



Australian Capital Territory

# Gazette

No. 41, Thursday 11 October, 2001

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

## GENERAL INFORMATION

### ACT GOVERNMENT GAZETTE

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

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

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### Notices for Publications

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

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

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

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

### 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.

### Purchasing and Subscriptions

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

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## EMPLOYMENT

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### ACT Public Service

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### Executive Contracts

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#### Appointment

#### DEPARTMENT OF URBAN SERVICES

Maxine Cooper  
 Executive Director  
 Environment ACT (E140)  
 Section 72 Public Sector Management Act 1994

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### General Information

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#### Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

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

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

- \* if still employed in that temporary job; and

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

Excess Officers – ACTPS Officers who have been formally declared excess and who apply for transfer to any advertised permanent

vacancy must be considered for in isolation from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

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

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

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

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### Vacancies

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

##### **Population Health Division Health Protection Service ACT Government Analytical Laboratory Microbiology**

Technical Officer Level 3 \$38,951 - \$45,147,  
 Canberra (PN. 26165)

Closing date: 25 October 2001

Duties: Work with senior members of staff in coordinating and leading a small technical team within the Microbiology Unit, to ensure daily workloads and quality assurance programs are achieved. As required supervise and train Technical Officers and General Service Officers particularly in relation to methods and techniques.

Eligibility/other requirements: Approved certificate from a Technical College or other approved qualification.

Contact Officer: Simon Rockliff (02) 6205 8706  
 Selection documentation may be obtained from  
 Cathie McIntosh (02) 6205 1710

Apply: 20

CC: 148-9011-16889

##### **Population Health Division Health Protection Service ACT Government Analytical Laboratory Microbiology**

Technical Officer Level 2, \$33,173 - \$38,819,  
 Canberra (several positions)

Closing date: 25 October 2001

Duties: As directed, perform prescribed technical tests and procedures of an established nature in one or more such fields as chemistry or bacteriology. Prepare samples and solutions for chemical, microscopic, bacteriological or other examination. Prepare, sterilise and standardise chemicals, solutions and/or media.

Eligibility/other requirements: Approved certificate from a Technical College or other approved qualification.

Note: Permanent or temporary positions available.

**EMPLOYMENT (Continued)**

Contact Officer: Simon Rockliff (02) 6205 8706  
 Selection documentation may be obtained from  
 Cathie McIntosh (02) 6205 1710  
 Apply: 20  
 CC: 148-9011-16889

**THE CANBERRA HOSPITAL****VALUES**

The Canberra Hospital values the following in its staff, its business and its relationships:

**Caring** – for our patients, for each other and for the community.

**Achieving** – recognition for our successes and value for the community's investment, government budget and other objectives.

**Learning** – from others and sharing our knowledge with others, to be part of a relevantly skilled and committed team, to be flexible and adaptable.

**Leading** – by example, by motivating others, by communicating with others.

**Linking** – internally and externally to form partnerships and integration to maximise patient care.

**SALARY PACKAGING**

For employees at The Canberra Hospital, salary packaging with fringe benefits tax-free threshold up to \$8,755 is available. Employees can also package beyond the FBT-free threshold up to 30% of gross salary on non-FBT items.

**The Canberra Hospital encourages people from culturally and linguistically diverse backgrounds to apply.**

**Pharmacy Department  
(Sterile Production)**

Senior Professional Officer Grade C – Senior Pharmacist \$55,684 - \$60,040, Canberra (PN. 26203)

Closing date: 25 October 2001

Duties: Coordinate the day to day activities for the Pharmacy Department aseptic dispensing service; supervise staff and students involved in the provision of aseptic dispensing services; assist in the development of policy and ensure implementation within the area.

