



Australian Capital Territory

Gazette

No. 26, Thursday 28 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

Appointment

CHIEF MINISTER'S DEPARTMENT

Canberra Tourism and Events Corporation

Peter Stainlay

Chief Executive Officer (C15)
Section 72, Public Sector Management Act 1994

DEPARTMENT OF URBAN SERVICES

Colin Adrian

Executive Director,
Policy Coordination (E210)
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

THE CANBERRA HOSPITAL

Medical SMT

Canberra Sexual Health Centre

Registered Nurse Level 2 \$43,711 - \$46,474,
Canberra (PN.22223)

Closing date: 12 July 2001

Duties: An exciting opportunity exists for a registered nurse to join the dynamic multi-disciplinary team at The Canberra Sexual Health Centre. The Centre is the main provider of specialist sexual health and HIV/AIDS services to the Canberra Region, and has a focus on clinical research. The applicant will be highly motivated with current sexual health experience which includes the ability to provide independent nursing consultations for clients seeking sexual health screening, pap smears, Hepatitis B vaccinations and emergency contraception.

Eligibility/other requirements: Mandatory: Registered as a general nurse with the ACT Nurses Registration Board. Minimum of three years recent post registration experience with a period of demonstrated competency in sexual health nursing. Holds a Family Planning Certificate in Sexual and Reproductive Health Nursing. Other Requirements: Holds or is undertaking post registration qualifications in sexual health. Computer literacy. Commitment to ongoing professional development.

EMPLOYMENT (Continued)**Note:**

Contact Officer: Ruth Primrose (02) 6244 2184
 Selection documentation may be obtained from
 HRMG, Recruitment Services (02) 6244 2257
 Apply: 16
 CC: 1782

Mental Health**Hennessy House**

Professional Officer Class 1 \$30,276 - \$42,475,
 Canberra (PN. 25974)

Closing date: 12th July 2001

Duties: Provide a range of Occupational
 Therapy Services as required at Hennessy
 House; Assess clients, plan and execute
 therapeutic programs (for individuals and
 groups) which are designed to promote
 recovery and maximise independence,
 involving carers and other services where
 appropriate.

Eligibility/other requirements: Tertiary
 qualification or equivalent in Occupational
 Therapy and eligibility for membership of the
 Australian Association Occupational Therapists
 – ACT Incorporated.

Contact Officer: Steve Keiley (02) 6251 6133
 Selection documentation may be obtained from
 Human Resource Management Group
 (02) 6244 4168
 Apply: 16
 CC: 2252

Nursing Branch**Emergency Department**

Registered Nurse Level 2, Clinical Development
 Nurse \$43,711 – \$46,474, Canberra (PN. 27017)

Closing date: 12th July 2001

Duties: Provide clinical support to nurses in the
 Emergency Department to assist in the
 development of clinical competence within the
 specialty; provide relevant educational support
 to enhance new and existing staff in their
 clinical development; assess the competence
 of new and/or less experienced nurses to ED
 and provide immediate informal and regular
 formal feedback in conjunction with the CNC.

Eligibility/other requirements: Registered as a
 General Nurse with the ACT Nurses Registration
 Board; minimum of three years recent post
 registration experience in the area of
 emergency in a major metropolitan ED including
 trauma, paediatrics and triage; holds
 qualification in Emergency Nursing or Critical
 Care.

Contact Officer: Isabel Harvey (02) 6244 2322
 Selection documentation may be obtained from
 Human Resources (02) 6244 2257
 Apply: 16
 CC: (1612)

Nursing Branch**Ward 6A Endocrinology / Cardiology /
Respiratory**

Registered Nurse Level 2 \$43,711 - \$46,474,
 Canberra (PN. 22467 and 22259)

Closing date: 12th July 2001

Duties: Provide comprehensive direct patient
 care by utilising the nursing process; act as a
 role model in the provision of holistic patient
 care; liaise with patient care teams to achieve
 an agreed standard of care

Eligibility/other requirements: Registered as a
 general nurse with the ACT Nurses Registration

Board; minimum of three years recent post
 registration experience; minimum of twelve
 months experience in the field being practiced
 or holds a relevant post registration
 qualification.

Please note: PN 22467 is a permanent full time
 vacancy while PN 22259 is a temporary full
 time vacancy

Contact Officer: Tracey Duggan (02) 6244 2731
 Selection documentation may be obtained from
 Human Resources (02) 6244 2257

Apply: 16

CC: (1791)

Deputy CEO Corporate**Information Management Group**

Information Technology Officer Class 1
 \$34,900 - \$39,904, Canberra (PN.24950)

Closing date: 12th July 2001

Duties: The primary task of this position is to
 prepare, coordinate and manage the Hospital's
 routine and ad hoc patient activity data reports
 with a view to developing an interactive
 electronic reporting system to automate these
 operations. An important element of the role of
 coordination is to perform data queries as
 requested by the users of the data.

Contact Officer: Sarah Hughes (02) 6244 3870
 Selection documentation may be obtained from
 Human Resources (02) 6244 3580

Apply: 16

CC: (1327)

Pathology Services**Clinical Chemistry**

Technical Officer Level 3 / Professional Officer
 Class 1 \$37,924 - \$43,027 (TO3) \$30,669 -
 \$43,027 (PO1), Canberra (PN TBA)

Closing date: 12th July 2001

Duties: Perform diagnostic and other technical
 tests, procedures and investigations requiring
 the application of professional knowledge and
 skills in Clinical Chemistry particularly, and in
 other sections of the Laboratory as required;
 train and supervise the work of the junior staff
 of the Clinical Chemistry sub-section and the
 application of approved quality control
 procedures as necessary

Eligibility/other requirements: A degree in
 Science or equivalent qualification

Please note: This is a temporary part time
 vacancy, 40:00 hours per fortnight

Contact Officer: Peter Talsma (02) 6244 2843
 Selection documentation may be obtained from
 the Human Resource Management Group (02)
 6244 2257

Apply: 16

CC: (3122)

Pathology Services**Haematology**

Technical Officer Level 3 / Professional Officer
 Class 1 \$37,924 - \$43,027 (TO3) \$30,669 -
 \$43,027 (PO1), Canberra (PN TBA)

Closing date: 12th July 2001

Duties: Perform diagnostic and other tests,
 procedures and investigations requiring the
 application of professional knowledge and
 skills in automated and cellular haematology,
 coagulation and transfusion, under limited
 supervision; operate, maintain and perform
 initial failure diagnostics on analysers and

EMPLOYMENT (Continued)

general equipment in use in the Haematology Laboratory.
 Eligibility/other requirements: A degree in Science or equivalent relevant qualification
 Please note: This is a temporary full time vacancy available immediately for a period of three months with possibility of extension
 Contact Officer: Phillip Baron (02) 6244 2034
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2257
 Apply: 16
 CC: (3125)

Mental Health Services

Crisis Assessment and Treatment Team
 Professional Officer Class 1 / Registered Nurse Level 2 / Professional Officer Class 2 / Registered Nurse Level 3 , Canberra (PN TBA)
 \$30,669 - \$43,027(PO1), \$43,150 - \$45,877 (RN2), \$43,416 - \$48,520 (PO2), \$47,581 - \$50,648 (RN3)

Closing date: 12th July 2001

Duties: Undertake, with the required level of supervision, training and support, the provision of assessment and case management of Indigenous children, adolescents and their families, with moderate to severe mental illness.

