



Australian Capital Territory

Gazette

No. 23, Thursday 7 June, 2001

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Termination

Vlad Aleksandric
 Director, Structural Reform Unit (E135)
 18.5.01

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Appointment

Trevor Wheeler
 Executive Director,
 Sport and Corporate Resources (E160)
 Section 72, Public Sector Management Act 1994

DEPARTMENT OF URBAN SERVICES

Appointment

Maxine Cooper
 Director, Territory Planning,
 Planning and Land Management (E204)
 Section 72, Public Sector Management Act 1994

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:
 - *they resigned to rear a child, after taking at least three months maternity or parental leave; and
 - *they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;
 - *the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and

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

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

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

* if still employed in that temporary job; and

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

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Central Office
 Business Services Bureau
 Supply Services**

**Senior Officer Grade B \$66,577-\$74,948
 (refer note below) Canberra (PN. 24799)**

Closing date: 21 June 2001

Group Profile: Responsible for the provision of health-related consumables through a comprehensive and fully compliant purchasing service. Provides on-line requisitioning service, integrated receipt and distribution/delivery services and specialist courier services.

Duties: Under broad direction, plan and manage supply chain activities consistent with the objectives of the Department and to ensure maximum benefits for the Health Portfolio. Develop, implement and evaluate policies and procedures and establish strategies to ensure

EMPLOYMENT (Continued)

the efficient delivery of supply services, consistent with agreed customer requirements and Health Supply Sector trends. Maintain high level liaison with hospitals, health service units and relevant Government Departments, and represent the Department on supply management issues in Territory forums and with other external bodies. Review and ensure continuous improvement in the performance and delivery of supply services to the Department's customers. Manage staff, consistent with policies and practices affecting their employment and welfare, including the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity and Performance Management. Contribute to management and planning activities associated with the overall direction of the Department and the Business Services Bureau.

Eligibility/other requirements: Tertiary qualifications in logistics management or a related discipline and/or equivalent relevant experience and training. Knowledge of and experience in Health services supply chain management.

Note: Under the Department's EBA, the salary range will increase to \$67,576-\$76,073 effective from the first Pay Period 2001-2002.

Contact Officer: Ron Foster (02) 6205 0925
Selection documentation may be obtained from John Oberdorf 02-6205 0908 E-mail: john.oberdorf@act.gov.au

Apply: 23
CC: 148-9011-16882

**Central Office
Health Strategy and Acute Services
Hospital Contracts and Performance (HC&P)**

**Senior Officer Grade C \$ 56,346-\$60,755
Canberra (PN. 29387)**

Closing date: 21 June 2001

Duties: Undertake policy, planning, statistical, financial, research and analytical work including developing, reviewing or implementing policy instructions, administrative, technical or professional procedures and the preparation of reports and publications. Provide policy, planning and financial advice to senior officer. Supervise other officers within the unit and, as part of a small team, assist with the development and management of work plans within the unit, and the delivery of the goal of the unit. Liaise with other government bodies and community organisations. Represent, co-ordinate and provide support services for the Department at meetings, conferences or seminars.

Eligibility/other requirements: A knowledge and understanding of the principles of workplace diversity, a participative workplace, a safe working environment and access and equity.

Contact Officer: Liz Treglown 6205 1927
Selection documentation may be obtained from Alison Colebrook 6205 0795
E-mail: alison.colebrook@act.gov.au

Apply: 23
CC: 148-9011-16999

**Central Office
Health Strategy and Acute Services
Hospital Contracts and Performance (HC&P)**

**Administrative Services Officer Class 6
\$44,503-\$51,121 Canberra (PN 21877.)**

Closing Date: 21 June 2001

Duties: Undertake policy, planning, statistical, financial, research and analytical work including developing, reviewing or implementing policy instructions, administrative, technical or professional procedures and the preparation of reports and publications. Provide policy, planning and financial advice to senior officers. As part of a small team, assist with the development and management of work plans within the unit, and the delivery of the goals of the unit. Liaise with other government bodies and community organisations. Represent, co-ordinate and provide support services for the Department at meetings, conferences or seminars.

Eligibility/other requirements: A knowledge and understanding of the principles of workplace diversity, a participative workplace, a safe working environment and access and equity.

Contact Officer: Liz Treglown 6205 1927
Selection documentation may be obtained from Alison Colebrook 6205 0795 E-mail: alison.colebrook@act.gov.au

Apply: 23
CC: 148-9011-16888

**Central Office
Health Strategy & Acute Services
Health Economics**

**Administrative Officer Grade 6/Senior Officer Grade C (only one position available. The level of the position offered is dependent on the skills and qualifications of the successful applicant)
\$44,503-\$60,755, Canberra
(PN. 20231)**

Closing date: 21 June 2001

Duties: Undertake policy, planning, statistical, financial, research and analytical work including developing, reviewing or implementing policy instructions, administrative, technical or professional procedures and the preparation of reports and publications. Provide policy, planning and financial advice to senior officer. Supervise other officers within the unit and, as part of a small team, assist with the development and management of work plans within the unit, and the delivery of the goal of the unit. Liaise with other government bodies and community organisations. Represent, co-ordinate and

EMPLOYMENT (Continued)

provide support services for the Department at meetings, conferences or seminars.

Eligibility/other requirements: A knowledge and understanding of the principles of Workplace Diversity, a participative workplace, a safe working environment and Access and Equity. Tertiary qualifications in a relevant area.

Contact Officer: Oon Ying Chin 6205 0851
 Selection documentation may be obtained from Alison Colebrook 6205 0795
 alison.colebrook@act.gov.au
 Apply: 23
 CC: 148-9011-1688

**Central Office
 Health Strategy & Acute Services
 Health Information & Business Systems**

**Administrative Officer Grade 6
 \$44,503-\$51,121, Canberra (PN. 23898)**

Closing date: 21 June 2001

Duties: Prepare unit project reports and other reports as required. Assist in the preparation and dissemination of project information to stakeholders, internally and externally to the Department. Maintain web content, as directed. Carry out a range of administrative responsibilities supporting the effective and efficient operation of the unit, including the co-ordination of project plans and day-to-day responsibility for department assets and software. Develop and manage systems to compile, organise, analyse and report on information supporting project achievements. Assist the Unit Manager, as required, to carry out unit activities.

Eligibility/other requirements: A knowledge and understanding of the principles of Workplace Diversity, a participative workplace, a safe working environment and Access and Equity.

Contact Officer: Kevin McDonald 6205 0836
 Selection documentation may be obtained from Alison Colebrook 6205 0795
 alison.colebrook@act.gov.au
 Apply: 23
 CC: 148-9011-1688

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: 22 June 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.

