



Australian Capital Territory

Gazette

No. 35, Thursday 31 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

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 Communicable Diseases Control

Registered Nurse Level 3 \$48773-51917, Canberra (PN. 23873)

Closing date: 14 September 2000

Duties: Coordinate the ACT community based infection control program in accordance with current infection control principles, best practice standards and guidelines. Facilitate the development and review of policies, procedures and codes of practice related to infection control and skin penetration activities in the ACT. Manage the ACT infection control audit program in relation to the licensing of ACT businesses involved in skin penetration activities.

Eligibility/other requirements: Registered as a Nurse within the ACT.

Contact Officer: Irene Passaris (02) 62050960
Selection documentation may be obtained from Cathie McIntosh (02) 62051710
Apply: 20
CC: 148-9011-16943

THE CANBERRA HOSPITAL

The Canberra Hospital Medical Services Emergency Department

Registered Nurse Level 2 \$43,150 - \$45,877, Canberra (PN. 22538 and 22546)

Closing date: 14th September 2000

Duties: Provide comprehensive direct patient care by utilising 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 new and/or less experienced staff.

Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board mandatory; minimum three years recent post registration experience at an advanced level in an acute emergency department

EMPLOYMENT (Continued)

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

Contact Officer: Isabel Harvey (02) 6244 2755
 Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257
 Apply: 16
 CC: 148-9010-16875 (1612)

**Deputy CEO Corporate
 Business and Infrastructure Support**

Stores Supervisor \$29,936-31,483, Canberra (PN. 26244)

Closing date: 14 September 2000
Duties: Be responsible for the efficient and effective operations of the Loading Dock, and General Stores of Medical, Stationary, Food, Domestic, Pathology and Gas.

Contact Officer: Ian McPhee (02) 6244 2141
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: 148-9010-16875 1362

**Business & Infrastructure Support
 Biomedical Engineering**

Senior Professional Officer Grade B (Senior Medical Physicist) \$64,950-73,117, Canberra (PN. 21212)

Professional Officer Class 2 (Medical Physicist) \$43,416-48,520, Canberra (PN. 21480)

Closing date: 14 September 2000
Duties: We invite 2 medical physicists to join the physicist team for providing support service to clinical departments of our hospital. The senior medical physicist who has extensive experience in radiotherapy physics is to be in charge of medical physics support service for Radiation Oncology. The physicist (PO2) is to provide scientific assistance. The major treatment equipment in Radiation Oncology includes 2 Varian Linac (2100CD and 2300CD), a Nucletron HDR Brachytherapy system, a Theraplan planning computer and a simulator.

Salary packaging, including FBT exemption up to the threshold of \$8,755pa, is available.

Eligibility/other requirements: SPOB: A post graduate degree in Medical Physics, accredited by ACPSEM and with extensive experience in Radiation Oncology. PO2: A post graduate degree in Medical Physics with experience in Radiation Oncology.

Contact Officer: Joseph Lising (02) 6244 2159
 Selection documentation may be obtained from Human Resource Management Group

(02) 6244 3580
 Apply: 16
 CC: 148-9010-16875 1392

**The Canberra Hospital
 Medical Services
 Radiation Oncology**

Administrative Service Officer Class 2 \$28,391 - \$31,483, Canberra (PN. 22618)

Closing date: 14 September 2000
Duties: Operate keyboard / computer equipment to type in-confidence medical notes and correspondence, administrative and general correspondence mainly from a dictaphone; assist in providing a reception service in the Radiation Oncology Unit, which includes the registration of new patients, receive and screen telephone calls for appropriate action and liaise with other departments as required
Eligibility/other requirements: Proven keyboard and computer skills and a knowledge of medical terminology is highly desirable

Contact Officer: Marion Dean (02) 6244 3603
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: 148-9010-16875 (1723)

**Information Management Group
 Medical Records**

Professional Officer Class 2/Administrative Service Officer Class 3, Canberra (PN. expected vacancy)

Closing date: 14 September 2000
Duties: The Canberra Hospital is seeking a Health Information Manager or Clinical Coder to join our coding team. We are seeking an experienced coder with a relevant Coding or HIM qualification who is familiar with ICD-10-AM. The ability to work in a team to meet timeframes for submission of coded data is desired.

Eligibility/other requirements: Prescribed eligibility requirements apply for Professional Officer Class 2.

Note: It is expected that this position will become permanently vacant in the near future. The successful applicant will be offered temporary employment in the first instance, and if the position becomes nominally vacant, may be offered a permanent position.

New graduates are encouraged to apply and will be temporarily employed as a Professional Officer Class 1. When certain competencies are met, you may be appointed as a Professional Officer Class 2.

