



Australian Capital Territory

Gazette

No. 12, Thursday 22 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

The fee for a private notice is as follows:

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

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

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

DEPARTMENT OF TREASURY

Appointment

Tu Pham
Deputy Under Treasurer (E199)

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 in isolation from, and not in competition with, other applicants. Where more than one excess officer

applies, a merit selection process should first be conducted between the excess officers.

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

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

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**ACT Housing
Executive Group
Business Development Unit
Senior Officer Grade A
\$77,321 PN 3140
Canberra**

Closing Date: 05-Apr-01

Duties:

Manage the Business Development Unit; Provide input into business planning and budget development processes; Manage transitional arrangements associated with the move to a new organisational model; Provide high level advice and consultancy service to the executive on matters relating to human resources and business performance issues;

- Lead and facilitate organisational change; Represent ACT Housing in dealings with stakeholders; Manage implementation of key business reform strategies, including:
 - The move to a professional housing service;
 - The introduction of the team service contract model;
 - The development of a strong accountability and performance management framework;
 - The continuation of IT reforms and business improvement processes.

Manage the industrial environment and pressures arising from organisational change; Ensure that all policies and practices comply with anti-discrimination and occupational health and safety legislation, and promote the principles of Workplace Diversity, Industrial democracy and Access and Equity.

Other requirements / Qualifications

Tertiary qualifications in a relevant discipline. Executive management skills of a high order, the ability to initiate and facilitate organisation change and demonstrated financial management experience desirable.

Contact Officer: Bob Hutchison (02) 62071523

EMPLOYMENT (Continued)

Selection documentation may be obtained from Carolyn Delaney (02) 62075955.

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>

CC: 148-9021 16927

Apply 34

ACT COMMUNITY CARE

**ACT Community Care
Community Rehabilitation Program**

**Professional Officer Class 1 \$30,366 - \$42,601,
Canberra (PN.26267)
Speech Pathology**

Closing date: 30 March 2001

Duties: The Community Rehabilitation Program currently employs three Speech Therapists to provide rehabilitation services to both community based clients and inpatients on the Rehabilitation wards of The Canberra Hospital. Strong professional links exist amongst Speech Therapists employed by ACT.

Eligibility/other requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for practising membership of Speech Pathology Australia.

Note: A temporary PO1 position is available within the Inpatient Rehabilitation Team from 1 May 2001 to 12 October 2001.

Applicants will be shortlisted on the basis of written application, which should address the selection criteria. Please provide the name and phone numbers of at least two referees with your application.

Contact Officer: Kate Starick, (02) 6244 2230 or Linda Kohlhagen, (02) 6244 4159.

Selection documentation may be obtained from Lynne MacNamara, (02) 6244 2855

Apply: 21

CC: 148-9009-18269

**ACT Community Care
Corporate and Business Development
Organisation and Business Development**

**Administrative Service Officer Class 3,
\$32,785 - \$35,383 Canberra (PN. 29128)**

Closing date: Friday, 29 March 2001

Duties: We are seeking applications for an administration position in the newly developed Organisation and Business Development Section.

The role of this position will be to provide the administrative and some finance support to the Director and team of this innovative, busy and interesting section.

Note: Applicants should address a response to the Selection Criteria and include a copy of their resume. Names of referees can be supplied upon selection for interview.

Contact Officer: Kirsten McConchie,

(02) 6207 1363

Selection documentation may be obtained from Nanette Bonato, (02) 6205 1389

Apply: 21

CC: 148-9009-18270

CHIEF MINISTER'S DEPARTMENT

INFORMATION TECHNOLOGY OFFICER

CLASS 1, PN 14387

**ASSISTANT PROJECT MANAGER,
CUSTOMER PROJECTS GROUP**

PERMANENT

SALARY \$35774 to \$40904

LOCATION: CALLAM OFFICES, WODEN, ACT

Applications Close: 5 April 2001

Applications to be forwarded to:

Recruitment Officer

GPO Box 158

Canberra City ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description

This position reports to the Project Manager, Customer Projects Group and is primarily responsible for assisting in the coordination and delivery of IT projects and IT services to customers in a commercial environment. The incumbent of this position may be required at times to manage small projects as directed.

The occupant of this position must have an excellent customer focus and a broad technical background and understanding.

It is expected that the occupant of this position will have a good understanding of project management principles and strong written and interpersonal communication skills.

Contact Officer's name and telephone number for queries regarding position: **Brendan Murley on (02) 62070840.**

**Contact Officer for Selection Documentation
Donna Burns (02) 62076224, also attached for printing**

Manager

Executive and Cabinet Support

Senior Officer Grade A (PN: 55703)

Salary Range: \$77,321 \$84,872p.a

Closing Date: 5 April 2001

Canberra

As Senior Manager, and principal Assistant Director to the Cabinet Office, the occupant of this position is required to: Manage cabinet business coordination intergovernmental relations, government support and Government business in the Assembly, being accountable

EMPLOYMENT (Continued)

for staffing and financial resources and records management.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contact Officer Mark Kwiatkowski
(02) 6205 0230.

