



Australian Capital Territory

Gazette

No. 38, Thursday 21 September, 2000

Contents

General Information	ii
Employment	979
Gazette Information	993
Government Notices	994

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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EMPLOYMENT

ACT Public Service

Executive Contracts

THE CANBERRA HOSPITAL

Appointment

Irene McKinnon
Executive Director, Organisational Development
(E0179)

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

THE CANBERRA HOSPITAL

The Canberra Clinical School Library and Multimedia Services

Information Technology Officer Class 2
\$42,986 - \$49,378, Canberra (PN. 20747)

Closing date: 5 October 2000

Duties: Provide managerial and technical support to operate and maintain the auditorium and library network servers.

Eligibility/other requirements: Relevant qualifications from an accredited institution highly desirable. Experience in web publishing and sound engineering highly desirable.

Note: 16

Contact Officer: Sarroj Bhatia (02) 6244 2588
Selection documentation may be obtained from Human Resources Management Group (02) 6244 3134

Apply: 16

CC: 148-9010-16875 8474/1512

Corporate Services Branch Food Services Section

*** Apprentices \$11,382 - \$25,610 pa, Canberra (PN. 25346 / 21234)**

Closing date: 5 October 2000

Duties: The Food Services Section at The Canberra Hospital is seeking applications from people who are interested in a career as a Chef. Applicants are asked to address the following topics in their applications:

- Your reason for pursuing an apprenticeship in Commercial Cookery;
- Quality and commitment to customer service;

EMPLOYMENT (Continued)

- Commitment to attend CIT for formal training; and
- The ability to work a variety of shifts.

At least two written references and contact telephone numbers of referees should accompany your application.

Selection will be subjected to a streamlined process. Therefore it is in the interest of applicants to submit detailed applications and references as their primary claim to the position.

Please note applications will not be acknowledged on receipt. Only shortlisted applicants will be contacted regarding the next phase in the selection process.

To those applicants who are not shortlisted, your interest in The Canberra Hospital is appreciated.

Contact Officer: Sue Dennon (02) 6244 3929
 Selection documentation : Ric della Torre (02) 6244 3932
 Apply: 16
 CC: 148-9010-16875 8321

**Surgical SMT
 Ward 10A – Plastic/ENT/General Surgery**

**Registered Nurse Level 2 \$43150-45877,
 Canberra (PN.22236)**

Closing date: 5 October 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 team to achieve an agreed standard of care.
 Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of three years recent post registration experience.

Contact Officer: Judith Barker (02) 6244 2561
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 2257
 Apply: 16
 CC: 148-9010-16875 1948

**Deputy CEO Corporate
 Information Management Section**

**Senior Information Technology Officer Class C
 \$54,969 - \$59,270, Canberra (NP)**

Closing date: 5 October 2000
Duties: Coordinate and manage small business development and support within the hospital. Provide high level technical advice to the Manager, Client Services regarding the Service Level Agreement with inTACT for IT and T Infrastructure Support.

Eligibility/other requirements: Appropriate tertiary qualifications and/or extensive experience in information systems would be an advantage.

Contact Officer: Peter Brayshaw (02) 6244 2975
 Selection documentation may be obtained from Human Resources Management Group (02) 6244 3134
 Apply: 16
 CC: 148-9010-16875 8309

**Child Youth and Womens Health
 Physiotherapy Services**

**Professional Officer Class 1,
 Physiotherapist, \$30,366 - \$42,601, Canberra
 (PN Position No: 20394)**

Duties: Rotational PO1 Physiotherapist is required to provide direct patient care to inpatients and outpatients in a range of locations including The Canberra Hospital and community health centres. Experience can be gained in a wide variety of services. Weekend work is a requirement.

Eligibility: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.

Contact Officer for enquires: June Gunning (02) 62442154

Contact Officer for selection documentation: Kerry Kent (02) 62442154

Closing date: 5 October 2000
 Apply: 21
 CC: 148-9009-16857

**Integrated Health Care Program,
 Director & Support Section**

**ADMINISTRATIVE SERVICE OFFICER CLASS 2
 \$28475 - \$31576, Canberra (PN. (23858)**

Closing date: 5 October 2000
Duties: Duties: Perform clerical support duties for the Director and Deputy Director of the Integrated Health Care Program, including reception and the management of electronic diaries. Undertake administrative activities within the section to assist the Management Team. Maintain, update and control various office information systems and databases used in the work area. Prepare routine paperwork, transactions and some minor correspondence. As a member of a team, undertake work appropriate to the section's operational objectives.

Contact Officer Contact Officer: Fran Thomas (02) 6205 1188
 Selection documentation may be obtained from Megan Payne (02) 6205 1196
 Apply: 21
 CC: 148-9009-16857

EMPLOYMENT (Continued)

**Integrated Health Care Program,
Director & Support Section**

**ADMINISTRATIVE SERVICE OFFICER CLASS 3
\$32433 - 35003, Canberra (N/A)**

Closing date: 5 October 2000
Duties: Undertake functions including Purchasing, Accounts Payable, and Petty Cash. Assist the Finance Officer with end of month procedures and other financial obligations. Create and maintain a Training Database using Access. Prepare routine reports and documents according to the Section's requirements. As a member of a team, undertake work appropriate to the section's operational objectives.

