



Australian Capital Territory

Gazette

No. 46, Thursday 16 November, 2000

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

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

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

Vacancies

CANBERRA TOURISM AND EVENTS CORPORATION

**Travel Sales and Information Operations
Tourism and Events Officer Class 3,
\$33,310-\$35,950p.a
(PN: 43393) Canberra**

Closing Date: 30 November 2000

Duties: Provide information to visitors and to potential visitors and residents of the ACT and Region. Co-ordinate and process sales of travel accommodation and tourism services for visitors, potential visitors and residents of the ACT region, through the CVC's Atlas Reservations system.

Contact Officer/Selection Documentation:

Kim Roper (02)62050693
CC:148-9005-16840
Apply 06

Business Services

**Tourism and Events Officer Class 2,
\$29,246-\$32,430p.a
Finance Section (PN: 42648) Canberra**

Closing Date: 30 November 2000

Duties: Provide accounts receivable, accounts payable and purchase orders. Deposit and reconciliation of weekly banking. Assist in the monitoring of Canberra Tourism and Events Corporation Debtors.

Contact Officer/Selection Documentation:

Fiona Apps (02)62077281
Note: The position may be filled by selection from application and referee's report only
CC:148-9005-16840
Apply 06

EMPLOYMENT (Continued)

CANBERRA INSTITUTE OF TECHNOLOGY

**Education Delivery Program
Faculty of Communication and Community
Services
Music Industry Centre**

**Teacher Band I, \$35,425 - \$48,350, Canberra -
Several positions full or part time**

Closing date: 29 November 2000
Duties: The successful applicant will be required to teach a range of subjects in the Contemporary Music Program. These subjects are in areas such as performance, audio, composition, music business and electronica.

Eligibility/other requirements:
MANDATORY: Appropriate tertiary qualifications and/or equivalent experience of at least five years in Contemporary Music. Demonstrated professional knowledge and practical skills appropriate to teaching in the Contemporary Music Program.
OTHER: Possess or be eligible to obtain qualifications in Adult Education

Note: This position is available for temporary transfer or temporary employment for a 1 year contract with possible further 1 year extensions up to a maximum of 5 years

Contact Officer: Mr Andrew McGuiness (02) 62073775
Selection documentation may be obtained from Ms Kate Jones (02) 6207 4960
Apply: 11
CC: 148-9024-17904

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Population Health Division
Health Protection Service
Pharmaceutical Services**

**Administrative Service Officer Class 3
\$33147-35774, Canberra (PN. 23655)**

Closing date: 30/11/00
Duties: Under direction provide secretarial and administrative support to the Drugs Advisory Committee. Oversee the flow of in-confidence data through the Service's Monitoring of Drugs of Dependence System (MODDS). Access MODDS data to enable the production of accurate and informative reports. Provide clerical support to the Section.

Contact Officer: Jane Strang (02) 62050961
Selection documentation may be obtained from Cathie McIntosh (02) 62051710
Apply: 20
CC: 148-9011-16943

THE CANBERRA HOSPITAL

**Mental Health
Psychiatric Rehabilitation Services**

**Technical Officer Level 2 - HSUA
\$32,218 \$36,573, Canberra (PN. several)**

Closing date: 30 November 2000
Duties: Applications are sought to fill two full-time positions for psychiatric rehabilitation officers who will be a member of a community based psychiatric team in the north or south-side of Canberra. The successful applicants will assist case managers with the day to day management of consumers of Mental Health Services and facilitate their attendance at the integrated, community based, psycho/social rehabilitation program.
Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact Officer: Tracy Thompson (02) 6205 1110
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
Apply: 16
CC: 148-9010-16875 2224

**Mental Health
Psychiatric Rehabilitation Services**

**Technical Officer Level 2 - HSUA
\$32,218 - \$36,573, Canberra (PN. several)**

Closing date: 30 November 2000
Duties: Applications are sought to fill four part-time positions for psychiatric rehabilitation officers. The successful applicants will have a major role in developing and implementing programs in the integrated, community based, psycho/social rehabilitation program offered by ACT Mental Health Services.
Eligibility/other requirements: Prescribed eligibility requirements apply.
Note: These are part-time positions of two and a half days per week.

Contact Officer: Tracy Thompson (02) 6205 1110
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
Apply: 16
CC: 148-9010-16875 2224

EMPLOYMENT (Continued)

**The Canberra Hospital
Mental Health Services
Hennessy House**

Professional Officer Class 1/Professional Officer Class 2 \$30,276 - \$48,520, Canberra Psychologist

Closing date: 30 November 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. This is a readvertised position. Previous applicants will be considered and need not reapply.

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
Older Persons Mental Health Service**

Professional Officer Class 2/Registered Nurse Level 3 \$43,416-50,648, Canberra (PN. NP)

Closing date: 1 December 2000
Duties: ACT Mental Health Services, Older Persons Mental Health Service, which is a Consultation Liaison Service, has a permanent full-time vacancy for a clinical professional to work in its multi-disciplinary team. The successful applicant will need to have a sound knowledge and demonstrated experience of mental health issues as they relate to older persons with reference to assessment, planning and implementation of care.

Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work, Mental Health Nursing or Occupational Therapy with current ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Contact Officer: Helen Kirkwood (02) 6205 2130
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: 148-9010-16875 2228

**Mental Health Services
Older Persons Mental Health Service**

Enrolled Nurse \$29,792-31,973, Canberra (PN. NP)

Closing date: 1 December 2000
Duties: A temporary 12 month vacancy will exist for an Enrolled Nurse for 2001. ACT Mental Health Services, Older Persons Mental Health Service, which is a Consultation Liaison Service, is seeking an Enrolled Nurse to be an active member of its community based, multi-disciplinary team. The successful applicant will have relevant experience in the care of older persons with mental health issues.

