



Australian Capital Territory

Gazette

No. 10, Thursday 8 March, 2001

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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

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

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Purchasing and Subscriptions

Copies of the ACT Government Gazette may be purchased at a cost of \$5.50 (or \$2.20 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City. Subscriptions to the Gazette maybe arranged through the Gazette Office at a price of \$420.00 (1 July 2000 - 30 June 2001) or part there of, 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

Executive Contracts

CHIEF MINISTER'S DEPARTMENT

Appointment

Pamela Davoren
 Director, Public Sector Management Group
 (E173)

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 it 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

THE CANBERRA HOSPITAL

Corporate Services Information Management Group

Senior Information Technology Officer Grade B (Senior Project Officer) \$64,950-73,117, Canberra (PN. 29826)

Closing date: 15 March 2001
 Duties: The Information Management Group at The Canberra hospital is seeking a highly motivated IT professional to assist in the delivery of a high quality IT/IM service, in a dynamic and challenging health care environment.
 Extensive project management experience, a knowledge of contemporary IT/IM issues, contract management experience and the ability to manage a team of IT professionals.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact Officer: Judy Redmond (02) 6244 3270
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: 1112

Corporate Services Information Management Group

Senior Information Technology Officer Grade B (Manager, IT Policy and Planning) \$64,950-73,117, Canberra (PN. 25813)

Closing date: 15 March 2001
 Duties: The Information Management Group at The Canberra hospital is seeking a highly motivated IT professional to assist in the delivery of a high quality IT/IM service, in a dynamic and challenging health care environment.
 Extensive experience in the development and implementation of IT standards and policies, a

EMPLOYMENT (Continued)

sound knowledge of contemporary IT issues, experience in the implementation and maintenance of quality/risk management systems and the development of IM/IT strategic plans.

Eligibility/other requirements: Prescribed eligibility requirements apply.

Contact Officer: Judy Redmond (02) 6244 3270
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
Apply: 16
CC: 1112

**The Canberra Hospital
Mental Health Services
Woden Mental Health**

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

Closing date: 22 March 2001
Duties: As a member of a multidisciplinary team undertake complex assessment, treatment and case-management of clients with moderate to severe acute and long term illness. Provide clinical expertise in regard to specific discipline skills within the multidisciplinary team reviews. Actively liaise with families and carers as well as consulting with other agencies.

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

Contact Officer: John Reinhard (02) 6205 1488
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
Apply: 16
CC: 149-9010-16875 (2227)

**The Canberra Hospital
Mental Health Services
Child and Adolescent Mental Health Services**

**Professional Officer Class 2
(Psychologist/Social Worker) \$43,416 - \$48,520,
Canberra (PN.23845)**

Closing date: 22/3/01
Duties: We are seeking an experienced clinician with a background in child and adolescent mental health to assess and clinically manage young people detained at Quamby Juvenile Detention Centre in the ACT. These young people would be presenting with severe mental health problems or mental illnesses. The successful applicant would be attached to, and be supervised by, the ACT CAMHS team but would be based at Quamby. The position would involve an extensive liaison and consultation role in regard to Quamby staff. Applicants should be familiar with current mental health practice in regard to treating children and adolescents with moderate to severe mental illnesses.

Eligibility/other requirements: Tertiary qualifications or equivalent in Psychology or Social Work, with current ACT registration where applicable. Eligibility for membership of the appropriate professional organisation.

Note: This position was previously advertised in Gazette of 22/2/01 as a Psychologist only. Psychologists who have already applied will be considered and need not reapply.

Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
Apply: 16
CC: 148-9010-16875 (2231)

**The Canberra Hospital
Mental Health Services**

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

Closing date: 22/3/01
Duties: Under direction to provide comprehensive care to clients with complex needs to maintain a high level of care consistent with National Mental Health Standards and Mental Health Nursing Competencies.

Eligibility/other requirements: Registered as a Mental Health Nurse with the ACT Nurses' Registration Board.

Note: Permanent and Temporary full-time and part-time vacancies are available as well as casual-on-call relief.

Contact Officers: Keith McCulloch (02) 6244 3232 or Steve Keiley (02) 6205 1222
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2257
Apply: 16
CC: 148-9010-16875 (2254)

**The Canberra Hospital
Medical SMT
Cardiology**

**Professional Officer Class 2 \$43,416-48,520,
Canberra (PN. 21981)**

Closing date: 22/3/01
Duties: To be responsible for organisation and provision of the following services: Exercise ECGs, 24 Hour Ambulatory Monitoring, Routine 12 lead ECGs, Pacemaker checks, Implanted defibrillator checks, Assist with permanent pacemaker implantation, Haemodynamic monitoring during cardiac catheterization and balloon angioplasty. Maintain all the equipment involved in above in good working order and advise the Director on a Phased Replacement program. Be responsible for organisation of PO1 duties including an after hours roster. Assist with training of nursing and medical staff as required.

EMPLOYMENT (Continued)

Eligibility/other requirements: Bachelor of Science or Applied Science or equivalent. Substantial progress towards completion of such a qualification may be accepted at the discretion of the appointments committee. Demonstrated recent involvement in cardiac procedures performed by the Cardiology Department. Ability to carry out procedures without close supervision.

Contact Officer: Dr Ian Jeffery (02) 6244 2178
 Selection documentation may be obtained from Human Resources Management Group (02) 6244 4168
 Apply: 16
 CC: 148-9010-16875 (1741)

ACT COMMUNITY CARE

ACT Community Care Integrated Health Care Program Speech Pathology TCH

Professional Officer Class 1 \$30,366 - \$42,601, Canberra (PN.28692 expected vacancy) (Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 26 March 2000

The Speech Pathology Department provides services across the areas of medicine, surgery, women's and children's health and aged care at The Canberra Hospital. A tertiary hospital for the region you can expect varied and professionally challenging experiences, with the foundation of a professionally supportive department.

Eligibility/other requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for practising membership of Speech Pathology Australia. Note: Permanent full time position available from May 2001. Applicants will be shortlisted on the basis of their written application addressing the selection criteria and referee reports. If further assessment is required applicants will be contacted.

Contact Officer and Selection Documentation: Chantal Harrison or Jenny Cahill (02) 6244 2230
 Apply: 21
 CC: 148-9009-17798

ACT Community Care Integrated Health Care Program Psychology TCH

Senior Professional Officer Grade C \$55,133 - \$59,446, Canberra (PN. 21852)

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

Closing date: 22 March 2001
 This position is attached to the Pain Management Clinic of the Canberra Hospital. The duties involve assisting in the coordination of the Clinic, providing staff supervision and the assessment, diagnosis and treatment of patients in the Pain Management Clinic.

