



Australian Capital Territory

Gazette

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ACT Government Homepage: <http://www.act.gov.au>

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

The ACT Government Gazette is published each Thursday. The sections included in the publication are:

- General Information;
- Employment
- Government Notices;
- Purchasing and Disposals;
- Invitations to Tender, Quote or Register Interest;
- Contracts arranged, and
- Private Notices

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Notices for Publications

Notices for the Gazette are to be lodged by 12 noon on the Wednesday prior to publication. Notices can be lodged in advance in hard copy or facsimile, by electronic mail or diskette, with a brief message of instruction and a WORD compatible document attachment.

A Gazette Request Form must also be delivered to the Gazette Office, by hand, mail or fax. For copies of this form please telephone the Gazette Office or go to www.publishing.act.gov.au/pub/gazreq.doc.

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

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

Private Notices

The fee for a private notice is as follows:

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

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

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

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Population Health Division Health Protection Service Pharmaceutical Services

Administrative Service Officer Class 2 \$29102-32271, Canberra (PN. 26254)

Closing date: 19/10/00

Duties: Operate a micro-computer to perform routine tasks including the input, editing and retrieval of in-confidence information for the Service's Monitoring of Drugs of Dependence System (MODDS). Assist in utilising the system to devise programs for other office systems. Receive and screen incoming phone calls, answer queries and take appropriate action.

Contact Officer: George Stefanoff (02) 62073974
Selection documentation may be obtained from Cathie McIntosh (02) 62051710
Apply: 20

Population Health Division Health Protection Service Communicable Diseases Control

Professional Officer Class 2 \$44503-49736/ Registered Nurse Level 2 \$44231-47026

Closing Date: 19/10/00

Duties: Assist with the planning, implementation, coordination and evaluation of the ACT Community-based infection control program. Conduct inspections of premises that undertake skin penetration and related activities to assess compliance with codes of practice, current infection control principles and best practice standards. Assist in the development and review of policies, procedures and codes of practice related to infection control and skin penetration activities in the ACT.

Eligibility/other requirements: Tertiary qualifications in infection control, nursing, environmental health, or related public health discipline, or experience and qualifications comparable to a degree in these areas.

EMPLOYMENT (Continued)

Note: Classification of position will depend on qualifications of successful applicant.

Contact Officer: Katrina Scott (02) 62051376
Selection documentation may be obtained from
Cathie McIntosh (02) 62051710
Apply: 20

THE CANBERRA HOSPITAL**Mental Health Services
Hennessy House****Professional Officer Class 1/Professional
Officer Class 2 \$30,276 - \$48,520, Canberra
Psychologist**

Closing date: 19 October 2000

Duties: ACT Mental Health Services are seeking the services of a registered psychologist to undertake neuropsychological assessments as part of a multi disciplinary team as well as developing rehabilitation programs following such assessments. The successful applicant should have an interest in the development of skills in neuropsychology and an understanding of rehabilitative processes.

Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, with current ACT registration.

Note: The remuneration package will be commensurate with qualifications and experience.

Contact Officer: Sheryl Hall (02) 6205 1047
Selection documentation may be obtained from
Human Resource Management Group (02) 6244
3139
Apply: 16
CC: 148-9010-16875 (2252)

**Mental Health Services
Forensic Services****Professional Officer Class 1/Registered Nurse
Level 2 \$30,276 - \$45,877, Canberra
Professional Officer Class 2/Registered Nurse
Level 3 \$43,416 - \$50,648, Canberra
Forensic Mental Health Workers**

Closing date: 19 October 2000

Duties: Applications are sought from suitably qualified Psychologists, Social Workers, Occupational Therapists or Registered Mental Health Nurses, to work within ACT Forensic Mental Health. Successful applicants will be required to perform risk-assessments, execute therapeutic interventions, and provide court reports evaluating Forensic clients. Experience in providing therapeutic interventions in a secure setting and a knowledge of the issues surrounding the assessment of risk of self harm or suicide within a secure environment is desirable.

Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work, Occupational Therapy or Mental

Health Nursing with current ACT registration where applicable, and/or eligibility for membership of the appropriate professional organisation.

Note: Positions are temporary full-time and are available for a period of twelve months with the possibility of an extension. Positions will be filled dependant on the qualifications and experience of successful applicants.

Contact Officer: James Kirkcaldie (02) 6205
1551

Selection documentation may be obtained from
Human Resource Management Group
(02) 6244 3139
Apply: 16
CC: 148-9010-16875 (2234)

**Mental Health Services
Forensic Services****Professional Officer Class 2/Registered Nurse
Level 3 \$43,416 - \$50,648, Canberra
Court Liaison Child and Adolescent Officer**

Closing date: 19/10/00

Duties: The Forensic Services Unit of ACT Mental Health requires the services of a suitably qualified and experienced Forensic Child and Adolescent Officer. The position requires the occupant to conduct assessments and provide reports to the ACT Children's Court and Mental Health Tribunal, concerning individuals who are presently before the aforementioned bodies. The successful applicant will have a knowledge and understanding of the judicial process as it applies to juveniles within the ACT, in addition to highly developed clinical skills pertinent to the assessment and treatment of children and adolescents. High level written and verbal communication skills are essential.
Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work, Occupational Therapy or Mental Health Nursing with current ACT registration where applicable, and/or eligibility for membership of the appropriate professional organisation.

