



Australian Capital Territory

Gazette

No. 7, Thursday 17 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.

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

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

Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.00 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.

Purchasing and Subscriptions

Copies of the ACT Government Gazette may be purchased at a cost of \$5.00 (or \$2.00 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, East Row, Canberra City.

Subscriptions to the Gazette may be arranged through the Gazette Office at a price of \$360.00 (1 July 1999 - 30 June 2000) or part thereof, including postage. Refunds will not be given for cancellations. Claims for missing items will be recognised as valid if lodged within 28 days of publication.

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

Vacancies

ACT COMMUNITY CARE

**Primary Integrated Care
Integrated Health Care Program
Intake Assessment Unit
Registered Nurse Level 3 \$47,110-\$50,147
Canberra (PN. 22594)**

Closing date: 24 February 2000

Duties: The Integrated Health Care Program is seeking applications from suitably qualified individuals to fill the vacancy of Clinical Nurse Specialist in Gerontology in the Intake Assessment Unit located in the City Health Building. This position involves providing expert advice and clinical support to allied health professionals in the area of gerontological assessment and care.

Eligibility/other requirements: Previous experience in gerontological assessment and care and a comprehensive knowledge of issues surrounding older people are essential. Registration as a General Nurse and a Current Drivers Licence are essential.

Contact Officer: Jennifer Aitchison (02) 62051194
Selection documentation may be obtained from Jillian Clark (02) 62077057
Apply: 21
CC: G00243

**Child, Youth and Women's Health Program
Registered Nurse Level 2/Professional Officer
Class 2 \$42,986-\$48,040, Canberra (PN. several)**

Closing date: 17 February 2000

Duties: Applications are invited for several part time positions with *Canberra Parentline*. This new and exciting initiative, sponsored by the NRMA, is a collaborative venture between the ACT Community Care, ACT Department of Education and Community Services and Lifeline Inc. Canberra Parentline will provide extended hours telephone information and guidance to parents and link them with appropriate services in the community. ParentLine is part of the ACT Department of Education and Community Services' ParentLink campaign.

We are seeking suitably qualified professional staff in the field of social work or nursing, with extensive experience in working with families.

EMPLOYMENT (Continued)

Applicants should have extensive knowledge of childhood and adolescent development and parenting issues. An ability to work under limited supervision and as part of a multi disciplinary team is essential.

Note: Daytime staff will be employed by ACT Community Care. Evening and weekend staff will be employed by Lifeline Inc. (Refer to the advertisement in the Non Government section). Initially a 12 month contract will be offered, with the possibility of extension.

Contact Officer: Giovanna Richmond
(02) 62055471
Selection documentation may be obtained from Sandra Millett (02) 62071384
Apply: 21
CC: G00243

Integrated Health Care Program
Speech pathology
Senior Professional Officer Grade B
\$64,307-\$72,393, Canberra (PN. 28985)

Closing date: 24 February 2000.
Duties: ACT Community Care is seeking a suitably qualified professional to manage Speech pathology based primarily at The Canberra Hospital. The successful applicant will provide professional leadership to speech pathologists across ACT Community care, including hospital, rehabilitation and disability services, staff. Management of acute care services includes planning, development and coordination of a range of inpatient and outpatient speech pathology services to medical, surgical and women's and children's health services. Eligibility/other requirements: Applicants must have extensive experience as a senior pathologist and an understanding of the management of services within a hospital and community care context. Eligibility for membership to Speech Pathology Australia mandatory

Contact Officer: Jenny Brogan (02) 62051370
Selection documentation may be obtained from Ranji Vivekananda (02) 62051375
Apply: 21
CC: G00243

Corporate and Business Development
Executive Director – Corporate and Business Development

Closing date: 26/2/2000
Duties: This is an opportunity for the right person to help lead a dynamic and unique organisation. ACT Community Care aims to be the catalyst to transform and revitalise health and disability services in the ACT. In an environment of increasing contestability and competition, the organisation is determined to provide quality, customer focussed services efficiently and effectively.

ACT Community Care is the major provider of community based health and disability services in the ACT. Services are provided for all sections of the community, individuals, families and groups with special needs and are provided in primary, secondary and tertiary settings. ACT Community Care has 1200 employees, located in 83 facilities across the ACT and has an expenditure budget of \$74 million.

The successful person will be part of the senior executive team, directing and supporting the strategic management of ACT Community Care. Specifically the person will provide leadership, management and strategic direction for the organisations financial, corporate and commercial services. Accordingly the person will have executive management skills and abilities of a high order including demonstrated ability to manage financial, information, physical and human resources in a complex and challenging environment.

Appointment to the position is for five years on a performance based contract and offers a very attractive salary package with great opportunities for career advancement.

Canberra offers a cosmopolitan city lifestyle with a country atmosphere, high quality schools, tertiary institutions, affordable housing, high standard recreational facilities, theatre and cultural programs. All this within a short drive to the coast, snowfields, magnificent bushwalking and three hours drive to Sydney.

Contact Officer: Michael Szwarcbord
(02) 62051937
Apply: 21
CC: G00243

CHIEF MINISTER'S DEPARTMENT

InTACT
Service Delivery Computer Centre
Senior Officer Grade A, (Manager Service Delivery) \$74,685-\$74,685p.a PN: 14232
Canberra

Closing Date: 2 March 2000
Duties: InTACT is seeking an experienced and dynamic Senior Manager who will be responsible for a large and diverse Branch within the organisation responsible for the provision of IT service delivery across all ACT Government agencies, including; First, Second and Third level Customer Support; Computer Facilities and Operations such as Server Farms and Operational Systems Support; Customer Application Integration Team (CAIT); and, Networks and Security. Extensive experience in the IT field with proven management and leadership skills is essential to ensure effective, innovative and commercially viable IT services to the ACT Government. The occupant will be

EMPLOYMENT (Continued)

responsible for managing resources (both staffing and financial) to meet InTACT's budget targets and will be required to represent InTACT in high level client and/or government negotiations.

Eligibility/other requirements:

NOTE: Selection documentation is also available from the following Internet address:

www.intact.act.gov.au

Contact Officer Tricia Searson (02) 62076667

Selection documentation may be obtained from:

Donna Burns (02) 62076791

Apply: 06 or via email. The e-mail address is intact.recruitment@act.gov.au

CC: 03A350

InTACT

Service Delivery

Senior Officer Grade A

(Manager, Customer Projects Group)

\$74,685-\$74,685p.a

PN: 13194, Canberra

Closing Date: 2 March 2000

Duties: InTACT is seeking an experienced Senior Manager to fill a critical position within the Organisation.

The occupant will manage a dynamic Branch responsible for generating new IT business opportunities within ACT government. Specifically the occupant is responsible for customer IT and Software projects, including: sales and marketing; product marketing; applications development; and, infrastructure. The occupant will be required to build, direct and provide the necessary leadership to the Unit to ensure IT project activities undertaken are innovative, effective, efficient and commercially viable. The occupant will represent InTACT in high level client meetings and negotiations and will oversight the activities needed to effectively market and sell new IT products and services to ACT government agencies.

