



Australian Capital Territory

# Gazette

No. 43, Thursday 26 October, 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](http://www.publishing.act.gov.au/pub/gazreq.doc).

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

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

### Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.10 per word or \$110.00 whichever is the greater.

Cheques are to be made payable to 'Publishing Services' and are to be forwarded to the Gazette office with a copy of the notice (Either on a PC formatted disk in WORD, or if the notice has already been emailed, a hard copy of the notice) and Gazette Request Form. Payment can be made by EFTPOS (Bankcard, Visa or Mastercard) by telephoning the Gazette Office. Payment must be received before gazettal can proceed.

### Purchasing and Subscriptions

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

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## EMPLOYMENT

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### ACT Public Service

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#### Executive Contracts

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#### DEPARTMENT OF TREASURY AND INFRASTRUCTURE

##### Appointment

Howard Ronaldson  
Chief Executive (C17)

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#### General Information

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##### Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

- an officer of the Australian Public Service (APS) applying for appointment (see section 115 of the Act)
- a former officer of the APS or ACTPS who has resigned, if:
  - \*they resigned to rear a child, after taking at least three months maternity or parental leave; and
  - \*they resigned within two years of the date of birth of the child for which the period of maternity leave was granted;
  - \*the position for which they are applying is advertised in the gazette within six years from the date of the birth of the child for which the maternity or parental leave was granted; and
- \* they have a statement from the relevant Chief Executive of the details of their resignation which was obtained at the time of resignation;
- an 'officer' of an approved organisation listed in Standard 4, Part 6, Mobility with Approved Organisations, employed on other than a temporary basis, applying for appointment;
- a temporary employee who has been employed by the ACTPS in one job for six months continuously, may apply for appointment to an advertised vacancy:
  - \* if still employed in that temporary job; and
  - \* the six months eligibility period is reached before the applications close.

Excess Officers – ACTPS Officers who have been formally declared excess and who apply

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

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

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

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

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#### Vacancies

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#### DEPARTMENT OF HEALTH AND COMMUNITY CARE

##### Health Outcomes and Service Performance Several Positions

**Closing date:** 9 November 2000

The Health Outcomes and Service Performance Branch is responsible for the planning, policy development purchasing and performance monitoring of government services in the areas of mental health, acute hospital services, including national and cross-border health issues.

Within the Branch, the Health Services Planning Unit is responsible for planning of acute hospital services for the Australian Capital Territory and its surrounding region.

The Hospital Contracts and Performance Unit of the Branch is responsible for purchasing all clinical services in the hospital setting, and some other services across a range of settings, in order to ensure continuity of care. The unit is also responsible for interstate charging arrangements relating to hospital services, and for negotiations with the Department of Veteran's Affairs for the provision of public hospital services to Veterans.

The Branch now has several positions available. Successful applicants will enjoy working on a range of subject matters, either as a project officer, or as part of a small team. They should have good writing skills, high levels of initiative, be able to manage their own workload, and have good people skills. We are seeking people with skills in the area of planning, policy development and / or data manipulation and analysis. The positions currently available include:

## EMPLOYMENT (Continued)

**Senior Officer Grade C \$56,346-\$60,755**  
 Planning Unit, Permanent

**Senior Officer Grade C \$56,346-\$60,755,**  
 Planning Unit, Initial 12 months temporary

**Senior Officer Grade C \$56,346-\$60,755,**  
 Project Officer, Planning Unit, 12 month  
 temporary-Hospital Elective Surgery Waiting  
 Lists Management

**Senior Officer Grade C \$56,346-\$60,755,**  
 Project Officer, Planning Unit, 12 months  
 temporary-Review of Hospital Outpatient  
 Services

**Administrative Service Officer Class 6**  
**\$44,503-\$51,121,**  
 Hospital Contracts and Performance Unit,  
 Permanent

**Contact Officer :** Joan Scott (02) 62050835  
 (Health Services Planning)  
**Contact Officer:** Liz Treglown (02) 62050877  
 (Hospital Contracts and Performance)  
 Selection documentation may be obtained from  
 Alison Colebrook (02) 62050795  
 CC 148-9011-16888

**ACT COMMUNITY CARE**

**INTEGRATED PROGRAM, PHYSIOTHERAPY SERVICES**

**Professional Officer Class 2 \$43,545-\$48,665,**  
**Canberra (PN. 25524)**

**Closing date:** 9 November 2000  
**Duties:** ACT Community Care is looking for a  
 Physiotherapist to provide services to the Pain  
 Management Unit at The Canberra Hospital.  
 Experience in chronic pain or general  
 musculoskeletal conditions and ability to work  
 as part of a multidisciplinary team desirable.  
 Eligibility/other requirements: Degree in  
 Physiotherapy and eligibility for ACT  
 registration.

**Contact Officer:** June Gunning (02) 62442154  
 Selection documentation may be obtained from  
 Kerry Kent (02) 62442154  
 Apply: 21  
 CC: 148-9009-17798

**DISABILITY PROGRAM**

**Senior Officer Grade B \$64, 307 - \$72, 393,**  
**Canberra (PN. 29129)**

**Closing date:** 9 November 2000

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**Duties: Are you seeking a challenging and exciting position?**

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ACT Community Care's Disability Program is seeking applications from suitably qualified managers to provide strategic direction, planning and leadership at a regional level for a complex Multi Disciplinary disability support service.

The delivery of innovative and responsive services to clients.  
 Achieving high quality care and providing high quality services in all Regional service areas.  
 Providing leadership and promoting a commitment to high quality customer service principles, practices and attributes.  
 Developing and managing the financial, physical and human resources of a regional office.  
 Achieving and reporting on Corporate and Program performance measures and outcomes.  
 Note: Previous applicant will be considered and need not to re apply.

**Contact Officer:** Lynne Grayson (02) 6207 6424  
 Selection documentation may be obtained from  
 (24 hour answering machine) (02) 6205 0971  
 Apply: 21  
 CC: 148-9009-16861

**Community Rehabilitation Program**

**Professional Officer, Class 2, Speech Pathologist \$ 43 545 – \$ 48 665, Canberra (PN. 20405)**

**Closing date:** 9 November 2000  
**Duties:** An opportunity exists in the Community Rehabilitation Program for a Speech Pathologist to join a dynamic multi-disciplinary team. The Program provides services to the acute rehabilitation ward and the Rehabilitation Independent Living Unit at the Canberra Hospital as well as services to community clients.  
**Contact Officer:** Ms Jill Davis, Director (02) 6244 2855  
 Selection documentation may be obtained from Ms Cherie Howard on (02) 6244 2855  
 Apply: 21  
 CC: 148-9009-18269

