



Australian Capital Territory

Gazette

No. 22, Thursday 1 June, 2000

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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 \$1.00 per word or \$100.00 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 \$5.00 (or \$2.00 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, East Row, Canberra City. Subscriptions to the Gazette may be arranged through the Gazette Office at a price of \$360.00 (1 July 1999 - 30 June 2000) 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

CHIEF MINISTER'S DEPARTMENT

Appointments

Peter Gordon
Director, Business Development and
International (E103)

Geoff Keogh
Director, Business Support Unit (E174)

DEPARTMENT OF URBAN SERVICES

Terminations

Peter Burnett
Director, Environment ACT (E141)
Section 73, Public Sector Management Act 1994
and Clause 9, Executive Contract – 26.5.00

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)

· a former officer of the APS or ACTPS who has resigned, if:

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

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

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

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

- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other

than a temporary basis, applying for appointment;

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

* if still employed in that temporary job;

and

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

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Population Health Division Executive

**Administration Service Officer Class 4,
\$36,399-39,520, Canberra (PN. 23672)**

Closing date: 15 June 2000

Duties: Provide administrative support to the Executive Director, Population Health including appraisal of incoming papers, coordination of meetings and travel, initial point of contact and respond to routine correspondence. Maintain liaison with Minister's office, Government departments, media and the general public. Undertake research on behalf of the Executive Director.

Contact Officer: Vicki Crisp (02) 6205 1702
Selection documentation may be obtained from Lisa Needham (02) 6205 8700

Apply: 20

CC: 148-9011-16943

EMPLOYMENT (Continued)

**Population Health Division
Health Protection Service
ACT Government Analytical Laboratory
Food and Environmental Chemistry
Professional Officer Class 1, \$30576-42895,
Canberra (PN. 24699)**

Closing date: 15 June 2000

Duties: Under direction perform chemical and/or other analysis and carry out investigations of samples requiring professional training. Prepare associated reports and correspondence. Assist senior staff in the more complex analytical and investigation work. As required oversight the work of technical staff and provide advice and assistance on methodology and technique.

Eligibility/other requirements: Degree or Diploma in Science or other approved qualification.

Note: Position is a temporary vacancy for six months initially with the possibility of a further six month extension. Selection may be made on applications only so please attach referee report with application.

Contact Officer: Wayne Riley (02) 62058718
Selection documentation may be obtained from:
Lisa Needham (02) 62058700
Apply: 20
CC: 148-9011-16943

**Central Office
Health Outcomes and Service Performance
Mental Health Policy Unit
Administrative Service Officer Class 6
\$43,846-\$50,366 Canberra (PN. 11218 &
27078/expected vacancy)**

Closing date: 15 June 2000

Duties: These positions are part of a small team that develops policy and purchases services in relation to mental health, suicide prevention and corrections health. We are particularly looking for sound oral and written communication skills, and the ability to work effectively as part of a team. Knowledge of health issues, and mental health in particular, would be an advantage, but not essential.

Contact Officer: Judith Davis-Lee (02) 62075994
Selection documentation may be obtained from
Ruth Boddy (02) 62050838
Apply: 23
CC: 148-9011-168888

CULTURAL FACILITIES CORPORATION

**Canberra Museum and Galleries
Marketing Services
Administrative Service Officer Class 5,
\$39,802-\$42,204p.a. (PN: 43579), Canberra**

Closing date: 15 June 2000

Duties: Under the direction of the Executive Manager the position provides marketing and

communication services for Museums and Galleries as follows: Co-ordinate the development and implementation of strategic media programs for Museums and Galleries. Eligibility/other requirements: Experience and/or progress towards communication or public relations qualifications .

Contact Officer/Selection documentation:
Sammy Gaskill 62072181,
Answering Machine: 62051569
Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-90081-17267

CANBERRA TOURISM AND EVENTS CORPORATION

**Business Services
Administrative Service Officer Class 6,
\$42,986-\$49,378p.a. (PN: 43565) Canberra**

Closing date: 15 June 2000

Duties: Assist in the implementation of the Corporation's finance and administration unit. Provide financial reports to the Corporation Members, Chief Executive Officer and external clients as necessary.

NOTE These positions may be filled by selection from application and referee report only.

Contact Officer: Chris Sanchez (02)62050698
Selection documentation: Fiona Apps (02)62077281
Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9005-16840

**Business Services
Administrative Service Officer Class 6,
\$42,986-\$49,378p.a. (PN: 43431) Canberra**

Closing date: 15 June 2000

Duties: Provide ORACLE help desk assistance, investigate and resolve system problems and participate in the testing of system enhancements. Assist in the provision of financial reports and preparation of quarterly and monthly reports.

NOTE These positions may be filled by selection from application and referee report only.

Eligibility/other requirements:
Contact Officer: Chris Sanchez (02) 62050698
Selection documentation: Fiona Apps (02)62077281
Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9005-16840

EMPLOYMENT (Continued)

Business Services

**Administrative Service Officer Class 4,
\$35,685--\$38,754p.a. (PN: 3053) Canberra**

Closing date: 15 June 2000

Duties: Manage accounts receivable, accounts payable and purchasing. Creation and maintenance of financial spreadsheets. Banking and petty cash handling and reconciliations.

NOTE These positions may be filled by selection from application and referee report only.

Eligibility/other requirements:

Contact Officer: Chris Sanchez/Selection documentation: (02)62050698
Apply: 06 or via email: recruitment.officer@act.gov.au
CC: 148-9005-16840

EPIC PARK IN CANBERRA (EPIC)

**Administrative Service Officer Class 4,
(Sales and Events Coordination)
\$35,685-\$38,745p.a (PN. 55406) Canberra**

15 June 2000

This position has the dual role of assisting the Marketing and Sales Manager in attracting hirers and events to EPIC, preparing quotations and licence agreements, liaising with clients on sales issues and also overseeing the conduct of events and all associated operational requirements.