Eligibility/other requirements:

NOTE: Selection documentation is also available from the following Internet address:

www.intact.act.gov.au

Contact Officer: Tricia Searson (02) 62076667

Selection documentation may be obtained from:

Donna Burns (02) 62076791

Apply: 06 or via email. The e-mail address is intact.recruitment@act.gov.au

CC: 03A350

InTACT

Service Delivery

Senior Officer Grade B,

(Manager, Networks and Security)

\$64,307-\$72,393p.a

PN: 14233, Canberra

Closing Date: 2 March 2000

Duties: InTACT is seeking an experienced Senior Manager to fill a critical position within the Service Delivery Branch. The occupant will manage a dynamic Unit and will be responsible for the communications and security functions within IT service delivery. The position is responsible for ensuring services and systems provided meet service delivery standards and are maintained consistently at this level. The position is required to direct and oversight the development of strategies and activities to support all aspects of computer network services. The occupant will represent InTACT at high level meetings and provide advice to government, clients and management on the development of security policies for InTACT and Whole of Government. In addition the position is responsible for the provision of an innovative and effective framework on which the ACT government can rely for the storage and use of information.

Eligibility/other requirements:

NOTE: Selection documentation is also available from the following Internet address:

www.intact.act.gov.au

Contact Officer Geoff Hill (02) 62074278

Selection documentation may be obtained from:

Donna Burns (02) 62076791

Apply: 06 or via email. The e-mail address is intact.recruitment@act.gov.au

CC: 03A350

InTACT

Service Delivery Computer Centre

Senior Officer Grade B,

(Manager, Computer Facilities and Operations)

\$64,307-\$72,393p.a

PN: 14234, Canberra

Closing Date: 2 March 2000

Duties: InTACT is seeking an experienced Senior Manager to fill a critical position within the Service Delivery Branch. The occupant will manage a dynamic Unit and will be responsible for the two Server Farms and any outposted InTACT servers. The position is also responsible for the Operations Systems Support Unit that manages the Whole of Government infrastructure. The Occupant is responsible for ensuring services and systems provided meet service delivery standards and are maintained consistently at this level. The position is required to develop and build a cohesive, dynamic team to best deliver the outcomes of the Unit to a commercial level. The occupant will represent the unit in high level client meetings and negotiations and will oversight the development of strategies and activities designed

EMPLOYMENT (Continued)

to maintain and improve the efficiency of the systems used in service delivery.

Eligibility/other requirements:

NOTE: Selection documentation is also available from the following Internet address:

www.intact.act.gov.au

Contact Officer: Geoff Hill (02) 62074278
Selection documentation may be obtained from:
Donna Burns (02) 62076791
Apply: 06 or via email. The e-mail address is
intact.recruitment@act.gov.au
CC: 03A350

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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.

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

**Sport and Corporate Resources Division
Information Technology Support Section
Information Technology Officer Class 2
\$42986-49378, Canberra (PN. 33191)**

Closing date: 2 March 2000
Duties: Under limited direction, coordinate the provision of Information Technology (IT) services to support the department's business applications, including: maintaining current information systems and assess future needs of the department; providing advice to staff in the department; and development and implementation of IT systems.

Contact Officer: Greg Schuhardt (02) 62055488
Selection documentation may be obtained from Robert Schaidreiter (02) 62055484
Apply: 12
CC: 01

**Farrer Primary School
School Assistant 2 \$23903-26506, Canberra
(PN. 2366)**

Closing date: 2 March 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; assist in education programs with small groups or individuals.

Contact Officer: Hans Van Haalen (02) 62057911
Selection documentation may be obtained from Hans Van Haalen (02) 62057911
Apply: 12
CC: 01

**Latham Primary School
School Assistant 2 \$23903-26506
Canberra (PN. 690)**

Closing date: 2 March 2000
Duties: Support teaching and therapy staff in: a class of students with autism, supporting and extending the overall principles of the school; integration of students with autism into mainstream classes; education programs with small groups or individuals; toileting and eating programs for individual students.
Note: This position may require the lifting of students. While professional in-service programs offer instruction in correct lifting methods, applicants should have no history of back, shoulder or arm problems.

Contact Officer: Karen Flatt (02) 62057345
Selection documentation may be obtained from Colleen Wright (02) 62057345
Apply: 12
CC: 01

**Birrigai Outdoor School
School Assistant 2 \$23903-26506,
Canberra (PN. 1235)**

Closing date: 2 March 2000
Duties: Perform a range of administrative/specialised and/or skilled tasks, including: prepare and maintain specialised program materials and equipment; set up and collect program materials in the field and operate audio visual equipment; operate keyboard equipment of various types.
Note: This is a permanent part-time position at 15:37 hours per week.

Contact Officer: Rob Priest (02) 62375135
Selection documentation may be obtained from Rob Priest (02) 62375135
Apply: 12
CC: 01

**The Woden School
Building Services Officer 1 \$25924-26940,
Canberra (PN. 1519)**

Closing date: 2 March 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.

EMPLOYMENT (Continued)

Contact Officer: Sylvia Schuback (02) 62055966
 Selection documentation may be obtained from
 The Contact Officer (02) 62055966
 Apply: 12
 CC: 01

**Human Resources Branch
 Staff Development Section
 Building Services Officer 1 \$25924-26940,
 Canberra (PN. 1604)**

Closing date: 2 March 2000
Duties: Assume responsibility for security of
 buildings, furniture, fittings and equipment during
 duty hours. Maintain the buildings, including
 grounds, in a clean and tidy condition, with
 particular regard for safety and security hazards.
 Re-arrange and/or re-locate furniture and
 equipment within reasonable safety limits in
 support of the operation of staff development.
 Undertake minor repairs to buildings, fittings,
 furniture and equipment.

Contact Officer: Roz Morton (02) 62058224
 Selection documentation may be obtained from
 Glenda Hogh (02) 62058257
 Apply: 12
 CC: 01

**Children's, Youth and Family Services Bureau
 Office of Youth
 Senior Officer Grade C \$54425-58683, Canberra
 (PN. 42466)**

Closing date: 2 March 2000
Duties: Manage programs (eg Supported
 Accommodation Assistance Program, Youth
 Services, Community Service Purchasing)
 including the achievement program objectives,
 financial monitoring and reporting, and supervision
 and development of staff. Liaise and negotiate
 with other department staff and with other
 government and non-government agencies.
 Represent the Department at meetings,
 conferences and seminars.
 Note: This is a permanent position. Applicants
 should submit two written referee reports with their
 application

Contact Officer: Tony Carmichael (02) 62050533
 Selection documentation may be obtained from
 Tracey Smith (02) 62050529
 Apply: 12
 CC: 01

**Ainslie Primary School
 Teacher Level 2 \$52456-54390, Canberra (PN.
 3567)**

Closing date: 2 March 2000
Duties: Undertake an appropriate teaching load
 and teaching tasks K to 6.
Contact Officer: Prue Clarke 620 56322
 Apply: 12
 CC: 01

**Aranda Primary School
 Teacher Level 2 \$52456-54390, Canberra
 (PN. 2165)**

Closing date: 2 March 2000
Duties: Undertake an appropriate teaching load
 and provide an exemplar for other staff.

