



Australian Capital Territory

# Gazette

No. 49, Thursday 7 December, 2000

## Contents

General Information	ii
Employment	1261
Gazette Information	1276
Government Notices	1277
Public Notices	1286

**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

## CONTACT DETAILS

ACT Gazette Officer  
Publishing and Shopfront Services  
GPO Box 158  
Canberra ACT 2601

ACT Gazette Office  
Level 7, Macarthur House  
12 Wattle Street  
Lyneham ACT 2602

Phone: (02) 6205 0254

Fax: (02) 6205 0266

e-mail: [gazette.office@act.gov.au](mailto:gazette.office@act.gov.au)

## 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](http://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](http://www.publishing.act.gov.au/pub/gazette/p&d.pdf). Alternatively, you may obtain a hard copy listing by contacting the gazette office.

## Private Notices

The fee for a private notice is as follows:

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

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

## Purchasing and Subscriptions

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

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## EMPLOYMENT

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### ACT Public Service

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#### Executive Contracts

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##### DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

###### Appointment

Ron Foster  
Director, Financial Management and Support Services (E189)

##### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

###### Appointment

James Coleborne  
Executive Director, Education and Training (E107)

##### DEPARTMENT OF TREASURY AND INFRASTRUCTURE

###### Appointment

Roger Broughton  
Director, Economic Management (E008)

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### General Information

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#### 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.

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### Vacancies

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##### DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

###### Health Outcomes and Service Performance Mental Health and Corrections Health

###### Senior Officer Grade C \$56,346-\$60,755, Canberra Pos No. 27253 (expected vacancy)

**Duties:** The position involves developing policy and co-ordinating purchasing for mental health services in the ACT

**Contact Officer:** Simon Rosenberg  
(02)62071066

Selection documentation may be obtained from Alison Colebrook (02) 62050795  
Apply 23

**EMPLOYMENT (Continued)****CANBERRA INSTITUTE OF TECHNOLOGY**

**Canberra Institute of Technology  
Education Delivery  
Faculty of Design**

**Teacher Band 2 \$62,155, Canberra (PN. 51853)**

**Closing date:** 22 December 2000

**Duties:** Provide professional educational leadership over the School's involvement in educational development activities. Carry out administrative tasks directly related to the efficient and effective operation of the responsibilities negotiated with the Dean of Faculty. Represent the Faculty and as appropriate, the Institute in an educational and entrepreneurial capacity.

**Eligibility/other requirements:** A Degree or Diploma in Education. Three years experience in TAFE or similar environment. Experience relevant to the position.

Contact Officer/s: Ian Harman/Barry Roantree  
(02) 6207 3769

Selection documentation may be obtained from  
Garry Macklin (02) 6207 3701

Apply: 11

CC: 148-9024-18552

**THE CANBERRA HOSPITAL**

**The Canberra Hospital  
Mental Health**

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

**Closing date:** 21 December 2000

**Duties:** We are seeking an experienced clinician with a background in Child and Adolescent Mental Health. Applicants should be familiar with current mental health practice in regard to treating children, adolescents and their families with moderate to severe mental illness. Some intake/triage work may be required.

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

Note: this position was advertised incorrectly on 23 November 2000. This position can be filled either by Professional Officer Class 2 \$43,416-48,520 or Registered Nurse Level 3 \$47,416-50,648 depending on the qualifications and experience of successful applicant.

**Contact Officer:** Merrie Carling (02) 6205 1469  
Selection documentation may be obtained from  
Human Resource Management Group  
(02) 6244 4168

Apply: 16

CC: 148-9010-16875 1312

**The Canberra Hospital  
Mental Health**

**Registered Nurse Level 1/Registered Nurse  
Level 2 & Professional Officer Class 1  
\$30,276-\$45,877, Canberra (PN. SEVERAL)**

**Closing date:** 18 January 2001  
(please note close date)

**Duties:** Several full time Registered Nurse Level 1 positions and a Monday to Friday Registered Nurse Level 2 or a Professional Officer Class 1 for the rehabilitation program exist within ACT Mental Health Service for Mental Health professionals interested in working within a changing, dynamic, multi disciplinary rehabilitation setting. The positions are at the Hennessy House campus, an inpatient rehabilitation unit which has 20 medium term beds and will be opening a new purpose built, 10 bed secure care unit in July 2001. The successful applicants will have mental health experience, an interest in rehabilitation and be willing to work closely with consumers and carers to reach treatment goals. Successful applicants will be required to undertake an orientation and training to equip them to work in this new environment.

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

Note: This position can be filled either by Registered Nurse Level 1 \$32,245-\$41,789, Professional Officer Class 1 \$30,276-\$42,475 or Registered Nurse Level 2 \$42,150-\$45,877 depending on the qualifications and experience of successful applicant. The interviews for these positions will be held towards the end of January 2001.

**Contact Officer:** Sheryl Hall (02) 6205 1047  
Selection documentation may be obtained from  
Human Resource Management Group (02) 6244  
2566

Apply: 16

CC: 148-9010-16875 2229

**The Canberra Hospital  
Nursing Branch  
Renal Ambulatory Home Patients**

**Registered Nurse Level 2 \$43,150 - \$45,877,  
Canberra, (PN 22316)**

**Closing date:** 21<sup>st</sup> 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 teams to achieve an agreed standard of care

**Eligibility/Requirements:** Registered as a general nurse with the ACT Nurses Registration Board is mandatory; minimum of three years recent post registration experience, minimum of

**EMPLOYMENT (Continued)**

twelve months experience in the field being practiced or holds a relevant post registration qualification.