Eligibility: A current First Aid Level 1 Certificate and current drivers's licence are essential.
 Note: These positions are located in Canberra.

**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
 Link Team

The Link Team provides discharge planning to patients at both The Canberra and Calvary Hospitals. The team provides quick response allied health services as well as 24 hr direct nursing services to clients with a broad range of needs within the ACT community. This service is an integral component within ACT Community Care.

**Registered Nurse Level 3
 \$47,722 - \$50,799 pa
 (Salary packaging with FBT exemption under
 PBI conditions is available)**

Position No: 20150
 Duties: The successful applicant will be required to be able to work evening shifts including alternating weekends and will be responsible for coordinating the evening services provided by Community nursing in the ACT as well as direct clinical care to Link clients. Nurses interested in working with the team should have a wide range of experience in nursing, be committed to the principles of thorough multi-disciplinary discharge planning and primary health care. This position requires an ability to work autonomously, with minimal supervision, and a high level of problem solving ability.
 Eligibility: Registered or eligible to be registered with the ACT Nurses Board. A minimum of 5 years post registration experience. Current driver's licence essential.
 Note: This position is a part-time permanent position, 21 hours per week. 7x6 hr shifts per fortnight.
 There is potential for additional hours of work if desired.

Contact Officer: Mark Gaukroger
 (02) 6205 2850.
 Selection documentation: Alison Wark
 (02) 6244 3308
 Applications close: 21 June 2001
 Apply: 21
 CC: 148-9009-17798

EMPLOYMENT (Continued)

ACT COMMUNITY CARE DISABILITY PROGRAM, CENTRAL OFFICE

Position Number: 14000
Part time: 15 hours per week (flexible days)
\$44,018 - \$50,563 per annum (based on full time hours)

ACT Community Care's Disability Program is seeking an energetic and organised individual for the position of Secretariat to the Placement and Relocation Committee.

The Placement and Relocation Committee makes recommendations to Management regarding accommodation and placement of clients within the Disability Program. The person appointed to this new and developing position will have high-level communication skills and the ability to work autonomously and as a member of a team. Attention to detail and a commitment to customer service are also essential requirements.

Contact Officer: Anna Tierney (02) 6205 0889
 Selection documentation: (02) 6205 0971
 (24 hour answering machine)
 Applications close: 21 June 2001
Apply: 21
CC: 148-9009-16861

CALVARY HOSPITAL INC.

Administrative Services Finance

**Calvary Administrative Officer 2 \$28,475,
Canberra (PN. 8053, 9031)**

Closing date: 21 June 2001
 Duties: Provide administrative relief as directed in various patient services departments of Calvary Hospital including Admissions and Discharge, Ward Clerk, Accident and Emergency, Communications, Outpatients and Ambulatory Care.
 Eligibility/other requirements:
 Note: TTY 6201 6127

Contact Officer: Eileen Muscat (02) 6201 6900
 Selection documentation may be obtained from Eileen Muscat (02) 6201 6900
 Apply: 07
 CC: 148-9094-17781

CHIEF MINISTERS DEPARTMENT

ACT Information Services Canberra Connect

ACT Information Services (ACTIS) is a dynamic organisation responsible for the delivery of information and transactional services through Canberra Connect and Information Planning. The key role of Canberra Connect is to provide enhanced information and transactional services for the citizens and small businesses of the ACT, as well as facilitating the redesign, streamlining, enhancement and expansion of these services. Services will be provided via Shopfronts, Call Centre and Internet.

Call Centre Opportunities Temporary Vacancies

An opportunity exists to join our exciting new organisation as part of the Call Centre team, as a Team Leader or Customer Service Representative.

Team Leader Administrative Service Officer Class 6 (Several Positions) \$44,503 - \$51,121 pa

Applications: Close on 21 June 2001.

As a Team Leader your role is to provide leadership, support and guidance to a team of Customer Service Representatives (CSR's) and Senior CSR's responsible for the provision of a range of services delivered by Canberra Connect. Other responsibilities will include the development and motivation of CSR's and teams toward shared goals and agreed productivity targets, and the provision of input to continuous improvement programs. The successful applicant will possess a minimum of two years people management experience in a call centre environment at the Team Leader level, and will have a proven commitment to displaying leadership in high quality customer service principles and practices.

Customer Service Representatives Administrative Service Officer Class 3/4 (Several Positions) \$33,147 - \$40,113 pa

(Vacancies exist at the ASO 3 and ASO4 level)
 As a Customer Service Representative (ASO3) you will provide outstanding customer service, giving high priority to customer satisfaction. Your daily challenge involves responding to a range of customer enquiries, offering solutions to meet customer needs, providing clear, accurate and relevant information and maintaining computerised customer records. The successful applicant will have well developed telephone communication and keyboard skills and the ability to work as part of a team.
 As a Customer Service Representative (ASO4) and senior member of a team, in addition to the above duties, your role will include managing more complex service delivery issues and client expectations. The successful applicant will be able to demonstrate their ability in managing multiple types of customer calls. Successful applicants for these positions will receive extensive training and development. All of the above positions are available on a temporary contract basis for a period of up to 12 months and are available on a full-time, part-time or casual basis. Hours of duty will be negotiated and will depend on personal preference and expected call demands.

Contact: Sue Malyszko on (02) 6205 0354
 Selection criteria and information pack may be obtained by calling Lorraine Bird on (02) 6207 6726 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06or via email
recruitment.officer@act.gov.au
CC: 148-9085-17763

EMPLOYMENT (Continued)

**Public Sector Management Group
Employment Legislation
Senior Officer Grade B (PN: 42276)
Salary Range \$66,577-\$74,948
Closing Date: 21 June 2001
Canberra**

Duties: Provide leadership and expert advice on strategic issues relating to ACT public service employment, whole of Government HR initiatives and public sector reform.

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

Contact Officer:, Pam Davoren (02) 6207 6136.
Selection documentation: Vicky Zanetti on (02) 6205 0214
and is also available from
www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email
recruitment.officer@act.gov.au
CC: 148-9031-16949

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements and 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. Applications may also be sent via email to: decs.employment@act.gov.au

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

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

Hawker College

**School Assistant 2, Laboratory Assistant
\$24,747-\$27,442, Canberra (PN.827)**

Closing date: 21 June 2001
Duties: Perform clerical and administrative duties under supervision, prepare materials and chemicals for experiments and assist science teachers in agriculture classes including handling animals and biological specimens.
Note: First Aid experience would be an advantage

Contact Officer: Len Clark (02) 6205 7744
Selection documentation may be obtained from Carmel Augustczak (02) 6205 7746
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Hawker College

**School Assistant 2, Technology Assistant
\$24,747-\$27,442, Canberra (PN. 700)**

Closing date: 21 June 2001
Duties: Maintain all machinery and hand tools and perform minor repairs. Prepare materials for class use; including metal, wood, plastic, paints, clay, chemicals, welding and machine jigs for projects. Use the bench saw, bandsaw, planer, a range of welders, portable power tools and a wide range of hand tools.