NOTE: This is a temporary position available until 30 June 2002

Contact Officer Lindy Cairnduff (02)62413022
Selection documentation Sally Pulford (02)62413022

Application To : The General Manager
Exhibition Park in Canberra
PO Box 456
DICKSON ACT 2602

**Administrative Service Officer Class 4
(Account Assistant).\$35,685-\$38,745(pro rata)
(PN. 55408) Canberra**

15 June 2000

This position is responsible for the processing of accounts payable and receivable, recoveries, maintenance of MYOB and manual account systems. It also provides IT troubleshooting and support and is responsible for EPIC's personnel maintenance including staff and superannuation.

NOTE: This is a temporary position available until 30 September 2001 .Part -Time 22:03 hrs per week.

Contact Officer Tony Sadler (02)62413022
Selection documentation Sally Pulford (02)62413022

Application To : The General Manager
Exhibition Park in Canberra
PO Box 456
DICKSON ACT 2602

**Administrative Service Officer Class 2
Administration and Marketing Assistant
\$28,110-\$31,171p.a (PN. 55407) Canberra**

15 June 2000

This position requires a person who has expertise in providing meeting support to a Trust including preparation of agendas, minutes and associated papers. The position also provides administration assistance to the General Manager and works with the Marketing and Sales Manager on sales and marketing projects

NOTE: This is a temporary position available until 30 June 2002

Eligibility/other requirements:

Contact Officer Lindy Cairnduff (02)62413022
Selection documentation Sally Pulford (02)62413022

Application To : The General Manager
Exhibition Park in Canberra
PO Box 456
DICKSON ACT 2602

**General Service Officer Level 4
(Groundsman).\$25,809-\$26,992p.a
(PN. 55409 & PN.55410) Canberra**

15 June 2000

This position is responsible for the care and maintenance of the EPIC grounds including grass cutting, tree maintenance, fertilisation, weed control, general repairs and maintenance of buildings, minor repairs to tools, vehicles and machinery and assistance associated with the presentation of events at EPIC.

NOTE: Temporary positions available for a period of up to two years.

Eligibility/other requirements:

Contact Officer Rene Bol (02)62413022
Selection documentation Sally Pulford (02)62413022

Application To : The General Manager
Exhibition Park in Canberra
PO Box 456
DICKSON ACT 2602

THE CANBERRA HOSPITAL

**Women's and Children's Health
Outpatient Services
Genetic Counsellor
Senior Professional Officer Grade C
\$54,425-58,683, Canberra (PN. NP)**

Closing date: 15 June 2000

Duties: The genetic counsellor will be working with children and families throughout The Canberra Hospital, to deal with problems arising when families are faced with the occurrence, or risk, of genetic disorders.

EMPLOYMENT (Continued)

Specifically the counsellor will assist individuals and their families to comprehend medical information, appreciate the way heredity contributes to disorders, risk of recurrence. Choose a course of action and alternatives with respect to families views, ethical and religious standards.

Eligibility/other requirements: Mandatory Qualifications apply.

Note: Applicants will be short listed on the basis of written applications and referee reports which should address the selection criteria, and applicants are asked to supply current curriculum vitae. Short listed applicants will be required to attend for further assessment.

Contact Officer: Rosemary O'Donnell
(02) 6244 3538

Selection documentation may be obtained from Human Resource Management Group
(02) 6244 2566

Apply: 16

CC: 148-9010-16875 (2132)

ACT COMMUNITY CARE

Integrated Program, Occupational Therapy Professional Officer, Grade 1 \$29,976-\$42,054, Canberra (PN. 23625)

Closing date: 15 June 2000

Duties: The Occupational Therapy Department, ACT Community Care is advertising a permanent PO1 position available for immediate filling. The position is situated at The Canberra Hospital and operates within The Integrated Program, ACT Community Care. The occupational therapy service offers a range of assessment and interventions to acute hospital inpatient and outpatients in the areas of general medicine/surgery and aged care. Services are also provided to the Child, Youth and Women's Program ACT Community Care. Within the department there is a strong focus on continuum of care to clients from hospital admission back into the community of Canberra and Southern Region. Must have current drivers licence.

Note: Applicants will be shortlisted on the basis of written application addressing the selection criteria and verbal referee reports. Please provide the name and phone numbers of at least two referees with your application. If further assessment is required applicants will be contacted.

Contact Officer: Prue Campbell (02) 6244 3286
Selection documentation may be obtained from Prue Campbell (02) 6244 3286

Apply: 21

CC: 148-9009-16863

Integrated Health Care Program, Link Team, TCH

Registered Nurse level 2, Community Liaison Nurse \$42,723-\$45,423, Canberra (PN. Several)

Closing date: 15 June 2000

Duties: The link team is seeking highly motivated and enthusiastic nurses with excellent communication skills to fill the role of Community Liaison nurse (CLN) at The Canberra Hospital. Working as part of a multidisciplinary team the CLN provides a comprehensive discharge planning service to all areas of TCH. The CLN acts as a resource and liaison person to facilitate the smooth transition of clients from hospital to community and to provide information and advice to clients, carers and hospital staff on community care options.

This position is based at TCH however successful applicants will be expected to rotate through all areas of the Integrated Health Care Program.

Eligibility/other requirements: Registered with the Nurses Board ACT. Holds a current drivers licence. Minimum 5 years recent post registration experience.

Note: Part time may be considered.

Contact Officer: Sonia Hogan (02) 62052850
Selection documentation may be obtained from Virginia Wyatt (02)62443308

Apply: 21

CC: 148-9009-16863

Registered Nurse 3 \$47,110-\$50,147, Canberra (PN. 28409)

Closing date: 15 June 2000

Duties: The Alcohol and Drug Program has recently undergone a restructure to provide better access and a more integrated service for consumers. As a result of this a senior clinical position is available for appointment. This dynamic position oversees the clinical components of client services and provides clinical supervision and support to nursing staff. The clinical focus is on processes, practice models and standards involved in the delivery of nursing related services.

Eligibility/other requirements: Essential: Eligible for registration as a General Nurse or Mental Health Nurse with the ACT Nursing Board.