**Contact Officer:** Lindsay Warren (02) 6244 4277  
Selection Documentation may be obtained from Nursing Recruitment (02) 6244 2257  
Apply: 16  
CC: 148-9010-16875 (1748)

**The Canberra Hospital  
Nursing Branch, Surgical Services  
Intensive Care Unit**

**General Service Officer Level 3  
\$25,084 - \$29,014, Canberra (PN: NP)**

**Closing date:** 21<sup>st</sup> December 2000  
**Duties:** Dismantle, decontaminate and re-assemble all respiratory equipment, non-disposable equipment and emergency equipment used in the Intensive Care Unit and Emergency Department; clean all non-respiratory equipment as per equipment cleaning manual, including patient lifting slings and restraints.  
Note: This position involves 4 x 4 rotation, 6 hour shifts

**Contact Officer:** Julie Kussy (02) 6244 3300  
Selection documentation may be obtained from Nursing Recruitment on (02) 6244 2257  
Apply: 16  
CC: 148-9010-16875 (1963)

**The Canberra Hospital  
Nursing Branch, Surgical Services  
Intensive Care Unit**

**Registered Nurse Level 1 \$32245-41789,  
Canberra (Expected Vacancies, Several  
Positions)**

**Closing date:** 21<sup>st</sup> December 2000  
**Duties:** Provide comprehensive direct patient care by utilising the four phases of the nursing process. Identify patient education needs and assist in the planning and implementation of suitable programs.  
Note: These positions are expected vacancies.

**Contact Officer:** Julie Kussy (02) 6244 3300  
Application Kits may be obtained from Nursing Recruitment on (02) 6244 2257  
Apply: 16  
CC: 148-9010-16875 (1963)

**The Canberra Hospital  
Nursing Branch, Surgical Services  
Neuroscience Ward**

**Registered Nurse Level 1 \$32245-41789,  
Canberra (Expected Vacancies, Several  
Positions)**

**Closing date:** 21<sup>st</sup> December 2000  
**Duties:** Provide comprehensive direct patient care by utilising the four phases of the nursing process. Identify patient education needs and assist in the planning and implementation of suitable programs.  
Note: These positions are expected vacancies.

**Contact Officer:** Jenny Riches (02) 6244 3375 or 6244 2222 and page.  
Application Kits may be obtained from Nursing Recruitment on (02) 6244 2257  
Apply: 16  
CC: 148-9010-16875 (1947)

**The Canberra Hospital  
Nursing Branch, Surgical Services  
Orthopaedic Ward**

**Registered Nurse Level 1 \$32245-41789,  
Canberra (Expected Vacancies, Several  
Positions)**

**Closing date:** 21<sup>st</sup> December 2000  
**Duties:** Provide comprehensive direct patient care by utilising the four phases of the nursing process. Identify patient education needs and assist in the planning and implementation of suitable programs.  
Note: These positions are expected vacancies.

**Contact Officer:** Jenny Riches (02) 6244 3375 or 6244 2222 and page.  
Application Kits may be obtained from Nursing Recruitment on (02) 6244 2257  
Apply: 16  
CC: 148-9010-16875 (1947)

**The Canberra Hospital  
Nursing Branch, Surgical Services  
Urology/ Vascular Ward**

**Registered Nurse Level 1 \$32245-41789,  
Canberra (PN 23441)**

**Closing date:** 21<sup>st</sup> December 2000  
**Duties:** Provide comprehensive direct patient care by utilising the four phases of the nursing process. Identify patient education needs and assist in the planning and implementation of suitable programs.

**Contact Officer:** Cheryl Ross (02) 6244 2364 or 6244 2222 and page.  
Selection Documentation: May be obtained from Nursing Recruitment on (02) 6244 2257  
Apply: 16  
CC: 148-9010-16875 (1945)

## EMPLOYMENT (Continued)

### Clinical Health Improvement Program

**Senior Officer Grade C/Senior Professional Officer Grade C/Registered Nurse Level 4.2 \$54,969-60,079, Canberra (PN. several)**

**Closing date:** 15 December 2000

**Duties:** Exciting opportunities exist for employment in the Clinical Health Improvement Program (CHIP) at The Canberra Hospital. This is a new program which aims to improve clinical, service and cost outcomes achieving excellence in healthcare, education and research.

The CHIP Program will provide leadership across the health portfolio in the development of clinical health improvement programs through the sharing of advanced clinical epidemiology skills and education. The Program will be implemented with the conjoint appointment of a Clinical Epidemiologist to The Canberra Hospital, Calvary Hospital and University of Sydney and creation of CHIP Resource Teams in the Surgical Services, Medical Services, Women and Children's and Mental Health Service Management Teams at The Canberra Hospital.

Health Professionals experienced in working in a multidisciplinary team and contributing to improved health outcomes and reduced morbidity and mortality in an acute care setting through the application and monitoring of best practice are encouraged to apply. Skills required for these positions include leadership, protocol and development, process re-engineering and the ability to manipulate data bases.

Experience in health related research, data or casemix analysis and management of change would be highly regarded.

Note: The successful applicants will initially be appointed for 12 months with extension for a further 2 years dependant on evaluation of the Program after 12 months.

**Contact Officer:** Barbara McCarthy (02) 6244 4086

Selection documentation may be obtained from Julia Mansour (02) 6244 2977

Apply: 16

CC: 148-9010-16875 (1142)

### ACT COMMUNITY CARE

#### DISABILITY PROGRAM

**Senior Officer Grade C \$55,731 - \$60,091, Canberra (PN. 29165)**

**Closing date:** 21 December 2000

**Duties:** ACT Community Care's Disability Program is looking for an experienced, self motivated and well organised Finance Officer. The successful applicant will be expected to have accrual accounting experience and will be

responsible for facilitating effective financial management throughout the organisation by providing informative reports and strategic advice to the management team.

Duties include:

- Managing the Program's accounts receivable function
- Overseeing the Program's purchasing function
- Monthly financial reporting and processing functions
- Implementing financial procedures and guidelines
- Developing and monitoring budgets.

**Contact Officer:** Sue Pedder (02) 6205 0889

Selection documentation may be obtained from (Answering Machine) (02) 6205 0971

Apply: 21

CC: 148-9009-16861

#### DISABILITY PROGRAM

**Disability Support Officer Level 3, Support Managers \$43,096 - \$45,760, Canberra (PN. Several)**

**Closing date:** 21 December 2000

**Duties:** The Disability Program is seeking applications from individuals to work as Support Managers. Their role is to manage the delivery of services to a range of clients with a disability. These services include respite, accommodation support and community access.

