



Australian Capital Territory

# Gazette

No. 5, Thursday 3 February, 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](http://www.publishing.act.gov.au/pub/gazreq.doc).

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

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- minimum charge \$1.00 per word or \$100.00 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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## EMPLOYMENT

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### ACT Public Service

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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 AND COMMUNITY CARE

**Central Office**  
**Health Outcomes and Service Performance**  
**Acute Care and Performance**  
**Senior Officer Grade C \$ 54,425-58,683**  
**Canberra (PN. 20231, 27111 (expected vacancy))**

**Closing date:** 17 February 2000

**Duties:** Assist in the development and implementation of output classifications for management and funding purposes and associated performance review. Undertake policy, planning, analysis and statistical work to support the Department's stated aims. Develop and utilise information systems to support output based decision making in the Department. Provide high level advice to Senior Officers and customers on policy, programs, planning, purchasing and other activities. Assist/Undertake the management of the Department's contribution to local and national casemix related projects. Represent the Department in liaison and negotiation with customers, other agencies and State/Territory/Commonwealth Government. Undertake the preparation/coordination of replies to Legislative Assembly Questions, Ministerial Briefing Notes, and other general correspondence. Under supervision coordinate the activities of other staff to ensure the completion of assigned tasks.

Eligibility/other requirements: Knowledge and understanding of the principles of Workplace Diversity, a Participative workplace, a safe working environment and access and equity.

#### **Unit Profile**

The Acute Care and Performance Unit is one of a number of management units accountable to the Executive Director, Health Outcomes and Service Performance Group.

The Acute Care and Performance Unit is responsible for creating the conceptual and practical funding framework underlying the contractual provision of health services in the ACT.

## EMPLOYMENT (Continued)

The Unit initiates and manages the Territory's contribution to output-based casemix classification and costing projects at both the local and national levels. It provides input on a range of outputs related projects as part of the Department's ongoing work in promoting evidenced-based decision making.

The Unit is responsible for the development of funding models, which underpin the preparation of purchase contracts with service providers.

Traditionally the Unit has acted as a source of technical expertise for other Units in the Department on a range of issues centred around the use of casemix and the analysis of hospital related data.

### Position Profile

#### Senior Officer Grade C

The principle responsibility for this position is to contribute to the development and implementation of a conceptual framework for outputs-based funding models in the ACT's public health sector. This will entail the development of meaningful output classes, both locally and nationally, as well as the collection, analysis and dissemination of casemix information to recognised clients to support evidenced-based decision making in the public health sector.

This position will involve management of projects and liaison with internal and external agencies. It will also involve the extraction, manipulation, interpretation and analysis of a range of health related data and the supervision and checking of data produced by other members of the Unit.

It is also likely that the holder of this position will be required to participate in a range of activities in cooperation with other sections of the Department in order to progress Departmental Goals.

**Contact Officer:** Oon Ying Chin (02) 6205 0851  
Selection documentation may be obtained from Ruth Boddy (02) 6205 0838  
Apply: 23  
CC: 61/6315

#### **Central Office**

**Health Outcomes and Service Performance  
Acute Care and Performance  
Administrative Service Officer Class 6  
\$42,986-49,378 Canberra (PN. 28260)**

**Closing date:** 17 February 2000

**Duties:** Assist in the development and implementation of output classifications for management and funding purposes and associated performance review. Independently and under supervision undertake policy, planning, analysis and statistical work to support the Department's stated aims. Develop and utilise information systems to support output based decision making in the Department. Provide advice

on policy, programs, planning, purchasing and other activities to Senior Officers. Participate in a range of local and national casemix related projects. Represent the Department in liaison and negotiation with customers, other agencies and State/Territory/Commonwealth Government. Under supervision undertake the preparation/coordination of replies to Parliamentary Questions, Ministerial Briefing Notes, and other general correspondence. Under supervision coordinate the activities of other staff to ensure the completion of assigned tasks. Other ad hoc duties as required.

**Eligibility/other requirements:** Knowledge and understanding of the principles of Workplace Diversity, a Participative workplace, a safe working environment and access and equity.

### Position Profile

#### Administrative Service Officer Class 6

The holder of this position will undertake similar work to that described under the Senior Officer Grade C position. However the holder of this position would be expected to operate with less autonomy and under greater supervision.

In the short term, the holder of the position will be required to manipulate a number of data sets for analysis by other members of the Unit. Over time, however, it is envisaged that the holder of the position will acquire a range of skills and health related knowledge such that he/she will be able to undertake significant health related analysis, largely independently, and contribute to the development of casemix related policy.

It is also likely that the holder of this position will be required to participate in a range of activities in cooperation with other sections of the Department in order to progress Departmental Goals.

**Contact Officer:** Oon Ying Chin (02) 6205 0851  
Selection documentation may be obtained from Ruth Boddy (02) 6205 0838  
Apply: 23  
CC: 61/6315

#### **Central Office**

**Health Outcomes and Service Performance  
Acute Care and Performance  
Administrative Service Officer Class 5  
\$39,802-42,204 Canberra (PN. 14044)**

**Closing date:** 17 February 2000

**Duties:** Assist as directed in the development and implementation of output classifications for management and funding purposes and associated performance review. Under supervision utilise and assist in the development of information systems to support output based decision making in the Department. Interrogate

## EMPLOYMENT (Continued)

data systems to produce a range of reports and outputs. Assist as directed in the provision of advice on policy, programs, planning, purchasing and other activities to Senior Officers. Participate in a range of local and national casemix related projects. Under supervision represent the Department in liaison and negotiation with customers, other agencies and State/Territory/Commonwealth Government. Prepare draft briefs, reports and correspondence. Other ad hoc duties as required.

