



Australian Capital Territory

Gazette

No. 37, Thursday 14 September, 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.

Purchasing and Subscriptions

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

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EMPLOYMENT

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 Administration Section

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

Closing date: 28 September 2000

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.

Note: This is a re-advertisement, previous applicants will be considered.

Contact Officer: James Edis (02) 62058754
Selection documentation may be obtained from Maree Whittall (02) 62058700
Apply: 20

Central Office Financial Management and Support Services Group Corporate Administration and Capital Works Unit

Senior Officer Grade C \$56,346-60,755 (PN21959)

Closing date: 28 September 2000

Provide high level support on corporate administration responsibilities. Undertake a leadership role to support officers responsible for devolved administration tasks at unit and group level. Support the daily responsibilities of the Corporate Administration and Capital Works Unit in policy development and monitoring, human resource, property and financial management tasks.

EMPLOYMENT (Continued)

Eligibility/other requirements: A knowledge and understanding of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Mark Kendall 02-6205 0867
Selection documentation may be obtained from Dario Gomes 02-6205 1207
Apply: 23
CC: 148-9011-17925

THE CANBERRA HOSPITAL

Women and Childrens SMT Centre for Newborn Care

**Registered Nurse Level 2 \$43,150 - \$45,877,
Canberra (PN. 22484)**

Closing date: 28th 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 or less experienced staff.

Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board; minimum three years recent post registration experience in Neonatal Nursing
Note: This is a permanent full time vacancy

Contact Officer: Jan Shedden (02) 6244 4075
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 2149

Mental Health Services Child and Adolescent Mental Health

Indigenous Clinician, Canberra

Closing date: 5 October 2000

Duties: We are seeking an experienced Indigenous Clinician with a background in Child and Adolescent Mental Health. Applicants should be familiar with current mental health practice in regard to treating indigenous children, adolescents and their families with moderate to severe mental illnesses. Some intake/triage work may be required.

Eligibility/other requirements: Tertiary qualifications in Psychology, Social Work or Mental Health Nursing. Current ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation or relevant tertiary level certificate or diploma in a mental health related field.
Note: This is an Aboriginal Identified Position. People of Aboriginal and Torres Strait Islander descent are encouraged to apply. The classification of the position will be determined

dependant upon qualifications and experience of the successful applicant.

Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
Apply: 16
CC: 148-9010-16875 (2231)

Mental Health Services Dual Diagnosis Mental Health and Alcohol and Drug

Senior Professional Officer Grade C
\$54,969 - \$59,270, Canberra (PN. 23945)

Closing date: 28 September 2000

Duties: We are seeking an enthusiastic, pragmatic and committed professional who will manage a small team to implement and review skill development and cultural change within the Mental Health Service and the Alcohol and Drug Program. The task is complex and challenging and will require an innovative manager with highlevel team management and interpersonal skills to effect the required level of change.

Eligibility/other requirements: Tertiary qualification or equivalent in Social Work, Psychology, Behavioural Science or similar. Experience in both clinical settings and project management preferred but not essential.
Note: This is a temporary vacancy available for a period of nine months commencing 10 October 2000 with a possibility of an extension.

Contact Officer: Amanda Urbanc (02) 6205 1048
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
Apply: 16
CC: 148-9010-16875 (2279)

CULTURAL FACILITIES CORPORATION

Canberra Theatre Centre Programming

**Administrative Service Officer Class 6,
\$45,604-\$52,385 pa, Canberra (PN. 55462)**

Closing date: 28 September 2000

Duties: Effectively manage all aspects of the Centre's venture programming activity including: recommendation of product; determining of budgets, acquittals and all required financial reports; liaising with touring agencies, production companies artists and other venues; negotiating and producing contracts and provide direct programming support to the Director. Preparation of regular reports to senior management, Board, government and touring agencies.
Eligibility/other requirements: Extensive knowledge of the national performing arts

EMPLOYMENT (Continued)

industry with at least 5 years in programming and at least 2 years of subscription programming and marketing is essential. Experience with theatre production schedules, protocols and awards is desirable.

Note: This position is available for temporary filling for a period of 2 years. Considerable out-of-hours work is required.

Contact Officer: David Whitney (02) 6243 5705
Selection documentation may be obtained from Chrissy Dupe (02) 6243 5701

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

ACT COMMUNITY CARE

REHABILITATION PROGRAM

**REGISTERED NURSE LEVEL 1,
\$32,341-\$41,913, Canberra (PN. 24447)**

Closing date: 28 September 2000

Duties: The Rehabilitation Independent Living Unit (RILU) is seeking applications from suitably qualified individuals to fill an anticipated vacancy of Registered Nurse Level 1 in the Rehabilitation Independent Living Unit, 9 Gaunt place Garran. This position involves working with a multi-discipline team in a Rehabilitation model to assist people to relearn living and social skills after injury or illness.

This position works on a rotational roster 4x4 day/evening duty and is available from the 28 September 2000.

Eligibility/other requirements: Previous experience in a similar environment and comprehensive knowledge of issues surrounding the Rehabilitation process are highly desirable. Registration as a general Nurse and a current drivers Licence are essential.

Contact Officer: Debra Jones on (02) 62444144.
Selection documentation may be obtained from Debra Jones on (02) 62444144

Apply: 21
CC: 148-9009-18269

DISABILITY PROGRAM

**Professional Officer Class 2, Social Worker
\$44,018 - \$49,193, Canberra (PN. 28316)**

Closing date: 29 September 2000

Duties: A position exists for a qualified social worker to work as part of a multi-disciplinary team, providing services to Disability Program clients. Planning, implementing and evaluating group and individual assistance for people with disabilities including assistance in the area of assessment, counselling, representation and crisis intervention.

Coordinating individuals, groups and projects to assist people with disabilities, their families, guardians, advocates and care-givers.
Providing case management support.

Ability to train staff and clients in matters related to social work.