Contact Officer: Jeanine Catton 620 55977
 Apply: 12
 CC: 01

**Calwell Primary School
 Teacher Level 2 \$52456-54390, Canberra
 (PN. 3764)**

Closing date: 2 March 2000
Duties: Undertake an appropriate teaching load
 and provide an exemplar for other staff.

Contact Officer: Chris Hamilton 620 56911
 Apply: 12
 CC: 01

**Florey Primary School
 Teacher Level 2 \$52456-54390, Canberra
 (PN. 33694)**

Closing date: 2 March 2000
Duties: Assist the Principal in managing the
 school. Perform teaching duties with particular
 expertise in the Junior Primary years.

Contact Officer: Brian McLoughlin 620 58011
 Apply: 12
 CC: 01

**Flynn Primary School
 Teacher Level 2 \$52456-54390, Canberra
 (PN. 2188)**

Closing date: 2 March 2000
Duties: Assist the Principal in discharging the
 Principal's responsibilities to students, parents and
 community, teaching and support staff, and
 provide general support throughout the school.
 Undertake a prescribed teaching load from K-6.

Contact Officer: Judith Ballard 620 57888
 Apply: 12
 CC: 01

**Fraser Primary School
 Teacher Level 2 \$52456-54390, Canberra
 (PN. 3620)**

Closing date: 2 March 2000
Duties: Undertake an appropriate teaching load
 and provide an exemplar for other staff.

Contact Officer: Anne McNamara 620 57866
 Apply: 12
 CC: 01

EMPLOYMENT (Continued)

Gordon Primary School

Teacher Level 2 \$52456-54390, Canberra (PN. 3744)

Closing date: 2 March 2000

Duties: Assist with the development of school policies and the implementation of school-wide educational, administrative and organisational policies and procedures.

Contact Officer: Judy Bull 620 55955

Apply: 12

CC: 01

North Ainslie Primary School, Introductory English Centre

Teacher Level 2 \$52456-54390, Canberra (PN. 3804)

Closing date: 2 March 2000

Duties: Supervise the operation of North Ainslie Primary Introductory English Centre.

Contact Officer: Margaret Hird 620 56533

Apply: 12

CC: 01

Isabella Plains Primary School

Teacher Level 2 \$52456-54390, Canberra (PN. 33623)

Closing date: 2 March 2000

Duties: Undertake an appropriate teaching load and teaching tasks.

Contact Officer: Paul Henryon 620 57688

Apply: 12

CC: 01

Mt Rogers Primary School

Teacher Level 2 \$52456-54390, Canberra (PN. 33686)

Closing date: 2 March 2000

Duties: Assist the Principal in the implementation of overall school and system policies.

Contact Officer: Pam Nicholson 620 58066

Apply: 12

CC: 01

Turner Primary School

Teacher Level 2 \$52456-54390, Canberra (PN. 3727)

Closing date: 2 March 2000

Duties: Undertake an appropriate teaching load in the senior school.

Contact Officer: Joy Sheargold 620 56622

Apply: 12

CC: 01

Alfred Deakin High School

Teacher Level 2 \$52456-54390, Canberra (PN. 3750)

Closing date: 2 March 2000

Duties: IT/Network and Web Management/MAZE/IT Across the Curriculum/Electronics.

Contact Officer: Peter Wheeler 620 55566

Apply: 12

CC: 01

Calwell High School

Teacher Level 2 \$52456-54390, Canberra (PN. 32684)

Closing date: 2 March 2000

Duties: SOSE/LOTE.

Contact Officer: Anne Dash 620 56833

Apply: 12

CC: 01

Calwell High School

Teacher Level 2 \$52456-54390, Canberra (PN. 32804)

Closing date: 2 March 2000

Duties: Science.

Contact Officer: Anne Dash 620 56833

Apply: 12

CC: 01

Campbell High School

Teacher Level 2 \$52456-54390, Canberra (PN. 2575)

Closing date: 2 March 2000

Duties: Student Welfare Team Leader and Science Executive Teacher.

Contact Officer: George Ellem 620 56344

Apply: 12

CC: 01

Campbell High School

Teacher Level 2 \$52456-54390, Canberra (PN. 32580)

Closing date: 2 March 2000

Duties: Student Welfare Team Leader and PE and Health Executive Teacher.

Contact Officer: George Ellem 620 56344

Apply: 12

CC: 01

EMPLOYMENT (Continued)

Canberra High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2243)

Closing date: 2 March 2000
Duties: Student Welfare and Management.

Contact Officer: Helen Burfitt 620 57000
 Apply: 12
 CC: 01

Caroline Chisholm High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2861)

Closing date: 2 March 2000
Duties: Subschool/Mathematics.

Contact Officer: Allen Brooke 620 57277
 Apply: 12
 CC: 01

Kambah High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 1995)

Closing date: 2 March 2000
Duties: English/Another KLA/School wide responsibilities.

Contact Officer: Sue Northmore 620 56933
 Apply: 12
 CC: 01

Lanyon High School
Teacher Level 2 \$52456-54390, Canberra
(PN's. 2249, 2250, 2256, 2257)

Closing date: 2 March 2000
Duties: Head of Subschool.

Contact Officer: Barry Woolacott 620 57676
 Apply: 12
 CC: 01

Melba High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2642)

Closing date: 2 March 2000
Duties: English SOSE.

Contact Officer: Ian Boxall 620 56711
 Apply: 12
 CC: 01

Melrose High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2652)

Closing date: 2 March 2000
Duties: PE/Health.
Contact Officer: Judy Pratt 620 57588
 Apply: 12
 CC: 01

Melrose High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2650)

Closing date: 2 March 2000
Duties: English and LOTE Executive Teacher.

Contact Officer: Judy Pratt 620 57588
 Apply: 12
 CC: 01

Stromlo High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2608)

Closing date: 2 March 2000
Duties: Mathematics.

Contact Officer: Di Scobie 620 56166
 Apply: 12
 CC: 01

Stromlo High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2263)

Closing date: 2 March 2000
Duties: Humanities.

Contact Officer: Di Scobie 620 56166
 Apply: 12
 CC: 01

Stromlo High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2612)

Closing date: 2 March 2000
Duties: The Arts.

Contact Officer: Di Scobie 620 56166
 Apply: 12
 CC: 01

Stromlo High School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2674)

Closing date: 2 March 2000
Duties: Health/PE/Sport.
Contact Officer: Di Scobie 620 56166
 Apply: 12
 CC: 01

Telopea Park School
Teacher Level 2 \$52456-54390, Canberra
(PN. 2836)

Closing date: 2 March 2000
Duties: English/Community Relations.

Contact Officer: Trish Wilks 620 55599
 Apply: 12
 CC: 01

EMPLOYMENT (Continued)

Copland College

Teacher Level 2 \$52456-54390, Canberra (PN. 2693)

Closing date: 2 March 2000

Duties: Student Services.