Eligibility/other requirements: Registered as an Enrolled Nurse with the ACT Nurses Registration Board.
Note: This is a temporary position available for 2001.

Contact Officer: Helen Kirkwood (02) 6205 2130
 Selection documentation may be obtained from Human Resource Management Unit (02) 6244 3580
 Apply: 16
 CC: 148-9010-16875 2228

ACT COMMUNITY CARE

**Corporate and Business Development,
Human Resource Support Team**

Administrative Service Officer Class 4, \$36,541-\$39,675, Canberra (PN. 27678)

Closing date: 30 November 2000
Duties: Perform the functions of the Recruitment Officer and oversee all recruitment activities in ACT Community Care including:

- ensure that recruitment requests comply with relevant legislation and policies;
- liaise with managers and staff and provide recruitment training.
- resolution of the more difficult recruitment issues;

Extensive knowledge of the procedures and processes for the recruitment of staff and sound knowledge of the legislation governing these processes.

Ability to provide relevant training to managers and staff on recruitment and other personnel management issues.
 Ability to be an effective team member as well as previous experience in supervision and management of staff.

Sound written and oral communication skills, interpersonal and liaison skills.
Note: Temporary vacancy for the period 8/1/01 until 2/4/02 while occupant is on maternity leave.

Contact Officer: Helene Axelby (02) 62051400

EMPLOYMENT (Continued)

Selection documentation may be obtained from
June Forrest (02) 62051645
Apply: 21
CC: 148-9009-18270

Dental Health Program**Dental Officer, Canberra (PN. various)**

Closing date: 8 December 2000

Duties: ACT Community Care's Dental Health Program has several vacancies for Dentists based in Canberra. The range of vacancies comprehends experienced dentists or new graduates and offers the opportunity to work in a medium sized organisation with full administrative and clinical support. The Dental Health Program provides its services through modern, well-equipped clinics located at Canberra's major public transport nodes. The program embraces advances in dentistry and supports the continuing professional development of its staff.

Note: Salaries for the positions range from around \$46,000 to \$72,000 (Dental Officer Grade 1/2) and \$74,000 to \$76,000 (Dental Officer Grade 3) depending on experience but these salaries are currently under review. Also individual contracts may be negotiated. Dental Officer Grade 3 posts include both clinical and management roles

Contact Officer: Dr Raju, our Principal Dentist (telephone 02 62050979)

Selection documentation may be obtained from Jantsen Lam on 02 62051088.

Apply: 21
CC: 148-9009-16860

Alcohol and Drug Program**Registered Nurse Level 3, \$47,722 - \$48,342, Canberra (PN. 28409)**

Closing date: 23 November 2000

Duties: A senior clinical position is available for appointment in the Program. The position oversees the clinical components of client services and provides clinical supervision and support to nursing staff. The clinical focus is on processes, practice models and standards involved in the delivery of nursing related services

Eligibility/other requirements: Registration, or eligibility for registration, as a General or Psychiatric Nurse with the ACT Nurses Registration Board.

Contact Officer: Donna Bull on 6205 2131
Selection documentation may be obtained from Tanya Woods on 6205 2121
Apply: 21
CC: 148-9009-16852

**DENTAL HEALTH PROGRAM
DENTAL ASSISTANT LEVEL 1 AND 2
(QUALIFIED/UNQUALIFIED) \$ \$22,399-\$27,00
Canberra (PN. Several)**

Closing date: 30 November 2000

Duties: The Dental Health Program is seeking applications from suitably qualified and unqualified individuals to fill the temporary vacancy of Dental Assistant Level 1/2. This position involves general dental assisting in a clinical setting, and general reception functions.

Eligibility/other requirements: Previous experience in a dental environment, both surgery and reception. A sound knowledge of infection control. **Highly Desirable:** Dental Assistant Certificate

Contact Officer: Bridie Clifford (02) 62505975
Selection documentation may be obtained from Jantsen Lam (02) 62051088

Apply: 21
CC: 148-9009-16860

**Integrated Health Care Program
Registered Nurse Level 2 \$43,278 – \$46,013,
Canberra Palliative Care Case Manager full time
position number 22775
(part time casual work and evening work also
available)**

Closing date: 30 November 2000

Duties: The Integrated Health Program invites applications from suitable qualified registered nurses with experience in palliative care to work within a multidisciplinary team. The case manager role includes high quality nursing care, case co-ordination, and continuous quality improvement processes.

Contact Officer: Sue Matthews Central Regional Manager (02) 62051138

Selection documentation may be obtained from Trisha Boyden (02) 62051357

Apply: 21
CC: 148-9009-17798

**Integrated Health Care Program,
Intake and Assessment Unit**

**Various Permanent Positions.
Registered Nurse Level 1, 32,341-\$41,913,
Enrolled Nurse, \$29,880-\$32,068,
Professional Officer Grade 1, 30,366-\$42,601**

Closing date: 30 November 2000

Duties: The Intake and Assessment Unit is seeking applications from Nurses, Enrolled Nurses and Professional Officers to fulfil the intake functions for the Unit. Applications are sought from people interested in providing holistic intake and referral services to clients with complex needs, via the telephone. Applicants will have a sound understanding of a multidisciplinary approach to the provision of aged care, high level keyboard and data entry skills, and will actively participate in the development of an exciting new team.

EMPLOYMENT (Continued)

Contact Officer: Robyn Staniforth ph 62055503
 Selection documentation may be obtained from
 Helen Smith 62051297
 Apply: 21
 CC: 148-9009-17798

CALVARY HOSPITAL INC.