Eligibility/other requirements: Tertiary qualifications or equivalent in Psychology, Social Work, or mental health Nursing with current ACT registration where applicable, and/or eligibility for membership of the appropriate professional organisation.
 Aboriginal or Torres Strait Islander heritage.
 Please note: There are two vacancies. 1) Monday – Friday 9am-5pm, 2) Rostered.
 Contact Officers: Merrie Carling (02) 6205 1469 or Amanda Urbanc (02) 6205 1048
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 4168
 Apply: 16
 CC: (2231)

CHIEF MINISTER'S DEPARTMENT

Office of Multicultural and Community Affairs
Senior Officer Grade C, (PN: 42170),

\$57,191 - \$61,666p.a

Aboriginal and Torres Islander Affairs Unit

Closing Date: 12 July 2001

Canberra

Duties: Prepare policy advice and analysis of issues relating to Aboriginal and Torres Strait issues in the National and Territory context, including the development of comprehensive reports. Provide secretariat support to various committees and policy advice for the Aboriginal and Torres Strait Islander Affairs Unit.

Contact Officer: Glenn Welby (02) 6207 8708

Selection Documentation: Mariam Elsheik

(02) 6207 2382 and also from available from:

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

CC: 148-9031-17025

Office of Multicultural and Community Affairs
Senior Officer Grade C, (PN: 43206),

\$57,191 - \$61,666p.a

Community Policy Unit

Closing Date: 12 July 2001

Canberra

Duties: Under the direction of the Manager, Community Policy Unit, manage strategic issues related to best practice in customer service and the ACT Government Customer Service Program, including the ACT Customer Service Awards program.

Contact Officer: Christine Freudenstein

(02) 620 50215

Selection Documentation: Christine Kajewski

(02) 620 71309 and also from available from:

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

CC: 148-9031-17025

Public Sector Management Group

Senior Officer Grade C, (PN: 13032),

\$57,191-\$61,666p.a

Workplace Relations

Closing Date: 5 July 2001

Canberra

Duties: The Assistant Manager, Workplace Relations is involved in providing expertise and assistance in formulating high level policy advice on strategic issues relating to ACT Public Service Industrial Relations policy and public sector reforms. The successful applicant will have demonstrated ability and experience in areas of workplace relations and public sector employment reform.

Contact Officer: Warren Foster (02) 6207 6207

Selection Documentation: Warren Foster

(02) 6207 6207 and also from available from:

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

CC: 148-9031-16949

Office of Multicultural and Community Affairs
Administrative Service Officer Class 5, (PN:

55782), \$41,825 - \$44,349p.a

National Multicultural Festival Canberra 2002

Closing Date: 5 July 2001

Canberra

Duties: The Festival Manager will be responsible for coordinating all matters relating to the National Multicultural Festival Canberra 2002, including: coordination of paid and volunteer staff; management of the day-to-day finances; promotion; development and delivery of a Festival program; provision of regular feedback and secretariat support to the Multicultural Festival Committee.

Contact Officer: Judith Therkelsen

(02) 6207 6014

Selection Documentation: Mariam Elsheik

(02) 6207 2382 and also from available from:

www.act.gov.au/recruitment/cmdindex.asp

Note: Applications will not be acknowledged on receipt. Please note that the closing period for this position is **one** week only

EMPLOYMENT (Continued)

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17025

Administrative Service Officer Class 2, Part Time (3 days per week) (PN: 55783),
 \$29,539 - \$32,755p.a
 National Multicultural Festival Canberra 2002
Closing Date: 5 July 2001
 Canberra

Duties: The Administrative Assistant will assist the Multicultural Festival Manager with all matters relating to the National Multicultural Festival Canberra 2002, including: responding to all correspondence and inquiries; managing the day-to-day finances; maintaining records, including a register of volunteer workers; participating in promotional activities; and delivery of the Festival program.

Contact Officer: Judith Therkelsen
 (02) 6207 6014

Selection Documentation: Mariam Elsheik
 (02) 6207 2382 and also from available from:
www.act.gov.au/recruitment/cmdindex.asp

Note: Applications will not be acknowledged on receipt. Please note that the closing period for this position is **one week only**

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17025

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
mailto:wfpm.webmaster@decs.act.gov.au
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.

**Children's, Youth and Family Services Division
 Family Services Branch
 Child Abuse Prevention, Education and Research Section**

Professional Officer Class 2 \$44,504 - \$51,121, Canberra (PN. 2027)
 Closing date: 12 July 2001

Duties: The training officer will assist the Development and Training Coordinator develop, coordinate and present staff development and community Education Programs; research and liaise with statutory child protection agencies, local educational institutions and other agencies to further improve training for Family Services staff; assist in developing accredited training in child protection.

Contact Officer: Rob Baker (02) 6207 1487
 Selection documentation may be obtained from the Contact Officer (02) 6207 1487
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Children's, Youth and Family Services Division
 Family Services Branch
 Child Protection Services Section**

Senior Professional Officer Grade C or Senior Officer Grade C \$56,347 - \$60,755, Canberra (PN. 3852)

Closing date: 12 July 2001

Duties: Provide direct service and supervise a team of staff in the provision of statutory child protection services to indigenous children and families which are consistent with Family Services policies, procedures and practices, and which are culturally appropriate.

Eligibility: **Senior Professional Officer Class C:** Eligibility for full membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent.

Senior Officer Grade C: Relevant tertiary qualifications in the social/behavioural sciences would be an advantage.

Note: **This is an Indigenous identified position.**

The successful applicant will be offered an attractive performance based remuneration package regulated under an Australian Workplace Agreement. Previous applicants need to reapply.

Contact Officer: Deborah Winkler
 (02) 6207 1075

Selection documentation may be obtained from Janet Feldtmann (02) 6207 1088

Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

**Children's, Youth and Family Services Division
 Family Services Branch**

Child Protection Services Section

Family Service Worker 1 (Indigenous)
 \$36,945 - \$43,694, Canberra (PN. Various)

Closing date: 12 July 2001

Duties: To provide high quality statutory services to Indigenous children and families consistent with Family Services child protection and substitute care policies, procedures and practices, and which are culturally appropriate.

Eligibility/other requirements: A degree from a recognised tertiary institution. Progression to the fifth increment of the salary scale requires eligibility for full membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent.

Contact Officer: Deborah Winkler
 (02) 6207 1075

Selection documentation may be obtained from Janet Feldtmann (02) 6207 1088

Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices or via email:
decs.employment@act.gov.au

EMPLOYMENT (Continued)**CANBERRA INSTITUTE OF TECHNOLOGY****Education Delivery
Faculty of Communication and Community
Services**

Teacher Band 4 \$86,134 (Package Negotiable), Canberra (PN.51849)
Closing date: 12 July 2001
Duties: Provide educational leadership, guidance and management of the Faculty and set and implement the strategic direction for the Faculty in cooperation with other elements of the Institute.
Eligibility/other requirements: Experience and other qualifications relevant to the position are desirable.
Note: This position is for temporary transfer or temporary employment for a period of up to five years.
Contact Officer: Peter Veenker (02) 6207 3107
Selection documentation may be obtained from Mary Gleeson (02) 6207 3393 or e-mail mary.gleeson@act.gov.au
Apply: Directorate, Canberra Institute of Technology, GPO Box 826, CANBERRA ACT 2601
CC: 148-9024-17271

