



Australian Capital Territory

# Gazette

No. 24, Thursday 14 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](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.

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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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## EMPLOYMENT

### **ACT Public Service**

#### **Executive Contracts**

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

###### **Re-engagement**

###### **Jill Farrelly**

Director,  
Children's Services (E073)  
Section 72, Public Sector Management Act 1994

###### **Contract Completion**

###### **Jill Farrelly**

Director,  
Children's Services (E073)  
8.7.01

##### **DEPARTMENT OF URBAN SERVICES**

###### **Re-engagement**

###### **Elizabeth Fowler**

Director,  
Environment ACT (E141)  
Section 72, Public Sector Management Act 1994

###### **Contract Completions**

###### **Elizabeth Fowler**

Director  
Environment ACT (E141)  
22.9.01

###### **Gordon Davidson**

Executive Director  
City Management (E165)  
24.6.01

##### **DEPARTMENT OF TREASURY**

###### **Phillip Hextell**

Director  
Accounting Policy and Accounting Practices  
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.

## EMPLOYMENT (Continued)

### Vacancies

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

##### **Population Health Division Clinical Health Outcomes**

##### **Administrative Service Officer Class 6 \$44,503 - \$51,121, Canberra (PN. 29488)**

Closing date: 28 June 2001  
 Duties: In accordance with relevant regulations, contractual obligations, and policy directions, manage the day to day operations of the ACT Cancer Registry, including providing Secretariat support to the Registry Advisory Committee and assisting with the preparation of Registry publications and reports. Assist with the development or management of, and reporting from, other epidemiological or population based data sets, in accordance with organisation objectives and privacy principles.  
 Eligibility: Knowledge of and experience in research methods and epidemiology. Relevant tertiary qualification in health related discipline highly desirable.  
 Note: This position is a part time position, 20:00 hours per week.

Contact Officer: Bruce Shadbolt (02) 6244 4288  
 Selection documentation may be obtained from Jan Sealey (02) 6244 4276  
 Apply: 20  
 CC: 148-9011-16889

##### **Population Health Division Clinical Health Outcomes**

##### **Senior Officer Grade C, \$56,346 - \$60,755, Canberra (PN. 25499)**

Closing date: 28 June 2001  
 Duties: Undertake research consistent with the aims of the Clinical Health Outcomes Centre, including evaluating policy and clinical interventions. Liaise and negotiate with other bodies and individuals to promote the goals and objectives of the Centre and to promote collaboration in research in accord with the Centre's aims.  
 Eligibility: Relevant tertiary qualifications with post-graduate research experience. Sound knowledge and experience in health/social research methods and/or epidemiology.

Contact Officer: Bruce Shadbolt (02) 6244 4288  
 Selection documentation may be obtained from Jan Sealey (02) 6244 4276  
 Apply: 20  
 CC: 148-9011-16889

#### THE CANBERRA HOSPITAL

##### **The Canberra Hospital Medical SMT Cardiology Department**

##### **Professional Officer Class 1 \$30,276 - \$42,475, Canberra (PN. 21982 & PN 21979)**

Closing date: 28 June 2001  
 Duties: The successful applicant will be required to undertake diagnostic tests such as ECG, Stress Tests, Holter Monitoring, Cardiac Catheterization, Pacemaker Implants and Checks, Defibrillator Checks. Monitor and analyse as required. Advise Senior Specialists of any life threatening arrhythmias as necessary. Perform echocardiographic imaging procedures under the direction and supervision of appropriately qualified cardiologist.

Eligibility/other requirements: Bachelor of Science or Applied Science or equivalent.  
 Note: Both positions are permanent full-time. PN 21979 is an expected vacancy.

Contact Officer: Dr Ian Jeffery (02) 6244 2178  
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139  
 Apply: 16  
 CC: 1741

##### **The Canberra Hospital Pathology Services Anatomical Pathology**

##### **Technical Officer Level 2 \$31,884 - \$36,696, Canberra (PN. 21286)**

Closing date: 28 June 2001  
 Duties: Perform diagnostic and other technical tests and procedures of an established nature in Anatomical Pathology.  
 Eligibility/other requirements: A Technical College Certificate or equivalent relevant qualification.  
 Note: This is a temporary full-time vacancy available until 17 February 2002 with the possibility of an extension.

Contact Officer: Grace Lam (02) 6244 2873  
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139  
 Apply: 16  
 CC: 3124

## EMPLOYMENT (Continued)

**The Canberra Hospital  
Mental Health  
Child & Adolescent Mental Health Service**

**Professional Officer Class 1 / Registered Nurse Level 2 / Professional Officer Class 2 / Registered Nurse Level 3  
(PO1) \$30,276 - \$42,475 (RN2) \$43,150 - \$45,877 (PO2) \$43,416 - \$48,520 (RN3) \$47,581 - \$50,648**

Closing date: 28<sup>th</sup> June 2001  
Duties: Undertake, with the required level of supervision, training and support, the provision of assessment and case management of children, adolescents and their families, with moderate to severe mental illness.  
Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work or mental Health Nursing, with current Act registration where applicable, and/eligibility for membership of the appropriate professional organisation.  
Note: This is a permanent part-time position of 44.06 hours a fortnight.  
Contact Officer: Merrie Carling (02) 6205 1469  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168  
Apply: 16  
CC: (2231)

**The Canberra Hospital  
Business and Infrastructure  
Hotel Services**

**General Services Officer Level 3  
\$25,084 - \$26,067, Canberra (24423,24424)**

Closing date: 28<sup>th</sup> June 2001  
Duties: Assess and record imprest sheets, quantities of sterile goods medical and surgical items that are required in all clinical areas. Prepare orders for the replenishment of imprest quotas. Issue goods ensuring timely delivery accuracy of placements; rotation of stock; replacement of out of date stock; care in handling to avoid breakage or damage and cleanliness in handling.

Contact Officer: Ian McPhee (02) 6244 2141  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: (1362)

**ACT COMMUNITY CARE**

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

ACT Community Care is a major provider of community based health and disability services in the ACT.

Registered Nurse 4.2 \$60,257/Senior Professional Officer Grade C \$55,133 - \$59,446, Canberra (PN. 28564)

The successful applicant may 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: 28 June 2001  
Duties: The Program is seeking a highly motivated person with experience in management of community health services and leadership of multidisciplinary teams.  
Eligibility: Mandatory qualifications apply  
Note: One full time permanent position to be filled at either RN 4.2 or SPOG C level.

