



Australian Capital Territory

Gazette

No. 26, Thursday 29 June, 2000

Contents

General Information	ii
Employment	647
Gazette Information	661
Government Notices	662

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

CONTACT DETAILS

ACT Gazette Officer
Publishing and Shopfront Services
GPO Box 158
Canberra ACT 2601

ACT Gazette Office
Level 7, Macarthur House
12 Wattle Street
Lyneham ACT 2602

Phone: (02) 6205 0484

Fax: (02) 6205 0266

e-mail: gazette.office@act.gov.au

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.

Copyright Notice - Australian Capital Territory

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from Library and Information Management, Department of Urban Services, ACT Government, GPO Box 249, Civic Square ACT 2608.

Products and Services advertised in this publication are not necessarily endorsed by the ACT Government

EMPLOYMENT

ACT Public Service

Executive Contracts

ACT COMMUNITY CARE

Appointment

Allan Schmidt
 Executive Director, Corporate and
 Business Development (E187)

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
 Health Protection Service
 Communicable Diseases Control
 Senior Professional Officer Grade C,
 \$56346-60755, Canberra (PN. 27166)**

Closing date: 13 July 2000

Duties: Under limited direction plan, control and direct the Disease Surveillance and Management Unit. In consultation with Environmental Health Managers, the HPS Public Health Physician and Communicable Diseases Control staff, facilitate appropriate follow-up action in regard to all diseases notified under the Public Health Act. Analyse disease investigation results and prepare regular reports on disease surveillance trends and summary data on investigations. This includes communicable, food borne and vaccine-preventable diseases.

Eligibility/other requirements: A degree in Public Health or related discipline or other qualifications and experience comparable to a degree in public health.

Contact Officer: Dr Eddie O'Brien (02) 62058762
 Selection documentation may be obtained from Lisa Needham (02) 62058700
 Apply: 20
 CC: 148-9011-16943

EMPLOYMENT (Continued)

ACT COMMUNITY CARE

Dental Health Program

**Dental Assistant Level 1 and 2
(Qualified/Unqualified) \$21,874-\$31,170,
Canberra (PN. Several)**

Closing date: 6 July 2000

Duties: The Dental Health Program is seeking applications from suitably qualified and unqualified individuals to fill the temporary vacancy of Dental Assistant Level 1/2. This position involves general dental assisting in a clinical setting, and general administration.

Eligibility/other requirements: Previous experience in a dental environment and a sound knowledge of infection control.

Highly Desirable: Dental Assistant Certificate

Contact Officer: Bridie Clifford (02) 62050975
Selection documentation may be obtained from Jantsen Lam (02) 62051088
Apply: 21
CC: 148-9009-16863

Dental Health Program

**Dental Assistant Level 1 and 2
(Qualified/Unqualified) \$21,874-\$31,170,
Canberra (PN. Several)**

Closing date: 6 July 2000

Duties: The Dental Health Program is seeking applications from suitably qualified and unqualified individuals to fill the permanent vacancy of Dental Assistant Level 1/2. This position involves general dental assisting in a clinical setting, and general administration.

Eligibility/other requirements: Previous experience in a dental environment and a sound knowledge of infection control. **Highly**

Desirable: Dental Assistant Certificate

Contact Officer: Bridie Clifford (02) 62050975
Selection documentation may be obtained from Jantsen Lam (02) 62051088
Apply: 21
CC: 148-9009-16863

**Child, Youth and Women's Health Program
Administrative Services Officer Grade 6
\$42,986-\$49,378, Canberra (PN. 24726)**

Closing date: 6 July 2000

Duties: The Child Youth and Women's Health Program is seeking an experienced community educator to implement a community education program to support the enacted legislation that makes Female Genital Mutilation illegal in the ACT. The successful applicant will have a demonstrated ability to develop and implement community education programs to non English communities and other key groups, a capacity to liaise with ethnic communities and health care providers, an ability to manage culturally sensitive issues, an understanding of women's

health and child welfare issues and an understanding of government policies and processes.

Note: The position is part-time, up to 20 hours per week.