**Community Rehabilitation Program**

**Professional Officer, Class 2, Physiotherapist \$ 43 545 – \$ 48 665, Canberra (PN. 25529)**

**Closing date:** 9 November 2000  
**Duties:** An opportunity exists in the Community Rehabilitation Program for a Physiotherapist to join a dynamic multi-disciplinary team. The Program provides services to the acute rehabilitation ward and the Rehabilitation Independent Living Unit at the Canberra Hospital as well as services to community clients.  
 Note: **Part-time. Temporary position for 12 months.** Salary packaging, including FBT exemption, applies to both positions. Mandatory qualifications apply and experience in a rehabilitation setting is highly desirable.  
**Contact Officer:** Ms Jill Freeman on (02) 6244 2747  
 Selection documentation may be obtained from Ms Jill Freeman on (02) 6244 2747  
 Apply: 21  
 CC: 148-9009-18269

**EMPLOYMENT (Continued)****CALVARY HOSPITAL INC.****Medical Services  
Medical Imaging****Calvary Professional Officer 1\$ 30,366 - 42,600,  
Canberra (PN. )****Closing date:** 2 November 2000**Duties:** Diagnostic Radiographer required to perform general radiographic procedures and assist with more specialised procedures as directed. Experience in CT or ultrasound is not required. You will be required to take part in the after-hours and weekend rosters.

Eligibility/other requirements: Eligibility for ordinary membership with the Australian Institute of Radiography.

Note: Temporary vacancy for a period of 6 months. TTY 6201 6127

**Contact Officer:** Peter Pamphilon (02) 62016141  
Selection documentation may be obtained from Peter Pamphilon (02) 62016141  
Apply: 07  
CC: 148-9094-17781**Medical Services  
Nutrition****Calvary Professional Officer 2\$ 43,545 - 50,020,  
Canberra (PN. 8341)****Closing date:** 9 November 2000**Duties:** Provide a high quality nutrition service which is responsive to client needs, with a multidisciplinary context and intergrated health service model.

Eligibility/other requirements: Degree in Science plus a Graduate Diploma in Nutrition and Dietetics or equivalent qualification.

Eligible for membership of the Dietitians Association of Australia.

Note: TTY 6201 6127

**Contact Officer:** Helen Tyrell (02) 62016104  
Selection documentation may be obtained from Geraldine Chomatek (02) 62016104  
Apply: 07  
CC: 148-9094-17781**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES**

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

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

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

**Charles Conder Primary School****Teacher Level 4, Principal Category 7  
\$66139-80258, Canberra  
(PN. 1813, expected vacancy)****Closing date:** 9 November 2000**Duties:** Manage the School in accordance with the policies of the School Board. Provide professional leadership in all aspects of the School's operations and promote the overall educational welfare of students. Provide professional advice to the School Board and be its Executive Officer.

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** Rob McConchie (02) 620 57200  
Selection documentation may be obtained from Pam Drummond (02) 620 57200Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917**Schools Directorate  
Student Participation Section****Teacher Level 4, Principal Category 7,  
\$66139-80258, Canberra (PN. 2569)****Closing date:** 9 November 2000**Duties:** Manage and provide leadership to the Section. Provide coordination of services for students with disabilities and students with behavioural difficulties. Provide specialist advice in relation to services and programs and maintain accountability for resource allocation and Section finances. Develop, implement and review policy, programs and procedures within the context of the Anti Discrimination and Disability Discrimination legislation.

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

**Contact Officers:** Rob McConchie / Narelle Hargreaves (02) 620 57200  
Selection documentation may be obtained from Pam Drummond (02) 620 57200Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**EMPLOYMENT (Continued)****Palmerston Primary School**

**Teacher Level 4 Principal Category 5**  
**\$66139-80258, Canberra (PN. 32601, expected vacancy)**

**Closing date:** 9 November 2000

**Duties:** Manage the school in accordance with the policies of the School Board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Provide professional advice to the School Board and be its Executive Officer.

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:** Narelle Hargreaves  
 (02) 620 57194

Selection documentation may be obtained from Nancy McDonald (02) 620 55429

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Chapman Primary School**

**Teacher Level 4, Principal Category 5**  
**\$66139-80258, Canberra (PN. 1756)**

**Closing date:** 9 November 2000

**Duties:** Provide efficient management and sound administration of the school in accordance with school based management procedures and School Board policies and guidelines. Provide professional educational leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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:** Rob McConchie (02) 620 57200

Selection documentation may be obtained from Pam Drummond (02) 620 57200

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Ngunnawal Primary School**

**Teacher Level 4, Principal Category 5,**  
**\$66139-80258, Canberra (PN. 31766)**

**Closing date:** 9 November 2000

**Duties:** Manage the school in accordance with the policies of the School Board. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Provide professional advice to the School Board and be its Executive Officer.

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:** Narelle Hargreaves  
 (02) 620 57194

Selection documentation may be obtained from Nancy McDonald (02) 620 55429

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Wanniassa Hills Primary School**

**Teacher Level 4 Principal Category 4**  
**\$66139-80258, Canberra (PN. 1803)**

**Closing date:** 9 November 2000

**Duties:** Be the chief professional adviser to the School Board for the formulation of school policy and educational programs and be responsible for implementation of Departmental and School Board policies. Provide professional leadership in all aspects of the school's operation and promote the overall educational welfare of students. Participate in the selection of staff and assume responsibility for staff deployment, performance and development using a collegial approach. Manage the school to facilitate the continued development and implementation of the use of information and communication technology in education.

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** Rob McConchie (02) 620 57200

Selection documentation may be obtained from Pam Drummond (02) 620 57200

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Lyons Primary School**

**Teacher Level 3 Principal Category 1**  
**\$56657-64805, Canberra (PN. 4048)**

**Closing date:** 9 November 2000

**Duties:** Provide educational leadership for the teachers, school assistants, students and the local community. Be responsible for the general management of the school in accordance with the policies of the School Board and, in particular, develop strategies which will take advantage of the opportunities afforded by the School Based Management environment. Foster parent and community involvement in educational programs in the school.

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

**Contact Officer:** Rob McConchie (02) 620 57200

Selection documentation may be obtained from Pam Drummond (02) 620 57200

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**EMPLOYMENT (Continued)****Giralang Primary School**

**Teacher Level 3 Principal Category 3**  
**\$56657-64805, Canberra (PN. 4080)**

**Closing date:** 9 November 2000

**Duties:** Be responsible for the educational and administrative operations of the school in accordance with the policies of the School Board. Be responsible for the care and overall welfare of students. Provide professional leadership in all aspects of school operation including the team-based multi-age class structure, behaviour management, Spalding, and the full integration of students with special needs.