**Education Delivery
Faculty of Science and Technology**

Teacher Band 3 \$77,145 (Package Negotiable), Canberra (PN. 51900)
Closing date: 12 July 2001
Duties: Assist the Dean in the educational and operational management of the Faculty. This includes meeting agreed performance targets, managing specific operational activities, providing professional leadership in educational development activities and developing, reviewing and evaluating specific educational programs.
Eligibility/other requirements: Experience and other qualifications relevant to the position are desirable.
Note: This position is for temporary transfer or temporary employment for a period of up to five years.
Contact Officer: Peter Veenker (02) 6207 3107
Selection documentation may be obtained from Mary Gleeson (02) 6207 3393 or e-mail mary.gleeson@act.gov.au
Apply: Directorate, Canberra Institute of Technology, GPO Box 826, CANBERRA ACT 2601
CC: 148-9024-18551

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
Executive/Admin Support
Operation Manager**

Senior Officer Grade B \$66,577 – \$74,948, Canberra (PN. 43696)
Closing date: 12 July 2001
Duties: The ACT Law Courts Administration is seeking a highly motivated person to assist in the management and administration of the ACT Supreme Court, ACT Magistrates Court and Tribunals.
The Operations Manager will be responsible for providing high-level managerial and administrative support to the ACT Courts Administrator, particularly in setting directions for the future of the combined Courts Administration and operations.
Applicants must possess:

- A demonstrated ability for the administration and management of a wide range of operational, personnel, budgetary, and asset management issues;
- Proven knowledge of the ACT Government's budgeting system;
- Extensive knowledge of the ACT Government's administrative operations and procedures;
- Proven communications skills; especially with regard to dealing with staff and with writing complex papers consistent with ACT Government Human Resource Policies;
- An enthusiasm to manage a team and the ability to motivate and lead diverse staff;
- A knowledge and understanding of the Court practices and procedures.

Contact Officer: Martin Toohey (02) 6217 4444
Selection documentation may be obtained from 24 hour recruitment line (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Civil**

Senior Deputy Registrar
Senior Officer Grade C \$56,346 – \$60,755, Canberra (PN. 43691)
Closing date: 12 July 2001
Duties: The successful applicant selected for this position will primarily be required to perform the relevant statutory functions of a senior deputy registrar for purposes of exercising Court powers in conducting conferences, direction hearings and other Court related proceedings. They will also be required to have a high level of skills in communicating, negotiating, liaising and applying conflict resolution skills to a diverse range of people and a strong client focus.
Additionally the successful applicant will need to be self-motivated, have an ability to organise workloads efficiently, with well-developed oral and written skills.
Eligibility/other requirements: Legal qualifications desirable or other relevant qualifications.
Contact Officer: Doris Bozin (02) 6217 4228
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-901216939

EMPLOYMENT (Continued)**ACT Magistrates Court
Civil****Deputy Registrar**

Administrative Service Officer Class 4
\$36,945 – \$40,113, Canberra (PN. 43618)
Closing date: 12 July 2001
Duties: The successful applicant will work as part of a team and assist in the direction and control of work within the Civil Section of the Magistrates Court, including supervision of staff and assisting the Deputy Registrar with the examination of more complex matters filed with the Court. A sound knowledge of relevant legislation, or the ability to obtain such knowledge within a short period of time, is highly desirable.
Contact Officer: Mark Sloane (02) 6217 4285
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Civil****Administrative Assistant**

Administrative Service Officer Class 2 \$29,102 – \$32,271, Canberra (PN. 2103, 42389, 42400)
Closing date: 12 July 2001
Duties: The successful applicants will work as part of a team and will be required to examine and process documents filed with the Civil Section of the Court, which includes maintaining and updating court files and computer records. They will also be required to answer enquiries in relation to the practices and procedures of the Civil section of the Court.
Contact Officer: Mark Sloane (02) 6217 4285
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
Apply: 28
CC: 148-9012-16939

**ACT Corrective Services
Operations Support
Training Officer**

Administrative Service Officer Class 6 \$44,503 – \$51,121, Canberra (PN. 10083)
Closing date: 12 July 2001
Duties: Coordinate the delivery of training services for custodial operations, community corrections and support staff. Develop training materials in accordance with national competency standards and ensure training systems and procedures comply with guidelines for Registered Training Organisations. Maintain and coordinate a training budget, reimbursements and grants. Identify and develop custodial training opportunities and provide assistance with other human resource functions of the Unit.
Eligibility/other requirements: Tertiary qualifications in disciplines related to training and/or human resources would be an advantage.
Contact Officer: Matthew Willis (02) 6205 1754
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

**ACT Corrective Services
ACT Youth Justice Services
Program Officer**

Professional Officer Class 1 \$31,034 – \$43,539, Canberra (PN. 3332)
Closing date: 12 July 2001
Duties: Assist young people to access educational facilities, vocational and training programs. Undertake assessments of young people and plan and participate in appropriate educational support. Assist young people with literacy, numeracy and life skills teaching/training. Attend and participate in a range of meetings relating to residents and facilitate group learning.
Eligibility/other requirements: A relevant degree or diploma in Psychology, Social Work, Teaching or relevant Trade Certificates.
Note: This is a temporary vacancy of 12 months
Contact Officer: Liza Bradford (02) 6207 0792
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
Apply: 28
CC: 148-9012-16898

**ACT Corrective Services
ACT Youth Justice Service
Unit Manager**

Administrative Service Officer Class 5
\$41,207 – \$43,694, Canberra (PN. 3292)
Closing date: 12 July 2001
Duties: Manage a number of residential units, including management of staff, budgets and resources, staff recruitment, assessments, training and development. Provide direction, guidance and supervision to staff and demonstrate leadership through the exercise of such skills as team development, strategic planning, and performance review and quality assurance. Assume responsibility for the performance of program and for the provision and quality for the care, support and programs provided to clients, and for the allocation of cases to staff.
Eligibility/other requirements: Completion of Youth Worker Level 3 or 4 Certificate or qualification in behavioural sciences highly desirable.
Contact Officer: Frank Duggan (02) 6207 0732
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
Apply: 28
CC: 148-9012-16898

Policy and Regulatory Division

Closing date: 12 July 2001
The Department is seeking to fill several positions in the Legislation and Policy Branch of the Policy and Regulatory Division. The Legislation and Policy Branch provides the Minister and Cabinet with high quality legal policy advice; and develops and implements the Minister's legislative and law reform programs. The advertised vacancies are permanent but may be offered initially on a contract basis. Successful applicants for senior policy officer positions may, in the near future, be able to negotiate terms and conditions through an Australian Workplace Agreement.

EMPLOYMENT (Continued)**Senior Officers Grade B****Salary Range \$67,576 - \$76,073 plus Benefits****Senior Officers Grade C****Salary Range \$57,191 - \$61,666 plus Benefits**

Occupants of these positions will be required to perform complex research and legal policy work; provide advice to government on questions of law, practice and policy; and develop more complex legislation on matters relevant to the portfolio.

Administrative Service Officer Class 6**Salary Range \$45,171 – \$51,888 plus Benefits****Administrative Service Officer Class 5****Salary Range \$41,825 – \$44,349 plus Benefits****Administrative Service Officer Class 4****Salary Range \$37,499 – \$40,714 plus Benefits**

Successful applicants of these vacancies will be required to undertake research and analysis of legal issues; assist in the preparation of advice on questions of law, practice and policy; prepare related correspondence, reports and submissions, and develop legislation under supervision.

Applications stating complete details of qualifications, experience and responses to the Selection Criteria will be considered. The Duty Statement and Selection Criteria, for each of the four levels, may be obtained from Adriana Lulic on (02) 6207 0541 or adriana.lulic@act.gov.au.
Apply: 28
CC: 148-9012-17170

**Policy and Regulatory Division
Business Services Unit**

Administrative Service Officer Class 2 \$29,102 – 32,271, Canberra (PN. 42735)
Closing date: 12 July 2001

Duties: The occupant is required to provide a range of administrative support services to the Policy and Regulatory Division including the maintenance of record systems, word and data processing and the provision of mail and courier services; coordinate papers and assist in organising meetings and conferences; maintain office supplies and manage printing requirements; and perform other duties as directed.