Note: This is a temporary full-time position available for a period of twelve months with the possibility of an extension. The position will be filled dependant on the qualifications and experience of the successful applicant.

Contact Officer: James Kirkcaldie (02) 6205
1551

Selection documentation may be obtained from
Human Resource Management Group
(02) 6244 3139
Apply: 16
CC: 148-9010-16875 (2234)

EMPLOYMENT (Continued)

**Pathology Services
Cytogenetics Section**

**Professional Officer Class 1 \$30,276 - \$42,475,
Canberra (PN. 21271)**

Closing date: 19/10/00

Duties: Applications are being sought from suitability qualified persons to work within a small team of professionals in the Cytogenetics Section. The ability to perform laboratory procedures following set protocols with accuracy is essential. Experience in cytogenetics or cell culture techniques is important.

Eligibility/other requirements: A degree in Science or an equivalent relevant qualification.
Note: Applications should be submitted in writing and must address the selection criteria. The names and phone numbers of at least two referees should be provided with your application.

Contact Officer: Dr Vapinder Jammu
(02) 6244 2628
Selection documentation may be obtained from Human Resource Management Group
(02) 6244 4168
Apply: 16
CC: 148-9010-16875 (3132)

**Integrated Health Care Program, Health
Professional Services**

**Professional Officer 2, Dietitian
\$43,545-\$48,665, Canberra (PN. 26449)**

Closing date: 19/10/00

Duties: Applications are invited from suitably qualified dietitians to work at a specialist clinical level primarily situated at The Canberra Hospital. The position offers diverse caseload to clients of the medical and surgical units. Ability to work in a multidisciplinary team is essential. The successful applicant will provide nutrition assessment and counselling for inpatients and outpatients, and will have some teaching responsibilities to clients, other health workers and students.

Eligibility/other requirements: Mandatory qualifications apply
Degree or Postgraduate qualifications in Nutrition & Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia. Two years post graduation clinical experience is required
Note: Permanent Full Time

Contact Officer: Lyn Brown (02) 6244 2211
Selection documentation may be obtained from Justine Spina (02) 6205 1443
Apply: 21
CC: 148-9009-17798

CALVARY HOSPITAL INC.

**Administrative Services
Patients Office/ Emergency**

***Calvary Administrative Officer 3
\$32,433 - 35,003, Canberra (PN. 8673)**

Closing date: 19 October 2000

Duties: Provide a range of administrative support services to the Director of Emergency Services. Provide reception and liaison services for staff seeking the Director or Emergency Services and other emergency medical staff.

Eligibility/other requirements:
Note: TTY 6201 6127

Contact Officer: Eileen Muscat (02) 62016900
Selection documentation may be obtained from Eileen Muscat (02) 62016900
Apply: 07
CC: 148-9094-17781

ACT Hospice

**Calvary Professional Officer 2 \$43,545 - 50,020,
Canberra (PN. 8173)**

Closing date: 19 October 2000

Duties: Applying your clinical expertise, provide optimal patient care to Hospice patients.
Eligibility/other requirements: Registration with ACT Physiotherapy Registration Board. An appropriate Degree or Diploma in Physiotherapy (or equivalent).

Note: Part time 35.00 hours per fortnight TTY 6201 6127

Contact Officer: Sr Berenice Stubbs
(02) 62578835
Selection documentation may be obtained from Nicole Daly (02) 62578835
Apply: 07
CC: 148-9094-17781

**INDEPENDENT COMPETITION AND
REGULATORY COMMISSION**

Accounting professional opportunity

**Administrative Service Officer Class 6,
\$44,503-\$51,121p.a (PN: 55467)
Canberra**

Closing Date: 12 October 2000

The Independent Competition and Regulatory Commission needs an accounting professional to manage the Commission's financial reporting and transactions. The position involves taking responsibility for the day to day financial transactions of the Commission, reporting to management as part of a small team, and devising successful approaches to budgeting in a restrained fiscal environment and assisting in the building of a sustainable business.

EMPLOYMENT (Continued)

The accountant will be responsible for the preparation of financial statements and reports, advising on financial matters relating to the Commission's business, establishing and maintaining the Commission's accounting system, dealing with clients and taking responsibility for the external audit and internal control systems of the Commission. The successful person will also take responsibility for the Commission's tax reporting (GST and FBT) and payments/receipts. In addition to those functions the Commission may call on the financial expertise of the officer to assist in contract management and inquiries.