Contact Officer: Steve Kyburz 620 57622

Apply: 12

CC: 01

Erindale College

Teacher Level 2 \$52456-54390, Canberra (PN. 2783)

Closing date: 2 March 2000

Duties: English, History and Languages.

Contact Officer: Tony McGloughlin 620 58111

Apply: 12

CC: 01

Lake Ginninderra College

Teacher Level 2 \$52456-54390, Canberra (PN. 2667)

Closing date: 2 March 2000

Duties: Social Science and Languages.

Contact Officer: Jim Stoddart 620 57099

Apply: 12

CC: 01

Lake Tuggeranong College

Teacher Level 2 \$52456-54390, Canberra (PN. 2664)

Closing date: 2 March 2000

Duties: Human Resource Management.

Contact Officer: John See 620 56222

Apply: 12

CC: 01

Schools Directorate

Student Participation Section

Teacher Level 2 \$52456-54390, Canberra (PN. 2201)

Closing date: 2 March 2000

Duties: Manage distribution of staffing resources to programs supporting students with disabilities and students with behavioural difficulties, including management of staffing reserves.

Contact Officer: Louise Blue 620 56925

Apply: 12

CC: 01

Schools Directorate

Teacher Level 2 \$52456-54390, Canberra (PN. 3739)

Closing date: 2 March 2000

Duties: Liaise with schools, the Office and the community in support of the work of the Directors.

Contact Officer: Narelle Hargreaves/

Rob McConchie 620 57200

Apply: 12

CC: 01

Human Resources Branch

Staff Development Section

Teacher Level 2 \$52456-54390, Canberra (PN. 2853)

Closing date: 2 March 2000

Duties: Jointly manage, with other development officers in the training team, the activities of the Staff Development Unit, including the management of entrepreneurial activities.

Contact Officer: Rosemary Richards 620 58259

Apply: 12

CC: 01

School Programs Branch

Year 11/12 Assessment and Certification Section

Teacher Level 2 \$52456-54390, Canberra (PN. 2160)

Closing date: 2 March 2000

Duties: Provide policy and technical advice on assessment, moderation and reporting matters, including criterion and competency based assessment.

Contact Officer: Bob Edwards 620 57162

Apply: 12

CC: 01

Miles Franklin Primary School

Teacher Level 4 Principal Category 5 \$68732, Canberra (PN. 1788)

Closing date: 2 March 2000

Duties: Manage the school in accordance with the policies of the school board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of the students.

Contact Officer: Narelle Hargreaves 620 57194

Apply: 12

CC: 01

EMPLOYMENT (Continued)

Village Creek Primary School
Teacher Level 4 Principal Category 5 \$68732
Canberra (PN. 1801)

Closing date: 2 March 2000
Duties: Manage the school in accordance with the policies of the school board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of the students.

Contact Officer: Rob McConchie 620 57200
 Apply: 12
 CC: 01

Copland College

Teacher Level 4 Principal Category 7
\$76245, Canberra (PN. 1674)

Closing date: 2 March 2000
Duties: Manage the school in accordance with the policies of the school board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of the students.

Contact Officer: Narelle Hargreaves 620 57194
 Apply: 12
 CC: 01

Yarralumla Primary School
Teacher Level 3 Principal Category 2 \$62730
Canberra (PN. 4140)

Closing date: 2 March 2000
Duties: Manage the school in accordance with the policies of the school board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of the students.

Contact Officer: Rob McConchie 620 57200
 Apply: 12
 CC: 01

Rivett Primary School
Teacher Level 3 Principal Category 2 \$62730
Canberra (PN. 4056)

Closing date: 2 March 2000
Duties: Manage the school in accordance with the policies of the school board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of the students.

Contact Officer: Rob McConchie 620 57200
 Apply: 12
 CC: 01

Birrigai Outdoor School
Teacher Level 3 Principal Category 3 \$64805
Canberra (PN. 4144)

Closing date: 2 March 2000
Duties: Accept responsibility for the management of Birrigai Outdoor School in accordance with the policies of the department.

Contact Officer: Rob McConchie 620 57200
 Apply: 12
 CC: 01

Mount Rogers Primary School
Teacher Level 3 Principal Category 3
\$64805, Canberra (PN. 4083)

Closing date: 2 March 2000
Duties: Manage the school in accordance with the policies of the school board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of the students.

Contact Officer: Narelle Hargreaves 620 57194
 Apply: 12
 CC: 01

Aranda Primary School
Teacher Level 3 Deputy Principal 1 \$58153
Canberra (PN. 4022)

Closing date: 2 March 2000
Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required.

Contact Officer: Jeanine Catton 620 55977
 Apply: 12
 CC: 01

Arawang Primary School
Teacher Level 3 Deputy Principal 1 \$58153
Canberra (PN. 4013)

Closing date: 2 March 2000
Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required.

Contact Officer: Geoff Hutchinson 620 56877
 Apply: 12
 CC: 01

EMPLOYMENT (Continued)

Evatt Primary School

**Teacher Level 3 Deputy Principal 1 \$58153
Canberra (PN. 4018)**

Closing date: 2 March 2000

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required.

Contact Officer: Jan Day 620 55999

Apply: 12

CC: 01

Palmerston Primary School

**Teacher Level 3 Deputy Principal 1 \$58153
Canberra (PN. 4044)**

Closing date: 2 March 2000

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required.

Contact Officer: John Griffin 620 57241

Apply: 12

CC: 01

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and referee reports, from applications for positions in the department, should address the selection criteria comprehensively, as selection decisions may be made only on the basis of the documentation provided, without formal interview. Full application should be sent to: The Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608

ACT Corrective Services

Prison Project

Manager

Senior Officer Grade C

\$54,425 - \$58,683, Canberra (PN 43413)

Closing date: 2/3/00

Duties: As a member of the ACT Prison Project Team, facilitate development of the project brief and tender processes. Undertake high level liaison with stakeholders. Prepare high level correspondence, submissions and reports. Manage and oversight the work of staff and contractors.

Eligibility & other requirements: Tertiary qualifications in a relevant field eg law, criminology, social sciences would be an advantage.

Contact officer: James Ryan (02) 6207 0847

Selection documentation: Jeanette Atkins

(02) 6207 0853

Apply: 28

CC: 03A168

ACT Corrective Services

Prison Project

Project Officer

Administrative Service Officer Class 6

\$42,986 - \$49,378, Canberra (PN 14179)

Closing date: 2/3/00

Duties: As a member of the ACT Prison Project Team, assist in the management of a major project to build a prison in the ACT. Assist the manager to facilitate development of the project brief and tender processes. Undertake high level liaison with stakeholders. Prepare correspondence submissions and reports. Assist in managing and overseeing the work of staff and contractors. Eligibility/other requirements : Tertiary qualifications in a relevant field eg law, criminology, social sciences would be an advantage.