Contact Officer: Fran Thomas (02) 6205 1188
 Selection documentation may be obtained from Megan Payne (02) 6205 1196
 Apply: 21
 CC: 148-9009-16857

CALVARY HOSPITAL INC.

**Nursing Services
Operating Rooms**

**Calvary Administrative Officer 4
\$ 36,149 - 39,249, Canberra (PN. 8672)**

Closing date: 5 October 2000
Duties: Oversee the staff providing Theatre Sterile Supply Unit functions in the TSSU department of the Operating Rooms. Book all equipment in accordance with approved hospital guidelines and policies.
 Eligibility/other requirements:
 Note: TTY 6201 6127

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

**ACT Community Care
Integrated Health Care Program**

**Registered Nurse Level 2 \$ 43,278 - 46,013,
Canberra (PN. 29134 & 29136)**

Closing date: 28 September 2000
Duties: Provide high quality care to a specified group of clients and be responsible for complex case management and workload monitoring.
 Eligibility/other requirements: Registered as a general nurse by the ACT Nurses Board.
 Note: Part time, 2 positions, 56 hours per fortnight TTY 6201 6127

Contact Officer: Debbie Booth (02) 62052101
 Selection documentation may be obtained from Marlene Ball (02) 62016160
 Apply: 07

CC: 148-9094-17781

**Administrative Services
Patients Office**

**Calvary Administrative Officer 6
\$ 43,545 - 50,020, Canberra (PN. 8658)**

Closing date: 5 October 2000
Duties: Under general direction, manage and supervise all aspects of the operations of the Patients Office (admissions, discharge and cashier), Communications Desk, Emergency Department clerical staff and Ward Clerks.
 Eligibility/other requirements:
 Note: TTY 6201 6127

Contact Officer: Brett Streatfeild (02) 62016204
 Selection documentation may be obtained from Brett Streatfeild (02) 62016204
 Apply: 07
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

**ADMINISTRATIVE SERVICE OFFICER CLASS 5
ACQUISITIONS MANAGER
PERMANENT
PN: 14310
SALARY \$41,207 TO \$43,694
LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:
5 October 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

The Acquisitions Manager is responsible to the Manager Assets and Acquisitions, SOGC, for the effective management of InTACT's acquisition systems and processes and is responsible for assisting the Manager Assets and Acquisitions in his/her duties and responsibilities.

Specifically the person will be required to manage the Acquisitions Team, including assisting in the development and training of staff, manage and maintain InTACT's acquisition systems, including the Macquarie Bank systems and InTACT's internal systems.

Candidates should have the ability to work effectively and contribute to the outcomes of a team, be practical, have initiative and drive and be genuinely motivated and interested in the position.

Contact Officer's name and telephone number for queries regarding position
 Arron Scolnik, Finance Mgr on (02) 62076198

EMPLOYMENT (Continued)

Selection Documentation may be obtained from Donna Burns on (02) 62076791 or via the InTACT web site www.intact.act.gov.au CC148-9043-17177

INFORMATION TECHNOLOGY OFFICER GRADE 2, PN 14281
CoE Development
PERMANENT
SALARY \$43846 to \$50366
LOCATION: CALLAM OFFICES, WODEN, ACT

Applications Close:
 5 October 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 may also be required to assist in the development and testing of SMS and Windows installer packages for new applications and software upgrades as required by the ACT Government, the testing of new Operating Systems and platforms for the ACT Government, and the research and evaluation of hardware and software products.

The occupant will have sound research and analytical skills and the desire to broaden their IT skills and knowledge.

Contact Officer's name and telephone number for queries regarding position: Geoff Hil, Service Delivery Mgr on (02) 62074278 **or via the InTACT web site** www.intact.act.gov.au

Selection Documentation may be obtained from Donna Burns (02) 62076791

INFORMATION TECHNOLOGY OFFICER GRADE 2, PN 14271
RESEARCH AND DEVELOPMENT
PERMANENT
SALARY \$43846 to \$50366
LOCATION: CALLAM OFFICES, WODEN, ACT

Applications Close:
 5 October 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 research, development and deployment of infrastructure solutions; evaluation of hardware and software products and implementation of approved solutions as required.

The successful applicant may also be required to assist in the development and testing of SMS and Windows installer packages for new applications and software upgrades as required by the ACT Government, the testing of new Operating Systems and platforms for the ACT Government, and the research and evaluation of hardware and software products.

The occupant will have sound research and analytical skills and the desire to broaden their IT skills and knowledge.

Contact Officer's name and telephone number for queries regarding position Geoff Hill, Service Delivery Mgr on (02) 62074278 **or via InTACT web site** www.intact.act.gov.au

Selection Documentation may be obtained from Donna Burns on (02) 62076791

This position was previously advertised on 6 July 2000, and previous applicants need not reapply.

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address: <http://www.decs.act.gov.au/department/department.htm> or may be requested using email to decs.jobs@act.gov.au.

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

School Programs Branch Curriculum Initiatives

Administrative Service Officer Class 6 \$44504-51121, Canberra (PN. 33372)

Closing date: 5 October 2000
Duties: Develop and Implement a "Parents as Tutor" program in consultation with the University of Canberra and the ACT Indigenous Education Consultative Body (ACT IECB). Provide a costing and budget to run the program. Consult with and enlist parents if Indigenous students to participate in the "Parents as Tutors" program.
 Note: This is an Aboriginal identified position. This is a short term fixed term temporary position available for up to 12 months.

