



Australian Capital Territory

Gazette

No. 42, Thursday 19 October, 2000

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GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

Appointments

CHIEF MINISTER'S DEPARTMENT

Bronwen Overton-Clarke
 Director, Corporate Services (E0185)

DEPARTMENT OF URBAN SERVICES

John Thwaite
 Director, Information Planning and Services
 (E164)

THE CANBERRA HOSPITAL

Joanna Holt
 Executive Director, Medical Services (E193)

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
 ACT Government Analytical Laboratory
 Microbiology Section**

**Technical Officer Level 1 \$30093-33053,
 Canberra (PN. 24701)**

Closing date: 2/11/00

Duties: Clean, prepare and sterilise media, equipment and glassware for use in the laboratory and carry out quality control testing of all media, reagents and equipment. Perform simple prescribed technical tests and procedures. Collect and prepare samples for analysis. Provide technical assistance within the Laboratory.

Contact Officer: Geoff Millard (02) 62058709
 Selection documentation may be obtained from Cathie McIntosh (02) 62051710
 Apply: 20
 CC: 148-9011-16943

EMPLOYMENT (Continued)

THE CANBERRA HOSPITAL

Womens & Childrens SMT Canberra Midwifery Program

Registered Midwife Level 2 \$53449.00 (CMP Agreement), Canberra (PN. 22474 & PN 22481)

Closing date: 2 November 2000

Duties: Provide evidenced based, autonomous and accountable holistic team midwifery care to women and their families before and during pregnancy, during labour, birth and the postnatal period.

Eligibility/other requirements: Registered Nurse and Midwife with the ACT & NSW Nurses' Registration Board. A minimum of three years full time (or equivalent) recent experience in holistic Midwifery practice and a minimum of two years full time (or equivalent) recent experience in delivery/birthing practice. Must hold a current driver's licence.

Note: A new CMP Agreement is currently being negotiated between The Canberra Hospital and the ANF. The successful applicant will have flexible working hours within a small team environment to ensure continuity of care for their clients.

Contact Officer: Alison Chandra (02) 6244 3169 or 6244 2222 & page

Selection documentation may be obtained from Michele Miller (02) 6244 3538

Apply: 16

CC: 148-9010-16875 2135

The Canberra Hospital Women & Childrens SMT Ward 5A Paediatrics

Registered Nurse Level 2 \$43,150 - \$45,877, Canberra (PN. 22543)

Closing date: 2nd November 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 members to achieve an agreed standard of care.

Eligibility/other requirements: Minimum of three years post registration experience, minimum of twelve months experience in the field being practiced or holds relevant post registration qualification. Registered as a general nurse with the ACT Nurses Registration Board is mandatory.

Note: This is a permanent part time vacancy available ASAP.

Contact Officer: Kate Milbourne (02) 6244 4117
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257

Apply: 16

CC: 2155

ACT COMMUNITY CARE

Integrated Health Care Program, Diabetes Service

Registered Nurse Level 2, \$43,278-\$46,013, Canberra (PN. 29039)

Closing date: 26 October 2000

Duties: The successful applicant will work within a multidisciplinary team to provide education and clinical care services for people with diabetes.

Comprehensive knowledge and experience in diabetes education.

Good communication skills and an ability to work in a team environment.

Eligibility/other requirements: Current ACT Nurses registration with minimum 3 years post registration experience.

Note: Permanent Full time 38 hours per week plus allocated day off monthly.

Contact Officer: Erica Wright (02) 6244 3920

Selection documentation may be obtained from **Justine Spina (02) 6205 1357**

Apply: 21

CC: 148-9009-17798

Integrated Health Care Program, Diabetes Service

Professional Officer Class 2 Social Worker \$43,545-\$48,665, Canberra (PN. 29148)

Closing date: 26 October 2000

Duties: The successful applicant will work within a multidisciplinary team to provide counselling and support services for people with diabetes in the community.

Comprehensive knowledge and experience in working in a community health/health agency and of counselling and supporting people with a chronic illness.

Knowledge of the psychosocial impact of diabetes.

Good communication skills and an ability to work in a team environment.

Eligibility/other requirements: Mandatory: Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers.

Note: Part time 18.23 hours per week.