Contact Officer: Donna Bull (02) 62052131
Selection documentation may be obtained from Tanya Woods (02) 62052121

Apply: 21

CC: 148-9009-16863

EMPLOYMENT (Continued)

Alcohol and Drug Program Registered Nurse Level 2 \$42,723-\$45,423, Canberra (PN. Several)

Closing date: 15 June 2000

Duties: These positions undertake a full range of client related activities incorporating assessment, client planning and health promotion. Knowledge and experience is required in the alcohol and other drug as well as a commitment to central Program philosophies. The positions also require a sound knowledge of physical and health implications in relation to alcohol and other drug use.

Eligibility/other requirements: Mandatory qualifications apply.

Contact Officer: Donna Bull (02) 62052131
Selection documentation may be obtained from Tanya Woods (02) 62052121
Apply: 21
CC: 148-9009-16863

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Preamble

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.

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

Schools Directorate Branch Student Participation Administrative Service Officer Class 3 \$32657-35245, Canberra (PN. 11433 expected vacancy)

Closing date: 15 June 2000

Duties: Under general direction administer the Free School Bus Pass Scheme for ACT residents, including: determine eligibility according to guidelines; maintain and update client records including entry of data onto a computerised information system; liaise and negotiate with staff, clients and other government agencies; and process mailing of bus tickets. Provide administrative support to the section manager.

Contact Officer: John Everett (02) 62059383
Selection documentation may be obtained from Daniel Dwyer (02) 62059175
Apply: 12
CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and

Management Section, Level 2, Manning Clark Offices.

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

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Learning Services Divisional Management Unit Administrative Service Officer Class 5 \$39,802 - \$42,204, Canberra (PN. 55260)

Closing date: 15.6.00

Duties: Manage purchasing and accounting activities for Purchase Agreement Funds, Special Purpose Funds and Commercial Funds. Provide monthly financial reports to Associate Director and Heads of Unit. Prepare financial estimates, undertake financial investigations, reviews and acquittals for projects, and monitor expenditure and obligations. Develop and maintain internal procedures and manage the provision of general administrative support services.

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

Contact Officer: Mary Miles (02) 6207 4833
Selection documentation may be obtained from Maggie Stanke (02) 62073138
Apply: 11
CC: 148-9024-17904

Division of Learning Services Library and Learning Services Administrative Service Officer Class 2 \$28110-\$31171, Canberra (PN. 54267)

Closing date: 15.6.00

Duties: Under general direction provide Library and Learning Centre clients with general directional advice and assistance on the use of centre facilities, maintain the Library circulation process, act as receipting officer and maintain the collection with respect to shelving, shelf reading and repairs. This position will involve shift work.

Eligibility/other requirements: Progress towards completion of and Associate Diploma in Library Studies is highly desirable.

Note: This position is available for temporary transfer or temporary employment from 13 July 2000 until 8 September 2000.

Contact Officer: Julieanne Paulazzo
(02) 6207 3372
Selection documentation may be obtained from Lisa Black (02) 6207 3473
Apply: 11
CC: 148-9024-17904

EMPLOYMENT (Continued)

Division of Learning Services

Student Services

Counselling

Administrative Service Officer Class 2 \$28110-\$31171, Canberra (PN. 54343)

Closing date: 15.6.00

Duties: Under general supervision, provide administrative and secretarial support to the Unit including: reception, keyboard and routine clerical tasks; maintain accurate records; and assist with routine enquiries from staff, students and members of the public.

Note: This position is available for temporary transfer or temporary employment for a period of 3 years. This position may be filled from applications and referee reports only. Please provide 2 referee reports with your application.

Contact Officer: Donna Christie (02) 6207 3290
Selection documentation may be obtained from Geri Quilty (02) 6207 3293

Apply: 11

CC: 148-9024-17904

DEPARTMENT OF URBAN SERVICES

Corporate Group

Corporate Finance Branch

Corporate Accounting Section

Accounting Manager

Senior Officer Grade B indicative \$65,593- \$73,841, Canberra (PN. 46015)

Closing date: 15/6/2000

Duties: The ACT Department of Urban Services is a diverse organisation with a turnover exceeding \$350m p.a. that provides a wide range of services to the ACT Community. We are seeking to appoint a qualified, experienced accountant to our head office corporate team, reporting directly to the Director Finance.

You will be primarily responsible for preparation of monthly and annual financial statements, cost allocations, maintaining internal financial authorisations and administration of the department's financial software systems. As part of the head office team you will also be advising on a wide range of other financial issues including taxation, management accounting, budgeting and systems. You will manage a small team.

Eligibility/other requirements: To succeed in this role you should be CA/CPA qualified (or equivalent), and have broad accounting and financial experience gained over a number of years. You will have polished communication, analytical and management skills.

Note: Applications will be assessed solely on the basis of the duty statement and selection criteria. Interested applicants should obtain a copy of these documents before submitting an application. Employment will normally be under the terms and conditions applicable to the ACT Public Service and the Urban Services Enterprise Agreement. However, the successful

candidate may be offered a Workplace Agreement in lieu. The ACT Government is an Equal Opportunity Employer.

Contact Officer and Selection documentation: Peter Gibson (02) 62076948, Fax (02) 62075523 or E-Mail peter.gibson@act.gov.au

Apply: 34

CC: 148-9017 17305

Human Resource Services Section

Administrative Service Officer Class 6

\$43,846-\$50,366, Canberra (PN. 3336)

Closing date: 15/6/2000

Duties: Under broad supervision, work with the Manager of the Workplace Relations Unit to effectively manage workplace conflict, by providing advice and mediation services and case management relating to discipline, grievance and efficiency matters. Implement a range of innovative and effective strategies to ensure workplace value and demonstrate a commitment to diversity, equity and participation.

Eligibility/other requirements: Tertiary qualifications in Human Resources, or progress towards these, and/or relevant experience. Experience in mediation highly desirable.

Note: This advertisement is to replace an advertisement for PN. 3336 advertised in the Gazette of 27 April 2000 which had incorrectly included industrial relations duties in the job description. Previous applicants will need to reapply using the new duty statement and selection criteria.