ACT Hospice

**Assistant in Hospice Nursing \$ 27,742 - 29,041,
 Canberra (PN. Several)**

Closing date: 30 November 2000
Duties: Assist patients with all aspects of personal daily care and living including hygiene, pressure areas, assisting with meals, fluids, bed making and mobility. Under direct supervision, assist nursing and allied health staff with wound and pain management.
Eligibility/other requirements: Current enrolment and achievement in an appropriate Enrolled Nurse or pre-cursor Nursing course.
 Note: 56 Hours per Fortnight, Temporary vacancies until January 2001 TTY 6201 6127

Contact Officer: Sarah Boyd (02) 62578835
 Selection documentation may be obtained from Susan Granger (02) 62578835
 Apply: 07
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

**ADMINISTRATIVE SERVICE OFFICER CLASS 5
 ASSETS MANAGER
 PN 14350**

**PERMANENT
 SALARY \$41,207 TO \$43,694
 LOCATION: CALLAM OFFICES, WODEN, ACT
 Applications Close:
 30 November 2000**

Applications to be forwarded to:

Recruitment Officer
 GPO Box 158
 Canberra City ACT 2601

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

Position Description

InTACT is seeking an enthusiastic person to join the organisation as an assets Manager who will work to the Manager Assets/Acquisitions, SOGC, for the effective management of InTACT's assets and processes and is responsible for assisting the Manager Assets/Acquisitions in his/her duties and responsibilities.

The person would be required to manage and maintain the day to day assets systems in conjunction with Macquarie Bank and InTACT suppliers.

In addition they will assist in preparing all relevant documentation, policies and processes for the management of the InTACT assets systems.

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

Good communication skills and the ability to develop and maintain customer relationships is essential.

Contact Officer's name and telephone number for queries regarding position
Simon MacNab (02) 62075171.

Contact Officer for Selection Documentation
 Donna Burns (02) 62076791, or via the InTACT web site www.intact.act.gov.au

**Corporate Services
 Administrative Service Officer Class 5,
 \$41,207-\$43,694p.a
 (PN: 55375) Canberra**

Closing Date: 30 November 2000
Duties: Develop and implement key strategic policies relating to Corporate Service.
 Coordination of various departmental reporting requirements.

Contact Officer: Ellis Maher (02)62050369
Selection Documentation: Carmen Cassar (02)62050610 or via the web site <http://www.act.gov.au/recruitment/cmdindex.asp>
 Apply 06

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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

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

Alfred Deakin High School

Teacher Level 2 \$56100, Canberra (PN. 1982)

Closing date: 23 November 2000
Duties: The successful applicant will need to provide leadership and management of all aspects of the English, LOTE and ESL programs in the school. Be responsible for the continuous improvement of literacy levels in the school, the Unicorn Challenge Program and community initiatives for the benefit of the faculty and school. The applicant will teach within the faculty.

EMPLOYMENT (Continued)

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of recognised teaching qualification.

Contact Officer: Peter Wheeler (02) 6205 5566
Selection documentation may be obtained from the Contact Officer (02) 6205 5566
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Child Health and Development Service Section**

**Senior Professional Officer Grade C
\$56346 - \$60755, Canberra (PN. 26073)**

Closing date: 30 November 2000

Duties: Provide overall leadership and clinical management of a multidisciplinary team. Be responsible for the ongoing quality management, evaluation, health promotion and resource management within a multidisciplinary team. Liase with Senior professionals and the Manager of CHADS to determine operational policies to provide accessible, effective, efficient and coordinated child health and development services.

Eligibility/other requirements: Tertiary qualifications in a relevant health profession. Eligibility for registration in the ACT in a relevant health profession where registration is a legal requirement of clinical practice or eligibility for membership of the relevant professional association.

Contact Officer: Pauline Brown (02) 620 51277
Selection documentation may be obtained from Kim Gardiner (02) 620 51277
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Melba High School

**Teacher Level 4, Principal Category 7
\$66139-80258, Canberra
(PN. 1668, expected vacancy)**

Closing date: 30 November 2000

Duties: Provide educational leadership, and manage change, in an innovative high school. Encourage a spirit of involvement and respect between students, staff and the community. Be the principal educational adviser to the School Board on the development of educational policies.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of recognised teaching qualification.

Contact Officer: Narelle Hargreaves
(02) 6205 7194
Selection documentation may be obtained from Nancy McDonald (02) 6205 5429
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**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 Government Solicitor
Property and Commercial**

Legal 1 \$34,149 – 41,477, Canberra (PN. 42608)

Closing date: 30 November 2000

Duties: The successful applicant will perform legal work relating to the Commercial Section of the Practice. He/she will be working with senior lawyers on a range of significant and interesting commercial and property transactions for the Territory, with opportunities for significant client contact. Contract, Intellectual Property and Trade Practices Law are amongst the fields of knowledge important to the work of the section. Ideally the applicant will have 1-2 years experience, but Graduates are also encouraged to apply.

Eligibility/other requirements: Admitted, or eligible for admission, as a legal practitioner of the ACT Supreme Court.

Note: This is a temporary vacancy for up to one year with the possibility of extension.

Contact Officer: Peter Garrisson (02) 6207 0653
Selection documentation may be obtained from Fiona Bailie (02) 6207 0652
Apply: 28
CC: 148-9012-16899

**ACT Corrective Services
Casual Custodial Officer**

Custodial Officer Grade 1, Canberra

Closing date: 30 November 2000

Duties: Applications are sought from highly motivated persons to apply for casual employment as Custodial Officers Grade 1 with ACT Corrective Services.