Eligibility/other requirements: A Masters degree in Clinical Psychology with expertise in patients with chronic pain and ACT Psychology Registration are essential.
 Note: Apply in Triplicate with Business Contact.

Contact Officer: Consuelo Barreda-Hanson (02) 6244 2045
 Selection documentation may be obtained from Barbara Mackin (02) 6244 2309
 Apply: 21
 CC: 148-9009-17798

ACT Community Care Community Rehabilitation Program Community Outpatient Multidisciplinary Team

**Professional Officer Class 2 \$43,545 - \$48,665, Canberra (PN. 21776)
 Social Worker**

Closing date: 22 March 2001
 The Community Rehabilitation Program is seeking a Social Worker with experience in working with a multidisciplinary team. Experience in working with clients with complex health needs and their integration into the community is also required. Eligibility/other requirements: Mandatory qualifications apply. Note: The position is available until 30 June 2001, with a possibility of longer term employment.

Contact Officer: Gerda Caunt (02) 6205 1496
 Selection documentation may be obtained from Lynne McNamara (02) 6244 2855
 Apply: 21
 CC: 148-9009-18269

CALVARY HOSPITAL INC.

Medical Services Medical Imaging

Calvary Professional Officer 2\$ 43,545 - 50,020, Canberra (PN. 8545)

Closing date: 15 March 2001
 Duties: Perform specialised imaging services, (Ultrasound) as well as the general radiographic procedures and participate in the after hours and on call roster. Eligibility/other requirements: Eligibility for ordinary membership with the Australian Institute of Radiography. Note: Consideration will also be given to people who are keen to train in ultrasound and complete a post graduate qualification in ultrasound. TTY 6201 6127

EMPLOYMENT (Continued)

Contact Officer: Peter Pamphilon (02) 6201 6141
Selection documentation may be obtained from
Apply: 07
CC: 148-9094-17781

ACTION**Finance and Corporate Services
Human Resources****Personnel & Recruitment Services Manager,
Administrative Service Officer Class 5
\$41415-43914, Canberra (PN. A20202)**

Closing date: 22.3.01

Duties: As head of the personnel and recruitment services section, manage a team delivering a high level of customer service in payroll processing, recruitment and establishment record keeping functions. Provide advice to managers and employees on relevant employment legislation, exercise appropriate delegations.

Contact Officer: Peter Rainbird (02) 6207 7735
Selection documentation may be obtained from (02) 6278076 (24-hour answering machine)
Apply: 08
CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT**Office of Business Tourism and Arts
Business Support and Employment
Business Gateway Operations,
Business Information Services**

(Expected vacancy)
**Administrative Service Officer Class 3,
(PN: 55303), \$33,147-\$35,774p.a
Closing Date: 22 March 2001
Canberra**

Duties: Provide the Business Gateway telephone and Internet operator service in support of a range of program activities in line with the Government's business support initiatives. In particular provide accurate and timely business licensing information and ACT government business program information to customers through the ACT Business Licence Information Service (ACT BLIS) and business Gateway Internet service. In addition provide an Internet support and telephone operator service for general business inquiries.

Contact Officer Liza Holroyd on 1800-244-650
Selection documentation: Jenny Paul (02)62078866, also available from <http://www.act.gov.au/recruitment/cmdindex.asp>

Please note that applications will not be acknowledged

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17299

**Business Information Services
Administrative Service Officer Class 4,
(PN: 43438), \$36,945-\$40,113p.a
Closing Date: 22 March 2001
Canberra**

Duties: Assist the Business Gateway (BG) Webmaster with the maintenance of business information on the BG Internet site and assist with the administration of a range of program activities in line with the Government's business support initiatives. In particular: Responsible for the maintenance of the Business Licence Information Service (BLIS) database, which is part of the BG Internet service, involving liaison with all ACT Government Agencies.

Contact Officer Liza Holroyd on 1800-244-650
Selection documentation: Pam Cullen (02)62078864 and is also available from <http://www.act.gov.au/recruitment/cmdindex.asp>
Please note that applications will not be acknowledged
Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17299

**Program Manager, Business Information Services
Senior Officer Grade C, (PN: 55208), \$56,346-\$60,755p.a
Closing Date: 22 March 2001
Canberra**

This is a temporary vacancy available for a period of up to five months from 14 May 2001 to 23 October 2001

Duties: Undertake a range of program management activities in line with the Government's business support initiatives. In particular: Manage a range of programs to assist small business in the ACT, in particular, those to assist start up and youth business ventures.

Contact Officer Liza Holroyd on 1800-244-650
Selection documentation: Dita Hunt (02)62072569
Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17299

ACT GAMBLING AND RACING COMMISSION**Finance and Administration Officer
Administrative Service Officer Class 6,
(PN: 55365), \$44,503-\$51,121p.a
Closing Date: 22 March 2001
Canberra**

Duties: Prepare monthly and annual financial statements for the Commission including the reporting of revenue collection, expenditure activities and cashflow projections. Prepare information for the Commission's Statement of Intent and provide information on matters dealing with performance measures.

EMPLOYMENT (Continued)

Contact Officer/ Selection documentation:

Phil Collins (02)62070381

Note: Selection may be made on the basis of written application and referee reports. The referee report should be submitted with the application, and should address the selection criteria.

Please note that applications will not be acknowledged

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9085-17763

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:

<http://www.decs.act.gov.au/department/departm.ent.htm> or may be requested using email to decs.jobs@act.gov.au.

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

The following vacancy will appear in the ACT Government Gazette of **8 March 2001**.

School Directorate Branch Student Participation Section

Administrative Service Officer Class 4 \$36945-40113, Canberra (PN. 34458 Expected Vacancy)

Closing date: 22 March 2001

Duties: Manage the daily administration of the special needs transport scheme including: processing applications; checking eligibility of applicants; providing advice to clients and departmental staff; liaising with transport providers, schools and parent/caregivers; maintaining records and database of students; accessing special needs transport; and participating in the development of policies and procedures for the special needs transport scheme.

Contact Officer: Nancye Burkevics (02) 62059383

Selection documentation may be obtained from Daniel Dwyer (02) 62059175

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

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

decs.employment@act.gov.au

CANBERRA INSTITUTE OF TECHNOLOGY

Education Delivery Faculty of Business and Information Technology Tuggeranong Flexible Learning Centre

ASO5 \$41,207 to \$43,694 Canberra (PN. 55211)

Closing date: 22 March 2001

Duties: Manage the day-to-day operations of the Tuggeranong Flexible Learning Centre. Manage the support for the teaching of faculty courses and programs through the Centre. Manage the administration of on-line students. Participate in the planning and implementation of flexible learning in the faculty. Assist faculty staff in marketing flexible delivery programs in the centre.

