



Australian Capital Territory

# Gazette

No. 17, Thursday 26 April, 2001

## Contents

General Information	ii
Employment	453
Government Notices	465

**ACT Government Homepage: <http://www.act.gov.au>**

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## GENERAL INFORMATION

### ACT GOVERNMENT GAZETTE

The ACT Government Gazette is published each Thursday. The sections included in the publication are:

- General Information;
- Employment;
- Government Notices;
- Purchasing and Disposals;
- Invitations to Tender, Quote or Register Interest;
- Contracts arranged, and
- Private Notices

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### Notices for Publications

Notices for the Gazette are to be lodged by 12 noon on the Wednesday prior to publication. Notices can be lodged in advance in hard copy or facsimile, by electronic mail or diskette, with a brief message of instruction and a WORD compatible document attachment.

A Gazette Request Form must also be delivered to the Gazette Office, by hand, mail or fax. For copies of this form please telephone the Gazette Office or go to [www.publishing.act.gov.au/pub/gazreq.doc](http://www.publishing.act.gov.au/pub/gazreq.doc).

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

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

### Private Notices

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

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

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### ACT Public Service

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### Executive Contracts

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#### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

##### Contract Completion

Alan Towill  
 Registrar, Supreme Court of the ACT (E129)  
 12.4.01

#### DEPARTMENT OF URBAN SERVICES

##### Appointment

Stephen Ryan  
 Director, Land Information and Building  
 Services, Planning and Land Management  
 (E175)  
 Section 72, Public Sector Management Act 1994

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### General Information

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#### Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:

\*they resigned to rear a child, after taking at least three months maternity or parental leave; and

\*they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;

\*the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and

\* they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;

- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for

appointment;

- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:

\* if still employed in that temporary job;

and

\* the six months eligibility period is reached before the applications close.

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

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

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

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

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#### Vacancies

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#### DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

##### ACT Housing Executive Group Information Systems Section

**Administrative Service Officer Class 4**  
**\$36,945-\$40,113 PN 11938**  
**Canberra**

**Closing Date:** 10-May-01

**Duties:**

Under general direction, either individually or as a member of team, undertake the following duties: Implement and maintain procedures to ensure security for ACT Housing's tenancy management database, network and systems administration. Assist in preparation of documents for publication, including HTML documents for Internet and Intranet. Analyse, solve and where appropriate, refer problems on the use of ACT Housing's computer systems to relevant contractors.

**Contact Officer and Selection documentation:**  
 Di Hickey (02) 6207 1271

**Apply Code:** 34  
**CC:** 1489021 20617

## EMPLOYMENT (Continued)

### THE CANBERRA HOSPITAL

**The Canberra Hospital  
Medical Services  
Radiation Oncology**

**Professional Officer Class 2 – Radiation  
Therapist \$43,416 - \$48,520, Canberra**

Closing date: 10<sup>th</sup> May 2001  
Duties: Simulate and/or plan cases as initiated by the Radiation Oncologist and perform other simulator, dark room and planning duties; administer radiotherapy to patients as prescribed by the Radiation Oncologist and perform other Treatment Area duties; assist the SPOC in the safe, effective and efficient operation of the Planning or the Treatment Area. Eligibility/other requirements: Appropriate qualification in radiotherapy resulting in eligibility for ordinary membership of the Australian Institute of Radiography. Note: Selection will be subjected to a streamlined process, therefore it is in the interest of applicants to submit detailed applications and two written referee reports from current supervisors addressing the selection criteria, as their primary claim to the position.

Contact Officer: Y.C. Lee (02) 6244 2241  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3139  
Apply: 16  
CC: (1723)

**The Canberra Hospital  
Medical Services  
Radiation Oncology**

**Professional Officer Class 1  
Radiation Therapist \$30,276 - \$42,475, Canberra  
(expected vacancy)**

Closing date: 10<sup>th</sup> May 2001  
Duties: Simulate and/or plan cases as initiated by the Radiation Oncologist and perform other simulator, dark room and planning duties; administer radiotherapy to patients as prescribed by the Radiation Oncologist and perform other Treatment Area duties; assist higher level Radiation Therapist to simulate, plan and/or treat more complex cases. Eligibility/other requirements: Appropriate qualification in radiotherapy resulting in eligibility for ordinary membership of the Australian Institute of Radiography. Note: Selection will be subjected to a streamlined process, therefore it is in the interest of applicants to submit detailed applications and two written referee reports from current supervisors addressing the selection criteria, as their primary claim to the position.