A Casual Relief Pool of suitable persons will be recruited to be available for casual work within ACT Corrective Services at any one of the three custodial facilities within the Territory. The relief pool is also used as the basis for appointing custodial officers on contract, as positions become available.

The positions require persons to have sound interpersonal skills, a keen sense of responsibility and the ability to work well with others and demonstrate the capacity to be flexible to meet changing demands. Applicants will be required to undergo the following:

EMPLOYMENT (Continued)

- A police background check;
- Pre-interview aptitude testing;
- A selection interview; and
- A medical examination; to demonstrate an appropriate level of health and fitness for safety and security purposes.

Note: The Custodial Officer Grade 1 training course, of approximately 9 weeks duration, will be subject to a national Training Wage.

Progression to the Casual Relief Pool will be dependent on successful completion of all components of training.

Interested applicants are invited to attend an information session on Thursday 23 November 2000 at the Periodic Detention Centre, Cnr Mugga Lane and Hindmarsh Drive, Symonston. The session will be conducted between the hours of 1:00pm and 3:00pm and repeated between the hours of 6:00pm and 8:00pm.

Contact Officer: John Hinchey (02) 6205 1754 or Jeanette Atkins (02) 62070853
 Selection documentation may be obtained from (02) 6207 0023 (24 hour answering machine)
 Apply: 28
 CC: 148-9012-16898

Ministerial and Corporate Services

**Administrative Service Officer Class 6
 \$44,503 – 51,121, Canberra (PN. various)**

Closing date: 30 November 2000
Duties: The Ministerial & Corporate services area is seeking applications from people interested in working in the following areas: human resources advice and operations; workers' compensation rehabilitation and case management; fraud prevention and internal audit.
 Successful applicants will demonstrate a sound understanding of the operations of the ACTPS and current issues in the relevant subject areas. Knowledge of investigation and review processes as well as previous experience in the provision of advice to clients in sensitive matters is required. Experience in implementing fraud other reform programs is also desirable.

Contact Officer: Ron Shaw (02) 6207 0518
 Selection documentation may be obtained from Kristy Hayes (02) 6207 0676
 Apply: 28
 CC: 148-9012-16911

Ministerial and Corporate Services

**Administrative Service Officer Class 3
 \$33,147 – 35,774, Canberra (PN. 11108, 42717)**

Closing date: 30 November 2000
Duties: Applications are sought from people who can provide the section with administrative assistance in the following areas: recruitment and establishment processing; ministerial correspondence tracking; provision of clerical, receptionist and office management services. Applicants should possess understanding of employment arrangements in the ACTPS and have sound clerical support skills. Ability to handle sensitive information with confidentiality and discretion is also necessary.

Contact Officer: Julie Mitchell (02) 6205 0542
 Selection documentation may be obtained from Kristy Hayes (02) 6207 0676
 Apply: 28
 CC: 148-9012-16911

DEPARTMENT OF URBAN SERVICES

**Operations Group
 City Operations Branch
 Road User Services Section**

Quality Assurance Manager

**Senior Officer Grade C \$56,346-\$60,755,
 Canberra (PN. 33121)**

Closing date: 30/11/2000
Duties: In a continuously changing environment, manage and direct the procedural and training programs, the Authorised Driving Instructor and Authorised Examiner Scheme Audit Functions and the Parking Infringement Review Officer of Road User Services including supervision and general direction of projects to improve the quality of procedures and training in all business teams.
 Eligibility/other requirements: Tertiary qualifications and/or experience in a relevant field.

Contact Officer: Brett Swale (02) 62077077
 Selection documentation may be obtained from Cindy Johnston (02) 62077033
 Apply: 34
 CC: 148-9015 17013

EMPLOYMENT (Continued)**DEPARTMENT OF TREASURY AND
INFRASTRUCTURE****Senior Policy Advisors
Economists/Accountants**

**Australian Capital Territory Government
Assistant Managers (Senior Officer Grade C)
Policy Advisors
(Admin Service Officer – Class 6)
Initial Salary Range \$44,503 to \$60,755p.a**

Are you seeking an influential role as a member of a professional economics team? A unique opportunity exists for professional practitioners to join the ACT Public Service on a permanent basis. Working within a dynamic and intellectually challenging environment, it will provide successful applicants with the opportunity to work at a strategic level on a large range of matters affecting the administration of Canberra, its economy and financial well being. There will be direct involvement in a diverse range of economic and financial issues, as well as the opportunity to further the ACT's financial interest at a national level. The positions offered are in the following fields:

- # Economic Analysis
- # Microeconomic Reform
- # Intergovernmental Financial Policy

These roles will involve the successful candidates in the provision of complex research and investigation and the provision of policy advice directly to Government. To this end applicants must possess high level conceptual, analytical, presentation and communication skills. A tertiary qualification in Economics, Accounting, Commerce or related discipline is desirable.

OTHER BENEFITS - A variety of contemporary employee benefits apply to all of the above positions. These include generous employer funded superannuation, flexible working hours, options for salary packaging and 4 weeks annual leave.

NOTE - Terms & Conditions of these positions will be regulated under an Australian Workplace Agreement. All applicants must be Australian citizens or permanent residents. For enquiries or to obtain selection criteria and information details, contact Josephine Cornell, Project Manager Adecco Canberra (02) 6209 8700.

Documentation can also be obtained by visiting our Website at www.adecco.com.au.