Eligibility/other requirements: Eligible for registration as a Pharmacist in the ACT (mandatory)

Contact Officer: Grace Alberto (02) 6244 2121

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16

CC: (2334)

**Pharmacy Department  
(ACT Drug Information Service)**

Senior Professional Officer Grade C – Senior Pharmacist \$55,684 - \$60,040, Canberra (PN. 26228)

Closing date: 25 October 2001

Duties: Responsible for the management of the Drug Poisons Information Service; coordinate the day to day activities and supervise staff and students within the Drug and Poisons Information Service; assist in the development

of policy for drug and poisons information and ensure implementation.

Eligibility/other requirements: Eligible for registration as a Pharmacist in the ACT is mandatory while a minimum of three years post registration experience is highly desirable.

Contact Officer: Grace Alberto (02) 6244 2121

Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16

CC: (2334)

**Corporate Services****Human Resource Management Advisory Group**

Administrative Services Officer Class 5

\$40,723 - \$43,180, Canberra (PN. 28748)

Closing date: 25 October 2001

Duties: Be responsible for the provision of a Human Resource Management

program/service. Act as project manager for a major Human Resource Management initiative.

Undertake more complex research on Human Resource Management matters using the

relevant legislation, awards and agreements.

Contribute to policy development as well as

Strategic and Business planning for the Group.

Facilitate people management training

undertaken by the Group in conjunction with the Staff Development Unit.

Contact Officer: Doug Jackman (02) 6244 2062

Selection documentation may be obtained from Human Resource Management Group

(02) 6244 4168

Apply: 16

CC: (1312)

**Corporate Services****Human Resource Management Advisory Group**

Administrative Services Officer Class 6 \$43,980

- \$50,520, Canberra (PN. 27984)

Closing date: 25 October 2001

Duties: Be responsible for the provision of a Human Resource Management program/

service. Act as project manager for a major Human Resource Management initiative.

Undertake more complex research on Human Resource Management matters using the

relevant legislation, awards and agreements.

Contribute to policy development as well as

Strategic and Business planning for the Group.

Contact Officer: Doug Jackman (02) 6244 2062

Selection documentation may be obtained from Human Resource Management Group

(02) 6244 4168

Apply: 16

CC: (1312)

**Nursing Branch  
Operating Rooms  
Day Surgery**

Registered Nurse Level 2 \$43,711 - \$46,474, Canberra (PN. 22232)

Closing date: 25 October 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 team to achieve an

agreed standard of care.

## EMPLOYMENT (Continued)

Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board. A minimum of three years recent full time or equivalent clinical experience, and a minimum of twelve months experience in day surgery nursing.

Contact Officer: Gail Bennett (02) 6244 2765  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139.  
Apply: 16  
CC: 1956

### Mental Health Services

#### Woden Mental Health

Professional Officer Class 2 / Registered Nurse Level 3 \$43,980 - \$49,151 / \$48,200 - \$51,307, Canberra (PN. TBA)

Closing date: 25 October 2001

Duties: As a member of a multi-disciplinary team, undertake complex assessment, treatment and case management of clients with moderate to severe acute and long-term illness; provide clinical expertise in regard to specific discipline skills within the multi-disciplinary team reviews; actively liaise with families, carers and other agencies.

Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work, Mental Health Nursing or Occupational Therapy with current ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Please note: This is a temporary full time vacancy available immediately until September 2002 with a possibility of extension.

Contact Officer: John Reinhard (02) 6205 1488  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: (2227)

### CHIEF MINISTER'S DEPARTMENT

#### Information Technology Officer Grade 2

**Pn: 14465**

#### Refresh Cycle Co-Ordinator

**Permanent**

**Salary \$45,171 To \$51,888**

**Location: Callam Offices, Woden, ACT**

**Applications Close: 25 October 2001**

**Applications to be forwarded to:**

Recruitment Officer

GPO Box 158

Canberra City ACT 2601

**or email to: [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)**

#### **Position Description**

The person occupying this position will be responsible for the co-ordination of the refreshment/replacement of assets for the ACT Government as they become due on a regular cycle.

