



Australian Capital Territory

Gazette

No. 48, Thursday 30 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

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Central Office Financial Management and Support Services Group Financial Management Unit

Administrative Service Officer Class 6 \$44,503-51,121 (PN 24102)

Closing date: 14 December 2000

Group Profile: Financial Management and Support Services is responsible for the Departmental Budget, financial and accounting policy, cash management, financial reporting, capital works, property management services, accommodation support services and corporate administration. The Group also oversees the operations of the Business Services Bureau.

Unit Profile: The Financial Management Unit is responsible for the Departmental Budget, financial and accounting policy, cash management and financial reporting.

Duties: The following duties are performed under broad direction in accordance with best practice management principles: Prepare the Department's monthly Business Activity Statements. Monitor the Department's daily cashflow requirements, including identification of surplus funds for investments. Assist in the preparation of budgetary and financial reporting documentation (this may include Purchase and Ownership Agreements and both internal and external financial reports). Provide advice on Goods and Services Tax (GST) issues within the Department. Assist in the Department's budget development process. Assist in the development of improved financial management practices and systems.

Contact Officer: Jean-Paul Donda 02-6205 0915
Selection documentation may be obtained from John Oberdorf 02-6205 0908
Apply: 23
CC: 148-9011-17925

EMPLOYMENT (Continued)

ACT COMMUNITY CARE

Integrated Health Care Program Occupational Therapy

Professional Officer, Grade 2
Salary Range: \$43,545-\$48,665, Canberra
(PN. 29153)

Closing date: 14 December 2000

Duties: The Occupational Therapy Department, ACT Community Care is advertising a permanent part time PO2 (.3 FTE). The position is under the auspices of the Integrated Program, ACT Community Care and is based at The Canberra Hospital with the Pain Management Unit. The Pain Management Unit promotes a strong emphasis on the multidisciplinary approach to assessment and intervention. The occupational therapy position will be expected to provide outpatient services within this framework.

Applicants will be shortlisted on the basis of written application addressing the selection criteria and verbal referee reports. Please provide the name and phone numbers of at least two referees with your application. If further assessment is required applicants will be contacted.

Note: Part time (3 FTE 10 1/2 hrs per week)

Contact Officer: Prue Campbell (02) 6244 3286
Selection documentation may be obtained from Jan Gillies (02) 62443286
Apply: 21
CC: 148-9009-17798

Alcohol and Drug Program Director Senior Professional Officer Grade A, Canberra (PN. 24098)

Closing date: 7 December 2000

Duties: ACT COMMUNITY CARE is the major provider of community-based health and disability services in the ACT.

We are looking for an experienced and appropriately qualified person to provide high level leadership and formulate strategic direction for the extensive health and community services in the Alcohol and Drug Program.

The successful applicant will manage consultative processes for both staff and the community and will have a proven track record in managing complex change agenda. You will have a demonstrated ability to manage financial, physical and human resources in a changing environment and will be expected to deliver high quality health care outcomes. Integration of services within and between programs and other service providers will be a key focus of the role.

Eligibility/other requirements: Mandatory qualifications apply for this position. Postgraduate health administration/management or other relevant tertiary qualifications are highly desirable.

Note: Salary and conditions of service: The successful applicant will be offered an Australian Workplace Agreement, which will provide an attractive salary package and benefits commensurate with the importance of the position and the calibre of the person sought.

Contact Officer: Laurann Yen (02) 6207 1212
Selection documentation may be obtained from Helen Stravens (02) 6205 1937

Apply: 21
CC: 148-9009-16852

ALCOHOL AND DRUG PROGRAM

REGIONAL MANAGER
**Senior Professional Officer Grade C/
Senior Officer Grade C, \$55,731 - \$60,091,**
Assistant Director Of Nursing, \$60,257,
Canberra (PN. 28407)

Closing date: 14 December 2000

Duties: The Alcohol and Drug Program has a Regional Manager position that is expected to become available for appointment in the near future.

The regional manager is responsible for overseeing all activities within a defined geographic area. Duties include managing casework activities, staff supervision, coordinating the provision of high quality client services, monitoring work flow and coordinating and allocating resources. The regional teams will provide a range of alcohol and other drug services. This dynamic position also involves working in a small committed and cohesive management team.