This is an opportunity for a young well-qualified accountant with either CPA or ICA membership, or progress toward membership, to take direct responsibility for financial outputs and to participate in the development of a small business with considerable potential for growth in responsibilities.

This is a new position and needs to be filled immediately.

Selection Documentation: Katie Tsiagalis (02)62050799

Contact: Ian Primrose, Head of Secretariat, on 62050779.

Apply 06 or via email:

recruitment.officer@act.gov.au

CANBERRA INSTITUTE OF TECHNOLOGY

Education Delivery Program Faculty of Communication and Community Services Adult Migrant English Program

These positions require: experience communicating with newly arrived migrants and refugees from non-English speaking and diverse cultural backgrounds, with sensitivity and confidentiality; demonstrated high level organisational, administrative and liaison skills; initiative and the ability to work under minimal supervision; experience with on-line computer information systems, software packages and the ability to learn and operate a student information system

**Administrative Service Officer Class 2,
\$29,102-\$32,271, Canberra (PN. 54998), Part
Time 25hpw**

Duties: Maintain computer system relating to students, volunteer tutors and monitor student eligibility for Home Tutor Scheme. Provide a reception function to students and tutors.

**Administrative Service Officer Class 3,
\$33,147-\$35,774, Canberra (PN. 54990),
Part Time 25hpw**

Duties: Liaise with students, childcare providers, AMEP teachers and other community organizations regarding AMEP student's childcare placements. Monitor and administer AMEP childcare budget.

**Administrative Service Officer Class 3,
\$33,147-\$35,774, Canberra (PN. 55001)**

Duties: Manage and administer the operation of the AMEP Reception and enquiries facility including telephone and counter enquiries. Interpret guidelines to determine applicants' eligibility for AMEP English language tuition.

**Administrative Service Officer Class 3,
\$33,147-\$35,774, Canberra (PN. 55234)**

Duties: Operate and maintain the AMEP Reporting Management System (ARMS) involving the collection, input and extraction of data relating to student administration of AMEP. Perform a range of administrative functions including preparation and management of student enrolments, attendance records and assessment reports.

Note: These positions are available for temporary transfer or temporary employment from 1 November 2000 for 1 year with possible further extensions of 1 year up to a maximum of 5 years.

Contact Officer: Ms Terri Cheng (02) 62073350
Selection documentation may be obtained from Answering Machine (02) 62073408

Closing Date: 19 October 2000

Apply: 37

CC: 148-9024-17271

Division of Learning Services Student Services Yurauna Centre

**Administrative Service Officer Class 3
\$33,147-\$35,774, Canberra (PN. 54726)**

Closing date: 19 October 2000

Duties: Attend to oral and written requests from Aboriginal and Torres Strait Islanders seeking information on the Institute's courses and functions. Maintain and update course information. Liaise with relevant agencies and arrange discussion groups to encourage new Aboriginal and Torres Strait Islander students to enrol in CIT courses.

Note: This position is an Indigenous Australian identified position. This position is for temporary employment or temporary transfer for a period of 18 months with the possibility of extension.

Contact Officer: John Heath (02) 6207 3435
Selection documentation may be obtained from Tamsin Porter (02) 6207 3310

Apply: 11

CC: 148-9024-18549

EMPLOYMENT (Continued)

**Division of Learning Services
Education Development Centre
Research and Evaluation**

**Teacher Band 1 EDS \$35,425-\$48,350,
Canberra (PN. 51228 and PN 51805)**

Closing date: 19 October 2000

Duties: As a member of a team, respond to internal and national educational research briefs and develop research proposals. Under minimal supervision, manage educational research projects. Assist in the development and implementation of relevant educational policies and procedures.

Eligibility/other requirements: Tertiary qualifications relevant to educational research. Five or more years of relevant vocational/ industrial professional experience OR possess such other qualifications and/or experience acceptable for the position. A Masters degree in Adult Education would be desirable.

Note: These positions are for temporary employment or temporary transfer for a period of 6 months with the possibility of extension.

Contact Officer: Berwyn Clayton (02) 6207 4844
Selection documentation may be obtained from Alex Ma (02) 6207 3331

Apply: 11

CC: 148-9024-18549

**Faculty of Science & Technology
Department of Sport, Fitness & Recreation**

**Technical Officer Level 3 \$38,375 to \$43,539
Canberra (PN. 55015)**

Closing date: 19 October 2000

Duties: Supervise the day to day running of facilities and laboratories and co-ordinate technical staff involved in class servicing and field study activities.

Eligibility/other requirements: Qualifications and/or experience relevant to the duties of the position.