Contact Officer: Len Clark (02) 6205 7744
Selection documentation may be obtained from Carmen Augustczak (02) 6205 7746
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Holt Primary School

**School Assistant 2, School Secretary
\$24,747-\$27,442, Canberra (PN. 1318)**

Closing date: 21 June 2001
Duties: The School Secretary assumes responsibility for: administrative typing including the preparation of the weekly newsletter; clerical and reception duties; photocopying; receiving, storing and distributing school supplies; reporting on maintenance needs; assisting with arranging for repairs/replacements.

Note: This is a part-time position at 25 hrs per week (80%). This position was previously advertised in Gazette 10.05.2001. Previous applicants will need to advise if still interested.
Contact Officer: Mike Payne (02) 6205 7722
Selection documentation may be obtained from Jan Drever (02) 6205 7722
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Ngunnawal Primary School

**School Assistant 2, General Assistant
\$24,747-\$27,442, Canberra (PN. 32226)**

Closing date: 21 June 2001
Duties: Perform general duties in the school under supervision, such as reception/ public relations, word processing and student enrolment and basic finance (MAZE) data entry. Perform First Aid duties when in receipt of a First Aid allowance.

Contact Officer: Linda Carr (02) 6205 8182
Selection documentation may be obtained from Contact Officer (02) 6205 8182
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (Continued)**Koomarri School****School Assistant 2, Special Teachers Assistant
\$24,747-\$27,442, Canberra (PN. Several
Positions)**

Closing date: 21 June 2001

Duties: Provide general assistance of a supportive nature to the class teacher by assisting children with disabilities in school routines and activities, such as: prepare programmed materials and teaching aids, assist children with disabilities in practising social skills in personal hygiene and domestic tasks; clean and change soiled children as required; assist in education programs with small groups or individuals.

Contact Officer: Nancy MacDonald
(02) 6205 6377

Selection documentation may be obtained from
Sue Aveyard (02) 6205 6377

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Ginninderra District High School**School Assistant 2, School Secretary
\$24,747- \$27,442, Canberra (PN. 1371)**

Closing date: 21 June 2001

Duties: Perform general duties in the school under supervision, including: collect and receipt of monies, keyboard duties and use of office equipment/machines including computer, word processor, switchboard, and facsimile; photocopy; maintain school files; receive, store and distribute school supplies.

Contact Officer: Sharon Hounsell (02) 6205 6101
Selection documentation may be obtained from

Contact Officer (02) 6205 6101

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Ginninderra District High School**School Assistant 2 Special Teachers Assistant
\$24,747-\$27,442, Canberra (PN. 31248)**

Closing date: 21 June 2001

Duties: Provide general assistance of a supportive nature to teachers by assisting students with a range of learning disabilities in school routines and activities, such as: prepare program materials and teaching aids; assist in educational programs with individuals or small groups; assist in the implementation of behaviour management programs.

Contact Officer: Sharon Hounsell (02) 6205 6101
Selection documentation may be obtained from

Contact Officer (02) 6205 6101

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Caroline Chisholm High School**Building Services Officer 2 \$26,940-\$28,175,
Canberra (PN.1599)**

Closing date: 21 June 2001

Duties: Supervise and monitor the school's maintenance programs, undertake minor repairs and maintain the schools buildings and grounds in a clean and tidy condition.

Contact Officer: Heather Shaw (02) 6205 7293

Selection documentation may be obtained from
Heather Shaw (02) 6205 7293

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Ainslie Primary School**Building Services Officer 1 \$26,313-\$27,344,
Canberra (PN. 1521)**

Closing date: 21 June 2001

Duties: Assume responsibility for the security of school buildings, furniture, fittings and equipment. Maintain the school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards.

Contact Officer: Jena Cheung (02) 6205 6322

Selection documentation may be obtained from
the Contact Officer (02) 6205 6322

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY**Faculty of Science & Technology
Department of Electrotechnology****Teacher Band 1 \$35,425 - \$48,350, Canberra
(PN. 51415)**

Closing date: 21 June 2001

Duties: Teach subjects as required at Trade and Post Trade Level.

Eligibility/other requirements: Mandatory: Appropriate trade qualifications or equivalent in Electronic Trades and Post Trades. Current Electrical Licence. Five years of relevant vocational/industrial professional experience. OR possess such other qualifications/and/or experience acceptable for the position. OTHER: possess, or eligible to obtain qualifications in Adult Education. Industrial Electronics experience and Post Trade Study would be desirable.

Note: Temporary employment for six months
with possibility of extension.

Contact Officer: Colin Burns (02) 6207 4124

Selection documentation may be obtained from
Rosemary Fitzroy (02) 6207 4182

Apply: 11

CC: 148-9024-18551

EMPLOYMENT (Continued)

**Faculty of Science & Technology
Department of Electrotechnology**

**Teacher Band 1 \$35,425 - \$48,350, Canberra
(PN. 51416)**

Closing date: 21 June 2001
Duties: Teach subjects as required at Trade and Post Trade Level.
Eligibility/other requirements: Mandatory: Appropriate trade qualifications or equivalent in Refrigeration & Air Conditioning. Five years or more of industrial/vocational/professional experience. OR possess such other qualifications and/or experience acceptable for the position. OTHER: possess, or eligible to obtain qualifications in Adult Education. Post Trade Study would be desirable.
Note: Temporary employment for six months with possibility of extension.

Contact Officer: Colin Burns (02) 6207 4124
Selection documentation may be obtained from Rosemary Fitzroy (02) 6207 4182
Apply: 11
CC: 148-9024-18551

**Faculty of Science & Technology
Faculty Management Unit**

**Administrative Service Officer Class 2,
\$29,102 - \$32,271, Canberra
(PN. 55025 and 55052)**

Closing date: 21 June 2001
Duties: Provide general administrative support within the Faculty including responding to student and general public enquiries. Assist in the planning and implementation of enrolment and re-enrolment processes. Assist in the maintenance of computer based management information systems.