The Support Manager will be responsible for:

- Planning, supporting and providing advice on skill development for clients which may include activities of daily living, recreation and leisure.
- Planning and managing resources including human resources, finances, facilities and equipment.
- Reviewing client needs, planning and evaluating individual support and other services against the Disability Service Standards, 1994.
- Providing leadership and promoting a commitment to high quality customer service principles, practices and attributes.

Eligibility/other requirements: Diploma Level studies in Disability Services or equivalent qualification; or demonstrated knowledge, skills, attitudes and experience related to disability support at this level. A current driver's licence is required.

Note: These positions are located at the Regional Offices of Kippax, Woden and Tuggeranong. Subject to the requirements of the Disability Program, successful applicants will be expected to take up duty at any of these locations.

Successful applicants will be required to participate in a rotating on-call roster

**Contact Officer:** Lynne Grayson (02) 6207 6424

## EMPLOYMENT (Continued)

Selection documentation may be obtained from (Answering Machine) (02) 6205 0971  
 Apply: 21  
 CC: 148-9009-16861

### DISABILITY PROGRAM

**Administrative Service Officer Class 3**  
**\$32,785 - \$35,883, Canberra (PN. Several)**

**Closing date:** 21 December 2000  
**Duties:** ACT Community Care's Disability Program has several administrative and financial support positions located at its Regional Offices.

The successful applicants will provide clerical and financial support to the office including: Maintenance of the client data base, referral records and associated office and filing systems.

Undertake financial processing such as invoicing, receipting money and updating financial databases.

Assisting with the organisation of meetings and co-ordination and distribution of information. Maintaining the office equipment and stationary supplies.

Note: These positions are located at the Regional Offices of Kippax, Woden or Tuggeranong. Subject to the requirements of the Disability Program, successful applicants will be expected to take up duty at any of these locations.

**Contact Officer:** Nancy Ford (02) 6207 7778  
 Selection documentation may be obtained from (24 hour answering machine) (02) 6205 0971  
 Apply: 21  
 CC: 148-9009-16861

### Integrated Health Care Program

**Administrative Services Officer Grade 6**  
**\$44,018-\$50,563, Canberra (PN. 28324)**

**Closing date:** 21 December 2000  
**Duties:** The Integrated Health Care Program is seeking applications from suitably qualified individuals to fill the vacancy of data manager for the program. This position involves managing the collection and reporting of data across the program. The position will be based in Civic.

Eligibility/other requirements: Relevant qualifications or experience in data management, and an understanding of the health environment

**Contact Officer:** Jenny Brogan on (02) 6205 1357.  
 Selection documentation may be obtained from Trish Boyden (02) 62051375  
 Apply: 21  
 CC: 148-9009-17798

### REHABILITATION PROGRAM Occupational Therapy

**PROFESSIONAL OFFICER GRADE 2**  
**\$43,545-\$48,665, Canberra (PN. 23578)**

**Closing date:** 14 December 2000  
**Duties:** A suitably qualified individual is required to provide high quality inpatient occupational therapy services to rehabilitation patients at The Canberra Hospital, as part of a multidisciplinary team. This position involves supervision of professional and technical staff and providing a high level of leadership and innovation around the provision of occupational therapy services.

Eligibility/other requirements: Degree or Diploma in Occupational Therapy. A minimum of two years clinical experience as an occupational therapist. Eligibility to join the Australian Association of Occupational Therapists. Current drivers license.

**Contact Officer:** Stephen Isbel (02) 62443286  
 Selection documentation may be obtained from Cherie Howard 02 62442855  
 Apply: 21  
 CC: 148-9009-18269

### REHABILITATION PROGRAM Occupational Therapy

**PROFESSIONAL OFFICER GRADE 1**  
**\$30,366-\$42,601, Canberra (PN. 27905)**

**Closing date:** 14 December 2000  
**Duties:** A suitable applicant is required to provide high quality inpatient occupational therapy services to rehabilitation patients at The Canberra Hospital, as part of a multidisciplinary team.

Eligibility/other requirements: Degree or Diploma in Occupational Therapy. Eligibility to join the Australian Association of Occupational Therapists. Current drivers license  
 Note: People intending to graduate in 2001 are encouraged to apply.

**Contact Officer:** Stephen Isbel (02) 62443286  
 Selection documentation may be obtained from Cherie Howard 02 62442855  
 Apply: 21  
 CC: 148-9009-18269

## EMPLOYMENT (Continued)

### CHIEF MINISTER'S DEPARTMENT

**INFORMATION TECHNOLOGY OFFICER  
GRADE 2, PN 14271 SALARY \$44503 to \$51121  
RESEARCH AND DEVELOPMENT  
PERMANENT  
LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:  
21 December 2000**

**Applications to be forwarded to:**

Recruitment Officer  
GPO Box 158  
Canberra City ACT 2601  
**or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

**Position Description**

InTACT is seeking a dynamic IT professional to work within the Customer Application Integration Team (CAIT). CAIT is a group of highly skilled and motivated people who work at the leading edge of Information Systems.

The occupant will be required to work within a Microsoft Windows NT 4.0 and Windows 2000 environment. The occupant will be involved in the research, development and deployment of infrastructure solutions; evaluation of hardware and software products and implementation of approved solutions as required.

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

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

Contact Officer's name and telephone number for queries regarding position  
Kal Thompson, Manager CAIT on (02) 62074279 or via InTACT web site [www.intact.act.gov.au](http://www.intact.act.gov.au)

Selection Documentation may be obtained  
Selection Documentation may be obtained from Donna Burns on (02) 62076791  
CC 148-9043-17177  
Apply 06

### STADIUM AUTHORITY

**Administrative Service Officer Class 2,  
\$29,102-\$32,271p.a  
(PN: 55668) Canberra**

**Closing Date:** 21 December 2000

**Duties:** Assist in the preparation and set up of the Stadium on a day to day basis and for major events. Undertake checks and tasks associated with asset performance and maintenance.