Selection criteria Cuc Lam on (02) 6205 0232 and is also available from
www.act.gov.au/recruitment/cmdindex.asp

Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-17370

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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

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

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

All teacher level 2, 3 and 4 promotions and transfers are for a maximum of six years, except for central office-based positions which require a teaching qualification, where the tenure is three years.

**Sport and Corporate Resources Division
Budget Facilities Branch
Financial Services Section****Senior Professional Officer A, Canberra
(PN. 6822 expected vacancy)**

Closing date: 5 April 2001

Duties: The position will manage the activities of the department's Financial Services Section including budgeting, purchasing, government school financial management support, financial management control systems and associated policies and procedures. The position is responsible for the supervision, training and development of 21 staff. The position is responsible for the preparation and management of the department's budget, preparation of monthly/annual accrual financial statements, preparation of monthly financial management reports for the department's executive and the provision of financial advice to all business units.

Eligibility/other requirements: Relevant tertiary qualifications in accounting, CPA or ICA membership are required.

Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement.

Contact Officer: Trevor Wheeler (02) 6205 5511
Selection documentation may be obtained from Roslyn Ovens (02) 6205 5512

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Canberra College**Teacher Level 2 \$56,100 Canberra (PN. 2764)**

Closing date: 29 March 2001

Duties: An understanding of the contemporary senior secondary curriculum, and an ability to develop programs in the Humanities area that contribute to the present and future needs of students.

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

Contact Officer: Barry Woolcott (02) 6205 5777

Selection documentation may be obtained from the Contact Officer.

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Learning Services****Student Services****Student Equity****Teacher Band 1 – EDS \$35,425 - \$48,350,
Canberra (PN. 51228)**

Closing date: 5 April 2001

Duties: Development, implementation and evaluation of equal opportunity policies and programs relating to equal opportunity target groups. Assess educational support needs of students and provide or arrange for provision of support including tuition where necessary. Implementation of strategies to eliminate discriminatory practices.

Eligibility/other requirements: Possess or eligible to obtain a Diploma in Adult Education from an Australian University or equivalent. At least five years relevant vocational/industrial professional experience OR possess such other qualifications and/or experience acceptable for the position.

Note: This position is for temporary employment or temporary transfer from a.s.a.p. to December 2002. This position is to be filled at 0.6 of a position.

Contact Officer: Robin Fitzsimmons
(02) 6207 4833

Selection documentation may be obtained from Maggie Stanke (02) 6207 3138

Apply: 11

CC: 148-9024-18549

EMPLOYMENT (Continued)

**Canberra Institute of Technology
Division of Learning Services
Library and Learning Centre**

**Professional Officer Class 2, \$44,503 – \$49,736
(Technical Services Librarian), Canberra
(PN. 54587)**

Closing date: 6 April 2001
Duties: Using professional knowledge and judgement and under the direction of the Senior Librarian Learning Resources & Systems, perform the duties of the CIT Library & Learning Centre Technical Services Librarian. Duties include: management of functions and staff in the Technical Services Area including development of practices and procedures to ensure effective and efficient provision of information resources; management of routine library management system processes; liaison with external agencies and networks to ensure maintenance of bibliographical standards; and performance of tasks that meet the Library and Learning Centres collection maintenance policies and procedures.

Eligibility/other requirements: **MANDATORY:** An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate membership of the Australian Library and Information Association (ALIA) or a recognised course of study.
OTHER: Ability to work one shift per week.
Note: This position is a permanent full-time position.

Contact Officer: Ms Leanne Herne
(02) 6207 3374
Selection documentation may be obtained from Ms Lisa Black (02) 6207 3473
Apply: 11
CC: 148-9024-18550

**Canberra Institute of Technology
Division of Learning Services
Library and Learning Centre**

**Professional Officer Class 1, \$31,034 – \$43,539
(Librarian), Canberra (PN. 54244)**

Closing date: 6 April 2001

Duties: Under direction and professional guidance: provide reference, circulation and information services including specialist research for CIT staff; acquire, copy, catalogue and index material for the collection; liaise with teaching staff – plan, design and deliver information literacy services; liaise with teaching staff to recommend and acquire new material and assist in maintenance and promotion of collection, supervise reading areas and maintain special information collections.
OTHER: Ability to work one shift per week.
Note: This position is a permanent full-time position.

Contact Officer: Ms Lynn Fletcher (02) 62073375
Selection documentation may be obtained from Ms Lisa Black (02) 6207 3473

Apply: 11
CC: 148-9024-18550

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 Probation and Parole Senior Probation and Parole Officer

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

Closing date: 5 April 2001
Duties: Coordinate, supervise casework and provide high quality support and guidance to Community Correction Officers undertaking offender supervision. Provide advice on casework, legal and procedural matters to clients, correctional officers and legal representatives. Provide support including provision and maintenance of statistical records, revision of procedures and other processes related to effective case management. Perform the functions of a Community Corrections Officer (Section 4 of *Supervision of Offenders (Community Service orders) Act 1985*).

Eligibility/other requirements: Relevant tertiary qualifications and/or experience in Corrections, Social/Behavioural Sciences, Welfare or related fields would be an advantage. Current drivers licence.
Note: These are full time positions, but requests for filling on a part time basis will be considered. These are temporary vacancies of 3 months with the possibility of extension.