Eligibility/other requirements: Knowledge and understanding of the principles of Workplace Diversity, a Participative workplace, a safe working environment and access and equity.

### Position Profile

#### Administrative Service Officer Class 5

The holder of this position will work in cooperation with more senior officers to further the work of the Unit. It envisaged in the first instance that the position would entail a significant amount of data manipulation using EXCEL and SPSS/SAS. However while the position does involve providing a degree of administrative and numerical support to other members of the Unit, it will also involve the management, under supervision, of a range of less complex projects and research tasks. Over time the holder of this position would be expected to develop a high degree of familiarity with the funding models of employed by the ACT and other States/Territories/Commonwealth to pay for health services.

The position requires a great deal of self-directed work and an ability to develop and apply logical processes to problem solving.

**Contact Officer:** Oon Ying Chin (02) 6205 0851  
Selection documentation may be obtained from Ruth Boddy (02) 6205 0838  
Apply: 23  
CC: 61/6315

### THE CANBERRA HOSPITAL

**Corporate Services  
Director, Business and Infrastructure Support  
Group, Attractive Salary Package, Canberra  
(PN. E180)**

**Closing date:** 17 February 2000  
**Duties:** The Canberra Hospital is seeking the services of a highly motivated and skilled person to undertake the role of Director, Business & Infrastructure Support Group.

This position works directly to the Deputy Chief Executive, Corporate and is responsible for the provision of strategic direction and leadership to the following services:

- Hotel Services
- Food Services
- Biomedical Engineering
- Facilities Management
- Ward Clerks
- Patient's Office
- Contract Management

The Canberra Hospital operates within a complex and challenging environment. The financial management environment of the Hospital is based on purchaser/provider relationships, output based budgeting, accrual accounting and cash management.

To be successful in this position you will need management skills and abilities of a high order, including extensive operational management experience in a health organisation. Formal qualifications in management/health management would be well regarded.

The Canberra Hospital is the major trauma and tertiary care facility in the ACT Region, responsible for the provision of maternity services, paediatrics, neo-natal, all major surgical sub-specialties (except transplantation), cardiac services, in-patient psychiatry and all major medical disciplines.

The attractive remuneration package will be in the six-figure range, plus excellent conditions of employment, including access to salary packaging.

**Contact Officer:** Gordon Lee Koo (02) 6244 2608  
Selection documentation may be obtained from Helen Van Wyck (02) 62442608  
Apply: 16  
CC: 1311

**Nursing Branch  
Surgical SMT, Medical Imaging  
Registered Nurse Level 2 \$42,723-\$45,423,  
Canberra (PN. 22509)**

**Closing date:** 17 February 2000  
**Duties:** The Canberra Hospital is seeking a, Registered Nurse with recent experience in Medical Imaging Nursing. The successful applicant would be required to perform the following:-

- Provide comprehensive direct care for patients whilst in Medical Imaging;
- Act as role model for both less experienced staff and students;
- Provide clinical support within Medical Imaging, liaising with other multi-disciplinary members about appropriate patient care; and

Participate in Quality Improvement programs and research programs.

Eligibility/other requirements: Registration as a General Nurse with the ACT Nurses Registration Board. Minimum of 3 years recent clinical experience including 1 year recent experience and proven competency in Medical Imaging

## EMPLOYMENT (Continued)

**Contact Officer:** Heather Campbell  
(02) 6244 2018  
Selection documentation may be obtained from  
Heather Campbell (02) 6244 2018  
Apply: 16  
CC: 8811

### ACT COMMUNITY CARE

**Integrated Health Care Program and Child,  
Youth and Women's Health Program  
Senior Professional Officer Grade C  
\$54,425-\$58,683, Registered Nurse Level 4.2,  
\$59,484 Canberra (PN. Several Positions)**

**Closing date:** 18 February 2000

**Duties:** Several positions are now available in regional teams across both Programs. The regional team manager will be required to manage a multi-disciplinary team within a community health environment. He/she will be responsible for ensuring that the provision of quality health and support services is developed and maintained through efficient team management. Applicants should have a sound understanding of health services and systems, demonstrated experience in health services management, including management of financial and human resources with demonstrated leadership abilities.

Eligibility/other requirements: Registered or eligible for registration for Registered Nurse or hold relevant allied health professional qualification.

**Contact Officer:** Giovanna Richmond (Child,  
Youth and Women's Health Program)  
(02) 62055471  
Jenny Brogan (Integrated Health Care Program)  
(02) 62051357  
Selection documentation may be obtained from  
Gayle Galpin (02) 62051197  
Apply: 21  
CC: G00243

**Integrated Health Care Program  
Speech Pathology  
Senior Professional Officer Grade C (part time,  
3 days per week. 12 month job sharing  
commencing May 2000)\$54,425-\$58,683, (PN.  
26266), Professional Officer Class 2  
\$42,986 -\$48,040 (2x12 months Locums  
commencing May 2000), Professional officer  
Class 1,  
\$29,976 -\$42,054, Canberra**

**Closing date:** 10/2/2000

**Duties:** Opportunities exist to join a dynamic group of ACT Community Care Speech Pathologists based at The Canberra Hospital. A range of temporary fixed term positions are expected to be available within the Integrated Program. This program delivers a range of inpatient and outpatient services to the areas of medicine,

surgery, women's and children's health, and aged care of The Canberra Hospital.

Note: 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.