Note: This position is available on a fixed term contract for a period of up to three years.  
Contact Officer: Neil Bingham (02)62532111

**Selection Documentation:**  
Cheryl Haydon (02)62532111  
CC:148-9031-17884  
Apply 06

**Administrative Service Officer Class 2,  
\$29,102-\$32,271p.a  
(PN: 55358) Canberra**

**Closing Date:** 21 December 2000

**Duties:** Under supervision Maintain office records and files, sort and distribute mail and arrange courier services for urgent correspondence.

Update recorded telephone messages and co-ordinate all IT support services.  
Note: This position is available on a fixed term contract for a period of up to three years.  
Contact Officer: Hugh Alston (02)62532111

**Selection Documentation:**  
Cheryl Haydon (02)62532111  
CC:148-9031-17884  
Apply 06

**Administrative Service Officer Class 4,  
\$36,945 - \$40,110 (pro-rata) part-time  
27.5 hours per week  
(PN: 55377) Canberra**

**Closing Date:** 21 December 2000

**Duties:** Under supervision: Undertake purchasing, accounts payable and receivable processes. Assist with reporting period journal entires and reconciliations. Maintain the financial records and asset register.

Note: This position is available on a fixed term contract for a period of up to three years.  
Contact Officer: Hugh Alston (02)62532111

**Selection Documentation:**  
Cheryl Haydon (02)62532111  
CC:148-9031-17884  
Apply 06

**EMPLOYMENT (Continued)****Senior Officer Grade C, \$56,346-\$60,755p.a  
(PN: 55357) Canberra****Closing Date:** 21 December 2000**Duties:** Under limited supervision: Lead a small team in financial and administrative activity, review their performance and assist with their development including financial management training. Prepare annual budgets and 5 year forward estimates.**Qualifications:** Recognised membership of a professional accounting body or organisation.  
**Note:** This position is available on a fixed term contract for a period of up to three years.  
**Contact Officer:** Greg Potter (02)62532111**Selection Documentation:**Cheryl Haydon (02)62532111  
CC:148-9031-17884  
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](mailto: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.

**Latham Primary School****School Assistant 2, School Secretary  
\$24747-27442, Canberra (PN. 31157)****Closing date:** 21 December 2000**Duties:** Perform general duties in the school under supervision, such as: routine clerical and receptionist duties; keyboard duties and use of office equipment, including computer, word processor and switchboard; photocopying duties; receive, store and distribute school supplies; act as agent for the Collector of Official Public Moneys; and assist with maintenance of school accounting records.**Contact Officer:** Sue Janssens (02) 620 57345  
Selection documentation may be obtained from the Contact Officer (02) 620 57345  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917**Kaleen High School****School Assistant 2, Special Teachers  
Assistant/School Secretary \$24747-27442,  
Canberra (PN. 584)****Closing date:** 21 December 2000**Duties:** Provide general assistance of a supportive nature to class teachers by assisting adolescents with disabilities in school routines and activities, including: prepare programmed materials and teaching aids; assist students with disabilities in practising social skills. Perform computing, clerical and administrative duties under minimal supervision, including: record student information including enrolments, attendance, and lateness; retrieve data and generate reports as required.**Contact Officer:** Gaye Bailie (02) 6205 5808  
Selection documentation may be obtained from The Contact Officer (02) 6205 5808  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917**Sport and Corporate Resources Division  
Budgets and Facilities Branch  
Financial Services Section****Administrative Services Officer Class 6  
\$44504-51121, Canberra (PN.3232)****Closing date:** 21 December 2000**Duties:** Act as a contact for provision of advice on school based financial enquiries, including for budgeting, purchasing, payment of accounts, collection of monies, banking and investments, and financial recording and reporting. This will involve: developing and pursuing a program of regular visits to schools. Development and presentation of in-service training programs for school based staff and school board members.**Contact Officer:** Geoff Scobie (02) 6205 5502  
Selection documentation may be obtained from the Contact Officer (02) 6205 5502  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917**Caroline Chisholm High School****Teacher Level 2 \$56100, Canberra (PN. 2657)****Closing date:** 14 December 2000**Duties:** Undertake an appropriate teaching load. Assist with development of school policies and the implementation of school wide educational, administrative and organisational policies and procedure. Be one of two Executive Teachers in a subschool providing professional leadership and management of a team of teachers from all learning areas in a subschool environment, including the development and management of subschool operations, student welfare and organisation. Lead development

## EMPLOYMENT (Continued)

and implementation of Physical Education and Health.

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

**Contact Officer:** Allen Brooke (02) 6205 7277  
Selection documentation may be obtained from Contact Officer (02) 6205 7277

Note: Broadcast fax was sent on the 29 November 2000

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

### Sports and Corporate Resources Division Budgets and Facilities Branch Financial Section

**Senior Professional Officer Grade C  
\$56347-60755, Canberra (PN. 32581)**

**Closing date:** 21 December 2000

**Duties:** Manage the School Finances Unit. Cost the allocation of self-management funds to schools, including maintenance and development of related systems. Liaise with schools regarding funding issues. Accept overall responsibility for ensuring the following financial functions are performed: accurate recording of schools financial details in the central general ledger; maintenance of the central assets system. Eligibility/other requirements: Completion or near completion of qualifications in accounting which are recognised, or will lead to recognition, for membership of either the Australian Society of Certified Practising Accountants [ASCPA] or Institute of Chartered Accountants in Australia [ACA].