Contact Officer: Julie Butler (02) 62059295
 Selection documentation may be obtained from The Contact Officer (02) 62059295
Apply: 12 or via email: decs.employment@act.gov.au
CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Learning Services Education Development Centre Teacher Education and Learning Solutions

Administrative Service Officer Class 5 \$41,207-\$43,694, Canberra (PN. 54894)

Closing date: 5/10/00
Duties: Collect, interpret and disseminate information on all aspects of copyright and associated matters affecting the Institute and Institute staff. Obtain copyright clearance for non-original material used in learning resources developed by CIT.
 Eligibility/other requirements: A degree majoring in relevant legal studies is highly desirable. Statement of Attainment in Train Small Groups is highly desirable.
 Note: This position is for temporary employment or temporary transfer for a period of up to 5 years. This position is part-time 18.45 h.p.w.

Contact Officer: Allan Moore (02) 6207 4323
 Selection documentation may be obtained from Susan Hey (02) 6207 4329
Apply: 11
CC: 148-9024-18549

Faculty of Science & Technology Department of Health Sciences

Technical Officer Level 1/2 \$30,093 to \$37,616 Canberra (PN. 54443)

Closing date: 5 October 2000
Duties: Preparing for and service classes within the Department. Assist with classroom exercises and issue or receive materials as required.
 Eligibility/other requirements: Qualifications and/or experience appropriate to the duties of the position.
 Note: This position is for temporary employment or temporary transfer for a period of up to 5 years

Contact Officer: Pam Sassella (02) 62074226
 Selection documentation may be obtained from Anne Hamdorf (02) 62074043
Apply: 11
CC: 148-9024-18551

Faculty of Science & Technology Faculty Management Unit

Administrative Service Officer Class 3 \$33,147 to \$35,774 Canberra (PN. 55280)

Closing date: 5 October 2000.
Duties: Under general direction provide administrative support within the Faculty. Perform the duties of Deputy Finance Officer

Eligibility/other requirements: Qualifications and experience relevant to the duties of the position would be an advantage

Contact Officer: Doug Cook (02) 620 74171
 Selection documentation may be obtained from Shirley Coulson (02) 620 74046
Apply: 11
CC: 148-9024-18551

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

EMPLOYMENT (Continued)

**ACT Government Solicitor's
Executive**

Assistant Executive Officer

**Administrative Service Officer Class 4
\$36,945 – 40,113, Canberra (PN. 42601)**

Closing date: 5 October 2000

Duties: The successful applicant will provide secretarial and administrative support to the Chief Solicitor and Office Manager, including word and data processing, financial management, maintenance of statistical data for management purposes, and expertise in the office computer systems.

Eligibility/other requirements: Well developed keyboard skills is essential and experience with dictaphones would be an advantage.

Contact Officer: Cathy Tighe (02) 6207 0631
Selection documentation may be obtained from Christine Petrie (02) 6207 0633

Apply: 28

CC: 148-9012-16909

DEPARTMENT OF URBAN SERVICES

ACT Housing

Executive Group

Information Systems Section

**Administrative Service Officer Class 5
\$41,207-\$43,694, Canberra (PN. 965)**

Closing date: 5/10/2000

Duties: Under general direction, assist with preparing and monitoring budgets for the section. Prepare expenditure reports as required. Arrange purchase and/or lease of computer hardware and software. Maintain asset registers. Provide information for preparation and monitoring of service agreements relating to computer hardware and software.

Eligibility/other requirements: Sound technical knowledge of systems development phases including systems analysis and design desirable.

Contact Officer and Selection documentation: Di Hickey (02) 62071271

Apply: 34

CC: 148-9021 17244

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

Closing date: 5/10/2000

Duties: Under general direction, undertake projects concerning the design of ACT Housing's computer systems and prepare specifications, recommendations and other input to support large projects. Analyse and where appropriate, refer problems related to the use of ACT Housing's computer systems to relevant contractors. Analyse data requirements for new or altered systems and prepare test data for testing the systems.

Eligibility/other requirements: Sound technical knowledge of systems development phases including systems analysis and design desirable.

Contact Officer and Selection documentation: Di Hickey (02) 62071271

Apply: 34

CC: 148-9021 17244

Environment ACT

ACT Parks and Conservation Service

**Senior Officer (Technical) Grade C
\$56,624-\$61,054, Canberra (PN. 15691 &15692)**

Closing date: 5/10/2000

Duties: Manage and direct the operations of a District within the ACT Parks and Conservation Service. Develop and implement the annual budget, business, natural resource management and marketing plans and visitor services programs within the framework of the purchase agreement. Oversight the delivery of best practice on ground services in reserve and off-reserve areas within the District.

Eligibility/other requirements: Tertiary qualifications in Business Management, Natural Resource Management or Environmental Science are desirable.