**Contact Officer:** Robyn Cross (02) 62442230  
Selection documentation may be obtained from  
Robyn Cross (02) 62442230  
Apply: 21  
CC: G00243

### CALVARY HOSPITAL INC.

#### **Administrative Services**

##### **Finance**

**Senior Officer B \$ 64,307 - 72,393, Canberra  
(PN. 9006)**

**Closing date:** 10/2/2000

**Duties:** As a team manager within a diverse and challenging environment, you will lead and develop a culture of contemporary financial planning and management.  
Eligibility/other requirements: Tertiary qualifications in Accounting, eligible for ASCPA and IAC membership. Management skills of a high order.  
Note: TTY (02) 6201 6127

**Contact Officer:** Maggie Barnes (02) 6201 6102  
Selection documentation may be obtained from  
Maggie Barnes (02) 6201 6102  
Apply: 07

### CHIEF MINISTER'S DEPARTMENT

**Community Liaison and Indigenous Affairs  
Community Liaison  
Administrative Service Officer Class 5  
\$40,598 – \$43,048 pa. PN: 55167; Canberra**

**Closing date:** 17 February 2000

**Duties:** Provide secretariat support to the ACT Women's Consultative Council and undertake related project work. Participate in the development of other issues relevant to the work of the Community Liaison and Indigenous Affairs Group. Liaise with various community groups and Government agencies.  
NOTE: Interviews expected to be held week commencing 28 February 2000.

Contact for selection documentation: Jodi Hamilton (02) 620 71309  
Contact Officer: Sue Andrews (02) 620 70961  
Apply: 06  
CC: 03A370

## EMPLOYMENT (Continued)

**Cultural Facilities Corporation  
Canberra Theatre Centre  
Administrative Service Officer Class 3  
(Assistant Box Office Manager)  
\$32,017 - \$34,554 pa  
PN: 55310. Canberra**

**Closing date:** 17 February 2000

**Duties:** Assist with the overall management of the BOCS ticketing system, including programming, interrogating, maintenance of data/functions; process daily banking/reconciliations.

**Eligibility/other requirements:** Experience in supervising/managing in a box office/ticketing or similar environment, is essential. Driver's licence.

Contact officer/Selection documentation:

Belinda Ogden (02) 6243 5756

Apply: 06

CC: CM & AG4

### **DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

Duty statements and selection criteria and Form SA111 are accessible on the Internet at the following address:

<http://www.decs.act.gov.au/home/wfpm/> or may be requested using email to [wfpm.webmaster@decs.act.gov.au](mailto:wfpm.webmaster@decs.act.gov.au).

Applicants may be assessed on application and referee reports only. Applicants should submit two written referee reports with their application.

#### **Preamble**

Duty statements, selection criteria and Form SA111 are accessible on the internet at the following address:

<http://www.decs.act.gov.au/home/wfpm/> or may be requested using email to [wfpm.webmaster@decs.act.gov.au](mailto:wfpm.webmaster@decs.act.gov.au).

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

**Weston Primary School  
Building Services Officer 1 \$25924-\$26940,  
Canberra (PN. 1575)**

**Closing date:** 17 February 2000

**Duties:** Assume responsibility for security of school buildings, furniture, fittings and equipment during duty hours. Maintain the school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards. Undertake minor repairs to buildings, fittings, furniture and equipment. Monitor the buildings and grounds, including any nearby pre-school, and report items that require repairs and maintenance to school buildings, grounds, furniture and equipment.

Note: This is a permanent part-time position at 27:30 hours per week.

**Contact Officer:** Alison McGregor (02) 62057933  
Selection documentation may be obtained from Ann Borowski (02) 62057933  
Apply: 12  
CC: 01

**Yarralumla Primary School  
School Assistant 2 \$23903-\$26506, Canberra  
(PN. 1711)**

**Closing date:** 17 February 2000

**Duties:** Provide general assistance of a supportive nature to the class teacher by assisting children with disabilities in school routines and activities, such as: prepare programmed materials and teaching aids; assist children with disabilities in practising social skills in personal hygiene and domestic tasks; clean and change soiled children as required.

**Contact Officer:** Jenny Hurley (02) 62055766  
Selection documentation may be obtained from Jenny Hurley (02) 62055766  
Apply: 12  
CC: 01

**Education and Training Division  
Student Management Program-Yarralumla  
Centre  
Urambi Annexe  
School Assistant 2 \$23903-\$26506, Canberra  
(PN. 2440)**

**Closing date:** 17 February 2000

**Duties:** Provide general assistance of a supportive nature to the class teacher by assisting behaviourally and emotionally disabled children in school routines and activities such as: assist with preparation, cleanliness and maintenance of teaching materials; assist students with behavioural and emotional problems in practising social skills, personal hygiene and domestic tasks; clean and change soiled students as required; assist in education programs with small groups or individuals, including swimming.

**Contact Officer:** Sherelle Hamilton (02) 62059187  
Selection documentation may be obtained from Sue Smith (02) 62056925  
Apply: 12  
CC: 01

**Sport and Corporate Resources Division  
Information Technology Support Section  
Administrative Service Officer Class 6  
\$42986-49378, Canberra (PN. 33610)**

**Closing date:** 17 February 2000

**Duties:** Liaise between staff in schools and Software development staff regarding the computerised school administration system, with emphasis on the financial component of the software. Provide telephone and on site advice to staff on utilisation of the

## EMPLOYMENT (Continued)

Department's administrative computer applications and assist with financial applications including contribution to workgroup problem resolution.