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:** Narelle Hargreaves  
 (02) 62057194

Selection documentation may be obtained from Nancy McDonald (02) 62055429

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Hall Primary School**

**Teacher Level 3, Principal Category 2**  
**\$56657-64805, Canberra**  
**(PN. 4057, expected vacancy)**

**Closing date:** 9 November 2000

**Duties:** Take responsibility for the general management of the school in accordance with the policies of the School Board. Act as the principal education adviser to the School Board and act as its executive member. Provide professional leadership and supervision in all aspects of the life of the school and co-ordinate the development and implementation of curriculum throughout the school.

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

**Contact Officer:** Narelle Hargreaves  
 (02) 62057194

Selection documentation may be obtained from Nancy McDonald (02) 62055429

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Ginninderra District High School**

**Teacher Level 2 \$56100, Canberra**  
**(PN. 32599, expected vacancy)**

**Closing date:** 9 November 2000

**Duties:** Undertake an appropriate teaching load and provide an exemplar for other staff. Assist with the development of school policies and the implementation of school wide educational, administrative and organisational policies and procedures.

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:** Greg Robinson (02) 620 56099  
 Selection documentation may be obtained from Greg Robinson (02) 620 56099

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Gordon Primary School**

**Teacher Level 2 \$56100, Canberra**  
**(PN. 33621, expected vacancy)**

**Closing date:** 9 November 2000

**Duties:** Lead K-6 "Freeman" team and subschool. Have a commitment to Glasser based management of school and students and work with students K-6. Each subschool team plans and delivers integrated and inclusive programs to multi-age groupings using strategies including cooperative learning and information literacy. Includes leading the Japanese team.

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:** Judy Bull (02) 620 55955

Selection documentation may be obtained from The Contact Officer (02) 620 55955

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Gordon Primary School**

**Teacher Level 2 \$56100, Canberra**  
**(PN. 33611, expected vacancy)**

**Closing date:** 9 November 2000

**Duties:** : Lead K-6 "Lewis" team and subschool. Have a commitment to Glasser based management of school and students and work with students K-6. Each subschool team plans and delivers integrated and inclusive programs to multi-age groupings using strategies including cooperative learning and information literacy.

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

**EMPLOYMENT (Continued)**

**Contact Officer:** Judy Bull (02) 620 55955  
 Selection documentation may be obtained from  
 The Contact Officer (02) 620 55955  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Gordon Primary School****Teacher Level 2 \$56100, Canberra (PN. 2245)**

**Closing date:** 9 November 2000  
**Duties:** : Lead K-6 "Border" team and subschool. Have a commitment to Glasser based management of school and students and work with students K-6. Each subschool team plans and delivers integrated and inclusive programs to multi-age groupings using strategies including cooperative learning and information literacy.

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:** Judy Bull (02) 620 55955  
 Selection documentation may be obtained from  
 The Contact Officer (02) 620 55955  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Alfred Deakin High School****Teacher Level 2 \$56100, Canberra (PN. 2596)**

**Closing date:** 9 November 2000  
**Duties:** The successful applicant will need to provide leadership and management of all aspects of the Performing Arts Program and Visual Arts. Be responsible for the Performing Arts Program and for Public Relations within the school, local and wider community. The applicant will teach within the faculty.  
 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:** Peter Wheeler (02) 620 55566  
 Selection documentation may be obtained from  
 The Contact Officer (02) 62055566  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Preschool Services****Teacher Level 2 \$56100, Canberra (PN. 3622, expected vacancy)**

**Closing date:** 9 November 2000  
**Duties:** Manage and administer pre-school services and resources within a designated district and provide advice to office Sections on pre-school standards. Provide professional early childhood support to staff in the field.

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:** Jill Farrelly (02) 620 57661  
 Selection documentation may be obtained from  
 Barbara Fisher (02) 620 59355  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Education and Training Division  
 Schools Directorate Branch  
 Student Participation Section****Teacher Level 2, Senior Counsellor \$56100, Canberra (PN. 2622, expected vacancy)**

**Closing date:** 9 November 2000  
**Duties:** Provide professional leadership of special needs counselling services in a school community. Provide managerial and professional supervision and support of school counsellors in the following specialist areas: educational assessment; and special needs counselling involving assessment, placement and follow up of children with special needs or behavioural disturbances and counselling in special schools. Develop and implement guidance and counselling policy and programs responding to school based need in co-operation with the Level 2 Field Counsellor.  
 Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Note: It is highly desirable that applicants are eligible for registration with the Psychologist's Board of the ACT.

**Contact Officer:** Debra Chase (02) 620 56925  
 Selection documentation may be obtained from  
 Sue Smith (02) 62056925  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Caroline Chisholm High School****Teacher Level 2 \$56100, Canberra (PN. 2658, expected vacancy)**

**Closing date:** 9 November 2000  
**Duties:** Undertake an appropriate teaching load. Assist with the development of school policies and the implementation of school wide educational, administrative and organisational policies and procedure. Be one of two Executive Teachers in a subschool providing professional leadership and management of a team of teachers from all learning areas in a subschool environment, including the development and management of subschool operations and student welfare and organisation processes.  
 Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.



**EMPLOYMENT (Continued)**

**Contact Officer:** Allen Brooke (02) 620 57277  
 Selection documentation may be obtained from  
 The Contact Officer (02) 620 57277  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Lyneham High School**

**Teacher Level 2 \$56100, Canberra  
 (PN. 1999, expected vacancy)**

**Closing date:** 9 November 2000  
**Duties:** Demonstrate leadership consistent with the EEO policy of the Department of Education and Community Services. Co-ordinate and lead a faculty team or teams responsible for effective: teaching; learning; student management; student assessment and reporting; and course development, approval and evaluation. Be responsible for the effective management of resources, finances, staff and professional development within the faculty and/or areas of responsibility.  
 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:** Rob Robinson (02) 620 56399  
 Selection documentation may be obtained from  
 Robyn McGee (02) 620 56399  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Koomarri School**

**Professional Officer Class 2 (Speech  
 Pathologist) \$44504-51121, Canberra (PN. 3124)**

**Closing date:** 9 November 2000  
**Duties:** Undertake to provide and organise Speech Pathology services for children and young adults with intellectual and multiple disabilities. Assess, diagnose and treat children with communication impairment individually and within a team setting, maximising parental involvement in the process. Arrange for, and carry out, consultative and educational contact with teachers and other relevant groups.  
 Eligibility/other requirements: Tertiary qualifications in Speech Pathology. Eligibility for full membership of Speech Pathology Australia.  
 Note: This is a part-time temporary position at 18:22 per week, available from 1 February 2001 to 20 December 2001.

**Contact Officer:** Marie Uren (02) 620 56377  
 Selection documentation may be obtained from  
 Sue Aveyard (02) 620 56377  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Wanniassa School**

**Administrative Service Officer Class 6  
 \$44503-51121, Canberra (PN. 3202)**

**Closing date:** 9 November 2000  
**Duties:** Provide high level support to the principal in developing policies and procedures related to administration and management of Wanniassa School. Manage finances including the preparation of budgets, financial returns, commitments and expenditure in accordance with departmental and school policies. Be a member of the Wanniassa School's executive team that is responsible for the overall operation of the school.