Permanent position

Contact Officer: Erica Wright (02) 6244 3920

Selection documentation may be obtained from **Justine Spina (02) 6205 1357**

Apply: 21

CC: 148-9009-17798

EMPLOYMENT (Continued)

DISABILITY PROGRAM

Disability Support Officer Level -1
\$27,437 - \$28,536, Canberra (PN. Several)

Closing date: 2 November 2000

Duties: Do you want an interesting and stimulating career? By becoming a Disability Support Officer you can provide direct day to day support to people with a wide range of disabilities. Opportunities exist for you to work with people with acquired brain injuries or young children with disabilities.

To be successful you will need to demonstrate your understanding of and ability to promote the valued status of people with disabilities. You will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to develop relevant skills, you will be considered for appointment.

If you are successful in gaining casual employment you will be placed on a casual register. Casual employment is on a day to day basis and no guarantee of continuity of work is given.

Eligibility/other requirements: It is essential that you have a current driver's licence and a current First Aid Level 1 Certificate. You must also be prepared to work shift work any day of the week (penalty rates apply).

Note: Permanent Full Time & Casual Positions (Penalty payments increase the base income, salary will be pro rata on hours worked). An information session will be held prior to the closing date for applications for potential applicants to attend. This session will be held on Wednesday 25 October 2000 from 12.30 pm to 1.30 pm in Training Room 1, 1st floor, ACT Community Care Building, Cnr of Moore & Alinga Sts, Canberra City. All applicants must satisfy the Selection Criteria and provide certified copies of their current driver's licence and first aid certificate.

Contact Officer: **Penny Hayman (02) 6207 1355**
 Selection documentation may be obtained from **(Answering Machine) (02) 6205 0971**
 Apply: 21
 CC: 148-9009-16861

ACT Community Care is the major provider of community based and disability services in the ACT. Services are provided for all ACT COMMUNITY CARE Integrated Health Care Program

Sections of the community, individuals, families and groups with special needs and are provided in primary, secondary and tertiary settings including The Canberra Hospital.

A number of vacancies exist in Diabetes and Physiotherapy

Salary packing, including FBT exemption, applies to all positions.

Physiotherapy Services

Professional Officer Class 1, Physiotherapist,
\$ 30,366-\$42,601

Various temporary and permanent positions available. New graduates may apply.

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.

INTEGRATED HEALTH CARE PROGRAM

Senior Professional Officer Class C,
The Canberra Hospital
Senior Physiotherapist, \$55,133 - \$59,446
Position Number: 25523

Closing date: 2 November 2000

ACT Community Care is looking for a team leader for the medical and surgical Physiotherapy services at The Canberra Hospital. A senior clinician with superior leadership ability able to manage the departments high quality service is required. Commitment to evidence-based practice and knowledge of outcome measures highly desirable.

Contact officer for further information:
 June Gunning (02) 62442154
 Apply: 21
 CC: 148-9009-17798

Senior Professional Officer Class C,
Regional Teams
Senior Physiotherapist, \$55,133 - \$59,446
Position Number: 28642

Closing date: 2 November 2000

ACT Community Care is looking for a senior physiotherapist, to provide professional supervision for physiotherapists in a range of settings, such as health centre clinics, outpatients at The Canberra Hospital, home based physiotherapy, LINK and intake.. As a member of multidisciplinary regional health team, the senior physiotherapist provides specialist clinical and health promotion expertise.

Contact officer for further information:
 Debbie Booth 02 62052101

Eligibility for all positions: Degree in Physiotherapy and eligibility for ACT registration
Documentation for all positions is available from Kerry Kent (02) 62442154

Apply: 21
 CC: 148-9009-17798

EMPLOYMENT (Continued)

DIABETES SERVICE

Permanent part time
Professional Officer Level 2 \$43,545 – \$48,665
Full time rate
Podiatrist
Social Worker
Psychologist

Closing date: 2 November 2000

Applications are sought from experienced health professionals. The successful applicants will work within a multidisciplinary team to provide comprehensive education and care services for people with diabetes and at risk of diabetes in both community and hospital settings.

Mandatory qualifications apply.

For further information please call Erica Wright on (02) 6244 3920.

Selection documentation: Justine Spina on (02) 6205 1357.

Closing date: 2 November 2000

Apply: 21

CC: 148-9009-17798

Registered Nurse Level 2 \$43,278 - \$46,013
Several positions
Full time

Closing date: 2 November 2000

Applications are sought from registered nurses experienced in diabetes education to join a multidisciplinary team in providing comprehensive diabetes education and clinical care services in both community and hospital settings.

Mandatory qualifications apply.

For further information please call Erica Wright on (02) 6244 3920.