Contact Officer: Tony Corrigan (02) 62072240 or tony.corrigan@act.gov.au

Selection documentation may be obtained from George Dumetz (02) 62072262 or george.dumetz@act.gov.au

Apply: 34

CC: 148-9028 17218

Business Development and Marketing Unit

Web Manager

**Administrative Service Officer Class 6
\$44,723-\$51,373, Canberra (PN. 15322)**

Closing date: 5/10/2000

Duties: Under limited supervision, Manage the Environment ACT Web Site, to ensure:

- Quality of content (up-to-date, accurate, relevant);
- Quality of site design; structure; and layout; and
- Consistency

Develop and administer procedures and policies for managing the Environment ACT Web Site. In conjunction with the Environment ACT Information Management Team, provide expert advice about use of online services and Internet.

Note: This is a 12 month contract position initially with possible extension for a further 2 years.

Contact Officer: Brian Weir (02) 62076090 or brian.weir@act.gov.au

Selection documentation may be obtained from Sally Van Aalst (02) 62077140 or sally.vanaalst@act.gov.au

EMPLOYMENT (Continued)

Apply: 34
 CC: 148-9028 17768

**Policy Coordination Group
 Industry Policy and Regulation Branch
 Energy and Water Reform Section**

**Senior Officer Grade C \$56,347-\$60,755,
 Canberra (PN. 11876)**

Closing date: 5/10/2000

Duties: Under broad guidance, develop, implement and review whole-of-government strategies and policies in relation to energy and water market reforms and the technical regulation of the natural gas industry. Provide strategic policy advice and expertise to Senior Executives, the Minister, the Legislative Assembly and other areas of the ACT Government.

Eligibility/other requirements: Tertiary qualifications in a relevant discipline and/or relevant experience.

Contact Officer: Stephen Paterson (02) 62076250

Selection documentation may be obtained from Louise Godwin (02) 62076179

Apply: 34
 CC: 148-9030 16941

Workplace Safety Policy Section

**Administrative Service Officer Class 5
 \$41,207-\$43,694, Canberra (PN. 27767)**

Closing date: 5/10/2000

Duties: The successful applicant will support the Workplace Safety Policy Section in the development, implementation and review of whole-of-government strategies and policies for public sector injury prevention and workers' compensation. Duties will include assistance with the maintenance of the ACT public sector accident and compensation database; preparation and analysis of reports on injuries and compensation; liaison with a range of stakeholders; and assistance with the coordination of training and consultation activities.

Eligibility/other requirements: Tertiary qualifications in a relevant discipline and/or relevant experience.

Contact Officer and Selection documentation: Pamela Schimpf (02) 62072178

Apply: 34
 CC: 148-9030 16941

**Corporate
 Human Resources
 Workplace Relations**

Senior Officer Grade B \$66,577-\$74,949

Closing date: 5/10/2000

Duties: In a fee for service environment develop and maintain an integrated strategic industrial relations management approach

across a broad range of human resource and workplace relations issues. Manage Urban Services Workplace Relations Unit, which is also responsible for Training and Development, Grievance, Discipline and Inefficiency processes.

Eligibility/other requirements: Tertiary qualifications in an industrial relations field and/or relevant experience desirable.

Contact Officer: John Mikus (02) 6207 5855 or john.mikus@act.gov.au

Selection Documentation: John Shanovski (02) 6207 3667

Apply: 34

CC: 148-9017 16954

**DEPARTMENT OF TREASURY AND
 INFRASTRUCTURE**

**Administrative Service Officer Class 3,
 \$33,147-\$35,774p.a (PN: 4263) Canberra**

Closing Date: 5 October 2000

Duties: Under general direction provide a professional service to clients and perform other operational and administrative tasks as required including the following: the receipting of taxes and general rates payments and accounting for the collection of public monies, including checking, balancing and banking.

Contact Officer: Hope Nguyen (02) 62070332

Selection Documentation: Ishan Rajapakse (02) 62070086 or via the web site

www.act.gov.au/recruitment/tindex.asp

CC 148-9042-17176

Apply 35 or via email:
recruitment.officer@act.gov.au

ACT GAMBLING AND RACING COMMISSION

**Administrative Service Officer Class 3,
 \$33,147-\$35,774p.a (PN: 55423 & PN: 55424)
 Canberra**

Closing Date: 5 October 2000

Organisation: The ACT Gambling and Racing Commission is an independent Statutory Authority established under the *Gambling and Racing Control Act 1999* to control, supervise and regulate gambling and racing in the Australian Capital Territory.

Duties: Under general direction: provide administrative support to one the Commission's three functional areas (**Racing, Wagering On line Gambling, Casino and Gaming Operations, Co-ordination & Revenue**); assist in the maintenance of the area's management information systems including analysis and processing of licensee's returns; and assist in the conduct of inspection and audit functions under relevant gambling and racing legislation.