Note: Salary Packaging with FBT exemption under PBI conditions is also offered

Note: this is a multi-classified position to be filled at either SPOC, SOC or ADON level

Contact Officer: Julie Perrin (02) 62050947
Selection documentation may be obtained from Tanya Woods (02) 62052121
Apply: 21
CC: 148-9009-16852

THE CANBERRA HOSPITAL

Surgical Services Operating Rooms

Registered Nurse Level 2 \$43150-45877,
Canberra (PN.22443 & 22268)

Closing date: 14 December 2000

Duties: Provide comprehensive direct patient care by utilising the nursing process. Act as a role model in the provision of holistic patient care, liaise with patient care team to achieve an agreed standard of care.

Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board. Minimum of 3 years post graduate experience. Minimum of 12 months experience in peri-operative nursing.

EMPLOYMENT (Continued)

Contact Officer: Claire Culley (02) 6244 2765
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2257
Apply: 16
CC: 1956

**Pathology Services
Anatomical Pathology**

**Technical Officer Level 1 \$29,358-30,841
Canberra (PN. 21465 Expected Vacancy)**

Closing date: 14 December 2000
Duties: receive and register incoming specimens. Prepare and strain specimens for cytological analysis by prescribed techniques.

Note: All applicants are asked to provide written referee reports with their applications

Contact Officer: Janice Holdsworth (02) 6244 2876
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 148-9010-16875 3124

**Pathology Services
Anatomical Pathology**

**Professional Officer Class 1 \$30,276-42,475
Canberra (PN. 29162)**

Closing date: 14 December 2000
Duties: ACT Pathology is seeking a highly motivated person to fill a position in the Diagnostic Electron Microscopy Unit at The Canberra Hospital. The work involves a diverse mix of both clinical and research applications. Experience in these areas would be an advantage.
Eligibility/other requirements: A degree or equivalent qualification in medical laboratory science, or other approved qualification.
Contact Officer: Lesley Maxwell (02) 6244 2871
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 148-9010-16875 3124

**Pathology Services
Molecular Pathology**

Professional Officer Class 1/Technical Officer Level 3 \$30,276-43,393, Canberra (PN. NP)

Closing date: 14 December 2000
Duties: Extract and purify DNA/RNA from various sources using standard procedures. Perform diagnostic and other technical tests, procedures and investigations requiring the application of professional knowledge and skills in molecular biology.
Eligibility/other requirements: An appropriate degree or diploma in medical laboratory science or equivalent.
Note: Salary range – Professional Officer Class 1 \$30,276-42,475, Technical Officer Level 3 37,276-43,393. The salary for this position will depend on the qualifications and experience of the successful applicant.

Contact Officer: Peter Kaylock (02) 6244 2893
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 148-9010-16875 3134

**Medical SMT
Neurology**

**Technical Officer Level 4 \$43,416-\$48,520,
Canberra (PN. 21977)**

Closing date: 14 December 2000
Duties: Manage the daily running of the Neurophysiology Unit. Oversight, co-ordinate and plan tests carried out by the Neurophysiology Unit. Research, design and determine 'normal' values for new methods or new tests to be performed by the Neurophysiology Unit.
Eligibility/other requirements: Recognised qualifications in Neurophysiology. Appropriate training in the field of Neurophysiology and experience in diagnostic testing including more specialised tests.

Contact Officer: Dr Collin Andrews (02) 6282 4807
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
Apply: 16
CC: 148-9010-16875 8478

EMPLOYMENT (Continued)

**The Canberra Hospital
Executive**

Public Affairs and Health Promotion

**Public Affairs Officer Grade 1 \$37,186-\$42,626,
Canberra (PN. 21998)**

Closing date: 14 December 2000

Duties. As directed, and with limited supervision, Assist the Media manager to organise interviews, respond to enquires and provide conditions reports. Draft media releases. Assist the Health promotion Manager in the implementation of the Hospital's health Promoting Hospital Strategy. Draft, edit and assist in the production of a variety of Hospital publications.

Eligibility/other requirements: Tertiary qualifications in communication, health promotion, public relations, marketing, education or related field or recognised skills developed through relevant experience in communication, education, health promotion or a related field.

Contact Officer: Joanne Nelson (02) 6282 2501
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566

Apply: 16
CC: 148-9010-16875 8323

Executive

Public Affairs and Health Promotion

**Senior Professional Officer Grade C
\$54,969-\$59,270, Canberra (PN. 21998)**

Closing date: 14 December 2000

Duties. Under Limited direction and in consultation with the Director, Public Affairs and Health Promotions, pursue the progression of The Canberra Hospital as a World Health Organisation Health. Promoting Hospital within a "whole of government" framework, in alignment with international, national and local health promotion directives and in line with the Hospital's strategic direction, corporate priorities, policies and guidelines.

Eligibility/other requirements: Tertiary qualifications in a field relevant to health promotion or community development and/or equivalent.

