



Australian Capital Territory

Gazette

No. 15, Thursday 12 April, 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.

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- 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

ACT COMMUNITY CARE

Appointment

Laurann Yen

Director, Primary and Integrated Health Care (E186)
Section 72, Public Sector Management Act 1994

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Cessation

Allan Hird
Director, School Programs (E071) – 3.4.01

DEPARTMENT OF URBAN SERVICES

Cessation

Ken Horsham
Executive Director, Policy Coordination (E166) – 24.3.01

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

The Canberra Hospital Pathology Services Haematology

Professional Officer Class 1/Technical Officer Level 3 \$30,276 - \$42,475, Canberra (PN. 20215/21293)

Closing date: 26 April 2001
Duties: Perform diagnostic and other technical tests, procedures and investigations requiring the application of professional knowledge and skills in automated and cellular haematology, coagulation and transfusion, under limited supervision.
Eligibility/other requirements: A appropriate Degree/Associate Diploma in Science or equivalent qualification.
Note: Only one position is available and will be filled at either PO1 or TO3 level depending on the successful applicant's qualifications and/or experience. The position is a part time position of 35:00 hours per fortnight and the successful applicant would be required to work out-of-hours with limited supervision.

Contact Officer: Diana Kropp (02) 6244 2835

EMPLOYMENT (Continued)

Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
 Apply: 16
 CC: 3125

ACT COMMUNITY CARE

**ACT Community Care
 Child, Youth and Women's Health Care Program
 South Regional Team**

Senior Professional Officer Grade C \$55,133 - \$59,446, Canberra (PN.28648)

Senior Nutritionist

(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: 26 April 2001

Applications are invited for a suitably qualified and experienced person to work as part of a multidisciplinary management team in the delivery of primary health care services to infants, children, youth and their families. The successful applicant would be required to provide professional leadership to a team of nutritionists and undertake clinical and health promotion work in community based settings. Eligibility: Mandatory qualifications apply. Must have completed post-graduate studies in nutrition and dietetics and be eligible for membership of the Dietician's Association of Australia. Must hold current drivers license. Note: This is a full time position however applications from persons seeking part time employment will be considered.

Contact Officer: Lynette Brown,
 Professional Leader Nutrition (02) 6244 2211
 Selection documentation may be obtained from Gayle Harding (02) 6205 1197
 Apply: 21
 CC: 148-9009-16857

**ACT Community Care
 Child, Youth and Women's Health Care Program
 Breast Screening**

Professional Officer Class 2 \$43,545 - \$48,665, Canberra (PN. 22923)

Radiographer

(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 19 April 2001

Duties: Undertake routine mammographic procedures

Eligibility/other requirements: Eligible to be a member of the Australian Institute of Radiography and holder of a Certificate Clinical Proficiency in Radiography.

Note: This is a full time position however applications from persons seeking part time employment will be considered.

Contact Officer and Selection documentation: Sue Richardson (02) 6205 1932
 Apply: 21
 CC: 148-9009-16857

**ACT Community Care
 Integrated Health Care Program
 Occupational Therapy**

Professional Officer Class 1 \$30,366 - \$42,601, Canberra (PN 23625)

Occupational Therapist

Closing date: 26 April 2001

The successful applicant will work as part of a multi-disciplinary team providing occupational therapy services to medical and surgical units at TCH. The successful applicant would be expected to provide appropriate occupational therapy assessment and intervention services to inpatients in general medicine/surgery and aged care in an acute care setting. There is a strong focus on continuum of care to clients from hospital admission into the community. TCH provides services to Canberra and Southern Region.

Eligibility/other requirements: Mandatory qualifications apply. Must have current drivers licence.

Note: This is a temporary vacancy, to be filled asap until August 2001, with a possible further extension. Please provide the name and phone numbers of at least two referees with your application.

Contact Officer and Selection documentation: Prue Campbell (02) 6244 3286
 Apply: 21
 CC: 148-9009-17798

**ACT Community Care
 Disability Program**

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

Several Permanent Full Time, Part time & Casual Positions

(Penalty payments increase the base income, salary will be pro rata on hours worked)

Closing date: 27 April 2001

Do you want an interesting and stimulating career? By becoming a Disability Support Officer you can provide direct day to day support to people with a wide range of disabilities. Opportunities exist for you to work with both adults and children with disabilities.

To be successful you will need to demonstrate your understanding of and ability to promote the valued status of people with disabilities. You will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to

EMPLOYMENT (Continued)

develop relevant skills, you will be considered for appointment.

To obtain an application kit please call (02) 6205 0971 (Answering Machine)

Apply: 21
CC: 148-9009-16861

CALVARY HOSPITAL INC.**Administrative Services
Employee Relations and Services****Calvary Administrative Officer 3
\$32,433 - \$35,003, Canberra (PN. 8355)**

Closing date: 26 April 2001
Duties: Operate as a team member and prepare input documents for payroll processing, including leave applications, deductions, timesheets, allowances and terminations.
Note: TTY 6201 6127

Contact Officer: Debbie Arsego (02) 62016048
Selection documentation may be obtained from Debbie Arsego (02) 62016048
Apply: 07
CC: 148-9094-17781