Contact Officer: Giovanna Richmond (02) 6205 5471  
Selection Documentation: Gayle Harding (02) 6205 1197  
Apply: 21  
CC: 148-9009-16857

**ACT Community Care  
Integrated Health Care Program  
Intake Assessment Team**

**Registered Nurse Level 1  
\$32,341-\$41,913/Enrolled Nurse  
\$29,880-\$32,068/Professional Officer Class 1  
\$30,366-\$42,601  
Canberra (PN 28228)**  
Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 21 June 2001  
The Intake Assessment Unit is seeking applications to fulfil the intake functions for the Unit. Applications are sought from people interested in providing holistic intake and referral services to clients with complex needs, via the telephone.  
Applicants will have a sound understanding of a multidisciplinary approach to the provision of aged care; high level keyboard and data entry skills; and will actively participate in quality improvement within the Unit.  
Eligibility: Mandatory qualifications apply.  
Note: One full-time permanent position, to be filled at either RN 1, EN or PO 1 level.  
Contact Officer: Robyn Staniforth (02) 6205 5503  
Selection Documentation: Helen Smith (02) 6205 1297  
Apply: 21  
CC: 148-9009-17798

**ACT Community Care  
Community Rehabilitation Program  
Social Worker**

**Professional Officer Class 2 \$43,545 - \$48,665, Canberra (PN 27902)**  
Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 21 June 2001

**EMPLOYMENT (Continued)**

ACT Community Care is the major provider of community – based health and disability services in the ACT. The Community Rehabilitation Program has recently been established through merging the rehabilitation allied health staff at The Canberra Hospital with allied health staff in community based rehabilitation activities. A suitably qualified social worker is required to provide social work input for rehabilitation patients at The Canberra Hospital. The suitable applicant will be an integral member of the multi-disciplinary rehabilitation team and supervise one other social worker.

Mandatory qualifications apply and clinical experience as a practising social worker in the hospital/health system is essential.

Contact Officer: Glenda Richards  
(02) 6244 4162  
Selection Documentation: Lynne Macnamara  
(02) 6244 2855  
Apply: 21  
CC: 148-9009-18269

**ACT Community Care  
Child, Youth and Women's Health Program  
Child at Risk Assessment Unit  
Social Worker**

**Professional Officer Class 1 \$30,366 - \$42,601/Professional Officer Class 2 \$43,545 - \$48,665 (Canberra PN 28731)**  
Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 28 June 2001  
Duties: Working in a small, multi-disciplinary specialist team, undertake child maltreatment psychosocial assessment and counselling with children and their families.  
Mandatory qualifications: A Degree or Diploma in Social Work. Eligibility to belong to AASW.  
Experience with working with children essential, working with children at risk of maltreatment an advantage.  
Note: This a permanent part-time position 18:22 hours per week to be filled at either P01 or P02 level commensurate with experience of applicant.

Contact Officer: Annabel Wyndham  
(02) 6244 2712  
For Selection Documentation please call  
(02) 6244 2712  
Apply: 21  
CC: 148-9009-16857

**ACT Community Care  
Child, Youth and Women's Health Program  
BreastScreen ACT & SE NSW**

**Administrative Service Officer Class 2 \$28,475 - \$31,576 (Canberra, several expected vacancies)**  
Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 28 June 2001

BreastScreen ACT & SE NSW is part of the National Program for the Early Detection of Breast Cancer and we are looking for applicants who are interested in working in a busy multidisciplinary team environment. The successful applicants will have excellent customer service skills, a keen eye for detail, fast and accurate data entry skills. You will also need to be a team player with the ability to work without supervision on occasions. You must be able to prioritise and multi task your workload. The role will provide the opportunity to learn medical terminology and the administrative team works on a roster so your duties change from week to week.

Contact Officer and Selection Documentation:  
Debra Freer (02) 6205 3302  
Apply: 21  
CC: 148-9009-16857

**ACT Community Care  
Community Rehabilitation Program  
Independent Living Centre**

**Administrative Service Officer Class 3 \$32,433 - \$35,003 (Canberra PN 00288)**  
Salary packaging with FBT exemption under PBI conditions is available.

Closing date: 28 June 2001  
The successful applicant will be responsible for reception, administrative and financial support services within the Independent Living Centre. The Independent Living Centre is an information resource, advisory and display centre for equipment for people with disabilities and older people, their carers, families and health professionals. Excellent communication and teamwork skills are required.

Contact Officer: Neil McKay, Manager  
Equipment Services (02) 6244 2311  
Selection Documentation: Ms Lynne Macnamara (02) 6244 2855.  
Apply: 21  
CC: 148-9009-18269

**ACT Community Care  
Integrated Health Care Program**  
is seeking applications from Registered Nurses for the following positions:  
(Salary packaging with FBT exemption under PBI conditions is available)

**North Regional Team  
Registered Nurse Level 2 \$43,278 - \$46,013, (PN. 22768)**

## EMPLOYMENT (Continued)

**Community Nurse**

Note: Permanent part-time position, 21 hours per week, evening shift – rotating roster 5x2 (weekends included).

**Registered Nurse Level 1**  
**\$32,341 - \$41,913, (PN. 28433)**  
**Community Nurse**

Note: Permanent part-time position, 28 hours per week, day shift – rotating roster 5x2 (weekends included).

Contact Officer: Margaret Deguara  
 (02) 6205 1195

**Central Regional Team**  
**Registered Nurse Level 2**  
**\$43,278 - \$46,013, (PN. 28257)**

Registered Nurses to work in the Home Based Palliative Care Team providing case management and coordination for clients across the ACT.

Note: Permanent part time position, 28 hours per week evening shift rotating roster 5x2 (weekends included)

Contact Officer: Ashley TerBogt (02) 6205 1138

Eligibility/other requirements: Current ACT Nurses Registration with a minimum of 3 years recent post registration experience for Level 2 positions, Current drivers licence.

Selection Documentation for all positions:  
 Megan Payne (02) 6205 1195  
 Applications close: 28 June 2001  
 Apply: 21  
 CC: 148-9009-17798

**ACT Community Care**  
**Alcohol and Drug Program**

**Administrative Service Officer Class 4**  
**\$36,149 - \$39,249 (PN 22890)**

Closing date: 26 June 2001  
 Duties: The successful applicant will be responsible for the coordination of Human Resource, Personnel and some financial functions for the Program. The occupant will also oversee administrative staff, prepare varied correspondence including ministerial information, policies, procedures and responses and provide support services to the Director of the Program.  
 Note: Temporary vacancy, full-time for 3 months with possible extension up to 12 months.

Contact Officer: Tanya Woods 6205 1611  
 Selection Documentation: Tanya Woods 6205 1611  
 Apply: 21  
 CC:148-9009-16852

**ACT Community Care**  
**Alcohol and Drug Program**

**Senior Professional Officer Grade C**  
**\$55,133 - \$59,446/Senior Officer Grade C**  
**\$55,133 - \$59,446 /Registered Nurse Level 4.2**  
**\$60,257**

Multi-classified position to be filled at one of the above classifications ( New position).

Closing date: 21 June 2001 (Note one week closing)

Duties: The successful applicant will coordinate, develop and implement drug education programs within the ACT. Other duties will include coordination of training, evaluation of programs and services and extensive liaison with a variety of agencies.  
 Eligibility: Mandatory qualifications apply. A knowledge and understanding of Occupational Health and Safety and Equity and Diversity principles and practices.