**Contact Officers:** Lorraine Nicol (02) 62057584, Natalie Lister (02) 62058301  
Selection documentation may be obtained from Lyn Jordan (02) 62056928  
Apply: 12  
CC: 01

**Childrens Youth & Family Services**  
**Childrens Services**  
**Early Childhood Services**  
**School Assistant 2 \$23903-26506, Canberra**  
**(PN. Several Positions)**

**Closing date:** 17 February 2000

**Duties:** Provide general assistance of a supportive nature under direction and supervision of the teacher, including: assist with the preparation of program materials and in the establishment of the learning environment, assist in preparing learning experiences, assist in education programs with groups of children or with individual children and perform tasks associated with maintaining and servicing teaching aids, resource materials and equipment

Note: Some of these positions will be part-time at 15.37 hours per week. Positions are mainstream and Early Intervention.

**Contact Officer:** Anne Roantree (02) 62071961  
Selection documentation may be obtained from Barbara Fisher (02) 62059355  
Apply: 12  
CC: 01

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

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**ACT CORRECTIVE SERVICES**  
**Belconnen Remand Centre**  
**Aboriginal Liaison Officer**  
**Administrative Service Officer Class 5**  
**\$39,802 - \$42,204 Canberra (PN 43422)**  
**Closing date: 17/2/00**  
**PN 43422:**

Provide liaison services for Aboriginal and Torres Strait Islander detainees at the Belconnen Remand Centre. Liaise with government and non-government legal, health and welfare bodies providing services to Indigenous persons held in custody and assist Indigenous detainees to access these services.

Eligibility/other requirements: Aboriginality is considered essential (Section 42, Discrimination Act 1991); Current ACT/NSW drivers licence &

tertiary qualifications in social/behavioural sciences or welfare considered highly desirable.

**Note:** Position is 15 hours per week

**Contact Officer:** Gordon Collins (02) 6207 0797  
Selection documentation may be obtained from Jeanette Atkins (02) 6207 0853  
Apply: 28  
CC: O3A168

### DEPARTMENT OF URBAN SERVICES

**Environment ACT**  
**Business Development & Marketing Section**  
**Administrative Service Officer Class 4**  
**\$35,685-\$38,745, Canberra (PN. 15211**  
**Expected vacancy)**

**Closing date:** 17/2/2000

**Duties:** Oversee and perform the day to day financial and administrative management of the Business Unit. Provide advice to management on financial, budgetary, staffing and other administrative matters.

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

**Contact Officer** and Selection documentation: Kylie Gardiner (02) 62077140  
Apply: 34  
CC: 187

**Environment ACT**  
**Environment Protection Section**  
**Administrative Service Officer Class 6**  
**\$42,986-\$49,378, Canberra (PN. 13900)**

**Closing date:** 17/2/2000

**Duties:** Environment ACT's Environment Protection Unit is responsible for water resource and water quality management. This is mainly accomplished through the administration of relevant legislation and community education through a number of community participation programs and projects including Waterwatch.

Waterwatch is a national community-based water quality monitoring program which seeks to educate and empower the community to improve the state of our waterways. The successful applicant will facilitate the ACT's involvement in the national Waterwatch program. Duties include the management of regional Waterwatch activities and local coordinators, development and delivery of educational material and coordination of government, educational and community groups.  
Note: This position is available as a three year temporary contract with a possible extension.

**Contact Officer:** Peter Donnelly (02) 62072329  
Selection documentation may be obtained from Rodney Dix (02) 62071819  
Apply: 34  
CC: 188

## EMPLOYMENT (Continued)

### Operations Group

#### City Operations Branch

#### Urban Ranger and Approval Services Section

#### Domestic Animal Services Subsection

#### Senior Officer Grade C \$54,425-\$58,683,

#### Canberra (PN. 39921)

**Closing date:** 17/2/2000

**Duties:** Manage, direct and promote the operations of the Domestic Animal Services Unit. Perform the functions of the Registrar of Dogs. Negotiate with Purchaser on the Service Level Agreement. Develop and implement strategic and business plans for the Unit. Develop and manage the Unit's budget. Eligibility/other requirements: Tertiary qualifications in a relevant discipline and/or equivalent experience.

**Contact officer** and Selection documentation:

Brett Swale (02) 62076901

Apply: 34

CC: 181

### DEPARTMENT OF TREASURY AND INFRASTRUCTURE

#### Financial Management

#### Revenue Management Branch

#### Rates and Land Tax

#### Administrative Service Officer Class 3

#### \$32,657 – \$35,245 pa. PN: 2872; Canberra

**Closing date:** 17 February 2000

**Duties:** As a team member, undertake a range of operational and administrative tasks relating to the assessment of land tax, maintenance of accurate rates and land tax accounts, including the negotiation of time payment arrangements. Maintain general rates and land tax accounts including complex journal processing. Assist with the assessment of liability for rates and land tax. Prepare and issue rates and land tax assessments as necessary.

Note 1: The occupant of this position will be expected to be able to perform at the level of an ASO 3, and may be rotated to equivalently classified positions within the Agency. 2. Interviews expected to be held week commencing 28 February 2000.

Selection documentation may be obtained from Nicole Cox .(02) 620 70075

Contact Officer: David Read (02) 620 70064

Apply: 06

CC: 3A144

#### Financial Management

#### Revenue Management Branch

#### Rates and Land Tax

#### Administrative Service Officer Class 5

#### \$40,598 – \$43,048 pa. PN: 2935; Canberra

**Closing date:** 17 February 2000

**Duties:** As a team supervisor, undertake a range of operational and administrative tasks relating to the assessment of residential land tax,

maintenance of accurate rates and land tax accounts, schedule billing and initial debt recovery. Be responsible for the day to day operations of the work unit, undertake relevant research duties, assist with the preparation of draft responses to relevant ministerial correspondence and briefing notes. Direct and supervise allocated staff. Assess liability for residential land tax.