**Contact Officer:** Hugh Davies (02) 620 56200  
 Selection documentation may be obtained from  
 Mary Ryan (02) 620 56200  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Wanniassa School**

**Administrative Service Officer class 3  
 \$33147-35774, Canberra (PN. 11432)**

**Closing date:** 9 November 2000  
**Duties:** Provide high level administrative and clerical support. Organise the workflow of the junior campus office including scheduling appointments, maintenance of the school's data base and completing documents and correspondence. Perform reception duties, with a focus on customer service. Draft less complex correspondence and documents as required.

**Contact Officer:** Hugh Davies (02) 620 56200  
 Selection documentation may be obtained from  
 Mary Ryan (02) 620 56200  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**Red Hill Primary School**

**Building Services Officer 1 \$26313-27344,  
 Canberra (PN.1562)**

**Closing date:** 9 November 2000  
**Duties:** Assume responsibility for security of school buildings, furniture, fittings and equipment during duty hours. Maintain the school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards. Undertake minor repairs to buildings, fittings, furniture and equipment. Monitor the buildings and grounds, including any nearby pre-school, and report items that require repairs and maintenance to school buildings, grounds, furniture and equipment.

**Contact Officer:** Vicki Grandin (02) 620 57213  
 Selection documentation may be obtained from  
 The Contact Officer (02) 620 57213  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

**EMPLOYMENT (Continued)****Sport and Corporate Resources Division  
Information Management Branch  
Information Technology Support Section****Administrative Service Officer Class 6  
\$44504-51121, Canberra (PN. 3753)****Closing date:** 9 November 2000**Duties:** Undertake a variety of operational, management and administrative tasks for IT Projects coordinated within the section. Manage day to day communication with InTACT regarding customer support and asset acquisition. Maintain and manage the section's departmental InTACT assets databases.**Contact Officer:** Natalie Lister (02) 620 58301  
Selection documentation may be obtained from  
Chris McGaghey (02) 620 71478

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Children's Youth and Family Services Bureau  
Family Services Branch  
Child Protection Services Section****Administrative Service Officer Class 5  
\$41207-43694 or Professional Officer Class 1  
\$36945-43694, Canberra (PN. 10385)****Closing date:** 9 November 2000**Duties:** Undertake appraisals of children and young people at risk of abuse and/or neglect, particularly Aboriginal and Torres Strait Islanders. Provide ongoing casework services to support children and families including formulating, recording and managing individual case plans as appropriate. Liaise and work in conjunction with government and non-government organisations in the provision of services to children and families, particularly Aboriginal and Torres Strait Islanders.Eligibility/other requirements: **If Administrative****Service Officer Class 5:** Relevant tertiary qualifications in the social/behavioural sciences would be an advantage.**If Professional Officer Class 1:** Relevant tertiary qualification. Eligibility for membership of the Australian Association of Social Workers or registration with the ACT Psychologist's Registration Board or interstate equivalent. Note: This is an Indigenous identified position. Some travel will be required in this position.**Contact Officer:** Deborah Winkler  
(02) 620 71382Selection documentation may be obtained from  
Deborah Winkler (02) 620 71382

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Sport and Corporate Resources Division  
Information Management Branch  
Information and Library Management Section****Senior Officer Grade C \$56347-60755, Canberra  
(PN. 382)****Closing date:** 9 November 2000**Duties:** Under limited direction develop, maintain, review and promote policies, standards and guidelines for electronic content and websites, including intranets, in Central Office and Schools. Manage the day to day development of the department's website and intranet, including evaluating and utilising Internet technologies, in a small team in consultation with senior management. Liaise with government and education sector groups in advising, developing and promoting web standards, tools and documentation.**Contact Officer:** Louise Hanlon (02) 620 58510  
Selection documentation may be obtained from  
Kate Carmody (02) 620 72325

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Human Resources Branch  
Communication and Liaison Section****Senior Officer Grade B \$66577-74949, Canberra  
(PN. 189)****Closing date:** 9 November 2000**Duties:** Manage the Communication and Liaison Section including planning and setting priorities and managing human and financial resources. Provide strategic advice to the Chief Executive and senior executives on matters relating to public relations, media management and communication within the department. Promote and coordinate innovative and effective communication avenues and strategies across the department.

Note: Appropriate qualifications in Communications, Public Relations or a similar field desirable.

**Contact Officer:** Anne Thomas (02) 620 59203  
Selection documentation may be obtained from  
Jane Malcolm (02) 620 59203

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Sport and Corporate Resources Division  
Information Management Branch  
Information and Library Management Section**

**Administrative Service Officer Class 6  
\$44504-51121, Canberra (PN. 76)**

**Closing date:** 9 November 2000

**Duties:** Assist with the management of the day to day development of the department's website and intranet, including evaluating and utilising Internet technologies. Liaise with web publishers and trainers to establish and fulfil training requirements. Liaise with business units to provide advice on creating client focussed information and services for the department's web presence.

Contact Officer: Louise Hanlon (02) 620 58510  
Selection documentation may be obtained from Kate Carmody (02) 620 72325  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**Sport and Corporate Resources Division  
Information Management Branch  
Information and Library Management Section**

**Senior Officer Grade C \$56347-60755, Canberra (PN. 23990)**

**Closing date:** 9 November 2000

**Duties:** Under limited direction manage the operations of the on-line services sub-section. Develop policies and procedures relating to the delivery of on-line services and ensure user awareness of them. Undertake the preparation of submissions and briefing notes for senior management and the Minister.

**Contact Officer:** Louise Hanlon (02) 620 58510  
Selection documentation may be obtained from Kate Carmody (02) 620 72325  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

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

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

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

**ACT Supreme Court  
Registry  
Exhibits Clerk**

**Administrative Service Officer Class 3  
\$33,147 – 35,774, Canberra (PN. 2119)**

**Closing date:** 10 November 2000

**Duties:** This position is required to register and maintain custody of subpoenaed documents and exhibits; draft certificates, imprisonments/remand warrants, recognisances and related correspondence. This position prepares documents for Federal Court Appeals, maintains statistical records and supervises and trains staff as required. Note: This is a temporary vacancy for an initial period of five months. This position may be permanently filled after this period.

**Contact Officer:** Katrina Butler (02) 6267 2707  
Selection documentation may be obtained from Jeremy Austin (02) 6267 2706  
Apply: 28  
CC: 148-9012-16915

**ACT Human Rights Office  
Enquires Officer**

**Administrative Service Officer Class 4  
\$36,945 – 40,113, Canberra (PN. 42722)**

**Closing date:** 10 November 2000

**Duties:** ACT Human Rights Office requires services of highly organised administrative officer who has experience in all aspects of clerical support and office management including data base records and accounts. Position involves initial contact with clients requiring explanation of the complaints process under the Act Discrimination Act, and referral to other agencies when appropriate. Responsible also for preparation of routine correspondence and research, as well as providing administrative support to the Commissioner and organising reservations and training material for community education sessions.