Contact Officer: James Ryan (02) 6207 0847

Selection documentation may be obtained from

Jeanette Atkins (02) 6207 0853

Apply: 28

CC: 03A168

ACT Magistrates Court

Childers Street Section

Sheriff's Officer

Administrative Service Officer Class 2

\$28,110 - \$31,171 Canberra (PN 42383, 42387)

Closing date: 2/3/00

Duties: As a Sheriff's Officer for the ACT Supreme Court and Bailiff for the ACT Magistrates Court, undertake the following range of duties: Act as court orderly in the Supreme Court; prepare court room and jury room for the days hearings, maintain security within the precinct of the Court; provide security for the Jury and act as security officer for the Court; execute and serve writs and prepare reports; serve processes and jury summonses as per statutory requirements; act as an agent to the Collector of Public Monies; conduct tours and lectures; attend information desk and answer questions from members of the legal profession and the public. Execute Writs of Executions, including conducting or arranging auction sales of goods taken in execution; be responsible for the maintenance of vehicles including keeping a log book, cleaning, fuelling and arranging services in accordance with current government policy.

Eligibility/other requirements: Current ACT drivers licence; wear a uniform as directed and adhere to corporate goals and objectives as directed.

Contact Officer: Ross Oakman (02) 6217 4300

Selection documentation may be obtained from

24 hour answering machine (02) 6217 4229

Apply: 28

CC: 03A372

03A372

EMPLOYMENT (Continued)

**Office of the Community Advocate
Guardianship Forensic Mental Health
Senior Officer Grade C**

\$54,425 - \$58,683, Canberra (PN 3129)

Closing date: 2/3/00

Duties: Assist the Community Advocate administer functions relating to Guardianship, forensic and mental health. Preparation and presentation of reports for tribunals and courts. Uphold the rights and best interests of people with disabilities (as defined under the Community Advocate Act 1991).

Eligibility/other requirements: Tertiary qualifications in either social sciences, law, social work, psychiatric nursing, psychology and research desirable.

Contact Officer: Brian McLeod (02) 6207 0707
Selection documentation may be obtained from
Cathy Millett (02) 6207 0707

Apply: 28
CC: 03A172

**Office of the Community Advocate
Professional Support Officer
Administrative Service Officer Class 4
\$35,685 - \$38,745; Canberra (PN 44059 &
43603)**

Closing date: 2/3/00

Duties: Assist the Community Advocate, Deputy Community Advocates and the Executive Officer of the Management Assessment Panel in providing a range of professional support tasks, and oversee and carry out administrative functions, including management of data base.

Contact Officer: Patsy Muggeridge (02) 6207 0707
Selection documentation may be obtained from
Cathy Millett (02) 6207 0707

Apply: 28
CC: 03A172

**Office of the Community Advocate
Office Assistant
Administrative Service Officer Class 3
\$32,017- \$34,554; Canberra (PN 43604)**

Closing date: 2/3/00

Duties: Provide the Office of the Community Advocate with respectful client focussed telephone and counter reception service, together with a range of administrative tasks. Provide the Community Advocate with personal assistance and professional support.

Contact Officer: Patsy Muggeridge
(02) 6207 0707
Selection documentation may be obtained from
Cathy Millett (02) 6207 0707

Apply: 28
CC: 03A172

DEPARTMENT OF URBAN SERVICES

**Operations Group
City Operations Branch
Urban Ranger and Approval Services Section
Domestic Animal Services Subsection
Administrative Service Officer Class 3
\$32,017-\$34,554, Canberra (PN. 13932)**

Closing date: 2/3/2000

Duties: Under general direction as a Customer Service Officer, deal with telephone enquiries and complaints associated with domestic animal control, dog attacks and animal nuisance. Provide customer services at a public counter including receiving public monies, impounding and releasing animals.

Eligibility/other requirements: Current drivers' licence.

Contact Officer and Selection documentation:
Blair Howden (02) 62072366

Apply: 34
CC: 180

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

**Infrastructure Asset Management Group
Executive
Classification: (Expected vacancy)
Administrative Service Officer Class 4, \$36,399-
\$39,520p.a. PN: 55095), Canberra
Closing date 2 March 2000:**

Duties: Under limited direction: Undertake a range of administrative and organisational tasks including executive support to senior executives. Prepare a range of written work including correspondence and reports.

Contact Officer Cathy Belavic (02) 62071698
Selection documentation may be obtained from
the contact officer (02) 62071698

Apply: 35
CC: 03A350

Appointments

DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Graduate Administrative Assistant
\$24,259 to \$31,171
Paris Hubert Buckley, 741-19987
Section 68(1), 1 February 2000
CC: 61/6317**

**Graduate Administrative Assistant
\$24,259 to \$31,171
Christopher Killick-Moran, 741-19952
Section 68(1), 1 February 2000
CC: 61/6316**

EMPLOYMENT (Continued)**THE CANBERRA HOSPITAL****Administrative Service Officer Class 2****\$28,110 - \$31,171**Tara Callaghan-Crawford: 748-79417, Section 68,
03/02/2000
CC: 8494**ACT COMMUNITY CARE****Disability Support Officer Level 1****\$26,716-\$27,786**Nicholas Dunn: 740-97984, Disability Program
68(1), 17/2/2000
CC: G00243**Disability Support Officer Level 1****\$26,716-\$27,786**David La Porte: 740-97802, Disability Program
68(1), 17/2/2000
CC: G00243**Disability Support Officer Level 1****\$26,716-\$27,786**Christine Berry: 740-97837, Disability Program
68(1), 17/2/2000
CC: G00243**Disability Support Officer Level 1****\$26,716-\$27,786**Lina Webber: 740-94839, Disability Program 68(1),
17/2/2000
CC: G00243**Registered Nurse Level 5.5, \$75,792**Heather McDonald: 740-97597, Clinical
Effectiveness and Quality Management, 68(1),
31/1/2000-02-08
CC: G00243**Professional Officer Class 2, \$42,986 - \$48,040**Teresa Beltrame: 740-96885, Integrated Health
Care Program, Physiotherapy Services, 68(1),
29/1/2000
CC: G00243.**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Building Services Officer 1 \$25924-26940**Sam Peter Scarcella: 747-75538, Section 68(1),
07/02/00
CC: 01**School Assistant 2 \$23903-26506**Deborah Ann Corey: 737-57370, Section 68(1),
07/02/00
CC: 01**CANBERRA INSTITUTE OF TECHNOLOGY****Faculty of Tourism and Hotel Management****Teacher Band 3 \$73,072, Canberra (PN. 51965)****Closing date:** 2/3/00**Duties:** Manage and co-ordinate specified
operational activities of the Faculty in accordance
with guidelines issued by the Dean of Faculty
within agreed plans and budgets and provide
professional leadership.Eligibility/other requirements: Degree or Diploma in
Adult Education, or equivalent status. Industry
experience and credibility, relevant to the position.
Three years experience in CIT or similar
environment**Contact Officer:** Ms Lyn Smith (02) 62073125Selection documentation may be obtained from
Ms Sharyn McKay (02) 62073647

