pat Treacy (02) 62016303
Apply: 07
CC: 148-9094-17781

Medical Services Physiotherapy

Calvary Professional Officer 1 \$ 29,976 - 42,053, Canberra (PN. Several positions)

Closing date: 7 September 2000
Duties: As a member of a multidisciplinary team, assess, plan and implement comprehensive physiotherapy care for patients. Educate patients about appropriate self-management of their condition.
Eligibility/other requirements: An appropriate degree or diploma in Physiotherapy or equivalent.
Note: TTY 6201 6127

Contact Officer: Bev Gow-Wilson (02) 62016194
Selection documentation may be obtained from Bev Gow-Wilson (02) 62016194
Apply: 07
CC: 148-9094-17781

Medical Services Occupational Therapy

Calvary Professional Officer 1 \$ 29,976 - 42,053, Canberra (PN. 8301)

Closing date: 7 September 2000
Duties: Provide Occupational Therapy services as directed by the Director of Occupational Therapy, maintaining a high standard of treatment and customer focus.
Eligibility/other requirements: Degree or Diploma in Occupational Therapy with eligibility to join OT Australia.
Note: TTY 6201 6127

Contact Officer: Dagmar Ciolek (02) 62016080
Selection documentation may be obtained from Janet Ho (02) 62016080
Apply: 07
CC: 148-9094-17781

Medical Services Physiotherapy

Calvary Professional Officer 2 \$ 42,986 - 49,378, Canberra (PN. 8294)

Closing date: 7 September 2000
Duties: Implement and maintain treatment programs of the highest possible standard and most comprehensive service.
Eligibility/other requirements: An appropriate Degree or Diploma in Physiotherapy.
Registerable with the ACT Physiotherapy Registration Board.
Note: Part time position 31.30 hours per fortnight. TTY 6201 6127

Contact Officer: Bev Gow-Wilson (02) 62016194
Selection documentation may be obtained from Bev Gow-Wilson (02) 62016194
Apply: 07
CC: 148-9094-17781

Medical Services Pharmacy

Calvary Professional Officer 2 \$ 42,986 - 49,378, Canberra (PN. 9062)

Closing date: 31 August 2000
Duties: Provide pharmacy services to wards/units and clinical activity appropriate to the area of operation, including dispensing of medications as required.
Eligibility/other requirements: Registerable as a Pharmacist in the ACT.
Note: TTY 6201 6127

Contact Officer: Cliff Williams (02) 62016269
Selection documentation may be obtained from Cliff Williams (02) 62016269
Apply: 07
CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

OFFICE OF MULTICULTURAL AFFAIRS

Administrative Service Officer Class 2
\$29,102-\$32,271 p.a. (PN: 55439) Canberra

Closing Date: 7 September 2000
Duties: Under the general direction of the Director, Office of Multicultural Affairs, undertake a range of general administrative duties associated with the activities of the Office, including; carry out keyboarding, word processing and other computer duties; undertake basic research to help inform Office activities; assist with collation, photocopying and distribution of written material; and perform clerical duties associated with reception, telephone and filing.

Contact Officer: Nic Manikis (02) 62050522
Selection Documentation: Available from

EMPLOYMENT (Continued)

Effie Poulos (02) 620 70555 and also from www.act.gov.au/recruitment/cmdindex.asp
CC 148-9031-17025

THE InTACT GROUP
Service Delivery
Client Services

POSITION NO: 14386

CLASSIFICATION: ADMINISTRATIVE SERVICE OFFICER CLASS 6 \$44,503-\$51,121p.a

LOCAL TITLE: RAPS Administrator
Applications Close on 7 September 2000

Participate in an integrated team charged with supplying services providing Help Desk services to clients under agreed service levels.

This position is responsible for the efficient and effective administration of the ACT Government Receipting System (RAP). Specifically the occupant will be responsible for the day to day systems administration of the system, responding to client enquiries in a help desk situation, and that the system is installed and maintained to meet or exceed contracted requirements.

The occupant should have an accomplished level of skill, in a defined technical area of speciality.

The officer is also responsible for ensuring that problems reported by the clients are responded to and resolved to achieve client satisfaction.

Contact Officer's name and telephone number for queries regarding position
Geoff Hill (02) 62074278

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au
CC: 148-9034-17177

THE InTACT GROUP
Service Delivery
Client Services

POSITION NO: 14385

CLASSIFICATION: ADMINISTRATIVE SERVICE OFFICER CLASS 3, \$33,147-\$35,774p.a

LOCAL TITLE: RAP Assistant Administrator
Applications Close on 7 September 2000

Participate in an integrated team charged with supplying services providing Help Desk services to clients under agreed service levels.

This position is responsible with other team members for the efficient and effective administration of the ACT Government Receipting System (RAP). Specifically the occupant will be responsible to assist in the day to day systems administration of the

system, responding to client enquiries in a help desk situation, and that the system is installed and maintained to meet or exceed contracted requirements.

The occupant should have an accomplished level of skill, in a defined technical area of speciality.