Note: This position is for temporary employment or temporary transfer for a period of up to five years

Contact Officer: Kathy Korsch (02) 620 74377
Selection documentation may be obtained from Anne Hamdorf (02) 62074043

Apply: 11

CC: 148-9024-1855

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

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

Justice and Community Safety, PO Box 921,
Civic Square ACT 2608

**ACT Magistrates Court
Personal Staff
Associate to Magistrate**

**Administrative Service Officer Class 3
\$33,147 – 35,774, Canberra
(PN. 42329, 42330, 44062, 42332)**

Closing date: 19 October 2000

Duties: Act as associate/confidential clerk to a Magistrate. Provide administrative and in-court support to the Magistrate. Assist the Magistrate with legal research, preparation of cases for hearing and reserved decisions, and provide keyboard services. Maintain Magistrate's diary, check files for completeness and note file movements.

Eligibility/other requirements: Full complete of legal studies would be a distinct advantage

Note: These positions are temporary vacancies that are available for a twelve-month period.

Successful applicants from outside the ACT Government Service will be placed on temporary contract for the period of their employment. Successful applicants from within the ACT Government Service will be placed on temporary transfer for the period.

Positions 42330, 44062 and 42332 are available from early January 2001 and position 42329 early November 2000.

Contact Officer: Gerald Kennedy (02) 6217 4285
Selection documentation may be obtained from 24 hour answering service (02) 6217 4229

Apply: 28

CC: 148-9012-16939

Public Trustee for the ACT

**Administrative Service Officer Class 2
\$29,102 – 32,271, Canberra (PN. 42514)**

Closing date: 19 October 2000

Duties: We are looking for a person who as part of a team has the necessary experience and ability to manage a busy reception area and switchboard, to meet the needs of clients, service provider and other stakeholders who have dealings with the Public Trustee.

The duties include a variety of administrative tasks and functions using a range of computing packages. The successful applicant will need to demonstrate that they have the skills to effectively deal with a range of clients who come from differing backgrounds.

Eligibility/other requirements: Ability to uses a transcriber, MYOB, Excel and Word an advantage. Drivers licence an advantage.

Note: The position is available for 12 months and 1 day.

Contact Officer: Joanne Thompson
(02) 6207 9800

EMPLOYMENT (Continued)

Selection documentation may be obtained from
Lorraine Mason (02) 6207 9819
Apply: 28
CC: 148-9075-17581

DEPARTMENT OF URBAN SERVICES

Corporate Group
Human Resources Branch
Injury Prevention Management Team

Administrative Service Officer Class 4
\$36,945-\$40,113, Canberra (PN 46680)

Closing date: 19/10/2000

Duties: Under general direction, undertake the case management of less complex claims in line with legislative requirements to assist injured or ill employees return to work. Provide administrative support to the Injury Prevention and Management Team, including the updating and maintenance of the relevant database information for reporting purposes.

Eligibility/other requirements: Experience in injury management and prevention or a related field desirable. Current driver's license desirable.

Contact Officer: David Colussi (02) 62076405
Selection documentation may be obtained from John Shanovski (02) 62073667
Apply: 34
CC: 148-9017 16954

Operations Group
City Operations Branch
Road User Services Section

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

Closing date: 19/10/2000

Duties: Under general direction, be responsible for the process of auditing vehicles inspected under the Authorised Examiner Scheme. Conduct roadworthy assessments of vehicles for auditing purposes, including comprehensive vehicle inspections where circumstances warrant such inspections.

Eligibility/other requirements: Possession of a current drivers licence. Automotive Trade Certificate.

Contact Officer: Fran Stevens (02) 62079729
Selection documentation may be obtained from Cindy Johnston (02) 62077033
Apply: 34
CC: 148-9015 17013

Planning and Land Management Group
Building and Services Branch
Business Systems Unit

Information Technology Officer Class 2
\$44,503-\$51,121, Canberra (PN. 13537)

Closing date: 19/10/2000

Duties: Under limited direction:

- Provide technical support to operational computer systems.
- Develop and document systems and procedures.
- Examine and report on systems software and nominated hardware.

Undertake work related to all aspects of the systems development life cycle. Investigate and report on the application of new information technology and techniques. Evaluate and report on the operating efficiency of computer and communication systems. Liaise with clients/users and provide advice and support on a range of information technology issues. Candidates for the position must have demonstrated ability in business and system analysis, as well as high level of IT/IS skills, written and oral communication skills and ability to liaise effectively with end-users and external providers of IT services. Experience and skills in developing and maintaining systems using Oracle DBMS, Oracle Designer and Developer (Forms 4.5 and above), Powerbuilder, Visual Basic and Web Development tools in an NT-based environment would be highly desirable.

Eligibility/other requirements: Tertiary qualifications in computer sciences or other appropriate discipline and/or relevant experience and skills.

Contact Officer: Peter Lim (02) 62052038 or peter.lim@act.gov.au
Selection documentation may be obtained from Kevin Dye (02) 62071704
Apply: 34
CC: 148-9020 16925

Planning and Land Management Group
Development Management Branch
Customer Services Section-

Administrative Service Officer Class 2
\$29,102-\$32,271, Canberra (PN. 19925 & 19927)

Closing date: 19/10/2000

Duties: As a member of a team in the *Customer Services Centre*, provide a quality customer service to Planning and Land Management's (PALM'S) CLIENTS. Assist community members with Development Applications, Conveyancing Inquiries and Compliance Certificates.