Contact Officer: Adriana Lulic (02) 6207 0541
Selection documentation may be obtained from Karen Hebditch (02) 6207 0523
Apply: 28
CC: 148-9012-17170

**Policy and Regulatory Division
Business Services Unit**

Administrative Service Officer Class 3 \$33,147 – \$35,774, Canberra (PN. 5798)
Closing date: 12 July 2001

Duties: The successful applicant will be required to undertake a range of administrative tasks including accounts payable and receivables processing, arrange travel and accommodation for officers of the Division; manage and maintain records management systems; administer the Justices of the Peace Register; provide relief personal assistant duties to the Executive Director when required; and undertake other duties as directed.

Contact Officer: Adriana Lulic (02) 6207 0541
Selection documentation may be obtained from

Karen Hebditch (02) 6207 0523

Apply: 28

CC: 148-9012-17170

ACT Corrective Services**ACT Youth Justice****Quamby Youth Detention Centre**

Senior Officer Grade B \$66,577\$ – \$74,948, Canberra (PN. 200).0

Closing date: 12 July 2001

Duties: Manage a youth justice detention centre in accordance with legislation and departmental policies. Develop, implement and maintain effective strategies and programs for the centre's staff and clients. Undertake responsibility for financial and human resource management and provide supervision, training and development of staff. Establish and maintain relationships with other departments and organisations and provide advice to senior management, government and other interested parties on matters relevant to the area.

Note: This is an expected vacancy

Contact Officer: Frank Duggan (02) 6207 0719

Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28

CC: 148-9012-16898

ACTION**ACTION Bus Services****Corporate and Community Affairs****Call Centre**

Enter Symbol Administrative Service Officer Class 2 \$29,249 - \$32,434 pa, Canberra (PN. A90182 and I04136)

Closing date: 5 July 2001

Duties: The Call Centre Operator is primarily responsible, under general direction, for providing outstanding customer service, giving high priority to customer satisfaction, while supporting efficient and consistent processes and operations.

Eligibility/other requirements: Enter is appropriate.

Note: These positions are Part-Time.

Contact Officer: Barbara Barrett (02) 6207 8040

Selection documentation may be obtained from 24 Hour Answering Service (02) 6207 8076

Apply: 08

CC: 148-9027-17791

DEPARTMENT OF URBAN SERVICES**Environment ACT****Resource Management Unit**

Administrative Service Officer Class 6 \$44,723 - \$51,373 PN15679

Canberra

Closing Date: 12-July-01

Duties:

Develop, manage, review and coordinate contracts, projects, programs and Service Level Agreements. Provide strategic advice and prepare briefings on key issues, examine options and prepare recommendations, reports and correspondence.

Qualifications/other requirements: Tertiary qualifications in Business Management, Natural Resource Management or Environmental Science are desirable.

EMPLOYMENT (Continued)

Contact Officer Rod Florence (02) 6207 5891 or rod.florence@act.gov.au
 Selection documentation Margherita Milkovits (02) 62072414 or margherita.milkovits@act.gov.au
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>
 Apply Code: 34
 CC: 148-9028 17030

**Policy Coordination Group
 Road Transport Section
 Transport Legislation, Regulation and Reform
 Subsection**

Senior Officer Grade C
 \$56,346-\$60,755 PN 11083
 Canberra
 Closing Date: 12-July-01
 Duties:

Under general direction, develop and review policy on a range of national and ACT transport issues, with a particular emphasis on road transport reform. Act as the main ACT liaison point for national initiatives being progressed by the National Road Transport Commission, and represent the ACT in national forums. This position operates with considerable autonomy, as part of a small team. Knowledge of transport issues, in both a national and ACT context, would be an advantage but not essential. Other requirements / Qualifications. Tertiary qualifications in legal, public policy finance or economics and/or relevant experience.

Contact Officer David Quinlan (02) 6207 6190
 Selection documentation Kerry Bell (02) 62076185
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>
 Apply Code:34
 CC:148-9023 16929

DEPARTMENT OF TREASURY

**ACT Insurance Authority
 Senior Officer Grade C, (PN: 55791),
 \$57,191 - \$61,666p.a
 Closing Date: 12 July 2001**

Canberra
 Duties: Under general direction manage the day to day finance and administration functions of the ACT Insurance Authority. The Insurance Finance Manager will be responsible for the annual budget; financial statement; investment policy advice; bank account and banking; and assistance in premium setting as required by the General Manager.

Contact Officer: Peter Matthews (02) 6207 0268
 Selection Documentation: Carol Wall (02) 620 70184 and also from available from:
www.act.gov.au/recruitment/tiindex.asp
 Note: Applications will not be acknowledged on receipt.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17630

CULTURAL FACILITIES CORPORATION**House Museums**

Director, Senior Professional Officer Class B, \$68,223-\$76,802, Canberra (PN. 004)
 Closing date: 12 July 2001
 Duties: Under broad direction: Manage the operation and activities of the house museums, Lanyon, Calthorpes' House and Mugga-Mugga and report as required to the Chief Executive Officer and the Board of the Cultural Facilities Corporation. Develop policies and procedures for the presentation and conservation of the house museums, gardens, grounds, landscape settings and respective collections. Oversight the development and implementation of the exhibition and public/education programs for the house museums. Manage the training, development and work program of the interdisciplinary staffing team. Manage the operational budget based on agreed business priorities and financial parameters.
 Eligibility/other requirements: Degree in Australian Social History, Cultural Heritage Management or equivalent is essential. Current Driver's Licence.
 Contact Officer: Sammy Gaskill (02) 6207 2181
 Selection documentation may be obtained from Jody Newett (02) 6205 0340
 Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608
 CC: 148-9008-16850

Appointments

ACT COMMUNITY CARE**Dental Assistant Level 2 \$25,432 - \$31,918**

Amanda Wilson: 741-00573, Section 68 and 70(1), 13 June 2001
 CC: 148-9009-16860

Dental Assistant Level 1 \$22,399 - \$23,947

Alison Duffy: 740-99832, Section 68 and 70(1), 8 June 2001
 CC: 148-9009-16860

Professional Officer Class 1 \$30,366 - \$42,601

Sarah De Jong: 741-03387, Section 38 and 70(1), 7 June 2001
 CC: 148-9009-17798

Administrative Service Officer Class 6 \$43,545 - \$50,020

Suzanne Lane: 741-03897, Section 68 and 70(1), 6 June 2001
 CC: 148-9009-16857

CALVARY HEALTH CARE ACT**Registered Nurse Level 1 \$33,427 - \$44,554**

Kellie Huey: 609-52193, Section 68, 21/6/01
 CC: 148-9094-17781

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

Lesley Ryan: 609-52281, Section 68, 25/6/01
 CC: 148-9094-17781

EMPLOYMENT (Continued)

Enrolled Nurse \$30,883 - \$33,144
 Alicia Osborne: 609-52265, Section 68, 7/6/01
 CC: 148-9094-17781

Registered Nurse Level 1 \$33,427 - \$44,554
 Amanda Crouch: 609-52302, Section 68, 25/6/01
 CC: 148-9094-17781

Registered Nurse Level 1 \$33,427 - \$44,554
 Keren Walker: 609-52337, Section 68, 18/6/01
 CC: 148-9094-17781