Apply: 11

CC: G00193

DEPARTMENT OF URBAN SERVICES**Graduate Administrative Assistant****\$24,744-\$31,794**Louise Catherine Godwin: AGS No 757-51589,
Section 68(1), 1/2/2000
CC: 183**Graduate Administrative Assistant****\$24,744-\$31,794**Andrew Joseph Thomas Szmerler
AGS No 757-51642, Section 68(1), 1/2/2000
CC: 183**Graduate Administrative Assistant****\$24,744-\$31,794**Andrew Robert Charles Lloyd AGS No 757-51634
Section 68(1), 1/2/2000
CC: 183**Graduate Administrative Assistant****\$24,744-\$31,794**Tammy Marie Alley AGS No 757-51626
Section 68(1), 1/2/2000
CC: 183**Graduate Administrative Assistant****\$24,744-\$31,794**Mark Hastings Milner AGS No 757-51618
Section 68(1), 1/2/2000
CC: 183**Graduate Administrative Assistant****\$24,744-\$31,794**Geoffrey Scott Virtue AGS No 757-51597
Section 68(1), 1/2/2000
CC: 183

EMPLOYMENT (Continued)

Administrative Service Officer Class 5

\$40,598-\$43,048

Eva Wieslawa Faryna AGS No 754-18014 Section 68(1), 4/2/2000

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Legal 1; \$32,985 - \$67,631

Genevieve Alice Larkin: 747-86472, Section 68, 4/2/2000

CC:03A376

Administrative Service Officer Class 2:

\$28,110 - \$31,171

Caroline Guilaine Mootoosamy: 747-86982, Section 68, 4/2/2000

CO: 03A379

Transfer

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Monique Cornelia Machutta: 755-66949

From: Administrative Service Officer Class 5
\$39802-42204

ACT Department of Justice and Community Safety
To: Administrative Service Officer Class 5
\$39802-42204

Office of Youth Section, ACT Department of Education and Community Services, Canberra (PN. 12204) (PS46, 18/11/1999)
CC: 01

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Toni Bracken: 739-68127

From: Administrative Service Officer Class 4
\$35,685 - \$38,745

Office of the Community Advocate

To: Administrative Service Officer Class 4
\$35,685 - \$38,745

Office of the Public Trustee for the ACT, Department of Justice & Community Safety, Canberra (PN 10108) (38 23/9/00)
CC: 03a377

Promotions

Promotions under the Public Sector Management Act 1994

The 'date of notification' of a promotion is the date of publication of the *Gazette* in which it is notified. This appears in a box towards the front of the *Gazette*. This date is used to calculate the 'date of effect' and 'eligibility for salary on promotion' and

to determine when the time for lodging an appeal or requesting a review commences.

A. APPEALS

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

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

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

YOU MAY ALSO APPEAL IF:

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

EMPLOYMENT (Continued)

called 'protective appeals', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed.

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

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

Normally, the selection criteria used by the department in the selection and by the PAC in the

appeal will incorporate the matters referred to in the definition of efficiency to the extent that they are relevant to the duties of the job.

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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

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

FORM OF APPEAL

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

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

EMPLOYMENT (Continued)

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative

access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material. After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

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

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

EMPLOYMENT (Continued)

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

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

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

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

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

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

SUPERVISORS/REFEREES

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

The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments

comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

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

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

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

EMPLOYMENT (Continued)

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

Pathology Services Pathology Reception

Nora Mary Buckley: 607-61952

From: Registered Nurse Level 1 \$31,926 - \$41,375

Pathology Services

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

Pathology Reception, Specimen Collection Service,

Canberra (PN. 21927) (47, 25 November 1999)

CC: 8558

Finance and Information Management Finance Accounting and External Reporting

Leisa Spurling: 607-72483

From: Administrative Service Officer Class 5 \$39,803-42,204

The Canberra Hospital

To: Administrative Service Officer Class 6

\$42,986-49,378

Finance Accounting and External Reporting,

Canberra (PN. 22975) (PS37, 16/09/99)

CC: 8339

CALVARY HOSPITAL INC.

Nursing Services Ward 5E

Sandra Mahlberg: 608-90404

From: Registered Nurse Level 1 \$31,926 - 41,375
Calvary Hospital ACT Incorporated

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

Ward 5E Calvary Hospital ACT Incorporated,

Canberra (PN. 8225) (46 18/11/99)

CHIEF MINISTER'S DEPARTMENT

Promotions to non-advertised vacancies

artsACT

M. N. Nikias: 735-15080,

Graduate Administrative Assistant
\$24,744-\$31,794p.a

From, Chief Minister's Department

To: Administrative Service Officer Class 6,

\$43,846-\$50,366p.a Chief Minister's Department

Duties: Assist in the implementation of the Arts

Strategy, *Arts Capital* and the arts funding program including managing the application assessment process, project management, and program administration. Under limited supervision, provide policy advice, briefings speeches and correspondence for the Minister for Arts on arts related matters. Assist the ACT Cultural Council, the arts policy advisory body to the ACT Government, in its provision of advice on arts policy matters and assessment of grant applications.

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

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749
Civic Square ACT 2608
CC: 03A370

Office of Multicultural Affairs **G. G. Sharp: 735-15021,**

Graduate Administrative Assistant
\$24,744-\$31,794p.a

From: Chief Minister's Department

To: Administrative Service Officer Class 6,

\$43,846-\$50,366p.a, Chief Minister's Department

Duties: Undertake liaison with ethnic communities, and other groups assisting people from diverse cultural and linguistic Backgrounds in the ACT.

Prepare ministerial and other correspondence, briefs and speeches as directed. Undertake a

case management role including advocacy and

referral for customers from diverse cultural and

linguistic backgrounds and promote the role of the

Office and the services provided by the

Government. Note: This promotion is made under

section 83 of the Public Sector Management Act

1994 and is to an non-advertised vacancy. Any

suitable qualified officers may appeal.

All appeal applications should be addressed to:

Convenor of the Appeal Panel

PO Box 749

PO Box 749

Civic Square ACT 2608

Civic Square ACT 2608

CC: 03A370

Corporate Service **A.K. Clunas: 735-15179,**

Graduate Administrative Assistant
\$24,744-\$31,794p.a

From: Chief Minister's Department

To: Administrative Service Officer Class 5,

\$40,598-\$43,048p.a

Human Resource/Support, Chief Minister's

Department

Duties: Facilitate business re-engineering of key

corporate services including the development and

implementation of innovative electronic service

delivery solutions. Develop and implement key

strategic policies relating to Corporate Services.

EMPLOYMENT (Continued)

Provide FOI support to departmental business units. Development and implementation of customer service policies and strategies including overall marketing of Corporate Services functions. Coordination of various departmental reporting requirements.

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to an non-advertised vacancy.

Any suitable qualified officers may appeal.