Contact Officer: Jason Kapitzke (02) 6244 2127
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580

EMPLOYMENT (Continued)

Apply: 16
 CC: 148-9010-16875 2337

**Clinical Support Services
 Clinical Training Unit/Canberra Clinical School**

Senior Officer Grade C (Medical Education Officer) \$54,969-59,270, Canberra (PN. NP)

Closing date: 14 September 2000
Duties: 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. The hospital is a teaching hospital of the Canberra Clinical School of the Faculty of Medicine of the University of Sydney and has responsibilities to deliver teaching and lecture programs for medical students.

The position will work with the senior clinicians and clinical academics to provide and deliver suitable education and training programs for both junior medical officers and medical students. The hospital is seeking a suitably qualified person who has proven experience in education and training program development in the fields of health or education. Applicants should have knowledge of the health care system in the ACT and/or NSW and an understanding of the principles of adult learning.

Eligibility/other requirements: Possession of tertiary qualifications in an education or health discipline is highly desirable.
Note: This position is 50% Clinical Training Unit and 50% Canberra Clinical School.

Contact Officer: Dr Ashley Watson (02) 6244 3508
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: 148-9010-16875 1319

ACT COMMUNITY CARE

DISABILITY PROGRAM

Senior Professional Officer Grade C \$54,425 to \$58, 683, Canberra (PN. 29132 and 29133)

Closing date: 14 September 2000
Duties: ACT Community Care's Disability Program is seeking applications from suitably qualified people to manage and provide leadership for an allied health multi-disciplinary team (MDT). The MDT is responsible for providing high quality, cost effective, disability support services to the Program's clients.
Duties include:

Implementing the Program's Business plan and policy framework.
 Evaluating and improving service delivery outcomes to ensure that clinical and professional quality standards are met.
 Managing clinical caseload relevant to an individual's discipline.
 Providing leadership and promoting a commitment to high quality customer service principles, practices and attributes.

Contact Officer: Lynne Grayson (02)6207 6424
 Selection documentation may be obtained from (24 hour answering machine) (02) 6205 0971
 Apply: 21
 CC: 168-9009-16861

DISABILITY PROGRAM

Senior Officer Grade B \$64, 307 - \$72, 393, Canberra (PN. 29112 and 29129)

Closing date: 14 September 2000
Duties: Are you seeking a challenging and exciting position?
 ACT Community Care's Disability Program is seeking applications from suitably qualified managers to provide strategic direction, planning and leadership at a regional level for a complex Multi Disciplinary disability support service.
Duties include:
 The delivery of innovative and responsive services to clients.
 Achieving high quality care and providing high quality services in all Regional service areas.
 Providing leadership and promoting a commitment to high quality customer service principles, practices and attributes.
 Developing and managing the financial, physical and human resources of a regional office.
 Achieving and reporting on Corporate and Program performance measures and outcomes.

Contact Officer: Lynne Grayson (02)6207 6424
 Selection documentation may be obtained from (24 hour answering machine) (02) 6205 0971
 Apply: 21
 CC: 168-9009-16861

CHILD, YOUTH & WOMEN'S HEALTH PROGRAM

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

Closing date: 14 September 2000
Duties: The Child, Youth & Women's Health Program is calling for applications from suitably qualified registered nurses for the position of Clinical Nurse Consultant in Middle & Late Childhood & Youth Health Nursing. The CNC will provide support and guidance in the achievement of quality clinical nursing practice that supports best practice in child & youth health outcomes for the ACT Community.

EMPLOYMENT (Continued)

Eligibility/other requirements: Demonstrated primary health care nursing experience and expertise in child and youth health, with relevant qualifications. Practices in accordance with validated professional practice competencies and professional codes of conduct and ethics for nurses. Registration with the Nurses Board of the ACT or eligible for registration, with current drivers licences.

Note: READVISED: Previous applicants need not reapply

Contact Officer: Carmel McQuellin on (02) 62050892
 Selection documentation may be obtained from Gayle Galpin (02) 6205 1197
 Apply: 21
 CC: 168-9009-16857

CHILD, YOUTH & WOMEN'S HEALTH PROGRAM

Registered Nurse Level 2: Maternal and Child Health Nursing , \$43,278-\$46,013 Canberra (PN. Expected vacancy)

Closing date: 14 September 2000
Duties: Applications are called from suitably qualified Maternal and Child Health Nurses to fill an expected vacancy in the above Program. Eligibility/other requirements: Demonstrated primary health care experience in maternal and child health nursing, with relevant qualifications. Practices in accordance with validated professional practice competencies and professional codes of conduct and ethics for nurses. Registration with the Nurses Board of the ACT or eligible for registration, with current drivers licence.

Contact Officer: Denise Lamb on (02) 6205 1575
 Selection documentation may be obtained from Gayle Galpin (02) 6205 1197
 Apply: 21
 CC: 168-9009-16857

CALVARY HOSPITAL INC.