The officer is also responsible to assist in ensuring that problems reported by the clients are responded to and resolved to achieve client satisfaction.

Contact Officer's name and telephone number for queries regarding position
Geoff Hill (02) 62074278

Contact Officer for Selection Documentation

Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au
CC: 148-9034-17177

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.

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

Sport and Corporate Resources Division
Information Technology Support Section

Information Technology Officer Class 1
\$35774-40904, Canberra (PN. 255)

Closing date: 7 September 2000
Duties: Research and provide technical advice on issues relating to information technology and other matters. Assist in the development of software applications, training manuals, user and other documentation. Manipulate and analyse data from departmental information systems.

Contact Officer: Greg Schuhardt (02) 62055488
Selection documentation may be obtained from The Contact Officer (02) 62055488
Apply: 12
CC: 148-9013-16917

EMPLOYMENT (Continued)

CANBERRA INSTITUTE OF TECHNOLOGY

**Division of Corporate Services
Human Resources Management Unit
Workplace Practices**

**Administrative Service Officer Class 6
\$44,503, - \$51,121, Canberra (PN.55185)**

Closing date: 7 September 2000
Duties: Work with managers to develop, implement and review Employee Relations proposals and strategies to provide for flexible, innovative and efficient employment arrangement. Undertake research and representative tasks associated with the resolution of employee relations issues including appearance before the Australian Industrial Relations Commission (AIRC). Have well developed representation, negotiation and research skills.

Note: This position is available for temporary transfer or temporary employment from as soon as possible until 31 October 2001 with possible extension. Interviews for this position will be held in the week beginning 11 September 2000

Contact Officer: Narelle Cameron (02) 62073587
Selection documentation may be obtained from Narelle Cameron (02) 62073587
Apply: 11
CC: 148-9024-16930

**Division of Corporate Services
Human Resources Management Unit
Workplace Practices**

**Administrative Service Officer Class 5
\$41,207- \$43,694, Canberra (PN55075)**

Closing date: 7 September 2000
Duties: Assist in the provision of contemporary workplace injury prevention and management services particularly rehabilitation case management using the Perspect HRM System; work with Institute staff and managers to develop policies and implement health and safety programs; and have communication and organisational skills of a high order.
Note: Interviews for this position will be held in the week beginning 11 September 2000.

Contact Officer: Louise Hughes (02) 62073600
Selection documentation may be obtained from Louise Hughes (02) 62073600
Apply: 11
CC: 148-9024-16930

**Division of Corporate Services
Facilities Unit**

**Administrative Service Officer Class 4
\$36,945 - \$40,113 Canberra (PN. 55106)**

Closing date: 7 September 2000
Duties: Under general direction provide financial support services to Corporate Services and prepare associated correspondence and reports.

Contact Officer: Chris Chapman (02) 62073333
Selection documentation may be obtained from Tracey George (02) 62073524
Apply: 11
CC: 148-9024-16930

**Division of Corporate Services
Human Resources Management Unit
Personnel**

**Administrative Service Officer Class 3
\$33,147 - \$35,774, Canberra (PN. 54077)**

Closing date: 7 September 2000
Duties: Maintain personnel records for all classifications of CIT staff, prepare and check team member's work. Examine claims and implement guidelines make recommendation on entitlements to conditions of service.
Eligibility/other requirements: Knowledge and experience of PERSPECT or similar computerised system desirable.

Contact Officer: Teresa Healy (02) 62073585
Selection documentation may be obtained from Teresa Healy (02) 62073585
Apply: 11
CC: 148-9024-16930

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

TEMPORARY WORK REGISTERS ADMINISTRATIVE SERVICE OFFICERS COMMUNITY CORRECTIONS OFFICERS

The Department of Justice and Community Safety is inviting people who are interested in temporary employment as an Administrative Service Officer, to submit their application and resume for placement on a temporary employment register. Registers are used to select staff for positions which are temporarily vacant for periods up to twelve months or to

EMPLOYMENT (Continued)

undertake special projects on a short term basis.

Administrative Service Officer Class 1 Register **\$15,428 - \$28,419**

For people who have clear oral and written communication skills, ability to provide general administrative support, maintain office equipment and records, basic computer skills and knowledge required, collect and distribute mail, driver's license would be an advantage.

Administrative Service Officer Class 2 Register **\$29,102 - \$32,271**

For people with the ability to communicate clearly orally and in writing, ability to resolve problems, organise workloads and set priorities, maintain records, audio transcribing, general knowledge and experience in word and data processing, provide administrative assistance - screen calls, arrange travel, maintain appointment system.

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

For people who have the ability to supervise and train allocated staff, good written and oral communication skills, initiative in the application of established work practices and procedures, records management and collation of statistics, well developed keyboard skills, knowledge and ability to use computer applications - word processing and spread sheets. Dictaphone experience would be desirable for some positions in the ACT Government Solicitor's Office.

Administrative Service Officer Class 4 Register **\$36,945 - \$40,113**

For people who possess supervisory ability, including the ability to monitor work practices and work flows, set priorities within the work area, develop and lead staff, collecting and analysing data and preparing reports and submissions. Good liaison and communication skills, both oral and written.