Eligibility/other requirements: **Relevant post secondary qualifications would be desirable. The occupant is required to work 75 hours per fortnight on a rotating shift, including alternate Saturdays.**

Note: this position is available from 16 April 2001 to 30 June 2006

Contact Officer: Elizabeth McPherson (02) 62073271

Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au

Apply: 11

CC: 148/9024/18554

ASO4 \$36,945 to \$40,113 Canberra (PN. 54912) Expected Vacancy

Closing date: 22 March 2001

Duties: Coordinate and manage the operation of the Centre's office and reception area, including clerical support. Implement and monitor enrolment, assessment recording and reporting procedures for flexible and on-line learning students. Assist the Centre Manager in preparing information material to be provided to current and prospective clients. Manage the supply of textbooks and learning resources. Provide first line support to learners, especially in the use of computer systems.

Eligibility/other requirements: **Relevant post secondary qualifications would be desirable. The occupant is required to work 75 hours per fortnight on a rotating shift, including alternate Saturdays.**

Note: this position is available from 16 April 2001 to 30 June 2006

Contact Officer: Elizabeth McPherson (02) 62073271

Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au

Apply: 11

CC: 148/9024/18554

EMPLOYMENT (Continued)

**ASO3 \$33,147 to \$35,774
Canberra (PN. 55209)**

Closing date: 22 March 2001
 Duties: Undertake duties associated with the Centre's office and reception area, including clerical support (word processing, spreadsheet, database). Perform enrolment, assessment recording and reporting procedures for flexible and on-line learning students. Maintain and process student access, enrolment and assessment processes on the student information systems, including the preparation of statistical reports. Assist with the provision of course information to students and refer complex enquiries to teaching staff. Provide first line support to learners, especially in the use of computers systems. Assist students to locate, access and borrow resource and reference materials.

Eligibility/other requirements: The occupant is required to work from 9.00am to 2.00pm Monday to Friday.

Note: this position is available from 16 April 2001 to 30 June 2004

Contact Officer: Elizabeth McPherson
 (02) 62073271
 Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

**ASO3 \$33,147 to \$35,774
Canberra (PN. 54220)**

Closing date: 22 March 2001
 Duties: Undertake duties associated with the Centre's office and reception area, including clerical support (word processing, spreadsheet, database). Perform enrolment, assessment recording and reporting procedures for flexible and on-line learning students. Maintain and process student access, enrolment and assessment processes on the student information systems, including the preparation of statistical reports. Assist with the provision of course information to students and refer complex enquiries to teaching staff. Provide first line support to learners, especially in the use of computers systems. Assist students to locate, access and borrow resource and reference materials.

Eligibility/other requirements: **The occupant is required to work from 9.00am to 2.00pm on Saturdays.**

Note: this position is available from 16 April 2001 to 30 June 2004

Contact Officer: Elizabeth McPherson
 (02) 62073271

Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

**Education Delivery
Faculty of Business and Information Technology
Department of Software Development**

**Teacher Band 1 \$40,824 to \$48,350
Canberra (PN. 51982)**

Closing date: 22 March 2001
 Duties: Prepare and present lectures, practical classes and workshops on some of the following areas: System Analysis and Design, Programming (C++, Visual Basic, Java), Database (Access, Oracle), System Testing and E-Commence. Maintain appropriate student assessment procedures and educational records.

Eligibility/other requirements: EITHER, appropriate tertiary qualifications relevant to the teaching of computing studies or other relevant discipline as appropriate to teaching to diploma level and five years or more of relevant vocational/ industrial/ professional experience.
OR possess such other qualifications and/or experience acceptable for the position.
 OTHER: Possess, or eligible to obtain, qualifications in Adult Education.

Contact Officer: Janice Anderson (02) 62074078
 Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

**Teacher Band 1 \$40,824 to \$48,350
Canberra (PN. 51983)**

Closing date: 22 March 2001
 Duties: Prepare and present lectures, practical classes and workshops on some of the following areas: System Analysis and Design, Programming (C++, Visual Basic, Java), Database (Access, Oracle), System Testing and E-Commence. Maintain appropriate student assessment procedures and educational records.

Eligibility/other requirements: EITHER, appropriate tertiary qualifications relevant to the teaching of computing studies or other relevant discipline as appropriate to teaching to diploma level and five years or more of relevant vocational/ industrial/ professional experience
OR possess such other qualifications and/or experience acceptable for the position.
 OTHER: Possess, or eligible to obtain, qualifications in Adult Education.

Note: This position is available for temporary employment or temporary transfer from 16 April 2001 to 30 June 2004

EMPLOYMENT (Continued)

Contact Officer: Janice Anderson (02) 62074078
 Selection documentation may be obtained from
 Steve Greig (02) 62073447 or email to
 steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

Education Delivery
Faculty of Business and Information Technology
Department of Computerised Accounting and
Law

Teacher Band 1 \$40,824 to \$48,350
Canberra (PN. 51981)

Closing date: 22 March 2001
 Duties: Prepare and present lectures, practical
 classes, workshops and on the job training and
 assessment in General Accounting and
 Taxation. Maintain appropriate student
 assessment procedures and educational
 records

Eligibility/other requirements: EITHER
 appropriate tertiary qualifications relevant to the
 teaching of General Accounting and Computer
 Applications or other relevant disciplines as
 appropriate to teaching to diploma level and five
 years or more relevant
 vocational/industrial/professional experience.
OR possess such other qualifications and/or
experience acceptable for the position.
Possess or eligible to obtain, qualifications in
Adult Education.

Note: This position is available for temporary
 employment or temporary transfer from 16 April
 2001 to 30 June 2004

Contact Officer: Dennis Ryan (02) 62073441
 Selection documentation may be obtained from
 Steve Greig (02) 62073447 or email to
 steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

Teacher Band 1 \$40,824 to \$48,350
Canberra (PN. 51499)

Closing date: 22 March 2001
 Duties: Prepare and present lectures, practical
 classes, workshops and on the job training and
 assessment in General Accounting and
 Taxation. Maintain appropriate student
 assessment procedures and educational
 records

Eligibility/other requirements: EITHER
 appropriate tertiary qualifications relevant to the
 teaching of Accounting and Taxation or other
 relevant disciplines as appropriate to teaching
 to diploma level and five years or more relevant
 vocational/industrial/professional experience.
OR possess such other qualifications and/or
experience acceptable for the position.
Possess or eligible to obtain, qualifications in
Adult Education.