Eligibility/other requirements: No prescribed qualifications, however candidates who possess experience and/or qualification in customer service, land information or town planning issues may be preferred.

EMPLOYMENT (Continued)

Note: These part-time positions will be filled on a temporary basis for up to 2 years.

Contact Officer: Greg Cranswick (02) 62071924 or greg.cranswick @act.gov.au
Selection documentation may be obtained from Liz Munn (02) 62071913
Apply: 34
CC: 148-9020 16951

**Policy coordination Group
Procurements and Projects Branch
ACT Projects Section**

**Senior Professional Officer Grade C
\$56,819-\$64,854, Canberra (PN. 24829)**

Closing date: 19/10/2000

Duties: Manage and coordinate a wide range of construction projects from the preparation of briefs to financial completion, including:

- Prepare project briefs:
- Monitor the progress of project investigation, design, documentation and construction and monitor budget, time and quality assurance requirements:
- Liaise with agency staff, clients, contractors, agents, regulatory authorities and the public:
- Prepare and record recommendations, reports and submissions, correspondence, approvals, certifications and evaluations: and
- Assist and advise on related projects matters.

Eligibility/other requirements: A degree or diploma in Civil Engineering or related field and eligibility for membership of the Australian Institute of Engineers.

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions. Selection for this vacancy may be based on written applications and interviews may not be conducted.

Contact Officer: Fred Watman (02) 62075418
Selection documentation may be obtained from Jenny Marincic (02) 62075590
Apply: 34
CC: 148-9018 16922

Professional Officer Class 2 \$45,152-\$50,305, Canberra (PN. 24840)

Closing date: 19/10/2000

Duties: Contribute to the preparation of design briefs, technical reports, cost estimates and contract documents. As directed, provide consultant selection, competitive supplier tendering, evaluation of tenders, contract review, monitoring and administration and supervision of construction and other projects.
Eligibility/other requirements: Degree or diploma in Landscape Architecture or related field and eligibility for membership of the Australian Institute of Landscape Architects.

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions. Selection for this vacancy may be based on written applications and interviews may not be conducted.

Contact Officer: Brad Smith (02) 62075573
Selection documentation may be obtained from Jenny Marincic (02) 62075590
Apply: 34
CC: 148-9018 16922

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

**Administrative Service Officer Class 6
\$44,504-\$51,121, Canberra (PN. 13046)**

Closing date: 19/10/2000

Duties: Canberra Urban Parks and Places is the Section within the Department of Urban Services responsible for refurbishing and revitalising Canberra's Civic and suburban shopping centres. The Section requires the services of a Project Officer to manage a range of urban refurbishment projects in conjunction with external stakeholders and professional consultant teams; contribute to the development of strategies and policies for public place use management and work with Canberra communities to develop a shared understanding of the priorities for public place refurbishment.

Eligibility/other requirements: Tertiary qualifications in Landscape Architecture, architecture, urban design or building management are essential in order to provide the level of technical expertise and management skills required. Experience with the management of Urban Design and construction projects is also required together with a well developed understanding of public place management issues.

Contact Officer: Eugene Herbert (02) 62076514
Selection documentation may be obtained from Vicki Tarlinton (02) 62076333
Apply: 34
CC: 148-9019 17278

Executive Director – Operations

The Department is seeking to appoint a senior executive to lead an organisation involved in the provision of a range of provider services in Canberra.

The Position: The Executive Director is responsible for delivering services to the community and Government through City Operations (including parking, horticultural services, cleaning and rangers), ACT Housing, ACT Forests, Information Planning and Services (libraries, eServices, and publishing services).

EMPLOYMENT (Continued)

Applicants should possess leadership and executive management skills of a very high order, and a demonstrated record of achievement in the management of human, financial and strategic resources within a large service oriented organisation.

Remuneration: The total remuneration package of \$193,544 per annum includes a cash component of \$149,896. Employer provider benefits include generous superannuation, spouse travel and a privately plated car and parking.

Contracts: The successful applicant will be employed under a performance based contract for a period of up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contacts: Enquiries about the position to Alan Thompson, Chief Executive Officer, Urban Services on 02-6207 6000 and selection documentation may be obtained from Lisa Murphy on 02-6207 5805 or by email lisa.murphy@act.gov.au

Applications: Applications addressing the selection criteria should be forwarded **by close of business 13 October 2000** to Lisa Murphy, Executive Support Unit, Human Resources, Department of Urban Services, GPO Box 158, CANBERRA ACT 2601.