The position will work closely with all other business areas within InTACT that have an interest in a successful refreshment cycle. A person at this level should have an accomplished level of skill in IT Infrastructure. Desktop, server and Microsoft NT products. In addition the occupant should have skills in Planning and Coordination.

The person would also be required to assist in the preparation and maintenance of reports and site documentation.

The occupant must also possess good communication and liaison skills, with the ability to identify customer needs.

Major functions of this position are to:

- Ensure that the refresh cycle is well planned to maximise efficiencies during the refresh cycle.
- Ensure that all InTACT business areas are coordinated to correctly identify assets requirements in advance of the Refresh cycle.
- Ensure minimum disruption to InTACT's customer's during the Refresh cycle
- Ensure the Refresh Cycle is successfully completed by the required deadline;
- Undertake the research and evaluation of IT related equipment for introduction to the ACT Government environment.

#### **Contact Officer's name and telephone number for queries regarding position:**

Kal Thompson on (02) 6207 4279

**Selection Documentation may be obtained from:**

Nicole Morris on (02) 6207 8922 or via the InTACT web site at [www.intact.act.gov.au](http://www.intact.act.gov.au)  
CC: 148-9043-17177

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

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:

<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to [decs.jobs@act.gov.au](mailto:decs.jobs@act.gov.au). Applications may also be sent via email to: [decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

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

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

#### **Human Resources Branch**

#### **Workforce Planning and Management Section**

Administrative Service Officer Class 4

\$37,499 - \$40,714, Canberra

(PN 234, expected vacancy)

Closing date: 25 October 2001

Duties: Contribute to the effectiveness and efficiency of a customer focussed work team in providing a range of human resource services including; the maintenance of records using the Human Resource Management System; the interpretation and application of conditions of service; recruitment activities, examining and providing advice on recruitment processes.

Contact Officer: Don Harvey (02) 6205 9303  
Selection documentation may be obtained from the Contact Officer (02) 6025 9303  
Apply: 12 or via email: [decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**EMPLOYMENT (Continued)**

**Human Resources Branch  
Workforce Planning and Management Section**  
Administrative Service Officer Class 3 \$33,644 - \$36,310, Canberra  
(several positions, expected vacancies)  
Closing date: 25 October 2001  
Duties: Contribute to the effectiveness and efficiency of a customer focussed work team in providing a range of human resource services including; calculate and process variations affecting salary, status and leave entitlements for departmental employees; maintain records on the Human Resource Management System; other databases and filing systems; and process and provide advice on the selection/recruitment of staff.  
Contact Officer: Don Harvey (02) 6205 9303  
Selection documentation may be obtained from the Contact Officer (02) 6025 9303  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto: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](mailto:decs.employment@act.gov.au)

Please note that you need to submit a separate application for each position you are applying for.

**CANBERRA INSTITUTE OF TECHNOLOGY**

The Australian Network of Practice Firms (ANPF) currently comprises 140 virtual businesses that are established and operated on an ongoing basis by schools, TAFE's universities and private training providers. Practice firms provide a business context for the delivery of vocational or academic educational programs. The Central Office, the headquarters of this CIT initiative, supports the virtual trading economy through the operation of an e-commerce website, simulated bank, taxation agency, public utilities and other mechanisms needed to replicate real-world business processes. A range of funded projects are undertaken by ANPF to enhance this simulation, including resource development, promotion to business, and the provision of training for students, teachers and mentoring businesses.

**Education Delivery  
Faculty of Business and Information Technology**  
Teacher Band 2 \$63,709 Canberra (PN. 51786)  
Closing date: 26 October 2001  
Duties: Manage the Australian Network of Practice Firms and projects relating to business training and business development at a national level. Conduct research and provide advice and guidelines on business practice from an education and training perspective. Provide support to the Dean of faculty in defining projects within the section. Liaise with industry and government agencies in relation to projects conducted in the section. Manage effectively and efficiently all resources for projects under the control of the section.