Note: This position is available for temporary
 employment or temporary transfer from 16 April
 2001 to 30 June 2004

Contact Officer: Dennis Ryan (02) 62073441
 Selection documentation may be obtained from
 Steve Greig (02) 62073447 or email to
 steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

Education Delivery
Faculty of Business and Information Technology
Department of Business Services and
Technology

Teacher Band 1 \$40,824 to \$48,350
Canberra (PN. 51985)

Closing date: 22 March 2001
 Duties: Prepare and present lectures, practical/
 virtual classes and conduct workplace
 assessments in some of the following areas:
 business administration, office technology and
 computerised bookkeeping. Maintain
 appropriate student assessment procedures
 and educational records.

Eligibility/other requirements: EITHER
 appropriate tertiary qualifications relevant to the
 teaching of the Administration Competency
 Standards or other relevant disciplines as
 appropriate to teaching to diploma level and five
 years or more relevant
 vocational/industrial/professional experience.
OR possess such other qualifications and/or
experience acceptable for the position.
Possess or eligible to obtain, qualifications in
Adult Education.

Contact Officer: Anne Cameron (02) 62074939
 Selection documentation may be obtained from
 Steve Greig (02) 62073447 or email to
 steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

Teacher Band 1 \$40,824 to \$48,350
Canberra (PN. 51726)

Closing date: 22 March 2001
 Duties Prepare and present lectures, practical/
 virtual classes and conduct workplace
 assessments in some of the following areas:
 business administration, office technology and
 computerised bookkeeping. Maintain
 appropriate student assessment procedures
 and educational records.

Eligibility/other requirements: EITHER
 appropriate tertiary qualifications relevant to the
 teaching of the Administration Competency
 Standards or other relevant disciplines as
 appropriate to teaching to diploma level and five
 years or more relevant
 vocational/industrial/professional experience.
OR possess such other qualifications and/or
experience acceptable for the position.
Possess or eligible to obtain, qualifications in
Adult Education.

EMPLOYMENT (Continued)

Note: This position is available for temporary employment or temporary transfer from 16 April 2001 to 30 June 2004

Contact Officer: Anne Cameron (02) 62074939
 Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

Education Delivery
Faculty of Business and Information Technology
Department of Business Development

Teacher Band 1 \$40,824 to \$48,350
Canberra (PN. 51986)

Closing date: 22 March 2001
 Duties: Prepare and present lectures, practical/virtual classes and conduct workplace assessments in some of the following areas: business administration, office technology and computerised bookkeeping. Maintain appropriate student assessment procedures and educational records..

Eligibility/other requirements: EITHER appropriate tertiary qualifications relevant to the teaching of the Administration Competency Standards or other relevant disciplines as appropriate to teaching to diploma level and five years or more relevant vocational/industrial/professional experience. OR possess such other qualifications and/or experience acceptable for the position. Possess or eligible to obtain, qualifications in Adult Education.

Contact Officer: Graham Jensen (02) 62073411
 Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

Teacher Band 1 \$40,824 to \$48,350
Canberra (PN. 51547)

Closing date: 22 March 2001
 Duties: Prepare and present lectures, practical/virtual classes and conduct workplace assessments in some of the following areas: business administration, office technology and computerised bookkeeping. Maintain appropriate student assessment procedures and educational records.

Eligibility/other requirements: EITHER appropriate tertiary qualifications relevant to the teaching of the Administration Competency Standards or other relevant disciplines as appropriate to teaching to diploma level and five years or more relevant vocational/ industrial/ professional experience OR possess such other qualifications and/or experience acceptable for the position.

OR possess such other qualifications and/or experience acceptable for the position. Possess or eligible to obtain, qualifications in Adult Education.

Note: This position is available for temporary employment or temporary transfer from 16 April 2001 to 21 December 2001

Contact Officer: Graham Jensen (02) 62073411
 Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

Education Delivery
Faculty of Business and Information Technology
Department of Information Technology

Teacher Band 2 \$62,155
Canberra (PN. 51084)

Closing date: 22 March 2001
 Duties: Efficiently and effectively manage, administer and co-ordinate the activities of the department of Information Technology. Assist the Head of Faculty to develop, review and evaluate all educational programs offered by the department. Plan, distribute and utilise financial, human and physical resources to achieve performance targets. Provide professional educational leadership in the department. Liaise with industry, the community and education organizations.

Eligibility/other: A degree or diploma in Adult Education or equivalent. Three years experience in TAFE or similar environment. Industry experience and relevant discipline qualifications.

Contact Officer: Peter Le Cornu (02) 62073116
 Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

Teacher Band 1 \$40,824 to \$48,350
Canberra (PN. 51987)

Closing date: 22 March 2001
 Duties: Teaching in at least two of the following: Networks and data communications, preferably including Windows NT and TCP IP; PC network hardware; Operating systems, preferably including Windows and/or Unix; Advanced features of office applications, preferably Microsoft suite. Maintain appropriate student assessment procedures and educational records.

Eligibility/other requirements: EITHER, appropriate tertiary qualifications relevant to the teaching of Computing Studies or other relevant discipline as appropriate to teaching to diploma level and five years or more of relevant vocational/ industrial/ professional experience OR possess such other qualifications and/or experience acceptable for the position.

EMPLOYMENT (Continued)

OTHER: Possess, or eligible to obtain, qualifications in Adult Education.

Contact Officer: Lou Alaimo (02) 62074938
 Selection documentation may be obtained from Steve Greig (02) 62073447 or email to steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

**Education Delivery Program
 Faculty of Communication and Community Services
 Human Services**

Teacher Band I, \$35,425 - \$48,350 (to be adjusted to part time), Canberra (PN. 51727)

Closing date: 22 March 2001
 Duties: The Human Services Department requires an experienced teacher to teach a broad range of subjects within the Aged Care discipline. The successful applicant will be required to teach at the Certificate III, IV and Diploma levels.

Eligibility/other requirements: **MANDATORY:** Appropriate tertiary qualifications or equivalent in Aged Care Work or other relevant discipline as appropriate to teaching to diploma level. Five years or more of vocational/industrial/professional experience or possess such other qualifications and/or experience acceptable for the position.

OTHER: Possess, or eligible to obtain, qualifications in adult education.

Note: This position is available for temporary transfer or temporary employment for a 1 year contract with possible further 1 year extensions up to a maximum of 5 years. Position is part time 0.6 of a full time load.