DEPARTMENT OF TREASURY AND INFRASTRUCTURE**Infrastructure and Asset Management**

Administrative Service Officer Class 4, \$36,945-\$40,113p.a (PN: 55250), Business Analysis Canberra

Closing Date: 19 October 2000

Duties: Undertake the duties of Accounts Payable Officer including invoice, entry, cheque production and records maintenance. Monitor expenditure and cash requirements ensuring proper financial controls are applied.

Contact Officer/Selection Documentation:
Brian Crofts (02) 620 52040
or via the web site
www.act.gov.au/recruitment/tindex.asp
CC 148-9042-17578
Apply 35 or via email:
recruitment.officer@act.gov.au

Appointments

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Professional Officer Class 1 \$31034-43539
Nicholas Perkins, 741-20363, Section 67,
5/10/00

ACT COMMUNITY CARE

Registered Nurse Level 2 \$43,278-\$46,013
Suzanne McGuinness Butler: 741-00506,
Section 68(1) & 70(1), 25 September 2000
CC: 148-9009-17798

CHIEF MINISTER'S DEPARTMENT**The InTACT Group**

Senior Officer Grade C, \$56,345-\$60,755p.a
Simon MacNab, 711-21862, Section 70(2)
CC: 148-9043-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Professional Officer Class 1 \$36945-43694
Victoria Jelfs: 747-76039, Section 68(1),
19 September 2000
CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Administrative Service Officer Class 3 \$35,774
Susan Giudita Hey: 744-93303, Section 68(1),
26 September
CC: 148-9024-18549

Administrative Service Officer Class 3 \$35,774
June Bernadette Densten: 744-90233,
Section 68(1), 25 September 2000
CC: 148-9024-18549

Administrative Service Officer Class 2 \$29,102-\$32,271
Gregory Levett: 760-80940, Section 68(1),
20 September 2000
CC: 148-9024-18549

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 5 \$41,207 – 43,694
Henri Treffke: 747-86819, Section 68, 26/9/00
CC: 148-9012-16898

Administrative Service Officer Class 2 \$29,102 – 32,271
Joanne Kopec: 747-87125, Section 68, 26/9/00
CC: 148-9012-16909

Administrative Service Officer Class 5 \$41,207 – 43,694
Rodney Trindall: 747-87379, Section 68, 26/9/00
CC: 148-9012-16898

EMPLOYMENT (Continued)

DEPARTMENT OF URBAN SERVICES

Senior Officer Grade A \$77,322

Ian Antero Sakkara: AGS No 753-99685,
Section 115, 25/9/2000
CC: 148-9020 17643

Transfer

THE CANBERRA HOSPITAL

Catherine Harris: 760-02942

From: Administrative Service Officer Class 2
\$33,472
Department of Defence
To: @ Technical Officer Level 1 \$29,358 -
\$30,841
Customer Services Pathology Services,
Canberra (PN. 28909) (17/8/00)
CC: -148-9010-16875 (3141)

CHIEF MINISTER'S DEPARTMENT

R. L. Parkes 300-11464

From: Senior Information Technology Officer
Class 2, \$56,346-\$60,755p.a
Chief Minister's Department
To: Senior Information Technology Officer Class
2, \$56,346-\$60,755p.a
Service Delivery, Chief Minister's Department
(PN. 14253)
Gazette No: 27. 6 July 2000
CC: 148-9043-17177

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 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.

EMPLOYMENT (Continued)

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.)

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

EMPLOYMENT (Continued)

**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.

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;

EMPLOYMENT (Continued)

- (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**.

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

EMPLOYMENT (Continued)**CHIEF MINISTER'S DEPARTMENT****The InTACT Group****B. A. Bull: 542-11081**

From: Information Technology Officer Class 1,
\$35,774-\$40,904p.a

Chief Minister's Department

To: Information Technology Officer Class 2,
(PN: 14290), \$44,503-\$51,121p.a

Chief Minister's Department

Gazette No: 27. 6 July 2000

CC: 148-9043-17177

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749

N. M. Morris: 735-33385

From: Administrative Service Officer Class 2,
\$29,102-\$32,271p.a

ACT Community Care

To: Administrative Service Officer Class 4,
(PN: 14383), \$36,945-\$40,113p.a

Chief Minister's Department

Gazette No: 27. 6 July 2000

CC: 148-9043-17177

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749

POLICY GROUP**S. J. Goggs AGS No: 716-03343**

From: Senior Officer Grade B, \$66,577-
\$74,948p.a

Chief Minister's Department

To: Senior Officer Grade A, (PN: 55652)

\$77,321p.a

Chief Minister's Department

Note: This promotion is made under section 83
of the Public Sector Management Act 1994 and
is to a non-advertised vacancy. This position
was not advertised but is identical to PN: 55345
which was advertised in the ACT Gazette 13, 30
March 2000.