Contact Officer: Naomi Buick (02) 6207 0860
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

ACT Corrective Services Policy Section Policy Officer

**Administrative Service Officer Class 6
\$44,503 – \$51,121, Canberra (PN. 42526)**

Closing date: 5 April 2001
Duties: Develop correctional policy and review research, analyse, evaluate and comment upon all relevant correctional and related issues. Assist in developing, implementing and evaluating programs in the correctional field. Prepare briefs, papers and submissions for department representatives at various

EMPLOYMENT (Continued)

conferences and meetings and participate in or represent the Department at meetings and conferences

Eligibility/other requirements: Tertiary qualifications in relevant field, eg. Law, Criminology, Social Sciences would be an advantage.

Contact Officer: John Hinchey (02) 6207 0856
 Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
 Apply: 28
 CC: 148-9012-16898

**ACT Corrective Services
 Youth Justice Services
 Case Worker**

**Administrative Service Officer Class 5
 \$41,207 – 43,694, Canberra (PN. 11595)**

Closing date: 5 April 2001
 Duties: In accordance with legal requirements undertake assessments, and supervise a caseload of young offenders placed on community based orders by the courts, including: interview, investigate and evaluate the circumstances relating to juvenile offenders and their offending behaviour; liaise with relevant authorities and contacts to collect and verify information, counsel participants in relation to their offending behaviour and inform them of their rights and obligations; design and implement appropriate case plans; maintain accurate notes and associated records.

Eligibility/other requirements: Qualifications or experience in welfare or related fields would be an advantage. Current drivers licence.
 Note: This position is being readvertised. Previous applicants will be considered and need not reapply.

Contact Officer: Franc Woods (02) 6207 0649
 Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
 Apply: 28
 CC: 148-9012-16898

**TEMPORARY WORK REGISTER
 Legal Officers**

People who are interested in temporary employment as Legal Officers, with the Department of Justice and Community Safety are invited to submit their application and resume for placement on a temporary employment register. Registers are used to select staff for temporary engagement for periods up to twelve months or to undertake special projects on a shorter term basis.

**Legal 1 (lower level) Register
 \$34,149 – 49,736**

Under general direction perform legal professional work and exercise initiative and judgment in the application of legal professional knowledge and skills.

Duties at this level are: the drafting and interpretation of legislation, the preparation, negotiation and review of contracts, leases and other legal agreements or documentation, the provision of legal advice and/or legal policy advice, the preparation for and conduct of prosecutions or civil litigation, legal research and the negotiation of legal agreements.

**Legal 1 (upper level) Register
 \$56,346 – 70,018**

Under general direction perform legal professional work of a complex or significant nature as an individual or the leader of a group. Exercise a high degree of professional judgment.

Duties at this level include: drafting complex legislation, instruments of delegation, statutory appointment, Acts and regulations, contracts, leases and agreements; provide advice on complex legal questions, legal aspects of policy proposals/options for implementation; prepare or conduct complex civil litigations or prosecutions and brief counsel.

Applications which address the above work descriptions, as well as a resume detailing qualifications and relevant experience should clearly indicate which employment register to be placed on.
A separate application and resume will need to be lodged for each register you are interested in. Persons who are already on the register must reapply if they wish to remain registered.

Please forward applications to:
 Temporary Work Register, Human Services Unit, Department of Justice and Community Safety, PO Box 921 Civic Square ACT 2608.
 ACT Government Terms and conditions apply.

Registers close: 5 April 2001

DEPARTMENT OF URBAN SERVICES

**Environment ACT
 Wildlife Research and Monitoring Section
 Senior Professional Officer Grade C
 \$56,624-\$61,054 PN 11028 Expected Vacancy
 Canberra**

Closing Date: 05-Apr-01

Duties:
 The person selected for this position will join an active group of wildlife ecologists delivering quality scientific advice for nature conservation in the ACT. The primary focus of the job will be to manage and undertake a wide range of terrestrial vertebrate animal studies and assist Environment ACT in its conservation, planning, and land management responsibilities. The successful person will play a key role in supporting the Unit in the provision of ecological information and advice to government and non-government clients and contribute to the assessment of land planning and management proposals. The position will also manage programs to monitor threatened animal species.

EMPLOYMENT (Continued)

Other requirements / Qualifications

Tertiary qualifications in environmental management or biological science. A current drivers licence. A willingness to work independently in the field, outside normal hours, in remote locations and in adverse weather conditions.

Contact Officer: Dr David Shorthouse
(02) 6207 6379

Selection documentation may be obtained from Adela Barlin (02) 6207 2126.

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>

CC: 148-9028 17525

Apply 34

Operations Group

City Operations Branch

Road User Services Section

Audit Subsection

**\$36,945-\$40,113 PN 35367 Expected Vacancy
Canberra**

Closing Date: 05-Apr-04

Duties:

Under general direction, be responsible for: The Auditing of Accredited Driving Instructors under the Competency Based Training and Assessment Scheme and provide field training as required; and The operation and maintenance of the computerised Auditing System for Accredited Driving Instructors. Conduct driving skills assessments of the learner drivers participating in the Competency Based Training and Assessment Scheme.