**Contact Officer:** Rosemary Follett (02) 6207 0576  
Selection documentation may be obtained from Ema Sweetapple (02) 6207 0576  
Apply: 28  
CC: 148-9012-16901

## EMPLOYMENT (Continued)

**ACT Supreme Court  
Registry  
Senior Sheriffs Officer**

**Administrative Service Officer Class 4  
\$36,945 – 40,113, Canberra (PN. 43653)**

**Closing date:** 10 November 2000

**Duties:** Be responsible for the daily supervision of staff in the Sheriff's unit. Be responsible for administrative matters including rostering for court duties, fieldwork, office duties, information counter and preparation of statistics. Allocate work according to priority. Be responsible for jurors with the trial process. Prepare delegations and provide inductions and training of new staff. Select staff for casual and temporary work. Oversee security and public safety within the precincts of the court. Other duties as directed.

Eligibility/other requirements: Current Australian Drivers license (C class)

**Contact Officer:** Leonie Amos (02) 6267 2785  
Selection documentation may be obtained from Jeremy Austin (02) 6267 2706  
Apply: 28  
CC: 148-9012-16915

**ACT Supreme Court  
Sheriff's Officer**

**Administrative Service Officer Class 3  
\$33,147 – 35,774, Canberra  
(PN. 43648, 43649, 43647, 43652, 43651)**

**Closing date:** 10 November 2000

**Duties:** Duties for this position include act as a court orderly for the Supreme Court, prepare court room and jury room for the days hearing, provide security of the jury and act as security officer for a court within guidelines, execute and serve writs and prepare reports, serve processes, act as an agent to the Collector of Public Moneys, conduct tours and lectures, attend the information desk, other duties as required including jury selection, notification and summons, conduct or arrange auctions, maintain vehicles.

Eligibility/other requirements: Current Australian drivers license (C class)

**Contact Officer:** Leonie Amos (02) 6267 2785  
Selection documentation may be obtained from Jeremy Austin (02) 6267 2706  
Apply: 28  
CC: 148-9012-16915

**ACT Magistrates Court  
Childers Street**

**Administrative Service Officer Class 5  
\$41,207 – 43,694, Canberra (PN. 42378)**

**Closing date:** 10 November 2000

**Duties:** Direct and control the work of the enforcement cell. Process case documentation, including applications for oral examinations, garnishee and writs of execution, in accordance with legislative requirements and practice guidelines; receive and answer complex enquires; conduct interview with judgement debtors; manage and monitor trust payments; supervise staff and allocate workload in the absence of the section head; determine pay by instalment applications; process interlocutory applications.  
Note: This position is an expected permanent vacancy.

Under Section 32, Division B. 2.1 of the ACT Department of Justice and Community Safety Officers Certified Agreement 2000-2002, a Joint Selection Committee (JSC) will determine the above vacancy at the ACT Magistrates Court. An appeal may be made under this Division against a decision of the Department to promote an ACTPS or APS officer, or to transfer an ACTPS or APS officer on higher duties, that gives effect to a non-unanimous recommendation of a joint selection committee. An appeal may **not** be made under this Division against a decision of the Department to promote or transfer an ACTPS or APS officer if the decision gives effect to the unanimous recommendation of a joint selection committee.

**Contact Officer:** Doris Bozin (02) 62174228  
Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229  
Apply: 28  
CC: 148-9012-16939

### DEPARTMENT OF URBAN SERVICES

**Environment ACT  
Environment Planning and Legislation Unit**

**Administrative Service Officer Class 6  
\$44,723-\$51,373, Canberra (PN. 3511)**

**Closing date:** 9/11/2000

**Duties:** An exciting opportunity has arisen for the right person to gain valuable experience in policy development. Environment ACT has a 12 month vacancy in its planning and legislation unit. The work covers research, analysis and policy development across a wide range of environmental matters. Applicants should be well-motivated and energetic self-starters with excellent communication skills.

Note: This position is available for temporary filling until 16 November 2001.

**EMPLOYMENT (Continued)**

**Contact Officer:** Hayley Odgers (02) 62072171  
or hayley.odgers@act.gov.au  
Selection documentation may be obtained from  
Nicole McGuire (02) 62072159 or  
nicole.mcguire@act.gov.au  
Apply: 34  
CC: 148-9028 17030

**Policy Co-ordination Group  
Infrastructure Management Branch  
ACT Waste Section**

**Administrative Service Officer Class 6  
\$44,504-\$51,121, Canberra (PN. 48008)**

**Closing date:** 9/11/2000

**Duties:** Under limited direction: Undertake strategic research, policy analysis and development, and projects relating to the implementation of the ACT Government's Waste Management Strategy. Provide policy advice on waste issues to management, other government agencies and the Minister in accordance with ACT Government and Department of Urban Services policies.

Eligibility/other requirements: Tertiary qualifications in environmental management and/or relevant experience desirable.

**Contact Officer:** Graham Mannall (02) 62076356  
Selection documentation may be obtained from  
Heather Roach (02) 62076343  
Apply: 34  
CC: 148-9019 17026

**Policy Co-ordination Group  
Infrastructure Management Branch  
Canberra Urban Parks and Places Section**

**Senior Officer Grade C \$56,347-\$60,755,  
Canberra (PN. 24455 Expected Vacancy)**

**Closing date:** 9/11/2000

**Duties:** Be responsible for the management and direction of the Finance and Administration Cell, including the provision of high level advice to senior management. Provide monthly/end of year financial reports, budget, estimates and output preparation, monitor business accounts and prepare and coordinate end of year financial statements.

Eligibility/other requirements: Extensive financial management competence/experience within a full accrual accounting environment; tertiary qualifications in accounting, commerce or economics, and eligibility for membership of the ASCPA or ACA are highly desirable.

**Contact Officer:** Phil Grace (02) 62075486  
Selection documentation may be obtained from  
Vicki Tarlinton (02) 62076333  
Apply: 34  
CC: 148-9019 17278

**DEPARTMENT OF TREASURY AND  
INFRASTRUCTURE**

**ECONOMIC MANAGEMENT BRANCH**

**Administrative Service Officer Class 6,  
\$44,503-\$51,121p.a (PN: 55085) Canberra**

**Closing Date:** 9 November 2000

**Duties:** Undertake research and provide policy advice on Commonwealth/State financial issues and other related issues associated with the financing of the Australian Capital Territory. Assist in the investigation and review of financial and methodological issues arising from inquiries by the Commonwealth Grants Commission.