CC 148-9031-17429

E. M Cock AGS No: 540-00305

From: Senior Officer Grade C, \$56,346-
\$60,755p.a

Chief Minister's Department

To: Senior Officer Grade B, \$66,577-\$74,948p.a
(PN: 55417)

Chief Minister's Department

Note: This promotion is made under section 83
of the Public Sector Management Act 1994 and
is to a non-advertised vacancy. This position
is identical to PN: 55343 which was advertised
in the ACT Gazette 13, 30 March 2000.

CC 148-9031-17429

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**Registrar-General's Office****Nicole Jones: 527-77882**

From: Administrative Service Officer Class 4
\$36,945 – 40,113

Department of Justice and Community Safety

To: Administrative Service Officer Class 6
\$44,503 – 51,121

Registrar-General's Office, Canberra (PN.
43637)

(No 32 10/8/00)

CC: 148-9012-17189

Registrar-General's Office**Brian Marshall: 545-59213**

From: Administrative Service Officer Class 4
\$36,945 – 40,113

Department of Justice and Community Safety

To: Administrative Service Officer Class 6
\$44,503 – 51,121

Registrar-General's Office, Canberra (PN.
11854)

(No 32 10/8/00)

CC: 148-9012-17189

Registrar-General's Office**Leoni Shoesmith: 747-84987**

From: Administrative Service Officer Class 2
\$29,102 – 32,271

Department of Justice and Community Safety

To: Administrative Service Officer Class 4
\$36,945 – 40,113

Registrar General's Office, Canberra (PN.
42569)

(NO 32 10/8/00)

CC: 148-9012-17189

Registrar-General's Office**Joseph Campagna: 738-49128**

From: Administrative Service Officer Class 2
\$29,102 – 32,271

Department of Justice and Community Safety

To: Administrative Service Officer Class 4
\$36,945 – 40,113

Registrar General's Office, Canberra, Canberra
(PN. 43219) (NO 32 10/8/00)

CC: 148-9012-17189

Registrar-General's Office**Geoff Crowley: 527-04456**

From: Administrative Service Officer Class 2
\$29,102 – 32,271

Department of Justice and Community Safety

To: Administrative Service Officer Class 4
\$36,945 – 40,113

Registrar General's Office, Canberra, Canberra
(PN. 42549) (NO 32 10/8/00)

CC: 148-9012-17189

EMPLOYMENT (Continued)

Registrar-General's Office

Shane Richards: 738-47624

From: Administrative Service Officer Class 1
 \$15,428 – 28,419
 Department of Justice and Community Safety
 To: Administrative Service Officer Class 2
 \$29,102 – 32,271
 Registrar General's Office, Canberra (PN.
 42580)
 (NO 32 10/8/00)
 CC: 148-9012-17189

Registrar-General's Office

Penny Roeton: 747-84768

From: Administrative Service Officer Class 2
 \$29,102 – 32,271
 Department of Justice and Community Safety
 To: Administrative Service Officer Class 4
 \$36,945 – 40,113
 Registrar-General's Office, Canberra (PN 43670)
 (No. 32 10/08/00)
 CC: 148-9012-17189

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 Resources Section**

C. Ross: AGS No

From: Administrative Service Officer Class 5
 \$41,207-\$43,694
 Urban Services
 To: Administrative Service Officer Class 6
 \$44,504-\$51,121
 Human Resources Section Urban Services,
 Canberra (PN. 3336) (Gazette No. 22, 1/6/2000)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
 CC: 148-9017 16954

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

J. M. Mitchell: AGS No 754-16975

From: Administrative Service Officer Class 5
 \$41,207-\$43,694
 Urban Services
 To: Administrative Service Officer Class 6
 \$44,504-\$51,121
 Canberra Urban Parks and Places Section
 Urban Services, Canberra (PN. 33212)
 (Gazette No. 34, 24/8/2000)

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: 148-9019 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
- 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

EMPLOYMENT (Continued)

- 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.
- 37 The Recruitment Officer Faculty of
Communication and Community
Services
Canberra Institute of Technology
GPO Box 826
Canberra City 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
S58	29 September	Instrument No. 316 of 2000 ~ <i>Roads and Public Places Act 1937</i>

GOVERNMENT NOTICES

AUSTRALIAN CAPITAL TERRITORY *INTERPRETATION ACT 1967* NOTIFICATION OF ENACTMENT BY LEGISLATIVE ASSEMBLY

UNDER subsection 8(1) of the *Interpretation Act 1967*, I GIVE NOTICE that the following laws have been passed by the Australian Capital Territory Legislative Assembly. Copies of the laws will be made available for purchase at the ACT Government Civic Shopfront on the ground floor of FAI House, corner of London Circuit and Akuna Street, Canberra City, ACT 2601.