Contact Officer: Colleen Crane (02)62053333
Selection documentation may be obtained from Kylie Clark (02) 62052143
Apply: 21
CC: 148-9009-16863

Integrated Health Care Program

**Registered Nurse Level 2 \$42,723-\$45,423,
Canberra (PN. Several)**

Closing date: 6 July 2000

Duties: The Integrated Health Program invites applications from suitable qualified registered nurses who have experience in palliative care to work within a team to provide holistic care and use case management framework to co-ordinate care options for clients of the program. Liaise with other health professionals

Note: (Several positions casual part time full time)

Contact Officer: Sue Matthews (02) 62051138
Selection documentation may be obtained from Kerry Kent (02) 62051357
Apply: 21
CC: 148-9009-16863

THE CANBERRA HOSPITAL

Mental Health Services

Tuggeranong Mental Health

**Professional Officer Class 2 / Registered Nurse
Level 3 \$42,986 - \$50,147, Canberra
(PN. Several)**

**Professional Officer Class 1 / Registered Nurse
Level 2 \$29,976 - \$45,423**

Closing date: 13 July 2000

Duties: ACT Mental Health Services are seeking an enthusiastic Mental Health Professional with a background in Mental Health Nursing, Psychology, Social Work or Occupational Therapy, and whose practice conforms with the National Standards for Mental Health Services. Successful applicants will work within the multidisciplinary Mental Health team at Tuggeranong, and manage a caseload of clients within a case management model. A strong commitment to the philosophy of Community Mental Health is desirable.

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.

Note: This is a temporary filling available from August 2000 for up to 12 months. Please

EMPLOYMENT (Continued)

indicate on your application the classification level you are applying for.

Contact Officer: Paul Whyte (02) 6205 2777
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 3134
 Apply: 16
 CC: 148-9010-16875 (2222)

Deputy CEO Corporate Staff Development
Registered Nurse Level 3 - Educator Midwifery, \$47581-50648, Canberra (PN 22372)
Registered Nurse Level 3 - Educator Surgical, \$47581-50648, Canberra (PN 26318)

Closing date: 13 July 2000
Duties: Provide evidence based programs to staff through the development, implementation, co-ordination and evaluation of learning packages, workshops seminars and study modules. Assist staff in the development of skills necessary to provide evidence based practice.

Eligibility/other requirements: Eligibility for or holds registration with the ACT Nurses Registration Board. Minimum of five years post registration experience including a period of demonstrated expertise in the relevant field of nursing practice; and holds or has made significant progress towards a post graduate qualification in an appropriate health or education field and holds relevant clinical post registration qualifications.

Contact Officer: Dr Leanne Aitken (02) 6244 3429
 Selection documentation may be obtained from Maureen Tolley (02) 6244 3429
 Apply: 16
 CC: 148-9010-16875 (1521)

Nursing Branch
Renal - Haemodialysis
Registered Nurse Level 2 \$43150-45877, Canberra (PN.22414)

Closing date: 13 July 2000
Duties: Provide comprehensive direct patient care by utilising the nursing process. Act as a role model in the provision of holistic patient care and liaise with the patient care team to achieve an agreed standard of care.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of three years recent post graduation experience. Minimum of one years experience in Haemodialysis or holds a relevant post registration qualification.

Contact Officer: K. Oliver (02) 6244 3363
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 2257
 Apply: 16 CC: 148-9010-16875 (1792)

ACTION

Customer Service & Communication
Senior Officer Grade B \$65271-73479, Canberra (PN. A20162)

Temporary vacancy

Closing date: 5 July 2000
Duties: Manage Customer Service and Communications Branch, provide high quality customer service through customer service locations, responsible for commercial and community advertising, correspondence, speeches, ministerial submissions and press releases. Coordinate market research and promotion of ACTION services.
 Note: Position initially available for six months commencing 3 July 2000

Contact Officer: Guy Thurston (02) 62078000
 Selection documentation may be obtained from Carol Watchman (02) 62078066
 Apply: 08
 CC: 148-9027-17791

AUDITOR-GENERAL'S OFFICE

Auditor-General's Office
Australian Capital Territory

The ACT Auditor-General's Office is responsible for undertaking a wide range of financial and performance audits of all Australian Capital Territory Government entities. Audits include clients in the health, education, treasury, electricity, water and municipal sectors.

The office is looking to recruit a suitable office administration manager to perform finance, personnel and some information technology functions within the office.

Office Administration Manager
Administrative Officer \$30,200 to \$56,700

The main duties of the Office Administration Manager would be:

- Administering the Office's financial systems and procedures
- Personnel administration
- Information technology support
- Office administration including file maintenance and stores, and
- Other administrative tasks as required including liaison with other ACT Government Departments and Agencies to assist with the efficient operations of the Office.

The successful applicant will be appointed at an appropriate paypoint within the above range and provided with any necessary training in specific software applications.