Contact Officer: Ann Procter (02) 6207 4908
 Selection documentation may be obtained from Suzi Kircher (02) 6207 4960
 Apply: 37
 CC: 148-9024-17904

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

**ACT Corrective Services
 Belconnen Remand Centre**

Custodial Officer Grade 2 \$34,869 – 36,945, Canberra (PN. 11329)

Closing date: 15 March 2001
 Duties: Undertake the supervision of a shift of Custodial Officers and ensure safe custody and care of detainees, the surveillance of and reporting on detainees in the observance of their statutory obligations and the admission and exit of detainees and visitors to and from the centre.

Eligibility/other requirements: Proven operational experience within a custodial environment essential.

Note: Applications for this position will be considered by a Joint Selection Committee established under section 89 of the Public Sector Management Act 1988.

This position was advertised on 18 January 2001 and previous applicants need not re-apply.

Contact Officer: Ray Guicci (02) 6207 0797
 Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
 Apply: 28
 CC: 148-9012-16989

DEPARTMENT OF URBAN SERVICES

**Policy Coordination Group
 Industry Policy and Regulation Branch
 Insurance and Workplace Safety Policy Section
 Senior Officer Grade A
 \$77,321 PN 17778
 Canberra**

Closing Date: 22-Mar-01

Duties:

Manage, direct and promote the day to day activities of the Insurance and Workplace Safety Policy Unit by providing leadership, direction and resource management. Develop and implement ACT Government reforms in relation to workplace safety, workers' compensation, motor vehicle third party insurance or relate policies.

Other requirements / Qualifications: Tertiary qualifications in a relevant discipline and/or relevant experience.

Contact Officer: Brad Page (02) 62076150
 Selection documentation may be obtained from Belinda Willis (02) 62076150.
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
 CC: 148-9030 16941

EMPLOYMENT (Continued)

**Operations Group
City Operations Branch
Road User Services Section
Administrative Service Officer Class 3
\$33,147-\$35,774 PN 2399
Canberra**

Closing Date: 22-Mar-01

Duties:

As an officer in the Finance Section: Liaise with the Administration, Purchasing and Stores Officers in relation to accounts; Examine and process accounts and requests for payment in accordance with relevant legislation and procedures; Use Oracle Government Financials (OGF) for processing and retrieval of financial data; Use Transport Regulation Information Processing System (TRIPS) for data retrieval; and ensure compliance with authorisations as per the Chief Executive Instructions.

Contact Officer Fabiola Casadei (02) 62075814 or fabiola.casadei@act.gov

Selection documentation may be obtained from Helen Williams: (02) 62077033 or helen.williams@act.gov.au.

Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9015 17013

**Corporate Group
Business Support Section
Administrative Service Officer Class 4
\$36,945-\$40,113 PN 10353
Canberra**

Closing Date: 22-Mar-01

Duties:

Under general direction: Manage bank accounts, process payments and prepare monthly reconciliation. Undertake financial processing work, including accounts payable, accounts receivable and purchasing. Provide assistance and advice on financial and general administrative matters. Assist in the preparation of financial and administrative reports.

Contact Officer and Selection documentation:

Kim Platt (02) 62078070

Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9017 17213

**Corporate Group
Business Support Section
Administrative Service Officer Class 5
\$41,207-\$43,694 PN 13655 Expected
Canberra**

Closing Date: 22-Mar-01

Duties:

Under general direction: Undertake the more complex monthly reconciliations including salaries, bank accounts, subledgers etc using the Oracle Government Financial System. Research, analyse and report on special projects and develop local procedures as required. Provide assistance in more complex financial resource management and reporting requirements. Provide advice on more complicated enquiries relating to accounts payable, accounts receivable, purchasing and interpretation of requirements, including local instructions, the Accounting Policy Manual and the Public Sector Management Standards.

Contact Officer and Selection

documentation: Catharine Rennie (02) 62072218

or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9017 17213

**Corporate Group
Communications Branch
Senior Officer Grade A PN: 24921
Canberra**

Closing Date: 15-Mar-01

Duties:

MANAGER CORPORATE COMMUNICATIONS & CUSTOMER SERVICES UNIT

An opportunity exists in the ACT Department of Urban Services for a highly skilled communicator to undertake the role of Manager Corporate Communications and Customer Service Unit. You will be a member of a team dedicated to developing and promoting improved communications both internally and with customers and stakeholders. Urban Services is a customer-oriented organisation. Delivering high quality services is integral to the way our customers and the Government perceive our performance.

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

What this position does:

Supports Urban Services' businesses in the implementation of their plans for improved service and communicates the corporate commitment and direction for excellence in customer service; Works closely with the Office of the Chief Executive. Develops programs and projects that

EMPLOYMENT (Continued)

assist businesses across the Department to improve effective internal and external communication performance; Maintains and improves the image of Urban Services to customers and staff; Provides effective public relations services to Urban Services and the ACT Government; Develops and manages Urban Services corporate customer service program;

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

Qualifications/other experience: Tertiary qualifications in a relevant field desirable.

Note: This position was advertised in the Gazette of 7/12/2000 and previous applicants need not re-apply. New applicants for the position must attach referee's reports to their application as the successful applicant may be selected from application and referee reports. Interviews may not be held.

Applications must be received by close of business Thursday 15 March 2001.

Contact Officer and Selection documentation:
Allan Eggins (02) 62076227 or
allan.eggins@act.gov.au

Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9017 17086

COMMISSIONER FOR SURVEYS

**Office of the Commissioner for Surveys
Part Time Executive level position**

The Commissioner for Surveys is a new position established by the *Surveyors Act 2001*. The Commissioner will be a statutory position reporting direct to the Minister for Urban Services. The Commissioner's principal responsibility will be the integrity and maintenance of the ACT Cadastre and Cadastral and Geodetic Control infrastructure. The primary functions of the Office of the Commissioner for Surveys are survey plan examination, maintenance of the Digital Cadastral Data Base (DCDB), maintenance of the cadastral and geodetic control network and infrastructure, unique land parcel identification and the opening and closure of Territory roads.

The Position: The Commissioner will work within the Office of the Commissioner for Surveys. The Commissioner is further required to develop and administer standards for the practice of surveying in the Territory, and, in consultation with industry, advance major policy issues affecting survey practice.

The position will be filled on a part time basis subject to negotiation with the successful applicant.

Remuneration: A pro rata remuneration package based on a full time package of \$119,583 per annum which includes a cash component of \$86,567. Employer provided benefits include generous superannuation and a cash component towards vehicle and travel expenses.