Contact Officer: Y.C. Lee (02) 6244 2241  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139  
Apply: 16  
CC: (1723)

### ACT COMMUNITY CARE

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: 11 May 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 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**

**ACT Community Care  
Integrated Health Care Program  
ACT Diabetes Service  
Dietitian**

**PROFESSIONAL OFFICER CLASS 2 \$43,545 -  
\$48,665, CANBERRA (PN. 26448)**  
(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 3 May 2001  
Duties: The successful applicant will work within a multidisciplinary team to provide nutrition and education services for people with diabetes and at risk of diabetes. Comprehensive knowledge and experience in nutrition counselling in persons with diabetes or at risk of diabetes. Good communication skills and an ability to work in a team environment. Eligibility/other requirements: Mandatory a Degree in Science plus Graduate Diploma in Nutrition and Dietetics or equivalent qualification. Eligible for membership of the Dietitians Association of Australia. 2 years postgraduate experience in clinical nutrition service delivery Note: Permanent part-time position, 14:42 hours per week.

Contact Officer: Erica Wright (02) 6205 5020  
Selection documentation may be obtained from Megan Payne (02) 6205 1357  
Apply: 21  
CC: 148-9009-17798

**EMPLOYMENT (Continued)**

**ACT Community Care  
Community Rehabilitation Program  
Rehabilitation and Independent Living Unit  
(RILU)  
Nurse Co-Ordinator**

**Registered Nurse Level 3.5 \$53,236, Canberra  
(PN. 29122)**

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

Closing date: 10 May 2001

Duties: Co-ordinate the delivery of high quality nursing care at the Independent Rehabilitation Living Unit (RILU). Under the direction of the MDT Leader, work in partnership with TCH Rehabilitation Medical staff in effective bed management for RILU.

Eligibility/other requirements: Mandatory qualifications apply and recent clinical and management experience, preferably in rehabilitation setting, is highly desirable. Note: Please provide the name and phone numbers of at least 2 referees with your application.

Contact Officer: 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  
Child, Youth and Women's Health Program  
ACT Breast Screening**

**Administrative Service Officer Class 2  
\$28,475 - \$31,576, Canberra (PN 23988)**

Closing date: 3 May 2001

Duties: The successful applicant will work in a multi-skilled team environment to provide administrative support within the ACT Breastscreening program. Good communication and client focussed service skills and an ability to work in a team environment are essential. Note: Temporary vacancy, full-time for 3 months.

Contact Officer: Peter Couvee (02) 6205 5412  
Selection documentation may be obtained from Danielle May (02) 6205 1085  
Apply: 21  
CC: 148-9009-16857

**ACT Community Care  
Integrated Health Care Program  
Physiotherapy Services  
Physiotherapist, Hydrotherapy**

Professional Officer Class 2 \$43,545 - \$48,665, Canberra (PN 28674)

Closing date: 7 May 2001

A Senior Physiotherapist is required to provide direct patient care to individuals and groups at The Canberra Hospital. Musculoskeletal skills and hydrotherapy/rheumatology experience is highly desirable.

**Eligibility:** An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.

Note: Temporary vacancy, full-time from June 2001 to February 2002 with a possible extension.

**Contact Officer:** June Gunning, Professional Leader Physiotherapy (02) 6244 2154  
Selection documentation may be obtained from Kerry Kent (02) 6244 2154  
Apply 21  
CC: 148-9009-17798

**ACT Community Care  
Integrated Health Care Program  
Physiotherapy Services  
Regional Teams  
Senior Physiotherapist**

**Senior Professional Officer Class C  
\$55,133 - \$59,446, Canberra (PN 28642)**

(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: 10 May 2001

ACT Community Care is looking for a Senior Physiotherapist, to provide professional supervision for physiotherapists in a range of settings, such as health centre clinics, outpatients/hydrotherapy and the chronic pain program at The Canberra Hospital, home based physiotherapy, LINK and intake. As a member of a multidisciplinary regional health team, the Senior Physiotherapist provides specialist clinical and health promotion.