Contact Officer: Alex Paterson (02) 6207 4373
Selection documentation may be obtained from Di Chivers (02) 6207 3752
Apply: 11
CC: 148-9024-18551

**Faculty of Science & Technology
Department of Laboratory & Forensic Sciences**

**Senior Teaching Post \$56,104, Canberra
(PN. 51870)**

Closing date: 21 June 2001
Duties: Under general direction, perform educational tasks and incidental duties including organizing and co-ordinating activities in the Forensic Science section of the Department of Laboratory and Forensic Sciences. Undertake effective liaison with industry, the broader community and other areas within the Institute. Provide educational leadership.
Eligibility/other requirements: Degree, Diploma or equivalent qualifications in Science or related discipline.
Note: Position is available for Temporary Appointment or transfer for up to 5 years.

Contact Officer: Dr Ron Boulton (02) 6207 4175
Selection documentation may be obtained from Dale Brooke (02) 6207 4179
Apply: 11
CC: 148-9024-18551

**Division of Learning Services
Library and Learning Centre**

**Administrative Service Officer Class 3,
\$33,147-\$35,774 (Loans Desk Manager),
Canberra (PN. 54254)**

Closing date: 25 June 2001
Duties: This ASO3 position is for a Loans Desk Manager at the Reid Campus Library. The successful applicant is required under general direction to: supervise the day to day operations of the library circulation system including loans, returns, borrower registrations, shelving and collection maintenance; co-ordinate and prioritise the work of other loans desk staff; oversee the special collections held in the loans desk area; manage inter-library loans; be responsible for the training of other loans desk staff; assist clients with the use of the Centre resources and services; act as a receiving officer.

Eligibility/other requirements:
OTHER: Ability to work one night shift per week during the academic year. Completion of, or progress towards, a Diploma in Library Studies or equivalent is highly desirable.
Note: This position is a permanent full-time position.

Contact Officer: Ms Louise Wardle (02) 6207 3372
Selection documentation may be obtained from Ms Lisa Black (02) 6207 3473
Apply: 11
CC: 148-9024-18550

**Division of Learning Services
Library and Learning Centre**

**Administrative Service Officer Class 2,
\$29,102-\$32,271 (Loans Desk Officer), Canberra
(PN. 54267)**

Closing date: 25 June 2001
Duties: This ASO2 position is for a Loans Desk Officer at the Reid Campus Library. The successful applicant is required under general direction to: provide clients with general directional advice and assistance in use of the Centre facilities; maintain the circulation process; maintain the special collection held in the Reading Room; maintain the collection with respect to shelving, shelf-reading and repairs and act as Receiving Officer.
OTHER: Progress towards or completion of an Associate Diploma in Library Studies is highly desirable.
Note: This position is an expected vacancy for a permanent full-time position.

Contact Officer: Ms Louise Wardle (02) 6207 3372
Selection documentation may be obtained from Ms Lisa Black (02) 6207 3473
Apply: 11
CC: 148-9024-18550

EMPLOYMENT (Continued)

Office of Chief Executive, Directorate

Administrative Service Officer Class 5 (\$41,207 – \$43,694), Canberra (PN.54675)

Closing date: Friday 22 June, 2001

Duties: Under general direction, manage and report on purchasing and accounting activities for the Office of the Chief Executive. Prepare monthly financial reports and monitor salary payments. Supervise personnel and recruitment activities for the office, maintain a "Contracts Database", and provide general office management support as required.

Eligibility/other requirements: Certificate or Diploma in a relevant field would be an advantage.

Note: This position is available for temporary employment or temporary transfer for a period of up to five years.

Contact Officer: Rod Brightman (02) 6207 3133
Selection documentation may be obtained from Ursula Baczynski (02) 6207 3390
e-mail: ursula.baczynski@cit.act.edu.au
Apply: 11
CC: 148-9024-17904

Office of Chief Executive, Directorate

Public Affairs Officer Grade 1 (\$38,118 - \$43,694), Canberra (PN.55221)

Closing date: Friday 22 June, 2001

Duties: Produce CIT's internal newsletter CITYBeat on a fortnightly basis, draft CIT Press releases and publications, update CIT's website, provide advice and support activities concerned with marketing for the CIT, and provide photographic and video services for related marketing and public relations activities.

Eligibility/other requirements: Degree or Diploma in Journalism, Public Relations and/or Communications is desirable. Experience in writing, journalism, layout and production would be an advantage.

Note: This position is available for temporary employment or temporary transfer for a period of up to two years.

Contact Officer: Jim Roberts (02) 6207 3332
Selection documentation may be obtained from Cecilia Burke (02) 6207 3746
e-mail: Cecilia.burke@cit.act.edu.au
Apply: 11
CC: 148-9024-17904

ACT WORKCOVER

Education and Information Section

Administrative Service Officer Class 4 \$36,945-\$40,113 PN 27884 Canberra

Closing Date: 21-Jun-01

Duties:

The position will be primarily responsible for coordinating, and assisting in the managing, promoting and distribution of ACT WorkCover's quarterly newsletter. The successful applicant will need to provide high quality project management and writing skills and experience in marketing and promotion.

Note: This position is available for temporary filling for 12 months.

Contact Officer and selection documentation:

Marie Mannion (02) 6205 0315
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34

CC: 148-9020 17088

ACT DEPARTMENT OF URBAN SERVICES

Director – Land and Property

The ACT Department of Urban Services is seeking to appoint a senior executive to the Land and Property Group. Land and Property is responsible for the Territory's Land Release Program, land development joint ventures and management of owned and leased office accommodation and surplus properties. It is also responsible for the further development and administration of the Government's *Asset Management Strategy*.

The Position: The Director will provide support to the Executive Director, Land and Property, particularly in setting directions for asset management and land development. This role will demand a high level of analytical and commercial management skills, within a public sector environment.

Applicants must possess:

- a demonstrated record of achieving fiscal outcomes within a commercially focussed service organisation;
- demonstrated ability to manage a wide range of financial and capital resources;
- extensive experience in the provision of timely and high quality economic and policy advice preferably in the land/property market;
- an enthusiasm to work as part of a small executive team and the ability to motivate and lead staff.

Remuneration: The remuneration package of \$130,077 per annum includes a cash component of \$95,614. Employer provided benefits include generous superannuation, spouse travel and a privately plated car.

Contracts: The successful applicant will be employed under a performance based contract for a period of up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

EMPLOYMENT (Continued)

Contacts: Enquiries about the position to Ms Julie McKinnon, Executive Director, Land and Property on (02) 6205 0600, or by email: julie.mckinnon@act.gov.au

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

Applications addressing the selection criteria should be forwarded by close of business Friday, 15 June 2001 to Lisa Murphy, Executive Support Unit, Human Resources, Urban Services Department, GPO Box 158, CANBERRA ACT 2601.