EMPLOYMENT (Continued)

Contact Officer: James Mullen (02)62072079
Selection Documentation: Nick Talevich
 (02)62070357
 CC 148-9085-17763
 Apply 06 or via email:
 recruitment.officer@act.gov.au

Appointments

THE CANBERRA HOSPITAL

Professional Officer Class 2 \$43,416 - \$48,520
 Grace Lam: 762-90091, Section 68,
 11 September 2000
 CC:148-9010-16875 (3124)

Professional Officer Class 1, \$30,276 - \$42,475
 Nicole Garden: 762-88469, Section 68,
 13 September 2000
 CC: 148-9010-16875 (2252)

ACT COMMUNITY CARE

Professional Officer Class 2 \$44,018-\$49,193
 Julie Searl: 740-98493, Section 68(1) & 70(1),
 11 September 2000
 CC: 148-9009-16861

Professional Officer Class 2 \$43,545-48665
 Kim Crawley: 741-00127, Section 68(1) & 70(1),
 11 September 2000
 CC: 148-9009-17798

**Administrative Service Officer Class 2
 \$28,475-31,576**
 Kerry Kent: 752-27859, Section 68(1)&70(1),
 11 September 2000
 CC: 148-9009-17798

Professional Officer Class 1 \$30,366-\$42,601
 Judith Harvey: 740-97589, Section 68(1) & 70(1),
 4 September 2000
 CC: 148-9009-17798

CHIEF MINISTER'S DEPARTMENT

The InTACT Group
 Administrative Service Officer Class 4,
 \$36,945-\$40,113p.a
 Fabiola Paula Lucia D'Ambrosio, 757-47758,
 Section 68
 CC: 148-9043-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Building Services Officer 1 \$25924-26940
 Gary John Freak: 755-70710, Section 68(1),
 11 September 2000
 CC: 148-9013-16917

DEPARTMENT OF URBAN SERVICES

Senior Officer Grade C \$56,347-\$60,755
 Louise Margaret Saals: AGS No 542-86892,
 Section 115, 7/9/2000
 CC: 148-9020 17088

Transfer

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Rosete De Jesus: 608-33258
 From: Administrative Service Officer Class 6
 \$44018-50563
 ACT Community Care
 To: Administrative Service Officer Class 6
 \$44504-51121
 Financial Services Section,
 Department of Education and Community
 Services, Canberra (PN. 432) (PS 31,
 03/08/2000)
 CC: 148-9013-16917

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

EMPLOYMENT (Continued)

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.

FORM OF APPEAL

The most convenient form of appeal is by use of Form PAC4, available through your Personnel Unit.

EMPLOYMENT (Continued)

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 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;

EMPLOYMENT (Continued)

- (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.

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

EMPLOYMENT (Continued)

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

THE CANBERRA HOSPITAL**Pathology Services
Pathology Reception**

Brett Loiterton: 607-71456

From: Administrative Service Officer Class 2
\$28,391-\$31,483

The Canberra Hospital

To: Administrative Service Officer Class 3
\$32,337-\$34,900

Pathology Reception The Canberra Hospital,
Canberra (PN. 23203) (10/8/00)

CC: 148-9010-16875 (3133)

ACT COMMUNITY CARE**Child Youth and Womens Health Program
Allied Health Impatient Team**

Kathrine Terrell: 752-27285

From: Professional Officer Class 1

\$30,366 – 42,601

ACT Community Care

To: Professional Officer Class 2 \$43,545 – 48,665

Child Youth and Womens Health Program,
ACT Community Care, Canberra (PN25525)
(37 - 21/9/2000)

CC: 148-9009-16857

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Corporate Services
Technology Support Group**

Richard O'Shea: 735-64085

From: General Service Officer Level 4

\$26,720 - \$27,945

Canberra Institute of Technology

To: Administrative Service Officer Class 3

\$33,147 - \$35,774

Technology Support Group, Corporate Services
Division, Canberra Institute of Technology
(PN. 54989) (Gazette No 31 - 3 August 2000)

CC: 148-9024-16930

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
Human Resource Services Section**

J. P. Mikus: AGS No 242-14767

From: Senior Officer Grade B \$66,577-\$74,949
Urban Services

To: † Senior Officer Grade A \$77,322

Human Resource Services Section Urban
Services,

Canberra (PN. 24507) (Gazette No. 27, 6/7/2000)

CC: 148-9017 16954

**Environment ACT
ACT Parks and Conservation Service**

A. C. Corrigan: AGS No 705-36214

From: Ranger 3 \$37,127-\$40,310

Urban Services

To: † Senior Officer Grade B \$66,905-\$75,318

ACT Parks and Conservation Service Urban
Services, Canberra (PN. 15206)

(Gazette No. 29, 20/7/2000)

CC: 148-9028 17218

EMPLOYMENT (Continued)

**Planning and Land Management Group
Development Management Branch
Land Management Section**

I. B. Sare: AGS No 517-43787

From: Administrative Service Officer Class 5
\$41,207-\$43,694
Urban Services
To: Administrative Service Officer Class 6
\$44,504, -\$51,121
Land Management Section Urban Services,
Canberra (PN. 686) (Gazette No. 27, 6/7/2000)

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable
CC: 148-9020 17776

H. M. Cruickshank: AGS No 539-92752

From: Administrative Service Officer Class 4
\$36,945-\$40,113
Urban Services
To: Administrative Service Officer Class 5
\$41,207, -\$43,694
Land Management Section Urban Services,
Canberra (PN. 13576) (Gazette No. 27, 6/7/2000)

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable
CC: 148-9020 17776

**Territory Planning Branch
Planning Policy Section**

Maria Mangeruca AGS No. 748-54797

From: Administrative Service Officer Class 5
\$41,207-\$43,694
Urban Services
To: Administrative Service Officer Class 6
\$44,504, -\$51,121
Land Management Section Urban Services,
Canberra (PN. 13258) (Gazette No. 27, 6/7/2000)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9020 16924