Trust Officer – Administrative Service Officer Class 4

Carry out the administration of less complex estates and trusts; take instructions, prepare and execute wills; attend hearings of the Guardianship Management Property Tribunal, administer all matters relating to the management of property orders and power of attorneys; and carry out the administration of Proceeds of Crime forfeitures.

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

For people who have the capacity for drafting concise and complex correspondence, have proven managerial ability, sound liaison and communication skills, the ability to investigate, interpret or evaluate and disseminate information in respect to the Department's operations in relation to policy aspects or programs.

Administrative Service Officer Class 6 Register **\$44,503 - \$51,121**

For people who work under limited direction, well developed liaison and coordination skills including representing the agency at meetings, conferences and seminars, have demonstrated personnel management skills and the ability to interpret legislation and information relating to the operation and functions of the area.

Community Corrections Officer **(Administrative Service Officer Class 5)** **Register** **\$41,207 - \$43,694**

For people who supervise a caseload of offenders on community based orders. This would include the design and implementation of case plans and the assessing and counselling of clients in relation to their offending behaviour. Sound report writing skills are also required.

Applications which address the above work descriptions, as well as a resume detailing qualifications and relevant experience should clearly indicate which employment register to be placed on. **A separate application and resume will need to be lodged for each register you are interested in. Persons who are already on the register must reapply if they wish to remain registered.** Please forward applications to: Temporary Work Register, Human Services Unit, Department of Justice and Community Safety, PO Box 921 Civic Square ACT 2608. ACT Government Terms and conditions apply.

Registers close: 8/9/2000

For Professional Positions Vacant

TEMPORARY WORK REGISTER **LAWYERS**

The Department of Justice and Community Safety is inviting people who are interested in temporary employment as a legal officer to submit their application and resume for placement on a temporary employment register. Registers are used to select lawyers for position, which are temporarily vacant for periods up to twelve months or to undertake special projects on a short term basis.

EMPLOYMENT (Continued)

Legal 1 (lower level) Register \$34,149 - \$49,736

Under general direction perform legal professional work and exercises initiative and judgment in the application of legal professional knowledge and skills.

Duties at this level are: the drafting and interpretation of legislation, the preparation, negotiation and review of contracts, leases and other legal agreements or documentation, the provision of legal advice and/or legal policy advice, the preparation for and conduct of prosecutions or civil litigation, legal research and the negotiation of legal agreements.

Legal 1 (upper level) Register \$56,346 - \$70,018

Under general direction performs legal professional work of a complex or significant nature as an individual or the leader of a group. Exercises a high degree of professional judgment.

Duties at this level include: drafting complex legislation, instruments of delegation, statutory appointment, Acts and regulations, contracts, leases and agreements; provide advice on complex legal questions, legal aspects of policy proposals/options for implementation; prepare or conduct complex civil litigation's or prosecutions and brief counsel.

Applications which address the above work descriptions, as well as a resume detailing qualifications and relevant experience should clearly indicate which employment register to be placed on. **A separate application and resume will need to be lodged for each register you are interested in. Persons who are already on the register must reapply is they wish to remain registered.** Please forward applications to: Temporary Work Register, Human Services Unit, Department of Justice and Community Safety, PO Box 921 Civic Square ACT 2608. ACT Government Terms and conditions apply.

Registers close: 8/9/2000

Registrar-General's Office Registrar-General

Senior Officer Grade A \$77,321, Canberra (PN. 12497)

Closing date: 31/8/2000

Duties: We are seeking applications for the position of Registrar-General.

This position is accountable for the management of the significant human and financial resources and the coordination of the functions of the Office.

The Registrar General's Office has a commitment to provide quality customer service to the ACT public in relation to the maintenance of Land Titles;

Rental Bonds; Births, Deaths and Marriage records as well as Business Names and Associations.

As part of the Department of Justice and community Safety senior management team the successful applicant will have a demonstrated track record in customer service, organisational leadership, excellent interpersonal and industry liaison skills and a sound ability to manage regulatory functions.

Contact Officer & Selection documentation:
Lana Junakovic (02) 6207 0505

Apply: 28

CC: 148-9012-17189

ACT WORKCOVER

Administrative Service Officer Class 5 \$41,207-\$43,694, Canberra (PN. 28904)

Closing date: 7/9/2000

Duties: ACT WorkCover is looking for a suitably qualified person to take responsibility for its day to day financial operations. This will also include the provision of financial and budgetary support to Finance Manager.

The successful applicant will also be responsible for the supervision of ACT WorkCover records management system and co-ordinate the provision of administrative support to staff.

Eligibility/other requirements: Accounting qualifications and/or experience desirable.