Calvary Professional Officer 2 \$43,545 - \$50,020
 Anne Jackson: 609-52273, Section 68, 11/6/01
 CC: 148-9094-17781

Calvary Services Officer 5 \$28,539 - \$30,021
 Leonie Wilson: 609-52329, Section 68, 18/6/01
 CC: 148-9094-17781

Calvary Administrative Officer 2 \$28,475 - \$31,576
 Kristy Lee Tracey: 609-52345, Section 68, 25/6/01
 CC: 148-9094-17781

Calvary Administrative Officer 2 \$28,475 - \$31,576
 Julie Norris: 609-52353, Section 68, 6/7/01
 CC: 148-9094-17781

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Administrative Service Officer Class 3 \$33147 - \$35774
 Anne O'Hara: 737-57119, Section 68(1), 14 June 2001
 CC: 148-9013-16917

Administrative Service Officer Class 6 \$44,504 - \$51,121
 David Andrew Matthews: 766-13639, Section 68(1), 18 June 2001
 CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Professional Officer Class 2 \$49,736
 Rachel Judith Tyson: 767-72525, Section 68(1), 25 June 2001
 CC: 148-9024-18549

ACTION

Senior Officer Grade B \$65,271 - \$73,479
 P Rainbird: 765-48750, Section 68, 18.12.00
 CC: 148-9027-17791

DEPARTMENT OF URBAN SERVICES

Environment ACT
 General Service Officer Level 4 - \$26,852-\$28,082
 Nadia Kuzmanoski AGS Number 769 64121.
 Section 68(1)
 14-Jun-01
 CC:148-9028 17218

City Management Group
 Senior Professional Officer Grade B - \$66,577 - \$74,948

Ahmed Hassan AGS Number 769 64455.
 Section 68(1)
 18-Jun-01
 CC:148-9019 17040

Transfer

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Julie Thompson: 730-06980
 From: Australian Public Service Level 4 \$37,917 – \$41,168
 Attorney General's Department
 To: Administrative Service officer Class 4 \$36,945 – \$40,113
 Parliamentary Counsel's Office, Canberra (PN. 44500)
 Note: This is a "deemed transfer" made under section 115(6) of the ACT Public Sector Management Act and is not subject to appeals.
 CC: 148-9012-17345

ACT WORKCOVER

Louise Saals AGS Number 542 86892.
From: Senior Officer Grade C. \$56,346-\$60,755
To: Senior Officer (Technical) Grade C \$56,346-\$60,755.
 OH&S and Dangerous Goods Section PN 43588
 Gazette Date 15/03/2001.
CC: 148-9020 17088

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.

EMPLOYMENT (Continued)

As a general rule, you may appeal if you were an applicant for promotion to an advertised position that **was not** 'non-appealable'.

YOU MAY ALSO APPEAL IF:

- * the vacancy that has been filled was not advertised and you are eligible for promotion to that position (generally identified by a footnote in the *Gazette*); or
- * you are an excess officer, the advertised position is at a classification equivalent to or lower than your own and you were an applicant for that position; or
- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

YOU CAN NOT APPEAL WHEN:

- * the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee);
- * the position is filled by the transfer of an officer already at that or a higher level;
- * you are not a **permanent** officer of the ACTPS; or
- * you filling the position would not constitute a promotion (except in the case of excess officers).

Unless you are an excess officer, you can only appeal if the person selected by the department would fill the position on **promotion** and, if successful, you would fill the position on **promotion**.

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed. For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

ADVICE TO POTENTIAL APPELLANTS

The following procedures will apply to all appeals unless other appeal procedures are in place as part of a Department's Enterprise Bargaining Agreement. Potential appellants should check with the relevant Personnel Unit as to the appeal procedures applying in that particular Department.

GROUND OF APPEAL

The only ground of appeal is **greater efficiency**.

EFFICIENCY

The Promotion Appeal Committee (PAC) is required to determine the relative efficiency of the parties to an appeal. The definition of

efficiency is set out in subsection 85 of the PSMA, which states:

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

The following advice applies to appeals against both promotions and temporary performance directions. Before lodging an appeal, you should consider carefully whether you can demonstrate that you are more efficient at doing the job than the person(s) you are appealing against. To help you determine whether you can 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

EMPLOYMENT (Continued)

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 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.

EMPLOYMENT (Continued)

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

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

PAC PROCEDURES

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

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

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

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

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

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that

of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment.

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

SUPERVISORS/REFEREES

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

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

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

- (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.

EMPLOYMENT (Continued)

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

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

ACT Housing

Executive Group

Mark Stewart AGS Number 261 40378.

From: Administrative Service Officer Class 1
\$15,428 - \$28,419

ACT Library and Information Services Section

To: Administrative Service Officer Class 4

\$36,945 - \$40,113

Information Systems Section

PN 11938 Gazette 26-Apr-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: 148-9021 20617

THE CANBERRA HOSPITAL

Women and Childrens Health Administration

Niceta Atityavongs: 503-27378

From: Administrative Service Officer Class 4
\$36,042 - \$39,132

Corporate Services, Financial Management

To: Administrative Service Officer Class 5

\$40,200 - \$42,626

Women and Childrens Health, Administration,
Canberra (PN. 27560) (29.3.01)

CC: (2112)

Mental Health Services

Crisis Assessment and Treatment Team

John Bubeare: 260-66323

From: Registered Nurse Level 3 \$47,581-
\$50,648

Mental Health Services, Crisis Assessment and
Treatment Team

To: (Dagger) Senior Professional Officer Grade
C \$54,969 - \$59,270

Mental Health Services, Crisis Assessment and
Treatment Team, Canberra (PN. 25683) (19/4/01)

CC: (2233)

ACT COMMUNITY CARE

Corporate and Business Development Organisation and Business Development

Paul Curry: 259-02588

From: Registered Nurse Level 3 \$47,722 -
\$50,799

ACT Community Care

To: † Senior Officer Grade C \$55,731 - \$60,091

Corporate and Business Support, ACT
Community Care, Canberra (PN. 29181) (5 April
2001)

CC: 148-9009-18270

Disability Program

Dianne Swan: 740-88658

From: Disability Support Officer Level 1 \$27,437
- \$28,536

ACT Community Care

To: Disability Support Officer Level 2 \$34,240 -
\$38,329

Disability Program, Canberra (PN.27550) (19
April 2001)

CC: 148-9009-16861

Narelle Reid: 740-92606

From: Disability Support Officer Level 1 \$27,437
- \$28,536

ACT Community Care

To: Disability Support Officer Level 2 \$34,240 -
\$38,329

Disability Program, Canberra (PN.27702) (19
April 2001)

CC: 148-9009-16861

Ian Gumm: 740-90926

From: Disability Support Officer Level 1 \$27,437
- \$28,536

ACT Community Care

To: Disability Support Officer Level 2 \$34,240 -
\$38,329

Disability Program, Canberra (PN.27492) (19
April 2001)

CC: 148-9009-16861

EMPLOYMENT (Continued)

David Lascelles: 740-94337

From: Disability Support Officer Level 1 \$27,437 - \$28,536
 ACT Community Care
 To: Disability Support Officer Level 2 \$34,240 - \$38,329
 Disability Program, Canberra (PN.27551) (19 April 2001)
 CC: 148-9009-16861

Amanda Polonski: 740-95946

From: Disability Support Officer Level 1 \$27,437 - \$28,536
 ACT Community Care
 To: Disability Support Officer Level 2 \$34,240 - \$38,329
 Disability Program, Canberra (PN.27653) (19 April 2001)
 CC: 148-9009-16861