Note: Temporary vacancy, full-time for 6 months.

Salary Packaging with FBT exemption under PBI conditions is offered to long-term temporary and permanent officers.

Contact Officer: Sally Pink (02) 6205 0947  
 Selection Documentation: Katrina Gerholt (02) 6205 2121  
 Apply: 21  
 CC: 148-9009-16852

**ACT Community Care**  
**Alcohol and Drug Program**

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

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

Closing date: 26 June 2001  
 Duties: The successful applicant/s will provide clinical services to clients of the Alcohol and Drug Program. The positions are located in the grounds of The Canberra Hospital  
 Eligibility: Registration, or eligibility for registration, as a General or Psychiatric Nurse with the ACT Nurses Registration Board.  
 Note: There are currently a variety of positions available with varying hours and pattern of work. Salary Packaging with FBT exemption under PBI conditions is offered to long-term temporary and permanent officers.

Contact Officer: Joan Stabback (02) 6244 2290  
 Selection Documentation: Katrina Gerholt (02) 6205 2121  
 Apply: 21  
 CC: 148-9009-16852

**ACT Community Care**  
**Clinical Effectiveness and Quality Management**  
**Quality Co-Ordinator**

**Senior Professional Officer Grade C \$55,731 - \$60,091 /Senior Officer Grade C \$55,731 - \$60,091/Registered Nurse Level 4.2 \$60,257 (PN 29000)**

The successful applicant may 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: 28 June 2001

## EMPLOYMENT (Continued)

An opportunity exists for an experienced person to work within the Directorate of Clinical Effectiveness & Quality Management to provide ongoing assistance and support for Clinical Governance within the organisation. This person will also be responsible for the ongoing management of the Australian Quality Council process that will include coordinating and supporting the monitoring of the self-assessment process and advancing the resulting action plans.

This person will work within a small team, and have the ability to work self-directed and will be an advocate for Quality Improvement and assist with planning, development and coordination of effective Quality Improvement Programs within ACT Community Care. Mandatory Qualifications apply.

Contact Officer: Heather McDonald, Director  
Clinical Effectiveness & Quality Management  
(02) 6205 0854

Selection Documentation: Carly Hollier  
(02) 6205 3311

Apply: 21  
CC: 148-9009-18270

### **ACT COMMUNITY CARE Alcohol and Drug Program**

**Registered Nurse Level 3**  
**\$47,722 - \$50,799 pa**  
**New position**

**Duties:** The successful applicant will provide clinical services to clients of the Alcohol and Drug Program who are detainees of the Belconnen Remand Centre. They will also have the ability to provide high level policy and procedural advice in this complex environment. The person we are seeking will be experienced in high level liaison and negotiation and a high level of interpersonal skills. They will have responsibility for coordination and development of current services at Belconnen Remand Centre. There will be a managerial/supervisory role to staff of the Alcohol and Drug Program currently working at the Belconnen Remand Centre.

**Eligibility:** Registration, or eligibility for registration, as a General and Psychiatric Nurse with the ACT Nurses Registration Board. Experience in a custodial or judicial environment is desirable.

Note: The position is located at the Belconnen Remand Centre.

Salary Packaging with FBT exemption under PBI conditions is offered to permanent officers.

Contact Officer: Sally Pink (02) 6205 0947  
Selection Documentation: Katrina Gerholt  
(02) 6205 2121

Applications close: 26 June 2001  
Apply: 21  
CC: 148-9009-16852

### **Alcohol and Drug Program Case Manager**

**Administrative Services Officer Class 6**  
**\$43,545 - \$50,020 pa**  
**New Position**

**Duties:** The successful applicant will provide case management services to detainees at the Belconnen Remand Centre who have alcohol and other drug issues. The person we are seeking will be experienced in case management/counselling for issues relating to alcohol and other drug use.

**Eligibility:** No mandatory requirements. Tertiary qualifications in a health-related field and knowledge and experience in the alcohol and other drug sector are highly desirable. Knowledge of and experience in a custodial or judicial system is desirable.

Note: The position is located at the Belconnen Remand Centre.

Salary Packaging with FBT exemption under PBI conditions is offered to permanent officers.

Contact Officer: Sally Pink (02) 6205 0947  
Selection Documentation: Katrina Gerholt  
(02) 6205 2121

Applications close: 26 June 2001  
Apply: 21  
CC: 148-9009-16852

### **CALVARY HEALTH CARE ACT**

#### **Administrative Services Finance**

**\*Calvary Administrative Officer 3**  
**\$ 32,433 - \$35,003, Canberra (PN. 8673)**

Closing date: 28 June 2001  
**Duties:** Provide a range of administrative support services to the Director of Emergency Services. Provide reception and liaison services for staff seeking the Director of Emergency Services and other medical staff.  
**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

#### **Clare Holland House ACT Hospice**

**\*Registered Nurse Level 3 \$49,324 - \$53,723,**  
**Canberra (PN. 8121)**

Closing date: 28 June 2001  
**Duties:** Provide leadership in co-ordinating total patient care activities, to reflect the goals and objectives of the Hospice. Implement and co-ordinate nursing management policies and processes.



**EMPLOYMENT (Continued)**

Eligibility/other requirements: Registered General Nurse with the ACT Nurses Board.  
Note: Expected Vacancy TTY (02) 6201 6127

Contact Officer: Susan Granger (02) 6273 0336  
Selection documentation may be obtained from Sr Berenice Stubbs (02) 6273 0336  
Apply: 07  
CC: 148-9094-17781

**CHIEF MINISTER'S DEPARTMENT**

**ACT Information Services,  
Senior Officer Grade B, (PN: 55789),  
\$66,577 - \$92,620p.a  
Information Management Policy**

**Closing Date: 28 June 2001  
Canberra**

Duties: Under broad direction, develop Whole of Government Information Management policies, standards and guidelines. Undertake complex research and analysis including the provision of advice to senior management on strategic policy issues.  
Contact Officer: Michael Vanderheide (02) 6207 6469  
Selection Documentation: Sarah McInnes (02) 6205 0904 and is also from available from: [www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)  
Note: Applications will not be acknowledged on receipt.

**Apply:** 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9031-19558**

**Senior Officer Grade B, (PN: 55769),  
\$66,577-\$92,620p.a**

**Canberra Connect, Business Management  
Closing Date: 28 June 2001  
Canberra**

Duties: This position is primarily responsible and accountable, under broad direction, for managing budget and related business planning activities for ACT Information Services (ACTIS). Other key responsibilities include the development, implementation and on-going management of a costing strategy and structure for channel services delivered by Canberra Connect for ACT Government Agencies.  
Contact Officer: Tom Elliott (02) 6207 2018  
Selection Documentation: Sandy Schumacher (02) 6205 0477 and is also from available from: [www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)  
Note: Applications will not be acknowledged on receipt.