Selection documentation: Justine Spina on (02) 6205 1357.

Closing date 2 November 2000

Apply: 21

CC: 148-9009-17798

Selection Documentation and Contact Officer

Corporate and Business Development, Human Resources and Facility Management
Health Centres Administration, Phillip Health Centre

Administrative Services Officer Class 3
\$32,785-\$35,383, Canberra (PN. 25731)

Closing date: 2 November 2000

Duties: ACT Community Care is the major provider of community-based health and disability services in the ACT, strongly focused on providing quality services for our customers. As part of our commitment to providing comprehensive and continuing care for people in the community a large number of our services are provided from within our health centres.

The Health Centres Administration team is responsible for providing a wide range of administrative support services to health professionals within the centres as well general reception duties dealing directly with ACT Community Care external customers.

The Health Centres Administration team has established a part-time (25 hours per week) position that in addition to the above duties will be responsible for all accounts receivable processing for the team.

If you have a positive attitude and a strong focus on providing excellent customer service, have experience with business computer applications, in particular Microsoft Office, and have a sound knowledge of the Oracle Accounts Receivable financial system please contact the number below for further information.

Contact Officer: **Loretta Bettiens - Phillip Health Centre 6205 1444**

Selection documentation may be obtained from **Loretta Bettiens - Phillip Health Centre 6205 1444**

Apply: 21

CC: 148-9009-18270

CHIEF MINISTER'S DEPARTMENT

Public Sector Management Group
Executive
Administrative Service Officer Class 5
\$41,207-\$43,694.p.a (PN: 55653)
Canberra

Closing Date: 2 November 2000

This position provides executive and office management support to the Director of the Public Sector Management Group. The Public Sector Management Group provides a range of advisory and policy services to the ACT Government and agencies on ACT public sector employment.

Contact Officer: Pam Davoren (02)62076136

Selection Documentation: Carmen Cassar (02)620 50610 or via the web site

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

CC 148-9031-16949

Apply 06 or via

email:recruitment.officer@act.gov.au

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.

EMPLOYMENT (Continued)

**Sport and Corporate Resources Division
Budget and Facilities Branch
Facilities Management Section**

**Administrative Service Officer Class 6
\$44504 - 51121, Canberra (PN. 142)**

Closing date: 2 November 2000

Duties: Manage the more complex capital works projects through each phase including: preparation of functional briefs; liaison with design/construction agents; monitoring progress and expenditure; and monitoring projects through their commissioning/defects phases. Assess requirements and make recommendations for building works in schools and other community facilities to address accommodation, education, licensing, health and safety and other matters, through site inspections, contact with users, annual returns etc.

Contact Officer: Kevin Gill (02) 6205 9131
Selection documentation may be obtained from The Contact Officer (02) 6205 9131
Apply: 12
CC: 148-9013-16917

EMERGENCY SERVICES BUREAU

ACT Ambulance Service

**General Service Officer Level 6
(\$30,093-\$31,614)
Position Number 3507 & (expected vacancies)**

The ACT Ambulance Service is seeking applications from suitable qualified officers to deliver a routine, non-urgent health transport Service in accordance with the ACT Ambulance guidelines. Applicants should have good communication skills, and an appreciation of the 'caring role' associated with transporting members of the community between medical facilities, and be familiar with basic vehicle maintenance. Applicants are required to hold a current First Aid Certificate or have recent ambulance transport experience, possess a current (CA) Drivers Licence (not a provisional licence) with no major infringements, and meet pre employment medical standards.

Contact Officer: Phil Evers (02) 62078412
Selection Documentation: Phil Evers (02) 62078412
Applications Close: 2 November 2000
CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

**ACT Housing
Housing Services Group
Customer Services Section**

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

Closing date: 2/11/00

Duties: Manage a group of tenancies & properties inspections, repairs, account & financial management. Interpret relevant legislation and exercise delegated powers within guidelines. Represent ACT Housing before the Tribunals, courts and other fora. Eligibility/other requirements: Possession of current drivers licence and ability to drive for extended periods. The occupant will be required to visit tenants in the field.