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

Eligibility/other requirements: An degree in Social Work or equivalent. Eligibility for full membership of the Australian Association of Social Workers.

Note: 12 Month Contract. Part time – 18.22 hours per week

Contact Officer: Annette Gilmour: (02) 6207 1350

Selection documentation may be obtained from (Answering Machine) (02) 6205 0971

Apply: 21
CC: 148-9009-16861

DISABILITY PROGRAM

**Administrative Service Officer Class 5
\$40,757-\$43,217, Canberra (PN. 10660)**

Closing date: 28 September 2000

Duties: Are you seeking a challenging and exciting position?

ACT Community Care's Disability Program is seeking an enthusiastic and well-organised HR Officer. The successful applicant will work under limited direction, providing timely advice and support on a range of human resource management issues.

Preparing reports, correspondence and guidelines in relation to staffing.

Monitoring and reviewing staffing profile.

Assisting in the management of recruitment processes.

Assisting in the management of the supply of casual labour to the Program.

Maintaining the staffing and establishment system.

Contact Officer: Sue Pedder: (02) 6205 0889
Selection documentation may be obtained from (24 hour answering machine) (02)6205 0971

Apply: 21
CC: 148-9009-16861

DISABILITY PROGRAM

**Professional Officer Class 2 OR
Professional Officer Class 1, Physiotherapist,
\$44,018 - \$49,193 OR \$30,695 - \$43,063,
Canberra (PN. 01486)**

Closing date: 29 September 2000

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

Assessing, planning and implementing individual and group programs for people with disabilities including those related to mobility, rehabilitation aids, equipment and appliances.

EMPLOYMENT (Continued)

Assessing and recommending appropriate equipment to maintain client functioning and or improve client/carer safety.

Excellent team, client and communication skills are required. Experience with working with people with disabilities is advantageous but not essential.

Eligibility/other requirements: An appropriate physiotherapy degree or diploma. Eligibility for registration as a physiotherapist in the ACT.

Contact Officer: Annette Gilmour: (02) 6207 7778

Selection documentation may be obtained from (Answering Machine) (02) 6205 0971

Apply: 21

CC: 148-9009-16861

DISABILITY PROGRAM

Professional Officer Class 2, Speech Pathologist \$44,018 - \$49,193, Canberra (PN. 27836)

Closing date: 29 September 2000

Duties: A position exists for a qualified speech pathologist to work as part of a multi-disciplinary team, providing services to Disability Program clients.

Assessing, planning and implementing group and individual programs for people with disabilities including those in the area of communication and mealtime assistance. Conducting and interpreting speech pathology assessments as required.

Ability to train staff and clients in matters related to speech pathology.

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

Eligibility/other requirements: An appropriate speech pathology degree or diploma. Eligibility for practising membership of Speech Pathology Australia.

Note: Full time OR part time – 36.45 OR 18.22 hours per week

Contact Officer: Annette Gilmour: (02) 6207 1350

Selection documentation may be obtained from (Answering Machine) (02) 6205 097

Apply: 21

CC: 148-9009-16861

CALVARY HOSPITAL INC.

ACT Hospice Nursing

Registered Nurse Level 3 \$ 47,722 - 50,799, Canberra (PN. 8441)

Closing date: 28 September 2000

Duties: Manage the promotion of an optimum environment for the provision of a high level of palliative care, improving the potential quality of life for the patient and their carer.

Eligibility/other requirements: Current registration as a general nurse in the ACT. Note: night duty, 56 hours per fortnight, temporary vacancy for 8 months. TTY 6201 6127

Contact Officer: Sr Berenice Stubbs (02) 62578835

Selection documentation may be obtained from Susan Granger (02) 62578835

Apply: 07

CC: 148-9094-17781

ACTION

Business Manager, South Region

Senior Officer Grade B \$65271-73479, Canberra (PN. New position)

Closing date: 27 September 2000

Duties: Develop and implement the annual business plan, manage revenue, expenditure and capital budgets to make the most effective use of available resources. Manage the depot, its services fleet and other resources to achieve the policies and standards of ACTION and the Dept of Urban Services. Manage the Service Level Agreement, special projects and cross business coordination roles to develop ACTION's business objectives. Manage safety programs and staff relations, development and training.

Eligibility/other requirements: Proven skills and performance in the management of a transport business or similar. Demonstrated leadership and strategic management skills.

Demonstrated skills in the development of business opportunities.

Note:

Contact Officer: Richard Filewood (02) 6207 7687

Selection documentation may be obtained from Carol Watchman (02) 6207 8066

Apply: 08

CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

COMMUNITY LIAISON AND INDIGENOUS AFFAIRS

Senior Officer Grade C, \$56,346-\$60,755.p.a (PN: 42156) Canberra

Closing Date: 28 September 2000

Duties: Under limited supervision, prepare policy advice and analysis of issues relating to the community, including the coordination, preparation and implementation of across Government policy responses. Represent the Section and the Department at meetings of government and non-government agencies and at Commonwealth and State/Territory forums.

Contact Officer: Christine Freudenstein (02) 62050215

Selection Documentation: Christine Kajewski

EMPLOYMENT (Continued)

(02) 62071309 or via the web site
www.act.gov.au/recruitment/cmdindex.asp
 CC 148-9031-17185
 Apply 06

BUSINESS DEVELOPMENT BRANCH

**Administrative Service Officer Class 5,
 \$41,207-\$43,694.p.a (PN: 55222) Canberra**

Closing Date: 28 September 2000
Duties: Provide high level administrative and secretarial support to the two Directors and other members of the Units as required. Provide high level of coordination and advice on administrative activities within the office including: preparation of reports, handling correspondence and enquires on behalf of the Directors; and liaison with Chief Minister's Office, senior government officials, business and industry organisations.
 Note: Interviews will be held on 5 October 2000

Contact Officer: Deidre O'Brien (02) 620 50611
Selection Documentation: Liza Holroyd
 (02) 620 72599 or via the web site
www.act.gov.au/recruitment/cmdindex.asp
 CC 148-9031-17299
 Apply 06

CORPORATE FINANCE

**Senior Officer Grade C, \$56,346-\$60,755.p.a
 (PN: 43347 &12588) Canberra**

Closing Date: 28 September 2000
Duties: Under limited supervision, manage monthly financial statements process; manage completion of annual financial statements; complete monthly internal management reports; prepare 5 yearly and monthly budgets; and prepare monthly Business Activity Statements.