**Apply:** 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9031-19558**

**Senior Officer Grade C, (PN: 55709),  
\$56,346 - \$60,755p.a  
Canberra Connect, Manager Human Resources**

**Closing Date: 28 June 2001  
Canberra**

Duties: The Human Resource Manager is primarily responsible, under broad direction, for the management of HR operational issues for ACT Information Services (ACTIS). This position is responsible for developing, improving and maintaining systems and processes to support efficient and innovative HR management. This position will be part of a shared services arrangement, reporting directly to the Manager, Business Management but physically located in the Corporate Services Unit.

Contact Officer: Tom Elliott (02) 6207 2018  
Selection Documentation: Sandy Schumacher (02) 6205 0477 and is also from available from: [www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)  
Note: Applications will not be acknowledged on receipt.

**Apply:** 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9031-19558**

**Senior Officer Grade C, (PN: 55710),  
\$56,346-\$60,755p.a**

**Canberra Connect, Management Accountant  
Closing Date: 28 June 2001  
Canberra**

Duties: The Management Accountant is primarily responsible, under limited direction, for the efficient and effective financial management of the accounting and reporting functions for ACT Information Services (ACTIS). This position will be part of a shared services arrangement, reporting directly to the Manager, Business Management. Note: Tertiary qualifications or member of a professional accounting body highly desirable  
Contact Officer: Tom Elliott (02) 6207 2018  
Selection Documentation: Sandy Schumacher (02) 620 50477 and is also from available from: [www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)  
Note: Applications will not be acknowledged on receipt.

**Apply:** 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9031-19558**

**Administrative Service Officer Class 6,  
(PN: 55768), \$44,503 - \$51,121p.a  
Canberra Connect, Channels**

**Closing Date: 28 June 2001  
Canberra**

Duties: This position reports directly to the Channels Manager, and is primarily responsible, under limited direction, for providing administrative and organisational support to the Channels Unit.  
Contact Officer: Tom Elliott (02) 6207 2018  
Selection Documentation: Sandy Schumacher (02) 6205 0477 and is also from available from: [www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)  
Note: Applications will not be acknowledged on receipt.

**EMPLOYMENT (Continued)**

**Apply:** 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9031-19558**

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:  
<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to [decs.jobs@act.gov.au](mailto:decs.jobs@act.gov.au). Applications may also be sent via email to:  
[decs.employment@act.gov.au](mailto: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.

**Gilmore Primary****Teacher Level 3 \$59,700 - \$65,730, Canberra (PN. 4105)**

Closing date: 28 June 2001  
 Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the School.  
 Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Ms Erika Parkinson  
 (02) 6205 7844  
 Selection documentation may be obtained from Ms Erika Parkinson (02) 6205 7844  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Sport & Corporate Resources Division  
 Information management Branch  
 Online Services Section****Professional Officer Class 2, Librarian Class 2 \$44,504 - \$51,121, Canberra (PN.160)**

Closing date: 28 June 2001  
 Duties: Maintain and develop use of the automated library system at the O'Connell Information and Resource Centre (OCIRC) Library, including: liaising with suppliers; optimising and promoting use of the system. Maintain and develop use of Information Technology in the OCIRC to enhance effectiveness including, awareness of relevant IT developments.

Eligibility/other requirements: A degree or diploma of an Australian tertiary institution or comparable overseas qualification.

Contact Officer: Louise Hanlon (02) 6205 8510  
 Selection documentation may be obtained from Jasmen Marootians (02) 6205 9140  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Sport & Corporate Resources Division  
 Information Management Branch  
 Online Services Section****Professional Officer Class 1, Librarian Class 1 \$36,945 - \$43,694, Canberra (PN.161)**

Closing date: 28 June 2001  
 Duties: Provide a comprehensive reference service for the information needs of the clientele, including online searches, the production of bibliographies and resources lists. Create and copy catalogue records for all library materials in accordance with library standards and procedures and perform authority control work as appropriate and maintain authority files.  
 Eligibility/other requirements: A degree or diploma of an Australian tertiary institution or comparable overseas qualification or eligibility for membership of a relevant professional body.

Contact Officer: Louise Hanlon (02) 6205 8510  
 Selection documentation may be obtained from Jasmen Marootians (02) 6205 9140  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY****Division of Corporate Services  
 Technology Support Group  
 Information Technology Support Department****Senior Information Technology Officer Grade A, Canberra (PN. 55472, 55473)**

Closing date: 28 June 2001  
 Duties: You will be highly skilled professionals who will primarily provide development and support services to the Banner Student and Web for Student applications, running in an Oracle/unix environment. The Banner applications are a mission critical core business system for the Institute and provide student information and related functions using Oracle DBMS and Oracle Application Web Server.  
 You will also provide interfaces to other Institute systems and external systems. The Institute is entering an exciting and challenging development phase centred on provision of web based services to all students and staff. You will play a key role in these developments.

**EMPLOYMENT (Continued)**

Eligibility/other requirements: Formal qualifications in computer science or equivalent training and experience.

**Note:** Salary and conditions of service: The successful applicants will be offered an Australian Workplace Agreement, which will provide an attractive salary package and benefits commensurate with the importance of the positions and the calibre of the persons sought. These positions will be filled either permanently or as a long term contract.

Contact Officer: Harry Yaldren (02) 6207 4285  
Selection documentation may be obtained from Tammy Smallhorn (02) 6207 3108 or tamara.smallhorn@cit.act.edu.au

Apply: 11  
CC: 148-9024-16930

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

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

**ACT Magistrates Court  
Court Services/Monitors  
Deputy Registrar Court Services****Administrative Service Officer Class 4  
\$36,945 – \$40,113, Canberra (PN. 42001)**

Closing date: 28 June 2001  
Duties: Manage the Court Service Sub-section and undertake functions of Deputy Registrar – supervision for all courts and tribunals, including the engagement of monitor/casual monitors; train court staff in the use of the recording system and video evidence system; supervise the supply of audio and video tapes used in recording proceedings and oversee the recording of court and tribunal proceedings. In consultation with the List clerk, perform more routine listings, arrange courts and hearing rooms for all lists. Liaise with the legal profession, DPP, CRS, Supreme Court and members of the public regarding the supply of transcripts; process and arrange transcript orders for clients for Magistrates Court and Supreme Court matters.

Contact Officer: Laurie Shoemark  
(02) 6217 4375  
Selection documentation may be obtained from 24 hour recruitment line (02) 6217 4229  
Apply: 28  
CC: 148-9012-16939

**ACT WORKCOVER****Education and Information Section  
Senior Officer Grade C**

**\$56,346-\$60,755 PN 43486  
Canberra**

**Closing Date:** 28-Jun-01

**Duties:**

The position will be primarily responsible for the development and delivery of educational and promotional programs for ACT WorkCover. The successful applicant will need to provide high quality project management skills and experience or qualifications in teaching and/or marketing and promotion.