Note: Several positions are expected to be vacant. Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer: Val Edwards (02) 62071441
Selection documentation may be obtained from Amy Morris (02) 62071188
Apply: C34
CC: 148-9021 16944

**Corporate
Corporate Finance
Corporate Accounting**

**Administrative Service Officer Class 6
\$44,504-\$51,121, Canberra (PN. 27784)**

Closing date: 2/11/00

Duties: Under general direction, assist in the preparation of accrual based financial statements and preparation of monthly internal financial reports. Review information in the Oracle system, identify and liaise on issues in relation to financial results of the business units. Provide advice to business units. Responsibility for reconciliation of balance sheet accounts. Assist in development of policy and procedures. Eligibility/other requirements: Tertiary qualifications in accounting highly desirable.

Contact Officer: Nick Kalogeropoulos (02) 6207 6095
Selection documentation may be obtained from Bonnie Kemp (02) 6207 7270
Apply: C34
CC: 148-9017 17305

EMPLOYMENT (Continued)

Administrative Service Officer Class 5 \$41,207-\$43694, Canberra (PN 23345)

Closing date: 2/11/00

Duties: Under general direction, prepare and maintain the records and reconciliations required by Urban Services under the New Tax System, including but not limited to, the Goods and Services Tax (GST). Prepare the Department's Fringe Benefits Tax (FBT) return. Provide advice to business units. Liaise with groups within Urban Services, consultants and the Australian Tax Office. Assist in the reconciliation of Balance Sheet accounts. Eligibility/other requirements: Tertiary qualifications in accounting, commerce or similar, including one or more units in taxation, is desirable.

Contact officer: Nick Kalogeropoulos
(02) 6207 6095

Selection documentation may be obtained from
Bonnie Kemp (02) 6207 7270
Apply C34
CC: 148-9017 17305

Environment ACT Parks and Conservation

Technical Officer Grade 4 \$44,723-\$49,981, Canberra (PN. 14218)

Closing date: 2/11/00

Duties: Undertake a co-ordination role for all ACT Parks and Conservation Service (P&CS) Districts on issues relating to bushfire management, including operations. Develop and review bushfire management documents and policies for lands managed by P&CS. Liaise with ACT bushfire authorities and other land management agencies on a range of complex matters relating to bushfire management and represent P&CS on committees and forums. Establish and maintain database of trained personnel and co-ordinate training requirements.

Eligibility/other requirements: Willingness to undertake, and suitability for, a bushfire suppression role at the Group Officer level, including rostered work outside normal hours and work in light aircraft. A degree or diploma in natural resources management or biological science would be an advantage.

Contact Officer: Bill Woodruff (02) 6207 2195
Selection documentation may be obtained from
Bill Woodruff (02) 6207 2195
Apply: C34
CC: 148-9028 17218

Operations Information Planning and Services ACT Library and Information Services

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

Closing date: 2/11/00

Duties: Provide assistance to library customers in the use of collections and services; maintain the ACTLIS processes including undertaking the loans and returns of library materials. Eligibility/other requirements: A certificate or diploma in library studies and/or relevant work experience in a library is highly desirable. Applicants without relevant qualifications or work experience are unlikely to be short-listed for interview. Ability to undertake tasks of a physical nature requiring repetitive bending, lifting, pushing, arm and wrist movements, for example pushing trolleys and shelving library materials. The occupants of these positions may be required to work at any site within a region on an 'as needs' basis and may be required to work weekend and evening shifts. Note: A full-time and several part-time positions are vacant.

Contact Officer: Leigh Dennis (02) 6205 9000
Selection documentation may be obtained from
Brenda Thompson (02) 6205 9000
Apply: C34
CC: 148-9016 16920

Planning and Land Management Development Management Development Assessment Section

Senior Professional Officer Grade A \$78,573 + benefits, Canberra (PN. 869)

Closing date: 19/10/00

Duties: The Planning and Land Management Group (PALM) of the Department has a major role in implementing the Government's vision for Canberra through planning and facilitating high quality sustainable development in the ACT. The Department is seeking an experienced manager with professional urban planning, architecture and/or land management expertise to take on the challenging role of Manager, Development Assessment for the City of Canberra. Leading a diverse team of professionals, the Manager will have a unique opportunity to build on Canberra's very significant planning heritage. This leadership role will have a core responsibility in pursuing the ACT's goal for Canberra as a demonstration of high quality urban design and sustainable development in the twenty first century. Key responsibilities will include overseeing the assessment of Development Applications and providing high level advice on development proposals. To meet the challenges of this role candidates will need to be accomplished managers in development assessment planning, urban design and/or management.

EMPLOYMENT (Continued)

Strong competencies are required in people management and external relations, with an innovative approach to city change, and an interest in high quality urban design outcomes. This experience could have been gained in either State or Local Government, or consulting planning/urban management environments, supported by relevant tertiary qualifications.