CLOSING DATE - Friday 24 November 2000. Only applications that address the specific selection criteria will be considered. Postal applications can be sent to PO Box 300 Fyshwick, ACT 2609 or lodged by e-mail to canberra@adecco.com.au
CC148-9042-17630

Appointments**THE CANBERRA HOSPITAL****Technical Officer Level 1 \$29,358 - \$30,841**

Ozay Berjaoui: 752-27103, Section 68, 1/11/00
CC:148-9010-16875 (3133)

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

Robyn Hewett: 756-32213, Section 68, 30/10/00
CC: 148-9010 -16875 (1332)

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

Leon Tetlow: 762-87837, Section 68, 1/11/00
CC: 148-9010-16875 (3123)

Professional Officer Class 1 \$30,276 - \$42,475

Keith Hunter: 755-62104, Section 68, 8/11/00
CC: 148-9010-16875 (2215)

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

Marion Sheldrick: 762-88194, Section 68, 8/11/00
CC: 148-9010-16875 (3141)

ACT COMMUNITY CARE**Senior Officer Grade C \$55,133-\$59,446**

Neil McKay: 741-00944, Section 68(1) & 70 (1),
25 October 2000
CC: 148-9009-18269

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

Jillian Martin: 741-01154, Section 68(1) & 70 (1),
31 October 2000
CC: 148-9009-16857

Enrolled Nurse \$29,880-\$32,068

Louise Harrison: 741-01162, Section 68(1) &
70(1), 31 October 2000
CC: 148-9009-16857

Dental Assistant Level 1/2 \$22,399-27,000

Lee Duffy: 608-11921, Section 68(1) & 70(1),
1 November 2000
CC: 148-9009-16860

Registered Nurse Level 3 \$50,799

Jean Roberts: 741-01111, Section 68(1) & 70(1),
1 November 2000
CC: 148-9009-16857

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

Amy Casey: 740-97933, Section 68(1) & 70(1),
3 November 2000
CC: 148-9009-17798

Dental Assistant Level 1/2 \$22,399-27,000

Eleni Gianakis: 740-96156, Section 68(1) & 70(1),
7 November 2000
CC: 148-9009-16860

EMPLOYMENT (Continued)**Dental Assistant Level 1/2 \$22,399-27,000**

Biljana Baxter: 740-92331, Section 68(1) & 70(1),
3 November 2000
CC: 148-9009-16860

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

Elise Dobson: 740-99517, Section 68(1) & 70 (1),
11 October 2000
CC: 148-9009-16857`

CHIEF MINISTER'S DEPARTMENT**artsACT****Administrative Service Officer Class 6,
\$44,503-\$51,121p.a**

Roxanne Lambie, 760-75260`
Section 68 2 November 2000
CC: 148-9031-17204

artsACT**Administrative Service Officer Class 6,
\$44,503-\$51,121p.a**

Caroline Mary Fulton, 757-48048
Section 68 16 November 2000
CC: 148-9031-17204

The InTACT Group**Administrative Service Officer Class 5,
\$41,207-\$44,349p.a**

Stuart Charles Oreo, 760-74030
Section 68 6 November 2000
CC: 148-9043-17177

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Professional Officer Class 1 \$36945-43694**

Ingrid Marie Lederer: 766-13946, Section 68(1),
6 November 2000
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY****Administrative Service Officer Class 3
\$33,147 – 35,774**

Chimene McKinnon: 761-21191, Section 68-70,
1 November 2000
CC: 148-9012-16898

Senior Officer Grade C \$56,346 – 60,755

Michele Briggs: 747-88080, Section 68-70,
1 November 2000
CC: 148-9012-17170

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

Yvonne Maxwell: 713-90341, Section 68-70,
2 November 2000-11-08
CC: 148-9012-17345

Transfer

ACT COMMUNITY CARE**Wendy Kinton: 747-04668**

From: Professional Officer Class 2
\$43,545-\$48,665
ACT Community Care
To: Professional Officer Class 2 \$43,545-\$48,665
Integrated Health Care Program ACT Community
Care, Canberra (PN. 23506) (13 November 2000)
CC: 148-9009-17798

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.

EMPLOYMENT (Continued)

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;
- 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);

EMPLOYMENT (Continued)

- 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.
- (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;

EMPLOYMENT (Continued)

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;
- * 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.

EMPLOYMENT (Continued)

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

CULTURAL FACILITIES CORPORATION

ACT Museums and Galleries Canberra Museum and Gallery

Peter Haynes: 701-47972

From: Professional Officer Class 2,
\$45,604-\$52,385
Cultural Facilities Corporation
To: Senior Professional Officer Class C,
\$57,740-\$62,257
Canberra Museum and Gallery,
ACT Museums and Galleries,
Cultural Facilities Corporation, Canberra
(PN. 55430) (PS 29, 20 July 2000)

CC: 148-9008-16850

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Health Outcomes and Service Performance Health Services Planning

Wendy Bowman: AGS No. 609-09136

From: Administrative Service Officer Class 6
\$44,503-\$51,121
Health, Housing and Community Care
To: Senior Officer Grade C \$56,346-\$60,755
Canberra (PN. 23772, advertised as PN 29509)
(Gazette No 9, 2 March 2000)

Duties: Duties of advertised 29509, identical to duties of PN 23772

THE CANBERRA HOSPITAL

Corporate Services Information Management Group

Judith Elaine Redmond: 739-63940

From: Senior Officer Grade B \$64,950-73,117
The Canberra Hospital
To: # Senior Information Technology Officer
Grade A \$75,432-75,432
Information Management Group The Canberra Hospital, Canberra (PN. 29117) (22/6/00)