**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

**DEPARTMENT OF URBAN SERVICES****Operations Group  
ACT Forests**

**Ranger 2  
\$33,637 - \$36,302  
Canberra**

**Closing Date:** 28-Jun-01

**Duties:**

ACT Forests is responsible for the sustainable management of 16,000 ha of commercial pine plantations and 10,000 ha of native forest around Canberra. The plantations and forests are heavily used for recreational activities with over 1 million visits each year. An opportunity exists for a person with skills and experience in developing and managing forest recreation activities to join the Environment and Recreation Section of ACT Forests.

Applications are invited for the following position: Senior Forest Ranger: Ranger Grade 2  
The Senior Forest Ranger is responsible for supervising the work of forest rangers, developing forest interpretation programs, liaising with forest recreationists and contributing to environmental monitoring and heritage management programs.

**Qualifications/other requirements:**

Technical or tertiary qualification in natural resource management or recreation management (or substantial progress towards such qualification) is essential. Ability to pass a fire fighter fitness assessment and a current Driver's Licence are required. The position is located at ACT Forests' headquarters at Stromlo.  
Remuneration  
Ranger Grade 2 \$33,637 - \$36,302

**EMPLOYMENT (Continued)**

This position is being re-advertised. Previous applicants will be considered and need not reapply. Job specific inquiries should be directed to:

Dave Jamieson on (02) 6207 2497. Selection documentation may be obtained from Adam Groves on (02) 6207 2537

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

**Apply Code:** 34  
**CC:** 148-9029 16940

**Policy Coordination Group  
Business Management Unit**

**Senior Officer Grade B**  
**\$66,577 - \$74,949 PN 21241**  
**Canberra**

**Closing Date:** 28-Jun-01  
**Duties:**

Lead and manage a small team responsible for providing high level financial and administrative services to the Policy Coordination Group. Administrative services may include human resource management, information technology assistance, coordination of reporting functions and some coordination of ministerial and other Government business.

**Other requirements / Qualifications**

The capacity to lead and manage a team providing high level support and advice is essential, together with strong communication and liaison skills. Applicants should have a sound knowledge of the administration of Government budgetary financial processes, human resource management, coordination and corporate planning.

**Contact Officer and Selection documentation**

Tanya Manning (02) 6207 5672  
Or from the recruitment home page:  
<http://www.act.gov.au/urbanservices/recruit.html>

**Apply Code:** 34  
**CC:** 148-9018 16922

**Planning and Land Management Group  
Land Information and Building Services Branch  
ACT Building Electrical and Plumbing Control  
Section  
Audit and Licensing Team**

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

**Closing Date:** 28-Jun-01  
**Duties:**

Undertake routine public counter and client service work on matters relating to building, electrical and plumbing licensing arrangements. In particular, scrutinise documentation and arrange for copies; prepare files and arrange for approval of building and electrical licences; and maintain computer based registers of building and electrical licences and correspondence relating to renewal reminders. Operate electronic receipting system. Handle public monies.

Prepare standard statistical reports.  
**Note:** These positions are available for temporary filling from June 2001 until June 2004.

**Contact Officer and Selection documentation:**

Lyn Van Schieveen (02) 6207 7909 or  
[lyn.vanschieveen@act.gov.au](mailto:lyn.vanschieveen@act.gov.au)  
Or from the recruitment home page:  
<http://www.act.gov.au/urbanservices/recruit.html>

**Apply Code:** 34  
**CC:** 148-9020 17031

**Planning and Land Management Group  
Land Information and Building Services Branch  
ACT Building Electrical and Plumbing Control  
Section  
Inspections and Records Management Team**

**Administrative Service Officer Class 3**  
**\$33,147 - \$35,774 PN 15628**  
**Canberra**

**Closing Date:** 28-Jun-01  
**Duties:**

The position requires a person who can assist the Team Leader to lead administrative staff involved with Shopfront activities and customer service. Ability to work in a team environment is highly desirable. A good working knowledge in electronic service delivery and records management is essential.

**Contact Officer:** Darrell Dinnen (02) 6207 7907 or [darrell.dinnen@act.gov.au](mailto:darrell.dinnen@act.gov.au)  
Selection documentation may be obtained from Lyn Van Schieveen (02) 6207 6907 or [lyn.vanschieveen@act.gov.au](mailto:lyn.vanschieveen@act.gov.au).  
Or from the recruitment home page:  
<http://www.act.gov.au/urbanservices/recruit.html>

**Apply Code:** 34  
**CC:** 148-9020 17031

**Planning and Land Management Group  
Land Information and Building Services Branch  
ACT Building Electrical and Plumbing Control  
Section  
Audit and Licensing Team**

**Administrative Service Officer Class 4**  
**\$36,945 - \$40,113 PN 12523**  
**Canberra**

**Closing Date:** 28-Jun-01  
**Duties:**

The position requires a person who can lead administrative staff involved with Shopfront activities and customer service. Proven supervisory and leadership skills and ability to work in a team environment is highly desirable. A good working knowledge in electronic service delivery and records management is essential.

**EMPLOYMENT (Continued)****Other requirements / Qualifications Notes**

**Contact Officer:** Mahinda Nandagopan  
(02) 6207 6322 or  
mahinda.nandagopan@act.gov.au  
Selection documentation may be obtained from  
Narelle Fogarty (02) 6207 6400 or  
narelle.fogarty@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:** 148-9020 17031

**Corporate Group**  
**Human Resources Branch**  
**Workplace Relations Section**  
**Canberra**  
**Closing Date:** 28-Jun-01

**WORKPLACE RELATIONS MANAGER**

Urban Services is an organisation that takes pride in delivering the services the ACT community relies on every day. We are continually looking for ways to improve our service delivery through our focus on quality customer service and innovation. Within this exciting local government environment, we are seeking an experienced professional who can develop and maintain an integrated and strategic workplace relations management approach across Urban Services. We are looking for an enthusiastic person with strong strategic planning capabilities and proven experience in influencing significant organisational change through the delivery of effective workplace relations solutions. The person will be responsible for a small team involved in a broad range of workplace relations activities. Improving Urban Services performance through the development and implementation of enterprise bargaining agreements will be a major focus of the position. The person will also be the chief industrial advocate for Urban Services.

**Remuneration:** This position will be filled at either the Senior Officer Grade B (\$66,577 - \$74,949) or Senior Officer Grade C (\$56,346 - \$60,755) level depending on relevant experience and/or qualifications.

**Qualifications/experience:** The successful person will have had extensive experience in managing industrial relations across a diverse organisation including development of strategies and advocacy and negotiation of industrial agreements. Formal qualifications in industrial relations are also desirable.