EMPLOYMENT (Continued)

Background information on the ACT Auditor-General's Office can found on our website - www.audit.act.gov.au.

All applicants must address the selection criterion in their application. For a copy of the selection criterion please contact Mr Malcolm Prentice on 6207 0820.

The closing date is Friday 14 July 2000. Applications should be forwarded to:

The Recruitment Officer
ACT Auditor-General's Office
PO Box 275
CIVIC SQUARE ACT 2608

CC: 148-9000-16831

CHIEF MINISTER'S DEPARTMENT

**Business Development and Attraction
Administrative Service Officer Class 6,
\$43,846-\$50,366p.a. (PN: 55180) Canberra**

Closing Date: 13 July 2000

Duties: Undertake a range of marketing and promotional activities in line with the Government's business development initiatives. In particular: liaise with and direct advertising agencies and other media and marketing organisations in the delivery of marketing projects; manage tender processes and contracts relating to these marketing projects; liaise with the business community in developing and promoting the Government's business development programs; undertake a range of written work, including speeches, articles, ministerial briefs and advertising copywrite.

Contact Officer: Yolanda Hanbidge
(02) 6207 6393
Selection Documentation: Lisa Holroyd
(02) 6207 2599
Apply: 35
CC: 148-9031-17299

**CMD Manager Level 2, \$65,593-\$73,841p.a.
plus super, (PN: 55422) Canberra**

Closing Date: 13 July 2000

Duties: Provide direction and leadership to assist with the development and implementation of the ACT Government's private sector growth strategies. In particular, direct and develop the work associated with a range of ACT development initiatives.

NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement

Contact Officer: Yolanda Hanbidge
(02) 6207 6393 Peter Gordon (02) 6205 0667
Selection Documentation: from David Gallagher at Morgan and Banks on (02) 6257 5999.

Apply: Responses can be sent via email to : d.gallagher@morganbanks.com.au or Morgan and Banks Ltd, Level 2 Perpetual Building, 10 Rudd Street, Canberra City, ACT 2601.
CC: 148-9031-17299

**CMD Manager Level 2, \$71,797p.a. plus super,
(PN: 42209) Canberra**

Closing Date: 13 July 2000

Duties: Provide direction and leadership to assist with the development and implementation of the ACT Government's private sector growth strategies. In particular, direct and develop the work associated with a range of ACT development initiatives.

NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement

Contact Officer: Yolanda Hanbidge
(02) 6207 6393 Peter Gordon (02) 6205 0667
Selection Documentation: from David Gallagher at Morgan and Banks on (02) 6257 5999.
Apply: Responses can be sent via email to : d.gallagher@morganbanks.com.au or Morgan and Banks Ltd, Level 2 Perpetual Building, 10 Rudd Street, Canberra City, ACT 2601.
CC: 148-9031-17299

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.

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

**Copland College
Teacher Level 3 Deputy Principal 1
\$58153-60667, Canberra
(PN. 4129, expected vacancy)**

Closing date: 20 July 2000

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Steve Kyburz (02) 62057622
Selection documentation may be obtained from The Contact Officer (02) 62057622
Apply: 12
CC: 148-9013-16917

EMPLOYMENT (Continued)**Lake Tuggeranong College
Teacher Level 2 \$52456-54390, Canberra
(PN. 2776)****Closing date:** 20 July 2000**Duties:** Provide leadership and management to the Languages Faculty especially in the areas of English, Languages other than English and History.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: John See (02) 62056222
Selection documentation may be obtained from The Contact Officer (02) 62056222
Apply: 12
CC: 148-9013-16917**CANBERRA INSTITUTE OF TECHNOLOGY****Education Delivery Program
Faculty of Communication
and Community Services
Faculty Management Unit
Administrative Service Officer Class 2
\$28110-\$31171, Canberra
(PN. 55046, expected vacancy)****Closing date:** 13.7.00**Duties:** Provide general administrative support to the Faculty. Process student enrolments and answer general course enquiries. Act as receiving officer, collect fees as required and exercise relevant delegations.

Note: This position is part-time at 18 hours 22 minutes per week

Contact Officer: Tim Hutson (02) 62074925
Selection documentation may be obtained from Suzi Kircher (02) 62074960
Apply: 11
CC: 148-9024-17904**Division of Learning Services
Library and Learning Centres
Professional Officer Class 2 \$42986-\$48040,
Canberra (PN. 54242)****Closing date:** 13.7.00**Duties:** Under general direction of the Senior Librarian Learning Development Services, manage a comprehensive reference, information, loans service and collection at one of the major campus libraries. Develop and supervise appropriate information literacy programs for library clients. Supervise staff, maintain and develop the collection and promote the use of Library resources and services. Contribute to the formation of Library policies and procedures.