Contact Officer: Peter Devine (02) 62076210
Selection documentation may be obtained from Norm Dorrington (02) 62073667

Apply: 34

CC: 148-9017 16954

Personnel Operations Section

Administrative Service Officer Class 4

\$36,399-\$39,520, Canberra (PN. 10057)

Closing date: 15/6/2000

Duties: Assist the Recruitment Manager to manage the operations of a team providing high quality recruitment, establishments and job design. Provide high quality administrative support and appropriate professional advice to clients and management involved in the recruitment and staffing needs of the organisation.

Contact Officer: John Mikus (02) 62075855
Selection documentation may be obtained from Norm Dorrington (02) 62073667

Apply: 34

CC: 148-9017 17224

EMPLOYMENT (Continued)

Environment ACT

Environment Protection Unit

Senior Professional Officer Grade C

\$54,425-\$58,683, Canberra (PN. 4677)

Closing date: 15/6/2000

Duties: Environment ACT's Environment Protection Unit is responsible for the management of air and water quality, hazardous materials, contaminated sites, environmental noise and water resource management. This is mainly accomplished through the administration of the *Environment Protection Act 1997* and the *Water Resources Act 1998*.

The successful applicant will be responsible for developing and implementing policies on environment protection issues such as water quality and contaminated sites.

Eligibility/other requirements: Tertiary qualifications in an appropriate scientific discipline are essential.

Contact Officer: Gary Croston (02) 62072332 or gary.croston@act.gov.au

Selection documentation may be obtained from Rodney Dix (02) 62071819 or rodney.dix@act.gov.au

Apply: 34

CC: 148-9028 16937

Policy Co-ordination Group

Infrastructure Policy Branch

Canberra Urban Parks and Places Section

Administrative Service Officer Class 3

\$32,657-\$35,245, Canberra (PN. 10826)

Closing date: 15/6/2000

Duties: Provide administrative support to the Section as required, including monitoring of IT and telephone accounts, FBT, office supplies and equipment. Provide a comprehensive Human Resource Management administrative service to the section to effectively monitor: salary and wage costing; leave planning and flextime arrangements; higher duties; and recruitment actions.

Eligibility/other requirements: Experience in accounting in an officer environment would be an advantage.

Note: This position is permanent part-time working 25 hours per week.

Contact Officer: Joanne Mitchell (02) 62076340 or joanne.mitchell@act.gov.au

Selection documentation may be obtained from Kerry Murley (02) 62076333

Apply: 34

CC: 148-9019 17278

Career opportunities in Workplace Safety and Workers Compensation Policy.

The ACT Government is restructuring the delivery of workplace safety and workers compensation policy and regulatory services.

The first part of this restructure has been to place the regulatory enforcement and education functions with an independent body. This is being effected through the creation of the statutory position of Occupational Health and Safety Commissioner.

The position has clear education, regulation and enforcement roles and will be assisted with delivering these responsibilities by the technically trained staff of ACT WorkCover.

To complement this change, the Government has brought together the strategic policy development and Government advice functions in the Department of Urban Services. Significant reform of the policy settings surrounding workplace safety and workers compensation are envisaged. As a result, the following challenging and rewarding opportunities are now available for highly motivated, professional people interested in contributing to public policy development in the areas of workplace safety and/or workers compensation.

Manager, Workers Compensation Policy, Position Number 178 \$65,593-\$73,841

This senior position is responsible for providing leadership, direction and resource management to a group of staff developing workers compensation policy in the ACT for both the public and private sectors. The Manager will have outstanding policy development skills, be comfortable managing, negotiating and dealing with people at all levels and will bring to the position a demonstrable history of success in strategic policy development and legislative reform initiatives.

Senior Policy Officer - several positions \$55,514-\$59,857

The successful applicants for these positions will develop and drive the implementation of policies in the areas of workplace safety and workers compensation policy. These people will have superior analytical, research and conceptual skills and will already have made a strong policy contribution, possibly in other fields. They will understand contemporary approaches to regulatory frameworks and activities.

Policy Officer – several positions \$43,846-\$50,366

The Policy Officers will be the power-house for policy development. These people will possess conceptual, research and analytical skills of a high order and will already be well versed in the policy development process. They will enjoy taking responsibility for discrete projects and seeing them through to completion. The demonstrated ability to work independently, think creatively and contribute to a team effort will be their hallmarks.

If you would like to learn more about these opportunities, please contact Belinda Willis on

EMPLOYMENT (Continued)

(02) 6207 6150 in the first instance for the relevant documentation. For more detail on the Manager position, please contact Brad Page on (02) 6207 6150, while Shelley Schreiner can assist with enquiries on the other positions. She can be contacted on (02) 6207 6155.

Applications must be received by close of business 15 June 2000 and should be forwarded to:

Applications Officer
Urban Services
Level 1 Annexe, Macarthur House
GPO Box 158
CANBERRA ACT 2601

Appointments

ACT COMMUNITY CARE

Registered Nurse Level 4.2 \$59,484

Carmel McQuellin: 740-98661,
Section 68(1) & 70(1), 17 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Jamie Hodgson: 740-99074,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Marites Policarpio: 740-96973,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Amanda McCrone: 740-99103,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Joseph Leonard: 740-99090,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Julie Basso: 740-99066,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Gerard Sandi: 740-99170,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Brian Myers: 740-99146,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Veronica Mowle: 740-99138,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Leon Svoboda: 740-99154,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Garry Rankin: 740-99162,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

**Disability Support Officer Level 1
\$26,716-\$27,786**

Kali Todd: 740-99197,
Section 68(1) & 70(1), 25 May 2000
CC: 148-9009-16863

Professional Officer Class 2 \$42,986-\$48,040

Jane Rogers: 740-95030,
Section 68(1) & 70(1), 26 May 2000
CC: 148-9009-16863

Professional Officer Class 2 \$42,986-\$48,040

Marielena Amat: 740-95719,
Section 68(1) & 70(1), 22 May 2000
CC: 148-9009-16863

CULTURAL FACILITIES CORPORATION

**Administrative Service Officer Class 3
\$32,017-\$34,554p.a**

Graeme Anthony Tie, 735-15582, Enter Section 68, 18/05/00
CC: 148-90081-17267

**Administrative Service Officer Class 3
\$32,017-\$34,554p.a**

Jodi Renee Gatfield, 760-75607, Enter Section 68, 24/05/00
CC: 148-90081-17267

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Assistant 2 \$24381-27036

Emma Dale: 745-74824, Giralang Pre-school Section 68(1), 1/5/2000
CC: 148-9013-16917