Lina Webber: 740-94839

From: Disability Support Officer Level 1 \$27,437 - \$28,536
 ACT Community Care
 To: Disability Support Officer Level 2 \$34,240 - \$38,329
 Disability Program, Canberra (PN.27563) (19 April 2001)
 CC: 148-9009-16861

Deborah Mundy: 740-98186

From: Disability Support Officer Level 1 \$27,437 - \$28,536
 ACT Community Care
 To: Disability Support Officer Level 2 \$34,240 - \$38,329
 Disability Program, Canberra (PN.27491) (19 April 2001)
 CC: 148-9009-16861

Fiona Austin: 740-91400

From: Disability Support Officer Level 1 \$27,437 - \$28,536
 ACT Community Care
 To: Disability Support Officer Level 2 \$34,240 - \$38,329
 Disability Program, Canberra (PN.27555) (19 April 2001)
 CC: 148-9009-16861

Janice Allan: 740-93609

From: Disability Support Officer Level 1 \$27,437 - \$28,536
 ACT Community Care
 To: Disability Support Officer Level 2 \$34,240 - \$38,329
 Disability Program, Canberra (PN.27568) (19 April 2001)
 CC: 148-9009-16861

June (Kaii) Hallcroft: 740-95874

From: Disability Support Officer Level 1 \$27,437 - \$28,536
 ACT Community Care
 To: Disability Support Officer Level 2 \$34,240 - \$38,329
 Disability Program, Canberra (PN.27793) (19 April 2001)
 CC: 148-9009-16861

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Human Resources Branch
 Workforce Planning and Management Section**

Vicki McDonald: 033-34794
 From: School Assistant 2 \$24747-\$27442
 Department of Education and Community Services
 To: Administrative Service Officer Class 3 \$33147 - \$35774
 Workforce Planning and Management, Department of Education and Community Services, Canberra (PN. 346) (No 9, 1 March 2001)
 CC: 148-9013-16917

**Sport and Corporate Resources Division
 Information Management Branch
 IT Applications Section**

Xeny Michalopoulos: 545-57111
 From: Information Technology Officer Grade 2 \$44504-\$51121
 Department of Education and Community Services
 To: Senior Information Technology Officer Grade C \$56347-60755
 IT Application Section, Department of Education and Community Services, Canberra (PN. 14496) (No, 19 10 May 2001)
 CC: 148-9013-16917

Hawker College

Jennifer Jean McIlhatton: 337-63071
 From: School Assistant 2 \$24747-\$27442
 Department of Education and Community Services
 To: Administrative Service Officer Class 3 \$33147-35774
 Hawker College, Department of Education and Community Services, Canberra (PN. 73) (No 7, 15 February 2001)
 CC: 148-9013-16917

Lake Tuggeranong College

Elizabeth Shonk: 025-32588
 From: Administrative Service Officer Class 5 \$41207-\$43694
 Department of Education and Community Services
 To: Administrative Service Officer Class 6 \$44,504-51,121
 Lake Tuggeranong College, Department of Education and Community Services, Canberra (PN. 33795) (No 19, 10 May 2001)
 CC: 148-9013-16917

**Human Resources Branch
 Staff Development Section**

Judith Louise Daniels: 314-80764
 From: Administrative Service Officer 2 \$29,102-\$32,271
 Department Education and Community Services
 To: Administrative Service Officer 3 \$33147-\$35774
 Staff Development Section, Department Education and Community Services, Canberra (PN. 14449) (No 16, 19 April 2001)
 CC: 148-9013-16917

EMPLOYMENT (Continued)**Gilmore Primary School****Judith Marion Bailey: 027-46914**

From: School Assistant 2 \$24747-\$27442
 Department Education and Community Services
 To: Administrative Service Officer Class 4
 \$36945-\$40113
 Gilmore Primary School, Department Education
 and Community Services, Canberra (PN. 10401,
 expected vacancy) (No 19, 10 May 2001)
 CC: 148-9013-16917

**Education and Training Division
 Office of Training and Adult Education Branch
 New Apprenticeships and Innovation Section
 Andrew MacKellar Ford: 734-46847**

From: Administrative Service Officer Class 3
 \$33147-35774
 Department of Education and Community
 Services
 To: Administrative Service Officer Class 4
 \$36945-40113
 New Apprenticeships and Innovation,
 Department of Education and Community
 Services, Canberra (PN. 175) (No 1, 4 January
 2001)
 CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

Note: These promotions are made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non-teaching Staff) Certified Agreement 2000-2002. Officers wishing to appeal these promotions should address their appeal to the Manager, Human Resource Management Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of these promotions.

Annette Young 715-72348

From: Administrative Service Officer Class 2
 \$29,102 - \$32,271
 Faculty Management Unit
 To: Administrative Service Officer Class 4
 \$36,945 - \$40,113
 Canberra Institute of Technology, Faculty of
 Science & Technology
 Faculty Management Unit, Canberra (PN. 55404)
 (207 - 01/02/2001)
 CC: 148-9024-18551

Faculty of Science & Technology**Marisa Pestic 544-97841**

From: Administrative Service Officer Class 2
 \$29,102 - \$32,271
 Faculty Management Unit
 To: Administrative Service Officer Class 3
 \$33,147 - \$35,774
 Canberra Institute of Technology, Faculty of
 Science & Technology
 Faculty Management Unit, Canberra (PN. 55280)
 (189 - 21/09/2000)
 CC: 148-9024-18551

Alex Miranda 537-35713

From: Technical Officer Level 1 \$30,093 -
 \$31,122
 Department of Automotive, Metals & Logistics
 To: Technical Officer Level 2 \$32,682 - \$33,336
 Department of Automotive, Metals & Logistics,
 Canberra (PN. 54434) (216 - 05/04/2001)
 CC: 148-9024-18551

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.

ACT Government Solicitor's Office**John Stuart: 738-46074**

From: Administrative Service Officer Class 6
 \$44,503 - \$51,121
 Chief Minister's Department
 To: Legal 1 \$34,149- \$70,018
 ACT Government Solicitor's Office, Department
 of Justice and Community Safety, Canberra (PN.
 46139) (No 15 13/4/00)
 Note: This promotion is made under Chapter B,
 Clause 44 of the Department of Justice and
 Community Safety Certified Agreement 2000-
 2002
 CC: 148-9012-16909

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.

Corporate Group**Stephen Whittaker** AGS Number 539 90853

From: Administrative Service Officer Class 6
 \$44,504 - \$51,121
 Corporate Finance
 To: = Senior Officer Grade C
 \$56,346 - \$60,755
 Corporate Budgets and Asset Management
 Section
 PN 14500
 Gazette 11-Jan-01
 CC: 148-9017 17305

Operations Group**Information Planning and Services Branch****Kathleen McGee** AGS Number 543 21053

From: Administrative Service Officer Class 3
 \$33,147 - \$35,774
 Customer Information Services Section
 To: Administrative Service Officer Class 4
 \$36,945 - \$40,113
 Information Management Section
 PN: 26667 Gazette 03-May-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: 148-9032 16952

Operations Group**Information Planning and Services Branch****Helena Dohlvik** AGS Number 757 52549

From Administrative Service Officer Class 2
 \$29,102 - \$32,271
 ACT Library and Information Services Section

EMPLOYMENT (Continued)

To: Professional Officer Class 1
 \$31,034-\$43,539
 ACT Library and Information Services Section
 PN 46057 Gazette 05-Apr-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: 148-9037 17018