Other requirements / Qualifications

Possession of a current driver's licence. Must be physically capable of conducting in field audits in all types of vehicles complying with the legal requirements of the Road Transport Legislation.

Contact Officer: Rebecca Clark (02) 6207 9729
Selection documentation may be obtained from Helen Williams: (02) 6207 7033.

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>

CC: 148-9015 17013

Apply 34

Operations Group

City Operations Branch

CityScape Services

Senior Officer Grade A

\$77,703 PN 36358

Canberra

Closing Date: 05-Apr-01

Duties:

Manager, CityScape Services

An opportunity exists for an energetic and enthusiastic person with demonstrated leadership skills and extensive knowledge and understanding of business management in a service delivery environment as well as experience in tendering for, and managing, public place and horticultural contracts, plant and equipment.

Key Accountabilities

Manage the operations of the CityScape Services business, including:

- a) the changes resulting from the ACT Government's market testing program; and
- b) negotiating Enterprise Bargaining Agreements (EBAs) and other workplace issues with staff and unions.

Develop and manage the CityScape budget and deliver efficiencies.

Ensure effective costing and other financial systems are available for use on routine job costing and tender bid preparation; and Lead, motivate and develop staff.

Other requirements / Qualifications

Tertiary qualifications in Business Management, Horticulture or Industrial Relations and/or extensive experience in a related discipline.

Contact Officer: Sue Ross: (02) 6205 2250 or sue.ross@act.gov.au

Selection documentation may be obtained from Simon Lalor (02) 6207 7878 or

simon.lalor@act.gov.au

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>

CC: 148-9015 17770

Apply 34

ACT LEGISLATIVE ASSEMBLY

Committee Office

Administrative Service Officer Class 3

**\$33202 - \$35832, Canberra (PN. COMM305)
(Expected Vacancy)**

Closing date: 5 April 2001

Duties: Under general direction perform a range of administrative and support roles including: providing a range of office support functions; acting as first point of contact for inquiries to the Committee Office; records management and filing, arranging for the update of the Committee Office web site content; providing information to Members' offices, departmental officers and the public; developing and updating the committee section of the Notice Paper; ensuring that papers and documents are circulated and stored according to relevant instructions.

Under general direction assist other officers with a range of tasks including: preparing agendas, travel arrangements, meeting schedules and facilities for public and private hearings; acknowledging submissions, distributing transcripts, compiling and disseminating committee reports. Undertake minor research duties relevant to the work of the Committee Office. Provide, as required, general assistance to the Secretariat.

Contact Officer: Judith Henderson (02) 6205 0127

Selection documentation may be obtained from Gabrielle Woods on (02) 6205 0151

Apply: 18

CC: 148-9014-17021

EMPLOYMENT (Continued)

Appointments

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

Greg Tong AGS NO 765-65136
Senior Officer Grade B, \$74,948p.a
Chief Minister's Department
Section 68
8 March 2001
CC: 148-9031-17177

The InTACT Group

Michael Vincent Andrews AGS NO 757-48769
Administrative Service Officer Class 5,
\$41,207-\$43,694p.a
Chief Minister's Department
Section 68
13 March 2001
CC: 148-9031-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Administrative Service Officer Class 2
\$29102-\$32271
Beverley Jane Barr : 739-68151, Section 68(1),
13 March 2001
CC: 148-9013-16917

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 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**.

EMPLOYMENT (Continued)

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 office's 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 officers 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 officers concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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

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

FORM OF APPEAL

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

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

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

WHEN TO LODGE APPEALS

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

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

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

WHERE TO LODGE APPEALS

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

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

EMPLOYMENT (Continued)

exceptional circumstances grant an extension of time. However, the PAC has the discretion to determine the case even if the statement is not provided.

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

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

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

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

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing. The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

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

CONTENT OF STATEMENTS

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

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

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

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

PAC PROCEDURES

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

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

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

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

EMPLOYMENT (Continued)

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 supervisors' opinions are usually perceived as most useful by PACs.

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

- full name and AGS number;
- classification, position number and location of the promotion in question;

- date and number of the *Gazette* in which the promotion was notified;
- the basis on which the request is made with supporting information.

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

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

ACT Housing Housing Services Group

Debbie Galloway AGS Number 745 04199.
From Administrative Service Officer Class 4 \$36,945-\$40,113
Customer Services Section
To: Administrative Service Officer Class 5 \$41,207-\$43,694
Customer Services Section
PN 6929 Gazette 12-Oct-00

Note: This position was advertised as several under Urban Services. This promotion was made by a unanimous decision of an internal Joint Selection Committee in accordance with current EBA provisions and is not appealable.