**Nursing Services
Emergency Department****Registered Nurse Level 3 \$ 49,324 - 53,723,
Canberra (PN. 8701)**

Closing date: 20 April 2001
Duties: Working to promote effective communication between GPs and Calvary, plan, develop, implement and evaluate systems promoting continuity of care.
Eligibility/other requirements: Current registration with the ACT Nurses Board.
Note: TTY 6201 6127

Contact Officer: Sue Gosling (02) 62016166
Selection documentation may be obtained from Jan Smith (02) 62016160
Apply: 07
CC: 148-9094-17781

**Medical Services
Medical Administration*****Calvary Administrative Officer 6
\$43,545 - \$50,020, Canberra (PN. 8484)**

Closing date: 19 April 2001
Duties: Establish and develop a clinical indicator database, with measured outcomes for each clinical indicator under study. Assist in the implementation of policy and procedure change, as evidenced by the clinical indicator results.
Eligibility/other requirements:
Note: Temporary vacancy for a period of nine months. TTY 6201 6127

Contact Officer: Janine Rogers (02) 6201 6105
Selection documentation may be obtained from Janine Rogers (02) 6201 6105
Apply: 07
CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**ACT Information Services
Canberra Connect
Shopfront Services****Administrative Service Officer Class 5,
(PN: 10725)
Salary Range \$41,207-\$43,694p.a
Closing Date: 26 April 2001
Canberra**

Duties: Manage the activities of an ACT Shopfront including: allocation of staff resources for maximum efficiency; overseeing the training of staff under their direction; supervision and development of staff under their direction; maintenance and updating of information systems; collection of public monies and provision of information to clients; maintenance of a quality customer service regime; and the delivery of client agency service level requirements.

Contacts/Selection Documentation:

Ann Armstrong (02) 6205 0221 and also available from
www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9016-16920

**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.

**Education and Training Division
School Curriculum and Assessment Branch
Indigenous Education Unit****Administrative Service Officer Class 4
\$36,945-\$40,113, Canberra (PN. 1499)**

Closing date: 26 April 2001
Duties: Liaise between school staff and their Aboriginal and Torres Strait Islander students, their families and members of the Aboriginal and Torres Strait Islander community. Assist Aboriginal and Torres Strait Islander students to access services such as tutorial programs, ABSTUDY and other programs available through government and community agencies.
Note: This is an Indigenous identified position.

EMPLOYMENT (Continued)

Contact Officer: Chris Harris (02) 620 59189
 Selection documentation may be obtained from
 Sharon Turner (02) 6205 9195
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Curriculum Assessment and Reporting Branch
 Curriculum Initiatives Section
 Indigenous Education Unit**

**School Assistant 2 \$24,747-\$27,442 Canberra
 (PN. Various Positions)**

Closing date: 26 April 2001
 Duties: As a member of the IEU Indigenous
 Student Support Team provide support for
 Aboriginal and Torres Strait Islander students to
 assist them to achieve their potential in the
 school environment.
 Note: This is an Indigenous identified position.

Contact Officer: Chris Harris (02) 6205 9189
 Selection documentation may be obtained from
 Sharon Turner (02) 6205 9195
 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

**Canberra Institute of Technology
 Faculty of Science & Technology
 Department of Laboratory and Forensic
 Sciences**

**Teacher Band 1 \$35,425 - \$48,350, Canberra
 (PN. 52003)**

Closing date: 26 April 2001
 Duties: Teach as required by the Head of
 Department aspects of Biology/Medical
 Laboratory Technology. Liaise with
 Government, industry and the community to
 identify, establish and deliver training
 programs. Eligibility/other requirements: Five or
 more years relevant industrial/professional
 experience.
 Note: This position will be at 0.5 of a full time
 teaching load. Temporary employment up to 2
 years with possible extensions.

Contact Officer: Dr Ron Boulton (02) 6207 4175
 Selection documentation may be obtained from
 Di Chivers (02) 6207 3752
 Apply: 11
 CC: 148-9024-18551

**Canberra Institute of Technology
 Faculty of Science & Technology
 Department of Horticulture**

**Teacher Band 1 \$35,425 - \$48,350, Canberra
 (PNos. 51171 and 51281)**

Closing date: 26 April 2001
 Duties: Teach as required by the Head of
 Department a broad range of competencies
 identified in the National Horticultural Training
 Package. Liaise with Government, industry and
 the community to identify, establish and deliver
 training programs. Eligibility/other
 requirements: Appropriate Tertiary
 qualifications or equivalent in Amenity
 Horticulture or other relevant discipline as
 appropriate to teaching to diploma level. Five
 years or more of industrial/vocational,
 professional experience OR possess such
 other qualifications and/or experience
 acceptable for the position.

Note: These positions will be at 0.8 of a full time
 teaching load. Temporary employment up to 2
 years with possible extensions.

Contact Officer: Michael Clune (02) 6207 4604
 Selection documentation may be obtained from
 Di Chivers (02) 6207 3752
 Apply: 11
 CC: 148-9024-18551

**Canberra Institute of Technology
 Faculty of Science & Technology
 Department of Engineering & Resource
 Sciences**

**Teacher Band 1 \$35,425 - \$48,350, Canberra
 (PN. 52004)**

Closing date: 26 April 2001
 Duties: Teach as required by the Head of
 Department aspects of Mathematics, Science
 and/or Specific Computing. Liaise with
 government, industry and the community to
 identify, establish and deliver training
 programs.
 Eligibility/other requirements: Appropriate
 tertiary qualifications in Mathematics, Science
 or other relevant discipline. Five or more years
 relevant industrial/professional experience.
 Note: This position will be at 0.5 of a full time
 teaching load. Temporary employment up to 2
 years with possible extensions.