Eligibility: Degree in Physiotherapy and eligibility for ACT registration.

**Contact Officer:** June Gunning, Professional Leader Physiotherapy (02) 6244 2154  
Selection documentation may be obtained from Kerry Kent (02) 6244 2154  
Apply 21  
CC: 148-9009-17798

## EMPLOYMENT (Continued)

**ACT Community Care  
Integrated Health Care Program  
Psychological Services**

**Professional Officer Class 2 \$43,545 - \$48,665,  
Canberra (PN 25011)**  
(Salary packaging with FBT exemption under  
PBI conditions is available to permanent staff)

Closing date: 10 May 2001  
Duties: This position is for a Registered  
Psychologist who specialises in  
Neuropsychology to work as part of the  
Psychology Department at The Canberra  
Hospital. The successful applicant will provide  
as a member of a multidisciplinary team, skilled  
clinical neuropsychological assessments and  
appropriate counselling and intervention for  
patients with a variety of neurological  
conditions, including head injury,  
cerebrovascular disease, neoplastic disorders  
and early onset dementia.  
Eligibility/other requirements: A Master's  
degree in Clinical Neuropsychology,  
Psychology or Clinical Psychology with  
experience in providing neuropsychological  
services to patients with known or suspected  
neurological dysfunction and ACT Psychology  
Registration are essential.  
Note: Apply in Triplicate with Business Contact.  
Contact Officer: Ursula Johns or  
Maryanne Klein-Boonschate (02) 6244 3231  
Selection documentation may be obtained from  
Barbara Mackin (02) 6244 2309  
**Apply 21**  
**CC: 148-9009-17798**

**ACT Community Care  
Alcohol and Drug Program**

**Administrative Service Officer Class 2  
\$28,457 - \$31,576, Canberra (Several positions)**  
(Salary packaging with FBT exemption under  
PBI conditions is available to permanent staff)

Closing date: 3 May 2001  
Duties for these positions involve the provision  
of administrative support including reception  
services, maintaining of appointment systems  
and screening calls ensuring that client  
confidentiality is strictly observed. The  
successful applicants will also be required to  
assist Pharmacists in the delivery of  
methadone services and provide related office  
services including word processing, filing and  
processing of mail. Rostered weekend work  
and work in both north and south regions are  
also required.  
Note: Several temporary and permanent, part-  
time and full-time positions  
For further information on these positions  
please contact Tanya Woods on 6205 2121.  
Selection documentation can be obtained by  
calling 6205 2224 (24 hour answering machine)  
and leaving your name and postal address -  
please include postcode.  
  
Apply: 21  
CC: 148-9009-16852

**CALVARY HOSPITAL INC.**

**Administrative Services  
Ward Services**

**Calvary Services Officer 4 \$27,036 - 28,120,  
Canberra (PN. 9164)**

Closing date: 10 May 2001  
Duties: In accordance with operating room  
procedures and practices, assist medical and  
nursing staff with the transportation, preparation  
and positioning of patients and equipment.  
Eligibility/other requirements:  
Note: TTY 6201 6127

Contact Officer: Matt Garven (02) 6201 6440  
Selection documentation may be obtained from  
Matt Garven (02) 6201 6440  
Apply: 07  
CC: 148-9094-17781

**ACTION**

**ACTION  
Operations  
South Business Unit**

**Transport Officer Grade 4 \$54,177, Canberra  
(PN. A11713)**

Closing date: 10/5/01  
Duties: Control the provision of operational bus  
services within a sub-region or group, involving  
any or all of the supervision, coordination and  
control of vehicle and staff allocations, bus  
services from interchanges, bus stations and  
other locations, staff rostering and  
communications. Liaise with managers, staff,  
and representatives of other agencies regarding  
the provision of bus services, undertake  
reviews and investigations of operational and  
administrative matters.  
Eligibility/other requirements:

Contact Officer: Lester Southwell (02) 62077555  
Selection documentation may be obtained from  
(02) 6207 8076 (24 Hour Answering Service)  
Apply: 08  
CC: 148-9027-17791

**CULTURAL FACILITIES CORPORATION**

**Finance Section**

**Senior Officer Grade C, \$57,740-\$62,657 p.a,  
Canberra (PN. 55449) (Expected Vacancy)**

Closing date: 10 May 2001  
Duties: Under the direction of the Finance  
Manager: Manage the finance and accounting  
functions of the Corporation and its operating  
commercial businesses, programs and  
activities, including: supervise financial  
transactions and activities; maintenance of a  
computerised set of accounts to audit stage;  
prepare annual budgets and financial  
statements, monthly financial performance  
monitoring and other financial reports; and

## EMPLOYMENT (Continued)

assist in the continued development of the Corporation's financial and performance reporting framework.  
 Eligibility/other requirements: Possession of tertiary qualifications in accounting or commercial management is essential and possession or substantial progression towards CA or CPA status is highly desirable.

Contact Officer: Mark Whybrow (02) 6243 5716  
 Selection documentation may be obtained from Jody Newett (02) 620 50340  
 Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608  
 CC: 148-9008-16850

### CANBERRA INSTITUTE OF TECHNOLOGY

#### **Division of Corporate Services Human Resources Unit Personnel Services**

#### **Administrative Service Officer Class 4, \$39,945 - \$40,113, Canberra (PN. 54698)**

Closing date: 10 May 2001  
 Duties: Monitor workloads, organise and check the work of staff engaged in the provision of payroll services to staff of the Institute. In accordance with legislation and policy examine claims and make decisions or recommendations on staff entitlements. Answer more complex queries from staff on a range of payroll and entitlement related issues. Supervise the day to day functioning and more complex aspects of pay team activities.

Contact Officer: Barbara Makin (02) 6207 3601  
 Selection documentation may be obtained from Barbara Makin (02) 6207 3601  
 Apply: 11  
 CC: 148-9024-17904

### EMERGENCY SERVICES BUREAU

#### **Department of Justice and Community Safety Emergency Service Bureau Bushfire and Emergency Services**

#### **Administrative Service Officer Class 6 \$44,503- \$51,121, Canberra (PN. 29012)**

Closing date: 11<sup>th</sup> May 2001

Duties: Under broad direction assist the section to develop and maintain effective volunteer management arrangements and requirements by providing and implementing plans, policies, and liaison that will sustain and enhance bushfire and emergency service volunteer capabilities. Coordinate the volunteer recruitment process and the volunteer's involvement in community event activities. Assist in development and implementation of the Bushfire and Emergency Service' strategic objectives, operational requirements and training arrangements.

Qualifications: Tertiary qualifications in the human services area, and experience in a volunteer service would be an advantage.

Contact Officer: Tony Graham (02) 6207 78400  
 Selection documentation may be obtained from P Evers (02) 6207 8412  
 Apply: 13  
 CC: 148-9007-16846

### DEPARTMENT OF TREASURY

#### **Accounting Policy**

#### **Manager Level 4 (PN: 43387) Salary Range \$77,321-\$95,524p.a Closing Date: 10 May 2001 Canberra**

Identify areas of financial management requiring improvement in the Territory and formulate proposals to address those needs. Manage a small section. Provision of high level professional accounting advice to the government and government agencies on an ad hoc basis.

**Note:** These terms and conditions of this position may be regulated under an Australian Workplace Agreement.

**Contact Officer:** Phil Hextell (02) 6207 5760.  
 Selection documentation: Emma Holley on (02) 6207 0310

and is also available from  
<http://www.act.gov.au/recruitment/tiindex.asp>  
**Apply 06** or via email  
 recruitment.officer@act.gov.au  
 CC: 148-9042-17765

### ACT LEGISLATIVE ASSEMBLY

#### **Chamber Support and Education**

#### **Senior Officer Grade A \$77448, Canberra (PN. CHED200)**

Closing date: 10 May 2001

Duties: Deputy Clerk and Serjeant-at-Arms - Provide high level procedural, policy and administrative advice to the Clerk, Speaker and Members of the Assembly; undertake more difficult and complex research on parliamentary procedural, legal and administrative matters; and make policy and procedural recommendations to the Speaker and the Clerk. In the absence of the Clerk, deputise for that officer and perform the functions and exercise the authorities of that position. Manage the Chamber Support and Education Office including the supervision of the:

- ⊆ preparation of the Minutes of Proceedings, Notice Paper, Daily Program and other procedural documents;
- ⊆ compilation of complete and accurate records of the proceedings and decisions of the Assembly, and the safe custody of these records; and
- ⊆ implementation of a parliamentary education program.