Contact Officer: Karl Phillips (02) 620 76367
Selection Documentation: Carmen Cassar
 (02) 620 50610 or via the web site
www.act.gov.au/recruitment/cmdindex.asp
 CC 148-9031-17429
 Apply 06

**Administrative Service Officer Class 6
 \$44,503-\$51,121 p.a (PN: 11909) Canberra**

Closing Date: 28 September 2000
Duties: Prepare monthly financial statements; prepare the annual financial statements; complete monthly internal management reports; and carry out projects as required by the Senior Accountant.

Contact Officer: Karl Phillips (02) 620 76367
Selection Documentation: Carmen Cassar
 (02) 620 50610 or via the web site
www.act.gov.au/recruitment/cmdindex.asp
 CC 148-9031-17429
 Apply 06

**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.

**Education and Training Division
 Office of Training and Adult Education Branch
 Policy Coordination Section**

**Administrative Service Officer Class 4
 \$36945-40113, Canberra (PN. 2998)**

Closing date: 28 September 2000
Duties: This position works with limited supervision whilst part of a team, to coordinate human resource functions for the branch. The successful applicant will be responsible for administering one or more vocational education and training programs, including contract management.

Contact Officer: Helen Lumby (02) 62058334
 Selection documentation may be obtained from James Kilpatrick (02) 62057046
 Apply: 12
 CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY**Office of the Chief Executive
 Directorate**

**Senior Officer Grade B \$66,577 – \$74,948,
 Canberra (PN. 54612)**

Closing date: 28 September 2000
Duties: Under broad direction from the Director, manage the operations of the Directorate and supervise the strategic development planning for the Institute, supervise high level strategic public relations and marketing activities for CIT to promote Institutional development, maintain and implement a communications strategy for the Directorate and Office of the Chief Executive for internal and external stakeholders, manage and service peak Institute Committees, manage the office of the Chief Executive, and manage/monitor special projects.

Applicants for this position should be experienced in the management of strategic planning and research, public relations and marketing, complex statutory reports, and secretariat support to high level committees. They will have a broad understanding of current corporate, educational and administrative issues, and the ability to make sound

EMPLOYMENT (Continued)

judgements in providing educational advice and leadership. They will also have high level representation, reporting and written communication skills and be able to manage highly sensitive and complex issues on behalf of the Director.

Eligibility/other requirements: A degree in a relevant field and educational experience, preferably in a TAFE environment, are desirable.

Note: This position is available for temporary transfer or temporary employment from ASAP for a period of 2 years.

Contact Officer: Aidan O'Leary (02) 6207 3114
 Selection documentation may be obtained from Dawn McNamara (02) 6207 3108
 Apply: 11
 CC: 048-9024-18549

**Office of the Chief Executive
 Strategic Development and Public Relations**

**Senior Officer Grade C \$56,346 - \$60,755,
 Canberra (PN. 55461)**

Closing date: 28 September 2000

Duties: Under limited direction from the Senior Manager, Institute Directorate, undertake complex projects relating to strategic development initiatives for the Institute in an entrepreneurial environment, manage the Institute's Corporate marketing plan, manage special events and key activities on behalf of the Institute, and develop internal and external public relations strategies for CIT.

Applicants for this position should have a thorough understanding of local, national and international trends and developments in business, industry training, and education. They will have the ability to research and make sound business/educational judgements in a strategic development context and be able to negotiate highly sensitive and complex strategic developments on behalf of the Institute.

Eligibility/other requirements: A degree in a relevant field is desirable.

Note: This position is expected to be available for temporary transfer or temporary employment from mid October for a period of 2 years.

Contact Officer: Rod Brightman (02) 6207 3133
 Selection documentation may be obtained from Heather Caetano (02) 6207 3390
 Apply: 11
 CC: 048-9024-18549

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

**Supreme Court of the ACT
 Temporary Work Register
 Sheriff's Officers –
 Administrative Service Officers
 Sheriff's Officer - \$29,102 - \$33,1477
 (plus applicable loading)**

Applications close 28 September 2000

The Supreme Court of the Australian Capital Territory is inviting people who are interested in temporary and/or casual employment as a Sheriff's Officer, to submit their application and resume for placement on a temporary employment register. The register will be used to select staff for positions which are temporarily vacant for periods up to twelve months or to undertake casual work on a daily basis.

Applicants Should have:-

- A working knowledge of the service and execution of court processes and courtroom procedures, or the ability to obtain such knowledge in a short period;
- Effective oral and written communication skills; the ability to liaise with members of the Judiciary, legal practitioners and the general public, and to speak clearly, confidently and with authority in public;
- The ability to work individually or as a member of a team and to handle difficult situations in a responsible and tactful manner;
- A current drivers licence(C Class) and must be prepared to wear a uniform.

Applications should address the above work descriptions and include a resume detailing qualifications and relevant experience. Please forward applications to;
 Temporary Work Register
 Unit Manager, Sheriff's Officer
 ACT Supreme Court
 GPO Box 158
 CANBERRA CITY ACT 2601
 Act Government Terms and Conditions apply
 Apply: 28
 CC: 148-9012-16975

EMPLOYMENT (Continued)

DEPARTMENT OF URBAN SERVICES

**ACT Housing
Executive Group
Information Systems Section**

**Information Technology Officer Grade 2
\$44,503-\$51,121, Canberra (PN. 10686)**

Closing date: 28/9/2000

Duties: Undertake a broad range of IT activities on the maintenance and enhancement of the Homenet system as well as providing innovative business solutions to meet the needs of ACT Housing. Co-ordinate the activities of staff and contractors engaged in systems design, development and maintenance. Provide strategic and technical advice on application development and other information technology issues to management, staff and potential tenderers.