Contact Officer: Ms Lyn Gallimore
 (02) 6207 4175
 Selection documentation may be obtained from
 Di Chivers (02) 6207 3752
 Apply: 11
 CC: 148-9024-18551

EMPLOYMENT (Continued)**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 Magistrates Court
Child/Family Law
Childrens Court****Administrative Service Officer Class 2
\$29,102 – \$32,271, Canberra (PN. 42377)**

Closing date: 26 April 2001
Duties: Undertake a range of duties including preparation and maintenance of Court files; performance of routine after Court action; preparation and maintenance of bench sheets; preparation of general correspondence; preparation of Court lists and initiation of proceedings to comply with Court orders.

Contact Officer: Doris Bozin (02) 6217 4228
Selection documentation may be obtained from 24 hour recruitment line (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Corrective Services
Operations Support
Manager Systems and IT Development****Senior Officer Grade B \$66,577 – \$74,948,
Canberra (PN. 14160)**

Closing date: 26 April 2001
Duties: Undertake database, review, design and development functions for ACT Corrective Services. Design, develop and implement data solutions for current and anticipated correctional needs, including those arising from the ACT Prison Project. Design, develop and implement systems for monitoring and reporting on all aspects of custodial and community-based operations undertaken by ACT Corrective Services, including those related to ACT prisoners held in NSW institutions. Represent ACT Corrective Services in various forums related to data requirements. Eligibility/other requirements: Tertiary qualifications in an information technology or management related discipline would be an advantage.

Contact Officer: Matthew Willis (02) 6205 1754
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

**ACT Government Solicitor's Office
Government Law, Civil Litigation
Senior Legal Assistant****Administrative Service Officer Class 3
\$33,147 – \$35,774, Canberra (PN. 42632, 42633)**

Closing date: 26 April 2001
Duties: The successful applicant will be required to act as the supervisor of secretarial staff within a section. He/she will provide assistance to senior officers by providing a range of clerical and secretarial support services of a high level, including minor investigations and legal searches, prepare standard correspondence, reports and submissions, manage the file load of senior officers and liaise with officers of the Department and other departments on behalf of senior officers.

Contact Officer: Fiona Bailie (02) 6207 0652
Selection documentation may be obtained from Fiona Bailie (02) 6207 0652
Apply: 28
CC: 148-9012-16909

**ACT Government Solicitor's Office
Civil Litigation, Government Law
Legal Assistant****Administrative Service Officer Class 2
\$29,102 – \$32,271, Canberra (PN. Several)**

Closing date: 26 April 2001
Duties: The successful applicant will be required to provide administrative support including work and data processing, maintenance of records management, assisting with the preparation of briefs and other court documentation.

Contact Officer: Fiona Bailie (02) 6207 0652
Selection documentation may be obtained from Fiona Bailie (02) 6207 0652
Apply: 28
CC: 148-9012-16909

ACT Electoral Commission**Senior Officer Grade C \$56,346 – \$60,755,
Canberra (PN. 1865)**

Closing date: 26 April 2001
Duties: Under limited direction, develop, modify and maintain the Commission's databases and website, Assist with the management of election IT projects. Liaise with IT service providers. Manage and undertake large projects related to the conduct of elections and referendums under the *Electoral Act 1992* and the *Referendum (Machinery Provisions) Act 1994*. Supervise and train staff of the Electoral Commission as required. Act as the Deputy Electoral Commissioner as required. Eligibility/other requirements: Sound knowledge of or experience in electoral legislation and election administration would be an advantage.

EMPLOYMENT (Continued)

Tertiary qualifications in information technology, political science or public administration would be an advantage. Note: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days.

Contact Officer: Alison Purvis (02) 6205 0224
Selection documentation may be obtained from Oanh Nguyen (02) 6205 0342
Apply: 28
CC: 148-16899

EMERGENCY SERVICES BUREAU

**Department of Justice and Community Safety
Emergency Service Bureau
ACT Ambulance Service**

**Administrative Service Officer Class 2
\$29,102- \$32,271, Canberra (PN. 3820)**

Closing date: 26 April 2001

Duties: Perform a range of Financial and administrative and duties for the ACT Ambulance Service and maintain office and information systems used in the work area. Prepare routine paperwork, transactions, and minor correspondence. Provide assistance to staff and clients related to the work area.

Contact Officer: Megan Catlin (02) 6207 9982
Selection documentation may be obtained from P Evers (02) 6207 8412
Apply: 13
CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

**Planning and Land Management Group
Development Management Branch
Various Sections**

**Several Positions
Canberra**

Closing Date: 26 April 2001

**Administrative Service Officer Class 2
\$29,102 - \$32,271 to Administrative Service
Officer Class 6 \$44,504 - \$51,121**

Duties:

As Development Management/Town Planning Officers, the successful applicants will play a significant role in ensuring high quality development is achieved in Canberra.

Typical jobs will involve a mix of project and policy work with a heavy emphasis on Development Application based case work, together with the opportunity to assist in general district planning and/or policy or procedural work. Some positions will involve supervision and training of junior staff.