Nursing Services Emergency

Registered Nurse Level 3.5\$ 55,547 - 55,547, Canberra (PN. 8669)

Closing date: 14 September 2000
Duties: Co-ordinate the provision of emergency and ambulatory care services, encompassing all resource management and service delivery issues, including being responsible for people and budget management, and quality management activities.
 Eligibility/other requirements: Current registration as a general nurse in the ACT.
 Note: TTY 6201 6127

Contact Officer: Susan Gosling (02) 62016166
 Selection documentation may be obtained from Marlene Ball (02) 62016160
 Apply: 07
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

**INFORMATION TECHNOLOGY OFFICER
 CLASS 2, PN 14320
 APPLICATION PACKAGER
 PERMANENT
 SALARY \$44,503 TO \$51,121p.a**

LOCATION: CALLAM OFFICES, WODEN, ACT

**Applications Close:
 14 September 2000**

Applications to be forwarded to:

Recruitment Officer
 GPO Box 158
 Canberra City ACT 2601

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

Position Description

InTACT is seeking a dynamic IT professional to work within the Customer Application Integration Team (CAIT). CAIT is a group of highly skilled and motivated people who work at the leading edge of Information Systems.

The occupant will be required to work within a Microsoft Windows NT 4.0 and Windows 2000 environment. The occupant will be involved in the design, scoping, creation, implementation and maintenance of SMS and/or Windows installer packages for new applications and software upgrades as required by the ACT Government.

The successful applicant will have well developed organisational and communication skills and be interested in further developing their IT skills within other areas.

Opportunities also exist in the development and testing of new Operating Systems and platforms for the ACT Government, and the research and evaluation of hardware and software products. 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

EMPLOYMENT (Continued)

**Government Business Support
Government Support Unit
Administrative Service Officer Class 5
(PN: 43330), \$41,207 - \$43,694p.a.Canberra**

Closing Date: 14 September 2000

Duties: The position assists with the coordinating and monitoring the Government's business in the Legislative Assembly, including the preparations for Question Time, management of government documents into the Assembly and monitoring of Assembly business and provides executive assistant support across the unit.

NOTE: This is an expected vacancy.

Contact Officer/Selection Documentation: Rasa

Mauragis (02)62050543 and also from www.act.gov.au/recruitment/cmindex.asp

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17370

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

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

<http://www.decs.act.gov.au/department/departm ent.htm> or may be requested using email to decs.jobs@act.gov.au.

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

Belconnen High School

**Building Services Officer 1 \$25924-26940,
Canberra (PN. 1506)**

Closing date: 12 October 2000

Duties: Assume responsibility for security of school buildings, furniture, fittings and equipment during duty hours. Maintain the school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards.

Contact Officer: Joy Schneider (02) 62056851
Selection documentation may be obtained from Anne Skillen (02) 62056844

Apply: 12

CC: 148-9013-16917

Alfred Deakin High School

**Building Services Officer 2 \$26940-28175,
Canberra (PN. 1585)**

Closing date: 12 October 2000

Duties: Supervise and monitor the school's maintenance programs, contractors, cleaning and security; maintain records in relation to requests and services. Maintain the school,

including grounds, in a clean and tidy condition, with particular regard for safety and security hazards.

Contact Officer: Pam Nenadovic (02) 62055566
Selection documentation may be obtained from The Contact Officer (02) 62055566
Apply: 12
CC: 148-9013-16917

Southern Cross Primary School

**Building Services Officer 1 \$25924-26940,
Canberra (PN. 1609, expected vacancy)**

Closing date: 12 October 2000

Duties: Assume responsibility for security of school buildings, furniture, fittings and equipment during duty hours. Maintain the school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards.

Contact Officer: Beattie Hatfield (02) 62058177
Selection documentation may be obtained from Marie Lucas-Smith (02) 62058177
Apply: 12
CC: 148-9013-16917

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

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

Closing date: 14 September 2000

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

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

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

EMPLOYMENT (Continued)

**Children’s, Youth and Family Services Division
Children’s Services Branch**

**Administrative Service Officer Class 5
\$41207-43694, Canberra (PN. 11390)**

Closing date: 14 September 2000
Duties: Manage and coordinate Branch: administrative functions; information systems; and data collections. Plan, direct and coordinate the operation of the administrative and support team, becoming involved in the operational work as necessary. Supervise the performance of the administrative and support staff including the efficiency of the team. Assist in the preparation and management of budgets including analyse and report regularly on financial management issues and administer service purchasing contracts.

Contact Officer: Jill Farrelly (02) 62057661
 Selection documentation may be obtained from Dixie Rogers (02) 62057661
 Apply: 12
 CC: 148-9013-16917

**Children’s, Youth and Family Services Division
Children’s Services Branch**

**Administrative Service Officer Class 3
\$33147-35774, Canberra (PN. 271)**

Closing date: 14 September 2000
Duties: Provide administrative support to officers in the Branch, including administration of service purchasing contracts, maintenance of office systems and provision of data and production of documents. Assist with the monitoring and administration of budgets by checking ORACLE reports, maintaining monthly cash flow reports; and analysing data and preparing reports as required. Provide high level telephone advice and referral on children’s services matters.