CC: 148-9010-16875 1327

The Canberra Hospital Nursing Branch Centre for Newborn Care

Ann Edith Pooley: 260-67721

From: Registered Nurse Level 1 \$32245-41789
The Canberra Hospital
To: Registered Nurse Level 2 \$43150-45877
Centre for Newborn Care, The Canberra Hospital, Canberra (PN.22484) (14/09/00)

CC: 148-9010-16875 2149

ACTION

Operations

R. Saunders: AGS No 70534956

From: Transport Officer Grade 1 \$40033
Urban Services
To: Transport Officer Grade 3 \$52265
Operations Urban Services, Canberra
(PN. A11747) (26.8.99)

CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

Public Sector Management Group

S. F. Leyne 735-15312

From: Administrative Service Officer Class 5,
\$41,207-\$43,694p.a
Chief minister's Department
To: Administrative Service Officer Class 6,
\$44,503-\$51,121p.a
(PN: 55067)
Corporate Strategy, Chief Minister's Department
Gazette No: 36 7 September 2000
CC: 148-9031-16949
All appeal applications should be addressed to:
Convener of the Appeal Panel
PO Box 749
Civic Square ACT 2608

EMPLOYMENT (Continued)**Promotions to non-advertised vacancies****Public Sector Management Group**

**C. R. Parker 735-15072,
Graduate Administrative
Assistant \$25,115-\$32,271p.a**
Chief Minister's Department
Administrative Service Officer Class 6,
(PN: 42244), \$44,503-\$51,121p.a
Workplace Relations Unit, Chief Minister's
Department

Duties: Under limited supervision and as part of a team, monitor and assess the operation of enterprise bargaining agreements with the ACT Public Sector. Provide information and advice to agencies where appropriate to assist them in the process of implementing enterprise bargaining agreements. Prepare written briefings as required on issues associated with enterprise bargaining.

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to a non-advertised vacancy. Any suitable qualified officers may appeal.

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

PO Box 749
Civic Square ACT 2608
CC: 148-9031-16949

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Lake Tuggeranong College**

Karin Annemarie Nagorcka: 027-70068
From: Teacher Level 1 \$33500-50500
Department of Education and Community
Services
To: † Teacher Level 2 \$56100
Lake Tuggeranong College, Department of
Education and Community Services, Canberra
(PN. 2744) (No 26, 29 June 2000)

Note: This position was advertised as PN2776
CC: 148-9013-16917

**Sport and Corporate Resources Division
Information Management Branch
Information and Library Management Section**

Louise Hanlon: 025-27674
From: Teacher Level 1 \$33500-50500
Department of Education and Community
Services
To: † Senior Officer Grade B \$66577
Information and Library Management Section,
Department of Education and Community
Services,
Canberra (PN. 33376) (No 29, 20 July 2000)

CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY****Ministerial and Corporate Services
Human Services Unit**

Julie Mitchell: 242-03507
From: Administrative Service Officer Class 5
\$41,207 – 43,694
Department of Justice and Community Safety
To: Administrative Service Officer Class 6
\$44,503 – 51,121
Ministerial and Corporate Services,
Department of Justice and Community Safety,
Canberra
(PN. 12431)

CC: 148-9012-16911

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.

**ACT Housing
Executive Group
Information Systems Section**

R. J. Posmyk: AGS No 241-98971
From: Administrative Service Officer Class 3
\$33,147-\$35,774
Urban Services
To: Administrative Service Officer Class 5
\$41,207-\$43,694
Information Systems Section Urban Services,
Canberra (PN. 965) (Gazette No. 38, 21/9/2000)

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: 148-9021 17244

J. B. Ryan: AGS No 527-06734
From: Administrative Service Officer Class 4
\$36,945-\$40,113
Urban Services
To: Administrative Service Officer Class 5
\$41,207-\$43,694
Information Systems Section Urban Services,
Canberra (PN. 965) (Gazette No. 38, 21/9/2000)

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: 148-9021 17244

EMPLOYMENT (Continued)**T. J. Hyde: AGS No 745-02636**

From: Administrative Service Officer Class 2
\$29,102-\$32,271
Urban Services
To: Administrative Service Officer Class 5
\$41,207-\$43,694
Information Systems Section Urban Services,
Canberra (PN. 965) (Gazette No. 38, 21/9/2000)

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: 148-9021 17244

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

C. B. Jones: AGS No 713-76283

From: Administrative Service Officer Class 2
\$29,102-\$32,271
Urban Services
To: Administrative Service Officer Class 3
\$33,1247-\$35,774
ACT Library and Information Services Section
Urban Services, Canberra (PN. 3696)
(Gazette No. 35, 31/8/2000)

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: 148-9037 17018

**DEPARTMENT OF TREASURY AND
INFRASTRUCTURE**

Financial and Budgetary Management Branch**G. G. Campbell 735-13157**

From: CMD Officer Class 6, \$44,723-\$51,373p.a
Department of Treasury and Infrastructure
To: CMD Senior Officer, \$57,361-\$61,791p.a
(PN: 55458)
Financial Analysis, Department of Treasury and
Infrastructure
Gazette No: 35 31 August 2000
CC: 148-9042-17765

N. K. Haddad 705-18307

From: CMD Officer Class 6, \$44,723-\$51,373p.a
Department of Treasury and Infrastructure
To: CMD Senior Officer, \$57,361-\$61,791p.a
(PN: 55459)
Financial Analysis, Department of Treasury and
Infrastructure
Gazette No: 35 31 August 2000
CC: 148-9042-17765