**Contact Officer:** Marie-Claire Bleakley (02) 6257 6344

Selection documentation may be obtained from The Contact Officer (02) 6257 6344

Apply: Hays Accountancy Personnel, PO Box 3232, CANBERRA CITY ACT 2601  
CC: 148-9013-16917

### Sport & Corporate Resources Division Budgets & Facilities Branch Financial Services Section

**Administrative Services Officer, Class 6,  
\$44504-51121, Canberra (PN.33666)**

**Closing date:** 21 December 2000

**Duties:** Assist with costing of self-management funds allocations to schools, including maintenance and development of related systems. General ledger maintenance for the

recording of schools financial details. Analysis of trends in schools financial operations. Maintain the central assets system. Assist with the obtaining of periodic revaluations for DECS assets. Recording of leasing arrangements and provision of advice to schools regarding leasing for equipment.

**Contact Officer:** Karl White (02) 6257 6344  
Selection documentation may be obtained from The Contact Officer (02) 6257 6344  
Apply: Hays Accountancy Personnel, PO Box 3232, CANBERRA CITY ACT 2601  
CC: 148-9013-16917

Applications for the above positions should be forwarded to Hays Accountancy Personnel PO Box 3232, Canberra City ACT 2601 or via email: [hap.canberra@hays.com.au](mailto:hap.canberra@hays.com.au)

### DEPARTMENT OF URBAN SERVICES

#### Office of the Chief Executive

**Administrative Service Officer Class 5  
\$41,207-\$43,694, Canberra  
(PN. 10457 Expected Vacancy)**

**Closing date:** 21/12/2000

**Duties:** Under general direction, provide executive support to the Chief Executive. Undertake research and liaison on behalf of the Chief Executive, initiating action to ensure timely responses to requests for information. Prepare correspondence, assist in the preparation of reports and speeches as required.

Eligibility/other requirements: Applicants must have excellent customer service skills.

Contact Officer and Selection documentation: Helen Willson (02) 62076254

Apply: 34

CC: 148-9017 16933

### MANAGER CORPORATE COMMUNICATIONS & CUSTOMER SERVICES UNIT

#### ACT DEPARTMENT OF URBAN SERVICES

An opportunity exists in the ACT Department of Urban Services for a highly skilled communicator to undertake the role of Manager Corporate Communications and Customer Service Unit.

You will be a member of a team dedicated to developing and promoting improved communications both internally and with customers and stakeholders.

Urban Services is a customer-oriented organisation. Delivering high quality services is integral to the way our customers and the Government perceive our performance.

## EMPLOYMENT (Continued)

Urban Services is responsible for planning, developing and ensuring delivery of a range of state and municipal services to the people of the ACT.

### What this position does:

- Supports Urban Services' businesses in the implementation of their plans for improved service and communicates the corporate commitment and direction for excellence in customer service;
- Works closely with the Office of the Chief Executive.
- Develops programs and projects that assist businesses across the Department to improve effective internal and external communication performance;
- Maintains and improves the image of Urban Services to customers and staff;
- Provides effective public relations services to Urban Services and the ACT Government;
- Develops and manages Urban Services corporate customer service program;

**Remuneration:** Through an Australian Workplace Agreement the remuneration will be \$77,322 to \$100,889, depending on qualifications and experience.

Qualifications/other experience: Tertiary qualifications in a relevant field desirable.  
Note: This position is available for temporary filling for a period of up to 3 years.

**Applications must be received by close of business Thursday 21 December 2000.**

**Contact Officer:** Polly Bennett (02) 62076454 or polly.bennett@act.gov.au  
Selection documentation may be obtained from Michele Gorman (02) 62072359 or michele.gorman@act.gov.au  
Apply: 34  
CC: 148-9017 17086

### Planning and Land Management

#### Director – Land Information and Building Services Branch

**The Department:** The ACT Department of Urban Services provides coordinated policy advice on planning, development and sustainable management of urban infrastructure and land management. The Planning and Land Management Group (PALM) of the Department has a major role in implementing the Government's vision for Canberra. Its strategic purpose is to plan and *facilitate high quality sustainable development in the ACT.*

**The Job:** We are looking for a person who can help deliver the ACT Government's vision for the Australian Capital Territory and has the ability to succeed in a challenging change management environment. You will need to be able to balance the often-competing expectations from different sectors of the community and to be able to deliver the Government's public sector reform agenda through sound business management skills and a strong customer focus.

The Director will report directly to the Executive Director, Planning and Land Management and will manage a branch which is responsible for:

- Policy advice to the Minister on building, electrical and plumbing regulatory issues
- Provision of land data, land information and mapping services
- Provision of information technology systems

**Remuneration:** The position attracts a package of **\$119,583** per annum which includes a cash component of **\$86,567**. Employer provided benefits include generous superannuation, spouse travel, a privately plated car and parking.

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

**Contacts:** Enquiries about the position to Lincoln Hawkins, Executive Director, Planning and Land Management on (02) 62071712, and selection criteria and information pack from Lisa Murphy, (02) 6207 5805, email [lisa.murphy@act.gov.au](mailto:lisa.murphy@act.gov.au)

**Applications:** Addressing the selection criteria should be forwarded to Lisa Murphy, Executive Support Unit, Human Resources, Department of Urban Services, GPO Box 158, CANBERRA ACT 2601

**Applications must be received by close of business Friday, 22 December 2000**  
CC: 148-9017 16933

#### Infrastructure Policy Branch ACT Roads and Stormwater Section Business Support Subsection

**Senior Officer Grade C \$56,347-\$60,755, Canberra (PN. 23512)**

**Closing date:** 21/12/2000

**Duties:** Manage the day to day operations of the Finance Subsection including Chart of Accounts, budgets, reconciliation of bank accounts and preparing documentation associated with fees and charges. Develop, analyse and monitor the annual financial budget and undertake activity based costing.

## EMPLOYMENT (Continued)

Eligibility/other requirements: Tertiary qualifications in accounting, commerce, economics or business and eligibility for membership of CPA Australia or ICA are highly desirable.