Contact Officer: Joanne Nelson (02) 6282 2501
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566

Apply: 16
CC: 148-9010-16875 8323

CALVARY HOSPITAL INC.

**Nursing Services
Maternity**

**Registered Nurse Level 3\$ 47,722 - 50,799,
Canberra (PN. 8675)**

Closing date: 14 December 2000

Duties: In an environment of adult education in a customer focussed, health care setting co-ordinate development, implementation, evaluation and review of all forms of education programs, for both staff and clients.

Eligibility/other requirements: Registered as a General Nurse and Midwife with the ACT Nurses Board.

Note: TTY 6201 6127

Contact Officer: Sue Minter (02) 6201 6162
Selection documentation may be obtained from Sue Minter (02) 6201 6162

Apply: 07
CC: 148-9094-17781

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Learning Services

**Teacher Band 4 \$84033 (Package negotiable),
Canberra (PN. 51929)**

Closing date: 8 January 2001

Duties: Provide educational leadership, guidance and management of the Division, and set and implement the strategic direction for the Division in cooperation with other elements of the Institute.

Eligibility/other requirements: A degree or diploma in an area relevant to the Division

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

Contact Officer: Peter Veenker (02) 6207 3107
Selection documentation may be obtained from Paul Heinemann (02) 6207 3393
e-mail:paul.heinemann@cit.act.edu.au

Apply: 11
CC: 148-9024-18549

Faculty of Design

**Teacher Band 4 \$84033 (Package negotiable),
Canberra (PN. 51851)**

Closing date: 8 January 2001

Duties: Provide educational leadership, guidance and management of the Faculty and set and implement the strategic direction for the Faculty in cooperation with other elements of the Institute.

EMPLOYMENT (Continued)

Eligibility/other requirements: A degree or diploma in an area relevant to the educational program of the faculty.

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

Contact Officer: Peter Veenker (02) 6207 3107
Selection documentation may be obtained from Paul Heinemann (02) 6207 3393
e-mail: paul.heinemann@cit.act.edu.au
Apply: 11
CC: 148-9024-18552

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

Policy and Regulatory Division Business Service Unit

Administrative Service Officer Class 4 \$36,945 – 40,113, Canberra (PN. 42655)

Closing date: 14 December 2000

Duties: The successful occupant will be required to provide administrative and secretarial support services of a high level to the Executive Director; arrange meetings, appointments and travel as required; operate and maintain automated information systems; and undertake other administrative duties in support other Division's Business Services Unit.

Note: This is a temporary vacancy of up to 10 months

Contact Officer: Susan Reece (02) 6207 0541
Selection documentation may be obtained from Susan Reece (02) 62070541
Apply: 28
CC: 148-9012-17170

ACT Supreme Court Personal Staff

Administrative Service Officer Class 4 \$36,945 – 40,113, Canberra (PN. 2133)

Administrative Service Officer Class 5 \$41,207 – 43,694, Canberra (PN. 44047)

Closing date: 7 December 2000

Duties: This position is required to provide administrative, clerical and secretarial support to a Judge of the Supreme Court of the ACT.

Duties include the provision of stenographic and computer service, ensuring the security of draft judgements and other confidential documents; having custody of, maintaining and indexing correspondence and other documents; filtering telephone calls and responding on the Judge's behalf to appropriate enquiries; making necessary travel and accommodation arrangements; scheduling appointments and meeting and maintaining personal papers, records and files. This position may be required to undertake less complex research and enquiries and draft associated correspondence and to act as Associate occasionally. The occupant of this position is expected to maintain effective liaison between the Judge's Chambers and the offices of the ACT Department of Justice and Community Safety, other departments, external organisations and member of the legal profession.

Contact Officer: Ann Cooper (02) 62672738
Selection documentation may be obtained from Jeremy Austin (02) 62672706
Apply: 28
CC: 148-9012-16915

ACT Corrective Services ACT Youth Justice Services Team Leader

Administrative Service Officer Class 6 \$44,503 – 51,121, Canberra (PN. 43700)

Closing date: 14 December 2000

Duties: Undertake responsibility for assessments, court report and casework in difficult or complex cases. Consult with other staff to provide assistance with assessments and supervision of cases as required. Assist in the development of relevant programs and undertake responsibility for developing systems to enable the ongoing evaluation of Community Unit Programs. Liaise with welfare, community agencies and government services, to effectively assess and supervise young persons referred to the Community Unit and for the purposes of developing relevant programs and placements.

Note: Applicants may be assessed on applications and referee reports only. Applicants should submit 2 written referee reports with their application.