Effective performance in these positions will require experience or qualification (or completing study) in land management, town

planning, architecture, urban design, geography and/or environmental planning, together with the capacity to acquire and apply knowledge of relevant legislation, policies, technical requirements and lease administration.

The positions will require a strong focus on customer service, project management and timely delivery of quality outcomes.

Eligibility/other requirements: Qualifications and/or experience in development assessment, town planning, geography, environmental planning, land management, lease administration, administrative law or related disciplines highly desirable.

Note:

A number of permanent and temporary positions exist within the Development Management Branch of the Planning and Land Management Group. These positions range from Administrative Officer Class 2 to Administrative Officer Class 6. Positions will be filled at various levels depending on the relevant skills and experience of the most suitable applicants.

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

Contact Officer: Lesley Cameron (02) 6207 1770
Selection Documentation may be obtained from: Linda Southwell on (02) 6207 1744 or e-mail linda_southwell@act.gov.au
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34
CC: 148-9020 17776

**Operations Group
Procurement and Projects Branch
ACT Contracts Section**

**Administrative Service Class 3
\$33,147-\$35,774 PN 25274
Canberra**

Closing Date: 26 April 2001

Duties:

Provide administrative and systems support to ACT Contracts. Prepare less complex Request for Offer documentation, arrange public notification of business opportunities and maintain online databases for the Buyers and Sellers Information Service (BASIS). As first point of contact, attend to enquiries from suppliers and clients on purchasing and contractual matters. Assist in the organisation of procurement training courses.

Other requirements/Qualifications

The successful applicant will have completed training to the AQF Certificate III in Contract Management.

Contact Officer: Bruce Henderson (02) 6207 5546
Selection documentation may be obtained from Wendy Jacob (02) 6207 5558. Selection may be based on applications and referee reports only. Please submit two referee reports with your application.

EMPLOYMENT (Continued)

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

Apply Code: 34
CC: 148-9017 16950

Operations Group
City Operations Branch
Road User Services Section

Administrative Service Officer Class 5
\$41,207-\$43,694 PN 22123
Canberra

Closing Date: 26 April 2001

Duties:

Supervise staff involved in the provision of random vehicle inspections, monitoring heavy vehicle movements and clerical functions. As an Authorised Person under the Road Transport (General) Act 1999, conduct random vehicle inspections, monitor heavy vehicle movement and issue defect and traffic infringement notices as required.

Other requirements/Qualifications

A knowledge, aptitude or trade certificate in motor mechanics. A current drivers licence. Ability to lift and carry equipment weighing in excess of 18 kilograms.

Contact Officer: Malcolm Howard
 (02) 6207 5238

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>

Apply Code: 34
CC: 148-9015 17013

Environment ACT
Parks and Conservation Service
Community and Resource Service

Technical Officer Level 1
\$30,241-\$31,770 PN 15254 Expected Vacancy
Canberra

Closing Date: 26-Apr-01

Duties:

With close technical guidance, assist in the development of interpretation, education and tourism activities and programs promoting Aboriginal heritage in the ACT. Liaise with tourism operators to assist in the appropriate interpretation of Aboriginal heritage sites and undertake other duties related to Aboriginal heritage assessment and protection as required under legislation.

Other requirements/Qualifications

Current drivers licence; must be physically fit.

Contact Officer: Sharon Lane: (02) 6207 2206 or sharon.lane@act.gov.au

Selection documentation may be obtained from

George Dumetz(02) 6207 2262 or george.dumetz@act.gov.au.

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

Apply Code: 34
CC: 148-9028 17218

Operations Group
ACT Forests
Several Positions
Canberra

Closing Date: 26 April 2001

Forest Management Opportunities

An opportunity to contribute to the improved management of Canberra's forests.

ACT Forests is responsible for the sustainable management of 16,000 ha of commercial pine plantations and 10,000 ha of native forest around Canberra. It also establishes and manages plantations on behalf of private owners. It currently sells in excess of 150,000 m³ of logs each year and generates of \$10 million in revenue. The plantations are heavily used for recreational activities with over 1 million visits each year. These positions arise from the ACT Government's recently announced restructure of ACT Forests to improve its commercial and operational performance. They offer challenging opportunities for people with skills in commercial forestry, forest recreation and geographic information management to contribute to sustainable growth of this forestry enterprise.

Canberra is an attractive city to live and work in. It has all the cultural, health, educational and sporting facilities and opportunities that exist in other capital cities, without the pressures that are associated with large population centres.

Applications are invited for the following positions:

Manager, Harvesting

The Harvesting Manager is part of the Senior Management Team of ACT Forests. The position is responsible for negotiating and managing harvesting and haulage contracts and supervising harvesting operations to meet log supply commitments and log purchase contractual obligations, revenue targets, silvicultural requirements and to comply with the Code of Practice and other environmental requirements.

Salary in the range: \$78,464 - \$100,889

Manager, Plantation Management

The Manager, Plantation Management is part of the Senior Management Team of ACT Forests. The position is responsible for negotiating and managing silvicultural and roading contracts and supervising plantation management

EMPLOYMENT (Continued)

operations to meet silvicultural requirements, fire management obligations and to comply with the Code of Practice and other environmental requirements.

Salary in the range: \$67,561 - \$76,817

Manager, Environment and Recreation

The Manager, Environment and Recreation, is part of the Senior Management Team of ACT Forests. The position is responsible for managing forest recreation, natural and cultural heritage sites, public relations and environmental programs as well as for providing forest policy advice to government.