## EMPLOYMENT (Continued)

As Serjeant-at-Arms, supervise the provision of adequate security measures for the Assembly and provide advice to the Clerk and the Speaker. Liaise with Members of the Legislative Assembly, government officers, other Parliaments and the public on matters concerning the operations of the Assembly. Provide procedural and policy advice as Secretary to the Standing Committee on Justice and Community Safety in its role as a Scrutiny of Bills and Subordinate Legislation Committee.

Contact Officer: Mark McRae (02) 620 50191  
 Selection documentation may be obtained from Gabrielle Woods on (02) 620 50151  
 Apply: 18  
 CC: 148-9014-17021

### Chamber Support and Education

#### **Administrative Service Officer Class 2 \$29150 - 32324, Canberra (PN. CHED206)**

Closing date: 10 May 2001

**Duties: Implement relevant Secretariat policies and procedures and provide service to Members and Legislative Assembly staff including:**

- ℞ receiving and distributing mail and correspondence and carrying out messengerial/courier duties;
- ℞ maintain first point of contact for public inquiries; and
- ℞ ensure that documents are reproduced, distributed and/or stored according to relevant instructions;

Carry out security duties at entrances to the Legislative Assembly building including issue of passes, control of persons entering the Assembly building and attending general inquiries;

Perform attendant duties in the Chamber; and Assist in the preparation of the Assembly Chamber, Committee Rooms and other areas of the assembly building;

Note: the occupants of these positions must be prepared to work extended hours, at short notice.

Contact Officer: Bryan Guest (02) 6205 0445  
 Selection documentation may be obtained from Gabrielle Woods (02) 6205 0151  
 Apply: 18  
 CC: 148-9014-17021

## Appointments

### **ACT COMMUNITY CARE**

**Administrative Service Officer Class 2  
 \$28,475 - \$31,576**  
 Megan Payne: 740-99605, Section 68 and 70(1),  
 10 April 2001  
 CC: 148-9009-17798

### **ACTION**

**Senior Officer Grade B \$65271-73479**  
 P Rainbird: 765-48750, Section 68, 18.12.00  
 CC: 148-9027-17791

### **CHIEF MINISTER'S DEPARTMENT**

#### **Office of Multicultural and Community Affairs**

**Alan Neil Harwood AGS NO 757-48363**  
 Senior Officer Grade C  
 Chief Minister's Department  
 Section 68 17 April 2001  
**CC: 148-9031-17185**

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

**Administrative Service Officer Class 4  
 \$36945-40113**  
 Debra Joy Speldewinde: 749-52282, Section 68(1), 11 April 2001  
 CC: 148-9013-16917

**School Assistant 2 \$24747-27442**  
 Pamela Ann Hardy: 713-07595, Section 68(1),  
 17 April 2001  
 CC: 148-9013-16917

### **DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

**Administrative Service Officer Class 3  
 \$33,147 – 35,774**  
 Alicia Dumas: 765-87207, Section 68/70,  
 11/4/01  
 CC: 148-9012-16915

**Administrative Service Officer Class 4  
 \$36,945 – 40,113**  
 Robyn Erickson: 765-86802, Section 68/70,  
 6/4/01  
 CC: 148-9012-16915

**Administrative Service Officer Class 3  
 \$33,147 – 35,774,**  
 Gregory Batchelor: 765-87194, Section 68/70,  
 6/4/01  
 CC: 148-9012-16915

## Transfer

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

#### **Education and Training School Programs Branch Curriculum Initiatives**

**Jeanine Wynne Catton: 324-67297**  
 From: Teacher Level 4 \$68730-\$83730  
 Aranda Primary School  
 To: † Teacher Level 4, Principal Category 7  
 \$68730-\$83730  
 Curriculum Initiatives, Department of Education and Community Services, Canberra (PN. 2598)  
 (Gazette No 9 of 1 March 2001)  
 CC: 148-9013-16917



## EMPLOYMENT (Continued)

### 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**.

#### 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

## EMPLOYMENT (Continued)

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 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

## EMPLOYMENT (Continued)

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. 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.