**Policy Coordination Group
Industry Policy and Regulation Branch
Energy and Water Reform Section**

**Senior Officer Grade A
\$77,321 PN 22349
Canberra**

Closing Date: 21-Jun-01
Duties:

**SENIOR MANAGER – ENERGY MARKET
REFORM AND REGULATION**

The Department of Urban Services is looking for an outstanding individual to manage and lead a small group responsible for implementing the Territory's energy reform commitments. These commitments include the implementation of full customer choice of supplier in electricity and gas, implementation and further development of utility technical regulation in the Territory, delivery of aspects of the ACT Greenhouse Strategy and involvement in the on-going development of an integrated national energy market.

To be successful in this position, you will need to have very strong analytical and policy development skills, be a proven achiever and leader of people and be committed to high quality policy outcomes. Ideally, you will also be closely familiar with energy market reform in Australia.

An attractive salary will be negotiated under an Australian Workplace Agreement, up to a maximum of \$87,027 per annum. Generous superannuation and leave benefits are also available.

Detailed inquiries should be directed to Brad Page on 62017 6150 or e-mail brad.page@act.gov.au. Information Packages can be obtained from Belinda Willis on 6207 6150 or e-mail belinda.willis@act.gov.au. Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34
CC: 148-9030 16941

**Urban Services
Policy Coordination Group
Executive Unit**

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

Closing Date: 21-Jun-01

Duties:
Duties include provision of administrative and secretariat support, managing correspondence, arranging appointments, meetings and travel and preparing minor correspondence. Applicants should demonstrate effective oral and written communication skills and be able to operate a range of computer applications. They should have the ability to undertake minor research and collect and analyse information.

Contact Officer: Tanya Manning (02) 6207 5672
Selection documentation may be obtained from Mary Quant (02) 6207 2270.

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

Apply Code: 34
CC: 148-9018 16922

**Operations Group
Information Planning and Services Branch
ACT Library and Information Services Section**

**Administrative Service Officer Class 2
\$29,102-\$32,271 PN 18848
Canberra**

Closing Date: 21-Jun-01

Duties:
The ACT Public Library, Canberra, has a vacancy for an Administrative Service Officer Class 2.

Duties include:

- Provide assistance to library customers in the use of collections and services.
- Maintain library processes including undertaking the loans and returns of library materials.
- Driving the library courier van.

Eligibility/ other requirements: Para-professional qualifications in library and information studies, such as Associate Diploma of Arts in Library Studies, or equivalent, highly desirable. Applicants without relevant qualifications or work

experience are unlikely to be short-listed for interview. Occupant may be required to work weekend, and evening shifts. Also must have ability to operate a courier van and undertake tasks of a physical nature requiring repetitive bending, lifting, pushing, arm and wrist movements, such as pushing trolleys and shelving library materials. A heavy truck licence would be an advantage.

Notes: This position was advertised in the Gazette of 5 April 2001 and previous applicants need not re-apply and will be considered.

EMPLOYMENT (Continued)

Contact Officer: Catherine Panich
 (02) 6205 9000 or catherine.panich@act.gov.au
 Selection documentation may be obtained from
 Leigh Dennis (02) 6207 5002 or
leigh.dennis@act.gov.au
 Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
 recruit.html](http://www.act.gov.au/urbanservices/recruit.html)
Apply Code: 34
CC:148-9037 17018

Operations Group
City Operations Branch
Road User Services Section
Procedures and Training Subsection

Administrative Service Officer Class 4
\$36,945-\$40,113 PN 21228
Canberra

Closing Date: 21-Jun-01

Duties:

Under general direction: Assess and advise on the impact of proposed policy changes on Road User Services and its computer system, and document and update new and revised procedures. Prepare modules and conduct training courses in a variety of situations associated with the activities of Road User Services.

Contact Officer: Rebecca Clarke (02) 6207 9729 or rebecca.clark@act.gov.au
 Selection documentation may be obtained from Helen Williams (02) 6207 7033 or helen.williams@act.gov.au
 Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
 recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34
CC: 148-9015 17013

Operations Group
City Operations Branch
Road User Services Section
Auditing Subsection

Administrative Service Officer Class 5
\$41,207-\$43,694 PN 21239
Canberra

Closing Date: 21-Jun-01

Duties:

Under limited supervision, be responsible for the auditing of transactions conducted at the Canberra Connect Shopfronts and the Dickson Motor Registry. Develop, implement and revise procedures and processes for conducting audits.

Contact Officer: Rebecca Clarke (02) 6207 9729 or rebecca.clark@act.gov.au
 Selection documentation may be obtained from Helen Williams(02) 6207 7033 or helen.williams@act.gov.au

Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
 recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34
CC: 148-9015 17013

Environment ACT
Parks and Conservation Service
Headquarters Subsection

Administrative Service Officer Class 6
\$44,723-\$51,373 PN 15693
Canberra

Closing Date: 21-Jun-01

Duties:

Research, develop, review and coordinate policies, projects, programs and procedures. Provide strategic advice and prepare briefings on key issues, examine options and prepare recommendations, reports and correspondence.

Other requirements / Qualifications

Tertiary qualifications in Business Management, Natural Resource Management or Environmental Science are desirable.

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

Contact Officer: Tony Corrigan (02) 6207 2240
 Selection documentation may be obtained from George Dumetz (02) 6207 2262.
 Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
 recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34
CC: 148-9028 17218

Environment ACT
Parks and Conservation Service

Ranger 1
\$29,246-\$32,430 PN Several
Canberra

Closing Date: 21-Jun-01

Duties:

Permanent and Seasonal Rangers Class 1. The Parks and Conservation Service is responsible for the sustainable management of natural, cultural and ruralresources. Applications are invited from people interested in applying for inclusion in the Ranger 1 Employment Register. The Register will be used to select staff to fill any permanent or temporary Ranger 1 vacancies that become available over 2001/2002.

Other requirements / Qualifications

Willingness to perform regular weekend and shift duty, possess a current drivers licence and first aid certificate.

EMPLOYMENT (Continued)

Notes: Please note that occupants of Ranger 1 positions will be rotated to other positions at the same level within the service, may be expected to work in isolated areas and must be physically fit and able to undertake fire-fighting duties as directed. Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer: Geoff Price (02) 6207 2094
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

Corporate Group
Human Resources Branch
Personnel Section

Senior Officer Grade C
\$56,346-\$60,755 PN New Position
Canberra

Closing Date: 21-Jun-01

Duties:

Manage the general operations of a section undertaking salary processing and Personnel related activities. The successful applicant will possess a working knowledge of the interrelationship between Personnel activities and the wider human resource environment, demonstrated management and leadership skills, and have a sound understanding of budgeting payroll related activities in a fee for service environment.

Note: The successful applicant may be selected from application and referee reports only. Please submit referee reports with your application.