Note: Interviews expected to be held week commencing 28 February 2000.

Selection documentation may be obtained from Nicole Cox .(02) 620 70075

Contact Officer: David Read (02) 620 70064

Apply: 06

CC: 3A144

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## Appointments

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### DEPARTMENT OF HEALTH AND COMMUNITY CARE

#### Professional Officer Class 1, \$29976-42054

Randall English AGS No: 753-77638, Section 68, 10/2/00

CC: 03A550

#### Administrative Service Officer Class 6

#### \$42,986-49,378

Dianne Joy Hosking, 741-20021 Section 68(1), 14 February 2000

Note: Position 23051 was advertised in the Commonwealth of Australia Gazette No. PS 49, 9 December 1999 under its former location, Financial Management and Contracting Group. Now relocated to the Structural Reform Group following restructure.

CC: 61/6317

#### Administrative Service Officer Class 6

#### \$42,986-49,378

Jenny Kok, 741-20048 Section 68(1), 24 January 2000

Note: This position 26041 is similar to position 23051 which was advertised in the Commonwealth of Australia Gazette No. PS 49, 9 December 1999 under its former location, Financial Management and Contracting Group. Now relocated to the Structural Reform Group following restructure.

CC: 61/6317

### THE CANBERRA HOSPITAL

#### Graduate Administrative Assistant

#### \$24,259 - \$31,171

Amanda Smorhun: 756-32467, Section 68, 1/2/2000

CC: 1312

#### Graduate Administrative Assistant

#### \$24,259 - \$31,171

Thanh Nguyen: 756-32475, Section 68, 1/2/2000

CC: 8339

**EMPLOYMENT (Continued)****Registered Nurse Level 1, \$31,926 - \$41,375**

Sheila Eden: 755-61873, Section 68, 20/1/2000  
CC: 3133

**Registered Nurse Level 2, \$42,723 - \$45,423**

Kaylene Martens: 749-68014, Section 68,  
3/2/2000  
CC: 2233

**Senior Specialist \$109,183**

Dr Mark Llewellyn Bassett: 756-32811, Section 68,  
31/1/2000  
CC: 8439

**Senior Specialist \$109,183**

Dr Maya Cherian: 755-61590, Section 68,  
24/1/2000  
CC: 8553

**ACT COMMUNITY CARE****Administrative Service Officer Class 2****\$28,110-\$31,171**

Michael Smith: 740-97634, Disability Program  
68(1), 20 January 2000  
CC: G00243

**Professional Officer Class 2 \$42,986-\$48,040**

Karen Corke: 747-02793, Integrated Health Care  
Program 68(1), 20 January 2000  
CC: G00243

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****School Assistant 2 \$23,903-26506**

Colleen Joyce Wright: 736-36755, Section 68(1),  
18 January 2000  
CC: 01

**Graduate Administrative Assistant  
\$24259-31171**

Rachel Louise Wilson: 751-78348, Section 68(1),  
1 February 2000  
CC: 01

**Graduate Administrative Assistant  
\$24259-31171**

Sheree Leanne Rudinger: 761-22071,  
Section 68(1), 1 February 2000  
CC: 01

**Graduate Administrative Assistant  
\$24259-31171**

Maria Caterina Filardo: 761-22100, Section 68(1),  
1 February 2000  
CC: 01

**Graduate Administrative Assistant  
\$24259-31171**

Elizabeth Kristina De Luca: 761-22063, Section  
68(1), 1 February 2000  
CC: 01

**Professional Officer Class 2****\$42986-48040**

Melanie Jane Hobbs de Saballa: 733-14764,  
Section 68(1), 19 January 2000  
CC: 01

**DEPARTMENT OF URBAN SERVICES****Administrative Service Officer Class 2****\$28,110-\$31,171**

Rosalind Judith Richards: 757-51407, Section  
68(1), 20/1/2000  
CC: 178

**Administrative Service Officer Class 2****\$28,110-\$31,171**

Alexandra Elizabeth Shepherd: 757-51394,  
Section 68(1), 19/1/2000  
CC: 178

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**Transfer**

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**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****Patricia Ann Wilks AGS No: 333-48089**

From: Teacher Level 4 (Principal) \$62818-77793  
ACT Department of Education and Community  
Services  
To: Teacher Level 4 (Principal) \$68000-83000  
Telopea Park School ACT Department of  
Education and Community Services, Canberra  
(PN. 1670) (PS33, 21.10.99)  
CC: 01

**Judith Mary Bull AGS No: 027-67125**

From: Teacher Level 4 (Principal) \$62818-77793  
ACT Department of Education and Community  
Services  
To: Teacher Level 4 (Principal) \$68000-83000  
Gordon Primary School ACT Department of  
Education and Community Services, Canberra  
(PN. 1804) (PS33, 21 October 99)  
CC: 01

**Helyn Margaret Strauch AGS No: 324-46269**

From: Teacher Level 4 (Principal) \$62818 - 77793  
ACT Department Education and Community  
Services  
To: Teacher Level 4 (Principal) \$68000 - 83000  
Narrabundah Primary School ACT Department  
Education and Community Services, Canberra  
(PN. 1678) (PS33, 21.10.99)  
CC: 01

**Ross Butlin AGS No: 328-82124**

From: Teacher Level 4 (Principal) \$62818 – 77793  
ACT Department Education and Community  
Services  
To: Teacher Level 4 (Principal) \$68000 – 83000  
Theodore Primary School, ACT Department  
Education and Community Services Canberra (PN.  
1814) (PS33, 21.10.99)  
CC: 01