Contact Officer: Ian York (02) 62052136

Selection documentation may be obtained from Marie Moncrieff (02) 62050794

Apply: 34

CC: 148-9020 17088

DEPARTMENT OF URBAN SERVICES

Environment ACT Environment Protection Section

Technical Officer Level 4 \$44,723-\$49,981, Canberra (PN. 5195)

Closing date: 7/9/2000

Duties: As a member of a small team in the Environment Protection Unit of Environment ACT, investigate complaints and pollution incidents and prepare reports in relation to these matters. Undertake inspections and make recommendations, prepare orders, notices and related environment management tools to prevent or abate pollution incidents. Applicants will be able to demonstrate experience with the application of technical and practical methods used in the control of air, water, noise pollution and hazardous chemicals and waste. Proven ability to undertake detailed environmental investigations, write reports and experience in preparing briefs of evidence for prosecutions.

EMPLOYMENT (Continued)

Eligibility/other requirements: Qualifications in Science, Engineering or a related technical discipline are highly desirable.

Contact Officer: John Russell (02) 62076334 or john.russell@act.gov.au
Selection documentation may be obtained from Fraser McEachen (02) 62076376 or fraser.mceachen@act.gov.au
Apply: 34
CC: 148-9028 16937

Wildlife Research and Monitoring Section**Professional Officer Class 2 \$44,723-\$49,981, Canberra (PN. 15244)**

Closing date: 7/9/2000
Duties: Plan and conduct ecological survey and monitoring investigations, manage the Business Unit's geographic information system and undertake projects using natural resource spatial information, prepare a variety of materials for public display.
Eligibility/other requirements: A degree in relevant natural resource science. This position requires demonstrated ability with GIS.

Contact Officer: Dr David Shorthouse (02) 62076379 or david.shorthouse@act.gov.au
Selection documentation may be obtained from Adela Barlin (02) 62072126 or adela.barlin@act.gov.au
Apply: 34
CC: 148-9028 17525

**Planning and Land Management Group
Executive Branch
Business Strategy and External Relations
Section**

Administrative Service Officer Class 6 \$44,504-\$51,121, Canberra (PN. 3051)

Closing date: 7/9/2000
Duties: Planning and Land Management (PALM), part of the ACT Government's Department of Urban Services, is looking for an experienced Human Resources practitioner to assist with the provision of strategic HR support and personnel services. The successful applicant will have a proven ability to work across a diverse range of human resource activities and projects and will show a high level of motivation, initiative and a capacity to facilitate organisational change.

Contact Officer: Deborah Allen (02) 62076361
Selection documentation may be obtained from Kevin Dye (02) 62071704
Apply: 34
CC: 148-9020 17643

Administrative Service Officer Class 5 \$41,207-\$43,694, Canberra (PN. 41752)

Closing date: 7/9/2000
Duties: Planning and Land Management (PALM), part of the ACT Government's Department of Urban Services, is looking for a Communications Officer to coordinate customer and staff surveys, conduct action planning workshops and lead the Facilitators' (continuous improvement) Network. The officer will also assist with the preparation of publications, coordination of events and the development of PALM's web site. This position would suit a self-starter with experience in communications, excellent interpersonal skills and an ability to work under pressure.

Contact Officer: John Meyer (02) 62071752
Selection documentation may be obtained from Kevin Dye (02) 62071704
Apply: 34
CC: 148-9020 17643

Administrative Service Officer Class 4 \$36,945-\$40,113, Canberra (PN. 13091)

Closing date: 7/9/2000
Duties: Planning and Land Management (PALM), part of the ACT Government's Department of Urban Services, is looking for a Communications Officer to assist with the development and design of quality publications and presentations, provide administrative support to the Unit along with effective management reporting. An ability to work under pressure and set priorities together with excellent IT publishing skills are required. The successful applicant will have energy, drive and personal initiative.

Contact Officer: John Meyer (02) 62071752
Selection documentation may be obtained from Kevin Dye (02) 62071704
Apply: 34
CC: 148-9020 17643

**Policy Coordination Group
Infrastructure Policy Branch
Canberra Urban Parks and Places Section
Policy Planning and GIS Subsection**

Administrative Service Officer Class 6 \$44,504-\$51,121, Canberra (PN. 33212)

Closing date: 7/9/2000
Duties: Under direction, develop, review and assist in the implementation of policies, strategies, systems and procedures for Canberra Urban Parks and Places. Undertake research and project work on the activities, promotion and delivery of services; prepare reports, submissions and briefs on complex policy issues; provide advice to senior management and government; and liaise and negotiate with other Departmental areas, Government Departments, State and Local

EMPLOYMENT (Continued)

Government agencies, and other organisations on matters affecting the Business Unit's operations.