Contact Officer: John Mikus (02) 6207 5855 or john.mikus@act.gov.au
Selection documentation may be obtained from Rachel Fayle (02) 6207 3667 or rachel.fayle@act.gov.au
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34
CC: 148-9017 16954

Appointments**ACT COMMUNITY CARE****Disability Support Officer Level 1**
\$27,437 - \$28,536

Sharron Daley: 740-99410, Section 68 and 70(1),
24 May 2001
CC: 148-9009-16861

CALVARY HOSPITAL INC.**Registered Nurse Level 1 \$33,427 - \$44,554**

Andrea Taylor: 609-52177, Section 68,
10/5/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$33,427 - \$44,554

Jeffrey Brooks: 609-52142, Section 68,
18/4/2001
CC: 148-9094-17781

Calvary Senior Officer B \$65,143 - \$73,334

Don De Rota: 327-21945, Section 68, 30/402001
CC: 148-9094-17781

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

Carl Madson: 609-52150, Section 68, 30/402001
CC: 148-9094-17781

Calvary Administrative Officer 3
\$32,433 - \$35,003

Lesley Watson: 609-52206, Section 68,
28/5/2001
CC: 148-9094-17781

Enrolled Nurse \$30,833 - \$33,144

Frances Morson: 609-52169, Section 68,
24/5/2001
CC: 148-9094-17781

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

Kathleen Ehlers: 609-34892, Section 68,
26/4/2001
CC: 148-9094-17781

Calvary Clinical Coder \$34,118 - \$42,600

Susan Dreverman: 609-52134, Section 68,
26/4/2001
CC: 148-9094-17781

Senior Specialist \$129,330 - \$129,330

Andrew Skeens: 609-52011, Section 68,
28/5/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$33,427 - \$44,554

Marree Johnson: 609-52214, Section 68,
24/5/2001
CC: 148-9094-17781

Registered Nurse Level 1 \$33,427 - \$44,554

Andrea Menzies: 609-52230, Section 68,
24/5/2001
CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**InTACT**

Michelle Abramovic AGS NO 757-49112
Information Technology Officer Class 1
Chief Minister's Department
Section 68 29 April 2000
CC: 148-9043-17177

EMPLOYMENT (Continued)

InTACT

Joshua Bramah AGS NO 757-49104
 Information Technology Officer Class 1
 Chief Minister's Department
 Section 68 29 April 2000
CC: 148-9043-17177

InTACT

Clayton Everton AGS NO 757-49091
 Information Technology Officer Class 1
 Chief Minister's Department
 Section 68 29 April 2000
CC: 148-9043-17177

CANBERRA INSTITUTE OF TECHNOLOGY

Administrative Service Officer Class 5
\$41,207 - \$43,694
 Karen Urbaniak: 767-72277, Section 68(1),
 7 June, 2001
 CC: 148 9024-16930

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 3
\$33,147 - \$35,774
 Michael Bermingham: 765-86052, Section
 68/70, 24/5/01
 CC: 148-9012-16898

Administrative Service Officer Class 2
\$29,102 - \$32,271
 Renae Myers: 765-85709, Section 68/70,
 24/5/01
 CC: 148-9012-16915

DEPARTMENT OF URBAN SERVICES

Operations Group
City Operations Branch
CityScope Services Section
\$44,723-\$51,373

Anthony Bridges AGS Number 767 83478.
 Section 68(1) 09-May-01
CC: 148-9015 17777

DEPARTMENT OF TREASURY

Appointment to non-advertised vacancies

Economic Management Branch
 C. J. Williams, 739-70171, Senior Officer
 Grade A
 (Manager) \$77,321p.a
 Accounting Policy, ACT Department of Treasury
Duties: Identify areas of financial management
 requiring improvement in the Territory and
 formulate proposals to address those needs.
 Note: This promotion is made under section 68
 of the Public Sector Management Act 1994 and
 is to a non-advertised vacancy.
CC: 148-9042-17765

Transfer

ACT COMMUNITY CARE

Nanette Bonato: 261-48118
 From: Administrative Service Officer Class 3
 \$33,637 - \$36,302
 Dept of Urban Services
 To: Administrative Service Officer Class 3
 \$32,785 - \$35,383
 Corporate and Business Development ACT
 Community Care, Canberra (PN.29128) (29128)
 CC: 148-9009-18270

CALVARY HOSPITAL INC.

Pamela Rodda: 025-27906
 From: Registered Nurse Level 3
 \$47,722 - \$50,799
 ACT Community Care
 To: Registered Nurse Level 3 \$49,324 - \$53,723
 Emergency Department Calvary Health Care
 ACT, Canberra (PN. 8701) (15 12/4/2001)
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

R D.Allen AGS No 334-74800
 From: Executive Level 2 \$82,881p.a
 From: Department Of Defence
 To: Senior Officer Grade A, (PN: 55703)
 Cabinet Office, Executive and Cabinet Support,
 Chief Minister's Department
 17 March 2001
 Note: This transfer is made as an appointment
 under section 115(6) of the Public Sector
 Management Act 1994 and is a deemed
 transfer.
CC: 148-9031-17370

K.H Juranek AGS No 752-07698
 From: DPIE Band 1, AFFA Level 4 \$37,576p.a
 From: Department of Agriculture, Fisheries and
 Forestry Australia
 To: Senior Officer Grade C, (PN: 55715)
 Canberra Connect, ACT Information Services,
 Chief Minister's Department
 5 April 2001
 Note: This transfer is made as an appointment
 under section 115(7) of the Public Sector
 Management Act 1994 and is a deemed
 promotion.
CC: 148-9031-19558

DEPARTMENT OF TREASURY

R W.Irvin AGS No 501-25944
 From: DoFa Director \$85,000p.a
 From: Department Of Finance and
 Administration
 Senior Officer Grade B (Manager Level 3),
 (PN: 12653)
 Procurement Policy Unit, Department of
 Treasury 29 March 2001
 Note: This transfer is made as an appointment
 under section 115(6) of the Public Sector
 Management Act 1994 and is a deemed
 transfer.
CC: 148-9042-20868

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 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

EMPLOYMENT (Continued)

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.