Contact Officer: Jill Farrelly (02) 62057661
 Selection documentation may be obtained from Dixie Rogers (02) 62057661
 Apply: 12
 CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

**Office of the Chief Executive
Directorate**

Senior Teaching Post (EDS) \$56,104, Canberra (PN. 51968)

Closing date: 14 September 2000
Duties: Provide research services to the Chair of Faculties; develop educational policy documents; maintain and report on profile estimates databases; provide liaison and monitoring of competitive funding programs; provide secretariat and executive officer; undertake project work.

Eligibility/other requirements: **Mandatory:** Degree, Diploma or equivalent qualifications in education. Experience in an Institute of Technology or similar environment.
 Note: The position is for temporary employment or temporary transfer from as soon as possible for a period of: two years

Contact Officer: Rod Brightman (02) 62073133
 Selection documentation may be obtained from Heather Caetano (02) 62073390
 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

**Parliamentary Counsel’s Office
Legislative Access and Administration**

**Administrative Service Officer Class 4
\$36,945 – 40,113, Canberra (PN. 42716)**

Closing date: 14/9/00
Duties: Provide high level administrative and secretarial support to the Parliamentary Counsel and two Deputy Parliamentary Counsel; provide a range of administrative services for the Parliamentary Counsel’s Office relating to finance, staffing, records, purchasing and reporting; assist legislative drafters in the preparation of legislation including undertaking minor drafting tasks, editing documents, word processing and research tasks.

Contact Officer: Neil Leslie (02) 6207 0614
 Selection documentation may be obtained from Jane Lu Serafin (02) 6207 0606
 Apply: 28
 CC: 148-9012-17345

ACT WORKCOVER

**Administrative Service Officer Class 6
\$44,504-\$51,121, Canberra (PN. 3078)**

Closing date: 14/9/2000
Duties: ACT WorkCover is looking for a suitably qualified person to lead a team of inspectors undertaking investigations into alleged breaches of Workers’ Compensation and Labour legislation. The successful applicant will also be responsible for day to day supervision, planning inspections and providing advice about Workers’ Compensation.

EMPLOYMENT (Continued)

Contact Officer and Selection documentation:
 Ron Kirk (02) 62050317
 Apply: 34
 CC: 148-9020 17088

DEPARTMENT OF URBAN SERVICES

Corporate Group ACT Registry

**Administrative Service Officer Class 4
 \$36,945-\$40,113, Canberra (PN. 34446)**

Closing date: 14/9/2000
Duties: Under general direction, supervise staff and manage the day to day operations of staff engaged in file management activities. Liaise with clients, other agencies and the public regarding enquiries or production of records.

Contact Officer and Selection documentation:
 Jenny Sheard (02) 62075798
 Apply: 34
 CC: 148-9017 17032

Corporate Group ACT Contracts and Purchasing Section

**Administrative Service Officer Class 2
 \$29,102-\$32,271, Canberra (PN. 34447)**

Closing date: 7/9/2000
Duties: Attend to counter enquiries, act as a collector of Public Monies, perform administrative duties and data entry.
 Note: This position is permanent part-time working 25 hours per week. The selection process for this position may be based on applications and referee's reports, interviews may not be conducted.

Contact Officer: Alf Moscaritolo (02) 62075557
 Selection documentation may be obtained from Wendy Jacob (02) 62075558
 Apply: 34
 CC: 148-9017 16950

Operations Group Information Planning and Services Branch ACT Library and Information Services Section

**Administrative Service Officer Class 3
 \$33,147-\$35,774, Canberra (PN. 3696)**

Closing date: 14/9/2000
Duties: Assist in the provision of audio-visual services to college students and staff. Coordinate the purchase and maintenance of college audio-visual equipment and materials. Process and prepare items for loan and maintain student membership records. Undertake circulation activities on an automated library management system, resolving more difficult transactions and assisting with the registration of both college and public library borrowers. Perform duties of

officer-in-charge of day, evening and weekend shifts as required. Assist with the provision of reference services and participate actively in continuing staff development, performance feedback and training activities.
 Eligibility/other requirements: A certificate or diploma in library studies and/or relevant work experience in a library is highly desirable.
 Note: This position is located at Tuggeranong Library, which is a joint-use library serving students, teachers and members of the public.