Contact Officer: Peter Le Cornu (02) 6207 3116  
Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email:  
[steve.greig@act.gov.au](mailto:steve.greig@act.gov.au)  
Apply: 11  
CC: 148/9024/18554

**DEPARTMENT OF URBAN SERVICES**

**City Management Group  
ACT NoWaste  
Policy and Planning Section**  
Administrative Service Officer Class 6 \$45,172-\$51,888, Canberra (PN. 46126)  
Closing date: 25 October 2001  
Duties: Under limited direction undertake strategic research, policy analysis and development relating to the implementation of the ACT Government's N Waste Strategy. Develop, implement and manage projects relating to the ACT Government's No Waste Strategy. Provide policy advice on waste management issues in accordance with ACT Government and Department of Urban Services requirements.  
Eligibility/other requirements: Tertiary qualifications in environmental management and/or relevant experience desirable.  
Contact Officer: Graham Mannall (02) 6207 6356  
Selection documentation may be obtained from Heather Roach (02) 6207 6343  
Or from the recruitment home page:  
<http://www.act.gov.au/urbanservices/recruit.html>  
Apply: 34  
CC: 148-9019 17026

**City Management Group  
ACT NoWaste  
Policy and Planning Section**  
Administrative Service Officer Class 6 \$45,172-\$51,888, Canberra (PN. 48008)  
Closing date: 25 October 2001  
Duties: Under limited direction undertake strategic research, policy analysis and development relating to the implementation of the ACT Government's No Waste Strategy. Provide policy advice on waste management issues in accordance with ACT Government and Department of Urban Services requirements. Manage ACT No Waste's Research and Development Program. Manage projects relating to the implementation of the ACT Government's No Waste Strategy.  
Eligibility/other requirements: Tertiary qualifications in environmental management and/or relevant experience desirable.  
Contact Officer: Graham Mannall (02) 6207 6356  
Selection documentation may be obtained from Heather Roach (02) 6207 6343  
Or from the recruitment home page:  
<http://www.act.gov.au/urbanservices/recruit.html>  
Apply: 34  
CC: 148-9019 17026

**EMPLOYMENT (Continued)****Office of the Commissioner for the Environment**

Administrative Service Officer Class 5  
\$42,238 - \$44,787, Canberra (PN. 15992)  
Closing date: 25 October 2001  
Duties: Establish and maintain administrative systems for the unit including financial, personnel management, accommodation, and purchasing. Assist with investigations relating to complaints regarding management of the ACT environment.

Note: Interviews will not be held, selection will be based on application and referees reports only. Please submit referee reports with application addressing the selection criteria. Contact Officer and selection documentation: Dr Helen Sims (02) 6207 2627 or helen.sims@act.gov.au

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

Apply: 34  
CC: 148-9028 17030

**DEPARTMENT OF TREASURY****Administrative Service Class 6, (PN: 55513)****Revenue Management Branch**

Salary Range: \$45,171 - \$51,888 p.a

**Applications close on: 25 October 2001**

**Duties:** Under limited direction, undertake the day to day, recurrent and ad hoc administrative tasks associated with the ACT Homes Loans Portfolio, including the following: liaison with stakeholder; preparation of appropriate reports, submissions and correspondence arising from the administration of the Portfolio; and interpretation and application of Agreements, contracts, legislation principles and procedures, and performing investigations into matters of significance and consequence relating to the Portfolio.

Contact Office/ Selection Documentation: Lindsay McCamish (02) 6207 0332 and is also available from

<http://www.act.gov.au/recruitment/tiindex.asp>

Note: These positions may be filled based on applications and reference only.

Please note that applications will not be acknowledged.