Salary in the range: \$67,561 - \$76,817

Harvesting Forester

The Harvesting Forester is part of the Harvesting Section, which plans and manages harvesting operations within ACT Forests and private plantations in the region of ACT Forests. The position is responsible for supervising harvesting operations and contracts to meet log supply commitments and log purchase obligations, revenue and expenditure targets, silvicultural requirements and to comply with the Code of Practice. The position is also responsible for conducting forest inventory programs and for improving forest harvesting information.

Salary in the range: \$45,161 - \$53,000

Geographic Information Systems Manager

The Geographic Information Systems Officer is part of the Planning Section, which prepares forest management plans, yield forecasts and maintains forest information systems. The position is responsible for the development and maintenance of ACT Forests' Geographic Information System and related forest information databases and for training staff in its use.

Salary in the range: \$45,161 - \$53,000

Forest Recreation Officer

The Forest Recreation Officer is part of the Environment and Recreation Section, which plans and manages ACT Forests' environment and recreation programs. The position is responsible for managing forest recreation, interpretation and public relations programs and for supervising a team of forest rangers.

Salary in the range: \$36,966 - \$44,624

Eligibility/other requirements: For the Geographic Information Systems Manager, a qualification in Computing/Information Systems/Natural Resource Management is essential. For all other positions, tertiary qualification acceptable for entry to voting membership of the Institute of Foresters of Australia (or equivalent) is essential and extensive experience in softwood plantation operations would be highly desirable. Experience in environmental management, forest recreation or community forestry is highly desirable for the Manager, Environment and Recreation. Ability to pass fire fighter fitness assessment and a current Driver's Licence is required for all positions. These positions are located at ACT Forests' headquarters at Stromlo. Australian Workplace

Agreements will be offered to successful candidates. Generous superannuation (valued at approximately 14% of salary) is provided in addition to salary and assistance with relocation expenses is available if required.

Job specific inquiries should be directed to: Tony Bartlett on (02) 6207 2486. Selection documentation may be obtained from Adam Groves on (02) 6207 2537

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

Apply Code: 34

CC: 148-9029 16940

Appointments

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE**General Service Officer Level 4**

\$26,720-\$27,945

Zoran Dimitrovski, 739-67001 Section 68

5 April 2001

CC: 148-9011-16882

General Service Officer Level 3

\$25,713-\$26,720

Thomas Agostino, 739-66842 Section 68

5 April 2001

CC: 148-9011-16882

General Service Officer Level 3

\$25,713-\$26,720

Wayne Paul McIlhatton, 739-66690 Section 68

5 April 2001

CC: 148-9011-16882

General Service Officer Level 3

\$25,713-\$26,720

Jamie Darlo Dulguime, 755-61056 Section 68

5 April 2001

CC: 148-9011-16882

Senior Stores Supervisor Grade 3 \$41,207

Graeme John Tye, 257-15774 Section 68

9 April 2001

CC: 148-9011-16882

ACT COMMUNITY CARE**Professional Officer Class 2 \$43,545 - \$48,665**

Michelle Thompson: 740-98450,

Section 68 and 70(1), 28 March 2001

CC: 148-9009-17798

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

Elizabeth Todd: 740-97773, Section 68 and

70(1), 28 March 2001

CC: 148-9009-17798

Dentist Level 2 \$54,425 - \$72,393

Esmat Louis: 741-02261, Section 68 and 70(1), 28 March 2001

148-9009-16860

EMPLOYMENT (Continued)

CALVARY HOSPITAL INC.

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

Kim McRae: 609.52046, Section 68, 5/03/2001
CC: 148-9094-17781

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

Vanessa Martin: 609.52054, Section 68,
13/03/2001
CC: 148-9094-17781

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

Melinda Brady: 609.52062, Section 68, 7/3/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$33,427-\$43,320

Janet Willis: 609.51959, Section 68, 5/3/2001
CC: 148-9094-17781

Calvary Administrative Officer 2

\$28,475-\$31,576

Ross Yarnold: 609.52070, Section 68, 29/3/2001
CC: 148-9094-17781

Enrolled Nurse \$30,883-\$33,144

Cecile Galiazzo: 609.52097, Section 68,
5/4/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$33,427-\$43,320

Suzanne McNab: 609.35684, Section 68,
29/3/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$33,427-\$43,320

Claire Graham: 609.52126, Section 68,
12/4/2001
CC: 148-9094-17781

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Assistant 2 \$24747-\$27442

Geraldine Anne Monaghan 747-73882,
Section 68(1), 29 March 2001
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 2

\$29,102-\$32,271

Danielle Little: 747-87969, Section 68/70,
28 March 2001
CC: 148-9012-16939

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 2

\$29,977-\$33,100

Selina Hutchins AGS Number 767 83312.
Section 68(1) 02-Apr-01
CC: 148-9018 16922

Administrative Service Officer Class 6

\$44,504-\$51,121

Thomas Cummings AGS Number 767 83304.
Section 68(1) 02-Apr-01
CC: 148-9017 16950

Administrative Service Officer Class 4

\$36,945-\$40,113

Katie Stamp AGS Number 767 83048.
Section 68(1) 02-Apr-01
CC: 148-9017 17032

Administrative Service Officer Class 2

\$29,102-\$32,271

Laila Hannan AGS Number 767 83021.
Section 68(1) 30-Mar-01
CC: 148-9037 17018

Transfer

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Derek Williams 607-74016

From: General Service Officer Level 3 – TCH
\$25,084-\$26,067

The Canberra Hospital

To: General Service Officer 3 - DoH

\$25,713-\$26,720

Supply Services Health, Housing and
Community Care Canberra (PN.23569)
(ACT Staff Bulletin No 206, 25 January 2001)
CC: 148-9011-16882