EMPLOYMENT (Continued)

Administrative Service Officer Class 2

\$28672-31794

Peta Michelle Gallagher: 742-53625,
Contract Services Section 68(1), 22/05/2000
CC: 148-9013-16917

Building Services Officer 1 \$25924-26940

Ernest Hughes: 761-21394,
Weston Primary Services, Section 68(1),
23 May 2000
CC: 148-9013-16917

School Assistant 2 \$24381-27036

Michelle Walker: 755-68442
Alfred Deakin High School, Section 68(1),
23 May 2000
CC: 148-9013-16917

Administrative Service Officer Class 1:

\$14,902 - \$27,450

Leomar Carvalho: 747-84784, Section 68, 17/5/00
CC: 148-9012-16939

Administrative Service Officer Class 5:

\$39,802 - \$42,204

Yvonne Bernadette Suter: 747-84362,
Section 68, 17/5/00
CC: 148-9012-16911

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 6

\$43,846 - \$50,366

Stephen John Toms: AGS No. 757-52370,
Section 68(1), 17/5/2000
CC: 148- 9020 17776

Administrative Service Officer Class 5

\$39,802-\$42,204

Lois Elsie Padgham: AGS No. 757-52530,
Section 68(1), 22/5/2000
CC: 148-9028 17218

Transfer

THE CANBERRA HOSPITAL

Rodney Roseworn: 261-64142
From: General Service Officer Level 7 - HSUA
\$31,899-33,564
The Canberra Hospital
To: General Service Officer Level 7 - HSUA
\$31,899-33,564
Business & Infrastructure Support
The Canberra Hospital, Canberra (PN. 21521)
(20/4/00)
CC: -148-9010-16875 1372

CHIEF MINISTER'S DEPARTMENT

C. J. Ellyard: 026-83415
From: Senior Information Technology Officer
Grade C \$55,514-\$59,857p.a
Chief Minister's Department
To: Senior Information Technology Officer Grade
C \$55,514-\$59,857p.a
Communication and Security, Service Delivery,
InTACT Group, Chief Minister's Department
Canberra: (PN. 14258) (Gazette No .14)
6 April 2000
CC: 148-9043-17177

S. S. Calvert: 737-70719
From: Senior Information Technology Officer
Grade C \$55,514-\$59,857p.a
Chief Minister's Department
To: Senior Information Technology Officer Grade
C \$55,514-\$59,857p.a
E Services, New Business
InTACT Group, Chief Minister's Department
Canberra: (PN. 14252) (Gazette No .14)
6 April 2000
CC: 148-9043-17177

T. D. Whight: 261-26234
From: Senior Information Technology Officer
Grade C \$55,514-\$59,857p.a
Chief Minister's Department
To: Senior Officer Grade C \$55,514-\$59,857p.a
Manager Quality Processes
InTACT Group, Chief Minister's Department
Canberra: (PN. 14255) (Gazette No .14)
6 April 2000
CC: 148-9043-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Kim Smith: 729-18531

From: School Assistant 2 \$24381-27036
Department of Education and Community
Services
To: School Assistant 2 \$24381-27036
Wanniassa High School, Department of
Education and Community Services, Canberra
(PN. 1410) (P.S. 47, 25/11/1999)
CC: 148-9013-16917

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.

EMPLOYMENT (Continued)

A. APPEALS

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

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

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are

usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure you are eligible to appeal, and that you can show that you are more efficient than those against whom you have appealed. For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

The Promotion Appeal Committee (PAC) is required to determine the relative efficiency of the parties to an appeal. The definition of efficiency is set out in subsection 85 of the PSMA, which states:

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

EMPLOYMENT (Continued)

to in the definition of efficiency to the extent that they are relevant to the duties of the job.

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.
- The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

FORM OF APPEAL

The most convenient form of appeal is by use of Form PAC4, available through your Personnel Unit. Alternatively you may write a letter, detailing the following:

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;
- Your full name;
- Your **private** postal address, as well as your work address and telephone number;
- Classification and salary scale of your substantive (i.e. your permanent) ACTPS position (and if you are a former officer or an APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);
- Office/branch and department or agency; and
- AGS number.

Where you intend to appeal against more than one promotion/selection, a separate appeal should be lodged against each one, **unless** all the promotions have been notified in the one *Gazette*, and the positions are all of the same classification and all in the same state, department and branch, in which case, one letter of appeal listing all promotees appealed against will be accepted.

WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*. (In the case of temporary performance appeals, the 14 day deadline 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

EMPLOYMENT (Continued)

unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

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

CONTENT OF STATEMENTS

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

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

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

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

PAC PROCEDURES

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

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

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

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

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

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

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

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

EMPLOYMENT (Continued)

particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

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

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

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

THE CANBERRA HOSPITAL

Deputy CEO Corporate Business & Infrastructure Support

Alison Briggs: 261-02312

From: General Service Officer Level 2 – HSUA
\$12,400-24,945

The Canberra Hospital

To: General Service Officer Level 6 – HSUA
\$29,636-30,964

Business & Infrastructure The Canberra Hospital, Canberra (PN. 21502) (20/4/00)

Note: This position was advertised as several positions.

CC: 148-9010-16875 1373

Deputy CEO Corporate Business & Infrastructure Support

Radmila Kolundzija: 261-24829

From: General Service Officer Level 4 – HSUA
\$26,689-27,759

The Canberra Hospital

To: General Service Officer Level 6 – HSUA
\$29,636-30,964

Business & Infrastructure The Canberra Hospital, Canberra (PN. 21506) (20/4/00)

Note: This position was advertised as several positions.