Eligibility/other requirements: An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate membership of the

Australian Library and Information Association (ALIA) or a recognised course of study.

Note: This position is available for temporary transfer or temporary employment from ASAP until 1 February 2001. The ability to work one shift per week is required.

Contact Officer: Lyn Fletcher (02) 62073375
Selection documentation may be obtained from Lisa Black (02) 62073473
Apply: 11
CC: 148-9024-17904**DEPARTMENT OF URBAN SERVICES****Corporate Group
Corporate Finance Branch
Corporate Accounting Section
Senior Officer Grade C \$55,514-\$59,857,
Canberra (PN. 10503)****Closing date:** 13/7/2000**Duties:** Under broad direction, prepare the monthly financial statements and reports for Urban Services. Provide a high level consultancy/monitoring service to Group finance staff on all aspects of financial accounting. Represent the Department in its dealings with other departments, agencies and outside organisations on financial issues. Eligibility/other requirements: Tertiary qualifications in Accounting desirable.**Contact Officer and Selection documentation:** Peter Gibson (02) 62076948
Apply: 34
CC: 148-9017 17305**Corporate Group
Human Resource Services Section
Injury Prevention and Management Team
Senior Officer Grade C \$55,514-\$59,857,
Canberra (PN. 23347)****Closing date:** 13/7/2000**Duties:** Manage and direct the day to day operations of the Injury Prevention and Management Team within the commercial human resource environment. Develop and oversee Service Level Agreements for the provision of injury prevention and management services to business units on a fee for service basis.**Contact Officer:** John Mikus (02) 62075855 or john.mikus@act.gov.au
Selection documentation may be obtained from Norm Dorrington (02) 62073667
Apply: 34
CC: 148-9017 16954

EMPLOYMENT (Continued)

Environment ACT

Environment Protection Section

Professional Officer Class 1 \$29,976-\$42,054, Canberra (PN. 10693)

Closing date: 6/7/2000

Duties: Assist in developing policy proposal and technical guidelines on National Pollutant Inventory issues. Consult, educate and liaise with government bodies, industry and the public. Prepare and develop technical advice, reports and correspondence as directed. Eligibility/other requirements: A degree or other tertiary qualifications desirable. Current drivers licence.

Note: This position is available for temporary filling for 8 months only.

Contact Officer: Don Horan (02) 62076078 or don.horan@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

Operations Group

City Operations Branch

Road User Services Section

Administrative Service Officer Class 6 \$43,846-\$50,366, Canberra (PN. 1864)

Closing date: 13/7/2000

Duties: Under limited direction, manage the activities and staff of Road User Services counter, call centre and driving examination services. Monitor demand for customer service and ensure staffing is appropriate to meet that demand. Promote customer focused attitudes, practices and services consistent with the Department's Customer Service Standards.

Contact Officer: Malcolm Howard (02) 62075238
Selection documentation may be obtained from Helen Williams (02) 62077033
Apply: 34
CC: 148-9015 17013

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Financial and Budgetary Management

Ownership Monitoring Section

CMD Manager, \$79,208, (PN: 43388), Canberra,

Closing Date: 6 July 2000

Duties: This position suits a dynamic and highly motivated Accountant who is seeking a challenging and rewarding career. Working closely with senior executives, you will play a proactive and key role in formulating and implementing innovative accounting policies, practices and procedures and will have a direct involvement in a diverse range of contemporary finance and accounting issues. Your superior

communication skills and strong technical knowledge will be fully utilised in this challenging and interesting role.

Eligibility: Tertiary qualifications in accounting, economics or financial management are mandatory.

NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement.

CONTACT: In the first instance, please contact Marie-Claire Bleakley at Hays Accountancy Personnel on telephone (02) 6257-6344 or forward your resume to fax (02) 6257-6377 or email: fer.canberra@hays.com.au
CC: 148-9042-17765

Appointments

THE CANBERRA HOSPITAL

Professional Officer Class 2

\$42,986-\$48,040

Bridget Dillon: 752-28333, Section 68, 19/6/2000
CC: 148-9010-16875 2224

Administrative Service Officer Class 2

\$28,110 - \$31,171

Melinda Jeffery: 762-90673, Section 68, 19/6/00
CC: 148-9010 -16875 (1746)