M. E. Earle 735-15275

From: Administrative Service Officer Class 5,
\$41,207-\$43,694p.a
Department of Treasury and Infrastructure
To: Administrative Service Officer Class 6,
\$44,503-\$51,121p.a
(PN: 3868)
Financial Analysis, Department of Treasury and
Infrastructure
Gazette No: 35 31 August 2000
CC: 148-9042-17765
All appeal applications should be addressed to:
Convener of the Appeal Panel
PO Box 749
Civic Square ACT 2608

S. W. Friend 735-15267

From: Administrative Service Officer Class 5,
\$41,207-\$43,694p.a
Department of Treasury and Infrastructure
To: Administrative Service Officer Class 6,
\$44,503-\$51,121p.a
(PN: 1863)
Financial Analysis, Department of Treasury and
Infrastructure
Gazette No: 35 31 August 2000
CC: 148-9042-17765
All appeal applications should be addressed to:
Convener of the Appeal Panel
PO Box 749
Civic Square ACT 2608

Promotions to non-advertised vacancy**Financial and Budgetary Management**

S. C. Gallacher 543-36407
Administrative Service Officer Class 6
44,503-\$51,121p.a
Department of Treasury and Infrastructure
To: Senior Officer Grade C, \$56,346-\$60,755p.a
(PN: 42765)
Department of Treasury and Infrastructure

Duties: As supervisor of a team, duties may include: applied financial and capital analysis of general purpose financial statements and issues of government owned department and commercial enterprises; oversight of preparation of expense and revenue estimates; and prepare high level reports, submissions, budget documentation and correspondence.
Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to a non-advertised vacancy

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 *Public Sector Management Act*:
Mark Grant, Administrative Service Officer Class
1, 24/10/2000
CC: 148-9017 16954

EMPLOYMENT (Continued)

Section 143 *Public Sector Management Act*:
 Martyn James Gardiner, General Service
 Officer Level 5, 19/10/2000
 CC: 148-9028 16937

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, Housing 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, Housing 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

GOVERNMENT NOTICES

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>Road Transport (General) Act 1999</i>	Declaration of areas to be defined as road related areas.	No. 341 of 2000
<i>Transplantation and Anatomy Act 1978</i>	Appointment of Dr Robert C. Griffin as the designated officer for Calvary Hospital.	No. 342 of 2000

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Gungahlin.	No. R45/00 of 2000

GOVERNMENT NOTICES (Continued)

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>	Supreme Court Rules Amendment	No. 46 of 2000

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY*****ELECTORAL ACT 1992*****REGISTER OF POLITICAL PARTIES**

Pursuant to Part VII of the *Electoral Act 1992*, the political party whose details appear below was first entered into the *Register of Political Parties* on 25 August 1994. The name and address of the registered officer was changed on 2 November 2000.

Name of the Party:	The ACT Greens
Abbreviation of Name of Party:	The Greens
Correspondence Address:	GPO Box 2019 CANBERRA ACT 2601
Registered Officer of Party:	
Name:	Mick O'Halloran
Address:	45 Dutton Street DICKSON ACT 2602

Alison Purvis
Deputy Electoral Commissioner

13 November 2000

GOVERNMENT NOTICES (Continued)

ACT FIRE BRIGADE PROMOTIONS

Members of the ACT Fire Brigade who are eligible, or expect to become eligible, for promotion between 5 December 2000 and 4 June 2001, may apply for promotion to the following ranks:

- Third Class Firefighter
- Second Class Firefighter
- First Class Firefighter, Grade B
- First Class Firefighter, Grade A
- Senior Fighter

The academic and other qualifications for promotion within the Fire Brigade were notified in a special Gazette dated 6 January 1998. A copy of that notification may be obtained by telephoning (02) 6207 8412 during business hours or in person from:

The Recruitment officer
ACT Emergency Services Bureau
123 Carruthers St
Curtin ACT 2605

Applications must be in writing addressed to;

The Fire Commissioner
ACT Fire Brigade
PO Box 104
Curtin ACT 2605

I M Bennett
Fire Commissioner
7 November 2000

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Annual Review of Environmental Authorisations

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

Organisation	Brief Description of Activity	Location
Ford's Pest Control	Pest Control	2 Bushby Cl Gordon ACT
ACT Tree Surgery Pty Ltd	Pest Control	8 Beltana Rd Pialligo
CSIRO Entomology	Pest Control	Clunies Ross St Acton
Australian Sports Commission	Pest Control	Leverrier Cres Bruce

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

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

Dated the 8th day of November 2000
 Environment Management Authority

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

CASINO CONTROL ACT 1988

ALTERATION

Under sub-section 72(3) of the *Casino Control Act 1988*, I HEREBY ALTER the approved rules as set out in the attached schedule for the authorised game of Mini Baccarat.

Dated this 2nd day of November 2000.

Gregory Stephen Jones

Delegate

ACT Gambling and Racing Commission

GOVERNMENT NOTICES (Continued)**SCHEDULE**

This is the accompanying schedule to the Instrument of Alteration under sub-section 72(3) of the *Casino Control Act 1988* signed by Gregory Stephen Jones, Delegate of the ACT Gambling and Racing Commission, on the 2nd day of November 2000.

**ALTERATIONS TO THE APPROVED RULES OF THE
AUTHORISED GAME OF MINI BACCARAT**

Delete existing rule 8.

Insert the following:

“8. SETTLEMENT OF WAGERS

- 8.1 Before the start of a Round of Play the Casino Operator shall determine whether Method A or Method B of settlement of wagers is to be used.
- 8.2 The Casino Operator shall display the method of settlement of wagers on a sign at or near the table and may change the method provided that prior notice of the change is given to the players.
- 8.3 A wager on the Banker's Hand shall:
 - (a) win, if the Banker's Hand has a total higher than that of the Player's Hand;
 - (b) lose, if the Banker's Hand has a total lower than that of the Player's Hand; and
 - (c) neither win nor lose, if the totals of the Banker's Hand and the Player's Hand are equal.