Eligibility/other requirements: Appropriate professional/technical qualifications as well as knowledge of SQL and UNIX desirable.

Contact Officer and Selection documentation:
Di Hickey (02) 62071271
Apply: 34
CC: 148-9021 17244

Appointments

THE CANBERRA HOSPITAL

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

Marietjie Creek: 762-90868, Section 68,
2 May 2000
CC:148-9010-16875 (2232)

Registered Nurse Level 1 \$32,245 - \$41,789

Dawn Barnes: 762-88557, Section 68,
1 September 2000
CC: 148-9010 -16875 (2252)

Registered Nurse Level 1 \$32,245 - \$41,789

Mario Cirilo: 747-06233, Section 68,
6 September 2000
CC: 148-9010 – 16875 (2252)

ACT COMMUNITY CARE

**Administrative Service Officer Class 3,
\$32,433-\$35,003**

Sally Naylor: 740-99883, Section 68(1) & 70 (1),
24 August 2000
CC: 148-9009-16857

Professional Officer Class 2 \$44,018-\$49,193

Kerry Keun: 752-27832, Section 68(1) & 70(1),
30 August 2000
CC: 148-9009-17798

Disability Support Officer Level 1

\$27,437-\$28,536

Tammie Penyu: 741-00039, Section 68(1) &
70(1), 17 August 2000
CC: 148-9009-16861

Career Medical Officer Grade 2 \$73,351

Raghavendra Parige: 741-00290,
Section 68(1) & 70(1), 14 September 2000
CC: 148-9009-16852

Administrative Service Officer Class 6

\$44,-018-\$50,563

David Oakman: 740-96295,
Section 68(1) & 70(1), 31 August 2000
CC: 148-9009-16860

Disability Support Officer Level 1

\$27,437-\$28,536

Lea-Anne Perrie: 740-99920, Section 68(1) &
70(1), 17 August 2000
CC: 148-9009-16861

Disability Support Officer Level 1

\$27,437-\$28,536

Carole Bate: 740-99234, Section 68(1) & 70(1),
17 August 2000
CC: 148-9009-16861

Administrative Service Officer Class 3

\$32,433-\$35,003

Tanya Dewhurst: 747-09362,
Section 68(1) & 70(1), 4 September 2000
CC: 148-9009-18269

CALVARY HOSPITAL INC.

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

Louise Gaetjens: 609-34964, Section 68,
21/8/2000
CC: 148-9094-17781

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

Jacqueline Beresford: 609-35262, Section 68,
3/8/2000
CC: 148-9094-17781

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

Alisa Egan: 609-35297, Section 68, 21/8/2000
CC: 148-9094-17781

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

Nichole Smith: 609-35318, Section 68,
21/8/2000
CC: 148-9094-17781

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

Tanya Bylart: 609-35326, Section 68, 21/8/2000
CC: 148-9094-17781

Registered Nurse Level 2 \$43,278 - 46,013

Christine Ludziowitz: 261-58025, Section 68,
31/8/2000
CC: 148-9094-17781

EMPLOYMENT (Continued)

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

Information Technology Officer Class 1,
\$35,774-\$40,904p.a
Benjamin Sledge, 748-55116, Section 68
31 August 2000
CC: 148-9043-17177

Administrative Service Officer Class 4,
\$36,945-\$40,113p.a
Anthony Barac, 754-16676, Section 68
31 August 2000
CC: 148-9043-17177

Administrative Service Officer Class 4,
\$36,945-\$40,113p.a
Florence Chowdhury, 754-17804, Section 68
31 August 2000
CC: 148-9043-17177

Administrative Service Officer Class 4,
\$36,945-\$40,113p.a
David Maloney, 754-03559, Section 68
31 August 2000
CC: 148-9043-17177

Business Development

Administrative Service Officer Class 3, \$33,147-
\$35,774p.a
Liza Jane Holroyd, 735-15996, Section 68
6 September 2000
CC: 148-9031-17299

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 2
\$29,107 – 32,271
Nicholas Ivanic: 765-85711, Section 68/70,
6/9/00
CC: 148-9012-16939

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 3
\$33,147-\$35,774
Elizabeth Robyn Miegel: AGS No 757-53496,
Section 68(1), 31/8/2000
CC: 148-9020 16951

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'.

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

EMPLOYMENT (Continued)

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.

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.)

EMPLOYMENT (Continued)

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 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.

EMPLOYMENT (Continued)

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.

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**.

EMPLOYMENT (Continued)

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

THE CANBERRA HOSPITAL

Mental Health Services

Jacqueline Andersen: 261-16634

From: Administrative Service Officer Class 3 \$32,337 - \$34,900
The Canberra Hospital
To: Administrative Service Officer Class 4 \$36,042 - \$39,132
Mental Health Services, Canberra (PN. 25944) (3/8/00)
CC: 148-9010-16875 (2211)

Nursing Branch Medical Services

Kim Geraldine Pickering: 607-97760

From: Registered Nurse Level 1 \$32,245 - \$41,789
Renal Haemodialysis
To: Registered Nurse Level 2 \$43,150 - \$45,877
Medical SMT, Renal Haemodialysis, Canberra (PN. 22414) (29 June 2000)
CC: 148-9010-16875 (1792)

CHIEF MINISTER'S DEPARTMENT

The InTACT Group Business Operations

S. McNabb AGS: No. 711-21862

From: APS Level 5 \$41,739-\$45,637p.a
From: Australian Bureau of Statistics
Senior Officer Grade C, \$56,346-\$60,755p.a
Chief Minister's Department (Canberra) (PN: 14365)
Gazette No: 27 6 July 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: 148-9043-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Sports and Corporate Resources Division Bureau of Sports and Recreation Branch Active Lifestyles Services Section