## EMPLOYMENT (Continued)

### SUPERVISORS/REFEREES

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

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

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

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

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

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

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

An applicant must provide the following details:

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

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

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

- (1) consider carefully the basis on which the application is to be made and your reasons for believing that the promotion should be reviewed; and

- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

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

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

### WHERE TO LODGE AN APPLICATION FOR REVIEW

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

### THE CANBERRA HOSPITAL

#### The Canberra Hospital Corporate Services Information Management Group

#### Jason Smith: 762-91238

From: Information Technology Officer Class 1  
\$34,900-\$39,904

The Canberra Hospital

To: Information Technology Officer Class 2

\$43,416-\$49,872

Information Management Group, The Canberra Hospital, Canberra (PN. 23675) (7/3/01)

CC: 148-9010-16875 (1327)

### ACT COMMUNITY CARE

#### ACT Community Care Dental Health Program Dental Laboratory

#### Wendy Watts: 740-89132

From: Technical Officer Level 2 \$32,326 -  
\$37,205

ACT Community Care

To: † Technical Officer Level 3 \$37,957 -  
\$43,063

Dental Health Program, ACT Community Care, Canberra (PN. 26304) (8 February 2001)

CC: 148-9009-16860

### CHIEF MINISTER'S DEPARTMENT

#### ACT Information Services Canberra Connect Shopfronts

#### L. I. Sergi AGS No: 713-76806

From: Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a

Chief Minister's Department

To: Administrative Service Officer Class 6,  
\$44,503-\$51,121p.a (PN: 24523)

## EMPLOYMENT (Continued)

Civic Shopfront, Chief Minister's Department  
18 January 2001  
Note: This position was advertised under Department of Urban Services  
All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC 148-9031-19558

**M. A. Lee AGS No: 715-48313**  
Chief Minister's Department  
Administrative Service Officer Class 3,  
\$33,147-\$35,774p.a  
From: Chief Minister's Department  
To: Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a (PN: 2497)  
Shopfront, Chief Minister's Department  
18 January 2001  
Note: This position was advertised under Department of Urban Services  
All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC 148-9031-19558

**A. S. Summerell AGS No: 715-96120**  
Chief Minister's Department  
Administrative Service Officer Class 4,  
\$36,945-\$40,113p.a  
From: Chief Minister's Department  
To: Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a (PN: 11827)  
Shopfront, Chief Minister's Department  
18 January 2001  
Note: This position was advertised under Department of Urban Services  
All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC 148-9031-19558

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

**Calwell Primary School**

**Jennifer Anne Bailey: 333-37582**  
From: Teacher Level 1 \$33500-\$50500  
Mawson Primary School  
To: †Teacher Level 2 \$56100  
Calwell Primary School, Department of Education and Community Services, Canberra (PN. 32276) (No.9 of 1 March 2001)  
CC: 148-9013-16917

**Majura Primary School**

**Linda Irene Francis: 733-16997**  
From: Teacher Level 1 \$33500-\$50500  
Majura Primary School  
To: †Teacher Level 2 \$56100  
Majura Primary School, Department of Education and Community Services, Canberra (PN. 1986) (No. 9, 1 March 2001)  
CC: 148-9013-16917

**Kaleen Primary School**

**Paulette Rigter: 027-42462**  
From: Teacher Level 1 \$33500-\$50500  
Southern Cross Primary School  
To: †Teacher Level 2 \$56100  
Kaleen Primary School, Department of Education and Community Services, Canberra (PN. 3655) (No. 9, 1 March 2001)  
CC: 148-9013-16917