**Note:** This position may be filled permanently or on a contract basis. An Australian Workplace Agreement will be offered, as well as generous superannuation valued at approximately 14% of salary.

**Contact Officer:** John Mikus (02) 6207 5855 or  
[john.mikus@act.gov.au](mailto:john.mikus@act.gov.au)  
**Selection Documentation:** can be obtained from the Urban Services website at  
[http://www.act.gov.au/urbanservices/  
recruit.html](http://www.act.gov.au/urbanservices/recruit.html)  
or from Rachel Fayle - (02) 6207 3667 or  
[rachel.fayle@act.gov.au](mailto:rachel.fayle@act.gov.au)

**Applications** can be e-mailed to:  
[julie.simpson@act.gov.au](mailto:julie.simpson@act.gov.au)

Apply Code: 34  
CC: 148-9017 16954

**DEPARTMENT OF TREASURY**

**Revenue Management Branch**  
**Administrative Service Officer Class 5, (PN: 98),**  
**\$41,207 - \$43,694p.a**  
**Taxation Services**

**Closing Date:** 28 June 2001  
**Canberra**

Duties: Under general direction, provide professional service to clients and perform operational and administrative tasks as required including the following: Oversee the daily activities of the ACT Revenue Office Customer Service Centre Counter and the ACT Revenue Office Customer Call Centre. Undertake complex financial support tasks including daily supervisor balancing, banking and reconciliations; and undertake and manage a range of operational, administrative, technical and procedural support functions.  
**Contact Officer:** Hope Nguyen (02) 6207 0009  
**Selection Documentation:** Vone Manthongsy (02) 620 70009 and also from available from:  
<http://www.act.gov.au/recruitment/tiindex.asp>  
**Note:** Applications will not be acknowledged on receipt.

**Apply:** 35 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC:** 148-9042-17176  
**Revenue Management Branch**

**Senior Officer Grade C, (PN: 24),**  
**\$56,346 - \$60,755p.a**  
**Compliance**

**Closing Date:** 28 June 2001  
**Canberra**

Duties: Assist in the management of the ACT Revenue Office Inspection Sub-section. Provide advice and contribute to the formulation of ACT Revenue Office policy, programs and procedures, with particular reference to Inspection operations. Interpret and apply revenue legislation, including the Taxation Administration Act 1999 and the Rates and Land Tax Act 1926.

**Note:** Selection for this position may be based on applications and referee reports and may not include an interview.

**Contact Officer/ Selection Documentation:**  
Wayne Perry (02) 6207 0103 and is also from available from:  
<http://www.act.gov.au/recruitment/tiindex.asp>

**Note:** Applications will not be acknowledged on receipt.

**Apply:** 35 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC:** 148-9042-17176

## EMPLOYMENT (Continued)

### Appointments

#### ACT COMMUNITY CARE

**Registered Nurse Level 1 \$32,341 - \$41,913**  
 Patricia Hogan: 741-01613, Section 68 and 70(1),  
 1 June 2001  
 CC: 148-9009-17798

#### ACTION

**Senior Officer Grade B \$66,914 - \$75,327 pa**  
 B.Barrett: 730-12483, Section 68, 30.04.01  
 CC: 148-9027-17791

#### CHIEF MINISTER'S DEPARTMENT

**Senior Officer Grade A, \$77,321p.a**  
**Phillip Gordon Gibbons, 757-49120**

Section 68 4 June 2001  
 Canberra Connect, Chief Minister's Department  
 CC: 148-9031-19558

#### INDEPENDENT COMPETITION AND REGULATORY COMMISSION

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

**Jason Edward Forest, 757-49083**  
 Section 68 4 June 2001  
 CC: 148-9031-18555

#### CANBERRA TOURISM AND EVENTS CORPORATION

**Administrative Service Officer Class 5 \$41,410 - \$43,909p.a**

**Cassandra Joan Margules, 757-48144**  
 Section 68 7 June 2001  
 CC: 148-9005-16840

#### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**School Assistant 2 \$24,747 - \$27,442**  
 Christine Isabel Dwyer: 713-06373, Section 68(1), 31 May 2001  
 CC: 148-9013-16917

**Administrative Service Officer Class 3 \$33,147 - \$35,774**  
 Lee Peris: 755-81479, Section 68(1), 31 May 2001  
 CC: 148-9013-16917

**School Assistant 2 \$24,747 - \$27,442**  
 Merrielle Anne Reed: 713-06146, Section 68(1), 1 June 2001  
 CC: 148-9013-16917

**Administrative Service Officer Class 3 \$33,147 - \$35,774**  
 Julie Barbara Makin: 755-81065, Section 68(1), 1 June 2001  
 CC: 148-9013-16917

**Administrative Service Officer Class 3 \$33,147 - \$35,774**  
 Esther Storm: 760-73628, Section 68(1), 1 June 2001  
 CC: 148-9013-16917

**Administrative Service Officer Class 3 \$33,147 - \$35,774**  
 Josephine Helen Smith: 326-85665, Section 68(1), 1 June 2001  
 CC: 148-9013-16917

**School Assistant 2 \$24,747 - \$27,442**  
 Tracey Noakes: 766-16098, Section 68(1), 1 June 2001  
 CC: 148-9013-16917

**School Assistant 2 \$24,747 - \$27,442**  
 Jo-ann Maree Hardie: 755-81954, Section 68(1), 1 June 2001  
 CC: 148-9013-16917

**School Assistant 2 \$24,747 - \$27,442**  
 Nicole Margaret Anderson: 743-47664, Section 68(1), 4 June 2001  
 CC: 148-9013-16917

#### CANBERRA INSTITUTE OF TECHNOLOGY

**Teacher Band 1 \$51,432**  
 Patricia Roseby: 715-86061, Section 68(1), 8 June 2001  
 CC: 148-9024-18554

**Teacher Band 1 \$48,350**  
 Michael Clough: 744-92191, Section 68(1), 8 June 2001  
 CC: 148-9024-18554

#### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Administrative Service Officer Class 6 \$44,503 - \$51,121**  
 Elizabeth Beattie: 747-88427, Section 68/70, 31/5/01  
 CC: 148-9012-16911

**Administrative Service Officer Class 3 \$33,147 - \$35,774**  
 Howard Chambers: 747-87387, Section 68/70, 31/5/01  
 CC: 148-9012-16898

**Administrative Service Officer Class 5 \$41,207 - \$43,694**  
 Marlene Tucker: 747-88152, Section 68/70, 24/5/01  
 CC: 148-9012-17170

#### DEPARTMENT OF URBAN SERVICES

##### Environment ACT Wildlife Research and Monitoring Section

Professional Officer Class 1 \$31,187-\$43,753  
 Nicola Webb AGS Number 747 50402.  
**Section 68(1) 01-Jun-01**

**CC: 148-9028 17525**

## EMPLOYMENT (Continued)

**Operations Group**

**ACT Contracts Section**

Administrative Service Officer Class 3  
 \$33,147-\$35,774  
 Leonie Skogli AGS Number 757 51888  
**Section 68(1) 04-Jun-01**