**Contact Officer:** Robert Davey (02) 62076240  
 Selection documentation may be obtained from Nicole Bruan (02) 62076868  
 Apply: 34  
 CC: 148-9019 17040

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### Appointments

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#### ACT COMMUNITY CARE

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

Joanne Seisun: 741-01525, Section 68(1) & 70(1), 22 November 2000  
 CC: 148-9009-17798

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

Elizabeth White: 740-94206, Section 68(1) & 70 (1), 30 October 2000  
 CC: 148-9009-16860

#### CHIEF MINISTER'S DEPARTMENT

**Corporate Finance**

CMD Officer Class 6, \$44,503-\$51,121p.a  
 Vivien Tran, 761-66162  
 Section 68, 27 November 2000

#### DEPARTMENT OF URBAN SERVICES

**Technical Officer Level 3 \$38,375-\$43,538**

James Ronald Bodsworth: AGS No 757-54392, Section 68(1), 23/11/2000  
 CC: 148-9020 17088

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

Benjamin Paul Walker: AGS No 757-53541, Section 68(1), 27/11/2000  
 CC: 148-9020 17776

**Professional Officer Class 2 \$45,152-\$50,305**

Nigel Grey Featherstone: AGS No 757-53509, Section 68(1), 27/11/2000  
 CC: 148-9018 16922

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

Robyn Bissett Meaney: AGS No 757-51474, Section 68(1), 27/11/2000  
 CC: 148-9017 16954

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### Transfer

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#### THE CANBERRA HOSPITAL

**Brenda Hodgson: 752-27293**

From: General Service Officer Level 3 - HSUA \$26,067-26,996  
 The Canberra Hospital  
 To: General Service Officer Level 3 - HSUA \$26,067-26,996  
 Business & Infrastructure Support The Canberra Hospital, Canberra  
 CC: -148-9010-16875 1352

**Katarina Borbelj: 748-79986**

From: General Service Officer Level 3 - HSUA \$26,067-26,996  
 The Canberra Hospital  
 To: General Service Officer Level 3 - HSUA \$26,067-26,996  
 Business & Infrastructure Support The Canberra Hospital, Canberra (PN. 20809)  
 CC: -148-9010-16875 1352

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### Promotions

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#### Promotions under the *Public Sector Management Act 1994*

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

**A. APPEALS**

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

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

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

**YOU MAY ALSO APPEAL IF:**

- \* the vacancy that has been filled was not advertised and you are eligible for

## EMPLOYMENT (Continued)

- promotion to that position (generally identified by a footnote in the *Gazette*); or
- \* you are an excess officer, the advertised position is at a classification equivalent to or lower than your own and you were an applicant for that position; or
- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

### YOU CAN NOT APPEAL WHEN:

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

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

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

### ADVICE TO POTENTIAL APPELLANTS

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

### GROUND OF APPEAL

The only ground of appeal is **greater efficiency**.

### EFFICIENCY

The Promotion Appeal Committee (PAC) is required to determine the relative efficiency of the parties to an appeal. The definition of efficiency is set out in subsection 85 of the PSMA, which states:

(2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:

- (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
- (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.
- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

Normally, the selection criteria used by the department in the selection and by the PAC in the appeal will incorporate the matters referred to in the definition of efficiency to the extent that they are relevant to the duties of the job.

### ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

The following advice applies to appeals against both promotions and temporary performance directions. Before lodging an appeal, you should consider carefully whether you can demonstrate that you are more efficient at doing the job than the person(s) you are appealing against. To help you determine whether you can demonstrate your greater efficiency, it is important that you obtain from the promoting department:

- \* available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.
- The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

### FORM OF APPEAL

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

## EMPLOYMENT (Continued)

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.

### CONTENT OF STATEMENTS

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

- (a) at the top:
  - (i) PAC reference number;
  - (ii) full name;
  - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;

## EMPLOYMENT (Continued)

- (iv) date of permanent appointment; and
- (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
- (c) a brief outline of your employment history;
- (d) a statement of claims to the position addressing the selection criteria;
- (e) any views you may have about the departmental assessment of you; *and most importantly*;
- (f) **reasons for your claim that you are more efficient than the other party or parties.**

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

### PAC PROCEDURES

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

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

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

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted; and
- (f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise

why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient. Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment.

If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

### SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to anyone you intend to nominate as a referee, to find out what they will say about you if contacted, and how they rate you against the other party/parties if they know them.

The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

Additional information on lodging appeals is contained in the MPRA brochure, *Appeals against promotions and temporary performance directions*, which you should be able to obtain from your Personnel section.

### B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

An unsuccessful applicant for a non-appealable promotion who believes that the promotion should not stand because there was:

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
- (b) a serious defect in the selection process (a breach of section 65 of the PSMA), may apply to the MPC for a review of that promotion.

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

**EMPLOYMENT (Continued)**

An applicant must provide the following details:

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

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

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

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

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

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

**WHERE TO LODGE AN APPLICATION FOR REVIEW**

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

**THE CANBERRA HOSPITAL****Mental Health Services****Mark Ryan: 261-28141**

From: Registered Nurse Level 1 \$32,245-41,789  
The Canberra Hospital  
To: Registered Nurse Level 2 \$43,150-45,877  
Mental Health Services The Canberra Hospital, Canberra (PN. 27069) (17/8/00)

Note: This position was advertised as a Professional Officer Class 1/Registered Nurse Level 2 without a position number.