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Victoria Margaret Isobel Gibbons:

AGS No: 713-03746

From: Administrative Service Officer Class 4
\$36,945-\$401,13
Department of Education and Community
Services

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

Office of Training and Adult Education,
Department of Education and Community
Services, Canberra (PN.2379) (No 5, 1 February
01)

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

EMPLOYMENT (Continued)

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**.

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

EMPLOYMENT (Continued)

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

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

WHEN TO LODGE APPEALS

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

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

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

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

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Central Office Business Services Bureau Supply Services

Mario Silec 527-36626

From: Administrative Service Officer Class 4 – DoH \$36,945-\$40,113
Health, Housing and Community Care
To: Administrative Service Officer Class 5 - DoH \$41,207-\$43,694
Supply Services Health, Housing and Community Care Canberra (PN: 20754) (ACT Government Gazette No 6, 8 February 2001)

CC: 148-9011-16882

THE CANBERRA HOSPITAL

The Canberra Hospital Mental Health Services Woden Mental Health

Deborah Ann Wiltshire: 607-92230

From: Registered Nurse Level 2 \$43,150 - \$45,877
Woden Mental Health
To: Registered Nurse Level 3 \$47,581 - \$50,648
Woden Mental Health, Canberra (PN. 22357) (8/3/01)

CC: (2227)

ACT COMMUNITY CARE

ACT Community Care Clinical Effectiveness and Quality Management

David Henderson: 740-89466

From: Disability Support Officer Level 3 \$43,096 - \$45,760
Disability Program
To: † Senior Officer Grade C \$55,731 - \$60,091
Clinical Effectiveness and Quality Management, ACT Community Care, Canberra (PN. 29177) (25 January 2001)
CC: 148-9009-18270

ACT Community Care Integrated Health Care Program

Richard Talbot: 740-99752

From: Professional Officer Class 1 \$30,366 - \$42,601
Integrated Health Care Program
To: † Professional Officer Class 2 \$43,545 - \$48,665
Integrated Health Care Program, ACT Community Care, Canberra (PN 28845) (15 February 2001)
CC: 148-9009-17798

EMPLOYMENT (Continued)**ACT Community Care
Community Rehabilitation Program****Janet Smith: 261-46817**

From: Administrative Service Officer Class 2
\$29,102 - \$32,271
Dept of Justice and Community Safety
Administrative Service Officer Class 3
\$32,433 - \$35,003
Community Rehabilitation Program,
ACT Community Care, Canberra (PN 29163)
(22 February 2001)
CC: 148-9009-18269

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Education and Training Division
Office of Training and Adult Education Branch
Vocational Education and Training in Schools****Carmen Ryan: 026 - 92485**

From: Teacher Level 2 \$56100
Office of Training and Adult Education Branch
To: † Senior Officer General Grade C
\$56,347-\$60,755
Vocational Education and Training in Schools,
Department of Education and Community
Services,
Canberra (PN.33690) (No 7, 15/02/01)
CC: 148-9013-16917

**Education and Training Division
School Programs Branch
Year 11/12 Assessment and Certification
Section****Robyn Eggins: 607-89939**

From: Administrative Service Officer Class 2
\$29,102-\$32,271
Department of Education and Community
Services
To: Administrative Service Officer Class 4
\$36,945-\$40,113
School Programs, Department of Education and
Community Services, Canberra (PN. 194)
(PS 5, 1/2/01)
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY****Ministerial and Corporate Services****Cathy Millett: 545-60628**

From: Administrative Service Officer Class 2
\$29,102 - \$32,271
Registrar-General's Office
To: Administrative Service Officer Class 3
\$33,147 - \$35,774
Ministerial and Corporate Services, Canberra
(PN. 11108) (No 45 16/11/00)
CC: 148-9012-16911

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**Simon Tozer AGS Number 705 36468.**

From Ranger 2
\$33,310-\$35,950
Parks and Conservation Service
To: Administrative Service Officer Class 5
\$41,410-\$43,909
Parks and Conservation Service
PN 1524 Gazette 22-Feb-01

**Note: This promotion was made by a unanimous
decision of an internal Joint Selection
Committee established in accordance with
current EBA provisions and is non-appellable.
CC: 148-9028 17218**

Bernard Morris AGS Number 745 04068.

From Ranger 3
\$37,127-\$40,310
Parks and Conservation Service
To: Administrative Service Officer Class 5
\$41,410-\$43,909
Parks and Conservation Service
PN 15246 Gazette 22-Feb-01

**Note: This promotion was made by a unanimous
decision of an internal Joint Selection
Committee established in accordance with
current EBA provisions and is non-appellable.
CC: 148-9028 17218**

Daniel Iglesias AGS Number 537 04431.