Contact Officer: Franc Woods (02) 62070 0755
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
Apply: 28
CC: 148-9012-16898

EMPLOYMENT (Continued)

DEPARTMENT OF URBAN SERVICES

Corporate Group Corporate Budgets Section

Administrative Service Officer Class 5 \$41,207-\$43,694, Canberra (PN. 46016)

Closing date: 14/12/2000

Duties: Manage the Department's Distribution Bank Accounts. Coordinate cash disbursements to and from groups, agencies and investments. Assist the section in budget processes, financial reporting and general administration. Eligibility/other requirements: Accounting qualifications or progress towards same desirable.

Contact Officer: John McMaster (02) 62076234
Selection documentation may be obtained from Sue Charlton (02) 62076242
Apply: 34
CC: 148-9017 17305

Human Resources Section

Senior Officer Grade C \$56,347-\$60,755, Canberra (PN. 26950)

Closing date: 14/12/2000

Duties: An opportunity exists in Urban Services for a highly skilled human resource professional to undertake research, analysis, development and implementation of HR consultancy work. You will be a member of a highly dedicated team committed to achieving ongoing business improvement through the development and implementation of HR initiatives and best practice. Ideally you will have a strong commitment to teamwork and delivering best practice human resource services and support. Eligibility/other requirements: Tertiary qualifications in Human Resources or a related discipline, or progress towards these, highly desirable.

Contact Officer: John Mikus (02) 62075855
Selection documentation may be obtained from John Shanovski (02) 62073667
Apply: 34
CC: 148-9017 16954

Personnel Operations Section

Administrative Service Officer Class 5 \$41,207-\$43,694, Canberra (PN. 11652)

Closing date: 14/12/2000

Duties: Manage the operations of a payteam involved in administering and applying conditions of service entitlements to Urban Services staff. Ensure payteam staff are trained in all areas of responsibility, including PERSPECT and current Personnel legislation, guidelines, policy and practices.

Note: This position will be filled on a permanent or temporary basis depending on relevant qualifications and experience.

Contact Officer: Katherine McMahon
(02) 62075912

Selection documentation may be obtained from Stephanie Wannell (02) 62075857

Apply: 34
CC: 148-9017 17224

Operations Group City Operations Branch Road User Services Section

Administrative Service Officer Class 4 \$36,945-\$40,113, Canberra (PN. 359)

Closing date: 14/12/2000

Duties: Undertake the duties of Banking Officer, including:

- Collect data for preparation of banking reports.
- Daily and monthly banking reconciliations.
- Transfer of funds using Diamond Bulk Funds Management.
- Process dishonoured cheques and undertake follow-up action in the recovery of amounts owing.
- Process and/or bank other funds received.
- Develop and update financial reports on banking activities.

Contact Officer: Fabiola Casadie (02) 62075814
Selection documentation may be obtained from Cindy Johnston (02) 62077033
Apply: 34
CC: 148-9015 17013

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Revenue Management Compliance

Administrative Service Officer Class 6, \$44,503-\$51,121p.a (PN: 1372) Canberra

Closing Date: 14 December 2000

Duties: As the leader of a team, or individually, undertake a range of operational and administrative tasks associated with the work of the Section. Assist in the management of the ACT Revenue Office debt management sub-section. Provide advice and contribute to the formulation of ACT Revenue Office policy, programs and procedures, with particular reference to debt management operations.

Contact Officer/Selection Documentation:

Wayne Perry (02)62070103

or via the web site

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

CC 148-9042-17176

Apply 35 or via email:

recruitment.officer@act.gov.au

EMPLOYMENT (Continued)

Appointments

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Administrative Service Officer Class 2
\$29102-32271**

Janice Goodman: 741-20232, Section 68,
30/11/00
CC: 148-9011-16943

**Administrative Service Officer Class 6
\$44,503-51,121**

(PN 33227, ACT Gazette No 39 28 Sep 00)
Annelise Nadia Beckmann 741-20769 68
20/11/2000
CC: 148-9011-17913

ACT COMMUNITY CARE

**Disability Support Officer Level 1
\$27,437-\$28,536**

Luke Jones: 741-01453, Section 68(1) & 70(1),
14 November 2000
CC: 148-9009-16861

CANBERRA TOURISM AND EVENTS CORPORATION

**Tourism and Events Officer Class 5,
\$41,410-\$43,909p.a**

Melanie Jayne Fletcher, 757-48013
Section 68, 20 November 2000
CC: 148-9055-16840