David Jeffrey: 710-38778

From: Administrative Service Officer Class 4 \$36945-40113
Department of Education and Community Services
To: Administrative Officer Class 5 \$41207-43694
Active Lifestyle Services Section, Department of Education and Community Services, Canberra
(PN. 3863) (PS 29, 20 July 2000)
CC: 148-9013-16917

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

Lynne Donna Weatherstone: 542-05677

From: Administrative Service Officer Class 3 \$33147-35774
Department of Education and Community Services
To: Administrative Service Officer Class 4 \$36945-40113
Active Lifestyle Services Section, Department of Education and Community Services, Canberra
(PN. 2153, expected vacancy),
(PS 29, 20 July 2000)
CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Faculty of Communication and Community Services Faculty Management Unit

Mr Andrew Tsipiras 715-72524

From: TO1 \$30,093 - \$31,122
CIT
To: ASO3 \$33,147 - \$35,774
CIT, Faculty of Communication and Community Services, Canberra (PN. 55033)
(Gazette No. 37 weekly, 14/09/2000)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

ACT Magistrates Court

Gina Forner: 545-63204

From: Administrative Service Officer Class 4 \$36,945 - 40,113
Department of Justice and Community Safety
To: Administrative Service Officer Class 5 \$41,207 - 43,694
ACT Magistrates Court, Department of Justice and Community Safety, Canberra (PN. 42396)

Note: This promotion is made under Section 7.13 of the Attorney-General's Department and Legal Aid Commission (Enterprise Bargaining) Agreement 1996-1998, which states:

EMPLOYMENT (Continued)

An officer may be promoted into a vacancy if that officer had acted in the vacant position (or an identical position) for more than 12 months and has undergone a merit selection process in order to act in the position.

All officers eligible to apply for this position may appeal the promotion.

CC: 148-9012-16939

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.

Planning and Land Management Group Corporate Services Section

I. A. Sakkara: AGS No 753-99685

From: DOFA Band B Executive Level 2
Department of Finance and Administration
To: Senior Officer Grade A
Corporate Services Section Urban Services,
Canberra (PN. 15175) (Gazette of 17/9/1999)

Note: This promotion is made as an appointment under Section 115 of the Public Sector Management Act 19994 and is a deemed promotion.

CC: 148-9020 17643

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:

John Raymond Little,
General Service Officer Level 3, 30/8/2000
CC: 148-9015 17777

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
S48	4 September	Notification of Enactment ~ <i>Olympic Events Security Act 2000</i> ~ <i>Territory Owned Corporations Amendment Act 2000</i>
S49	5 September	Notice of Commencement ~ <i>Olympic Events Security Act 2000</i> Instrument No. 297 of 2000 ~ <i>Olympic Events Security Act 2000</i>
S50	8 September	Notification of Enactment ~ <i>Poisons and Drugs Amendment Act 2000</i> Instrument No. 299 of 2000 ~ <i>Bookmakers Act 1985</i> Instrument No. 300 of 2000 ~ <i>Bookmakers Act 1985</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>Public Place Names Act 1989</i>	Determination of a Street Name in the Division of Greenway.	No. 296 of 2000
<i>National Exhibition Centre Trust Act 1976</i>	Appointment of Members to the National Exhibition Centre Trust.	No. 298 of 2000
<i>Health and Community Care Services Act 1996</i>	Determination of Fees and Charges.	No. 301 of 2000

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

NOTICE is hereby given that the undermentioned Instruments have been made under the Public Roads Act 1902 (NSW). Copies of the Instruments 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>	Notice of Declaration of a Public Road – Division of Nicholls.	No. R36/00 of 2000
Public Roads Act 1902 (NSW)	Notice of Intention to Close Part of a Public Road – Division of Holt.	No. R37/00 of 2000

GOVERNMENT NOTICES (Continued)

ACT GOVERNMENT PLANNING AND LAND MANAGEMENT GROUP

DRAFT VARIATION NO.163 TO THE TERRITORY PLAN KIPPAX GROUP CENTRE – PROPOSED EXPANSION OF RETAIL CORE

In accordance with Section 24(2) of the *Land (Planning and Environment) Act 1991*, the Planning and Land Management Group of Urban Services is making available for public inspection the documents submitted to the Minister in relation to:

draft Variation No.163 to the Territory Plan relating to the Kippax Group Centre – Proposed Expansion of Retail Core

The documents relating to this draft Variation are now available for perusal:

- at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours; and
- at the PALM Shopfront at 16 Challis Street, Dickson during normal office hours.

GOVERNMENT NOTICES (Continued)

INVITATION TO COMMENT ON THE DRAFT BELCONNEN TOWN CENTRE MASTER PLAN

PALM has prepared a draft Master Plan for the Belconnen Town Centre. The primary objective of the Master Plan is to provide guidance for the ongoing development of the Town Centre. It will provide a long-term planning strategy that reflects the Belconnen community's aspirations and values and establishes principles for improvement of the centre. It will also establish control mechanisms to guide land release and redevelopment.

One of the major objectives is to achieve high quality urban design that provides a safe, accessible, attractive, culturally rich, economically viable and ecologically sustainable Town Centre.

The Master Plan consists of an integrated package of capital works, land release strategies, transport and landuse options which, for the Government, will over an approximate period of 10-15 years set the framework for the continued development of the Belconnen Town Centre.

Copies of the draft Master Plan are available between 8.30am and 4.30pm weekdays, at the PALM Shopfront, 16 Challis Street, Dickson or the Belconnen Library.