Administrative Service Officer Class 2

\$28,110 - \$31,171

Lorraine Rochford: 748-79353, Section 68, 19/6/00
CC: 148-9010 -16875 (1721)

Administrative Service Officer Class 2

\$28,110 - \$31,171

Paul McLachlan: 607-92847, Section 68, 19/6/00
CC: 148-9010 -16875 (1721)

ACT COMMUNITY CARE

Disability Support Officer Level

\$26,716-\$27,786

Barry Van Dunk: 740-96762,
Section 68(1) & 70(1) 1 June 2000
CC: 148-9009-16863

Professional Officer Class 2

\$42,986-\$48,040

Dianne Bradshaw: 740-96025,
Section 68(1) & 70(1), 9 June 2000
CC: 148-9009-16863

Professional Officer Class 2

\$42,986-\$48,040

Ruth Tregear: 740-96439,
Section 68(1) & 70(1), 9 June 2000
CC: 148-9009-16863

EMPLOYMENT (Continued)

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

Senior Officer Grade A \$76,179p.a

Aaron John Scolnik , 760-75252 Section 68,
26/06/00
CC: 148-9043-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Administrative Service Officer Class 5 \$40598-43048

Matthew Dennis Parkes: 755-68071, Section
68(1), 14 June 2000
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 3 \$32,017 – 34,554

Rebecca Billingham: 747-86202,
Parliamentary Counsels Office, 20/6/2000
CC: 148-9012-17345

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 4 \$36,399-\$39,520

Mark Rodney de Rooy: AGS No 757-52418,
Section 68(1), 21/6/2000
CC: 148-9021 16944

Administrative Service Officer Class 4 \$36,399-\$39,520

Michael James Freeman: AGS No 757-52397,
Section 68(1), 21/6/2000
CC: 148-9021 16944

Administrative Service Officer Class 4 \$36,399-\$39,520

Elizabeth May Green: AGS No 757-52557,
Section 68(1), 21/6/2000
CC: 148-9021 16944

Transfer

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Peter Kong: 508-12306

From: Senior Professional Officer Grade C
\$56346-60755
Health Protection Service, Department of Health
and Community Care
To: Senior Professional Officer Grade C
\$56346-60755
Environmental Health, Health Protection
Service, Department of Health and Community
Care, Canberra (PN. 29622)
CC: 148-9011-16943

A'isha Alison Louise Commar 715-81084

From: FaCS 3
(Administrative Service Office Class 6)
\$43,440-51759 Commonwealth Department of
Family and Community Services
To: Administrative Service Officer Class 6 (DH)
\$44,503-51,121 Data Management Sub-Unit,
Health Information Service Unit Department of
Health and Community Care, Canberra
(PN: 29719 in lieu of PN: 26041) PN: 26041
advertised Gazette No 20, 18 May 2000() Note:
Transfer under Section 115(7) of the Public
Sector Management Act 1994.
CC: 148-9011-16897

THE CANBERRA HOSPITAL

Velissa Aplin: 751-80288

From: Professional Officer Class 2
\$29,976-\$42,054
Department of Education and Community
Services
To: Professional Officer Class 1
\$42,986-\$48,040
Mental Health Services The Canberra Hospital,
Canberra (PN. 27579) (13/4/00)
CC: -148-9010-16875 2231

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

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

EMPLOYMENT (Continued)

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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

EMPLOYMENT (Continued)

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/selection;
- 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 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;

EMPLOYMENT (Continued)

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

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

PAC PROCEDURES

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

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

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

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

the Merit Protection (Australian Government Employees) regulations. At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient. Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise. If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment. If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

SUPERVISORS/REFEREES

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

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

EMPLOYMENT (Continued)

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

ACT COMMUNITY CARE

Integrated Health Care Program, Physiotherapy

Katrina Bracher: 259-42768

From: Professional Officer Class 2
\$42,986-\$48,040
ACT Community Care
To: Senior Professional Officer Grade C
\$54,425-\$58,683
Integrated Health Care Program ACT Community Care, Canberra (PN. 25523) (25 March 2000)
CC: 148-9009-16863

Disability Program

Rosemary Rojo: 740-92884

From: Disability Support Officer Level 2
\$33,340-\$37,321
ACT Community Care
To: Disability Support Officer Level 3
\$41,963-\$44,557
Disability Program ACT Community Care, Canberra (PN. 27415)
CC: 148-9009-16863