CC: 148-9021 16944

EMPLOYMENT (Continued)

THE CANBERRA HOSPITAL

**The Canberra Hospital
Medical Imaging
Administration**

Cameron Moir: 735-34302

From: Administrative Service Officer Class 1
\$15,051 - \$27,845
Medical Imaging
To: Administrative Service Officer Class 2
\$28,391 - \$31,483
Administration Medical Imaging, Canberra
(PN. 20957) (4/1/01)

CC: 149-9010-16875 (2711)

**The Canberra Hospital
Pathology Services
Haematology**

Jill Bell: 261-52555

From: Technical Officer Level 2 \$31,884 -
\$36,696
The Canberra Hospital
To: Technical Officer Level 3 \$37,438 - \$42,475
Pathology Services, The Canberra Hospital,
Canberra (PN. 21294) (8/2/01)

CC: 149-9010-16875 (3125)

ACT COMMUNITY CARE

**ACT Community Care
Child, Youth and Womens Health Program**

Pauline Moody : 762-85735

From: Registered Nurse Level 1 \$32,245 –
\$41,789
The Canberra Hospital – Nursing
To: Registered Nurse Level 2 \$43,278 - \$46,013
Child, Youth and Womens Health Program,
ACT Community Care, Canberra (PN. 22679)
(01/02/01)

CC: 148-9009-16857

CALVARY HOSPITAL INC.

**Nursing Services
Operating Rooms**

Kim Zeck: 609-35369

From: Enrolled Nurse \$29,880 - 32,067
Calvary Health Care ACT
To: Calvary Administrative Officer 4
\$36,149 - 39,249
Operating Rooms, Canberra (PN. 8672)
(2 11/1/2001)

CC: 148-9094-17781

ACTION

**Operations
North Region Business Unit**

I Sharpe: AGS No 314-81249

From: Administrative Service Officer Class 3
\$33,314-35954
Department of Urban Services
To: Administrative Service Officer Class 4
\$37,131-40,315
Business Support, Department of Urban
Services,
Canberra (PN. A20192) (No 5, 1 February 2001)

CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

**Promotions to non-advertised vacancies
Office of Business Tourism and Arts**

**K. M. Smith 735-13966, Administrative Service
Officer Class 4 \$36,945- \$40,113p.a**

Department of Education and Community
Services
Administrative Service Officer Class 6,
(PN: 55699), \$44,503-\$51,121p.a
Business ACT, Chief Minister's Department

Duties: Undertake a range of program development and marketing activities in line with the Government's business development initiatives. In particular: In conjunction with the business community, develop projects and programs that address infrastructure issues impacting on the development and growth of the ACT business sector. As required, assist with the administration of the ACT Research and Development Scheme, and initiatives aimed at advancing the ACT's Biotechnology industry. Note: This position is identical to position (55663) which was advertised in the ACTGS Gazette dated 2 November 2000. This promotion is made under section 83 of the Public Sector Management Act 1994 and is to a non-advertised vacancy. Any suitable qualified officers may appeal. All appeal applications should be addressed to:

Convenor of the Appeal Panel
PO Box 749

CC 148-9031-17745

CANBERRA INSTITUTE OF TECHNOLOGY

**Division of Corporate Services
Finance Unit**

Christopher Bayer: 706-14040

From: Administrative Service Officer Class 4
\$36,985 - \$40,113
Canberra Institute of Technology
To: Administrative Service Officer Class 6
\$44,503 - \$51,121
Finance Unit, Corporate Services Division,
Canberra Institute of Technology (PN. 54727)

Note: This promotion is to a non-advertised vacancy and is made in accordance with Clause 10.4 of the Canberra Institute of

EMPLOYMENT (Continued)

Technology (Non-Teaching Staff) 2000-2002. Any suitably qualified officer may appeal against this promotion. Duties of the position are as follows: Under limited direction, collect, analyse and disseminate statistical and other information on matters affecting the Institute including: monthly data and enrolments and annual student contact hours, the annual AVETMISS data collection, and the Institute profile.

CC: 148-9024-16930

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Ministerial and Corporate Services

Leigh Casley: 729-16421

From: Professional Officer Grade 2
\$43,545 – 48,665

ACT Community Care, Integrated Health Care Program

To: Senior Officer Grade C \$56,346 – 60,755
Department of Justice and Community Safety,
Canberra (PN. 43674) (No 3 18/1/2001)

CC: 148-9012-16911

EMERGENCY SERVICES BUREAU

Adi (Kim) Blackburn , AGS 543-35949,

From: Administrative Service Officer Class 3 ,
position number 42855

To: Administrative Service Officer Class 5,
position number 03814 (42,495)
effective 9 March 2001.

CC. 148-9007-16846

DEPARTMENT OF URBAN SERVICES

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

Planning and Land Management Group Territory Planning Branch

Campbell Fletcher AGS Number 748 53161.

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

Structure Planning and Design

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

Planning Policy Section

PN 13799 Gazette 18-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: 148-9020 16924

Forfeiture of Office

ACT COMMUNITY CARE

Section 221(2) Public Sector Management Act.,
Robin Sally-Anne Gaye Webb,
Professional Officer Class 2, 6 March 2001
CC: 148-9009-16861

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 Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606
- 18 The Personnel/HR Officer ACT Legislative Assembly Secretariat, 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

EMPLOYMENT (Continued)