Interested persons are invited to submit written comments on the draft Master Plan by close of business on **13 November 2000** and may be delivered to the PALM Shopfront, 16 Challis Street, Dickson, or posted to:

**Applications Secretariat
Planning and Land Management Group
GPO Box 1908
CANBERRA CITY ACT 2601**
Email: app.sec@act.gov.au
Fax: 6207 7762

Please refer to CMP No:20005809 in your submissions.

GOVERNMENT NOTICES (Continued)**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 2 June 2000 Variation to the Territory Plan No.145 entitled Heritage Places Register – Cuppacumbalong (De Salis) Cemetery and Avenue of Elms, Tharwa, St Edmund’s Anglican Church and Surrounds, Tharwa, ACT - NSW Border Markers (Group 1), Haig Park, Braddon and Turner, Dairy Farmers Cooperative, Griffith, All Saints Church, Ainslie.**

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

- Plan Variation No.145 was tabled before the Legislative Assembly and had not been disallowed or deemed to be disallowed as at 31 August 2000.

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.145 to the Territory Plan will be 14 September 2000.

Copies of Variation No.145 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 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)



ACT Government

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

DIVISION OF NICHOLLS

(Variation No. 168)

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 Nicholls, may be used for the purposes indicated in the Annexure.

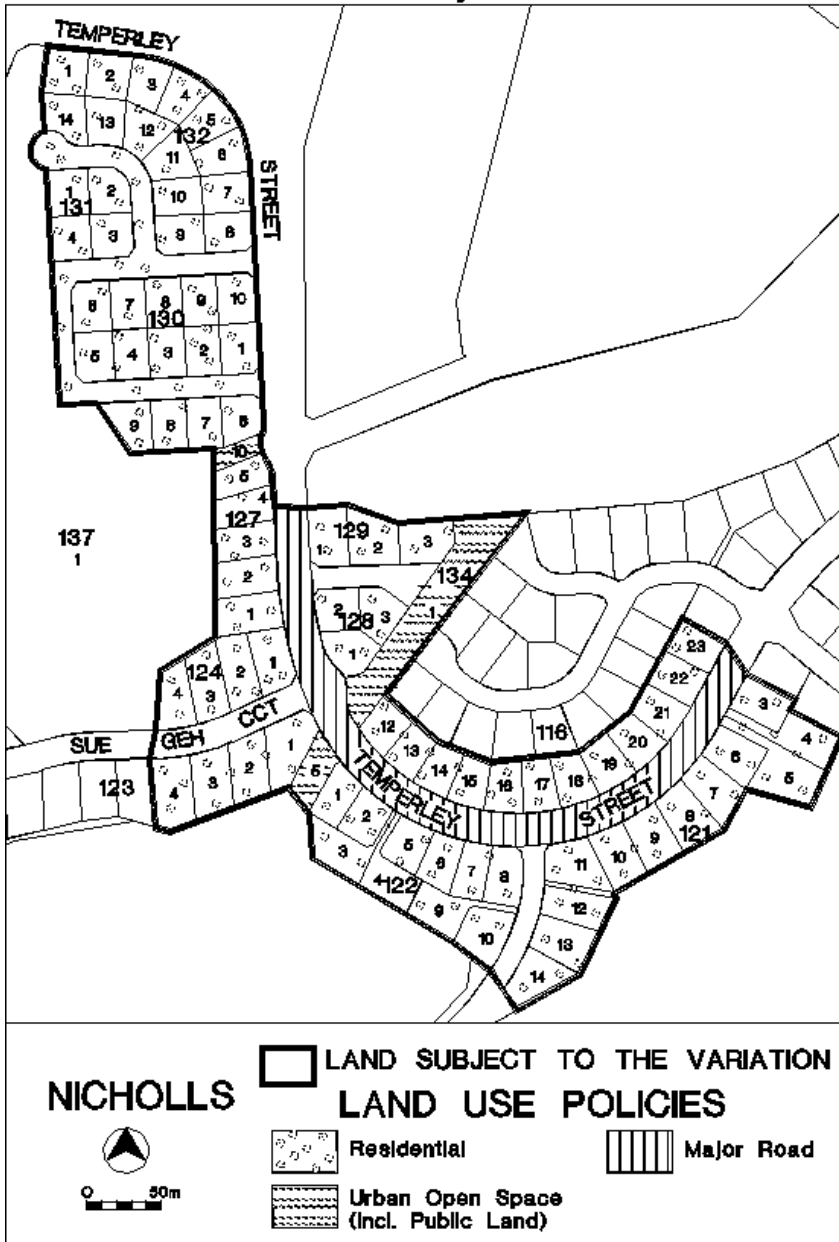
Lincoln James Hawkins

Australian Capital Territory Planning Authority

Dated the sixth day of September 2000

GOVERNMENT NOTICES (Continued)

This is Annexure A to
Territory Plan Variation No. 168



ACT Planning Authority
Date:

GOVERNMENT NOTICES (Continued)



ACT Government

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

DIVISION OF NICHOLLS

(Variation No. 167)