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

EMPLOYMENT (Continued)

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 Mental Health Services Child and Adolescent Mental Health

Merrie Carling: 755-61208

From: Senior Professional Officer C
 \$54,969 - \$59,270

Child and Adolescent Mental Health
 To: Senior Professional Officer B
 \$64,950 - \$73,117

Child and Adolescent Mental Health, Mental Health Services, Canberra (PN. 25807) (29.3.01)
 CC: (2231)

The Canberra Hospital Nursing Branch Coronary Care Unit

Melanie Julia Angela Squires: 739-66308

From: Registered Nurse Level 1
 \$32,245 - \$41,789

Medical SMT
 To: Registered Nurse Level 2 \$43,150 - \$45,877
 Medical SMT, Coronary Care Unit, Canberra (PN. 22328) (15.3.01)
 CC: (1766)

The Canberra Hospital Nursing Branch Emergency Department

Tania Dufty: 735-32403

From: Registered Nurse Level 1 \$32,245 - \$41,789

Emergency Department
 To: Registered Nurse Level 2 \$43,150 - \$45,877
 Emergency Department, Canberra (PN 22462) (5.4.01)
 CC: (1612)

The Canberra Hospital Nursing Branch Emergency Department

Narelle Margaret Aldridge Crafter: 261-23391

From: Registered Nurse Level 1
 \$32,245 - \$41,789

Emergency Department
 To: Registered Nurse Level 2 \$43,150 - \$45,877
 Emergency Department, Canberra (PN 22208) (5.4.01)

CC: (1612)

EMPLOYMENT (Continued)

**The Canberra Hospital
Nursing Branch
Emergency Department**

Jeni Elise Ritchie: 607-99475
From: Registered Nurse Level 1
\$32,245 - \$41,789
Emergency Department
To: Registered Nurse Level 2 \$43,150 - \$45,877
Emergency Department, Canberra (PN 27014)
(5.4.01)
CC: (1612)

**The Canberra Hospital
Nursing Branch
Emergency Department**

Mary Johanna Vett: 260-67852
From: Registered Nurse Level 1
\$32,245 - \$41,789
Emergency Department
To: Registered Nurse Level 2 \$43,150 - \$45,877
Emergency Department, Canberra (PN 25167)
(5.4.01)
CC: (1612)

ACT COMMUNITY CARE

**ACT Community Care
Corporate and Business Development
Organisation and Business Development
Kirsten McConchie: 740-96666**
From: Administrative Service Officer Class 4
\$36,541-\$39,675
ACT Community Care
To: † Senior Officer Grade C \$55,731-\$60,091
Corporate and Business Support, Canberra
(PN. 29180) (5 April 2001)
CC: 148-9009-18270

**ACT Community Care
Corporate and Business Development
Organisation and Business Development
Sandra Millett: 715-59274**
From: Professional Officer Class 3 \$53,236
ACT Community Care
To: † Senior Officer Grade C \$55,731-\$60,091
Corporate and Business Support, Canberra
(PN. 29184) (5 April 2001)
CC: 148-9009-18270

CHIEF MINISTER'S DEPARTMENT

N L.Lister AGS No: 033-13934
From: Senior Officer Grade C,
\$56,347-\$60,755p.a
Department Of Education
To: Senior Officer Grade B,
\$66,577-\$74,948p.a, (PN: 10012)
Corporate Services, Chief Minister's
Department
1 March 2001
CC:148-9031-17429

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

**Sport and Corporate Resources Division
Bureau of Sport and Recreation Branch
Administrative Section**

Garvin Francis: 755-69736
From: Administrative Service Officer Class 2
\$29,102-\$32,271
Bureau of Sport and Recreation
To: Administrative Service Officer Class 4
\$36,945-\$40,113
Sport and Corporate Resources Division,
Department of Education and Community
Services, Canberra (PN. 13996) (No.16, 19 April
2001)
CC: 148-9013-16917

Lake Tuggeranong College

Catherine Broomfield: 537-32774
From: School Assistant 2 \$24,747-\$27,442
Lake Tuggeranong College
To: Administrative Service Officer Class 3
\$33,147-\$35,774
Lake Tuggeranong College, Canberra (PN. 3029)
(No. 11, 15 March 2001)
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Community and Family Support Section**

Tracey Lavelle Smith: 755-66914
From: Administrative Service Officer Class 4
\$36,945-\$40,113
Department of Education and Community
Services
To: Administrative Service Officer Class 6
\$44,504-\$51,121
Community and Family Support Section,
Department of Education and Community
Services,
Canberra (PN. 11221, expected vacancy)
(No. 11, 15 March 2001)
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Youth and Community Services Section**

Sarah Louise King: 742-40533
From: Administrative Service Officer Class 6
\$44,504-\$51,121
Department of Education and Community
Services
To: † Senior Officer Grade C \$56,347-\$60,755
Youth and Community Services, Department of
Education and Community Services, Canberra
(PN. 42466 expected vacancy)
(No 11, 15 March 2001)
CC: 148-9013-16917

EMPLOYMENT (Continued)**CANBERRA INSTITUTE OF TECHNOLOGY****Education Delivery
Faculty of Business and Information Technology****Ganendran, Jacki: 719-30491**

From: Teacher Band 1 \$35,425 - \$51,432
CIT, Faculty of Business and Information
Technology

To: Teacher Band 2 \$62,155
CIT, Faculty of Business and Information
Technology, Canberra (PN. 51084)
(Gazette No.PS 10, 8 March 2001)

**Education Delivery
Faculty of Business and Information Technology****Greig, Steve: 715-73164**

From: Administrative Services Officer Class 2
\$29,102 - \$32,271

CIT, Faculty of Business and Information
Technology
To: Administrative Services Officer Class 3
\$33,147 - \$35,774
CIT, Faculty of Business and Information
Technology, Canberra (PN. 55050)
(Gazette No.PS 14, 5 April 2001)

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.

**City Management Group
ACT Roads and Stormwater****Anthony Gill AGS Number 537 55183.**

From Senior Professional Officer Grade B
\$66,577-\$74,948

To: = Senior Professional Officer Grade A
\$77,321

Asset Creation Section
PN 25033 Gazette 07-Jun-01

CC: 148-9019 17040

Rifaat Shoukallah AGS Number 705 35705.

From Senior Professional Officer Grade B
\$66,577-\$74,948

To: = Senior Professional Officer Grade A
\$77,321

Asset Use Section
PN 25035 Gazette 07-Jun-01

CC: 148-9019 17040

Ian Hickson AGS Number 701 41773.