CC: 148-9010-16875 1373

Deputy CEO Corporate Business & Infrastructure Support

James Cox: 261-02312

From: General Service Officer Level 6 – HSUA
\$29,636-30,964

The Canberra Hospital

To: General Service Officer Level 7 – HSUA
\$31,899-33,564

Business & Infrastructure The Canberra Hospital, Canberra (PN. 21524) (20/4/00)

Note: This position was advertised as several positions.

CC: 148-9010-16875 1373

EMPLOYMENT (Continued)**Deputy CEO Corporate
Business & Infrastructure Support****Myung Ok (Mary) Shin: 261-01942**

From: General Service Officer Level 6 – HSUA
\$29,636-30,964

The Canberra Hospital

To: General Service Officer Level 7 – HSUA
\$31,899-33,564

Business & Infrastructure The Canberra
Hospital, Canberra (PN. 21539) (20/4/00)

Note: This position was advertised as several
positions.

CC: 148-9010-16875 1373

**Deputy CEO Corporate
Business & Infrastructure Support****Miroljub Milisavljevic: 260-68409**

From: General Service Officer Level 6 – HSUA
\$29,636-30,964

The Canberra Hospital

To: General Service Officer Level 7 – HSUA
\$31,899-33,564

Business & Infrastructure The Canberra
Hospital, Canberra (PN. 21541) (20/4/00)

Note: This position was advertised as several
positions.

CC: 148-9010-16875 1373

**Deputy CEO Corporate
Business & Infrastructure Support****Antonello Ovidi: 260-34057**

From: General Service Officer Level 6 – HSUA
\$29,636-30,964

The Canberra Hospital

To: General Service Officer Level 7 – HSUA
\$31,899-33,564

Business & Infrastructure The Canberra
Hospital, Canberra (PN. 21525) (20/4/00)

Note: This position was advertised as several
positions.

CC: 148-9010-16875 1373

**Deputy CEO Corporate
Business & Infrastructure Support****Julian Clarke: 739-63721**

From: General Service Officer Level 2 – HSUA
\$12,400-24,945

The Canberra Hospital

To: General Service Officer Level 4 – HSUA
\$26,689-27,759

Business & Infrastructure The Canberra
Hospital, Canberra (PN. 22962) (20/4/00)

Note: This position was advertised as several
positions.

CC: 148-9010-16875 1373

**Clinical Support
Pharmacy Services****Lisa Hayes: 259-42280**

From: Professional Officer Class 2

\$42,986 - \$48,040

The Canberra Hospital

To: Senior Professional Officer Grade C

\$54,425 - \$58683

Pharmacy Services, The Canberra Hospital,
Canberra (PN. 28644) (18/11/99)

CC: 148-9010-16875 (2334)

**Clinical Support
Pharmacy Services****Meredith Freeman: 608-08036**

From: Professional Officer Class 2

\$42,986 - \$48,040

The Canberra Hospital

To: Senior Professional Officer Grade C

\$54,425 - \$58683

Pharmacy Services, The Canberra Hospital,
Canberra (PN. 26204) (18/11/99)

CC: 148-9010-16875 (2334)

**Deputy CEO Corporate
Financial Management****Gowri Jeyamanoharan: 747-49954**

From: Administrative Service Officer Class 5

\$40,598 - \$43,048

Department of Urban Services

To: Administrative Service Officer Class 6,

\$42,986 - \$49,378

Financial Management, The Canberra Hospital,
Canberra (PN. 29820) (24/2/00)

CC: 148-9010-16875 (1321)

**Deputy CEO Corporate
Facilities Management****Tim Ashmore: 503-40038**

From: Senior Officer Grade C \$54,425 - \$58,683

The Canberra Hospital

To: Senior Professional Officer Grade A,

\$75,894

Facilities Management, The Canberra Hospital,
Canberra (PN. 23838) (6/4/00)

CC: 148-9010-16875 (1381)

ACT COMMUNITY CARE**Integrated Health Care Program, Intake and
Assessment Unit****Robyn Staniforth: 260-86770**

From: Registered Nurse Level 2 \$42,723-
\$45,423

The Canberra Hospital

To: Registered Nurse Level 3.5 \$52,533

Integrated Health Care Program,
ACT Community Care, Canberra (PN. 28252)
(22 May 2000)

CC: 148-9009-16863

EMPLOYMENT (Continued)

CHIEF MINISTER'S DEPARTMENT

Office of Information Technology and Multimedia

S. McInnes 735-35778

From: Administrative Service Officer Class 2,
\$28,110-\$31,171p.a
From: Department of Health and Community Care
Administrative Service Officer Class 3 \$32,657
\$35,245p.a Chief Minister's Department
(Canberra) (PN: 55346)
Gazette No: 14 (6 April 2000)
CC: 148-9031-17208
Note: All appeal applications should be addressed to:

Convenor of the Appeal Panel
PO Box 749
Civic Square ACT 2608

The InTACT Group

A. R. Harrison 545-59686

From: Administrative Service Officer Class 6,
\$43,846-\$50,366p.a
From: Chief Minister's Department
Senior Officer Grade C \$55,514-\$59,857p.a
Financial Processing Manager,
Chief Minister's Department (Canberra)
(PN: 14248)
Gazette No: 14 (6 April 2000)
CC: 148-9043-17177

The InTACT Group

T. M Bonney 608-13767

From: Information Technology Officer Class 2
\$43,846-\$50,366p.a
From: Chief Minister's Department
Senior Information Technology Officer Grade C
\$55,514-\$59,857p.a,
Chief Minister's Department (Canberra)
(PN: 14254)
Gazette No: 14 (6 April 2000)
CC: 148-9043-17177

The InTACT Group

T. W. Matthews 033-91924

From: Information Technology Officer Class 2
\$43,846-\$50,366p.a
From: Chief Minister's Department
Senior Information Technology Officer Grade C
\$55,514-\$59,857p.a,
Chief Minister's Department (Canberra)
(PN: 14262)
Gazette No: 14 (6 April 2000)
CC: 148-9043-17177