Contact Officer: Trish Barron (02) 62059000
 Selection documentation may be obtained from Liz Shonk (02) 62056210
 Apply: 34
 CC: 148-9037 17018

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Financial and Budgetary Management Branch Financial Analysis

**Administrative Service Officer Class 6,
 \$44,503-\$51,121p.a (PN: 1863 & 3868)
 Canberra**

Closing date: 14 September 2000
Duties: Review agency estimates of government expenses and revenue and monitor financial and service delivery performance throughout the year. Identify and apply information from a range of sources, including benchmarking, as part of assessing performance and contributing to advice to government on the purchase of services which represent the best value for money.

Contact Officer: Kirsten Thompson (02)62070259
Selection documentation: Emma Holley (02)62075972 and is also available from the following Internet address:
www.act.gov.au/recruitment/tiindex.asp
 Apply: 35 or via email:
recruitment.officer@act.gov.au
 CC: 148-9042-17765

Financial and Budgetary Management Branch Accounting Policy and Projects

**Administrative Service Officer Class 6,
 \$44,503-\$51,121p.a (PN: 3000)
 Canberra**

Closing date: 14 September 2000
Duties: Under limited direction: Assist individually or in a team environment, in analysis of accounting policy or financial management issues. Provide specialist skills/expertise/advice and support on public sector accounting and financial management issues, in particular as these may relate to the interests of the ACT Public Service.

Contact Officer: Adam Cooper (02)62070254

EMPLOYMENT (Continued)

Selection documentation: Emma Holley (02)62075972 and is also available from the following Internet address: www.act.gov.au/recruitment/tiindex.asp
Apply: 35 or via email: recruitment.officer@act.gov.au
CC: 148-9042-17765

Financial and Budgetary Management Branch Financial Analysis

Senior Officer Grade C, \$56,346-\$60,755p.a (PN: 55458 & 55459)
Canberra

Closing date: 14 September 2000

Duties: As an individual or as a manager of a team, contribute to and oversee the development of budget estimates and financial and policies, and report on agency financial and service delivery. In a proactive manner identify and apply information from a range of sources, including benchmarking, in order to negotiate with agencies and provide to government on the purchase of services which represent the best value for money.

Contact Officer: Kirsten Thompson
(02)62070259

Selection documentation: Emma Holley (02)62075972 and is also available from the following Internet address: www.act.gov.au/recruitment/tiindex.asp
Apply: 35 or via email: recruitment.officer@act.gov.au
CC: 148-9042-17765

Appointments

ACT COMMUNITY CARE

Registered Nurse Level 2 \$43,278-\$46,013
Jill Hughes: 741-00100, Section 68(1) & 70 (1),
14 August 2000
CC: 148-9009-17798

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Senior Professional Officer Grade C
\$56347-60755**
Bronwyn Margaret Johnston: 739-84522,
Section 68(1), 21 August 2000
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Administrative Service Officer Class 2
\$- 29,102 – 32,271**
Wolfgang Fahndrich: 747-87985, Section 68,70,
18/8/2000
CC: 148-9012-16939

**Administrative Service Officer Class 5
\$41,207 – 43,694**
Leonie Amos: 747-88355, Section 68,70,
17/8/2000
CC: 148-9012-16915

DEPARTMENT OF URBAN SERVICES

**Administrative Service Officer Class 3
\$33,147-\$35,774**
Stephen Michael Lawler: AGS No 757-50594,
Section 68(1), 21/8/2000
CC: 148-9016 16920

Transfer

DEPARTMENT OF HEALTH AND COMMUNITY CARE

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. 29628)

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 how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

EMPLOYMENT (Continued)

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 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

EMPLOYMENT (Continued)

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

EMPLOYMENT (Continued)

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

CULTURAL FACILITIES CORPORATION

Canberra Theatre Centre Canberra Ticketing

Julia Climer 760-73994

From: Administrative Service Officer Class 3, \$33,967-\$36,658

Canberra Theatre Centre, Cultural Facilities Corporation

To: Administrative Service Officer Class 4, \$37,858-\$41,105

Canberra Ticketing, Canberra Theatre Centre,

Cultural Facilities Corporation, Canberra (PN. 43633) (PS 31, 3 August 2000)
CC: 148-9008-16850

THE CANBERRA HOSPITAL

Deputy CEO Corporate Business & Infrastructure Support

Rodney Roseworn: 261-64142

From: General Service Officer Level 7 – HSUA \$32,218-33,900

The Canberra Hospital

To: General Service Officer Level 8 – HSUA

\$34,730-36,537

Business & Infrastructure Support The Canberra Hospital, Canberra (PN. 21555) (13/7/00)

CC: 148-9010-16875 1372

The Canberra Hospital Pathology Services Immunoassay Section

Candice Li: 261-52264

From: Professional Officer Class 1

\$30,276 - \$42,475

The Canberra Hospital

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

Pathology Services The Canberra Hospital, Canberra (PN. 26301) (27/7/00)

CC: 148-9010-16875 (3131)