Eligibility/Other requirements: Applicants should possess leadership and executive management skills of a very high order. Applicants need to have knowledge of and understanding of the ACT cadastre and ACT cadastral and survey control infrastructure and be registered or eligible for registration in the ACT as a Surveyor under the *Surveyors Act 2001*. The appointee would not be able to practice as a Surveyor within this jurisdiction during the period of the appointment.

Contacts: Enquiries about the position to Stephen Ryan, Director, Land Information and Building Services on 02-6207 2644.

Selection documentation may be obtained from Lisa Murphy on 02-6207 5805, or by email: lisa.murphy@act.gov.au

Applications addressing the selection criteria should be forwarded by close of business 23 March 2001 to Lisa Murphy, Executive Support Unit, Human Resources, Department of Urban Services, GPO Box 158, CANBERRA ACT 2601.

Appointments

CANBERRA TOURISM AND EVENTS CORPORATION

Katherine Anna Lee AGS NO 735-16278

To: Tourism and Events Officer Class 3,
\$33,310-\$35,950p.a
Canberra Tourism and Events Corporation
23 February 2001
CC: 148-9005-16840

THE CANBERRA HOSPITAL

Registered Nurse Level 2 \$43,150 - \$45,877

Lynette Sullivan: 756-34091, Mental Health Services, CAMHS, (21.2.01)
CC: (2231)

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

Kornelia Clements: 762-84468, Renal Medicine, (21.2.01)
CC: 149-9010-16875 (1736)

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

Jacqueline Harding: 756-32969, Mental Health Services, (22/2/01)
CC: 149-9010-16875 (2231)

EMPLOYMENT (Continued)

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

Olasunbo Olalere: 762-91852, Radiology,
(19/2/01)
CC: 149-9010-16875 (2713)

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

Elizabeth Harris: 762-84353, Genetics, (26/2/01)
CC: 149-9010-16875 (2132)

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

Jennifer Corelli: 762-83975, Radiation
Oncology, (5/3/01)
CC: 149-9010-16875 (1723)

ACT COMMUNITY CARE

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

Laurie Keane 741-02085 Section 68 (1) & 70 (1),
15 February 2001
CC: 148-9009-16861

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

Patricia Wilson: 741-02106,
Section 68 (1) & 70 (1), 15 February 2001
CC: 148-9009-16861

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

Norris Bennett: 741-01752
Section 68 (1) & 70 (1), 15 February 2001
CC: 148-9009-16861

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

David Sankey: 741-02130, Section 68 (1) & 70
(1), 15 February 2001
CC: 148-9009-16861

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

Julie Hulme 741-02069, Section 68 (1) & 70 (1),
15 February 2001
CC: 148-9009-16861

CALVARY HOSPITAL INC.

Registered Nurse Level 1 \$32,341-41,913

David Walburn: 609-52038, Section 68, 1/3/2001
CC: 148-9094-17781

Calvary Professional Officer 1 \$30,366 - 42,600

Jennifer Crane: 609-51879, Section 68, 5/2/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$32,341 - 41,913

Yvonne Miller: 609-15958, Section 68, 1/2/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$32,341 - 41,913

Jane Hattley: 609-51852, Section 68, 5/2/2001
CC: 148-9094-17781

Career Medical Officer 2 \$75,031 - 83,728

Neil Walker: 756-31800, Section 68, 22/1/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$32,341 - 41,913

Loretta Anderson: 609-51967, Section 68,
12/2/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$32,341 - 41,913

Jacqueline Mortlock: 609-51932, Section 68,
15/2/2001
CC: 148-9094-17781

Enrolled Nurse \$ 29,880 - 32,067

Jason Hayman: 609-52003, Section 68, 1/3/2001
CC: 148-9094-17781

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

Brenda Walker: 609-51844, Section 68, 1/3/2001
CC: 148-9094-17781

ACTION

**Administrative Service Officer Class 4
\$37131-40315**

J Sims: AGS No 765-48638, Section 68, 26.2.01
CC: 148-9027-17791

**General Service Officer Level 6
(Bus Operator) (part-time) \$40638**

D Spinks: AGS No 609-13135, Section 68,
15.2.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

M Denham: AGS No 609-13143, Section 68,
16.2.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(Part-time) \$40638**

I Hocking: AGS No 609-13127, Section 68,
19.2.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

I Swindley: AGS No 765-48849, Section 68,
20.1.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(Part-time) \$40638**

L Bermingham: AGS No 765-48830, Section 68,
21.2.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

K Tart: AGS No 609-13338, Section 68, 22.2.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(Part-time) \$40638**

J Smedley: AGS No 765-48822, Section 68,
23.2.01
CC: 148-9027-17791

EMPLOYMENT (Continued)

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

C Vestjens: AGS No 609-13186, Section 68,
26.2.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(Part-time) \$40638**

C Bodman: AGS No 609-12765, Section 68,
27.2.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

S Helson: AGS No 609-12757, Section 68,
28.2.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

C Limbrick: AGS No 609-12749, Section 68,
1.3.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

B Batt: AGS No 609-12845, Section 68, 2.3.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

J Williams: AGS No 609-12837, Section 68,
5.3.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

J Robinson: AGS No 609-12853, Section 68,
7.3.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part-time) \$40638**

B Tucker: AGS No 327-25663, Section 68, 8.3.01
CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator)
(part time) \$40638**

C Thurtell: AGS No 609-12829, Section 68,
9.2.01
CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

Lynette Joy Hole AGS NO 711-24086

Administrative Service Officer Class 3,
\$33,147,310-\$35,774 p.a
Tourism and artsACT
26 February 2001
CC: 148-9031-17204

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

School Assistant 2 \$24747-27442

Susan Elizabeth Howie: 766-13727, Section
68(1), 26 February 2001
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

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

Simon Bennett: 755-67853, Section 68/70,
25/10/01
CC: 148-9012-16898

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

John Berry: 609-26702, Section 68/70, 26/2/01
CC: 148-9012-16911

Transfer

ACT COMMUNITY CARE

Cheryl Beegling: 259-54505

From: Registered Nurse Level 2
\$43,150 - \$45,877
The Canberra Hospital
To: Registered Nurse Level 2 \$43,278 - \$46,013
Integrated Health Care Program, ACT
Community Care, Canberra (PN.29191)
CC: 148-9009-17798

Promotions

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

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

A. APPEALS

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

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

EMPLOYMENT (Continued)

- * 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.

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.

EMPLOYMENT (Continued)

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.