Apply: 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)

CC: 148-9042-17176

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**Appointments**

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**ACT COMMUNITY CARE****Administrative Service Officer Class 6**

**\$44,111 - \$50,670**

Helen King: 765-85818, Section 68(1), 19 September 2001

CC: 148-9009-16852

**CHIEF MINISTER'S DEPARTMENT****Administrative Service Officer Class 4,**

**\$37,499 - \$40,714p.a**

Nathan Jon Butcher, AGS No: 769-10027  
Section 68

24 September 2001

The InTACT Group, Chief Minister's Department  
CC: 148-9043-17177

**CANBERRA INSTITUTE OF TECHNOLOGY****Administrative Service Officer Class 3**

**\$33,810 - \$36,489**

Julian Bruno Comacchio: 767-72189, Section 68(1), 5 October 2001

CC: 148-9024-18549

**General Service Officer 3 \$26,227 to \$27,254**

**Bobbie Jane Eaton:** 719-30555 Section 68(1), 28 September 2001

**Note:** This appointment is to a non-advertised vacancy and is made in accordance with Clause 10.4 of the Canberra Institute of Technology (Non-Teaching Staff) Certified Agreement 2000-2002.  
CC: 148-9024-18551

**Teacher Band 1 \$36,310 to \$52,717**

**Peter Langstone:** 719-24980, Section 34.4, 28 September 2001

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003  
CC: 148-9024-18551

**Teacher Band 1 \$36,310 to \$49,559**

**Stephen Meredith:** 737-70794, Section 34.4, 28 September 2001

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003  
CC: 148-9024-18551

**Teacher Band 1 \$36,310 to \$49,559**

**Glenn Carter:** 748-00289, Section 34.4, 28 September 2001

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003  
CC: 148-9024-18551

**Teacher Band 1 \$36,310 to \$49,559**

**Brendan Wilson:** 719-27567, Section 34.4, 28 September 2001

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003  
CC: 148-9024-18551

**Teacher Band 1 \$36,310 to \$49,559**

**James Gregory:** 715-85632, Section 34.4, 28 September 2001

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003  
CC: 148-9024-18551

## EMPLOYMENT (Continued)

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Administrative Service Officer Class 3**  
**\$33,644 – \$36,310**  
 Christine Gourgaud: 765-87098, Section 68/70,  
 27/9/01  
 CC: 148-9012-17052

**Administrative Service Officer Class 6**  
**\$45,171 – \$51,888**  
 Rhonda Lang: 765-87725, Section 68/70, 2/10/01  
 CC: 148-9012-16898

**Administrative Service Officer Class 6**  
**\$45,171 – \$51,888**  
 Russell Killick: 765-85965, Section 68/70,  
 27/9/01  
 CC: 148-9012-16898

### DEPARTMENT OF URBAN SERVICES

**Administrative Service Officer Class 4**  
**\$37,499 - \$40,715**  
 Christopher Kon: AGS No 772-38076, Section  
 68(1), 27 September 2001  
 CC: 148-9019 17040

**Administrative Service Officer Class 6**  
**\$45,172 - \$51,888**  
 Ludzia Szychowska: AGS No 747-50226,  
 Section 68(1), 28 September 2001  
 CC: 148-9019 17040

**Technical Officer Level 4 \$45,172 - \$50,482**  
 Pawel Potapowicz: AGS No 772-38156, Section  
 68(1), 28 September 2001  
 CC: 148-9019 17040

**Technical Officer Level 3 \$38,951 - \$44,191**  
 Patrick Field: AGS No 772-38164, Section 68(1),  
 28 September 2001  
 CC: 148-9019 17040

**Administrative Service Officer Class 4**  
**\$37,499 - \$40,715**  
 Christopher Eaton: AGS No 772-38084, Section  
 68(1), 27 September 2001  
 CC: 148-9020 17031

**Administrative Service Officer Class 3**  
**\$33,644 - \$36,310**  
 Cherie Delahunty: AGS No 767-14704, Section  
 68(1), 27 September 2001  
 CC: 148-9020 16924

**General Service Officer Level 8**  
**\$36,061 - \$38,951**  
 Stephen Gavan: AGS No 769-64770, Section  
 68(1), 25 September 2001  
 CC: 148-9015 17013