Contact Officer: Ms Dorte Ekelund (02) 6207 1980

Selection documentation may be obtained from Linda Southwell (02) 6207 1744 or linda.southwell@act.gov.au
Apply: C34
CC: 148-9020 17776

Policy Co-ordination Policy and Standards Buyers and Sellers Information Service

Administrative Service Officer Class 3
\$33,147-\$35774, Canberra (PN. 25274)

Closing date: 2/11/00

Duties: Under general direction: Administer the Buyers and Sellers Information Service (BASIS); answer enquiries from suppliers and clients concerning purchasing and contracts matters; and perform operational and administrative tasks as required.

Note: Applications may be based solely on applications and referee reports and interviews may not be conducted.

Contact Officer: Greg Guyder (02) 6207 0418 or greg.guyder@act.gov.au
Selection documentation may be obtained from Wendy Jacob 6207 5558 or wendy.jacob@act.gov.au
Apply: C34
CC: 148-9018 16922

Policy Co-ordination Industry Policy and Regulation Long Service Leave Board

Administrative Service Officer Class 5
\$41,207-\$43,694, Canberra (PN. 19924)

Closing date: 2/11/00

Duties: Inspector for the Construction and Cleaning Industry Long Service Leave Board. Register employers and employees in the long service leave schemes and ensure compliance with relevant legislation. Maintain an ongoing education program to inform employers and employees of the Boards policies.

Eligibility/other requirements: Investigation and/or public relations experience. Experience in the interpretation of legislation. Very good communication skills. Drivers licence essential.

Contact Officer: Sue Hancock (02) 6247 3900

Selection documentation may be obtained from Sue Hancock (02) 6247 3900
Apply: C34
CC: 148-9030 16941

Policy Co-ordination Procurement and Projects

Administrative Service Officer Class 3/4
\$34,101-\$40,826, Canberra (PN. 24879/24899)

Closing date: 2/11/00

Duties: Provide administrative and secretarial support to the Director and Branch, including management of incoming/outgoing documents. Screen and filter telephone calls, arrange appointments, meetings and travel. Register and co-ordinate responses, dispatch and proof read Ministerial correspondence. Prepare less technical or complex Ministerial correspondence. Handle complaints and enquiries from members of the public and the Minister's office. Provide secretariat support to committees and meetings and prepare correspondence as required.

Note: This position may be filled at either the ASO3 or ASO4 level depending on experience. The hours of the position are 37:30 per week.

Contact Officer: Ian Dunn (02) 6207 5455
Selection documentation may be obtained from Jenny Marincic (02) 6207 5590
Apply: C34
CC: 148-9018 16922

Appointments

THE CANBERRA HOSPITAL

Administrative Service Officer Class 2
\$28,391 - \$31,483
Beverley Anne Anderson: 607-95853,
Section Communications, 9/10/00
CC:148-9010-16875 8314

Technical Officer level 1 \$29,358 - \$30,841
Sarah-Jane Wilson: 762-87992, Section
Pathology, 9/10/00
CC:148-9010-16875 8558

ACT COMMUNITY CARE

Administrative Service Officer Class 6
\$43,545-\$50,020
Nasrin Lucas: 740-92139, Section 68(1) & 70(1),
29 September 2000
CC: 148-9009-16857

Professional Officer Class 2 \$43,545-\$48,665
Kate O'Brien: 752-27883, Section 68(1) & 70(1),
2 September 2000
CC: 148-9009-17798

EMPLOYMENT (Continued)

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

Administrative Service Officer Class 4

\$36,945-\$40,113p.a
Debbie Maree Jackson, 753-52182
Section 68, 2 October 2000
CC: 148-9031-17299

Administrative Service Officer Class 3

\$33,147-\$35,774p.a
Debra Ann Mikita, 735-16227
Section 68, 2 October 2000
CC: 148-9031-17299

Administrative Service Officer Class 3

\$33,147-\$35,774p.a
Scott Cameron Briggs, 757-47926
Section 68, 10 October 2000
CC: 148-9031-17299

Administrative Service Officer Class 3

\$33,147-\$35,774p.a
Stephen James Watkins, 757-47918
Section 68, 10 October 2000
CC: 148-9031-17299

Administrative Service Officer Class 4

\$36,945-\$40,113p.a
Sara Jo Mundy, 748-54666-
Section 68, 2 October 2000
CC: 148-9031-17299