CHIEF MINISTER'S DEPARTMENT

Policy Group

M. Harvey, 713-73832

From: Administrative Service Officer Class 5
\$40,598-\$43,048p.a.
Department of Urban Services
To: Senior Officer Grade C \$55,514-\$59,857p.a.
(PN: 55341) Gazette No: 5, 30 March 2000
CC: 148-9031-17884

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Policy and Regulatory Division Legislation and Policy

Janice Boyle: 341-41629

From: Legal 1 \$54,425 – 67,631
Department of Justice and Community Safety
To: Senior Officer Grade B \$67,307 – 72,393
Legislation and Policy, Department of Justice and Community Safety, Canberra (PN. 42753)
(No 8 24/2/2000)
CC: 148-9012-17170

Policy and Regulatory Division Legislation and Policy

Bronwyn Leslie: 543-35607

From: Senior Officer Grade C \$55,514 – 59,857
Chief Ministers Department
To: Senior Officer Grade B \$64,307 – 72,393
Legislation and Policy, Department of Justice and Community Safety, Canberra (PN. 42754)
(No 8 24/2/2000)
CC: 148-9012-17170

EMPLOYMENT (Continued)

DEPARTMENT OF URBAN SERVICES

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

ACT Housing Housing Services Group Customer Services Section

P. F. Madigan: AGS No 542-05458
From: Administrative Service Officer Class 6
\$43,846-\$50,366
Urban Services
To: † Senior Officer Grade C \$55,514-\$59,857
Customer Services Section Urban Services,
Canberra (PN. 10588)

Note: This promotion is to a non-advertised vacancy but is identical to Position Number 10585 advertised in the Gazette of 17/6/1999.
CC: 148-9021 16944

Operations Group Information Planning and Services Branch eServices Section

K. J. Furner: AGS No 517-49337
From: Administrative Service Officer Class 5
\$40,598-\$43,048
Urban Services
To: Administrative Service Officer Class 6
\$43,846-\$50,366
eServices Section Urban Services, Canberra
(PN. 24512) (Gazette No. 19, 11/5/2000)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9016 16920

S. G. Clarke: AGS No 735-66777
From: Administrative Service Officer Class 3
\$32,657-\$35,245 Urban Services
To: Administrative Service Officer Class 5
\$40,598-\$43,048
eServices Section Urban Services, Canberra
(PN. 47713) (Gazette No. 19, 11/5/2000)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9016 16920

M. A. Christie: AGS No 710-42363

From: Administrative Service Officer Class 3
\$32,657-\$35,245
Urban Services
To: Administrative Service Officer Class 5
\$40,598-\$43,048
eServices Section Urban Services, Canberra
(PN. 24515) (Gazette No. 19, 11/5/2000)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9016 16920

Policy Coordination Group Industry Policy and Regulation Branch

L. M. Gilding: AGS No 734-57343
From: Legislative Assembly Members Staff-
LAMS Act Chief Ministers Office
To: Administrative Service Officer Class 6
\$43,846-\$50,366
Urban Services, Canberra (PN. 47203)
(Gazette No. 13, 30/3/2000)

Note: This position was advertised as several. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9030 16941

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Economic Management Branch

L. Andrews 311-96018
Executive Level 2, \$62,077-\$77,375p.a
Department of Education,
Training and Youth Affairs.
CMD Manager, \$79,208p.a
Department of Treasury and Infrastructure,
(PN: 43305), Economic Analysis Section
Gazette No: 14, 6 April 2000

Note: This promotion is made as an appointment under section 115 of the Public Sector Management Act 1994 and is a deemed promotion.
CC: 148-9042-14979

S. Ho, 735-15136
Graduate Administrative Assistant
\$24,744-\$31,794p.a
Department of Treasury and Infrastructure
Administrative Service Officer Class 5,
\$40,598-\$43,048p.a
Department of Treasury and Infrastructure,
(PN: 55347), Economic Analysis Section
Gazette No: 14, 6 April 2000
CC: 148-9042-14979

EMPLOYMENT (Continued)

Revenue Management Branch

E A McDougall, 527-07331

From: Administrative Service Officer Class 3,
\$32,657-\$35,245p.a.
Department of Treasury and Infrastructure
To: Administrative Service Officer Class 4,
\$36,399-\$39,520p.a. (PN: 55057)
Rates and Land Tax Section
Gazette No: 21, 25 May 2000
CC: 148-9042-17176

Finance and Investment Group

A Crombie, 711-24764

From: APS 6 \$43733-50237p.a.
National Capital Authority
To: Administrative Service Officer Class 6,
\$43,846-\$50,366p.a. (PN: 55402)
Investment and Borrowings Section
Gazette No: 20, 18 May 2000