Date 28/9/00

Kate Carnell
 Chief Minister

Short Title	No. and Year
Mental Health (Treatment and Care) Amendment Act 2000	52 of 2000
Smoking Products Legislation Amendment Act 2000	53 of 2000
Liquor Amendment Act 2000	54 of 2000
Environment Protection Legislation Amendment Act 2000	55 of 2000
Crimes Amendment Act 2000 (No 2)	56 of 2000
Insurance Authority Act 2000	57 of 2000
Crimes Amendment Act 2000 (No 3)	58 of 2000
Low-alcohol Liquor Subsidies Act 2000	59 of 2000
Magistrates Court Amendment Act 2000	60 of 2000
Crimes (Forensic Procedures) Act 2000	61 of 2000

GOVERNMENT NOTICES (Continued)

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Dentists Act 1931</i>	Appointment of Dr David Griffiths as a Member of the Dental Board of the A.C.T.	No. 311 of 2000
<i>Administration Act 1989</i>	Delegation.	No. 312 of 2000
<i>Road Transport (General) Act 1999</i>	Determination of Non-Refundable Fees.	No. 313 of 2000
<i>Dog Control Act 1975</i>	Declaration of Dog Exercise Areas for Gungahlin.	No. 314 of 2000
<i>Dog Control Act 1975</i>	Declaration of Dog Exercise Areas for Dunlop.	No. 315 of 2000

Environment ACT

Environment Protection Act 1997

Granting of an Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
Kevin Wearne	Use of CFCs and HCFCs	Haden FM Facilities Bldg 17 HMAS Harman

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

Copies of environmental authorisations 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 5th day of October 2000
Environment Management Authority

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 Public Roads – Divisions of Gordon and Ngunnawal	No. R39/00 of 2000

AUSTRALIAN CAPITAL TERRITORY

Food Act 1992

REVOCAION OF APPOINTMENT OF ANALYST

Pursuant to subsection 10(1)(b) of the *Food Act 1992*, I, **MICHAEL JOHN MOORE**, Minister for Health and Community Care, hereby revoke the appointment appointing:

SIMON CARL CHRISTEN

as an Analyst signed on 4 June 1996 and notified in Gazette No. S121 of 1996.

Dated this 21st day of September 2000.

Michael Moore MLA
Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Food Act 1992

NAME AND ADDRESS OF ANALYST

Pursuant to subsection 10(2) of the *Food Act 1992*, I, **MICHAEL JOHN MOORE**, Minister for Health and Community Care, hereby declare that:

1. Wayne John Riley
2. Simon Rockliff
3. Geoffrey David Millard
4. Peter Gary Smith

are currently appointed as analysts for the purposes of the *Food Act 1992* and whose address is:

ACT Government Analytical Laboratory
Health Protection Service
25 Mulley Street
WESTON CREEK ACT 2611.

Dated this 21st day of September 2000.

Michael Moore MLA
Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

WORKERS' COMPENSATION ACT 1951

DECLARATION

WHEREAS by a letter dated 14 August 2000, Sukyo Mahikari Ltd (Canberra Mahikari Centre) has requested the Minister to declare the following classes of persons ie, Regional Director, Centre Director, Assistant Centre Director, two Ordained Ministers and four Religious workers employed by Sukyo Mahikari Ltd in the Australian Capital Territory to be workers for the purposes of *Workers' Compensation Act 1951* (the "Act").

NOW THEREFORE under Section 6A(1) of the *Workers' Compensation Act 1951* I, Jocelyn Yvonne Plovits, delegate of the Minister, declare that each person employed in the Australian Capital Territory as Regional Director, Centre Director, Assistant Centre Director, two Ordained Ministers and four Religious workers employed by Sukyo Mahikari Ltd in the Australian Capital Territory and whose employment is that of a religious worker or pastoral duties is a worker for the purpose of the Act.

Dated this seventeenth day of August 2000

Jocelyn Plovits
Commissioner OH&S

PRIVATE NOTICES

IN THE SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY PROBATE JURISDICTION.

IN THE ESTATE OF VEROLJUB BIORAC late of 16A Melrose Mews, Medley Street, Chifley in the Australian Capital Territory, Retired, Deceased.

NOTICE OF INTENDED DISTRIBUTION OF ESTATE

PROBATE granted by the Supreme Court of the Australian Capital Territory on the 8th day of September of 2000.

Pursuant to the Administration and Probate Act 1929, the Family Provisions Act 1969, the Trustee Act 1957 and the Wills Act 1968 **JELENA JOVONOVIC** the executrix named in the said Will of the said deceased who died on the 20th day of June of 2000 **HEREBY GIVES NOTICE** that creditors and others having claims against the estate of the said deceased or who intend to make an application for an order for rectification of the Will dated the 26th day of November of 1999 of the deceased are required to send particulars of their claims to the said executrix at C/- Snedden Hall & Gallop, Solicitors (Attention: Mr M Deasey, GPO Box 794, Canberra City ACT 2601 within two (2) calendar months from the date of publication of this notice. At the expiration of that period the executrix will distribute the assets of the said deceased to the persons entitled having regard only to the claims and applications of which it then has notice.