The Canberra Hospital Mental Health Services Child and Adolescent Mental Health

Kay Hampton: 747-03710

From: Registered Nurse Level 3 \$47,581 - \$50,648

Mental Health Services

To: Senior Professional Officer Grade C

\$54,425 - \$58,683

Child and Adolescent Mental Health, Canberra (PN 29896) (24, 8.6.00)

Note: This is a non appellable promotion

CC: 148-9010-16875 (3221)

ACT COMMUNITY CARE

Child, Youth and Women's Health Program

Gillian Shaw: 735-13093

From: Administrative Service Officer Class 5 \$39,802-\$42,204

ACT Community Care

To: Administrative Service Officer Class 6,

\$42,986-\$49,378

Child, Youth and Women's Health Program ACT Community Care, Canberra (PN. 21554)

(6 July 2000)

CC: 148-9009-16857

EMPLOYMENT (Continued)**CALVARY HOSPITAL INC.****Nursing Services
Maternity****Carol Parks: 608-83191**

From: Registered Nurse Level 1 \$31,926 - 41,375
Calvary Hospital ACT Incorporated
To: Registered Nurse Level 2 \$42,723 - 45,423
Maternity Calvary Hospital ACT Incorporated ,
Canberra (PN. 8667) (3 20/1/2000)
CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**C. M. Wilson 542-01342**

From: CMD Officer Class 5 \$41,410-\$43,909p.a
Chief Minister's Department
To: CMD Officer Class 6 \$44,723-\$51,373p.a
(PN: 43307)
Cabinet Co-ordination
Gazette No: 24, 15 June 2000
CC: 148-9031-17370

J. Paul 545-56864

From: Administrative Service Officer Class 6
\$44,503-\$51,121p.a
Chief Minister's Department
To: Senior Officer Grade C (PN: 55208)
\$56,346-\$60,755p.a
Business Support and Employment
Gazette No: 27, 6 July 2000
CC: 148-9031-17299

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Farrer Primary School****Linda Neeson: 333-44432**

From: Teacher Level 2 \$52456-54390
Department of Education and Community
Services
To: † Teacher Level 3, Deputy Principal 1
\$58153-60667
Farrer Primary School, Department of Education
and Community Services, Canberra (PN. 4009)
(PS 23, 08 June 2000)
CC: 148-9013-16917

Kaleen Primary School**Suzanne Mueller: 025-34954**

From: Teacher Level 2 \$52456-54390
Department of Education and Community
Services
To: † Teacher Level 3, Deputy Principal 1
\$58153-60667
Kaleen Primary School, Department of
Education and Community Services, Canberra
(PN. 4005)
(PS 725, 30 March 2000)
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY****ACT Corrective Services
Youth Justice Services****Anna Holcroft: 748-53241**

From: Administrative Service Officer Class 3
\$33,147 – 35,774
ACT Housing
To: Administrative Service Officer Class 5
\$41,207 – 43,694
Community Unit, Department of Justice and
Community Safety, Canberra (PN. 11991)
(No. 13, 30/3/2000)
CC: 148-9012-16898

ACT WORKCOVER**ACT WorkCover****L. M. Saals: AGS No 542-86892**

From: APS 6 \$53,024
Department of Defence
To: † Senior Officer Grade C \$56,347-\$60,755
Urban Services, Canberra (PN. 43486)
(Gazette No. 18, 4/5/2000)

Note: This promotion is made as an appointment
under Section 115 of the Public Sector
Management Act 1994 and is a deemed
promotion.
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.

**Corporate Group
ACT Registry****O. L. Conran: AGS No 539-91207**

From: Administrative Service Officer Class 3
\$33,147-\$35,774
Urban Services
To: Administrative Service Officer Class 4
\$36,945-\$40,113
ACT Registry Urban Services, Canberra (PN.
5755)
(Gazette No. 8, 24/2/2000)

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 7th day after
notification in the Gazette.
CC: 148-9017 17032

EMPLOYMENT (Continued)

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

B. M. L. See Toh: AGS No 748-52118
From: Administrative Service Officer Class 3
\$33,147-\$35,774
Urban Services
To: Administrative Service Officer Class 4
\$36,945-\$40,113
eServices Section Urban Services, Canberra
(PN. 24711) (Gazette No. 21, 25/5/2000)

Note: This promotion is to a non-advertised position but is identical to position number 44077 advertised in the Gazette of 25/5/2000. 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: 148-9071 17574

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:
David Dempster, Ranger 3, 16/8/2000
CC: 148-9028 17218