CHIEF MINISTER'S DEPARTMENT

Administrative Service Officer Class 6,
\$44,503-\$51,121p.a
Virginia Francken, 757-74694
Section 68, 21 November 2000
CC: 148-9031-17025

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Senior Officer Grade B \$66577-74949

Peter Thomas Gwilt: 766-13997, Section 68(1),
16 November 2000
CC: 148-9013-16917

DEPARTMENT OF URBAN SERVICES

Technical Officer Level 4 \$44,504-\$49,736

Jennifer Ann Sever: AGS No 705-20423,
Section 68(1), 13/11/2000
CC: 148-9020 17088

Technical Officer Level 4 \$44,504-\$49,736

William Alexander Brodie: AGS No 337-59072,
Section 68(1), 20/11/2000
CC: 148-9020 17088

Transfer

CULTURAL FACILITIES CORPORATION

Alison Stewart: 713-97922

From: Professional Officer Class 2,
\$45,604-\$52,385
Cultural Facilities Corporation
To: Professional Officer Class 2, \$45,604-
\$52,385
Canberra Museum and Gallery,
ACT Museums and Galleries,
Cultural Facilities Corporation, Canberra
(PN. 43462)
CC: 148-9008-16850

CHIEF MINISTER'S DEPARTMENT

Transfers to Advertised Vacancies

The InTACT Group
P. J. Burton 607-95054
From: Information Technology Officer Class 2,
\$44,503-\$51,121p.a
Chief Minister's Department
To: Information Technology Officer Class 2,
\$44,503-\$51,121p.a
Applications Packager, Chief Minister's
Department (PN. 14320)
CC: 148-9043-17177

Promotions

Promotions under the *Public Sector Management Act 1994*

The 'date of notification' of a promotion is the date of publication of the *Gazette* in which it is notified. This appears in a box towards the front of the *Gazette*. This date is used to calculate the 'date of effect' and 'eligibility for salary on promotion' and to determine when the time for lodging an appeal or requesting a review commences.

A. APPEALS

All promotions made under section 83 of the *Public Sector Management Act 1994* are subject to appeal except:

- * 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
- * promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- * promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

EMPLOYMENT (Continued)

As a general rule, you may appeal if you were an applicant for promotion to an advertised position that **was not** 'non-appealable'.

YOU MAY ALSO APPEAL IF:

- * the vacancy that has been filled was not advertised and you are eligible for promotion to that position (generally identified by a footnote in the *Gazette*); or
- * you are an excess officer, the advertised position is at a classification equivalent to or lower than your own and you were an applicant for that position; or
- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

YOU CAN NOT APPEAL WHEN:

- * the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee);
- * the position is filled by the transfer of an officer already at that or a higher level;
- * you are not a **permanent** officer of the ACTPS; or
- * you filling the position would not constitute a promotion (except in the case of excess officers).

Unless you are an excess officer, you can only appeal if the person selected by the department would fill the position on **promotion** and, if successful, you would fill the position on **promotion**.

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed. For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

ADVICE TO POTENTIAL APPELLANTS

The following procedures will apply to all appeals unless other appeal procedures are in place as part of a Department's Enterprise Bargaining Agreement. Potential appellants should check with the relevant Personnel Unit as to the appeal procedures applying in that particular Department.

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.

EMPLOYMENT (Continued)

FORM OF APPEAL

The most convenient form of appeal is by use of Form PAC4, available through your Personnel Unit. Alternatively you may write a letter, detailing the following:

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;
- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- Classification and salary scale of your substantive (i.e. your permanent) ACTPS position (and if you are a former officer or an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);
- Office/branch and department or agency; and
- AGS number.

Where you intend to appeal against more than one promotion/selection, a separate appeal should be lodged against each one, **unless** all the promotions have been notified in the one *Gazette*, and the positions are all of the same classification and all in the same state, department and branch, in which case, one letter of appeal listing all promotees appealed against will be accepted.

WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*. (In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline.

Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

WHERE TO LODGE APPEALS

Merit Protection Commissioner, Level 4, Core 1, Wing 2, Edmund Barton Building corner of 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.

EMPLOYMENT (Continued)

CONTENT OF STATEMENTS

You should provide **four** copies of your statement, which should contain the following:

- (a) at the top:
 - (i) PAC reference number;
 - (ii) full name;
 - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
 - (iv) date of permanent appointment; and
 - (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
- (c) a brief outline of your employment history;
- (d) a statement of claims to the position addressing the selection criteria;
- (e) any views you may have about the departmental assessment of you; *and most importantly*;
- (f) **reasons for your claim that you are more efficient than the other party or parties.**

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations. You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department.

Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason.

The PAC will determine its procedures according to the circumstances of the case before it, but will normally consider the following:

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (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),

EMPLOYMENT (Continued)

may apply to the MPC for a review of that promotion.

A request for review must be made in writing to the Director, MPC, at the address given below and must be received by the end of the 13th day after the day on which the promotion appeared in the *Gazette*.

An applicant must provide the following details:

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

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

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

CANBERRA TOURISM AND EVENTS CORPORATION

Business Services

E. A. Hamilton AGS No: 713-73429

From: Tourism and Events Officer Class 5,
\$41,410-\$43,909p.a
Canberra Tourism and Events Corporation
To: Tourism and Events Officer Class 6,
\$44,723-\$51,373p-a
Finance Section (PN: 43431)
Canberra Tourism and Events Corporation
CC:148-9005-16840

S. C. Sutton AGS No: 752-22070

From: Administrative Service Officer Class 4,
\$36,945-\$40,113p.a
Department of Urban Services
To: Tourism and Events Officer Class 6,
\$44,723-\$51,373p-a
Finance Section (PN: 43565)
Canberra Tourism and Events Corporation
CC:148-9005-16840

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Narrabundah College

Justin Lloyd Gainey: 737-58373

From: School Assistant 2 \$24747-27442
Education and Community Services
To: Administrative Service Officer Class 3
\$33147-35774
Narrabundah College, Education and
Community Services, Canberra (PN. 348) (No
29, 20 July 2000)
CC: 148-9013-16917

Canberra College

Kristine Garry: 713-04730

From: School Assistant 2 \$24747-27442
Department of Education and Community
Services
To: Administrative Service Officer Class 3
\$33147-35774
Canberra College, Department of Education and
Community Services, Canberra (PN. 129)
(No 31, 03 August 2000)
CC: 148-9013-16917

Caroline Chisholm High School

Wendy Katheryn Eve: 027-50737

From: School Assistant 2 \$24747-27442
Education and Community Services
To: Administrative Service Officer Class 3
\$33147-35774
Caroline Chisholm High School, Education and
Community Services, Canberra (PN. 1988)
(No 29, 20 July 2000)
CC: 148-9013-16917

Sport and Corporate Resources Division Information Management Branch

Kathryn Ann Carmody: 713-07835

From: School Assistant 2 \$24747-27442
Department of Education and Community
Services
To: Administrative Service Officer Class 4
\$36945-40113
Information Management Branch, Department of
Education and Community Services, Canberra
(PN. 11823) (No 32, 10 August 2000)
CC: 148-9013-16917

EMPLOYMENT (Continued)**Sport and Corporate Resources Division
Executive Assistant****Roslyn Narelle Ovens: 740-95436**

From: Administrative Service Officer Class 3
\$33147-35774

ACT Community Care

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

Sport and Corporate Resources Division,
Department of Education and Community
Services, Canberra (PN. 14452) (No 32, 10
August 2000)

CC: 148-9013-16917

Canberra High School**Margaret Joan Price: 033-25759**

From: Administrative Service Officer Class 5
\$41207-43694

Department of Education and Community
Services

To: Administrative Service Officer Class 6
\$44504-51121

Canberra High School, Department of Education
and Community Services, Canberra (PN. 158)
(No 33, 17 August 2000)

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Learning Services
Division Management Unit****Lynn Adele BELL-TOWERS: 704-26437**

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

Student Services Centre

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

Division Management Unit, Canberra (PN.
54232),

(Gazette No. 40, 12 October 2000)

Note: This promotion is made subject to the
appeal provisions under Clause 8 of the
Canberra Institute of Technology (Non-teaching
Staff) Certified Agreement 2000-2002.

Officers wishing to appeal this promotion
should address their appeal to the Manager,
Human Resource Management Unit, Canberra
Institute of Technology, PO Box 826, Canberra
ACT 2601 within 14 days of gazettal of this
promotion.