Retirements and dismissals

CANBERRA INSTITUTE OF TECHNOLOGY

Section 143 Public Sector Management Act:
Mary Kent, Administrative Service Officer Class 5, 1 September, 2000
CC: 148-9024-16930

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:
Helen Clare Marsden, Senior Officer Grade B,
8/9/2000
CC: 148-9017 16954

Section 143 Public Sector Management Act:
Alistair Ferguson Haughie,
Administrative Service Officer Class 5, 6/6/2000
CC: 148-9020 17776

Section 143 Public Sector Management Act:
Marilyn Therese Patterson,
Administrative Service Officer Class 4, 7/7/2000
CC: 148-9020 17643

Section 143 Public Sector Management Act:
Peter Noel Wurth, General Service Officer Level 3, 22/5/2000
CC: 148-9019 17278

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

EMPLOYMENT (Continued)

- 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
S51	11 September	Notification of Enactment ~ <i>Vocational Education and Training Amendment Act 2000</i>
S52	13 September	Instrument No. 302 of 2000 ~ <i>Road Transport (General) Act 1999</i>
S53	13 September	Instrument No. 304 of 2000 ~ <i>Building Act 1972</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 (Dimensions and Mass) Act 1990</i>	Determination of Mass Limits of Vehicles.	No. 303 of 2000
<i>Tobacco Act 1927</i>	Determination of Fees.	No. 305 of 2000
<i>University of Canberra Act 1989</i>	Appointment of Faye Powell as a Member of the Council of the University of Canberra.	No. 306 of 2000

NOTIFICATION OF THE MAKING OF A REGULATION

NOTICE is hereby given that the undermentioned Regulation of the Australian Capital Territory has been made. Copies of the Regulation 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 Regulation made	Description of Regulation	Number and year of Regulation
<i>Environment Protection Act 1997</i>	Environment Protection (Legislation) Regulations 2000	No. 36 of 2000

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

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

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 Greenway.	No. R38/00 of 2000

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

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

REVOCAION 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:

AINSLEA SENIOR

as a Mental Health Officer.

Dated this Twelfth day of September 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

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 Ms Ainslea Senior as a Mental Health Officer is attached. The Instrument is required as Ms Senior has accepted a position working in the Office of the Community Advocate and it is most inappropriate for her to have powers under the *Mental Health (Treatment and Care) Act 1994* while in this position. She is now not required to apply for Treatment Orders under the *Mental Health (Treatment and Care) Act 1994*. Her appointment has been revoked under Section 28 of the *Interpretation Act 1967*.

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

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 9 August 2000 Variation to the Territory Plan No.110 entitled Heritage Places Register – Northbourne Oval, Braddon; Ainslie Primary and Public Schools, Braddon; and Ginninderra Village Complex, Nicholls.**

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

- Plan Variation No.110 was tabled before the Legislative Assembly and had not been disallowed or deemed to be disallowed as at 7 September 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.110 to the Territory Plan will be 21 September 2000.

Copies of Variation No.110 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
PLANNING AND LAND MANAGEMENT GROUP****DRAFT VARIATION NO.166 TO THE TERRITORY PLAN
CLEARANCE ZONE POLICIES – LOWER MOLONGLO WATER QUALITY CONTROL
CENTRE**

A draft Variation to the Territory Plan has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority), relating to the proposed realignment of Callam Street in Woden Town Centre.

The draft Variation proposes to restructure the Plan to create a new Overlay provision for Clearance Zones and include, as a first entry, a clearance zone overlay for the Lower Molonglo Water Quality Control Centre (LMWQCC). The Zone will comprise a circle with a 1km radius centred on the main control building.

The LMWQCC is located adjacent to the Molonglo River within Block 1553 Belconnen and is covered by the River Corridors Land Use Policy. It is included within Area Specific Policy 13A, which specifically provides for sewerage treatment works. No change is proposed to the existing land use policy for the site.

While the proposed zone would not exclude any existing land uses, it would seek to exclude the further expansion or new development of any uses within the proposed clearance area, which would be considered incompatible with the treatment plant.

Provided it is not deferred, the provisions of this draft Variation have interim effect until 20 September 2001, or for the "defined period", whichever is the shorter. The "defined period" commences on 21 September 2000 and continues until the proposals in the draft Variation, or the corresponding Plan Variation:

- come into effect;
- or are rejected by the Legislative Assembly;
- or are withdrawn.

During the period these provisions have interim effect, the Territory, the Executive, a Minister or a Territory Authority shall not do, or approve the doing of, any act which would be inconsistent with the Territory Plan, or the Plan if it was varied in accordance with the provisions of the draft Variation.

Section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), concerning the Heritage Places Register, does not apply to this draft Variation.

GOVERNMENT NOTICES (Continued)

From Monday 25 September 2000 until Monday 9 October 2000, copies of the draft Variation to the Territory Plan may be:

- inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours;
- inspected at, or obtained from, the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- inspected on the PALM Website at <http://www.palm.act.gov.au/tplan>

Written comments on the draft Variation should be submitted, by **06 November 2000**, to:

**The Executive Director
Planning and Land Management Group
Urban Services Department
GPO Box 1908
CANBERRA ACT 2601
Attention: Mrs J Rajasekaram.**

Comments can also be sent via Email to: terrplan@act.gov.au
or by Facsimile to: **62071710.**

Copies of all written comments received in response to the draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours, from Wednesday 08 November 2000 until Wednesday 29 November 2000, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Wednesday 08 November 2000 will be available for perusal for 15 business days from the date of receipt.