GOVERNMENT NOTICES (Continued)

8.4 A wager on the Player's Hand shall:

- (a) win, if the Player's Hand has a total higher than that of the Banker's Hand;
- (b) lose, if the Player's Hand has a total lower than that of the Banker's Hand; and
- (c) neither win nor lose, if the totals of the Banker's Hand and the Player's Hand are equal.

8.5 A wager on the Tie shall:

- (a) win, if the totals of the Banker's Hand and the Player's Hand are equal; and
- (b) lose if either the Player or Banker win.

8.6 Method A

Settlement of winning wagers shall be as follows:

- (a) Player's Hand shall be paid at odds of 1 to 1;
- (b) Banker's Hand shall be paid at odds of 1 to 1 less 5% commission; and
- (c) Tie shall be paid at odds of 8 to 1.

8.7 Method B

Settlement of winning wagers shall be as follows:

- (a) Player's Hand shall be paid at odds of 1 to 1;
- (b) Banker's Hand shall be paid at odds of 1 to 1 except when the Banker's Hand wins with a total of 6 then it will be paid 1 to 1 less 50% commission; and
- (c) Tie shall be paid at odds of 8 to 1."

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

CASINO CONTROL ACT 1988

ALTERATION

Under sub-section 72(3) of the *Casino Control Act 1988*, I HEREBY ALTER the approved rules as set out in the attached schedule for the authorised game of Pai Gow.

Dated this 3rd day of November 2000.

Gregory Stephen Jones

Delegate

ACT Gambling and Racing Commission

GOVERNMENT NOTICES (Continued)

SCHEDULE

This is the accompanying schedule to the Instrument of Alteration under sub-section 72(3) of the *Casino Control Act 1988* signed by Gregory Stephen Jones, Delegate of the ACT Gambling and Racing Commission, on the 3rd day of November 2000.

ALTERATIONS TO THE APPROVED RULES OF THE AUTHORISED GAME OF PAI GOW

Delete existing rule 13.

Insert the following:

“13. GEE JUN JACKPOT PAYOUTS

13.1 The House is liable for all Gee Jun Jackpot payouts regardless of whether the House acted as the Bank for that Round of Play.

13.2 Subject to rule 13.3 the payouts for Gee Jun Jackpot winning wagers shall be as follows:

Gee Jun (pair), Teen (pair)	100% of the jackpot amount displayed at the time of the winning Hand.
Gee Jun (pair), Day (pair)	10% of the jackpot amount displayed at the time of the winning Hand.
Teen (pair), Day (pair)	10% of the jackpot amount displayed at the time of the winning Hand.
Teen, high 10, low 10 and 11	\$100 bonus payout.
High 6, low 6, low 4 and any 7	\$100 bonus payout.

GOVERNMENT NOTICES (Continued)

- 13.3 The casino's maximum liability for any major jackpot payout shall be limited to the amount of the applicable jackpot prize pool, as re-calculated following any earlier major jackpot win, at the time the winning hand is determined (ie. when the dice are exposed) whether the table signage has been adjusted or not.

For the purpose of this rule a "major jackpot" refers to a winning Hand paying either 100% or 10% of the jackpot amount, as per Rule 13.2."

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

CASINO CONTROL ACT 1988

ALTERATION

Under sub-section 72(3) of the *Casino Control Act 1988*, I HEREBY ALTER the approved rules as set out in the attached schedule for the authorised game of Poker - Canberra Poker.

Dated this 9th day of November 2000.

Gregory Stephen Jones
Delegate
ACT Gambling and Racing Commission

GOVERNMENT NOTICES (Continued)**SCHEDULE**

This is the accompanying schedule to the Instrument of Alteration under sub-section 72(3) of the *Casino Control Act 1988* signed by Gregory Stephen Jones, Delegate of the ACT Gambling and Racing Commission, on the 9th day of November 2000.

**ALTERATIONS TO THE APPROVED RULES OF THE
AUTHORISED GAME OF POKER - CANBERRA POKER**

Delete existing rule 11.

Insert the following:

“11. BOOMERANG JACKPOT PAYOUTS

11.1 Subject to Rules 11.2 and 11.3, the payouts for Boomerang Jackpot winning hands shall be as follows:

Royal Flush	\$10,000 or 100% of the jackpot amount displayed at the table at the commencement of the Round of Play in which the winning hand was dealt, whichever is the greater.
Straight Flush	\$1,000 or 10% of the jackpot amount displayed at the table at the commencement of the Round of Play in which the winning hand was dealt, whichever is the greater.
Four of a Kind	\$500 bonus payout.
Full House	\$150 bonus payout.
Flush	\$100 bonus payout.
Dead Man's Hand	\$50 bonus payout.

GOVERNMENT NOTICES (Continued)

- 11.2 The maximum aggregate liability for all major jackpot winning hands in a single Round of Play shall be the Boomerang Jackpot amount displayed at the table at the time the Round of Play commenced. Where necessary, the major jackpot payouts will be determined by pro-rating the jackpot prizes.
- 11.3 The Casino Operator's maximum liability for major jackpot winning hands in different Rounds of Play shall be limited to the amount of the applicable jackpot prize pool, as re-calculated following any earlier major jackpot win, at the time the winning hand is determined (ie. when the player's fifth card is dealt) whether the table signage has been adjusted or not.

For the purpose of Rules 11.2 and 11.3, a "major jackpot winning hand" is a Royal Flush or a Straight Flush."