From Ranger 3
\$37,127-\$40,310
Parks and Conservation Service
To: Administrative Service Officer Class 5
\$41,410-\$43,909
Parks and Conservation Service
PN 15249 Gazette 22-Feb-01

**Note: This promotion was made by a unanimous
decision of an internal Joint Selection
Committee established in accordance with
current EBA provisions and is non-appellable.
CC: 148-9028 17218**

Arthur Sayer AGS Number 258 00012.

From General Service Officer Level 8
\$35,703-\$37,801
Parks and Conservation Service
To: General Service Officer Level 10
\$44,723-\$49,981
Parks and Conservation Service
PN 15686 Gazette 22-Feb-01

EMPLOYMENT (Continued)

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable.
CC: 148-9028 17218

Geoffrey Webb AGS Number 312 07282.
From General Service Officer Level 9
 \$38,565-\$43,753
 Parks and Conservation Service
To: General Service Officer Level 10
 \$44,723-\$49,981
 Parks and Conservation Service
PN 15690 **Gazette** 22-Feb-01

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable.
CC: 148-9028 17218

Planning and Land Management Group

Hellene Freebody AGS Number 507 66530.
From Administrative Service Officer Class 4
 \$36,945-\$40,113
 Land Information and Building Services
To: Administrative Service Officer Class 5
 \$41,207-\$43,694
 Corporate Resources Section
PN 13772 **Gazette** 15-FEB-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 17450

Corrigenda

CHIEF MINISTER'S DEPARTMENT

Business ACT,
 Business Development and Attraction
 Kellie Smith: 755-69867, 22 March 2001
 (PN: 55699)
 AGS No: should read 755-69867 not 735-13966
 CC: 148-9031-17299

DEPARTMENT OF URBAN SERVICES

Position number 41569 General Service Officer Level 4 in the Parks and Conservation Service, Environment ACT advertised in the Gazette of 5/04/01 had the wrong closing date for applications. Its should read closing date 19/04/01 not 29/04/01.

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
- 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
- 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
S16	3 April	Notification of Enactment ~ ~ <i>Appropriation Act 2000-2001 (No 2)</i> , No. 19 of 2001 ~ <i>Tree Protection (Interim Scheme) Act 2001</i> , No. 20 of 2001
S17	5 April	Directions ~ <i>Land (Planning and Environment) Act 1991</i> Notice of Revocation ~ Draft Variation No. 125 to the Territory Plan Instrument No. 60 of 2001 ~ <i>Tree Protection (Interim Scheme) Act 2001</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>Nature Conservation Act 1980</i>	Determination of Criteria.	No. 59 of 2001
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Joan Livermore as Member of the Board of Senior Secondary Studies.	No. 61 of 2001
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Robert Bartnik as Alternate Member of the Board of Senior Secondary Studies.	No. 62 of 2001
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Alyson Groom as Alternate Member of the Board of Senior Secondary Studies.	No. 63 of 2001
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Patrick Guinness as Alternate Member of the Board of Senior Secondary Studies.	No. 64 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

DAMON MUTTUKUMARU

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 28th day of March 2001

RICHARD ANTHONY CLARKE
EXECUTIVE DIRECTOR
MENTAL HEALTH SERVICES

AUSTRALIAN CAPITAL TERRITORY

Mental Health (Treatment and Care) Act 1994

APPOINTMENT OF MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the appointment of Mental Health Officers. Under subsection 5(1) of the *Administration Act 1989* the Minister, on 14 December 2000, delegated his powers and functions under Section 119 of the *Mental Health (Treatment and Care) Act 1994* to the Executive Director of Mental Health Services, The Canberra Hospital.

The Instrument appointing one Mental Health Officer is attached. This Instrument has been signed by the Executive Director, Mental Health Services, The Canberra Hospital.

This appointment is required to enable the officer to perform duties as a Mental Health Officer under the *Mental Health (Treatment and Care) Act 1994*.

The appointed Mental Health Officer is a public servant, and therefore, under paragraph 6 (a) of the *Statutory Appointments Act 1994*, the instrument appointing the Mental Health Officer is not a disallowable instrument.

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 4 April 2001.

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

Owner	W E & S J Worboys
Description	Trophy model Elytys TR-1 dental x-ray machine with Trophy TRX708 tube.
Location	S/Nos 2K2 4J0177 (timer), XBO1174,028019. 70/60kVp, 4/7mA 108 Northpoint Plaza Chandler Street Belconnen
Conditions	Diagnostic dental examinations.

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

Owner	ACT Dept of Health, Housing & Community Care
Description	Pterygium applicator Amersham model YO9528. S/No 0010ML Sr-90, 40mCi (November 1997)
Location	Radiation Safety Section Howard Florey Centenary House 25 Mulley Street, HOLDER
Conditions	* Therapeutic medical treatment. * Transport of the source is subject to Part V of the A.C.T. Radiation
Act (1983).	* The source shall be stored in its container and secure place at least 2 metres from any position regularly occupied by a person.

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

Licensee	Dr Jorge Mayer
Address	CSIRO Building 401B (Room B2 24) Clunies Ross Street Black Mountain
Authorised Activities:	Own or have in possession, use, unsealed radioactive materials.
Conditions	Laboratory techniques (DNA labelling) using P-32.

GOVERNMENT NOTICES (Continued)

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.