NOTE: This promotion is made as an appointment under section 115 of the Public Sector Management Act 1994 and is a deemed promotion.
CC: 148-9042-14979

Retirements and dismissals

ACT COMMUNITY CARE

Section 143 Public Sector Management Act:
Heather Wain, SPOA, 5/11/99
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Kellie Wilson, ASO5, 8/11/99
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Shirley Batho, RN5.5, 16/11/99
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Helen Macdonald, ASO6, 22/11/99
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Margaret Hearne, RN1, 3/12/99
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Janine Bromwich, RN1, 8/12/99
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Janet Smith, ASO6, 4/1/00
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Jenifer Daly, ASO6, 7/1/00
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Gloria Slatter, DSO1, 31/3/00
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Sara Tyson, SPOC, 17/4/00
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Anthea Cooper, RN1, 11/4/00
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Paul Fisher, ASO1, 5/5/00
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Pauline Young, SPOC, 5/5/00
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Robyn Pender, SPOC, 30/5/00
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Dianne Thompson, RN1, 5/6/00
CC: 148-9009-16863

Section 143 Public Sector Management Act:
Jerzy Ziemski, SPOC, 9/6/00
CC: 148-9009-16863

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:
Kenneth Hudson,
General Service Officer Level 3,
17/4/2000
CC: 148-9015 17777

Section 143 Public Sector Management Act:
Ernest William Mason,
Administrative Service Officer Class 4,
16/6/2000
CC: 148-9017 17032

ACT Public Service Index of addresses

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

EMPLOYMENT (Continued)

- 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.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office, GPO
Box 1321, 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
S25	20 June	Instrument No. 184 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 184 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 184 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Instrument No. 184 of 2000 ~ <i>Road Transport (General) Act 1999</i>
		Notice ~ Administrative Charged Fees 3/2000 ~ Road Transport Authority
S26	16 June	Corrigendum ~ Energy and Water Act 1988

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instruments of the Australian Capital Territory have been made. Copies of the Instruments may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Taxation Administration Act 1999</i>	Order by the Treasurer that for the purposes of paragraph 26 (2) (b) of the Act the rate shall be 6.00% per annum.	No. 193 of 2000
<i>Agents Act 1968, Consumer Credit (Administration) Act 1996, Liquor Act 1975, Sale of Motor Vehicles Act 1977, Trade Measurement (Administration) Act 1991, Trade Measurement (Weighbridges) Regulations Magistrates Court Act 1930</i>	Determination of Fees.	No. 194 of 2000
<i>Supreme Court Act 1933</i>	Determination of Fees and Charges applicable in the Lower Courts and Tribunals.	No. 195 of 2000
<i>Supreme Court Act 1933</i>	Determination of Fees and Charges applicable in the Supreme Court.	No. 196 of 2000
<i>Public Trustee Act 1985</i>	Determination of Fees.	No. 197 of 2000
<i>Adoption Act 1993 (Adoption Regulations)</i>	Determination of Fees.	No. 198 of 2000
<i>Births, Deaths and Marriages Registration Act 1997</i>	Determination of Fees.	No. 199 of 2000
<i>Registration of Deeds Act 1957</i>	Determination of Fees.	No. 200 of 2000
<i>Instruments Act 1933</i>	Determination of Fees.	No. 201 of 2000
<i>Associations Incorporation Act 1991</i>	Determination of Fees.	No. 202 of 2000
<i>Land Titles Act 1925</i>	Determination of Fees.	No. 203 of 2000
<i>Business Names Act 1963</i>	Determination of Fees.	No. 204 of 2000

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF THE MAKING OF AN INSTRUMENT**

NOTICE is hereby given that the undermentioned Instruments of the Australian Capital Territory have been made. Copies of the Instruments may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Taxation Administration Act 1999</i>	Instrument in relation to Registered ACT Payroll Taxpayers.	No. 205 of 2000
<i>Bookmakers Act 1985</i>	Determination of Fees for Standing Bookmakers.	No. 206 of 2000
<i>Bookmakers Act 1985</i>	Determination of Fees for Sports betting Licences.	No. 207 of 2000
<i>Magistrates Court Act 1930</i>	Supplementary Determination of Fees and Charges Applicable in the Lower Courts and Tribunals.	No. 208 of 2000
<i>Emergency Management Act 1999</i>	Determination of Fees.	No. 209 of 2000
<i>Casino Control Act 1988</i>	Determination of Fees.	No. 210 of 2000
<i>Gaming Machine Act 1987</i>	Determination of Fees.	No. 211 of 2000

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 Calwell.	No. R29/00 of 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

PUBLIC HEALTH ACT 1997

APPOINTMENT OF PUBLIC HEALTH OFFICER

I, **David Bruce Butt**, the person holding the position of Chief Executive, in pursuance of my powers under Section 12 of the *Public Health Act 1997*, do by this instrument appoint:

Jane Elizabeth Keany

as a Public Health Officer for the purposes of the *Public Health Act 1997*.