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
- 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
S46	25 August	Endorsement of Trans-Tasman Mutual Recognition (Temporary Exemptions) Regulations 2000 ~ <i>Trans Tasman Mutual Recognition Act 1997</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>Road Transport (General) Act 1999</i>	Determination of Concessions.	No. 284 of 2000
<i>Public Place Names Act 1989</i>	Determination of Street Nomenclature in the District of Weston Creek.	No. 285 of 2000
<i>Public Place Names Act 1989</i>	Determination of Street Nomenclature in the Division of Nicholls.	No. 286 of 2000
<i>Radiation Act 1983</i>	Determination of Fees.	No. 289 of 2000
<i>Fisheries Act 2000</i>	Declaration.	No. 290 of 2000

NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – Division of City.	No. R34/00 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:

Organisation	Brief Description of Activity	Location
N & J Dahl Electrical and Plumbing	Use of CFCs and HCFCs	151 Newcastle St Fyshwick
Southern Air Conditioning (Canberra) Pty Ltd	Use of CFCs and HCFCs	20/25 Carrington St Queanbeyan
Leaves Away	Pest Control	8 Pooley Pl Queanbeyan
Koppers Timber Preservation	Timber Treatment	Tralee St Hume
Canberra Mini Mixed Concrete	Production of concrete products	Fyshwick & West Belconnen

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 environmental authorisations and 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 31 day of August 2000
 Environment Management Authority

AUSTRALIAN CAPITAL TERRITORY

FISHERIES ACT 2000

COMMENCEMENT NOTICE

Pursuant to section 2 of the *Fisheries Act 2000* I fix 13 September 2000 as the date the Act commences.

Dated this 17th day of August 2000

Brendan Smyth
 Minister for Urban Services

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994* *INTERPRETATION ACT 1967

REVOCATION OF APPOINTMENT MENTAL HEALTH OFFICER

Under Subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* and Section 28 of the *Interpretation Act 1967* I, **Michael John Moore** Minister for Health and Community Care revoke the appointment of:

BRETT GOYNE

as a Mental Health Officer.

Dated this Twentieth day of August 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY*****MENTAL HEALTH (TREATMENT AND CARE) ACT 1994*
*INTERPRETATION ACT 1967*****REVOCAION OF AN APPOINTMENT OF A MENTAL HEALTH OFFICER****EXPLANATORY STATEMENT**

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the Minister for Health and Community Care to appoint Mental Health Officers. The power to revoke an appointment is at Section 28 of the *Interpretation Act 1967*

The signed Instrument to revoke the appointment of Mr Brett Goyne as a Mental Health Officer is attached. The Instrument is required as Mr Goyne is currently working in the Office of the Community Advocate and it is most inappropriate for him to have powers under the *Mental Health (Treatment and Care) Act 1994* while in his current position. He is now not required to apply for Treatment Orders under the *Mental Health (Treatment and Care) Act 1994*. His appointment has been revoked under Section 28 of the *Interpretation Act 1967*.

Mr Brett Goyne is still employed as a public servant and under paragraph 6 (a) of the *Statutory Appointments Act 1994*, the Instruments revoking his appointment as a Mental Health Officer is not a disallowable Instrument.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

SMOKE-FREE AREAS (ENCLOSED PUBLIC PLACES) ACT 1994

Appointment of Smoke-Free Areas Inspector

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

ALEXANDRA MARY MULLINS

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

Dated this 20th day of August 2000.

Michael John Moore
Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Smoke-free Areas (Enclosed Public Places) Act 1994

REVOCAION OF APPOINTMENT OF SMOKE-FREE AREAS INSPECTOR

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

1. **PETER JOHN COLLINS**
2. **ERROLL GLEN HOLDSWORTH**
3. **JEAN CLAUDE RIBOT MOUTIA**
4. **SHRIYASH MISTRY**
5. **LYNDAL MARIE GILES**

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

Dated this 20th day of August 2000.

MICHAEL MOORE MLA
Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

ELECTORAL ACT 1992

REGISTER OF POLITICAL PARTIES

Pursuant to Part VII of the *Electoral Act 1992*, the political party whose details appear below was first entered into the *Register of Political Parties* on 25 August 1994. The name and address of the registered officer was changed on 21 August 2000.

Name of the Party: **Australian Labor Party, Australian Capital Territory**

Abbreviation of
Name of Party: **Australian Labor Party**

Correspondence Address: **GPO Box 3065
CANBERRA ACT 2601**

Registered Officer of Party:
Name: **Michael Kerrisk**
Address: **Unit 55 Brighton
72 Wentworth Avenue
KINGSTON ACT 2604**

Alison Purvis
Deputy Electoral Commissioner

21 August 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

MOTOR OMNIBUS SERVICES ACT 1955

DETERMINATION OF CONCESSIONS FOR TRAVEL ON A MOTOR OMNIBUS

Under section 4BA of the Motor Omnibus Services Act 1955 (hereafter the Act), I specify that the holder of a card or document of a class specified in the Schedule shall be entitled to travel on a motor omnibus at the charge specified in the Determination under section 4 of the Act for that class of card or document.

Dated this 14th day of August 2000.