All appeal applications should be addressed to:

Convenor of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC: 03A370

Promotions to advertised vacancies

A.A. Farley 747-49989

From: Senior Officer Grade C \$55,514-\$59,857p.a

From: Department of Urban Services

To: Senior Officer Grade A , \$76,901-\$76,901p.a

Public Sector Management Group,;

Chief Minister's Department, Canberra (PN. 55377)

Gazette No 48: 02/12/99

CC: 03A370

DEPARTMENT OF URBAN SERVICES

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

Policy Co-ordination Group Infrastructure Policy Branch ACT Waste

L. M. Jaiyawong AGS NO 713-75627

From: Administrative Service Officer Class 4

\$35,685-\$38,745

Department of Justice and Community Safety

To: Senior Officer Grade C \$55,514-\$59,857

ACT Waste Urban Services, Canberra (PN. 48002)

(PS 49 9/12/99)

CC: 181

ACT LEGISLATIVE ASSEMBLY

Legislative Assembly Secretariat

P. Hutardo: 735-93943

From: Administrative Service Officer Class 2

\$28,462-\$31,562p.a

From: Australian Government Solicitor

To: Administrative Service Officer Class 3,

\$33,202-\$35,832p.a

Chambers Section ACT Legislative Assembly

Canberra (PN. 42829) (PS 43)

28 October 1999

Note: This promotion is made as an appointment under Section 115 of the *Public Sector*

Management Act 1994 and is a deemed promotion.

All eligible officers may appeal against the decision in accordance with the provision of the *Public Sector Management 1994*.

CC: 03A958

Retirements and dismissals

THE CANBERRA HOSPITAL

Section 141(1)Public Sector Management Act:

Dr Paul J. Christie, Senior Specialist,

31 January 2000

CC: 8433

CHIEF MINISTER'S DEPARTMENT

Section 143 Public Sector Management Act,;

Nadia Maria Krizan

Administrative Service Officer Class 3,

4 January 2000

CC: 03A370

Section 143 Public Sector Management Act,;

Dianne Spandler

Administrative Service Officer Class 4,

4 January 2000

CC: 03A370

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Section 143 Public Sector Management Act,;

Carmela Mary Callaghan

Administrative Service Officer Class 3,

4 February 2000

CC: 03A144

Section 143 Public Sector Management Act,;

Judith Byron

Administrative Service Officer Class 5,

4 February 2000

CC: 03A144

Section 143 Public Sector Management Act,;

Gregory George Fraser

Administrative Service Officer Class 4,

10 February 2000

CC: 03A144

Section 143 Public Sector Management Act,;

Monica Amalos

Administrative Service Officer Class 3,

24 November 1999

CC: 03A144

Section 143 Public Sector Management Act,;

Jeanette Hughes

Administrative Service Officer Class 3,

5 January 2000

CC: 03A144

EMPLOYMENT (Continued)

ACT LEGISLATIVE ASSEMBLY

Section 143 Public Sector Management Act;

Claudia Dell Campbell
 Administrative Service Officer Class 3,
 27 September 1999
 CC: 03A958

ACT Public Service Index of addresses

- | | |
|---|---|
| <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 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 Administrative Officer, Central Office, Department of Health 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> |
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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
S3	9 February	Instrument No. 15 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 16 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 17 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 18 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 19 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 20 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 21 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 22 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 23 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 24 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 25 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 26 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 27 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 28 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 52 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 53 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>
		Instrument No. 54 of 2000 ~ <i>Supervised Injecting Place Trial Act 1999</i>

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Bookmakers Act 1985</i>	Determination of directions for the operation of a sports betting venue.	No. 51 of 2000
<i>Bookmakers Act 1985</i>	Revocation of Instruments imposing a maximum number of sports betting licenses that may be granted.	No. 55 of 2000
<i>Dental Technicians and Dental Prosthetists Registration Act 1988</i>	Appointment of Terry John McHugh as Chairperson of the Dental Technicians and Dental Prosthetists Board.	No. 56 of 2000
<i>Dental Technicians and Dental Prosthetists Registration Act 1988</i>	Appointment of Julia Nerene Collins to be a member of the Dental Technicians and Dental Prosthetists Board.	No. 57 of 2000
<i>Dental Technicians and Dental Prosthetists Registration Act 1988</i>	Appointment of Christopher Lathbury to be a member of the Dental Technicians and Dental Prosthetists Board.	No. 58 of 2000
<i>Dental Technicians and Dental Prosthetists Registration Act 1988</i>	Appointment of Christopher McCarthy to be a member of the Dental Technicians and Dental Prosthetists Board.	No. 59 of 2000
<i>Dental Technicians and Dental Prosthetists Registration Act 1988</i>	Appointment of Tony Frank Eames to be a member of the Dental Technicians and Dental Prosthetists Board.	No. 60 of 2000
<i>Dental Technicians and Dental Prosthetists Registration Act 1988</i>	Appointment of John Tomas to be a member of the Dental Technicians and Dental Prosthetists Board.	No. 61 of 2000
<i>Subsidies (Liquor and Diesel) Act 1998</i>	Determination by the Treasurer of the maximum percentage of ethyl alcohol in low alcohol liquor, and the subsidies payable on diesel and low alcohol liquor.	No. 62 of 2000

GOVERNMENT NOTICES (Continued)

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – Division of City.	No. R3 of 2000
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Palmerston.	No. R4 of 2000
Public Roads Act 1902 (NSW)	Notice of Declaration of Public Roads – Division of Nicholls.	No. R5 of 2000

AUSTRALIAN CAPITAL TERRITORY

KINGSTON FORESHORE DEVELOPMENT AUTHORITY ACT 1999

NOTICE OF COMMENCEMENT

I, GARY HUMPHRIES, Treasurer, fix 17 February 2000 as the day the provisions of the Act that are not in force commence.

Dated 8 February 2000.

Gary Humphries
Treasurer

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

GOVERNMENT SOLICITOR ACT 1989

AUTHORITY

I, PHILIP JULIAN MITCHELL, Chief Solicitor, for the purposes of sub-section 5 (4) of the Government Solicitor Act 1989 HEREBY AUTHORISE:

PETER JOHN FAWCKNER GARRISON

legal practitioner to act in the name of the Government Solicitor for the Australian Capital Territory.

P J Mitchell

7 February 2000

GOVERNMENT NOTICES (Continued)

**AUSTRALIAN CAPITAL TERRITORY
GOVERNMENT SOLICITOR ACT 1989**

REVOCATION

I, PHILIP JULIAN MITCHELL, Chief Solicitor, HEREBY REVOKE THE BELOW AUTHORISATIONS previously given by me pursuant to sub-section 5 (4) of the Government Solicitor Act 1989:

GREGORY THOMAS STYMAN

P J Mitchell

7 February 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

OCCUPATIONAL HEALTH AND SAFETY ACT 1989

DECLARATION

Under Section 39(2) of the ACT *Occupational Health and Safety Act 1989*, I declare that, an application by G E Shaw & Associates Pty Ltd Section 39 of the *Act* applies to the construction site at BRL HARDY WIN TOURISM COMPLEX, Block 18 Section 71 LYNEHAM.

Jocelyn Plovits
Registrar
ACT WorkCover

Date: 3 February 2000

ACTFB PROMOTIONS

I, Ronald James Dance, Fire Commissioner, hereby promote the following member under Section 29(1) of the Fire Brigade (Administration) Act 1974.