**CC:** 148-9017 16950

**Operations Group**

**Road User Services Section**

Administrative Service Officer Class 3  
 \$33,147-\$35,774  
 Natalie Mangeruca AGS Number 755 81057  
**Section 68(1) 04-Jun-01**

**CC:** 148-9015 17213

**Operations Group**

**ACT Library and Information Services Section**

Professional Officer Class 2 \$44,503-\$49,736  
 Sarah Steed AGS Number 769 64105  
**Section 68(1) 04-Jun-01**

**CC:** 148-9037 17018

**DEPARTMENT OF TREASURY**

**Senior Officer Grade C, \$56,346 - \$60,755p.a**  
**Elizabeth Mary Walker, 757-49032**  
 Section 68 5 June 2001  
 Accounting Policy, Department of Treasury  
**CC: 148-9042-**

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### Promotions

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

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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:

## EMPLOYMENT (Continued)

- (2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:
- (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
  - (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.
- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

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

### ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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



## EMPLOYMENT (Continued)

reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews.

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

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

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

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

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

### CONTENT OF STATEMENTS

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

- (a) at the top:
  - (i) PAC reference number;
  - (ii) full name;
  - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
  - (iv) date of permanent appointment; and
  - (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
- (c) a brief outline of your employment history;
- (d) a statement of claims to the position addressing the selection criteria;

(e) any views you may have about the departmental assessment of you;

*and most importantly:*

**(f) reasons for your claim that you are more efficient than the other party or parties.**

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations.

You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

### PAC PROCEDURES

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

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

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

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted; and
- (f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

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

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

## EMPLOYMENT (Continued)

will inform you of the substance of the material and give you the chance to comment.

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

### SUPERVISORS/REFEREES

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

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

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

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

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

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

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

An applicant must provide the following details:

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

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

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

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

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

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

### WHERE TO LODGE AN APPLICATION FOR REVIEW

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

### DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Central Office**  
**Community Health and Housing**  
**Mental Health and Corrections Health**

#### Susan Jane Helyar 747-04123

From: Professional Officer Grade 2 TCH  
\$43,416 - \$48,520

ACT Mental Health Services,  
The Canberra Hospital

To: Senior Officer Grade C \$56,346 - \$60,755

Mental Health and Corrections Health,  
Community Health and Housing Group  
Department of Health, Housing and Community Care Canberra  
(PN: 27253)

(ACT Govt Gazette No 49 of 7 Dec 2000)

CC: 148-9011-16888

### ACT Housing Housing Services Group

#### Ian Bottcher AGS Number 333 06989.

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

Customer Services Section

To: Administrative Service Officer Class 6  
\$44,504 - \$51,121

Customer Services Section  
PN 6920 **Gazette** 14-Jun-01

## EMPLOYMENT (Continued)

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.

CC: 148-9021 16944

**ACT Housing  
Housing Services Group**

**Sue-Ellen Hughes AGS Number 527 00287.**  
From: Administrative Service Officer Class 5  
\$41,207 - \$43,694  
Customer Services Section  
To: Administrative Service Officer Class 6  
\$44,504 - \$51,121  
Customer Services Section  
**PN 6831 Gazette 14-Jun-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: 148-9021 16944

**THE CANBERRA HOSPITAL**

**The Canberra Hospital  
Medical SMT  
Cardiology**

**Linda Nemeth: 261-62171**  
From: Professional Officer Class 1  
\$30,276 - \$42,475  
The Canberra Hospital  
To: Professional Officer Class 2  
\$43,416 - \$48,520  
Cardiology The Canberra Hospital, Canberra  
(PN. 21981) (8/3/01)

CC: 1741

**CHIEF MINISTER'S DEPARTMENT**

**C.B Whelan AGS No: 706-10875**  
From: Teacher Level 2, \$56,100-\$58,200p.a  
Department Of Education  
To: Senior Officer Grade B,  
\$66,577 - \$74,948p.a. (PN: 55479)  
Canberra Connect, ACT Information Services,  
Chief Minister's Department  
5 April 2001  
CC: 148-9031-19558

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES**

**Children's, Youth and Family Services  
Child Health and Development Service Section**

**Anna Rachel Crompton: 751-77994**  
From: Professional Officer Class 1  
\$36,945 - \$43,694

Department of Education and Community Services  
To: Professional Officer Class 2  
\$44,504 - \$51,121  
Child Health and Development Service Section,  
Department of Education and Community Services,  
Canberra (PN. 21763) (No 14 5 April 2001)

CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY**

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

**McPherson, Elsie Mary Elizabeth: 543-34049**  
From: Teacher Band 2 \$62,155  
CIT, Faculty of Business and Information Technology  
To: Teacher Band 3 \$75,264  
CIT, Faculty of Business and Information Technology, Canberra (PN. 51904)  
(Gazette No.PS 16, 19 April 2001)

**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.

**Policy and Regulatory Division**

**Michele Briggs: 747-88080**  
From: Senior Officer Grade C \$56,346 – \$60,755  
Department of Justice and Community Safety  
To: Senior Officer Grade B \$66,577 – \$74,948  
Policy and Regulatory Division, Canberra  
(PN. 42649) (NO 3 18/1/01)

CC: 148-9012-17170

## EMPLOYMENT (Continued)

### 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.

#### **Corporate Group**

#### **Kim Platt AGS Number 715 96038.**

**From** Administrative Service Officer Class 5  
\$41,207 - \$43,694  
Business Support Section  
**To:** Administrative Service Officer Class 6  
\$44,504 - \$51,121  
Business Support Section  
**PN 10248 Gazette 14-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: 148-9017 17213

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### **Corrigenda**

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#### CHIEF MINISTER'S DEPARTMENT

#### **Cabinet Office, Executive and Cabinet Support,**

#### **Ross Douglas Allen: 334-74800, 7 June 2001**

(PN: 55703)  
Notified as a "deemed transfer", should have been notified as an appointment  
CC: 148-9031-17370

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### **ACT Public Service Index of addresses**

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- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601

- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608
- 34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601

## GAZETTE INFORMATION

### ISSUE OF ACT SPECIAL GAZETTES

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

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

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<b>Gazette Number</b>	<b>Date</b>	<b>Title</b>
<b>S31</b>	7 June	Instrument No. 107 of 2001 ~ Road Transport (General) Act 1999