- 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
S68	20 December	Instrument No. 36 of 2001 ~ <i>Taxation Administration 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, 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>Freedom of Information Act 1989</i>	Variation of Declaration and Determination of Fees and Charges set out in Determination No. 132 of 1995.	No. 37 of 2001
<i>Public Place Names Act 1989</i>	Determination of park name – George Cross Park – Division of Campbell.	No. 38 of 2001
<i>Public Place Names Act 1989</i>	Determination of street nomenclature in the Division of Dunlop.	No. 39 of 2001
<i>Public Health Act 1997</i>	Public Health Risk (Centre for opiod detoxification using opiod antagonists) Declaration 2001.	No. 40 of 2001
<i>Public Health Act 1997</i>	Approval of private centres for opiod detoxification using opiod antagonists - license and application form.	No. 41 of 2001

NOTIFICATION OF THE MAKING OF A REGULATION

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

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Land (Planning) and Environment) Act 1991</i>	Land (Planning and Environment) Regulations Amendment	No. 8 of 2001

GOVERNMENT NOTICES (Continued)

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

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

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 Belconnen.	No. R13/01 of 2001

Environment ACT

Environment Protection Act 1997

Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
ACT Government operating as ACT Forests	Forestry activities – logging operations	Cotter Road, Weston

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
Alan Paul Carmody	Pest Control	Gundaroo NSW

Copies of the application and authorisation documents may be obtained from the Environment Management Authority by telephoning the Environment ACT Helpline on (02) 6207 9777 or at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 14th day of March 2001
 Environment Management Authority

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

RADIATION ACT 1983

Section 73

NOTIFICATION OF DECISIONS

Pursuant to Section 73 of the Australian Capital Territory Radiation Act 1983, the Radiation Council hereby gives notice of the particulars of the following decisions of Council, made on 13th March 2001.

REGISTRATION OF IRRADIATING APPARATUS (paragraph 73(1)(d))

Owner	Peripar Pty Ltd
Description	Vincennes Trophy 1Rix70 dental x-ray machine with Trophy 9430 Type 708 tube.
Location	S/Nos CZ843068, 1100437 70kVp, 7mA Unit 15, (Rm 4) McKay Gardens Professional Centre Turner
Conditions	Diagnostic dental examinations.
Owner	Peripar Pty Ltd
Description	Gendex model 765DC dental x-ray machine with GX-70-10DC tube. S/Nos 344, 10-1483179DP 65kVp, 7mA
Location	Unit 15, (Rm 3) McKay Gardens Professional Centre Turner
Conditions	Diagnostic dental examinations.
Owner	Dr Naren Chellappah
Description	Gendex 765DC dental x-ray machine with Gendex GX70-10 tube, S/Nos 1056, 10-1476884 DP. 65 kVp, 7 mA
Location	Unit 2 24 Mahony Circuit Weston
Conditions	Diagnostic dental examinations.
Owner	CSR Emoleum
Description	CPN moisture/density gauge model MC-3 Portaprobe. Calibrated 26-5-99/11-8-99 Cs137, 370MBq, Am241/Be, 1.87GBq. S/No MC-300205481
Location	CSR Emoleum 109-111 High Street Queanbeyan NSW
Conditions	Soil density/moisture analysis.

GOVERNMENT NOTICES (Continued)

Owner Dr Sharon Mathai
 Description Gendex model 765DC dental x-ray machine with model GX 70-10 DC tube
 S/Nos 111479918, 368. 65kVp, 7.5mA
 Location Room 2
 1/32 Furneaux Street
 Manuka
 Conditions Diagnostic dental examinations.

APPROVAL FOR ALTERATION OR MODIFICATION OF REGISTERED IRRADIATING APPARATUS (paragraph 73(1)(e))

Owner Dr Robert Kwee Keong Low
 Description Dental x-ray unit Castellini Victory X 65 COX 6698 CEI
 S/Nos 60144,1070355. 65kVp, 8mA
 Location Suite 7
 1st Floor
 Dickson Chambers,
 Dickson
 Conditions Diagnostic dental radiography.

Owner QANTAS Airways Limited
 Description Baggage security x-ray system EG & G Astrophysics model 01-0421, S/No. 50058 System Ten E-Scan. 160kVp 1mA
 Location Qantas Departure Gate
 Canberra Airport
 Conditions Baggage inspections.

Owner Dr Robert Kwee Keong Low
 Description Planmeca Prostyle Intra dental x-ray machine
 S/Nos EIC952253, 952575, 3894. 70kVp, 8mA
 Location Suite 7, First Floor
 Dickson Chambers
 Dickson
 Conditions Diagnostic dental examinations.

VARIATION OF CONDITIONS SPECIFIED IN A LICENCE (paragraph 73(1)(c))

Licensee Dr Iain E T Stewart
 Address National Capital Diagnostic Imaging:
 (1) Corinna Chambers, Corinna Street, Woden.
 (2) Derwent House, University Avenue, Canberra City.
 Authorised Activities: Purchase, own or have in possession, use, cause or permit to use, unsealed radioactive materials, irradiating apparatus.
 Conditions * Diagnostic radiology. You are required to enter the total radiation exposure time of each fluoroscopic procedure into the patient's record.
 * Sealed sources: Co-57, Cs-137.
 * Nuclear medicine procedures involving diagnostic and therapeutic uses of: Mo-99, Tc-99m, Tl-201, Ga-67, I-131.