Dated this 21st day of June 2000.

DAVID BUTT
Chief Executive

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
747-54921	HUDSON, M	Firefighter 1 st Class A	Senior Fire Fighter	19/06/00

I M Bennett
Fire Commissioner

GOVERNMENT NOTICES (Continued)



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 Integrated Construction (Management Services) Pty Ltd, Section 39 of the *Act* applies to ANU School of Music Stage 2, Block 3, Section 28 ACTON.

Jocelyn Plovits
Registrar
ACT WorkCover

Date: 16 June 2000

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

ROAD TRANSPORT (ALCOHOL AND DRUGS) ACT 1977

NOTICE OF APPROVAL OF OPERATORS

In pursuance of subsection 6(1) of the *Road Transport (Alcohol and Drugs) Act 1977* (the Act), I hereby authorise the Police Officers listed in the attached Schedule (Attachment A), who have:-

- (a) undergone a course approved by the Minister as a course for the instruction of Police Officers in the carrying out of breath analyses; and
- (b) completed the course to my satisfaction

to carry out breath analyses under that Act.

Dated this 7 day of June 2000



W J Stoll
Chief Police Officer for the ACT

GOVERNMENT NOTICES (Continued)**ATTACHMENT A****THE SCHEDULE**

BRIGHT	Wayne	Constable	10499
BUTCHER	Simone Maree	Constable	10500
CLARK	Tyrone Robert	Constable	10503
DWYER	Matthew John	Constable	10405
HARRISON	Rachel Jane	Constable	10513
HILL	Karen Michelle	Constable	10514
LEISTER	Catherine Jane	Constable	10516
McALONAN	Brian Arthur	Constable	10518
McKENNA	Ann	Constable	10350
PERRY	Sandra Louise	Constable	10526
POOLE	Brett John	Constable	10527
ROWE	Kimberley Joyce	Constable	10533
RYAN	Melissa Jayne	Constable	10534
SANDS	Kylie Michelle	Constable	10536
SCOTT	Shane Anthony	Constable	10537
SEIDEL	Monique Elizabeth	Constable	10538
SHAKESPEARE	Anthony William	Constable	10539
SHILLABEER	Brett James	Constable	10540
STRACHAN	Reece Lewis	Constable	10542
VAN DE KAMP	Jason Peter	Constable	10548

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Environmental Authorisations

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997* (the Act), environmental authorisations to conduct activities have been granted to the organisations set out below:

Organisation	Brief Description of Activity	Location
AAA Heating and Airconditioning	Use of CFCs and HCFCs	74 Newcastle Street Fyshwick
Canberra Riffle Club Inc.	Deposit of Clean Fill	22 Hector McIntosh Grove Majura
Eagle Lawn Care	Pest / Weed Control	PO Box 3215 Weston

Annual Review of Environmental Authorisations

Notice is hereby given that the following environmental authorisations have been reviewed under Section 57 of the *Environment Protection Act 1997* (the Act) and the Environment Management Authority decided not to take any action under the Act in respect of these authorisations.

Organisation	Brief Description of Activity	Location
BOC Gases Australia Ltd	Use of CFCs and HCFCs	9 Barrier Street Fyshwick
Elite Air	Use of CFCs and HCFCs	7 Guerin Street Chisholm
Domestic Fridge and Freezer Repair	Use of CFCs and HCFCs	22-24 Colbee Court Phillip
Woden Used Appliances	Use of CFCs and HCFCs	28 Colbee Court Phillip
CSIRO Entomology	Use of CFCs and HCFCs	Clunies Ross Street Acton
Peter Kelly Commercial Refrigeration Services	Use of CFCs and HCFCs	5 Bells Street Griffith
Willow & Environmental Management Services	Pest Control	PO Box 201 Cooma

Under Section 135 of the Act, an application may be made to the Administrative Appeals Tribunal for a review of these decisions. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

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

Dated the 22 day of June 2000
Environment Management Authority