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.

EMPLOYMENT (Continued)

CONTENT OF STATEMENTS

You should provide **four** copies of your statement, which should contain the following: (a) at the top:

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

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

PAC PROCEDURES

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

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

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

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

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

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

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

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

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

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

SUPERVISORS/REFEREES

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

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

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

EMPLOYMENT (Continued)

(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

ACT COMMUNITY CARE

Act Community Care Disability Program

Robynne Maher: 744-90794

From: Professional Officer Class 2 CIT
\$ 44,503 - \$49,736

Canberra Institute of Technology
To: †Senior Professional Officer Grade C
\$55,731 - \$60,091
Disability Program, ACT Community Care
Canberra (PN.29132) (4 January 2001)

CC: 148-9009-16861

ACTION

ACTION Operations North Region

M Fisher: AGS No 608-19851

From: Administrative Service Officer Class 2
\$29249-32434

Department of Urban Services

To: Clerical Administrative Service Officer
Class 3

\$33314-35954

North Region Business Unit, Department of
Urban

Services, Canberra (PN. A20196)

(No 5, 1 February 2001)

CC: 148-9027-17791

ACTION

Executive

M McDonald: AGS No 609-13047

From: Administrative Service Officer Class 4
\$37131-40315

Department of Urban Services

To: Administrative Service Officer Class 5
\$41415-43914

Executive, Department of Urban Services,
Canberra (PN. A11763)

(Gazette No 5, 1 February 2001)

CC: 148-9027-17791

ACTION

Finance and Corporate Affairs Finance

J Weise: AGS No 517-90954

From: Administrative Service Officer Class 5
\$41415-43914

Department of Urban Services

To: Administrative Service Officer Class 6
\$44728-51379

Finance Department of Urban Services,
Canberra

(PN. A20040) (Gazette No 5, 1 February 2001)

CC: 148-9027-17791

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Registrar-General's Office

Carmela Pachi: 517-67236

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

Department of Justice and Community Safety

To: Administrative Service Officer Class 6

\$44,503 - 51,121

EMPLOYMENT (Continued)

Registrar-General's Office, Canberra (PN. 42553)

(No. 32 10/8/00)

CC: 148-9012-17189

Registrar-General's Office

Ross Stuart: 711-26436

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

Department of Urban Services

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

Registrar- General's Office Department of Justice and Community Safety, Canberra (PN. 42533) (No. 32 10/8/00)

CC: 148-98012-17189

**ACT Supreme Court
Sheriffs Office**

Cheryl Angel: 747-84426

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

Department of Justice and Community Safety

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

ACT Supreme Court, Canberra (PN. 43647) (No 43 26/10/00)

CC: 148-9012-16915

**ACT Supreme Court
Sheriff's Office**

Nicholas Ivanic: 765-85711

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

Department of Justice and Community Safety

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

ACT Supreme Court, Canberra (PN. 43645) (No 43 26/10/00)

CC: 148-9012-16915

**ACT Supreme Court
Sheriff's Office**

Bernard Smith: 716-83650

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

Department of Justice and Community Safety

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

ACT Supreme Court, Canberra (PN. 43652) (No 43 26/10/00)

CC: 148-9012-16915

Registrar-General's Office

Danielle Krajina: 545-57189

From: Senior Officer Grade C \$56,346 – 60,755
Department Of Justice and Community Safety

To: Senior Officer Grade B \$66,577 – 74,948
Registrar-General's Office, Canberra (PN.

43068)

(No. 5 1/2/01)

CC: 148-9012-17189

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.

Environment ACT

Bernard Morris AGS Number 745 04068.

From Ranger 2 \$33,310-\$35,950

Parks and Conservation Service

To: Ranger 3 \$37,127-\$40,310

Parks and Conservation Service

PN 13497 Gazette 9-Nov-00

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.

CC: 148-9028 17218

Operations Group

City Operations Branch

Nancy Mangeruca AGS Number 705 37698.

From Administrative Service Officer Class 4

\$36,945-\$40,113 Information Management

To: Administrative Service Officer Class 6

\$44,503-\$51,121

Corporate Finance Subsection

PN 33120 Gazette 25-Jan-01

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.

CC: 148-9015 17027

Operations Group

Information Planning and Services Branch

Christine Moore AGS Number 506 39232.

From Administrative Service Officer Class 3

\$33,147-\$35,774

Publishing and Shopfront Service Section

To: Administrative Service Officer Class 5

\$41,207-\$43,694 Publishing Services Section

PN 33419 Gazette 01-Feb-01

EMPLOYMENT (Continued)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9016 16920

DEPARTMENT OF TREASURY

Revenue Management Branch

N. Gadd AGS No: 747-88013

Administrative Service Officer Class 2
 \$29,102-\$32,271p.a
 Department of Justice and Community Services
 To: Administrative Service Officer Class 4,
 \$36,945-\$40,113p.a, (PN: 5766)
 Compliance Section, Department of Treasury
 25 January 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
 CC: 148-9042-17176

CC: 148-9019 17026

143
 Jason Frost.
 Landfill Site Operator
 31/01/2001
CC: 148-9019 17026

143
 Jason Spence Downing.
 Landfill Site Operator
 31/01/2001
CC: 148-9019 17026

143
 Raymond Thomas Brewer.
 Landfill Site Operator
 31/01/2001
CC: 148-9019 17026

143
 Brian Michael Atkinson.
 Landfill Site Operator
 31/01/2001
CC: 148-9019 17026

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

143
 Mark James Thompson.
 Landfill Site Operator
 31/01/2001
CC: 148-9019 17026

143
 Malcolm Leslie Taylor.
 Landfill Site Operator
 31/01/2001
CC: 148-9019 17026

143
 Graeme Douglas Maxwell.
 Landfill Site Operator
 31/01/2001
CC: 148-9019 17026

143
 George Michael Lyristakis.
 Landfill Site Operator
 31/01/2001
CC: 148-9019 17026

143
 Wayne Mervyn Gregory.
 Landfill Site Operator
 31/01/2001
CC: 148-9019 17026

143
 Robert Leslie Gannon.
 Landfill Site Operator
 31/01/2001

Corrigenda

ACT Community Care
 Kirrian Rothwell: 741-02536,
 22 February 2001
 Incorrect spelling of first name, should be
 Kerrian.
 CC: 148-9009-17798

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606

EMPLOYMENT (Continued)

Resource Advisor, Business Services Bureau,
Department of Health, Housing and Community
Care,