CC: 148-9010-16875 2232

**ACT COMMUNITY CARE****Integrated Health Care Program****Michelle Hall: 557-09383**

From: Administrative Service Officer Class 6  
\$43,545-\$50,020  
ACT Community Care  
To: Senior Professional Officer Grade C  
\$55,133-\$59,446  
Integrated Health Care Program ACT Community Care, Canberra (PN. 28540) (2 November 2000)

CC: 148-9009-17798

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES****Education and Training Division  
Schools Program Branch  
Literacy/Numeracy Team****Susan Mary Armstrong: 327-02824**

From: Teacher Level 1 \$36000-50500  
Department of Education and Community Services  
To: † Teacher Level 2 \$56100  
Literacy/Numeracy Team, Department of Education and Community Services, Canberra (PN 2807) (No 22, 03 June 1999)  
CC: 148-9013-16917

**ACT LEGISLATIVE ASSEMBLY****Corporate Services****Shirley Platt: 304-82020**

From: Administrative Service Officer Class 6  
\$44576-51205  
ACT Legislative Assembly Secretariat  
To: Senior Officer Grade C \$56439 - 60854  
Corporate Services, ACT Legislative Assembly Secretariat, Canberra (PN. CORP403)  
(41, 12 October 2000)

CC: 148-9014-17021

**Corporate Services****Lynette Rogers: 517-90380**

From: Administrative Service Officer Class 4  
\$37005-40179  
ACT Legislative Assembly Secretariat  
To: Administrative Service Officer Class 5  
\$41275 - 43766  
Corporate Services, ACT Legislative Assembly Secretariat, Canberra (PN. CORP404)  
(41, 12 October 2000)

CC: 148-9014-17021

## EMPLOYMENT (Continued)

### **Corrigenda**

The Alcohol and Drug Program, Regional Manager Position (PN 28407) that was advertised in the gazette of the 30/11/00 had an incorrect salary for the SPOC/SOC classification. It should have read \$55,133 - \$59,446 and should read 2 positions.

### **ACT Public Service Index of addresses**

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| <p>05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601</p> <p>06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601</p> <p>07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614</p> <p>08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901</p> <p>09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911</p> <p>11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601</p> <p>12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901</p> <p>13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605</p> <p>16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606</p> <p>17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606</p> <p>18 The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601</p> <p>20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611</p> <p>21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601</p> <p>23 Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601</p> <p>28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608</p> <p>30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601</p> | <p>31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608</p> <p>32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608</p> <p>34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601</p> <p>35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.</p> <p>36 Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.</p> <p>37 The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601</p> |
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## 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
S67	30 November	Instrument No. 350 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 351 of 2000 ~ <i>Road Transport (General) Act 1999</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

### NOTIFICATION OF THE MAKING OF AN INSTRUMENT

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>University of Canberra Act 1989</i>	Courses and Awards Amendment Statute 2000, Statute No. 39.	No. 348 of 2000
<i>Transplantation and Anatomy Act 1978</i>	Appointment of Dr Sanjiv Jain to be a designated officer for The Canberra Hospital.	No. 349 of 2000
<i>Canberra Institute of Technology Act 1987</i>	Appointment of John Hindmarsh as Chairperson of the Canberra Institute of Technology Advisory Council.	No. 352 of 2000
<i>Canberra Institute of Technology Act 1987</i>	Appointment of Kevin Patchell as a Member of the Canberra Institute of Technology Advisory Council.	No. 353 of 2000
<i>Canberra Institute of Technology Act 1987</i>	Appointment of Steven Doszpot as a Member of the Canberra Institute of Technology Advisory Council.	No. 354 of 2000
<i>Canberra Institute of Technology Act 1987</i>	Appointment of Catherine Clynes as a Member of the Canberra Institute of Technology Advisory Council.	No. 355 of 2000
<i>Canberra Institute of Technology Act 1987</i>	Appointment of Susanne Tongue as a Member of the Canberra Institute of Technology Advisory Council.	No. 356 of 2000
<i>Canberra Institute of Technology Act 1987</i>	Appointment of Rebecca Cross as a Member of the Canberra Institute of Technology Advisory Council.	No. 357 of 2000

**GOVERNMENT NOTICES (Continued)****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.

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<b>Act under which Regulation made</b>	<b>Description of Regulation</b>	<b>Number and year of Regulation</b>
<i>Children and Young People Act 1999</i>	Children and Young People (Modification) Regulations Amendment	No. 49 of 2000

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

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

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<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – District of Booth.	No. R47/00 of 2000

## GOVERNMENT NOTICES (Continued)

### AUSTRALIAN CAPITAL TERRITORY

### ROAD TRANSPORT (ALCOHOL AND DRUGS) ACT 1977

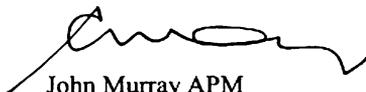
#### NOTICE OF APPROVAL OF OPERATORS

In pursuance of subsection 6(1) of the *Road Transport (Alcohol and Drugs) Act 1977* (the Act), I hereby authorise the Police Officers listed in the attached Schedule (Attachment A), who have:-

- (a) undergone a course approved by the Minister as a course for the instruction of Police Officers in the carrying out of breath analyses; and
- (b) completed the course to my satisfaction

to carry out breath analyses under the Act.

Dated this 22<sup>nd</sup> day of November 2000



John Murray APM  
Chief Police Officer for the ACT

**GOVERNMENT NOTICES (Continued)****ATTACHMENT A****THE SCHEDULE**

<b>BAKER</b>	Sandra Lyn	Constable	10810
<b>BELL</b>	Desiree Joanne	Constable	10813
<b>BURNIP</b>	Amy May	Constable	10853
<b>CARRINGTON</b>	Ellen Lisa	Constable	10854
<b>CROSS</b>	Stephen Ryan	Constable	10814
<b>DRUMMOND</b>	Jenifer Margaret	Constable	10816
<b>GIUMELLI</b>	Colin Boyd	Constable	10817
<b>HUMPHREY</b>	Sy Rohan	Constable	10820
<b>JENNINGS</b>	Fleur Laurene	Constable	10841
<b>LEFEVRE</b>	Shane	Constable	10856
<b>MADDERS</b>	Trent Robert	Constable	10857
<b>MUMME</b>	Gregg Harold	Constable	10859
<b>SAWCZAK</b>	Sonia Nadia	Constable	10847
<b>SMITH</b>	Clinton Troy	Constable	10848
<b>VELLACOTT</b>	Julian Sydney Mark	Constable	10862
<b>WEST</b>	Adam Drummond	Constable	10852
<b>WOODS</b>	Joel Paul	Constable	10851

## **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 30th 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 30th day of November 2000.