**Macgregor Primary School**

**Julie Anne Marie McLaren: 706-10904**  
From: Teacher Level 1 \$33500-\$50500  
Hawker Primary School  
To: †Teacher Level 2 \$56100  
Macgregor Primary School, Department of Education and Community Services, Canberra (PN. 3670) (No 9, 1 March 2001)  
CC: 148-9013-16917

**Canberra College**

**Kerrie Anne Grundy: 324-50380**  
From: Teacher Level 1 \$33500-\$50500  
Lake Ginninderra College  
To: †Teacher Level 2 \$56100  
Canberra College, Department of Education and Community Services, Canberra (PN. 2764) (No 11, 15 March 2001)  
CC: 148-9013-16917

**Farrer Primary School**

**Angelika Georgopoulos: 027-39845**  
From: Teacher Level 1 \$33500-\$50500  
Farrer Primary School  
To: †Teacher Level 2 \$56100  
Farrer Primary School, Department of Education and Community Services, Canberra (PN. 33606) (No 9, 1 March 2001)  
CC: 148-9013-16917

**Kambah High School**

**Alexander Jozsef Nagy: 733-19290**  
From: Teacher Level 1 \$33500-\$50500  
Kambah High School  
To: †Teacher Level 2 \$56100  
Kambah High School, Department of Education and Community Services, Canberra (PN. 2629) (No 7, 15 February 2001)  
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

In accordance with the Department of Justice and Community Safety Certified Agreement 2000-2002, appeals against the Departments promotions must be lodged within 7 days of Gazettal, to the Appeals Officer, Human Services Unit, PO Box 921 Civic Square ACT 2608 or to Level 3 GIO House City Walk.

**Registrar-General's Office**

**Orlando Cacciotti: 551-39122**  
From: Administrative Service Officer Class 6 \$44,503 – 51,121

**EMPLOYMENT (Continued)**

Department of Justice and Community Safety  
 To: Senior Officer Grade C \$56,346 – 60,755  
 Registrar-General's Office, Canberra (PN.  
 42524)  
 (No 11 15/3/01)  
 CC: 148-9012-17189

**DEPARTMENT OF URBAN SERVICES**

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

**Environment ACT**  
**Geoffrey Price AGS Number 304 71946.**

**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 not appellable..  
**CC:** 148-9028 17218

**ACT LEGISLATIVE ASSEMBLY**

**Committee Office**

**Judith Moutia: AGS No. 710-41299**  
 From: Administrative Service Officer Class 2  
 \$29150 - 32324  
 ACT Legislative Assembly Secretariat  
 To: Administrative Service Officer Class 3  
 \$33202 - 35832  
 Committee Office, ACT Legislative Assembly  
 Secretariat, Canberra (PN. COMM305)  
 (No. 12, 22 March 2001)

CC: 148-9014-17021

**Corrigenda**

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

**Administrative Service Officer Class 5**  
 Health Promotion/Recruitment Officer PN 22617  
 advertised 19/04/01, has been withdrawn.  
 CC: 148-9009-16857

**ACT Public Service Index of  
 addresses**

- 07 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 260

- 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,

## 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
Bookmakers Act 1985	Calculation of sports bookmakers fees.	No. 67 of 2001
Bookmakers Act 1985	Calculation of standing bookmakers fees.	No. 68 of 2001
Independent Competition and Regulatory Commission Act 1997	Reference for investigation under Section 15 and specified requirements in relation to investigation under Section 16.	No. 69 of 2001
Occupational Health and Safety Act 1989	Appointment of Michael Anthony Rosser as Chairperson and member of the ACT Occupational Health and Safety Council.	No. 70 of 2001
Occupational Health and Safety Act 1989	Appointment of Jocelyn Plovits as Deputy Chairperson of the ACT Occupational Health and Safety Council.	No. 71 of 2001
Occupational Health and Safety Act 1989	Appointment of Kerry Plunkett as member of the ACT Occupational Health and Safety Council.	No. 72 of 2001
Occupational Health and Safety Act 1989	Appointment of Sarah Schoonwater as member of the ACT Occupational Health and Safety Council.	No. 73 of 2001
Occupational Health and Safety Act 1989	Appointment of Caroline Humphreys as member of the ACT Occupational Health and Safety Council.	No. 74 of 2001
Occupational Health and Safety Act 1989	Appointment of Jeremy Dorian Pyner as member of the ACT Occupational Health and Safety Council.	No. 75 of 2001