Contact Officer: Ian Baird (02) 62072507 or ian.baird@act.gov.au
 Selection documentation may be obtained from Ashley King (02) 62072109 or ashley.king@act.gov.au
 Apply: 34
 CC: 148-9019 17278

Appointments

THE CANBERRA HOSPITAL

Registered Nurse Level 1 \$32,245 - \$41,789
 Katina Ulrich: 739-63561, Section 68
 11 August 2000
 CC: 148-9010-16875 (3133)

ACT COMMUNITY CARE

Disability Support Officer Level 1 \$26,716-\$27,786
 Terry Spannari: 741-00004, Section 68(1) & 70(1), 17 August 2000
 CC: 148-9009-16861

Disability Support Officer Level 1 \$26,716-\$27,786
 Angelika Brown: 740-99963, Section 68(1) & 70(1), 17 August 2000
 CC: 148-9009-16861

Disability Support Officer Level 1 \$26,716-\$27,786
 Marion Flood: 740-99947, Section 68(1) & 70(1), 17 August 2000
 CC: 148-9009-16861

Professional Officer Class 1 \$29,976-\$42,054
 Laura Taylor: 740-94505, Section 68(1) & 70 (1), 10 August 2000
 CC: 148-9009-17798

CALVARY HOSPITAL INC.

Senior Officer C\$55,146 - 59,404
 Helen Tyrrell: 609-35107, Section 68, 14/8/2000
 CC: 148-9094-17781

Registered Nurse Level 1\$31,926 - 41,375
 Melinda Traise: 609-35246, Section 68, 3/8/2000
 CC: 148-9094-17781

Registered Nurse Level 1\$31,926 - 41,375
 Jessica Grevis: 609-35254, Section 68, 3/8/2000
 CC: 148-9094-17781

Registered Nurse Level 3\$47,110 - 50,147
 Carmel Ronning: 609-35270, Section 68, 1/8/2000
 CC: 148-9094-17781

Registered Nurse Level 1\$31,926 - 41,375
 Kerry Moore: 609-35289, Section 68, 7/8/2000
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

Administrative Service Officer Class 5, \$41,207-\$43,694p.a
 Bridget Agbee, 757-47571, Section 68, 10/8/2000
 CC: 148-9031-17025

Administrative Service Officer Class 4, \$36,945-\$40,113p.a
 Christine Jane Kajewski, 757-49972, Section 68, 14/8/2000
 CC: 148-9031-17185

Administrative Service Officer Class 5, \$44,503-\$51,121p.a
 Bridget Agbee, 757-47627, Section 68, 16/8/2000
 CC: 148-9031-17025

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 4 \$36,945 - 40,113
 Stephen Kellett: 747-87547, Section 68 & 70, 15/8/2000
 CC: 148-9075-17581

DEPARTMENT OF URBAN SERVICES

Senior Officer (Technical) Grade C \$56,624-\$61,054
 Roderick John Hillman: AGS No 757-53349, Section 68(1), 14/8/2000
 CC: 148-9028 17218

Transfer

DEPARTMENT OF HEALTH AND COMMUNITY CARE

David Kallir Preece: 517-17730
 From: Professional Officer Class 2 \$44503-49736
 Health Protection Service
 To: Professional Officer Class 2 \$44503-49736
 Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29626)

Linda Johnson: 742-40605
 From: Professional Officer Class 1 \$31034-43539
 Health Protection Service
 To: Professional Officer Class 1 \$31034-43539
 Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29628)

EMPLOYMENT (Continued)**Craig Davis: 742-40277**

From: Professional Officer Class 1 \$31034-43539
Health Protection Service
To: Professional Officer Class 1 \$31034-43539
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29634)

Simon Ng: 543-13854

From: Professional Officer Class 2 \$44503-49736
Health Protection Service
To: Professional Officer Class 2 \$44503-49736
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29632)

Rodney Lawson: 339-57159

From: Professional Officer Class 2 \$44503-49736
Health Protection Service
To: Professional Officer Class 2 \$44503-49736
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29641)

Ralph Anthony: 537-05741

From: Professional Officer Class 2 \$44503-49736
Health Protection Service
To: Professional Officer Class 2 \$44503-49736
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29637)

Augustine Chen: 261-16159

From: Professional Officer Class 2 \$44503-49736
Health Protection Service
To: Professional Officer Class 2 \$44503-49736
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29636)

Elizabeth Mazenco: 742-40226

From: Professional Officer Class 1 \$31034-43539
Health Protection Service
To: Professional Officer Class 1 \$31034-43539
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29633)

Andrew Kaye: 608-14612

From: Professional Officer Class 1 \$31034-43539
Health Protection Service
To: Professional Officer Class 1 \$31034-43539
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29638)

Jorge Guillen: 547-17672

From: Professional Officer Class 2 \$44503-49736
Health Protection Service
To: Professional Officer Class 2 \$44503-49736
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29631)

Anthony Burns: 261-16183

From: Professional Officer Class 2 \$44503-49736
Health Protection Service
To: Professional Officer Class 2 \$44503-49736
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29630)

THE CANBERRA HOSPITAL**Mark Bonato: 261-62534**

From: Senior Officer Grade B \$66,557-74,948
Department of Health and Community Care
To: Senior Officer Grade B \$64,950-73,117
Business and Infrastructure Support
The Canberra Hospital, Canberra (PN. 20234)
(6/7/00)
CC: -148-9010-16875 1331

Sharon Simpson: 260-83748

From: Senior Professional Officer Grade C \$54,969-59,270
The Canberra Hospital
To: Senior Professional Officer Grade C \$54,969-59,270
Radiology Medical Imaging, The Canberra Hospital, Canberra (PN. 28818)
CC: 148-9010-16875 8481

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

- * 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
- * promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- * promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

EMPLOYMENT (Continued)

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:

- * 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

EMPLOYMENT (Continued)

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/selection;
- 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 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;

EMPLOYMENT (Continued)

- (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.