Senior Officer Grade B \$74,948p.a

Richard Charles Hart, 757-47889
Section 68, 9 October 2000
CC: 148-9031-17299

ACT Gambling and Racing Commission

Administrative Service Officer Class 5

\$41,209-\$43,694p.a
Nickola Talevich, 760-74954
Section 68, 6 October 2000
CC: 148-9085-17763

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Professional Officer Class 2 \$44504-51121

Angela Vivien Firth: 766-13671, Section 68(1),
16 October 2000
CC: 148-9013-16917

Professional Officer Class 2 \$44504-51121

Toni O'Brien: 766-13647, Section 68(1),
9 October 2000
CC: 148-9013-16917

EMERGENCY SERVICES BUREAU

**Administrative Service Officer Class 5 (
\$41,207)**

Anne-Theresa Whetton: 754-06339,
Section 68 & 70, 3 October 2000
CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 5

\$41,207-\$43,694
Mirela Sharrock, 757-50666, Section 68(1),
10/10/00
CC: 148-9020 17088

Transfer

THE CANBERRA HOSPITAL

Matthew Leonard: 607-74286

From: General Service Officer Level 3 - HSUA
\$26,067-26,996
The Canberra Hospital
To: Administrative Service Officer Class 1
\$15,051-27,845
Business & Infrastructure Support
The Canberra Hospital, Canberra (PN. 21085)
CC: -148-9010-16875 1336

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

EMPLOYMENT (Continued)

* 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. Alternatively you may write a letter, detailing the following:

- Date of *Gazette*/notice;

EMPLOYMENT (Continued)

- 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;
- (iv) date of permanent appointment; and
- (v) educational and other qualifications.

EMPLOYMENT (Continued)

- (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 after the day on which the promotion appeared in the *Gazette*.

An applicant must provide the following details:
* full name and AGS number;

EMPLOYMENT (Continued)

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

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

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Central Office

Executive Co-ordination

S Farrugia AGS No. 719-59329

From: Chief Minister's Department Officer, Class 4, \$40,310

To: Administrative Service Officer Class 6, 44,503-\$51,121 Executive Co-ordination, ACT Health and Community Care, Canberra (PN. 29643) (Gazette No 29, 20.7.00) 148-9011 16886

ACT COMMUNITY CARE

Child, Youth and Women's Health Program

Dianne Henskens: 261-24757

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

ACT Community Care

To: Registered Nurse Level 3 \$47,722-\$50,799
 Child, Youth and Women's Health Program, ACT Community Care, Canberra (PN. 29111) (3/8/00)

CC: 148-9009-16857

Child, Youth and Women's Health Program

Sue Byrnes: 608-11673

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

ACT Community Care

To: Registered Nurse Level 3 \$47,722-\$50,799
 Child, Youth and Women's Health Program, ACT Community Care, Canberra (PN. 29109) (3/8/00)

CC: 148-9009-16857

Child, Youth and Women's Health Program

Athene Anderson: 747-03446

From: Professional Officer Class 1 \$30,366-\$42,601

ACT Community Care

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

Child, Youth and Women's Health Program ACT Community Care, Canberra (PN. 28784) (12 April 2000)

CC: 148-9009-16857

CALVARY HOSPITAL INC.

Nursing Services Operating Rooms

Virginia Hegerty: 261-57102

From: Enrolled Nurse \$29,880 - 32,067
 Calvary Hospital ACT Incorporated

To: Calvary Administrative Officer 4 \$36,149 - 39,249

Operating Rooms Calvary Hospital ACT Incorporated, Canberra (PN. 8672) (38 21/09/2000)

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

artsACT

K. J. Elsom AGS No: 735-16198

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

Chief Minister's Department

To: Administrative Service Officer Class 6 (PN: 13518), \$44,503-\$51,121p.a

artsACT Chief Minister's Department
 Gazette No: 31, 10 August 2000

CC: 148-9031-17204

EMPLOYMENT (Continued)

All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608

R. Lambie AGS No: 742-54273

From: APS Level 2, \$28,739-\$31,869p.a
 Department of Communications, Information
 Technology and the Arts
 To: Administrative Service Officer Class 6
 (PN: 55289), \$44,503-\$51,121p.a
 artsACT Chief Minister's Department
 Gazette No: 31. 10 August 2000