### DEPARTMENT OF TREASURY

Senior Officer Grade C, \$57,191 - \$61,666p.a.  
 Ragu Manickavasagar Ragonathan,  
 AGS No: 757-49761  
 Section 68  
 27 September 2001  
 Government Business Enterprises  
 Management, Department of Treasury  
**CC: 148-9042-17578**

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## Transfer

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### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Mary-Anne Siobhan Carrigan: 715-99604  
 From: Administrative Service Officer Class 6  
 \$45,171 – \$51,888  
 Department of Health, Housing and Community  
 Care  
 To: Administrative Service Officer Class 6  
 \$45,171 – \$51,888  
 ACT Corrective Services, Department of Justice  
 and Community Safety, Canberra (PN. 45889)  
 (No 22 31/5/01)  
 CC: 148-9012-16898

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## Promotions

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

The 'date of notification' of a promotion is the date of publication of the *Gazette* in which it is notified. This appears in a box towards the front of the *Gazette*. This date is used to calculate the 'date of effect' and 'eligibility for salary on promotion' and to determine when the time for lodging an appeal or requesting a review commences.

#### **A. APPEALS**

All promotions made under section 83 of the *Public Sector Management Act 1994* are subject to appeal except:

- \* 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
- \* promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- \* promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

#### **YOU MAY ALSO APPEAL IF:**

- \* the vacancy that has been filled was not advertised and you are eligible for promotion to that position (generally identified by a footnote in the *Gazette*); or
- \* you are an excess officer, the advertised position is at a classification equivalent to or lower than your own and you were an applicant for that position; or



## EMPLOYMENT (Continued)

- 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****Central Office**

**Financial Management and Support Services  
Corporate Administration and Capital Works  
Antonio Dario Gomes: 543-13539**

From: Administrative Service Officer Class 5, \$41,825 - \$44,349  
Department of Health, Housing and Community Care

To: Administrative Service Officer Class 6, \$45,171 - \$51,888  
Corporate Administration and Capital Works, Department of Health, Housing and Community Care, Canberra (PN: 21681) (Gazette No. 36, 6 September 2001)  
CC: 148-9011-17925

**THE CANBERRA HOSPITAL****Clinical Services****Pharmacy Department**

**Craig Robert Gregory: 608-11972**

From: Health Service Officer Level 3  
\$26,406 - \$27,306

Pharmacy

To: Technical Officer Level 1 \$29,739 - \$32,664  
Clinical Services, Pharmacy, Canberra (PN. 28633) (19.7.01)  
CC: (2334)

**Pathology Services  
Haematology**

**Mary Brun : 349-50254**

From: Professional Officer Class 1  
\$30,669 - \$43,027

Pathology Services

To: Professional Officer Class 2

\$43,980 - \$49,151

Haematology, Pathology Services, Canberra

(PN. 21262) (30.08.01)

CC: (3125)

**Quality Improvement Unit**

**Anne Louise Dean: 260-84388**

From: Administrative Service Officer Class 3  
\$32,758 - \$35,353

Quality Management

To: Administrative Service Officer Class 6

\$43,980 - \$50,520

Quality Improvement Unit

CC: (1113)

**ACT COMMUNITY CARE****Integrated Health Care Program**

**Ashley Ter Bogt: 740-99365**

From: Registered Nurse Level 3.5 \$53,928

ACT Community Care

To: †Registered Nurse Level 4.2 \$61,040

Integrated Health Care Program, ACT

Community Care, Canberra (PN. 28557) (23

August 2001)

CC: 148-9009-17798

**CALVARY HEALTH CARE ACT****Nursing Services****ICU**

**Luke Roberts: 261-27720**

From: Registered Nurse Level 2

\$43,711 - \$46,474

The Canberra Hospital

To: Registered Nurse Level 3.5

\$59,902 - \$59,902

ICU, Canberra (PN. 8763) (33 16/8/01)