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),

EMPLOYMENT (Continued)

may apply to the MPC for a review of that promotion.

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

An applicant must provide the following details:

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

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

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH AND COMMUNITY CARE**Population Health Division
Health Protection Service
Environmental Health****Linda Johnson: 742-40605**

From: Professional Officer Class 1, \$31034-43539

ACT Department of Health and Community Care
To: Professional Officer Class 2, \$44503-49736
Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 29627) (No 29,20/7/00)

**Population Health Division
Executive****Kirsti Partridge: 747-87248**

From: Administrative Service Officer Class 2
ACT Government Solicitors Office

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

ACT Department of Health and Community Care,
Canberra (PN. 3672) (No 22, 1/6/00)

THE CANBERRA HOSPITAL**The Canberra Hospital
Medical Imaging
Radiology****Paula Galdys: 260-32094**

From: Professional Officer Class 2 \$43,416-48,520

The Canberra Hospital

To: † Senior Professional Officer Grade C
\$54,969-59,270

Radiology, Medical Imaging The Canberra
Hospital,

Canberra (PN. 23774) (13 July 2000)

CC: 148-9010-16875 8481

**The Canberra Hospital
Medical Imaging
Radiology****Mirosław Skrypak: 747-02769**

From: Professional Officer Class 2 \$747-02769
The Canberra Hospital

To: † Senior Professional Officer Grade C
\$54,969-59,270

Radiology, Medical Imaging The Canberra
Hospital,

Canberra (PN. 28836)

Duties: Under general professional guidance, supervise the general Radiology service component of the Medical Imaging Department with the following performance objectives. Providing a responsive service with an active consumer focus. Maintenance of a high level of patient compliance and acceptance. Maintenance of good radiation safety practice. Provide policy and protocol advice on general radiography matters to senior Medical Imaging staff.

Note: This position is identical to position number 23774 as advertised 13 July 2000

EMPLOYMENT (Continued)

CC: 148-9010-16875 8481

CHIEF MINISTER'S DEPARTMENT

D. C. Bush 742-46425

From: CMD Officer Class 6 \$44,723-\$51,373p.a
 Chief Minister's Department
 To: CMD Senior Officer \$56,236-\$60,579p.a
 (PN: 55066)
 Government Support Unit
 Gazette No: 24, 15 June 2000
 CC: 148-9031-17370

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Village Creek Primary School

Valerie Ceinwen Kennedy: 333-29267

From: Teacher Level 2 \$52456-54390
 Department of Education and Community Services
 To: † Teacher Level 3, Deputy Principal 1
 \$58153
 Village Creek Primary School, Department of Education and Community Services, Canberra (PN. 4028) (PS23, 8 June 2000)
 CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

**Division of Corporate Services
 Finance Unit**

Bernard Patrick Rutten: 542-11567

From: Administrative Service Officer Class 6
 \$42,986 - \$49,378
 Canberra Institute of Technology
 To: † Senior Officer Grade C \$54,425 - \$58,683
 Finance Section Corporate Services Division,
 Canberra Institute of Technology (PN. 54857)
 (Gazette No. 17 27 April 2000)
 CC: 148-9024-16930

ACT WORKCOVER

M. Mannion: AGS No 545-66106

From: Senior Officer Grade C \$56,347-\$60,755
 ACT WorkCover
 To: Senior Officer Grade B \$66,577-\$74,949
 ACT WorkCover, Canberra (PN. 43584) (Gazette No. 18, 4/5/2000)
 CC: 148-9020 17088

DEPARTMENT OF URBAN SERVICES

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

**Policy Coordination Group
 Infrastructure Policy Branch
 ACT Waste Section**

M. M. De Kleuver: AGS No 754-17599

From: Administrative Service Officer Class 5
 \$41,207-\$43,694
 Urban Services
 To: Administrative Service Officer Class 6
 \$44,504-\$51,121
 ACT Waste Section Urban Services, Canberra (PN. 44088) (Gazette No 24, 15/6/2000)

Duties: Contribute to the development of concepts for new contracts and prepare contract documentation.