GOVERNMENT NOTICES (Continued)

GRANTING OF LICENCE (paragraph 73(1)(b))

- | | |
|------------------------|---|
| Licensee | Robert Moran |
| Address | 19 Clem Hill Street
GORDON ACT 2906 |
| Authorised Activities: | Sell, manufacture, use, irradiating apparatus. |
| Conditions | The sale, installation, servicing and testing of medical x-ray equipment. |
| Licensee | Thuraisamy Ravichander |
| Address | Department of Radiation Oncology
The Canberra Hospital
GARRAN |
| Authorised Activities: | Purchase, own or have in possession, use, cause or permit to use, unsealed radioactive materials, irradiating apparatus. |
| Conditions | As Hospital Physicist - Supervision of medical uses of:-
* Therapeutic and diagnostic irradiating apparatus.
* Sealed and unsealed radioactive materials: I-131, Sr-89, Cs-137, Sr-90,
Tc-99m, Ga-67, Tl-201, Ir-192, Mo-99, I-125, Cr-51, Co-57, Se-75, Y-90,
P-32, Co-60, In-111. |
| Licensee | Dr Tran Vinh Lam |
| Address | Suite 1001
AMP Building
Hobart Place
CANBERRA ACT 2601 |
| Authorised Activities: | Use, cause or permit to use, irradiating apparatus. |
| Conditions | Diagnostic dental radiography. |
| Licensee | Andrew Ho |
| Address | 1/1 Whittle Street
HUGHES ACT 2605 |
| Authorised Activities: | Own or have in possession, use, cause or permit to use, irradiating apparatus. |
| Conditions | Diagnostic dental radiography. |

Review by the ACT Administrative Appeals Tribunal - Any Persons whose interests are adversely affected by this decision may apply to the Tribunal to have the decision reviewed.

Reasons - If you wish to obtain a statement of reasons to explain why the decision was made you should write within 28 days of this notice to the ACT Radiation Council, GPO Box 825, Canberra 2601.

Location of the ACT Administrative Appeals Tribunal - The Tribunal is located on the 4th Floor, Canberra House, 40 Marcus Clarke Street, Canberra City.

Postal Address: GPO Box 9955, Canberra 2601. Telephone: 6243 4611. Facsimile: 6247 0962. Document Exchange: DX 5727.

Powers of the ACT Administrative Appeals Tribunal - The Tribunal is an independent body. The Tribunal can agree with, change or reject the original decision, substitute its own decision or send the matter back to the decision maker for reconsideration in accordance with Tribunal recommendations.

How to apply to the ACT Administrative Appeals Tribunal - Simply write within 28 days explaining the details to the decision and the reasons for asking for a review.

GOVERNMENT NOTICES (Continued)

Cost - To lodge an application there is a fee. You may apply to have the fee waived on the grounds of hardship. No fee is payable if you are receiving legal assistance.

Access to documents - You may apply for access to any documents relevant to this decision under the ACT *Freedom of Information Act 1989*. For more information contact the Freedom of Information Officer, Department of Health and Community Care, on phone 6205 1340.

Dated this 13th day of March 2001

Anthony Agostino
Deputy Chairperson
Radiation Council

GOVERNMENT NOTICES (Continued)

NOTICE OF CANCELLATION OF ASSOCIATION UNDER SECTION 93 OF THE *ASSOCIATIONS INCORPORATION ACT 1991*

Notice has been sent to the association listed in the schedule below in accordance with Paragraph 93(1)(f) of the *Associations Incorporation Act 1991*. Notice has also been published in the Canberra Times on 17th September 2000 in accordance with Paragraph 93(1)(g) of the *Associations Incorporation Act 1991*, being notice to show cause why incorporation of the association listed in the schedule below should not be cancelled.

Pursuant to Sub-Section 93(3) of the *Associations Incorporation Act 1991*, the incorporation of the association listed in the schedule below has been cancelled.

Schedule

- The Muscular Dystrophy Association of Canberra Incorporated.

Dated this 15th day of March 2001

Andrew Taylor
Registrar-General

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY HEALTH ACT 1993 APPOINTMENT OF CLINICAL PRIVILEGES COMMITTEE

Pursuant to Section 7 of the Health Act 1993 I, MICHAEL MOORE, Minister for Health, Housing and Community Services, hereby appoint:

Chairman, Clinical Privileges Committee	Dr Anthony Clarke
Chairman, Division of Pathology Deputy Chairman	Dr Sanjiv Jain
Deputy Chief Executive Clinical	Dr David Boadle
Chairman, Division of Anaesthesia and Pain Management	Dr David Kinchington
Chairman, Division of General Practice	Dr Glynn Kelly
Chairman, Division of Medicine	Dr Michael Pidcock
Chairman, Division of Medical Imaging	A/Professor Morry Silberstein
Chairman, Division of Obstetrics and Gynaecology	Dr Martyn Stafford-Bell
Chairman, Division of Psychiatry	Dr Mandy Evans
Chairman, Division of Emergency Medicine	Dr Andrew Singer
Chairman, Division of Paediatrics	Dr Paul Jenkins
Chairman, Division of Surgery	Dr George Malecky
Chairman, Division of Intensive Care	Dr Imogen Mitchell

As a committee which shall be known as the **CLINICAL PRIVILEGES COMMITTEE** of The Canberra Hospital.