## EMPLOYMENT (Continued)

### Anne Therese Greenham AGS No: 333-38948

From: Teacher Level 3 (Deputy Principal)  
\$58153-60667  
ACT Department Education and Community Services  
To: Teacher Level 3 (Principal) \$59000-65000  
Mt Neighbour Primary School ACT Department Education and Community Services, Canberra (PN. 4079) (PS33, 21.10.99)  
CC: 01

### Dianne Maree Watt AGS No: 333-42701

From: Teacher Level 3 (Deputy Principal)  
\$58153-60667  
ACT Department Education and Community Services  
To: Teacher Level 3 (Principal) \$59000-65000  
Hawker Primary School ACT Department Education and Community Services, Canberra (PN. 4147) (PS33, 21.10.99)

### Pamela Nicolson AGS No: 333-39473

From: Teacher Level 3 (Deputy Principal)  
\$ 58153-60667  
ACT Department Education and Community Services  
To: Teacher Level 3 (Deputy Principal)  
\$58153-60667  
Weetangera Primary School ACT Department Education and Community Services, Canberra (PN. 4033) (PS33, 21.10.99)

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## Promotions

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

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

#### A. APPEALS

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

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

- \* promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act. As a general rule, you may appeal if you were an applicant for promotion to an advertised position that **was not** 'non-appealable'.

#### YOU MAY ALSO APPEAL IF:

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

#### YOU CAN NOT APPEAL WHEN:

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

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

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed.

For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

#### ADVICE TO POTENTIAL APPELLANTS

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

## EMPLOYMENT (Continued)

### GROUND OF APPEAL

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

### EFFICIENCY

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

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

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

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

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

- \* available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.

The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

### FORM OF APPEAL

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

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

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

### WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*.

(In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline. Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

### WHERE TO LODGE APPEALS

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

## EMPLOYMENT (Continued)

### ADVICE TO PROMOTEEES AND APPELLANTS

All parties to an appeal are required to submit **written statements** supporting their case, to the MPC, within fourteen (14) days of the close of the appeal period, or by such other date as the MPC may determine.

If a party fails to provide a statement, MPC staff will remind the party or department of this requirement, and may, on request and in exceptional circumstances grant an extension of time. However, the PAC has the discretion to determine the case even if the statement is not provided.

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews.

As a party to an appeal, you are entitled to access to:

- (i) the departmental statement (which consists of all material sent to the PAC by the promoting department); and
- (ii) the written material submitted by other parties to the appeal which addresses their claims to superior efficiency.

However, you are not entitled to access to the private contact details supplied by any other party as a part of their statement.

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing.

The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material. After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing.

Unreasonably late supplementary statements may not be accepted.

### CONTENT OF STATEMENTS

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

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

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations.

You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

### PAC PROCEDURES

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

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

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

## EMPLOYMENT (Continued)

(e) relevant views expressed by supervisors, referees or other persons contacted: and

(f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient.

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

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

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

### SUPERVISORS/REFEREES

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

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

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

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

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

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

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

An applicant must provide the following details:

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

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

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

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

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

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

### WHERE TO LODGE AN APPLICATION FOR REVIEW

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

## EMPLOYMENT (Continued)

### DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Population Health Division  
Health Protection Service  
ACT Government Analytical Laboratory**

**Randall English AGS No: 753-77638**  
From: Technical Officer Class 1  
Department of Health and Aged Care  
To: 1 Professional Officer Class 1, \$29976-42054  
ACT Government Analytical Laboratory,  
Department of Health and Community Care,  
Canberra (PN. 26168) (PS No. 43, 28/10/99)  
CC: 03A550

### THE CANBERRA HOSPITAL

**Corporate Services  
Hotel Services**

**Jean Dumbrell: 261-46796**  
From: Administrative Service Officer Class 3  
\$32,017 - \$34,554  
The Canberra Hospital  
To: Administrative Services Officer Class 4  
\$35,685 - \$38,745  
Hotel Services, The Canberra Hospital, Canberra  
(PN. 20925) (6 January 2000)  
CC: 8305

### ACTION

**ACTION Buses  
Administration  
North Region**

**Craig John Kelly: 256-54019**  
From: Administrative Service Officer Class 6  
\$50,118  
ACTION Buses  
To: Senior Officer Grade C \$59,563  
Administration ACTION Buses, Canberra  
(PN.A20135) (PS45, 11November 1999)

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Isabella Plains Primary School**

**Paul Francis Henryon: 033-16908**  
From: Teacher Level 3 (Deputy Principal)  
\$58153 – 60667  
ACT Department Education and Community Services  
To: Teacher Level 4 (Principal) \$68000 – 83000  
Isabella Plains Primary School ACT Department Education and Community Services, Canberra (PN. 31762) (PS33, 21.10.99)  
CC: 01

**Hughes Primary School**

**Vivienne Blundell: 030-97004**  
From: Teacher Level 3 (Deputy Principal)  
\$58153 – 60667  
ACT Department of Education and Community Services  
To: Teacher Level 4 (Principal) \$68000 – 83000  
Hughes Primary School ACT Department Education and Community Services, Canberra (PN. 31778) (PS33, 21.10.99)

**Narrabundah Primary School**

**Patricia Mary Keller: 324-54074**  
From: Teacher Level 2 (Principal) \$54390  
ACT Department Education and Community Services  
To: Teacher Level 3 (Principal) \$59000 – 65000  
Narrabundah Primary School ACT Department Education and Community Services, Canberra (PN. 4059) (PS33, 21.10.99)