- PO Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative
Assembly for the ACT, GPO Box 1020,
Canberra ACT 2601
- 20 Administrative Officer, Health
Protection Service, Locked Bag 5,
Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community
Care, GPO Box 825, Canberra City ACT
2601
- 23 Recruitment Officer, Central Office,
(Level 2 North Building) Department of
Health, Housing and Community Care,
GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services
Unit, Department of Justice and
Community Safety, PO Box 921, Civic
Square ACT 2608
- 30 The Secretary, Milk Authority of the
ACT, GPO Box 1110, Canberra ACT
2601
- 31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275
Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office,
GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer
Faculty of Communication and
Community Services
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

The following issues of the ACT Special Gazettes have been published since the last Weekly Gazette. For listings of previous ACT Special Gazettes please refer to this internet site:

<http://www.publishing.act.gov.au>

Gazette Number	Date	Title
S8	22 February	Instrument No. 22 of 2001 ~ <i>Canberra Tourism and Events Corporation Act 1997</i> Instrument No. 23 of 2001 ~ <i>Canberra Tourism and Events Corporation Act 1997</i> Instrument No. 24 of 2001 ~ <i>Canberra Tourism and Events Corporation Act 1997</i> Instrument No. 25 of 2001 ~ <i>Canberra Tourism and Events Corporation Act 1997</i>
S9	28 February	Medical Practitioners Registered in the ACT ~ <i>Medical Practitioners Act 1930</i>
S10	28 February	Regulation No. 5 of 2001 ~ <i>Road Transport (General) Act 1999</i> Regulation No. 6 of 2001 ~ <i>Road Transport (General) Act 1999</i> Regulation No. 7 of 2001 ~ <i>Road Transport (Vehicle Registration) Act 1999</i> Instrument No. 29 of 2001 ~ <i>Road Transport (General) Act 1999</i>
S11	1 March	Instrument No. 30 of 2001 ~ <i>Road Transport (Vehicle Registration) Regulations 2000</i> Instrument No. 31 of 2001 ~ <i>Road Transport (Vehicle Registration) Regulations 2000</i>

GOVERNMENT NOTICES

AUSTRALIAN CAPITAL TERRITORY *INTERPRETATION ACT 1967* NOTIFICATION OF ENACTMENT BY LEGISLATIVE ASSEMBLY

UNDER subsection 8(1) of the *Interpretation Act 1967*, I GIVE NOTICE that the following laws have been passed by the Australian Capital Territory Legislative Assembly. Copies of the laws will be made available for purchase at the ACT Government Civic Shopfront on the ground floor of FAI House, corner of London Circuit and Akuna Street, Canberra City, ACT 2601.

Date 1/3/01

Gary Humphries
Chief Minister

Short Title	No. and Year
Surveyors Act 2001	2 of 2001
Surveyors (Consequential Amendments) Act 2001	3 of 2001
Financial Management Amendment Act 2001	4 of 2001
Administrative Appeals Tribunal Amendment Act 2001	5 of 2001
Coroners Amendment Act 2001	6 of 2001
Supreme Court Amendment Act 2001	7 of 2001
Crimes Amendment Act 2001	8 of 2001
Justice and Community Safety Amendment Act 2001	9 of 2001
Electronic Transactions Act 2001	10 of 2001

GOVERNMENT NOTICES (Continued)

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Canberra Institute of Technology Act 1987</i>	Appointment of Stephanie Jacmon as Member of the Canberra Institute of Technology Advisory Council.	No. 28 of 2001
<i>Public Health Act 1997</i>	Declaration of a Public Health Risk activity.	No. 32 of 2001

ACTFB PROMOTIONS

I, Ian Mountford Bennett, Fire Commissioner, hereby promote the following members under Section 29(1) of the Fire Brigade (Administration) Act 1974.

These promotions are 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
711-46242	BARTRAM,G	Firefighter 2 ND Class	Fire Fighter 1 ST Class	31 October 2000

GOVERNMENT NOTICES (Continued)



ACT GOVERNMENT

VICTIMS OF CRIME ACT 1994

VICTIMS OF CRIME REGULATIONS 2000

Victims Assistance Board

APPOINTMENT

Pursuant to subregulation 8(1) of the *Victims of Crime Regulations 2000*, I **APPOINT** for the purposes of paragraph 8(1)(a)

MEGAN DOUGLAS (the health and community care member)

as a member of the Victims Assistance Board of the Australian Capital Territory for a period commencing on the date shown on this instrument and ending on 31 December 2002.

Dated this 26 day of February 2001.

BILL STEFANIAK
ATTORNEY-GENERAL

GOVERNMENT NOTICES (Continued)

ACT GOVERNMENT

VICTIMS OF CRIME ACT 1994 VICTIMS OF CRIME REGULATIONS 2000 Victims Assistance Board

APPOINTMENT

EXPLANATORY STATEMENT

The *Victims of Crime Regulations 2000* establishes a Victims Assistance Board.

This instrument appoints 1 person, for the purposes of subregulation 8(1)(a) of the Regulations, as a member of the Board. The appointment is effective until, and including, 31 December 2002. Other Board members pursuant to subregulation 8(1) were appointed on 21 December 2000.

Pursuant to section 4 of the *Statutory Appointments Act 1994*, Ministers are required to consult the relevant Standing Committee of the ACT Legislative Assembly concerning appointments to a statutory office, unless the appointments come within the exemptions permitted by section 6 of that Act. The appointment of Megan Douglas is exempt pursuant to that provision as she is an ACT public servant.

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Application for an Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
Abroray Pty Ltd	Storage of petroleum products	15 Barrier Street Fyshwick
Advantage Petroleum Pty Ltd	Storage of petroleum products	16 Ipswich Street Fyshwick

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by close of business on 30 March 2001. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Environmental Authorisation

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997*, an environmental authorisation to conduct an activity has been granted to the organisation set out below:

Organisation	Brief Description of Activity	Location
ACT Government operating as Environment ACT	River restoration involving in-stream extraction	Murrumbidgee River at Tharwa

Annual Review of Environmental Authorisations

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

Organisation	Brief Description of Activity	Location
PRECI-SPRAY	Pest Control	33 Reign Street Goulburn
Beemark Enterprises	Pest Control	242 Bidges Road Sutton
Mark Coggan	Pest Control	"Woolaroo" Middle Arm Road Goulburn
Phillip Nott	Pest Control	69 Florentine Circuit Kaleen

Under Section 135 of the *Environment Protection Act 1997*, an application may be made to the Administrative Appeals Tribunal for a review of the decision to which this notice relates. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

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

Dated the 1st day of March 2001