**Contact Officer:** John Purcell (02)62070269.

**Selection Documentation:** David Jones  
(02)62076485 or via the web site  
[www.act.gov.au/recruitment/tiindex.asp](http://www.act.gov.au/recruitment/tiindex.asp)  
CC 148-9042-17630

Apply 35 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)

**Financial and Budgetary Management Branch  
Budget Strategy and Coordination**

**Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a (PN: 12738 & 42867)  
Canberra  
(expected vacancies)**

**Closing Date:** 9 November 2000

**Duties:** Assist in the development, coordination and preparation of budget related information, reports and briefings material. Assist in developing financial and budgetary management policies and procedures.

**Contact Officer:** Marsha Guthrie (02)62070216  
**Selection Documentation:** Emma Holley  
(02)62070310 or via the web site  
[www.act.gov.au/recruitment/tindex.asp](http://www.act.gov.au/recruitment/tindex.asp)  
CC 148-9042-17765

Apply 35 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)

**Purchase Monitoring**

**Administrative Service Officer Class 4,  
\$36,945-\$40,113p.a (PN: 3059) Canberra**

**Closing Date:** 9 November 2000

**Duties:** Assist in the implementation of financial management policies and procedures. Assist in the preparation of estimates of government expenses and revenue, monitoring financial and service delivery performance throughout the year.

**Contact Officer:** Marsha Guthrie (02)62070216  
**Selection Documentation:** Emma Holley  
(02)62070310 or via the web site  
[www.act.gov.au/recruitment/tindex.asp](http://www.act.gov.au/recruitment/tindex.asp)  
CC 148-9042-17765

Apply 35 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)

**EMPLOYMENT (Continued)****Revenue Management  
Compliance****Administrative Service Officer Class 6,  
\$41,207-\$43,694p.a (PN: 1748) Canberra****Closing Date:** 9 November 2000**Duties:** As the leader of a small team, or individually conduct both complex and routine investigations (local and interstate) into ACT revenue matters, prepare appropriate reports, assessments, interpret and apply revenue legislation, provide supervision, assistance, training and development for staff, and provide customer education.**Contact Officer/Selection Documentation:**

Michael Gorgolewski (02)62070104

or via the web site

[www.act.gov.au/recruitment/tiindex.asp](http://www.act.gov.au/recruitment/tiindex.asp)

CC 148-9042-17176

Apply 35 or via email:

[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)**Administrative Service Officer Class 5,  
\$44,503-\$51,121p.a (PN: 97) Canberra****Closing Date:** 9 November 2000**Duties:** On an individually basis or as a team member, undertake investigations (local and interstate) into ACT revenue matters, prepare appropriate reports, assessments, interpret and apply revenue legislation, interpret and analyse financial reports, records and statistics, and provide a quality customer service.**Contact Officer/Selection Documentation:**

Michael Gorgolewski (02)62070104

or via the web site

[www.act.gov.au/recruitment/tiindex.asp](http://www.act.gov.au/recruitment/tiindex.asp)

CC 148-9042-17176

Apply 35 or via email:

[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)**ACT GAMBLING AND RACING COMMISSION****Senior Officer Grade C, \$56,346-\$60,755p.a  
(Several Positions) Canberra****Closing Date:** 9 November 2000**Duties:** Conduct assessments and provide high level advice in relation to licence applications lodged with the Commission by prospective gambling providers pursuant to Territory legislation. Co-ordinate compliance inspections and audit of gambling providers and organisations involved in the conduct of racing activities.**Contact Officer:** Tony Curtis (02)62070358**Selection Documentation:** Paula McCall  
(02)62070359

CC 148-9085-17763

Apply 35 or via email:

[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)

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**Appointments**

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**THE CANBERRA HOSPITAL****Technical Officer Level 1 \$29,358 - \$30,841**

Melinda Bower: 762-88119 Section 68, 16/10/00

CC:148-9010-16875 (3141)

**ACT COMMUNITY CARE****Administrative Service Officer Class 2****\$28,475-\$31,576**

Rebecca Todd: 740-98776, Section 68(1) &amp;

70(1), 16 October 2000

CC: 148-9009-17798

**Senior Officer Grade A \$79,500**

Gregory Wicks: 741-00469, Section 68(1) &amp;

70(1), 3 October 2000

CC: 148-9009-18270

**Administrative Service Officer Class 2****\$28,475-\$31,576**

Alison Wark: 741-01007, Section 68(1) &amp; 70(1),

18 October 2000

CC: 148-9009-17798

**CHIEF MINISTER'S DEPARTMENT****The InTACT Group**

Administrative Service Officer Class 3

\$33,147-\$35,774p.a

Nathan William Cook, 757-51837

Section 68, 16 October 2000

CC: 148-9031-17299

Senior Officer Grade C \$56,346-\$60,755p.a

Karen, Leigh Smith 759-89001

Section 68, 16 October 2000

CC: 148-9031-17299

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****Professional Officer Class 2 \$44504-51121**

Colin Glover: 766-13655, Section 68(1),

20/09/2000

CC: 148-9013-16917

**Senior Officer Grade B \$66577-74949**

Jennifer Margaret Kitchin: 766-13719,

Section 68(1), 20/11/00

CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY  
SAFETY****Administrative Service Officer Class 3****\$33,147 – 35,774**

Talamoa Pomare: 747-87475, Section 68/70,

17/10/00

CC: 148-9012-16989

## EMPLOYMENT (Continued)

### Administrative Service Officer Class 2

**\$29,102 – 32,271**

Natasha Thompson: 747-87344, Section 68/70,  
12/10/00

CC: 148-9012-17189

### Administrative Service Officer Class 2

**\$29,102 – 32,271**

Megan Campbell: 747-86755, Section 68/70,  
12/10/00roy

CC: 148-9012-17189

### CULTURAL FACILITIES CORPORATION

#### Senior Officer Grade C, \$57,740-\$62,257

Jon Beresford Ellwood: 767-18123, Section 68,  
16 October 2000

CC: 148-9008-16850

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## Transfer

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### THE CANBERRA HOSPITAL

#### Daniel Arcus: 747-04959

From: Administrative Service Officer Class 4  
\$36,945-40,113

Department of Health and Community Care

To: Administrative Service Officer Class 4

\$36,042-39,132

Human Resource Management Group The  
Canberra Hospital, Canberra (PN. 26100)

CC: -148-9010-16875 1314

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

#### Yvonne Maxwell: 713-90341

From: Australian Public Service Level 4  
\$36,111 – 39,208

Attorney General's Department

To: Administrative Service Officer Class 4

\$36,945 – 40,113

Parliamentary Counsel's Office, Canberra  
(PN. 42716) (31/8/00)

Note: This is a "deemed transfer" made under  
section 115(6) of the ACT Public Sector  
Management Act and is not subject to appeals.