Nina Mullin AGS Number 543 21555
 From Administrative Service Officer Class 1
 \$15,428-\$28,419
 ACT Library and Information Services Section
 To: Professional Officer Class 1
 \$31,034-\$43,539
 ACT Library and Information Services Section
 PN 46047 Gazette 05-Apr-01
 Note: This promotion is to a non-advertised vacancy but is identical to Position Number 46057 which was advertised in the Gazette of 5 April 2001. 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: 148-9037 17018

ACT WORKCOVER

Michael Hayes AGS Number 260 73953.
 From Technical Officer Level 4
 \$44,503 - \$49,736
 To: Senior Officer (Technical) Grade C
 \$56,346 - \$60,755
 OH&S and Dangerous Goods Section
 PN 43589 Gazette 15-Mar-01
 CC: 148-9020 17088

William Brodie AGS Number 337 59072.
 From Technical Officer Level 4
 \$44,503 - \$49,736
 To: Senior Officer (Technical) Grade C
 \$56,346-\$60,755
 OH&S and Dangerous Goods Section
 PN 43587 Gazette 15-Mar-01
 CC: 148-9020 17088

DIRECTOR OF PUBLIC PROSECUTIONS

Catherine Zaal: AGS 537-34796
 From: ASO4 \$37,499 - \$40,714
 Director of Public Prosecutions
 To: ASO5 \$41,825- 45,926
 Director of Public Prosecutions, Canberra
 (PN. 4209) date advertised 28/6/01
 CC: 05

Joanne Smith: AGS 738-47042
 From: ASO2 \$29,539 - \$32,755
 Director of Public Prosecutions
 To: Para Legal level 1 \$34,159 - 37,499
 Director of Public Prosecutions, Canberra
 (PN. 4164) (date advertised 28/6/01)
 CC: 05

DEPARTMENT OF TREASURY

F.M Kennedy AGS No 716-18836
 From: Executive Level 1, \$58,502 - \$63,179p.a.

From: Department of Communication, Information Technology and the Arts
 To: Senior Officer Grade A, (PN: 55225)
 Government Business Enterprise Management, Department of Treasury
 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: 148-9031-17253

Forfeiture of Office

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Section 221 Public Sector Management Act 1994: Paul Michale Fogg, 740-91590. General Service Officer Level 4. 5 June 2001
 CC: 148-9011-16882

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

EMPLOYMENT (Continued)

- 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

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S33	21 June	Notification of Enactment ~ <i>Waste Minimisation Act 2001</i> ~ <i>Land (Planning and Environment) Amendment Act 2001 (No2)</i> ~ <i>Appropriation (HIH) Act 2000-2001</i>
S34	20 June	Notice of variation to the territory plan in relation to the defined land division of Amaroo (Variation no 188) ~ <i>Land (Planning and Environment) Act 1991</i>
S35	21 June	Instrument No. 149 of 2001 ~ <i>Domestic Animals Act 2000</i>
S37	21 June	Regulation No. 18 of 2001 ~ <i>Gas Safety Act 2000</i>

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instruments of the Australian Capital Territory have been made. Copies of the Instruments may be purchased from the 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>Electoral Act 1992</i>	Determination of Fees.	No. 150 of 2001
<i>Taxation Administration Act 1999</i>	Determination of rates of duty for the purposes of the <i>Duties Act 1999</i> .	No. 151 of 2001
<i>Rates and Land Tax Act 1926</i>	Determination that the interest rate for the purposes of section 22(3) shall be 12.89% p.a. effective 16/7/01.	No 152 of 2001
<i>Rates and Land Tax Act 1926</i>	Determination that the interest rate for the purposes of section 28B(1)(a) shall be 4.89% p.a. effective 16/7/01.	No. 153 of 2001
<i>Rates and Land Rent (Relief) Act 1970</i>	Notice fixing rates of interest on deferred general rates (4.89% p.a.) and general rates remaining unpaid after revocation of a deferment (12.89% p.a.), effective 16/7/01.	No. 154 of 2001
<i>Subordinate Laws Act 1989, Public Trustee Act 1985</i>	Supplementary determination of fees.	No. 155 of 2001
<i>Hotel School Act 1996</i>	Instrument of appointment.	No. 156 of 2001

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LEGAL AID ACT 1977

APPOINTMENT OF THE PRESIDENT OF THE LEGAL AID COMMISSION (A.C.T.)

Pursuant to paragraph 7(1)(a) and subsection 7(3) of the *Legal Aid Act 1977*,
I appoint

THOMAS ANTHONY SHERMAN

as President of the Legal Aid Commission (A.C.T.) for the period of three years
commencing on the date of the notification of this instrument in the *Gazette*.

Dated this 21 day of June 2001.

**BILL STEFANIAK MLA
ATTORNEY-GENERAL**

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY*****Legal Aid Act 1977*****APPOINTMENT****EXPLANATORY STATEMENT**

Section 6 of the *Legal Aid Act 1977* established the Legal Aid Commission (A.C.T.) which consists of a President and Commissioners appointed by the Attorney-General, all of whom are part-time.

Section 7 provides for the following persons to be appointed to the Commission:

- a President;
- a Commissioner to represent the Minister;
- a Commissioner nominated by the Attorney-General for the Commonwealth to represent him or her;
- a Commissioner nominated by the Council of the Bar Association;
- a Commissioner nominated by the Council of the Law Society;
- a Commissioner nominated by the Executive Committee of the Council of Social Service of the Australian Capital Territory (ACTCOSS); and
- a Commissioner who, in the opinion of the Minister, is a person who, by reason of qualifications, training or experience, will be able to afford specialist assistance to the Commission in the performance of its function.

The Chief Executive Officer of the Legal Aid Office is, *ex officio*, a Commissioner.

The functions of the Commission are to provide legal assistance in accordance with the Legal Aid Act and in accordance with any funding agreements between the Territory and other jurisdictions for the provision of legal assistance by the Commission. Legal assistance may be provided by the Commission by arranging for the services of private legal practitioners to be made available at the expense of the Commission or by making available the services of officers of the Commission.

Mr Tom Sherman is nominated by the Attorney-General.

The attached instrument appoints Mr Tom Sherman as President of the Legal Aid Commission (A.C.T.). The appointment is for three years from the date of the notification of the Instrument in the ACT Gazette.

The appointment has been referred to the Legislative Assembly's Standing Committee on Justice and Community Safety in accordance with the *Statutory Appointments Act 1994*. The Committee had no objection to Mr Sherman's appointment.

Circulated by the authority of Mr Bill Stefaniak MLA, Attorney-General

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Environment Protection Agreements

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

Organisation	Brief Description of Activity	Location
Business Development and Marketing, Environment ACT	Assessment, remediation & audit – contaminated land	Tuggeranong Homestead, Richardson ACT

Annual Review of Authorisations

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

Organisation	Brief Description of Activity	Location
E & L Air Conditioning & Refrigeration Services Stephen Douglas Morgan	Use of CFCs and HCFCs	8 Landells Place Conder
Mick Ffrench Pty Ltd	Use of CFCs and HCFCs	47 Kriewaldt Circuit Higgins
Vlastimil Marek	Use of CFCs and HCFCs	PO Box 627 Fyshwick
Canberra Institute of Technology	Use of CFCs and HCFCs	35 Andrew Crescent Calwell
Therapeutic Goods Administration Laboratories	Use of CFCs and HCFCs	GPO Box 826 Canberra
Calvary Hospital A.C.T. Incorporated	Use of CFCs and HCFCs	PO Box 100 Woden
Paul Rowe Appliance Repairs	Use of CFCs and HCFCs	PO Box 254 Jamison Centre
Paul Cairns	Use of CFCs and HCFCs	Unit 9/18 Shropshire St Queanbeyan
W & GM Stansfield	Pest Control Activities	4 Barrachi Cresnet Giralang
		Warwick Farm Yass