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

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

Number	Name & Init	Promoted From	Promoted To	Effective Date
747-54876	S.D. Mackenzie	First Class Firefighter Grade A	Senior Firefighter	12 December 1998
747-54833	P.A. Fixter	First Class Firefighter Grade A	Senior Firefighter	19 December 1999
527-49443	L.R. Buckley	First Class Firefighter Grade A	Senior Firefighter	19 April 1999

RJ Dance
Fire Commissioner
31 January 2000

GOVERNMENT NOTICES (Continued)



ACT Legislative Assembly Electoral Boundaries Redistribution 2000

The Redistribution Committee for the Australian Capital Territory invites members of the public, political parties and other organisations to make written suggestions to the Committee regarding the redistribution of ACT electorates in preparation for the 2001 ACT Legislative Assembly election.

Written suggestions must be lodged with the Redistribution Committee by **15 March 2000**.

Suggestions should be lodged at:

**ACT Electoral Commission
Plaza Level, Allara House, 50 Allara St
CANBERRA ACT 2601**

Phone: (02) 6205 0033, Fax: (02) 6205 0382

Email: elections@act.gov.au

Postal Address: PO Box 272, CIVIC SQUARE ACT 2608

Copies of all suggestions received by the Committee will be available for public inspection at the Electoral Commission office from **16 March 2000**.

Written comments relating to those suggestions are also invited and must be lodged with the Redistribution Committee by **29 March 2000**.

More information regarding the redistribution process, current enrolment numbers, future enrolment projections, maps of existing boundaries and copies of the 1996 Redistribution report may be obtained by contacting the ACT Electoral Commission or by visiting the Commission's website at: **www.elections.act.gov.au**

**Redistribution Committee for the Australian Capital Territory
Phillip Green — Lincoln Hawkins — Rod Menzies — Dalma Jacobs**

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

EMERGENCY MANAGEMENT ACT 1999 ***(Division 2 of Part II)***

INSTRUMENT OF APPOINTMENT TO THE EMERGENCY MANAGEMENT COMMITTEE

In accordance with subsection 7(2)(h) of the *Emergency Management Act 1999*, as Minister for Justice and Community Safety, I appoint the following ACT Public Service positions to the Emergency Management Committee.

- Director, Family Services, Department of Education and Community Services;
- Director, Office of Information Technology and Multimedia, Chief Minister's Department;
- General Manager, ACT Roads and Stormwater, Department of Urban Services;
- Executive Director, Environment ACT, Department of Urban Services; and
- Director, Economic Management, Department of Treasury and Infrastructure.

Date: 4th February 2000

***Gary Humphries* MLA**
Minister for Justice and Community Safety

GOVERNMENT NOTICES (Continued)

Department or Agency:

Urban Services

Contact Officer:

Don McConnell

Telephone:

62076347

127WM102	5 Pallets gypsum,2 pallets aluminium sulphate	3,268.00	N	Bungendore Rural Services PO Box 50 BUNGENDORE NSW 2621	11
127WM103	Water quality monitoring to June 30 2000,Belconnen & Mugga Landfills	23,000.00	Y	Ecowise Environmental 16 Lithgow Street Fyshwich ACT 2609	30
127WM105	Upgrade vcr's, remove & replace 3 vcr's & test	2,985.00	N	ADT/MIL Security PO Box 720 Fyshwich ACT 2609	18
127WM106	Airbourne dust & hydrocarbon sampling, analysis & report	2,030.00	N	Robson Laboratories Pty Ltd PO Box 3477 Manuka ACT 2603	30
127WM108	Stationery	2,022.50	N	Day-Timers Pty Ltd PO Box 570 Hornsby NSW 1630	10
127WM113	Remove/supply & erect fencing including a stock proof gate, Mitchell Resource & Recovery Centre	13,052.00	N	Annelina Holdings Pty Ltd RMB 33 Lobbs Hole Williamsdale NSW 2620	22
127WM114	Rural Household waste collection	5,500.00	Y	Cleanaway PO Box 4255 KINGSTON ACT 2604	31
127WM116	Water transfer at Coppins Crossing site	9,500.00	N	Bungendore Rural Services PO Box 50 BUNGENDORE NSW 2621	21
127WM118	Delivery of earthworks course Term 1 2000	3,760.00	N	CIT Solutions Pty Ltd PO Box 226 Jamison ACT 2614	29
127WM119	Delivery of earthworks course Term 1 2000	3,300.00	N	Mugga Mugga Memorial Environmental Education Centre RMB 8 Narrabundah Lane Symonston ACT 2609	29

GOVERNMENT NOTICES (Continued)

127WM121	Road maintenance works Mugga Lane and Belconnen Landfills to 30 June 2000	15,000.00	Y	Hewatt Earthworks Pty Ltd PO Box 94 Hall ACT 2618	22
127WM122	Disposal of household chemicals	6,091.00	N	Chemisal PO Box 240 Altona North Vic 3025	31
127WM123	22 tonne excavator, loader IT 18 caterpillar, 9 metre rigid tippers	5,000.00	N	Hasko Pty Ltd PO Box 103 Hall ACT 2618	28
127WM124	Valuation services: Revolve sites at Belconnen & Mugga Lane landfills	2,000.00	N	Australian Valuation Office PO Box 911 Dickson ACT 2602	26
127WM125	Liquid Removal from West Belconnen landfill	2,782.50	N	Cleanaway PO Box 4255 KINGSTON ACT 2604	21
127WM126	Road maintenance works Mugga Lane and Belconnen Landfills to 30 June 2000	8,000.00	Y	Totalcare PO Box 777 Fyshwick ACT 2609	22
127WM127	Consultancy Services: Evaluation of expression of interest & prepare select tenders for the Mitchell Transfer Station	12,000.00	N	Mr K Alexander 46 Tanumbirini Street Hawker ACT 2614	27
127WM128	Professional engineering services in connection with the West Belconnen landfill	21,250.82	N	Sinclair Knighr & Merz PO Box 164 St Leonards NSW 1590	27
127WM129	Consultant for Belconnen Resource Recovery Estate development plan study	11,353.50	N	Smith, Kostyrko Cohen Pty LTD PO Box 3506 Weston Creek ACT 2611	27
127WM130	Repairs & maintenance to ACT Recycle Centres	31,643.00	N	Baxter Engineering (ACT) Pty LTD PO Box 643 Fyshwick ACT 2609	22
127WM131	Austouch Contribution	3,336.00	N	Customer Information Services PO Box 249 Civic Square ACT 2608	25
127WM135	Analysis of soil samples for research & development	10,000.00	N	Ecowise Environmental 16 Lithgow Street Fyshwick ACT 2609	30
127WM136	Scientific analysis of landfill waste	5,970.00	N	Ecowise Environmental 16 Lithgow Street Fyshwick ACT 2609	30

GOVERNMENT NOTICES (Continued)

127WM137	Fencing,labour & materials for Belconnen Resource Recovery Estate	25,000.00	N	Broadline Contractors PO Box 122 Bungendore NSW 2621	22
127WM138	11,000 copies of Waste Want books to all Canberra	3,960.00	N	Pro Pamphlets 7 Eucalypt Rise Jerrabomberra NSW 2619	31