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 4th day of April 2001

Joseph Lising
Chairperson
Radiation Council

GOVERNMENT NOTICES (Continued)***Environment Protection Act 1997*****Application for an Environmental Authorisation**

Applications for environmental authorisations under Section 48 of the Act have been received from the organisations set out below:

Organisation	Brief Description of Activity	Location
Corkhill Brothers Sales	Sale, supply, or preparation of firewood.	Maryborough St Fyshwick ACT
Advance Firewood and Landscaping Supplies	Sale, supply, or preparation of firewood.	Lovelock Crt Melba ACT
Brian John Goodsell	Sale, supply, or preparation of firewood.	Kiowarrha Rd Devendale NSW
Neil & Lorna Wallace	Sale, supply, or preparation of firewood.	Fairmount Cr Queanbeyan NSW
Koomarri Association ACT	Sale, supply, or preparation of firewood.	Wollongong St Fyshwick ACT
Fyshwick Landscape Supplies	Sale, supply, or preparation of firewood.	Lithgow St Fyshwick ACT

Any person who wishes to make a written submission to the Environment Management Authority (EMA) concerning the above application may do so by COB 8 May 2001. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Environmental Authorisation

Environmental authorisation(s) to conduct activities have been granted under Section 49 of the Act to the organisation(s) set out below:

Organisation	Brief Description of Activity	Location
Advantage Petroleum Pty Ltd	Storage of petroleum products	16 Ipswich St Fyshwick
Abroray Pty Ltd	Storage of petroleum products	15 Barrier St Fyshwick
Barry Petroleum	Storage of petroleum products	11 Barrier St Fyshwick
Monaro Mix Specified Concrete Pty Ltd	Production of concrete or concrete products	72 Hoskins St Mitchell
Canberra Mini Mixed Concrete Pty Ltd	Production of concrete or concrete products	Fyshwick and West Belconnen
CSR Ready Mix Pty Ltd	Production of concrete or concrete products	Fyshwick and Mitchell
Pioneer Construction Materials Pty Ltd	Production of concrete or concrete products	20 Lithgow St Fyshwick
Canberra Tannery	Wool-on sheepskin tanning	7/63 Macquoid St Queanbeyan

Annual Review of Authorisations

Under Section 57 of the Act the following environmental authorisations have been reviewed, and the EMA decided not to take any action under the ACT in respect of these authorisations.

Organisation	Brief Description of Activity	Location
John William Southwell	Use of CFCs and HCFCs	Mackinoly St Scullin
Vager P/L T/A Gerald Slaven	Use of CFCs and HCFCs	Josephson St Belconnen
West-Smash Pty Ltd	Use of CFCs and HCFCs	Johns St Hume
M & R Air	Use of CFCs and HCFCs	Saggers Cl Gordon
Bell-Air Conditioning P/L	Use of CFCs and HCFCs	Townsville St Fyshwick
The Canberra Hospital	Use of CFCs and HCFCs	Yamba Dr Garran
Building Facility Services	Use of CFCs and HCFCs	Mirrabucca Cr Giralang
John Francis Stephenson	Use of CFCs and HCFCs	Wools St Yarralumla
Read Aircon Mechanical	Use of CFCs and HCFCs	Groveland Cr Isabella Plains
AAA Heating & Air Conditioning	Use of CFCs and HCFCs	Newcastle St Fyshwick

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

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 5th day of April 2001
Environment Management Authority

GOVERNMENT NOTICES (Continued)

ACT Heritage Council

**Interim Heritage Places Register
NOTICE**

Pursuant to section 60(1) of the *Land (Planning and Environment) Act 1991* notice is given that the following places have been included in an interim Heritage Places Register.

- **Aboriginal Place, Tidbinbilla Nature Reserve, District of Paddys River, ACT**
- **Aboriginal Places in Amaroo (1) and Gungahlin (1), Gungahlin District, ACT**
- **Aboriginal Places in Kaleen (3), Belconnen District, ACT**

Copies of the interim Register citations may be viewed at the Environment Information Centre, Level 2, Macarthur House, 12 Wattle Street, Lyneham or at ACT Government Shopfronts and Public Libraries.

EFFECT OF INCLUSION IN AN INTERIM REGISTER

Pursuant to section 55 of the *Land (Planning and Environment) Act 1991*, during the defined period an interim Heritage Places Register has effect as if it were the Heritage Places Register. The Territory, the Executive, a Minister, or a Territory authority shall not do any act, or approve the doing of any act, which would be inconsistent with the Heritage Places Register.

The 'defined period' means the period commencing on the date the interim Register is notified in the Gazette under section 60 and terminating at the expiration of – (a) the day before the date a Heritage places Register prepared in consideration of the interim Register comes into effect under section 30; or (b) the period specified in that notice in the Gazette; whichever is shorter.

REVIEW OF DECISION

Pursuant to section 282A(5) of the *Land (Planning and Environment) Act 1991*, a person whose interests in relation to land are affected by the decision may apply to the Administrative Appeals Tribunal (AAT) for a review of the above decision of the Heritage Council to include a provision, in respect of a place listed above, in an interim Heritage Places Register.

FURTHER INFORMATION

Requests for further information should be made to:

The Secretary, ACT Heritage Council, PO Box 144, LYNEHAM ACT 2602

Telephone: 6207 7378

Facsimile: 6207 2200

Environment ACT Helpline: 6207 9777

Environment ACT Home Page: www.act.gov.au/environ



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