The InTACT Group

A. D. Hood 734-65239

From: Information Technology Officer Class 2
\$43,846-\$50,366p.a
From: Chief Minister's Department
Senior Information Technology Officer Grade C
\$55,514-\$59,857p.a,
Chief Minister's Department (Canberra)
(PN: 14263)
Gazette No: 14(6 April 2000)
CC: 148-9043-17177

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Office of the Public Trustee for the ACT

Karen Ann Whiffen: 539-91450

From: Administrative Service Officer Class 2,
\$28,110 - \$31,171
Department of Justice & Community Safety
To: Administrative Service Officer Class 3,
\$32,017 - \$34,554
Office of the Public Trustee of the ACT,
Department of Justice & Community Safety
Canberra (PN 4589) (15 of 13/4/00)
CC: 148-9075-17581

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:

Peter Hanscombe,
Administrative Service Officer Class 1, 5/5/2000
CC: 148-9017 16954

CORRIGENDA

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Policy & Regulatory Division

Anthony Richard Rutkin: 710-31349, 25/5/00

The following was inadvertently left off the Deemed transfer notice:

"This is a deemed transfer under Section 115 of the Public Sector Act 1994. All eligible officers may appeal against this decision in accordance with the provisions of the Public Sector Management Act 1994".

CC: 148-9012-17170

EMPLOYMENT (Continued)

ACT Public Service Index of addresses

05	The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601	36	Recruitment/Executive Officer
06	Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601	37	Community and Health Services
07	Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614		Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601
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 and Community Care, PO Box 11, Woden ACT 2606		
18	The Administrative Officer, Legislative Assembly for the ACT, 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	Administrative Officer, Central Office, Department of Health 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.		

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
S19	23 May	Instrument No. 143 of 2000 ~ <i>Land (Planning and Environment) Act 1991</i>

GOVERNMENT NOTICES

AUSTRALIAN CAPITAL TERRITORY *INTERPRETATION ACT 1967* NOTIFICATION OF ENACTMENT BY LEGISLATIVE ASSEMBLY

UNDER subsection 8(1) of the *Interpretation Act 1967*, I GIVE NOTICE that the following laws have been passed by the Australian Capital Territory Legislative Assembly. Copies of the laws will be made available for purchase at the ACT Government Civic Shopfront on the corner of East Row and City Walk, Canberra City.

Date 25/5/00

Kate Carnell
Chief Minister

Short Title

No. and Year

Justice and Community Safety Legislation Amendment Act 2000 (No 3)	17 of 2000
Periodic Detention Amendment Act 2000	18 of 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

INSTRUMENT

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

Commissioner for Public Administration

Kate Carnell MLA
Chief Minister

Dated the 18th day of May 2000.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

SUPERVISED INJECTING PLACE TRIAL ACT 1999

DECLARATION

OPERATOR OF THE FACILITY

Pursuant to Section 6 of the *Supervised Injecting Place Trial Act 1999*
I, **Michael Moore MLA**, Minister for Health and Community Care, hereby declare:

ASSISTING DRUG DEPENDENTS INCORPORATED

to be the operator of the facility for the Supervised Injecting Place Trial.

Dated this Eighteenth day of May 2000

MICHAEL MOORE MLA
MINISTER FOR HEALTH AND COMMUNITY CARE

AUSTRALIAN CAPITAL TERRITORY

SUPERVISED INJECTING PLACE TRIAL ACT 1999

DECLARATION OF OPERATOR OF THE FACILITY

EXPLANATORY STATEMENT

Section 6(1) of the *Supervised Injecting Place Trial Act 1999* (the Act) provides that, after consultation with the Supervised Drug Injection Trial Advisory Committee, the Minister for Health and Community Care may, by notice in the Gazette, declare a person to be the operator of the facility.

Section 6(2) of the Act further states that the Minister shall not declare a non-government organisation to be the operator other than in accordance with a recommendation of the Supervised Drug Injection Trial Advisory Committee.

The Supervised Drug Injection Trial Advisory Committee has recommended that the operator be the non-government organisation, Assisting Drug Dependents Incorporated.

Therefore, under Section 6 of the Act, Assisting Drug Dependents Incorporated is declared as the operator of the facility for the Supervised Injecting Place Trial.

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)**

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – Division of Tharwa.	No. R25/00 of 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

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

Under subsection 229A(6) of the *Land (Planning and Environment) Act 1991* I revoke the referral of Application Number 20002308 to the Commissioner for Land and Planning on the Twenty-second of May 2000.

Dated this 22 day of May 2000

Brendan Smyth MLA
Minister for Urban Services

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

RADIATION ACT 1983

Section 73

NOTIFICATION OF DECISIONS

Pursuant to Section 73 of the Australian Capital Territory Radiation Act 1983, the Radiation Council hereby gives notice of the particulars of the following decisions of Council, made on 24 May 2000.

REGISTRATION OF IRRADIATING APPARATUS (paragraph 73(1)(d))

Owner	Dr N B Litchfield
Description	Trophy Trex dental x-ray machine model Elitys with Elitys-TR1 tube, S/Nos 9922J0030, XBNG040 (921060) 60/70kVp, 4/7mA
Location	Majura Medical Centre Antill & Cowper Streets Dickson
Conditions	Diagnostic dental examinations.

Owner	Philip Creagh
Description	Dongmun veterinary x-ray machine Model DM100PD, S/No 0049 100kVp, 10mA
Location	Alta Veterinary Hospital 47 Jerrabomberra Avenue Narrabundah
Conditions	Veterinary radiography.

Owner	National Capital Diagnostic Imaging
Description	Lunar model DPX1Q x-ray bone mineral densitometer, S/Nos 2322, B9454 76kVp, 3mA
Location	Corinna Chambers Corinna Street Woden
Conditions	Bone density analysis.

APPROVAL FOR ALTERATION OR MODIFICATION OF REGISTERED IRRADIATING APPARATUS (paragraph 73(1)(e))

Owner	Woden Radiology Services
Description	Diagnostic x-ray machine Philips model Medio 50 CP-H S/No 894660 with ROT 350 10 tube. S/No's 87365/779845 125kVp, 400mA
Location	Lidia Perin Day Care Centre Napier Close Deakin
Conditions	Diagnostic radiography.