Note: This promotion is to a non-advertised vacancy but is identical to position number 44089, advertised in the Gazette of 15/6/2000. 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 7th day after notification in the Gazette.
 CC: 148-9019 17026

Forfeiture of Office

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Section 221(2) Public Sector Management Act.
 Man Minh Diep, School Assistant 2,
 04 August 2000
 CC: 148-9013-16917

Corrigenda

Information Systems Section Executive Group
 R. I. Gardner: AGS No 507-98997, Gazette 17/8/2000
 Surname was entered as Graham and should read Gardner
 CC: 148-9017 16954

ACT Public Service Index of addresses

- 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

EMPLOYMENT (Continued)

- 11 The Recruitment Officer, Canberra
Institute of Technology, GPO Box 826,
Canberra City ACT 2601
- 12 Customer Service Supervisor,
Department of Education and
Community Services, PO Box 1584,
Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative
Branch, Emergency Services Bureau,
PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit,
The Canberra Hospital, PO Box 11,
Woden ACT 2606
- 17 Resource Advisor, Business Services
Bureau, Department of Health and
Community Care, PO
Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative
Assembly for the ACT, GPO Box 1020,
Canberra ACT 2601
- 20 Administrative Officer, Health Protection
Service, Locked Bag 5, Weston Creek
ACT 2611
- 21 Recruitment Officer, ACT Community
Care, GPO Box 825, Canberra City ACT
2601
- 23 Administrative Officer, Central Office,
Department of Health and Community
Care, GPO Box 825, Canberra City ACT
2601
- 28 Recruitment Officer, Human Services
Unit, Department of Justice and
Community Safety, PO Box 921, Civic
Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT,
GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275
Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office, GPO
Box 1321, Canberra ACT 2601.

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S44	15 August	Instrument No. 277 of 2000 ~ <i>Tobacco Act 1927</i>
S45	16 August	Instrument No. 278 of 2000 ~ <i>Health Professionals (Special Events Exemptions) Act 2000</i> Regulation No. 35 of 2000 ~ <i>Building and Services Act 1927</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>Health Records (Privacy and Access) Act 1997</i>	Determination of Fees.	No. 279 of 2000
<i>Building and Services Act 1924</i>	Revocation and Determination of Fees.	No. 280 of 2000
<i>Domestic Violence Act 1986</i>	Appointment as Chairperson of the Domestic Violence Prevention Council of the ACT.	No. 281 of 2000
<i>Domestic Violence Act 1986</i>	Appointments to the Domestic Violence Prevention Council.	No. 282 of 2000
<i>Domestic Violence Act 1986</i>	Appointments to the Domestic Violence Prevention Council.	No. 283 of 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

ROAD TRANSPORT (DRIVER LICENSING) REGULATIONS 2000

NOTICE OF COURSE AND COURSE PROVIDERS ROAD READY LEARNER LICENCE COURSE

Pursuant to subregulations 16(3)(b) and 16(4)(b) of the *Road Transport (Driver Licensing) Regulations 2000 (the Regulations)* I, Alan Geoffrey Thompson, the person for the time being performing the duties of the Government Service Office that includes the function of the Road Transport Authority, being of the opinion:

1. That the course, referred to in the schedule attached, for the instruction of persons in knowledge of safe driving practices and road law is a suitable course; and
2. The persons listed as course providers referred to in the same schedule are suitable providers.

HEREBY APPROVE this course and these course providers for the purposes of *the Regulations*.

Dated the 10th day of August 2000

ALAN GEOFFREY THOMPSON
ROAD TRANSPORT AUTHORITY

GOVERNMENT NOTICES (Continued)**SCHEDULE****NOTICE OF COURSE AND COURSE PROVIDERS
ROAD READY LEARNER LICENCE COURSE**

This is the Schedule to the instrument of approval of the Course for the instruction of persons in knowledge of safe driving practices and road law known as the 'Road Ready Learner Licence Course', and for the Course Providers.

The course of instruction deals with those matters referred to hereunder:

- Topic 1. Getting ready for the road.
- Topic 2. Crash types and contributing factors.
- Topic 3. The complexity of the driving task.
- Topic 4. Risk & Hazard Recognition.
- Topic 5. Making choices about safer road use.
- Topic 6. Road Rules.

Successful completion of the course requires:

1. Attendance of at least eighty percent (80%) of all scheduled classes; and
2. The successful completion of two tasks as set and assessed by the Course Provider and achieving at least a fifty percent (50%) pass mark; and
3. Passing a multiple choice road rules test given by the Course Provider, under the conditions set by the Road Transport Authority; and
4. Being awarded a certificate provided by the Course Provider attesting to the completion of the above three matters.

The persons approved to be Course Providers are:

1. A person who is occupying or performing the duties of the position of Principal at any ACT secondary school;
2. The Chief Executive and Director of the Canberra Institute of Technology.
3. The Executive Director of Transport Training ACT.

Dated the 10th day of August 2000

ALAN GEOFFREY THOMPSON
ROAD TRANSPORT AUTHORITY

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

DIVISION OF LYNEHAM

(Variation No. 170)

Under subsection 32(1) of the *Land (Planning and Environment) Act 1991*, I vary the Territory Plan to specify that the land identified on the map at Annexure A, being land within the Division of Lyneham, may be used for the purposes indicated in the Annexure.