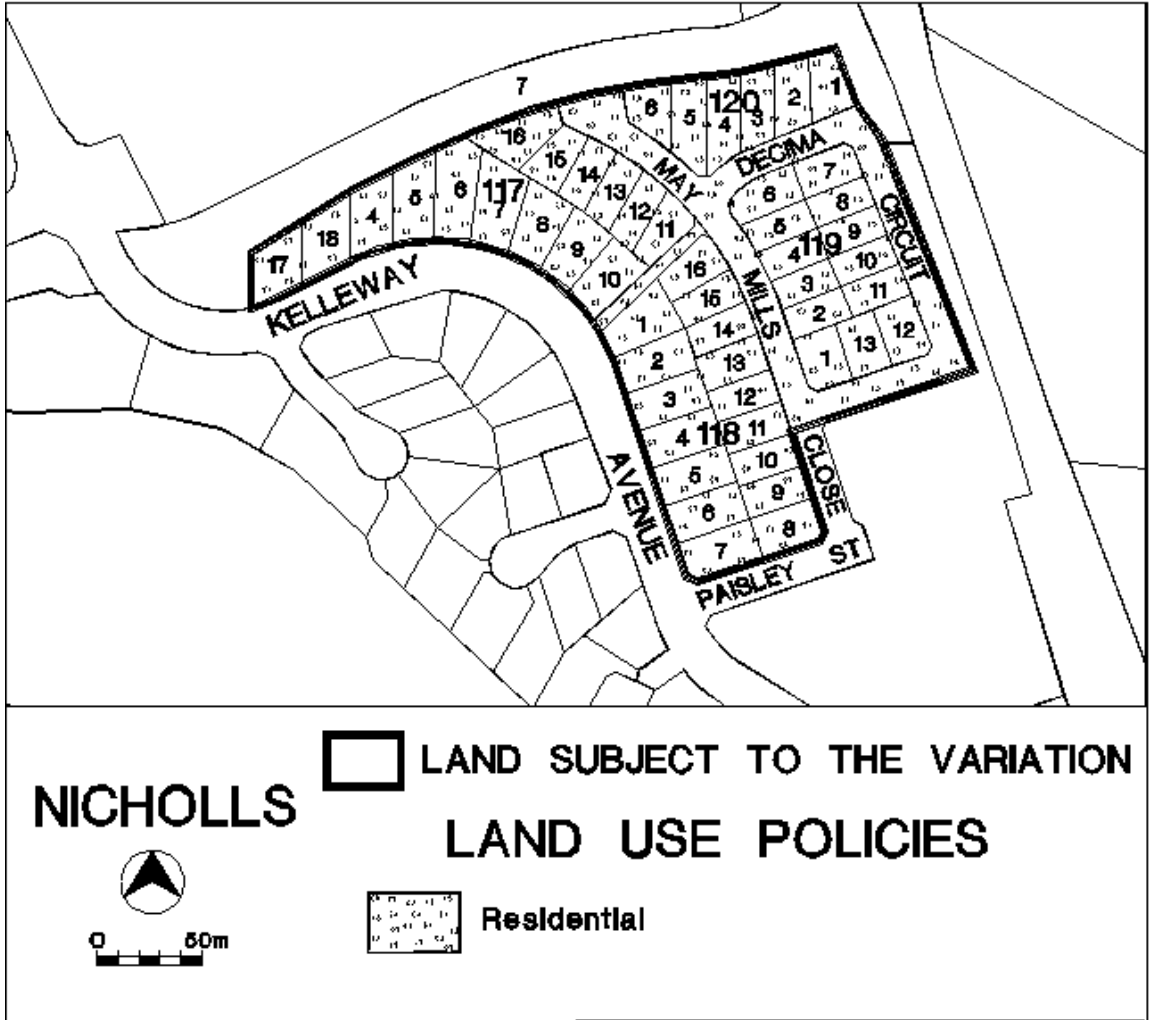
Under subsection 32(1) of the *Land (Planning and Environment) Act 1991*, I vary the Territory Plan to specify that the land identified on the map at Annexure A, being land within the Division of Nicholls, may be used for the purposes indicated in the Annexure.

Lincoln James Hawkins
Australian Capital Territory Planning Authority

Dated the sixth day of September 2000

GOVERNMENT NOTICES (Continued)

**This is Annexure A to
Territory Plan Variation No. 167**



**ACT Planning Authority
Date:**

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Application for an Environmental Authorisation

Notice is hereby given that under Section 48 of the *Environment Protection Act 1997*, environmental authorisations to conduct activities have been received from the organisations set out below:

Organisation	Brief Description of Activity	Location
Boral Resources (Country) Pty Ltd	Production of concrete or concrete products Production of bituminous road building materials Extraction of materials from land	Block 2031 Mugga Lane Jerrabomberra
Capitol Chilled Foods (Aust) Pty Ltd	Processing milk or milk products	2-8 Mildura Street Griffith
Koppers Timber Preservation Pioneer Construction Materials Pty Ltd	Timber Treatment Production of concrete or concrete products	Tralee Street Hume Lithgow St, Fyshwick
Canberra Mini Mixed Concrete	Production of concrete or concrete products	Fyshwick & West Belconnen

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above applications may do so by COB 6 October 2000. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Copies of the application may be obtained from the Environment Management Authority by telephoning the Environment ACT Helpline on (02) 62079777 or at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Annual Review of Environmental Authorisations

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

Organisation	Brief Description of Activity	Location
Belconnen Automotive Repair Services	Use of CFCs and HCFCs	Grimwade St, Mitchell
A Class Appliance Pty Ltd Facilities and Services	Use of CFCs and HCFCs	Tanderra Cr, Ngunnawal ANU Acton
Scuderia Veloce Motors ACT Pty Ltd	Use of CFCs and HCFCs	Botany St, Phillip
Spence Auto Electrics The Engineering Group Pty Ltd	Use of CFCs and HCFCs Use of CFCs and HCFCs	Clarey Cr, Spence Wollongong St, Fyshwick
Proactive Airconditioning Pty Ltd	Use of CFCs and HCFCs	Barrier St, Fyshwick
Ikes Motors Pty Ltd Premier Appliance Service (ACT) Pty Ltd	Use of CFCs and HCFCs Use of CFCs and HCFCs	Melrose St, Phillip Kembla St, Fyshwick
John James Memorial Hospital Ltd	Use of CFCs and HCFCs	Strickland Cr, Deakin
City Centre Auto Electrical Pty Ltd	Use of CFCs and HCFCs	Mort St, Braddon
Trane Australia	Use of CFCs and HCFCs	Gladstone St, Fyshwick

GOVERNMENT NOTICES (Continued)