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

CC: 148-9031-17204

All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608

**DEPARTMENT OF EDUCATION AND
 COMMUNITY SERVICES**

**Education and Training Division
 Schools Directorate Branch
 International Education Unit**

Lily Stitz: 743-47373

From: Administrative Service Officer Class 2
 \$29102-32271

Department of Education and Community
 Services

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

International Education Unit, Department of
 Education and Community Services, Canberra
 (PN. 2147) (No 15, 13 April 2000)

CC: 148-9013-16917

DEPARTMENT OF URBAN SERVICES

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

Policy Co-ordination

E. Bloxham: 51756879

From: General Service Officer Class 6
 \$30,241-\$31,770

Urban Services

To: Administrative Service Officer Class 3
 \$33,147-\$35,774

Workplace Safety Policy Urban Services,
 Canberra

(PN. 27766) (No 29 20/7/00)

CC: 148-9030 16941

Environment ACT

N. Churchward: 757-50113

From: Administrative Service Officer Class 6
 \$44723-\$51,373

Urban Services

To: Senior Officer Class C \$56,624-\$61,054

Resource Management Unit, Urban Services,
 Canberra (PN. 15759) (NO 33 17/8/00)

CC: 148-9028 17218

Environment ACT

R.Dix: 710-33555

From: Administrative Service Officer Class 5
 \$41,410-\$43,909

Urban Services

To: Technical Officer Level 4 \$44,723-\$49,981

Environment Protection, Urban Services,
 Canberra (PN 5195) (NO 34 24/8/00)

CC: 148-9028 17218

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:
 Norman Allen Britten, General Service Officer
 Level 3, 3/10/00
 CC: 148-9015 17777

Section 143 Public Sector Management Act: Ian
 Ronald Tognella, General Service Officer Level
 3, 27/9/00
 CC: 148-9015 17777

Section 143 Public Sector Management Act:
 David William Cox, General Service Officer
 Level 5, 3/10/00
 CC: 148-9015 17777

Section 143 Public Sector Management Act:
 Leslie Backhouse, General Service Officer
 Level 3, 3/10/00
 CC: 148-9015 17777

Section 143 Public Sector Management Act:
 Brian George Stuart, General Service Officer
 Level 3, 3/10/00
 CC: 148-9015 17777

Section 143 Public Sector Management Act:
 Evelynne Mcpake, General Service Officer
 Level 3, 3/10/00
 CC: 148-9015 17777

EMPLOYMENT (Continued)

**DEPARTMENT OF TREASURY AND
INFRASTRUCTURE**

**143 Public Sector Management Act:
Birgit Stewart,**

Administrative Service Officer Class 5,
28 September 2000
CC: 148-9042-17176

**ACT Public Service Index of
addresses**

- 05 The Recruitment Officer, Director of
Public Prosecutions, GPO Box 595,
Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's
Department, GPO Box 158, Level 3,
Canberra Nara Centre, Canberra ACT
2601
- 07 Recruitment Officer, Calvary Public
Hospital. PO Box 254, Jamison Centre,
ACT 2614
- 08 Personnel Manager, ACTION, PO Box
1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56,
Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra
Institute of Technology, GPO Box 826,
Canberra City ACT 2601
- 12 Customer Service Supervisor,
Department of Education and
Community Services, PO Box 1584,
Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative
Branch, Emergency Services Bureau,
PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit,
The Canberra Hospital, PO Box 11,
Woden ACT 2606
- 17 Resource Advisor, Business Services
Bureau, Department of Health and
Community Care, PO
Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative
Assembly for the ACT, GPO Box 1020,
Canberra ACT 2601
- 20 Administrative Officer, Health Protection
Service, Locked Bag 5, Weston Creek
ACT 2611
- 21 Recruitment Officer, ACT Community
Care, GPO Box 825, Canberra City ACT
2601
- 23 Administrative Officer, Central Office,
Department of Health and Community
Care, GPO Box 825, Canberra City ACT
2601
- 28 Recruitment Officer, Human Services
Unit, Department of Justice and
Community Safety, PO Box 921, Civic
Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT,
GPO Box 1110, Canberra ACT 2601

- 31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275
Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office, GPO
Box 1321, Canberra ACT 2601.
- 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
S59	12 October	Notice of Commencement ~ <i>Crimes (Forensic Procedures) Act 2000</i>
		Regulation No. 41 of 2000 ~ <i>Children and Young People Act 1999</i>
		Instrument No. 320 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 321 of 2000 ~ <i>Domestic Violence Act 1986</i>