**GOVERNMENT NOTICES (Continued)****NOTIFICATION OF THE MAKING OF AN INSTRUMENT**

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

<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
Occupational Health and Safety Act 1989	Appointment of John William Clyde as member of the ACT Occupational Health and Safety Council.	No. 76 of 2001
Occupational Health and Safety Act 1989	Appointment of Ghaith Krayem as member of the ACT Occupational Health and Safety Council.	No. 77 of 2001
Occupational Health and Safety Act 1989	Appointment of Michael Ryan as member of the ACT Occupational Health and Safety Council.	No. 78 of 2001
Occupational Health and Safety Act 1989	Appointment of David Dawes as member of the ACT Occupational Health and Safety Council.	No. 79 of 2001
Occupational Health and Safety Act 1989	Appointment of Vivienne Bryant as acting member of the ACT Occupational Health and Safety Council.	No. 80 of 2001
Occupational Health and Safety Act 1989	Appointment of Glenn John Parry as acting member of the ACT Occupational Health and Safety Council.	No. 81 of 2001
Administration Act 1989	Delegations under the Drugs of Dependence Act 1989.	No. 82 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**

**ANTON KIRCHNER**

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

Dated this 18<sup>th</sup> day of April 2001

**RICHARD ANTHONY CLARKE**  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

## **GOVERNMENT NOTICES (Continued)**

### **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)****NOTIFICATION OF AMENDMENT TO INSTRUMENT VARYING PUBLIC RENTAL HOUSING ASSISTANCE PROGRAM OPERATING UNDER THE HOUSING ASSISTANCE ACT 1987**

In accordance with Section 6 of the Subordinate Laws Act 1989, notice is hereby given that at its meeting on 1 March 2001 the Legislative Assembly for the Australian Capital Territory amended the Public Rental Housing Assistance Program—Instrument No 376 of 2000 made under the Housing Assistance Act 1987 as follows:

“(1) That, pursuant to the Subordinate Laws Act 1989, this Assembly amends clause 15 of Instrument No 376 of 2000, the variation to the Public Rental Housing Assistance Program made pursuant to the Housing Assistance Act 1987, by deleting the definition at clause 17(5) therein contained, and substituting the following:

‘(5) For the purpose of this clause 17, "Basic Rent" means the sum of:

- a) 25% of the weekly income of the household, other than
  - (i) the weekly income of all members of the household that are less than 18 years of age other than the tenant; and
  - (ii) dependent child payments;
- b) 10% of the weekly income of all members of the household that are independent persons less than 18 years of age other than the tenant, other than dependent child payments;
- c) 10% of dependent child payments payable to any person in the household; and
- d) any component of the rent for the Property which is in respect of hot water, space heating, garages and other facilities and is specified by the Commissioner to form part of the basic rent.’

(2) This amendment takes effect as of the date of operation of Instrument No. 376 of 2000.”

## GOVERNMENT NOTICES (Continued)

### *Environment Protection Act 1997*

#### **CALL FOR PUBLIC COMMENT Draft variation Hazardous Materials Environment Protection Policy**

Section 25(1) of the Act requires notification of a draft Environment Protection Policy.

The Hazardous Materials Environment Protection Policy (EPP) was developed to minimise the risk of adverse impacts on the environment from the manufacture, use, supply, storage, transport and disposal of hazardous materials in the ACT. The EPP ensures that the ACT meets national and international obligations relating to hazardous materials.

The EPP was originally released in February 2000. This draft variation updates the EPP with competency standards for weed and pest control technicians. Comments should be limited to the ACT Competency Standards at Schedule 6.

The public is invited to comment until Thursday 21 June 2001.

Copies of the draft EPP are available from ACT Government Shopfronts, the Environment ACT Information Centre in Macarthur House, 12 Wattle Street, Lyneham or by telephoning the Helpline on 6207-9777. It may be viewed electronically at <http://www.act.gov.au/environ/>

Comments should be forwarded to the Environment Management Authority, Environment ACT, PO Box 144, LYNEHAM ACT 2602.