**Stromlo High School**

**Susan Margaret Swift: 027-69171**  
From: Teacher Level 2 (Executive Teacher)  
\$52456-54390  
ACT Education and Community Services  
To: Teacher Level 3 (Deputy Principal)  
\$58153 - 60667  
Stromlo High School ACT Education and Community Services, Canberra (PN. 4062) (33, 21.10.99)  
CC: 01

**Sport and Corporate Resources Division  
Information Technology Support Section**

**Stephen David Ede: 333-33311**  
From: Teacher Level 2 \$52456-54390  
ACT Department of Education and Community Services  
To: # Senior Information Technology Officer Grade C \$54425-58683  
Information Technology Support Section, ACT Department of Education and Community Services,  
Canberra (PN. 12638) (PS46, 18/11/1999)  
CC: 01

**Sport and Corporate Resources Division  
Information Technology Support Section**

**Gregory Stephen Schuhardt: 713-04984**  
From: Administrative Service Officer Class 6  
\$42986-49378  
ACT Department of Education and Community Services  
To: # Senior Information Technology Officer Grade C \$54425-58683  
Information Technology Support Section, ACT Department of Education and Community Services,  
Canberra (PN. 12637) (PS46, 18/11/1999)  
CC: 01

## EMPLOYMENT (Continued)

### 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 7<sup>th</sup> day after notification in the Gazette.

#### **Environment ACT Resource Management Unit**

##### **D. O. Skerry: AGS No 754-16959**

From: Graduate Administrative Assistant  
\$24,259-\$31,171  
Urban Services  
To: Administrative Service Officer Class 5  
\$39,802-\$42,204  
Resource Management Unit Urban Service,  
Canberra (PN. 4302)

Duties: As part of a small team, assist in research, development and management of contracts. Co-ordinate and assist in development of briefings and correspondence arising from Ministerial and subsidiary Councils and other Unit functions.

Note: This promotion is to a non-advertised position and all suitably qualified officers are eligible to appeal. 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 7<sup>th</sup> day after notification in the Gazette.  
CC: 188

#### **Environment ACT Parks and Conservation Service Section**

##### **K. Gardiner: AGS No 713-75299**

From: Administrative Service Officer Class 4  
\$35,685-\$38,745  
Urban Services  
To: Administrative Service Officer Class 5  
\$39,802-\$42,204  
Parks and Conservation Service Section Urban Services, Canberra (PN. 11545) (PS40, 7/10/1999)

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 7<sup>th</sup> day after notification in the Gazette.  
CC: 192

#### **Operations Group City Operations Branch Urban Rangers and Approval Services Section City Rangers Subsection**

##### **R. J. Schneider: AGS No 705-32336**

From: General Service Officer Level 3  
\$24,836-\$25,809  
Urban Services  
To: Administrative Service Officer Class 4  
\$35,685-\$38,745

Urban Rangers and Approval Services Section,  
Canberra (PN. 32125) (PS28, 15/7/1999)

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 7<sup>th</sup> day after notification in the Gazette.  
CC: 180

### ACT LEGISLATIVE ASSEMBLY

##### **S K Mikac AGS No: 751-58291**

From: Graduate Administrative Assistant  
\$24,744-\$31,794 pa  
Department of Urban Services; Human Resources,  
Corporate Section  
To: Administrative Service Officer Class 6,  
\$44,576 - \$51,205 pa  
Legislative Assembly Secretariat, Chamber  
Support Office, Canberra (PN. 43592)) Gazette No  
43: 28/10/99  
CC: 03A958

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## Forfeiture of Office

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### DEPARTMENT OF URBAN SERVICES

*Section 143 Public Sector Management Act:*  
Cara Minery, Administrative Service Officer Class  
4, 21/1/2000  
CC: 181

*Section 143 Public Sector Management Act:*  
William Arthur Dagger, Senior Officer (Technical)  
Grade C, 20/1/2000  
CC: 178

*Section 143 Public Sector Management Act:*  
John Charles Waterman, Administrative Service  
Officer Class 6, 21/1/2000  
CC: 178

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## ACT Public Service Index of addresses

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- |    |   |
|----|---|
| 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   |

**EMPLOYMENT (Continued)**

- |    |  |    |   |
|----|--|----|---|
| 09 | Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911   | 21 | Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601  |
| 11 | The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601                 | 23 | Administrative Officer, Central Office, Department of Health and Community Care, GPO Box 825, Canberra City ACT 2601    |
| 12 | Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901 | 28 | Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608 |
| 13 | Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605             | 30 | The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601   |
| 16 | Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606                               | 31 | The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608                                 |
| 17 | Resource Advisor, Business Services Bureau, Department of Health and Community Care, PO Box 11, Woden ACT 2606 | 32 | Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608   |
| 18 | The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601                  | 34 | Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601  |
| 20 | Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611                         | 35 | Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.                         |

# GOVERNMENT NOTICES

**AUSTRALIAN CAPITAL TERRITORY  
ENVIRONMENT PROTECTION ACT 1997  
ENVIRONMENT PROTECTION POLICY**

In accordance with section 26(1) of the *Environment Protection Act 1997*, I hereby notify the following the Environment Protection Policy:

- Hazardous Materials Environment Protection Policy: Policy regarding hazardous materials, ozone protection, control of scheduled wastes, agricultural and veterinary chemicals, application of the National Pollutant Inventory, and the transport of controlled waste.

In accordance with section 26(2) of the *Environment Protection Act 1997*, written consent from the Minister for Urban Services has been obtained.