Brendan Michael Smyth
Minister for Urban Services

GOVERNMENT NOTICES (Continued)

PAGE ONE TO SCHEDULE TO DETERMINATION OF CONCESSIONS

CONCESSION CARDS

CATEGORIES ELIGIBLE FOR SCHOOL CONCESSION FARES

student group member - means a person who is:

- (i) a primary, secondary or college school student;
- (ii) a full time tertiary student - means a person, other than a person who is a member of the Defence Force, who is a full time student attending a course of study or instruction at a tertiary education institution and has an identity card issued by that education institution;
- (iii) an immigrant student - means a full time student, other than a school student, attending a course of instruction that is an approved course of instruction within the meaning of the *Immigration (Education) Act 1971* of the Commonwealth and has been issued with an identity card by the education institution;
- (iv) a person determined by the Territory as a student group member; and

who possesses and produces to the driver or an inspector, the appropriate identity card, identifying the person as such a person.

all zone concession term ticket – eligibility for this concession means a student who travels more than one zone to attend the school they have been attending since at least the beginning of Term 1 1999 and whose parent/guardian is in receipt of more than the minimum Commonwealth Family Tax Benefit Part A payment.

CATEGORIES ELIGIBLE FOR CONCESSION FARES

pensioner/beneficiary group member - means a person who is the holder of a card issued by Centrelink or the Department of Veterans' Affairs commonly known as a "Pensioner Concession Card", or an ACTION concession card issued by Centrelink based on the person holding a "Health Care Card" and receives one or more of the following categories of pension and allowance types:

- Age Pension
- Bereavement Allowance
- Carer Payment
- Disability Support Pension
- Mature Age Allowance
- Mature Age Partner Allowance
- Newstart Mature Age Allowance
- Newstart

GOVERNMENT NOTICES (Continued)**PAGE TWO TO SCHEDULE TO DETERMINATION OF CONCESSIONS**

- Partner Allowance
- Parenting Payment (Single)
- Parenting Payment (Partnered);
- Special Benefit
- Sickness Allowance
- Wife Pension (age)
- Wife Pension (Disability Support Pension)
- Wife Pension (Disability Wage Supplement)
- Widow Pension
- Widow Allowance
- Youth Allowance

a person who holds a Department of Veterans' Affairs Gold Card where

- the card is embossed with EDA, POW and War Widow;
- all other persons holding a Department of Veterans' Affairs Gold Card including but not exclusive to World War II veterans; and

who possesses and produces to the driver or an inspector, a Gold Card identifying the person as such a person;

senior –means a person who is an ACT resident, has attained the age of 60 years and has been issued with a Senior's Card by the ACT Government. Eligibility applies when using a bus services during off-peak periods;

ticket-holder - means a person who has purchased a ticket in accordance with an arrangement made by the Minister under section 4B of the *Motor Omnibus Services Act 1955* and who produces, or tenders, that ticket to the driver, and if so required by an inspector to the inspector; and

who possesses and produces to the driver or an inspector, written evidence identifying the person as such a person;

GOVERNMENT NOTICES (Continued)

PAGE THREE TO SCHEDULE TO DETERMINATION OF CONCESSIONS

CATEGORIES ELIGIBLE FOR FREE TRAVEL

totally and permanently incapacitated returned veteran - means a person who holds a Department of Veterans' Affairs Gold Card embossed with TPI;

World War I veteran means:

- (a) a member of the Forces within the meaning of section 23 of the Repatriation Act;
- (b) a person who was a member of the Forces of a Commonwealth country within the meaning of Division 5A of the Repatriation Act whose service in a theatre of war for the purposes of that Division occurred during the war that commenced on 4 August 1914;
- (c) a person who was a member of the Forces of an allied country within the meaning of Division 5B of the Repatriation Act, whose service in a theatre of war for the purposes of that Division occurred during the war that commenced on 4 August 1914;

World War I veteran's spouse means a person whom:

- (a) was at the time of the veteran's death, the veteran's spouse; or
- (b) is, or was, at the time of the veteran's death, living with the veteran as the veteran's spouse on a permanent and bona fide basis although not legally married to the veteran

blind person means a person who has been assessed as legally blind and holds an ACTION vision impaired annual ticket; and

who possesses and produces to the driver or an inspector, the appropriate identity card identifying the person as such a person;

exempt person means:

- (a) a person who has not attained the age of five years, is not occupying a seat in the omnibus and is in the care and custody of a person apparently over the age of eight years, who assures the driver or inspector that the first mentioned person has not attained the age of five years;
- (b) a person who is a member of the Australian Federal Police, or a person employed by ACTION and who is in uniform or a person who holds written evidence, of a kind approved by the Executive Director, ACTION, identifying him or her as such a person; or
- (c) a person wearing or displaying war service medals on the 25th day of April in any year;