CC: 148-9094-17781

**CHIEF MINISTER'S DEPARTMENT**

**M. C. Filardo AGS No: 761-22100**

From: Administrative Service Officer Class 3,

\$33,644 - \$36,310p.a

Department of Education, and Community Services

To: Administrative Service Officer Class 5,

\$41,825 - \$44,349p.a (PN: 55212)

Strategic HR, Public Sector Management Group,

Chief Minister's Department

23 August 2001

All appeal applications should be addressed to:

Convener of the Appeal Panel

PO Box 749

Civic Square ACT 2608

**CC: 148-9031-16949**

## EMPLOYMENT (Continued)

**R. A. Holgate AGS No: 711-04341**  
 From: Administrative Service Officer Class 6,  
 \$45,171-\$51,888p.a  
 Chief Minister's Department  
 To: Senior Officer Grade C, \$57,191-\$61,666p.a  
 (PN: 55502)  
 Business ACT, Chief Minister's Department  
 19 July 2001  
**CC: 148-9031-17299**

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

#### **Human Resources Branch Workplace Relations and Legal Services Section**

**Anne Siripol: 239-78909**  
 From: Administrative Service Officer Class 6  
 \$45,171 - \$51,888  
 Department of Education and Community  
 Services  
 To: † Senior Officer Grade C \$57,192 - \$61,666  
 Workplace Relations and Legal Services  
 Section, Department of Education and  
 Community Services, Canberra (PN. 413)  
 (No.11, 15 March 2001)  
 CC: 148-9013-16917

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

**Christine Lucas: 033-39894**  
 From: Teacher Level 2 \$58,500  
 Department of Education and Community  
 Services  
 To: † Teacher Level 3 \$59,730 - \$65,730  
 Workforce Planning and Management Section,  
 Department of Education and Community  
 Services, Canberra (PN. 4060)  
 (No 11, 15 March 2001)  
 CC: 148-9013-16917

**Suzanne Joan Blackall: 027-50120**  
 From: Teacher Level 1 \$37,500 - \$52,000  
 Department of Education and Community  
 Services  
 To: † Teacher Level 2 \$58,500  
 Literacy and Numeracy Team Section,  
 Department of Education and Community  
 Services, Canberra (PN. 2053) (No 33, 16  
 August 2001)  
 CC: 148-9013-16917

**Martin Phillip Hine: 749-27837**  
 From: Teacher Level 1 \$37,500 - \$52,000  
 Department of Education and Community  
 Services  
 To: † Teacher Level 2 \$58,500  
 Stromlo High School, Department of Education  
 and Community Services, Canberra (PN. 2672)  
 (No 31, 2 August 2001)  
 CC: 148-9013-16917

### CANBERRA INSTITUTE OF TECHNOLOGY

**Faculty of Science & Technology  
 Automotive Metals & Logistics  
 Mark Jordan: 711-68820**  
 From: General Service Officer Level 7  
 \$31,568 to \$33,408  
 Department of Urban Services  
 To: Teacher Band 1 \$36,310 to \$49,559  
 Canberra Institute of Technology, Automotive  
 Metals & Logistics, Canberra (PN. 51957))

**Note:** This promotion is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the Canberra Institute of Technology Certified Agreement 2000-2003 (Teaching Component). Any suitably qualified officer may appeal against this promotion. Duties of the position are as follows : Under the direction of the Educational Delivery Unit Manager perform the professional educational, administrative and training duties of the position.  
 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 Corrective Services Youth Justice Services**

**Charles Devine: 745-74226**  
 From: Administrative Service Officer Class 3  
 \$33,644 – \$36,310  
 Department of Justice and Community Safety  
 To: Administrative Service Officer Class 4  
 \$37,499 – \$40,714  
 Youth Justice Services, Canberra (PN. 3297)  
 (No 4 25/1/01)  
 CC: 148-9012-16898