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## 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>Adoption Regulations, Agents Act 1968, Associations Incorporation Act 1991, Births, Deaths and Marriages Registration Act 1997, Business Names Act 1963, Classification (Publications, Films And Computer Games) (Enforcement) Act 1995, Consumer Credit (Administration) Act 1996, Instruments Act 1933, Land Titles Act 1925, Liquor Act 1975, Magistrates Court Act 1930, Prostitution Act 1992, Public Trustees Act 1985, Registration of Deeds Act 1957, Sale of Motor Vehicles Act 1977, Supreme Court Act 1933, Trade Measurement (Administration) Act 1991</i>	Determination of Fees and Charges for 2001/2002.	No. 105 of 2001
<i>Emergency Management Act 1999</i>	Determination of Fees and Charges for 2001/2002.	No. 106 of 2001
<i>Veterinary Surgeons Act 1965</i>	Determination of Fees.	No. 108 of 2001
<i>Land (Planning and Environment) Act 1991</i>	Appointment of Trevor Mules as member of the ACT Heritage Council.	No. 109 of 2001
<i>Health and Community Care Services Act 1996</i>	Determination of Fees and Charges.	No. 110 of 2001

## GOVERNMENT NOTICES (Continued)

### 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>Bookmakers Act 1985</i>	Bookmakers Regulations Amendment	No. 16 of 2001



### AUSTRALIAN CAPITAL TERRITORY

#### OCCUPATIONAL HEALTH AND SAFETY ACT 1989

#### DECLARATION

Under Section 39(2) of the ACT *Occupational Health and Safety Act 1989*, I declare that, an application by Bovis Lend Lease Pty Limited, Section 39 of the *Act* applies to the Canberra Centre Consolidation, intersection of Bunda St and Ainslie Avenue, Civic, ACT.

**Jocelyn Plovits**  
Commissioner for  
Occupational Health and Safety

Date: 1 June 2001

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

**HEALTH ACT 1993**

**APPOINTMENT OF THE CANBERRA HOSPITAL  
IMMUNOLOGY, RHEUMATOLOGY AND DERMATOLOGY  
DEATH REVIEW COMMITTEE**

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

Dr Matthew Cook	Immunologist
Professor Paul Gatenby	Immunologist
Dr Kathy Tymms	Rheumatologist
Dr Andrew Brook	Rheumatologist
Dr Anna Dorai Raj	Rheumatologist
Dr Andrew Miller	Dermatologist

As a committee which shall be known as **THE CANBERRA HOSPITAL IMMUNOLOGY, RHEUMATOLOGY AND DERMATOLOGY DEATH REVIEW COMMITTEE** of the ACT Department of Health, Housing and Community Care.

Dated this 30<sup>th</sup> day of May 2001

**MICHAEL MOORE**  
**MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES**



**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

**HEALTH ACT 1993**

**APPOINTMENT OF THE CANBERRA HOSPITAL  
INTENSIVE CARE UNIT  
MORBIDITY AND MORTALITY REVIEW COMMITTEE**

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

- Dr Imogen Mitchell            Intensivist
- Dr George Nikolic            Intensivist
- Dr John Gowardman        Intensivist

As a committee which shall be known as **THE CANBERRA HOSPITAL INTENSIVE CARE UNIT MORBIDITY AND MORTALITY REVIEW COMMITTEE** of the ACT Department of Health, Housing and Community Care.

Dated this 30<sup>th</sup> day of May 2001

**MICHAEL MOORE**  
**MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

**HEALTH ACT 1993**

**APPOINTMENT OF THE CANBERRA HOSPITAL  
NEUROSURGERY UNIT MORBIDITY AND MORTALITY COMMITTEE**

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

Dr Ray Newcombe	Neurosurgeon
Dr John Fuller	Neurosurgeon
Dr Nada Chandran	Neurosurgeon

As a committee which shall be known as **THE CANBERRA HOSPITAL NEUROSURGERY UNIT MORBIDITY AND MORTALITY REVIEW COMMITTEE** of the ACT Department of Health, Housing and Community Care.

Dated this 4<sup>th</sup> day of June 2001

**MICHAEL MOORE**  
**MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES**

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **MENTAL HEALTH (TREATMENT AND CARE) ACT 1994**

##### **APPROVED FACILITY**

Pursuant to subsection 48(1)(a) of the *Mental Health (Treatment and Care) Act 1994*, I, MICHAEL MOORE, the Minister for Health, Housing and Community Services, approve ACT Mental Health Service Hennessy House as a health facility for the purposes of subsection 26(1) and Section 37 of that Act.

Dated: 4<sup>th</sup> June 2001

**Michael Moore** MLA  
Minister for Health, Housing and Community Services

### **AUSTRALIAN CAPITAL TERRITORY**

#### **(GUNGAHLIN DEVELOPMENT AUTHORITY ACT 1996)**

Pursuant to Section 4 of the *Gungahlin Development Authority Act 1996*, I vary the Gungahlin Development Area as previously declared on

- 27 June 1997 and published in the Gazette No S197 of 30 June 1997;
- 10 January 1998 and published in Special Gazette No. S35 of 16 January 1998;
- 7 January 1999 and published in Gazette No 3 of 20 January 1999;
- 5 December 1999 and published in Gazette No 51 of 22 December 1999; and
- 17 November 2000 and published in Gazette No 48 of 30 November 2000

to include Block 3 Section 1, Gungahlin.

Dated this 1<sup>st</sup> day of June 2001.

**GARY HUMPHRIES** MLA  
TREASURER

## GOVERNMENT NOTICES (Continued)

### Environment ACT

#### *Environment Protection Act 1997*

#### **Application for an Environmental Authorisation**

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

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Jorgen Hauberg	Acceptance of more than 100m <sup>3</sup> of soil	Cooleman Farm, Chapman

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

#### **Environment Protection Agreements**

Notice is hereby given that under Section 41 of the Environment Protection Act 1997, environment protection agreements to conduct activities have been reached with the organisations set out below:

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Ultima Constructions Pty Ltd	Land Development	5 Lyster Place, MELBA ACT
Corkhill Brothers Pty Ltd	Land Development	PO Box 326, FYSHWICK ACT
DUS Policy Coordination	Land Development	PO Box 818, DICKSON ACT
Indigo Building Group Pty Ltd	Land Development	PO Box 3100, WESTON CREEK ACT
Prestige Building Services Pty Ltd	Land Development	Unit 8/145 Gladstone St, FYSHWICK ACT
Tsoulias Construction Pty Ltd	Land Development	12 Pindari Cres, O'MALLEY ACT
Thiess Service	Land Development	Level 1, 107 Phillip St, PARAMATTA NSW
Cronin Construction Management Pty Ltd	Land Development	Suite 1, 27 Elm Way JERRAMBOMBERRA NSW
NACE Civil Engineering Pty Ltd	Land Development	PO Box 598, HOXTON PARK NSW
Acclaim Contractors Pty Ltd	Land Development	19 Garanya St, WARAMANGA ACT
Cord Excavation Pty Ltd	Land Development	PO Box 7128, FYSHWICK ACT
Turner Developments Pty Ltd	Land Development	Level 2, Farrer Place, CANBERRA CITY ACT

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

Dated the 6th day of June 2001  
Environment Management Authority