CC: 148-9024-18549

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY****ACT Magistrates Court****Penny Rogers: 710-38241**

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

Department of Justice and Community Safety

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

Executive, Department of Justice and
Community Safety Canberra (PN. 42314) (7
September 2000)

CC: 148-9012-16939

ACT Magistrates Court**Lynette Ashlin: 546-90756**

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

Department of Justice and Community Safety

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

Counter Services Unit, Canberra (PN. 44038)
(7 September 2000)

CC: 148-9012-16939

DEPARTMENT OF URBAN SERVICES

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

**Planning and Land Management Group
Building and Services Branch
BEPCON****M. H. Van Schieveen: AGS No 527-58497**

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

Urban Services

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

BEPCON Urban Services, Canberra (PN. 43417)
(Gazette No. 36, 7/9/2000)

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: 148-9020 17031

Executive Section**J. G. Fior: AGS No 539-12636**

From: Administrative Service Officer Class 5
\$41,207-\$43,694

Urban Services

To: Administrative Service Officer Class 6
\$44,504-\$51,121

Executive Section Urban Services, Canberra
(PN. 23391) (Gazette No. 39, 28/9/2000)

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: 148-9020 16925

EMPLOYMENT (Continued)

**Policy Coordination Group
Infrastructure Policy Branch
ACT Waste Section**

T. Haalebos: AGS No 257-99082

From: General Service Officer Level 8
\$35,703-\$37,801
Urban Services
To: Administrative Service Officer Class 5
\$41,207-\$43,694
ACT Waste Section Urban Services, Canberra
(PN. 44090) (Gazette No. 39, 28/9/2000)

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: 148-9019 17026

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

H. A. Broers: AGS No 506-39208

From: Administrative Service Officer Class 3
\$33,147-\$35,774
Urban Services
To: Administrative Service Officer Class 4
\$41,207-\$43,694
Road User Services Section Urban Services, Canberra (PN. 20060) (Gazette No. 40, 5/10/2000)

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: 148-9015 17013

G. S. Ward: AGS No 754-16764

From: General Service Officer Level 8
\$35,528-\$37,616
Urban Services
To: Administrative Service Officer Class 4
\$41,207-\$43,694
Road User Services Section Urban Services, Canberra (PN. 21215) (Gazette No. 40, 5/10/2000)

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: 148-9015 17013

**Urban Ranger and Approval Services Section
F. M. Stevens: AGS No 733-29536**

From: Senior Officer Grade C \$56,347-\$60,755
Urban Services
To: † Senior Officer Grade B \$66,577-\$74,949
Road User Services Section Urban Services, Canberra (PN. 36360) (Gazette No. 33, 17/8/2000)
CC: 148-9015 17013

Retirements and dismissals

CHIEF MINISTER'S DEPARTMENT

The InTACT Group
Section 143 *Public Sector Management Act*:
Graham Eales,
Administrative Service Officer Class 4
15 November 2000
CC: 148-9043-17177

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 Recruitment Officer, Central Office, (Level 2 North Building) 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

EMPLOYMENT (Continued)

- 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
S66	23 November	Instrument No. 346 of 2000 ~ <i>Public Health Act 1997</i> Instrument No. 347 of 2000 ~ <i>Public Health Act 1997</i>

ACT Government Gazette: Christmas Arrangements

The final ACT Government Gazette for 2000 will be published on Thursday 21 December 2000, with the first Gazette in 2001 being published on Thursday 4 January 2001. The gazette printing contractor will be closed down between these dates, resulting in printing facilities being unavailable for this period.

Deadlines for receipt of content are indicated below:

Gazette published on 21 December 2000

12 noon, Wednesday 13 December 2000 for employment notices and 4.30pm, Thursday 14 December 2000 for Government Notices.

Gazette published 4 January 2001

4.30pm Thursday 29 December 2000 for both employment and Government notices .

Should there be a need for a Special Gazette or for further information, please contact the Gazette Office on extension 50254.

GOVERNMENT NOTICES



ACT Government

AUSTRALIAN CAPITAL TERRITORY OCCUPATIONAL HEALTH AND SAFETY ACT 1989 REVOCATION OF A CODE OF PRACTICE

Pursuant to subsection 87(1) of the *Occupational Health and Safety Act 1989* ("the Act") I **REVOKE** the approval for the Code of Practice entitled "National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment [NOHSC:1006(1995)]" Instrument No. 256 of 1996 notified in Gazette No. S301 of 12 November 1996.

Dated this 16th day of October 2000

BRENDAN MICHAEL SMYTH
Minister for Urban Services

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>Public Place Names Act 1989</i>	Amendment to the notice published in Commonwealth Gazette No. P25 of 31 August 1988 by omitting eight street names in the Division of Conder.	No. 344 of 2000
<i>Food Act 1992</i>	Determination of Fees.	No. 345 of 2000

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY*****Electoral Act 1992***

I REVOKE the determination dated 5 January 1995 and published in the ACT Gazette No.S9 on 9 January 1995 made for the purposes of s 221(4) of the *Electoral Act 1992*.