CC: 148-901217345

### DEPARTMENT OF URBAN SERVICES

#### J. J. Van Dijk: AGS No 545-64768

From: Administrative Service Officer Class 5  
\$41,825-\$43,694

Urban Services

To: Technical Officer Level 3 \$38,375-\$43,538

ACT Workcover Urban Services, Canberra

(PN. 42144) (Gazette No. 24, 15/6/2000)

Note: This position was advertised as several.  
This is a transfer on reduction.

CC: 148-9020 17088

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## Promotions

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### Promotions under the Public Sector Management Act 1994

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

#### A. APPEALS

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

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

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

#### YOU MAY ALSO APPEAL IF:

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

#### YOU CAN NOT APPEAL WHEN:

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

## EMPLOYMENT (Continued)

\* you filling the position would not constitute a promotion (except in the case of excess officers).

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

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

### ADVICE TO POTENTIAL APPELLANTS

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

### GROUND OF APPEAL

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

### EFFICIENCY

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

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

or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

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

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

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

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

### FORM OF APPEAL

The most convenient form of appeal is by use of Form PAC4, available through your Personnel 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.



## EMPLOYMENT (Continued)

### WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*. (In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline.

Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

All parties to an appeal are required to submit **written statements** supporting their case, to the MPC, within fourteen (14) days of the close of the appeal period, or by such other date as the MPC may determine.

If a party fails to provide a statement, MPC staff will remind the party or department of this requirement, and may, on request and in exceptional circumstances grant an extension of time. However, the PAC has the discretion to determine the case even if the statement is not provided.

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews.

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

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

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

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing. The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them,

once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

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

### CONTENT OF STATEMENTS

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

- (a) at the top:
  - (i) PAC reference number;
  - (ii) full name;
  - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
  - (iv) date of permanent appointment; and
  - (v) educational and other qualifications.
- (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.

## EMPLOYMENT (Continued)

### PAC PROCEDURES

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

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

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

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

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

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

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

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

### SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to

have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to anyone you intend to nominate as a referee, to find out what they will say about you if contacted, and how they rate you against the other party/parties if they know them.

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

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

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

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

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

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

An applicant must provide the following details:

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

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.

**EMPLOYMENT (Continued)**

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****Mental Health Services****Jane Elizabeth Pepper : 752-29037**

From: Professional Officer Class 1  
\$30,276 - \$42,475  
The Canberra Hospital  
To: Professional Officer Class 2 \$43,416 - \$48,520

Mental Health, The Canberra Hospital, Canberra (PN.25985) (24 August 2000)

CC: 148-9010-16875 8515

**Medical SMT****Renal Hospital Ward 8A****Maria Mercedes Patricia Arnold: 607-90542**

From: Registered Nurse Level 1 \$32245-41789  
The Canberra Hospital  
To: Registered Nurse Level 2 \$43150-45877  
Renal Hospital Ward 8A, The Canberra Hospital, Canberra (PN.22303) (32, 10 August 2000)

CC: 148-9010-16875 1744

**Library and Multimedia Services****Basim Bazyar : 748-80362**

From: Technical officer Level 2 \$31,884 - \$37,310  
The Canberra Hospital  
To: Information Technology Officer Class 2 \$43,416 - \$49,872  
Library and Multimedia Services,  
The Canberra Hospital,  
(PN 29747)(38, 21 September 2000)

CC: 148-9010-16875 8474

**ACT COMMUNITY CARE****ACT Community Care  
Primary and Integrated Health Care  
Child ,Youth and Womens Health Program****Katherine May 607-70816**

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

ACT Community Care  
To: † Registered Nurse Level 4.2 \$60,257  
Child, Youth and Womens Health Program ACT  
Community Care, Canberra (PN. 28546)  
(Gazette No: 18, 7 September 2000)

CC: 148-9009-16857

**CHIEF MINISTER'S DEPARTMENT****CORPORATE SERVICES****E. Maher 760-74946**

From: Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a  
Chief Minister's Department  
To: Administrative Service Officer Class 6,  
\$44,503-\$51,121p.a  
(PN: 55125)  
Gazette No: 39 28 September 2000  
CC: 148-9031-17429

All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****Birrigai Outdoor Centre****Shane Bruce Gorman**

From: Teacher Level 2 \$56100  
ACT Department of Education and Community Services  
To: † Teacher Level 3 \$56657-64805  
Birrigai Outdoor Centre, ACT Department of Education and Community Services, Canberra (PN. 4144) (PS 11, 16 March 2000)  
CC: 148-9013-16917

**Copland College****Ann Valerie Webb**

From: Teacher Level 2 \$56100  
ACT Department of Education and Community Services  
To: † Teacher Level 3 Deputy Principal 1  
\$59700-62100  
Copland College, ACT Department of Education and Community Services, Canberra (PN. 4129) (PS 26, 29 June 2000)  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Education and Training Division  
Schools Directorate Branch  
Quality Assurance Section**

**Lois Cooper: 333-49233**

From: Teacher Level 2 \$56100.  
ACT Department of Education and Community Services  
To: † Senior Officer Grade C \$56347-60755  
Quality Assurance Section, ACT Department of Education and Community Service, Canberra (PN. 277) (PS 32, 10 August 2000)  
CC: 148-9013-16917

**Office of Training and Adult Education Branch  
Policy Coordination Section**

**Diane Tillmanns: 503-32142**

From: Administrative Service Officer Class 3 \$33147-35774  
ACT Department of Education and Community Services  
To: Administrative Service Officer Class 4 \$36945-40113  
Policy Coordination Section, ACT Department of Education and Community Services, Canberra (PN. 2998) (No.37, 14 September 2000)  
CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY**

**Division of Learning Services  
Education Development Centre  
Curriculum Coordination**

**Paul Michael HEINEMANN: 744-90073**

From: Administrative Service Officer Class 2 \$29,102-32,271  
Department of Laboratory Sciences  
To: Administrative Service Officer Class 4 \$36,945-40,113  
Curriculum Coordination, Canberra (PN. 54735) (Gazette No. 30, 03 August 2000)  
Note: This promotion is made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non-teaching Staff) Certified Agreement 2000-2002.  
Officers wishing to appeal this promotion should address their appeal to the Manager, Human Resource Management Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of this promotion.  
CC: 148-9024-18549

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

**Policy and Regulatory Division  
Office of Fair Trading**

**Luke Fitzgerald: 400-16234**

From: Administrative Service Officer Class 3 \$33,147 – 35,774  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 4

\$36,945 – 40,113  
Policy and Regulatory Division, Canberra (PN. 42708) (NO 24 15/6/00)