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 Agreement and Authorisation 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 14th day of June 2001
Environment Management Authority

GOVERNMENT NOTICES (Continued)

ACT FIRE BRIGADE PROMOTIONS

Members of the ACT Fire Brigade who are eligible, or expect to become eligible, for promotion between 4 June 2001 to 5 December 2001, may apply for promotion to the following ranks:

- Third Class Firefighter
- Second Class Firefighter
- First Class Firefighter, Grade B
- First Class Firefighter, Grade A
- Senior Firefighter

The academic and other qualifications for promotion within the Fire Brigade were notified in a special Gazette dated 6 January 1998. A copy of that notification may be obtained by telephoning (02) 6207 8412 during business hours or in person from:

The Recruitment officer
ACT Emergency Services Bureau
123 Carruthers St
Curtin ACT 2605

Applications must be in writing addressed to;

The Fire Commissioner
ACT Fire Brigade
PO Box 104
Curtin ACT 2605

I M BENNETT
Fire Commissioner
19 June 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

TAXATION ADMINISTRATION ACT 1999

By ORDER, under section 26 (2) (b) of the *Taxation Administration Act 1999*, I specify that the rate shall be 4.89% per annum.

This order takes effect on 1 July 2001.

Date: 19 June 2001

Gary Humphries
Treasurer

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY****TAXATION ADMINISTRATION ACT 1999****EXPLANATORY STATEMENT**

The *Taxation Administration Act 1999* (the Act) deals with the administration of various tax laws relating to the imposition and collection of certain taxes, duties and fees. Section 25 imposes interest on tax defaults, while section 26 provides specific details of the interest rate and how the market rate component may be set. Section 26 (2) empowers the Minister to specify the market rate component by order published in the Gazette.

Under section 26 (2) (b) of the Act, this Order sets a new rate. The specified rate will be 4.89% per annum, a decrease from the current rate of 5.86% per annum.

Although section 26 (2) (a) of the Act provides for the rate for the second six months of a year to be the weighted average yield set at the last weekly tender for the 13 week Treasury Note before the end of May, the Australian Taxation Office has advised that the Reserve Bank of Australia no longer issues a 13 week Treasury Note. The new rate is therefore the 90 day bank accepted bill rate for May 2001, in line with the benchmark now used by NSW in setting the market rate component of its interest rate on tax defaults.

The date of effect of this order is 1 July 2001.

Authorised by the Treasurer

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

DUTIES ACT 1999

DECLARATION

UNDER paragraph (c) of the definition of stock exchange in the Dictionary of the *Duties Act 1999* (Duties Act) I DECLARE the following stock exchanges to be recognised stock exchanges for the purposes of the Duties Act:

Stock Exchange of Newcastle Limited; and

Bendigo Stock Exchange Limited

This declaration is effective on and from 1 July 2001.

Date: 18th June 2001

Signed:

Gary Humphries
Treasurer

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY****DUTIES ACT 1999****EXPLANATORY STATEMENT**

The Duties Act imposes duty on a range of transactions. The *Financial Relations Agreement Consequential Amendments Act 2000* (FRACA Act) amends the Duties Act in line with the Intergovernmental Agreement on the Reform of Commonwealth-State Financial Relations (IGA). One amendment is for the cessation of duty on transactions relating to quoted marketable securities under the Duties Act. In accordance with the IGA, this applies to transfers that occur on or after 1 July 2001.

From 1 July 2001, the FRACA Act amends the Dictionary of the *Duties Act 1999*, (Duties Act) to contain the following definition, which gives the Minister the power to recognise a stock exchange:

stock exchange means –

- (a) the Australian Stock Exchange Limited; or
- (b) a stock exchange that is a member of the Federation Internationale des Bourses de Valeurs; or
- (c) a stock exchange that is declared to be a recognised stock exchange by the Minister by notice in the Gazette.

The Stock Exchange of Newcastle Limited (NSX) and the Bendigo Stock Exchange Limited (BSX) have both applied to all jurisdictions to become recognised stock exchanges to enable transfers of marketable securities quoted on their exchanges to be exempt from duty from 1 July 2001.

Both the NSX and BSX operate in the same investment market as the Australian Stock Exchange Limited (ASX) and must comply with similar regulatory and reporting rules. They are approved under the Corporations Law as stock exchanges and are under the scrutiny and supervision of the Australian Securities and Investments Commission. It is appropriate to apply the same duty regime to similar markets. Both the NSX and BSX have been recognised by NSW and Victoria.

The reason for this declaration is to declare the Stock Exchange of Newcastle Limited and the Bendigo Stock Exchange Limited recognised stock exchanges for the purposes of the Duties Act.

Under section 5 of the *Subordinate Laws Act 1989*, this declaration can be made before the Act concerned commences, as if it had commenced. The instrument takes effect on the day on which the Act concerned commences, which, in this case, is 1 July 2001.

Authorised by the Treasurer.

GOVERNMENT NOTICES (Continued)

**AUSTRALIAN CAPITAL TERRITORY
GOVERNMENT SOLICITOR ACT 1989**

REVOCAATION

I, PHILIP JULIAN MITCHELL, Chief Solicitor, HEREBY REVOKE THE BELOW AUTHORISATION previously given by me pursuant to sub-section 5 (4) of the Government Solicitor Act 1989:

NHA NGUYEN

P J Mitchell

18 June 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

GOVERNMENT SOLICITOR ACT 1989

AUTHORITY

I, PHILIP JULIAN MITCHELL, Chief Solicitor, for the purposes of sub-section 5(4) of the Government Solicitor Act 1989 HEREBY AUTHORISE:

MELANIE CLAIRE DAVIES

Legal Practitioner of the Supreme Court of the Australian Capital Territory to act in the name of the Government Solicitor for the Australian Capital Territory.

P J Mitchell

18 June 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

ELECTRONIC TRANSACTIONS ACT 2001

NOTICE OF COMMENCEMENT

UNDER section 2 of the *Electronic Transactions Act 2001*, **I FIX** 1 July 2001 as the day on which the provisions of the Act shall commence.

Dated: 15 June 2001

BILL STEFANIAK MLA
ATTORNEY-GENERAL

GOVERNMENT NOTICES (Continued)**URBAN SERVICES****PLANNING AND LAND MANAGEMENT GROUP****PROPOSED COMMERCIAL DEVELOPMENT – BLOCK 3 SECTION 9 PHILLIP
DEVELOPMENT APPLICATION AND PRELIMINARY ASSESSMENT**

Public comment is invited on the above Development Application (DA) and Preliminary Assessment (PA). To avoid duplicate submissions being lodged, the Public Notification is being combined into a single process.

Copies of the DA and PA may be inspected:

- at the Applications Secretariat (PALM Shopfront), Dame Pattie Menzies House, 16 Challis Street, Dickson, between 8.30am – 4.30pm weekdays;
- at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours.

The PA can be purchased from the Applications Secretariat at a cost of \$3.30 per copy.

Written submissions on the DA and PA should be forwarded by 13 July 2001 to:

Applications Secretariat
Planning and Land Management
PO Box 395
MITCHELL ACT 2911

Alternately submissions may be made via email (app.sec@act.gov.au) or faxed to 6207 7762. All submissions will go on a public register and access to submissions will be granted on request.

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 following office is specified:

Commissioner for Surveys

Dated the 18 day of June 2001.

Gary Humphries MLA
Chief Minister



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