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

**Delete** existing rule 15.2.

**Insert** the following:

“15.2. A misdeal occurs if the Dealer exposes one or more Tiles during the shuffle or cut.”

**Insert** the following after Rule 15.11:

“15.12 If during a Round of Play an error of Tile placement is detected, that Round shall be reconstructed in accordance with these rules.

15.13

If an error of Tile placement is detected to have occurred in a Round of Play after the next Round has commenced, the Round in which the error occurred shall remain as played.”

## GOVERNMENT NOTICES (Continued)

### AGENTS BOARD OF THE AUSTRALIAN CAPITAL TERRITORY

#### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

#### **AGENTS ACT 1968 - Unclaimed trust moneys held by licensed agents**

Pursuant to Section 57D of the **Agents Act 1968** of the Australian Capital Territory, the following statement relates to unclaimed trust moneys held by licensed real estate, stock and station and business agents in the Territory.

If the moneys are not paid out of the trust accounts in which they are held within 3 months after the date of publication of this notice, the person holding the moneys will be required to pay them to the Registrar General (Unclaimed Moneys).

Registrar of Agents  
 Agents Board of the Australian Capital Territory

<b>Name</b>	<b>Address</b>	<b>Amount</b>	<b>Agent</b>
Triffets Kitchen Pty Ltd	U1, 64 Gladstone Street, Fyshwick	500.00	LJH (ACT) Pty Ltd
SMK Pty Ltd, T McKinnon, M Grech, D Sinclair	179 Gladstone Street, Fyshwick	50.00	LJH (ACT) Pty Ltd
Starkouski	7 Canaway Place, Evatt	1000.00	Federation Independent (Gungahlin) Pty Ltd
Smith	28 Horrocks Street, Torrens	1000.00	Independent Group Pty Ltd
Bills	116 Vasey Crescent, Campbell	1000.00	Reg Daly Independent (Civic) Pty Ltd
Baker	45 Lachlan Street, Holder	1000.00	R O Wellsmore Independent (Belconnen) Pty Ltd
P Dalton	19 Meredith Circuit, Kambah	37.50	Dennham Pty Ltd
<b>Name</b>	<b>No Address</b>	<b>Amount</b>	<b>Agent</b>
Geale	Unknown	140.00	Austcap Pty Ltd
King	Unknown	20.00	Austcap Pty Ltd
Pederson	Unknown	39.58	Austcap Pty Ltd
Department of Housing	Unknown	650.00	LJH (ACT) Pty Ltd
Holliday	Unknown	1000.00	Leader Real Estate Pty Ltd
Graham & Bridget Anderson	Unknown	419.24	Lillian Kaneff Pty Ltd
Luton	Unknown	1000.00	Reg Daly Independent (Civic) Pty Ltd
Davidson	Unknown	1000.00	Reg Daly Independent (Tuggeranong) Pty Ltd
Tanzer	Unknown	350.00	R O Wellsmore Independent (*Belconnen) Pty Ltd
Horton	Unknown	500.00	R O Wellsmore Independent (Belconnen) Pty Ltd
Rogers	Unknown	1000.00	R O Wellsmore Independent (Belconnen) Pty Ltd
Penders	Unknown	2500.00	R O Wellsmore Independent (Tuggeranong) Pty Ltd
Fang	Unknown	200.00	R O Wellsmore Independent (Tuggeranong) Pty Ltd
Beard & Henkel	Unknown	70.00	Bryan Rumble Real Estate
<b>Name Unknown</b>	<b>No Address</b>		
Unknown	Unknown	7.17	Austcap Pty Ltd
Unknown	Unknown	470.00	LJH (ACT) Pty Ltd
Unknown	Unknown	152.40	LJH (ACT) Pty Ltd
Unknown	Unknown	599.93	Leader Real Estate Pty Ltd

## GOVERNMENT NOTICES (Continued)

### AUSTRALIAN CAPITAL TERRITORY

### PERIODIC DETENTION ACT 1995

### AUTHORISATION

**UNDER** Section 38 of the *Periodic Detention Act 1995* I authorise:

**Steve CANNON  
Troy CASSELL  
Glen HYDE  
Roger LOWE  
Elizabeth SMITH  
Charles STARKEY  
John OLIVER**

being persons who have completed the approved courses:

*Course of instruction in use of Model DS-190 Dual Screener Alcomaster* provided by the Australian Federal Police

and

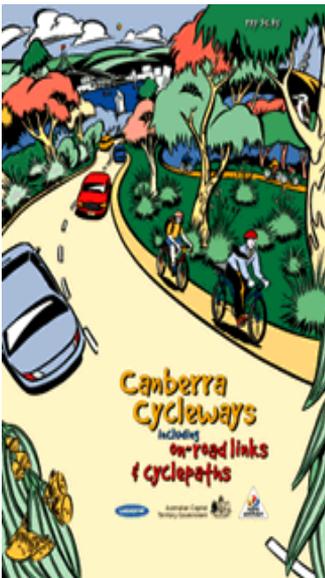
*Course of instruction in the implementation of correct work routines for urine testing and other medical procedures* provided by the Periodic Detention Centre, Australian Capital Territory

to my satisfaction, to carry out a test prescribed under subsection 23(1) of the Act to determine whether alcohol or a drug is present in the blood of a detainee.

Date: 1 Dec 00

Signed by **Matthew Willis (Manager, Policy)**  
**for**  
**JAMES RYAN**  
**DIRECTOR OF CORRECTIVE SERVICES**

## PRIVATE NOTICES



# *Canberra Cycleways Map*

- Printed on tough waterproof paper
  - up to date information
- Offroad cycle paths through the suburbs and unsealed roads through Canberra Nature Parks
- bike hire, bike lockers, public facilities and street names
  - shows on road cycling conditions

**folded map \$6.50, two sheet wall poster \$11**

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Canberra City ACT 2601

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Fax: (02) 6207 5640

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