From Senior Professional Officer Grade B
\$66,577-\$74,948

To: = Senior Professional Officer Grade A
\$77,321

Asset Maintenance Section
PN 25027 Gazette 07-Jun-01

**Operations Group
City Operations Branch****Gregory Paterson AGS Number 753 52828.**

From Administrative Service Officer Class 4
\$37,127-\$40,310

Urban Rangers and Approval Services Section
To: Administrative Service Officer Class 5
\$41,207-\$43,694

Road User Services Section

PN 22123 Gazette 07-Jun-01

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

CC: 148-9015 17013

**Operations Group
City Operations Branch****Peter Apps AGS Number 711 66614.**

From General Service Officer Level 8
\$35,703-\$37,801

Urban Rangers and Approval Services Section
To: Administrative Service Officer Class 4
\$37,127-\$40,310

Urban Ranger and Approval Services Section

PN 32126 Gazette 07-Jun-01

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

CC: 148-9015 17771

DEPARTMENT OF TREASURY**Revenue Management Branch****E. Coulston AGS No: 757-48566**

From: Graduate Administrative Assistant,
\$25,115-\$32,271p.a

Chief Minister's Department

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

Revenue Management Branch, Department of
Treasury

10 May 2001

All appeal applications should be addressed to:

Convenor of the Appeal Panel

PO Box 749

Civic Square ACT 2608

CC 148-9042-17176

EMPLOYMENT (Continued)

Corrigenda

**Land and Property Group
Land Development Policy Section
Senior Officer Grade A**

Mark Mannion AGS Number 736 53627

Note: The deemed promotion of Mr Mannion was notified in the Gazette of 31 May 2001. The Gazette notice identified Mr Mannion's position as being in the Business Analysis Section. The notice should have read Land Development Policy Section.

CC: 148-9042 17578

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

- 28 Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601
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

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>Public Place Names Act 1989</i>	Determination of street nomenclature in the Division of Nicholls.	No. 103 of 2001

NOTIFICATION OF THE MAKING OF A REGULATION

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

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Unit Titles Act 2001</i>	Unit Titles Regulations 2001	No. 15 of 2001

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of a Public Road – Division of Gordon.	No. R22/01 of 2001

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE OF REVOCATION OF REFERRAL OF AN APPLICATION TO THE COMMISSIONER FOR LAND AND PLANNING

Under subsection 229A(6) of the *Land (Planning and Environment) Act 1991* I revoke the referral of Application Number 20006987 to the Commissioner for Land and Planning on the 28 of May 2001.

Dated this twenty eighth day of May 2001

GARY HUMPHRIES MLA,
ACTING MINISTER FOR URBAN
SERVICES

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

INSTRUMENT

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the Remuneration Tribunal shall inquire into and determine the remuneration and allowances to be paid to the holder of an appointment specified as follows:

Members of the ACT Procurement Board

Dated the 21st day of May 2001.

Gary Humphries MLA
Chief Minister

GOVERNMENT NOTICES (Continued)

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
Aulikki Koskinen & Jari Alarautalahti Partnership	Firewood Activities	Canberra ACT
Canberra Concrete Recyclers Pty Ltd	Crushing, grinding or separating of material. Extraction of material from land. Placement of soil on land.	Part Block 1 Section 18 Pialligo ACT

Any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 22 June 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
Western Firewood Supplier – O'Rourke's Firewood ACT Forests	Firewood Activities	Sheppard St Hume ACT
Woodlands Firewood	Firewood Activities	Cotter Road, Via Sutton ACT 2611
Jugiong Firewood Supplies	Firewood Activities	Covan Creek Road, Lake Bathurst 2580
IJ Downey	Firewood Activities	Hume Highway, Jugiong 2726
IA & VP Robertson	Firewood Activities	Thawra Road Queanbeyan 2620
		Waroo Rd Queanbeyan NSW

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 31st day of May 2001
Environment Management Authority

GOVERNMENT NOTICES (Continued)

URBAN SERVICES

PLANNING AND LAND MANAGEMENT GROUP

PROPOSED CLINICAL WASTE TREATMENT FACILITY **BLOCK 1, SECTION 16 MITCHELL** **PRELIMINARY ASSESSMENT**

Public comment is invited on the above Preliminary Assessment.

Copies of the Preliminary Assessment:

- may be inspected, or purchased at a cost of \$4.00 per copy, at the PALM Shopfront, Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- may be inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours.

Written submissions should be forwarded by 25 June 2001 to:

Manager – Planning Policy
Planning and Land Management Group
Urban Services Department
GPO Box 1908
CANBERRA ACT 2601

Alternately submissions may be made via email (eiapalm@act.gov.au) or fax (6207 2587). All submissions will go on a public register and access to submissions will be granted on request.

GOVERNMENT NOTICES (Continued)**ACT GOVERNMENT
PLANNING AND LAND MANAGEMENT GROUP****DRAFT VARIATION NO.150 TO THE TERRITORY PLAN FOR
THE FORMER DEAKIN OVAL SPORTS GROUND
AT SECTION 36 BLOCKS 14 & 15 DEAKIN**

A draft Variation to the Territory Plan has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority), relating to the former Deakin Oval Sports Ground at Section 36 Blocks 14 & 15 Deakin.

Draft Variation No.150 proposes to:

- change the existing land use policy applying to Block 15 Section 36 Deakin from the existing Restricted Access Recreation Land Use Policy (with Public Land 'Ph' Overlay) to Residential Land Use Policy; and
- change the existing land use policy applying to Block 14 Section 36 Deakin from the existing Restricted Access Recreation Land Use Policy (with Public Land 'Ph' Overlay) to Urban Open Space Land Use Policy (with a Public Land 'Pe' Overlay). The 'Pe' Overlay means that it is public land reserved for the purposes of urban open space.

Provided it is not deferred, the provisions of draft Variation No.150 have interim effect until

6 June 2002 or for the "defined period", whichever is the shorter. The "defined period" commenced on 7 June 2001 and continues until the proposals in the draft Variation, or the corresponding Plan Variation:

- come into effect;
- or are rejected by the Legislative Assembly;
- or are withdrawn.

During the period these provisions have interim effect, the Territory, the Executive, a Minister or a Territory Authority shall not do, or approve the doing of, any act which would be inconsistent with the Territory Plan, or the Plan if it was varied in accordance with the provisions of the draft Variation.

Section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), concerning the Heritage Places Register, does not apply to this proposal.

From Monday 11 June 2001 until Monday 2 July 2001, copies of **draft Variation No.150 to the Territory Plan**, may be:

- inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours;
- inspected at, or obtained from, the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- inspected on the PALM Website at: **www.palm.act.gov.au/tplan**

GOVERNMENT NOTICES (Continued)

Comments on draft Variation No.176 should be submitted, by **Monday 23 July 2001**, to:

**Planning and Land Management Group
Urban Services Department
GPO Box 1908
CANBERRA ACT 2601
Attention: Mr Phil Harris.**

Comments can also be sent via Email to: **terrplan@act.gov.au**
or by Facsimile to: **6207 1710.**

Copies of all written comments received in response to the draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours, from Tuesday 24 July 2001 until Tuesday 14 August 2001, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Monday 23 July 2001 will be available for perusal for 15 business days from the date of receipt.