#### **ACT Corrective Services Probation and Parole Unit**

**Anthony Nocka: 740-93801**  
 From: Disability Support Officer Level 2  
 \$34,685 – \$38,827  
 Health and Community Care Services  
 To: Administrative Service Officer Class 5  
 \$41,825 – \$44,349  
 Probation and Parole Unit, Canberra (PN. 12036)  
 (No 4 25/1/01)  
 CC: 148-9012-16898

#### **Parliamentary Counsel's Office Christopher Dalton: 304-72965**

From: Legal 1 \$34,662 – \$71,069  
 Department of Justice and Community Safety  
 To: Legal 2 \$77,214 – \$80,387  
 Parliamentary Counsel's Office, Canberra  
 (PN. 42294) (No 34 23/8/01)  
 CC: 148-9012-17345

### DEPARTMENT OF URBAN SERVICES

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

## EMPLOYMENT (Continued)

**City Management Group  
Roads ACT**

**Asset Creation Section**

**Sornalingham Jatheendran: AGS No 715-95902**

From: Professional Officer Class 1

\$31,501 - \$44,191

Urban Services

To: Professional Officer Class 2

\$45,171-\$50,482

Urban Services, Canberra (PN. 27881) (Gazette 28 12July 2001)

CC: 148-9019 17040

**Planning and Land Management Group**

**Territory Planning Branch**

**Planning Policy Section**

**Jane Bell: AGS No 545-60935**

From: Professional Officer Class 2

\$45,171 - \$50,482

Urban Services

To: †Senior Professional Officer Grade C

\$57,192 - \$61,666

Planning Policy Section Urban Services, Canberra (PN. 13257) (Gazette 25 21 June 2001)

CC: 148-9020 16924

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### Retirements and dismissals

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**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

*Section 141 Public Sector Management Act:*

Gerry Ingarfield, Senior Officer Grade C, 12/10/01

CC: 148-9012-17052

**DEPARTMENT OF URBAN SERVICES**

*Section 143 Public Sector Management Act*

Mario Sallecchia, Senior Professional Officer Grade C, 26 September 2001

CC: 148-9019 17040

*Section 143 Public Sector Management Act:*

Alan Stephen Stuart de Smet, General Service Officer Level 3, 28 September 2001

CC: 148-9015 17777

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**ACT Public Service Index of addresses**

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

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

## GOVERNMENT NOTICES



### AUSTRALIAN CAPITAL TERRITORY

### OCCUPATIONAL HEALTH AND SAFETY ACT 1989

### DECLARATION

Under Section 39(2) of the ACT *Occupational Health and Safety Act 1989*, I declare that, an application by G E Shaw & Associates Pty Ltd, Section 39 of the *Act* applies to the Kamberra Winery & Tourism Complex at Block 18, Section 71, LYNEHAM ACT.

**Jocelyn Plovits**  
Commissioner

Date: 2 October 2001

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

**TRANSPLANTATION AND ANATOMY ACT 1978**

**INSTRUMENT OF APPOINTMENT**

Pursuant to the powers conferred on the Minister, under paragraph 5(1) of the *Transplantation and Anatomy Act 1978 I*, **MICHAEL MOORE**, the Minister for Health, Housing and Community Services, **HEREBY APPOINT:**

Dr Elizabeth Mary O'Leary

To be a designated officer for Calvary Hospital, a hospital conducted by the Territory.

**DATED** this 28<sup>th</sup> day of September 2001.

***MICHAEL MOORE***

Minister for Health, Housing and Community Services



**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY  
TRANSPLANTATION AND ANATOMY ACT 1978**

**APPOINTMENT**

**EXPLANATORY STATEMENT**

In accordance with Section 5(1) of the *Transplantation and Anatomy Act 1978*, the Minister may, by instrument, appoint a medical practitioner to be a designated officer for a hospital conducted by the Territory.

The attached Instrument appoints the following medical practitioner to be a designated officer:

Dr Elizabeth Mary O'Leary, Deputy Director of Medical Services, Calvary Hospital.

The appointment will commence on the date of gazettal of the Instrument.