King Air Pty Ltd	Use of CFCs and HCFCs	Lyell St, Fyshwick
Mal's Refrigeration Service	Use of CFCs and HCFCs	The Crescent, Queanbeyan
Canberra Deep Space Communication Complex	Use of CFCs and HCFCs	Paddy's River Rd, Tharwa
Carvolth Refrigeration	Use of CFCs and HCFCs	Norton Rd, Wamboin
Commonwealth Motors Pty Ltd	Use of CFCs and HCFCs	Melrose Dr, Phillip
Gerry Van der Waal	Use of CFCs and HCFCs	McKillop Crt, Kambah
Refrigeration Maintenance & Engineering		
Honeywell	Use of CFCs and HCFCs	Tennant St, Fyshwick
Lee & Thomas	Use of CFCs and HCFCs	Altree Crt, Phillip
Research School of Biology	Use of CFCs and HCFCs	ANU, Acton
Kimaire	Use of CFCs and HCFCs	Kemble Crt, Mitchell

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

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

Australian Capital Territory Water Resources Act 1998

Notice is hereby given that under Section 35 of the Water Resources Act 1998, the following licences have been granted.

<i>Licence Holder</i>	<i>Type of Licence</i>	<i>Location</i>
Colin Swan	Licence to take water	Hillside, 6 Narrabundah Lane, Symonston
Grant Carolan	Licence to take water	14 Kallaroo Road, Pialligo
Peter Long	Licence to take water	Koorringal, Wallaroo Road, Hall
Federal Golf Club	Licence to take water	Federal Golf Course, Red Hill
John Montgomery	Licence to take water	Sonza Kennels and Veterinary, Kings Highway, Kowen
Charles Braybrook	Licence to take water	91 O'Halloran Circuit, Kambah
Mark Ryan	Licence to take water	80 Canberra Avenue, Griffith
Barry Smith	Licence to take water	Monaro Highway, Williamsdale
Terry Riley	Licence to take water	Equestrian Park Canberra, Victoria Street, Hall
Robert Southwell	Licence to take water	Majura Road, Majura
Totalcare Industries Limited	Licence to take water	Totalcare Industries, Sandford Street, Mitchell
Paul Osborne	Licence to take water	Point Hutt Road, Paddys River
PN & PE Walsh	Licence to take water	13 Beltana Road, Pialligo
Geoff Cleary	Licence to take water	Pialligo Plant Farm, 12 Beltana Road, Pialligo
MM & HM Van Gelder	Licence to take water	Majura Road, Majura
JM, MM, HM Van Gelder	Licence to take water	Majura Road, Majura
David Adamson	Licence to take water	Naas Homestead, Boboyan Road, Via Tharwa
ACT Equestrian Association	Licence to take water	Equestrian Park, Cotter Road, Weston
Michael Blake	Licence to take water	Nerremen, 350 Brindabella Road, Coree
Hazelbrook Nursery	Licence to take water	Hazelbrook Nursery, 18 William Street, Oaks Estate
Ross Macdiarmid	Licence to take water	Murramore, Point Hut Road, Tharwa
Norwood Park Limited	Licence to take water	Norwood Park Crematorium, 65 Sandford Street, Mitchell

GOVERNMENT NOTICES (Continued)

Notice is hereby given that under Section 44 of the Water Resources Act 1998, the following permits have been granted.

<i>Permit Holder</i>	<i>Type of Permit</i>	<i>Location</i>
Danny-Glen Raiz	Permit for construction of a bore	Casey House, 2 Rhodes Place, Yarralumla
Norwood Park Limited	Permit for construction of a bore	Norwood Park Crematorium, 65 Sandford Street, Mitchell

Notice is hereby given that under Section 69 of the Water Resources Act 1998, the following permits have been granted.

<i>Permit Holder</i>	<i>Type of Permit</i>	<i>Location</i>
Young Consulting Engineers	Permit for water control structure	CIT Weston Campus, Heysen Street, Weston
Paul Cohen	Permit for water control structure	BRL Hardy Wine Tourism Complex, Northbourne Avenue, Lyneham

Notice is hereby given that under Section 39 of the Water Resources Act 1998, the following licence has been granted.

<i>Licence Holder</i>	<i>Type of Licence</i>	<i>Address</i>
Clayton Jones	Drillers Licence	PO Box 329, Orange NSW

Under Section 77 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 licences and permits 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 14th day of September 2000
 Environment Management Authority

GOVERNMENT NOTICES (Continued)

NURSES BOARD OF THE AUSTRALIAN CAPITAL TERRITORY

PO BOX 976
CIVIC SQUARE ACT 2608

PHONE (02) 6205 1599
FAX (02) 6205 1602

NOTICE IN ACCORDANCE WITH SECTION 82 OF THE *NURSES ACT 1988*

A DECISION OF THE NURSES BOARD OF THE A.C.T. IN THE MATTER OF PETA TORPY, D.O.B. 4.02.1945 REGISTERED GENERAL NURSE AND MIDWIFE, REGISTRATION NO. 1545

The Nurses Board of the Australian Capital Territory (the Board) held an Inquiry into the conduct of a registered nurse **Peta Torpy**. The Inquiry was instituted under section 66 of the *Nurses Act 1988* (the Act) on the basis of information received from the Chief Executive Officer, ACT Community Care concerning Ms Torpy.

2. The Board inquired into whether or not Ms Torpy:
 - (a) engaged in conduct, whether practising nursing or not, that adversely affects practising nursing by her; and/or
 - (b) failed to exercise adequate judgment and care in practising nursing.
3. The Board on 2 June 2000 determined to reprimand Ms Torpy under paragraph 64(1)(a) of the Act and imposed the following condition on Ms Torpy's registration under paragraph 64(1)(c) of the Act:

'Peta Torpy not provide an immunisation service until such time as she has successfully completed an immunisation education course. The said course, at the time it is undertaken, is to comply with the relevant national guidelines for immunisation education for registered nurses endorsed by the National Immunisation Committee'.

A copy of the Board's decision may be obtained by contacting the Registrar of the Board at the above address.

Margaret Proctor (Ms)
Chairperson