GOVERNMENT NOTICES (Continued)

Realease of the Sustainable Water Action Management Project (SWAMP) Strategy and Action Plan

The cross border Sustainable Water Action Management Project (SWAMP) Strategy and Action Plan developed by Environment ACT and supported by Queanbeyan City Council, ACTEW and Yarrowlumlra Shire Council was launched in August 2000 and is now available.

The goal of SWAMP is to achieve healthy streams and sound water management by undertaking many small improvements across the project catchment. It is funded by the Natural Heritage Trust for three years from May 1998 to April 2001.

The plan covers the following ACT/NSW catchments:

- Woolshed Creek;
- Pialligo Brook;
- Reedy Creek;
- Molonglo River from Burbong Bridge to the entrance of Lake Burley Griffin;
- Queanbeyan River below Googong Dam; and
- Jerrabomberra Creek.

Actions being implemented include: the management of weeds and willows; fencing remnant vegetation; progressively increasing the use of treated waste water; stormwater quality improvements; and revegetation to improve the health of these streams and their catchments.

The plan may be obtained by writing to:

Environment ACT Information Centre
PO Box 144,
LYNEHAM ACT 2602
Environment ACT

Environment ACT Home Page: <http://www.act.gov.au/environ>

Environment ACT Helpline: (02) 6207 9777

GOVERNMENT NOTICES (Continued)

Lands Acquisition Act 1994

DECLARATION

ACQUISITION OF PART OF BLOCK 1590 DISTRICT OF TUGGERANONG BY THE ACT EXECUTIVE

The ACT Executive hereby declares, pursuant to the provisions of Section 33(1) of the *Lands Acquisition Act 1994*, that the interest described in item 1, in the land described in item 2, is acquired by the ACT Executive for the public purpose described in item 3:

- | | |
|--------|---|
| Item 1 | The unexpired residue of Crown Lease Volume 1526 Folio 78 in respect of the land. |
| Item 2 | The land is the area of approximately 919m ² being part of Block 1590 District of Tuggeranong. |
| Item 3 | The public purpose is for a road realignment. The land is to be used as part of the Monaro Highway. |