GOVERNMENT NOTICES (Continued)

Owner ACT X-ray Services Pty Ltd
 Description Norland x-ray bone mineral densitometer model DO51,
 S/No. 432A027, 3602 100kVp, 1mA
 Location BMD Room,
 Valley Diagnostic Centre
 Gratton Court
 Erindale
 Conditions Bone density analysis.

GRANTING OF LICENCE (paragraph 73(1)(b))

Licensee John Hite
 Address Canberra Testing Services
 265 Canberra Avenue
 Fyshwick ACT 2609
 Authorised Activities Own or have in possession, use, cause or permit to use,
 irradiating apparatus.
 Conditions Use of soil moisture and density gauges.

Licensee Dr Paul Smith
 Address Suite 15, Corinna Chambers
 Corinna Street
 Phillip ACT 2606
 Authorised Activities Use, irradiating apparatus.
 Conditions Use of irradiating apparatus for diagnostic medical purposes.
 Restricted to fluoroscopy directly related to orthopaedic surgery. This
 licence does not permit the supervision or direction of any other
 person in the use of fluoroscopy except a registrar in your specialty.

Licensee Gregory James Thomas
 Address 19/60 Copland Drive
 Evatt ACT 2617
 Authorised Activities Use, cause or permit to use, irradiating apparatus.
 Conditions Diagnostic dental radiography.

Review by the ACT Administrative Appeals Tribunal - Any Persons whose interests are adversely affected by this decision may apply to the Tribunal to have the decision reviewed.

Reasons - If you wish to obtain a statement of reasons to explain why the decision was made you should write within 28 days of this notice to the ACT Radiation Council, GPO Box 825, Canberra 2601.

Location of the ACT Administrative Appeals Tribunal - 'The Tribunal is located on the 4th Floor, Canberra House, 40 Marcus Clarke Street, Canberra City.
 Postal Address: GPO Box 9955, Canberra 2601. Telephone: 6243 4611. Facsimile: 6247 0962. Document Exchange: DX 5727.

Powers of the ACT Administrative Appeals Tribunal - The Tribunal is an independent body. The Tribunal can agree with, change or reject to the original decision, substitute its own decision or send the matter back to the decision maker for reconsideration in accordance with Tribunal recommendations.

How to apply to the ACT Administrative Appeals Tribunal - Simply write within 28 days explaining the details to the decision and the reasons for asking for a review.

GOVERNMENT NOTICES (Continued)

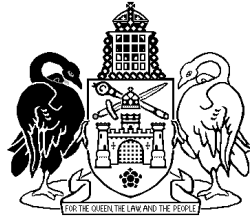
Cost - To lodge an application there is a fee. You may apply to have the fee waived on the grounds of hardship. No fee is payable if you are receiving legal assistance.

Access to documents - You may apply for access to any documents relevant to this decision under the *ACT Freedom of Information Act 1989*. For more information contact the Freedom of Information Officer, Department of Health and Community Care, on phone 62051340.

Dated this 24th day of May 2000

Joseph Lising
Chairperson
Radiation Council

GOVERNMENT NOTICES (Continued)



ACT Government

Holidays Act 1958

Alteration of Public Holiday

Acting under s3(2) and s3(1)(b) respectively, of *the Holidays Act 1958* I, Brendan Smyth, The Minister for Urban Services declare that:

- (a) The third Monday in March (Canberra Day) s3(1)(a)(iia) shall not be observed as a public holiday in the Territory for the year 2001; and
- (b) Monday 12 March 2001 shall be observed as a public holiday in the Territory to celebrate Canberra Day.

Dated 25 day of May 2000

Brendan Smyth
Minister for Urban Services
ACT Government

GOVERNMENT NOTICES (Continued)

ACTFB PROMOTIONS

I, Ian Mountford Bennett, Fire Commissioner, hereby promote the following members under Section 29(1) of the Fire Brigade (Administration) Act 1974.

These promotions are provisional and may be subject to appeal under Section 33 of the Act. Members of the Brigade who wish to lodge an appeal against these provisional promotions may obtain written information on the appeal process by contacting the Recruitment Officer at ACT Emergency Services Bureau Headquarters, 123 Carruthers Street, Curtin or by telephoning (02) 6207 8418 during business hours.

The only ground for appeal is greater efficiency. Appeals must be lodged by 4:51pm on the fourteenth day after the date of this Gazette with the Convenor, ACT Fire Brigade Promotion Appeals Committee, Merit Protection and Review Agency, Level 3, 65-67 Constitution Avenue, Campbell ACT 2601.

Number	Name & Init	Promoted From	Promoted To	Effective Date
748-35799	Steven Charles ROBINSON	3 rd Class Firefighter	2 nd Class Firefighter	29 October 1999
748-35772	Paul Alan McLUCAS	2 nd Class Firefighter	1 st Class B Firefighter	14 July 1999

I M Bennett
 Fire Commissioner
 22 May 2000

cc 148-9007-16846

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:

JOHN DANIEL STUART

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

25 May 2000

PRIVATE NOTICES

IN THE SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY PROBATE JURISDICTION

In the Estate of **MOHAMED NABIL NASR** late of Cairo, Egypt formerly of 104 Copeland Drive Evatt in the Australian Capital Territory, Public Servant, deceased.

Letters of Administration were granted by the Supreme Court of the Australian Capital Territory on 21 January 2000.

Pursuant to the Administration and Probate Act 1929, the Family Provision Act 1969, the Trustee Act 1957 and the Wills Act 1968, **FATMA ABDELATY** the administrator of the estate of Mohamed Nabil Nasr who died on 1 March 1999 hereby give notice that creditors and others wishing to make a claim against the estate of the said Deceased are required to send particulars of their claims or notice of their application to the Administrator care of Deacons Graham & James, 15 London Circuit, Canberra City, ACT 2601 within two (2) calendar months from publication of this notice. After that time the Administrator may distribute the assets of the Estate having regard only to the claims or applications of which at the time of distribution she has notice.

PRIVATE NOTICES (Continued)

Who's Who in ACT Government?

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