Phillip Green

Electoral Commissioner

24 November 2000

NOTIFICATION OF THE MAKING OF A REGULATION

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

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Machinery Act 1949, Scaffolding and Lifts Act 1912 and Scaffolding and Lifts Act 1957</i>	Occupational Health and Safety Legislation Regulations Amendment	No. 47 of 2000
<i>Occupational Health and Safety Act 1989</i>	Occupational Health and Safety (Certification of Plant Users and Operators) Regulations 2000	No. 48 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>	Notification of Road Closure – Division of Russell.	No. R46/00 of 2000

GOVERNMENT NOTICES (Continued)

URBAN SERVICES

PLANNING AND LAND MANAGEMENT GROUP

RESOURCE MANAGEMENT CENTRE – BLOCK 654 GUNGAHLIN DEVELOPMENT APPLICATION AND PRELIMINARY ASSESSMENT

Public comment is invited on the above Development Application (DA) and Preliminary Assessment (PA). To avoid duplicate submissions being lodged, the Public Notification is being combined into a single process.

Copies of the DA and PA may be inspected:

- at the Applications Secretariat (PALM Shopfront), Dame Pattie Menzies House, 16 Challis Street, Dickson, between 8.30am – 4.30pm weekdays;
- at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours.

The PA can be purchased from the Applications Secretariat at a cost of \$6.30 per copy.

Written submissions on the DA and PA should be forwarded by 15 December 2000 to:

Applications Secretariat
Planning and Land Management
PO Box 395
MITCHELL ACT 2911

Alternately submissions may be made via email (app.sec@act.gov.au) or faxed to 6207 7762. All submissions will go on a public register and access to submissions will be granted on request.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

REMAND CENTRES ACT 1976

DECLARATION OF TEMPORARY REMAND CENTRE

Under section 5(1) of the *Remand Centres Act 1976* (ACT) (the Act), the Administrator has informed me:

- a. that the number of detainees in the Belconnen Remand Centre declared by instrument, published pursuant to section 4 of the Act, in the Gazette No. S169 of 27 September 1976 is likely to be greater than the number that can be held conveniently in the Centre; and
- b. that it is not appropriate to transfer some detainees to another institution within or outside the Territory.

Therefore, under section 5(3) of the Act, I DECLARE the area of land on which the detention cells of the Magistrates Court of the Australian Capital Territory are located, to be a temporary remand centre for the period of 12 months commencing on 7 January 2001.

Dated this 18th day of November 2000.

Gary Humphries MLA
Attorney General

GOVERNMENT NOTICES (Continued)

ACT GOVERNMENT

PLANNING AND LAND MANAGEMENT GROUP

DRAFT VARIATION NO.166 TO THE TERRITORY PLAN CLEARANCE ZONE POLICIES – LOWER MOLONGLO WATER QUALITY CONTROL CENTRE

In accordance with Section 24(2) of the *Land (Planning and Environment) Act 1991*, the Planning and Land Management Group of the Urban Services is making available for public inspection the documents submitted to the Minister in relation to draft Variation No.166 for Clearance Zone Policies – Lower Molonglo Water Quality Control Centre.

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

- at libraries of the ACT Government Service at Belconnen, Civic, Dickson, 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)

Environment ACT

Environment Protection Act 1997

Application for an Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
CSR Limited	Production of concrete or concrete products	Yallourn Street Fyshwick Hoskins Street MITCHELL
Monaro Mix Specified Concrete Pty Ltd	Production of concrete or concrete products	Hoskins Street MITCHELL

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 22 December 2000. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

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

Environmental Authorisations

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

Organisation	Brief Description of Activity	Location
CJJA Services	Use of CFCs and HCFCs	42 River Dr Queanbeyan
Mechanical Maintenance and Construction Group	Use of CFCs and HCFCs	18 Kingston St Evatt
MCC Refrigeration	Use of CFCs and HCFCs	15 Lyell St Fyshwick

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 Authorisation 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 30 day of November 2000
Environment Management Authority

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY (GUNGAHLIN DEVELOPMENT AUTHORITY ACT 1996)

Pursuant to Section 4 of the *Gungahlin Development Authority Act 1996*, I vary the Gungahlin Development Area as previously declared on:

- 27 June 1997 and published in the Gazette No S197 of 30 June 1997;
- 10 January 1998 and published in Special Gazette No. S35 of 16 January 1998;
- 7 January 1999 and published in Gazette No 3 of 20 January 1999; and
- 5 December 1999 and published in Gazette No 51 of 22 December 1999

to include Block 3 Section 18, Gungahlin and Block 2 Section 60, Gungahlin.

Dated this 17th day of November 2000.

**GARY HUMPHRIES MLA
TREASURER**