Dated this 30th day of August 2000

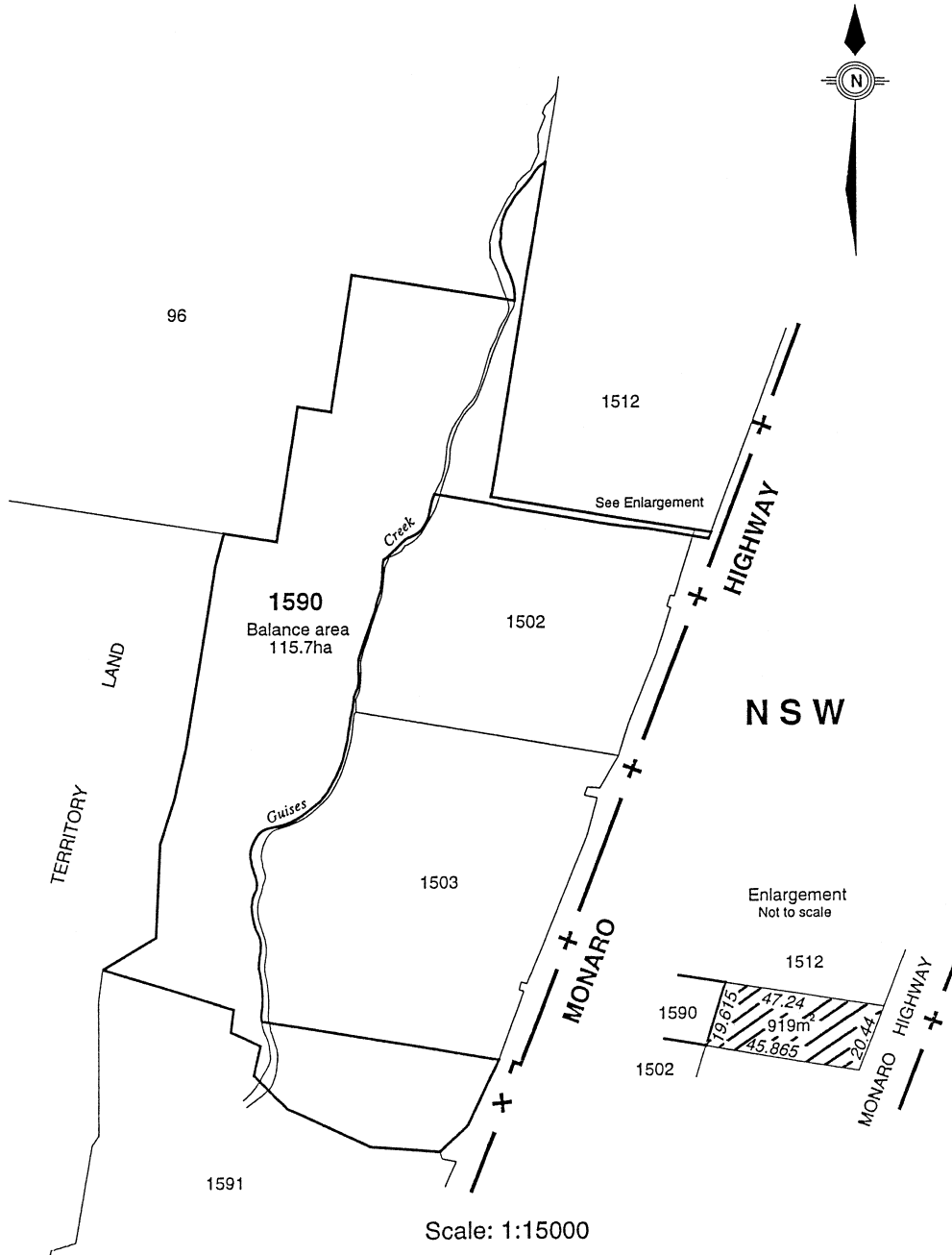
Gary Humphries
Executive

Brendan Smyth
Executive

GOVERNMENT NOTICES (Continued)

LAND ACQUISITION PLAN

DISTRICT OF TUGGERANONG



GOVERNMENT NOTICES (Continued)

Lands Acquisition Act 1994

DECLARATION

ACQUISITION OF PART OF BLOCK 3 SECTION 73 DIVISION OF FYSHWICK BY THE ACT EXECUTIVE

The ACT Executive hereby declares, pursuant to the provisions of Section 33(1) of the *Lands Acquisition Act 1994*, that the interest described in item 1, in the land described in item 2, is acquired by the ACT Executive for the public purpose described in item 3:

- Item 1 The unexpired residue of Crown Lease Volume 1539 Folio 98 in respect of the land.
- Item 2 The land is the area of approximately 2, 149m² being part of Block 3 Section 73 Division of Fyshwick.
- Item 3 The public purpose is for a pressure reduction station. The land is to be used as part of the Canberra primary mains extension pipeline.

Dated this 4th day of September 2000

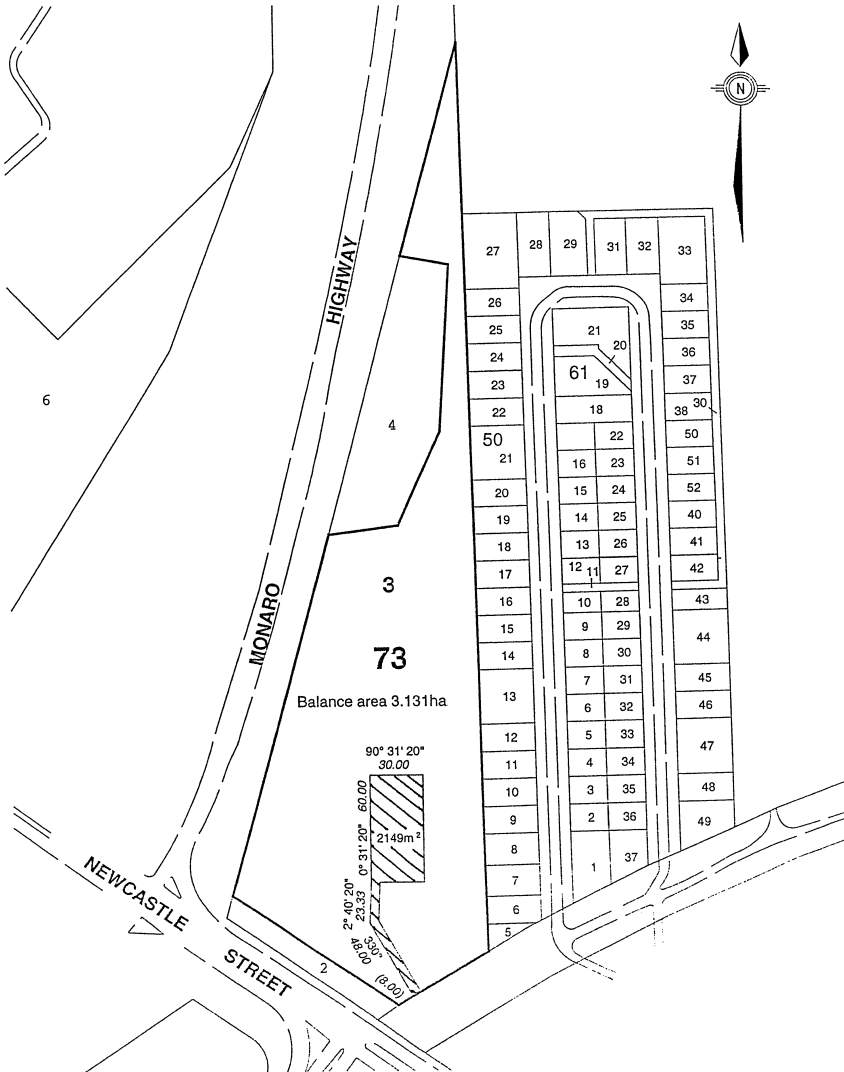
Gary Humphries
Executive

Brendan Smyth
Executive

GOVERNMENT NOTICES (Continued)

LAND ACQUISITION PLAN

DIVISION OF Fyshwick



Scale 1:2500