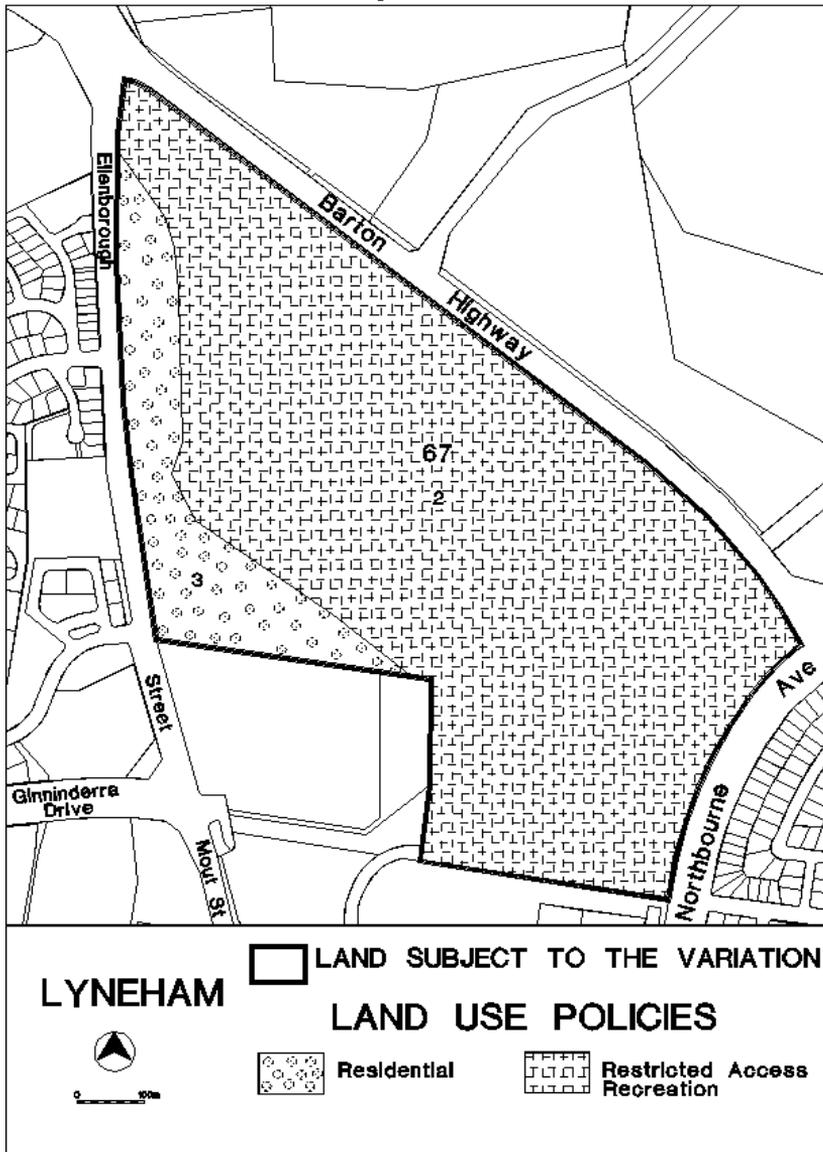
Lincoln James Hawkins

Australian Capital Territory Planning Authority

Dated the ninth day of August 2000

GOVERNMENT NOTICES (Continued)

This is Annexure A to
Territory Plan Variation No. 170



ACT Planning Authority
Date:

GOVERNMENT NOTICES

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

The ACT Executive, pursuant to paragraph 26(1)(a) of the *Land (Planning and Environment) Act 1991*:

- **approved on 19 May 2000 Variation to the Territory Plan No.114 entitled Heritage Places Register – Red Hill Precinct.**

In accordance with subsection 29(1) of the *Land (Planning and Environment) Act 1991*:

- Plan Variation No.114 was tabled before the Legislative Assembly and had not been disallowed or deemed to be disallowed as at 29 June 2000.

During the tabling period, on 28 June 2000, the Assembly passed a resolution recommending that the Executive direct the Planning Authority to review the Territory Plan for the Red Hill Housing Precinct. The Executive is considering the Assembly's resolution and will be tabling a response during the next sitting period.

Now therefore pursuant to subsection 29(6) of the *Land (Planning and Environment) Act 1991*, I specify that the date of commencement of Variation No.114 to the Territory Plan will be 24 August 2000.

Copies of Variation No.114 to the Territory Plan:

- are available for inspection at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Kingston, Kippax, Tuggeranong and Woden during normal opening hours;
- are available free of charge at the Customer Services Centre (Shopfront), Dame Pattie Menzies House, 16 Challis Street, Dickson during normal office hours; and
- are available for inspection on the PALM Website at:
<http://www.palm.act.gov.au/tplan>

Brendan Smyth

Minister for Urban Services

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

INSTRUMENT

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the following offices and/or appointments are specified:

Senior Commissioner and Assistant Commissioners of the Independent Competition and Regulatory Commission

Dated the 10th day of August 2000.

Kate Carnell MLA
Chief Minister

GOVERNMENT NOTICES (Continued)

CORRIGENDUM

Land (Planning and Environment) Amendment Act (No 3) - No 37 of 2000

In Special Gazette No. S39 of 24 July 2000, the title of the Act for the commencement notice was incorrect. The correct title should read ***Land (Planning and Environment) Amendment Act (No 3) - No 37 of 2000.***