This policy takes effect on the day of publication of this notice. The policy is available for public inspection, during business hours, at the Office of the Environment Management Authority, Level 2, Annex, MacArthur House, 12 Wattle Street, Lyneham ACT.

Dated the 25th day of January 2000

**Peter Burnett**  
Environment Management Authority

## DEPARTMENT OF URBAN SERVICES

### ENVIRONMENT ACT, ENVIRONMENT PROTECTION

**AUSTRALIAN CAPITAL TERRITORY  
ENVIRONMENT PROTECTION ACT 1997  
ENVIRONMENT PROTECTION AGREEMENTS**

Notice is hereby given that under Section 41 of the Environment Protection Act 1997, environment protection agreements to conduct activities have been reached with the organisations set out below:

Organisation	Brief Description of Activity	Location
David Hunt Constructions	Land development	16 Mirrool St DUFFY ACT 2611
CSR Emoleum	Land development	109 High Street QUEANBEYAN NSW 2620
Scott Brothers	Land development	72 Hawkesbury Cres FARRER ACT 2607

A copy of the environment protection agreements is 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 21 day of January 2000

**Gary Croston**  
Environment Management Authority

## GOVERNMENT NOTICES (Continued)

### Environment ACT

#### *Environment Protection Act 1997*

#### 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
Hearn & Ramsay Services	Pest Control	8/9 Crest Rd Queanbeyan

#### Annual Review of Environmental Authorisations

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

Organisation	Brief Description of Activity	Location
Australian Federal Police-Forensic Services	Use of CFC113	Police Services Complex Unwin Place Weston
Wards Air Conditioning and Refrigeration	Use of CFCs and HCFCs	42 Kerrigan Street Fraser
Premier Airconditioning & Refrigeration	Use of CFCs and HCFCs	23 Weavers Crescent Theodore
Valley Auto Electrical	Use of CFCs and HCFCs	75 Shepherd Street Hume
Parkroyal Canberra	Use of CFCs and HCFCs	1 Binara Street Canberra
Liebert Corporation Pty Ltd	Use of CFCs and HCFCs	Block P, 391 Park Road Regents Park NSW
Amorphous Consulting Pty Ltd	Use of CFCs and HCFCs	15 Finlayson Place Gilmore
ACTION	Use of CFCs and HCFCs	200 Scollay Street Tuggeranong
Mark Tiller	Use of CFCs and HCFCs	13 Derrilin Place Giralang
Jeff Manny Airconditioning & Heating	Use of CFCs and HCFCs	Level 1, 31-35 Nettleford Street Belconnen
Benmax Pty Ltd	Use of CFCs and HCFCs	37-41 Hincksman Street Queanbeyan
NFM Pty Ltd	Use of CFCs and HCFCs	Unit 15, 151-155 Gladstone Street Fyshwick
Rolfe Holden	Use of CFCs and HCFCs	44 Mort Street Braddon
A1 Maintenance Services	Use of CFCs and HCFCs	3 Figg Place Palmerston
Paul Thomas Spence	Use of CFCs and HCFCs	5 Avior Place Giralang
C & M Refrigeration	Use of CFCs and HCFCs	2 Michie Street Wanniasa
Actrol Parts	Wholesale selling and storage for sale of CFCs and HCFCs	19 King Street Blackburn VIC
Capital Parts Plus	Use of CFCs and HCFCs	21 Barrier Street Fyshwick
Perfectair Refrigeration, Airconditioning & Heating	Use of CFCs and HCFCs	6 Whittell Crescent Florey
Airservices Australia	Use of CFCs and HCFCs	IMS/OSG Workshop Complex Canberr Airport Pialligo
Boeing Australia	Use of GENSOLV2000	HGR 46 RAAF Base Fairbairn
Ian N McMillan Pty Ltd	Use of CFCs and HCFCs	68 Fidge Street Calwell
Beemark Enterprises	Pest Control	242 Bidges Rd Sutton
Phillip Nott	Pest Control	69 Florentine Crt Kaleen
Integrated Pest Management	Pest Control	PO Box 5002 Chisholm
Mark Coggan	Pest Control	"Woolaroo" Middle Arm Rd Goulburn

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

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

Note: In the future Environment ACT will advertise notices required under the Environment Protection Act 1997 in the Public Notices section of the Canberra Times on any day of the week from Monday to Saturday. All current notices are now also being posted to the Environment ACT web site at [www.act.gov.au/environ/publicnotice.html](http://www.act.gov.au/environ/publicnotice.html)

Dated the 24th day of January 2000  
Environment Management Authority

## GOVERNMENT NOTICES (Continued)

### Notice under section 18 of the *Independent Pricing and Regulatory Commission Act 1997*



#### INDEPENDENT PRICING AND REGULATORY COMMISSION

#### CALL FOR PUBLIC SUBMISSIONS

The ACT Independent Pricing and Regulatory Commission has released its Draft Price Direction covering ACTION's bus fares for 2000/2001.

Submissions are invited from interested parties on the Draft Price Direction prior to the release of the Final Price Direction in March. The deadline for receipt of submissions is 1 February 2000. Public hearings will be held on 15 February 2000.

Copies of the Draft Price Direction can be obtained from the Commissioner's office or at the following website address: <http://www.competition.act.gov.au/pol.html>. All submissions should be directed to the following address:

Independent Pricing and Regulatory Commission  
GPO Box 447  
Canberra ACT 2601

Paul Baxter	53 Blackall Street	GPO Box 447
<i>Commissioner</i>	BARTON ACT 2600	CANBERRA ACT 2601
	Ph: (02) 6273 0655	Fax: (02) 6273 0654