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF SUPREME COURT RULES

NOTICE is hereby given that the undermentioned Supreme Court Rules have been made. Copies of the Supreme Court Rules 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 Supreme Court Rules made	Description of Supreme Court Rules	Number and year of Supreme Court Rule
<i>Supreme Court Act 1933</i>	Corporations Law Rules Amendment	No. 40 of 2000

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Dunlop.	No. R40/00 of 2000
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Part of a Public Road – Division of Russell.	No. R41/00 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>Health Professions Boards (Procedures) Act 1981</i>	Appointment of Annette Cursley to be an acting member of the Physiotherapists Board.	No. 322 of 2000

**ACT GOVERNMENT
PLANNING AND LAND MANAGEMENT GROUP**

**DRAFT VARIATION NO.158 TO THE TERRITORY PLAN
COMMERCIAL B2C LAND USE POLICIES – GROUP CENTRES**

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

draft Variation No.158 to the Territory Plan relating to Commercial B2C Land Use Policies – Group Centres

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

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

GOVERNMENT NOTICES (Continued)

ACT ELECTORAL COMMISSION

REGISTER OF POLITICAL PARTIES *Electoral Act 1992*

Notice of application to change the Register of Political Parties for The ACT Greens.

The ACT Electoral Commissioner has received an application from **The ACT Greens** to change its entry in the Register of Political Parties.

Nature of changes: That the name and address of the registered officer of The ACT Greens be changed to:

Mick O'Halloran
45 Dutton Street
DICKSON ACT 2602

If you wish to object to these changes you are invited to lodge a written notice of objection with the Electoral Commissioner.

The notice should:

- set out the grounds of the objection;
- set out the name and address of the objector; and
- be signed by the objector.

Any notice of objection should be posted to
ACT Electoral Commission
PO Box 272
CIVIC SQUARE ACT 2608

or be delivered to
Plaza Level
Allara House
50 Allara Street
CANBERRA ACT 2601

by close of business on 2 November 2000.

Copies of the application and the constitution of the party are available for public inspection at the Office of the Commissioner between 9 am and 5 pm on business days. Objections will be made available to The ACT Greens for comment.

Contact Alison Purvis on 620 50224 for more information.

Phillip Green
Electoral Commissioner

19 October 2000

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

**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:

RICHARD BROMHEAD

as a Mental Health Officer.

Dated this 9th day of October 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

**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:

JUDITH LILIAN ROSE BARBER

as a Mental Health Officer.

Dated this 9th day of October 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

REVOCATION OF APPOINTMENT MENTAL HEALTH OFFICER

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

COLIN PEBERDY

as a Mental Health Officer.

Dated this 9th day of October 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

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:

CRESSWELL BASIL SURRAO

as a Mental Health Officer.

Dated this 9th day of October 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

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:

LUKE PETER HITCH

as a Mental Health Officer.

Dated this 9th day of September 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

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:

DEBRA ANN BIRBECK

as a Mental Health Officer.

Dated this 9th day of October 2000

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

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

REVOCATION OF APPOINTMENTS FOR MENTAL HEALTH OFFICERS

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 Instruments revoking the appointments of six Mental Health Officers are attached. These Instruments are required as the officers have all left Mental Health Services and they are now not required to apply for Treatment Orders under the *Mental Health (Treatment and Care) Act 1994*. Their appointments have been revoked under Section 28 of the Interpretation Act 1967.

GOVERNMENT NOTICES (Continued)

ACTFB PROMOTIONS

I, Ian Mountford Bennett, Fire Commissioner, hereby promote the following members under Section 29(1) of the Fire Brigade (Administration) Act 1974.

These promotions are provisional and may be subject to appeal under Section 33 of the Act. Members of the Brigade who wish to lodge an appeal against these provisional promotions may obtain written information on the appeal process by contacting the Recruitment Officer at ACT Emergency Services Bureau Headquarters, 123 Carruthers Street, Curtin or by telephoning (02) 6207 8418 during business hours.

The only ground for appeal is greater efficiency. Appeals must be lodged by 4:51pm on the fourteenth day after the date of this Gazette with the Convenor, ACT Fire Brigade Promotion Appeals Committee, Merit Protection and Review Agency, Level 3, 65-67 Constitution Avenue, Campbell ACT 2601.

Number	Name & Init	Promoted From	Promoted To	Effective Date
748-35676	CASEY,J	3 rd Class Firefighter	2 ND Class Fire Fighter	31/10/2000

I M Bennett
Fire Commissioner