The functions of the Committee are:

- (a) to conduct quality assurance activities among health service providers for the purpose of assessing and evaluating the health services provided or arranged to be provided by The Canberra Hospital and to report and make recommendations to the Chief Executive of The Canberra Hospital in relation to those services;
- (b) to conduct research or investigations into morbidity and mortality among patients of The Canberra Hospital and to report, and make recommendations, to the Chief Executive of The Canberra Hospital in relation to that research or those investigations; and

GOVERNMENT NOTICES (Continued)

- (c) to investigate, assess, review and evaluate the clinical privileges provided to health service providers and to report, and make recommendations in relation to whether those clinical privileges should be preserved, varied or withdrawn to the Chief Executive Officer of The Canberra Hospital.

Dated this 14th day of March 2001

Michael Moore MLA
MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HEALTH ACT 1993

APPOINTMENT OF QUALITY IMPROVEMENT ADVISORY COMMITTEE

Pursuant to Section 7 (c) of the *Health Act 1993*, I, MICHAEL MOORE, Minister for Health, Housing and Community Services, hereby appoint:

- Michael Szwarcbord (Chair)
- Allan Schmidt
- Laurann Yen
- Jenny Brogan
- Jill Davis
- Lynne Grayson
- Brian Dorning
- Dr Nicholas Glasgow
- Heather McDonald
- Sally Pink
- Giovanna Richmond
- Greg Wicks
- Consuelo Barreda Hansen
- Michael Chisnall
- Kate Moore
- Hilary Laing
- Dr Clare McGuinness
- Russell McGowan
- Carmel Markham
- Tanya Wheeler

As a committee which shall be known as **THE ACT COMMUNITY CARE QUALITY IMPROVEMENT ADVISORY COMMITTEE.**

Dated this Thirteenth day of March 2001.

MICHAEL MOORE MLA
MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HEALTH ACT 1993

APPOINTMENT OF QUALITY IMPROVEMENT COUNCIL

Pursuant to Section 7 (c) of the *Health Act 1993*, I, MICHAEL MOORE, Minister for Health, Housing and Community Services, hereby appoint:

- Heather McDonald (Chair)
- Lyn Brown
- Robyn Cross
- Mary Lee Sinclair-Vogt
- Consuelo Barreda Hansen
- June Gunning
- Sue Pedder
- Debbie Booth
- Carmel Mcquellin
- Dr Schadinadand Raju
- Susan Nancarrow
- Tanya Wheeler
- Joan Stabback
- Julie Pryor
- Prue Campbell
- Steve Isbel

As a committee which shall be known as the **ACT COMMUNITY CARE QUALITY IMPROVEMENT COUNCIL**.

Dated this Thirteenth day of March 2001.

MICHAEL MOORE MLA
MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

MENTAL HEALTH OFFICER

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* I, **Michael John Moore** Minister for Health and Community Care hereby appoint:

Carmel Ronning

to be a Mental Health Officer.

Dated this Thirteenth day of March 2001

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

MENTAL HEALTH OFFICER

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* I, **Michael John Moore** Minister for Health and Community Care hereby appoint:

Mark Rogalewicz

to be a Mental Health Officer.

Dated this Thirteenth day of March 2001

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

MENTAL HEALTH OFFICER

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* I, **Michael John Moore** Minister for Health and Community Care hereby appoint:

Robert Gatward

to be a Mental Health Officer.

Dated this Thirteenth day of March 2001

MICHAEL JOHN MOORE
MINISTER FOR HEALTH AND COMMUNITY CARE

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Mental Health (Treatment and Care) Act 1994

APPOINTMENT OF MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the Minister for Health and Community Care to appoint Mental Health Officers.

The signed appointments of two Mental Health Officers are attached. These appointments are required to enable Calvary Hospital to have Mental Health Officer coverage when required. All of the attached instruments will enable the officers to perform duties as Mental Health Officers.

The appointed Mental Health Officers are all public servants, and therefore, under paragraph 6 (a) of the *Statutory Appointments Act 1994*, the instruments appointing the Mental Health Officers are not disallowable instruments.

PRIVATE NOTICES

IN THE SUPREME COURT OF THE
AUSTRALIAN CAPITAL TERRITORY
PROBATE JURISDICTION

In the Will of ALINA
ROLLGEJSER late of 42 Lawley
Street, Deakin in the Australian
Capital Territory deceased

Probate of the Will dated 29 June 1993 was granted by the Supreme Court of the Australian Capital Territory on 12 February 2001.

Pursuant to the Administration and Probate Act 1929, the Family Provision Act 1969, the Trustee Act 1957 and the Wills Act 1968, IRENE MITCHELL and IAN DAVID BRADFIELD the executors of the said Will of Alina Rollgejser who died on 23 October 2000 hereby gives notice that creditors and others wishing to make an application for rectification of the Will of the said deceased are required to send particulars of their claims or notice of their application to the Executors care of Porter Parkinson & Bradfield, 31-33 London Circuit, Canberra City ACT 2601 within two (2) calendar months from publication of this notice. After that time the Executors may distribute the assets of the estate having regard only to the claims of which at the time of distribution they have notice.