CC: 148-9012-17052

**ACT Magistrates Court  
Victims of Crime Coordinator**

**Jane Caruana: 507-68755**

From: Administrative Service Officer Class 5 \$41,207 – 43,694  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 6 \$44,503 – 51,121  
ACT Magistrates Court, Canberra (PN. 43609) (NO 25 22/6/00)

CC: 148-9012-16939

**ACT Corrective Services  
Youth Justice Services**

**Matthew Kennedy: 755-70446**

From: Administrative Service Officer Class 3 \$33,147 – 35,774  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 5 \$41,207 – 43,694  
Department of Justice and Community Safety, Canberra (PN. 11409) (No 13 30/3/00)

CC: 148-9012-16898

**ACT WORKCOVER**

**D. J. Davidson: AGS No 748-39781**

From: Technical Officer Level 3 \$37,808-\$42,895  
Urban Services  
To Technical Officer Level 4 \$43,846-\$49,001  
ACT WorkCover, Canberra (PN. 28911) (Gazette No. 24, 15/6/2000)

Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee in accordance with current EBA provisions and is not appellable.  
CC: 148-9020 17088

**J. N. Collins: AGS No 261-52897**

From: Technical Officer Level 3 \$37,808-\$42,895  
Urban Services  
To Technical Officer Level 4 \$43,846-\$49,001  
ACT WorkCover, Canberra (PN. 28911) (Gazette No. 24, 15/6/2000)

Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee in accordance with current EBA provisions and is not appellable.  
CC: 148-9020 17088

## EMPLOYMENT (Continued)

### DEPARTMENT OF URBAN SERVICES

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

**Planning and Land Management Group  
Building and Services Branch  
ACT Land Information Centre  
Legislation and Cadastral Infrastructure  
Subsection**

**L. M. Bayliss: AGS No 710-42670**  
From: Administrative Service Officer Class 4  
\$36,945-\$40,113  
Urban Services  
To: Administrative Service Officer Class 5  
\$41,207-\$43,694  
ACT Land Information Centre Urban Services,  
Canberra (PN. 41755) (Gazette No. 36, 7/9/2000)

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 7<sup>th</sup> day after notification in the Gazette.  
CC: 148-9020 16925

**Planning and Land Management Group  
Executive Branch  
Business Strategy and External Relations  
Section**

**M. A. Martin: AGS No 715-47599**  
From: Administrative Service Officer Class 4  
\$36,945-\$40,113  
Urban Services  
To: Administrative Service Officer Class 5  
\$41,207-\$43,694  
Business Strategy and External Relations  
Section Urban Services, Canberra (PN. 41752)  
(Gazette No. 34, 24/8/2000)

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 7<sup>th</sup> day after notification in the Gazette.  
CC: 148-9020 17643

**Policy Co-ordination Group  
Infrastructure Management Branch  
Canberra Urban Parks and Places Section**

**A. I. Godkin: AGS No 314-45213**  
From: Technical Officer Level 4 \$44,504-\$49,736  
Urban Services  
To: Administrative Service Officer Class 6  
\$44,504-\$51,121  
Canberra Urban Parks and Places Section  
Urban Services, Canberra (PN. 23510)

Note: This promotion is to a non-advertised vacancy, but is identical to position number 44089 advertised in the Gazette of 15/6/2000. 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 7<sup>th</sup> day after notification in the Gazette.  
CC: 148-9020 17643

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## Retirements and dismissals

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### CULTURAL FACILITIES CORPORATION

*Section 141 Public Sector Management Act:*  
Pamela Swaffield,  
Administrative Service Officer Class 2,  
13 October 2000  
CC: 148-9008-16850

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## CORRIGENDA

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SOG A  
PN No. 869  
Planning and Land Management Group  
Development Management Branch advertised  
19/10/2000, closing date for applications should  
be 2/11/2000 not 19/10/2000 as advertised.  
CC: 148-9020-17776

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## ACT Public Service Index of addresses

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- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606

**EMPLOYMENT (Continued)**

- 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.
- 37 The Recruitment Officer Faculty of  
Communication and Community  
Services Canberra Institute of  
Technology GPO Box 826 Canberra City  
ACT 2601

## GAZETTE INFORMATION

### ISSUE OF ACT SPECIAL GAZETTES

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

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

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<b>Gazette Number</b>	<b>Date</b>	<b>Title</b>
<b>S60</b>	16 October	Instrument No. 323 of 2000 ~ <i>Road Transport (General) Act 1999</i>
<b>S61</b>	17 October	Instrument No. 324 of 2000 ~ <i>Transplantation and Anatomy Act 1978</i> Instrument No. 325 of 2000 ~ <i>Transplantation and Anatomy Act 1978</i> Instrument No. 326 of 2000 ~ <i>Transplantation and Anatomy Act 1978</i> Instrument No. 327 of 2000 ~ <i>Transplantation and Anatomy Act 1978</i>
<b>S62</b>	17 October	Notice ~ Convening a Meeting of the Legislative assembly for the Australian Capital Territory
<b>S63</b>	18 October	Regulation No. 42 of 2000 ~ <i>Mediation Act 1997</i>
<b>S64</b>	20 October	Administrative Arrangements

## 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, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Cultural Facilities Corporation Act 1997</i>	Appointment of Thomas O'Meara as a Member of the Cultural Facilities Corporation.	No. 329 of 2000
<i>Road Transport (Dimensions and Mass) Act 1990</i>	Exemption Notice for 62.5 tonne B-Doubles, 4.6 Metre High Vehicles and 14.5 Metre Long Buses.	No. 330 of 2000
<i>Road Transport (Dimensions and Mass) Act 1990</i>	Exemption Notice for Oversize Vehicles.	No. 331 of 2000

### NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)

NOTICE is hereby given that the undermentioned Instruments have been made under the Public Roads Act 1902 (NSW). Copies of the Instruments 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>	Notice of Declaration of Public Roads – Division of Amaroo.	No. R42/00 of 2000
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – Division of Holt.	No. R43/00 of 2000



## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY

### ROAD TRANSPORT (DRIVER LICENSING) REGULATIONS 2000

#### NOTICE OF COURSE AND COURSE PROVIDERS

In pursuance of paragraph 16(3)(c) and 26(1)(b) of the *Road Transport (Driver Licensing) Regulations 2000 (the Regulations)* I, Alan Geoffrey Thompson, the person for the time being performing the duties of the Government Service Office which includes the function of the Road Transport Authority, being of the opinion:

1. That the course referred to in the schedule attached, for the instruction of persons in safe driving practices and road law, is a suitable course for these purposes; and
2. The persons listed as course providers referred to in the same schedules are suitable providers.

HEREBY APPROVE this course and the course providers for the purposes of *the Regulations*.

Dated the 6th day of October 2000

**ALAN GEOFFREY THOMPSON**  
ROAD TRANSPORT AUTHORITY

**GOVERNMENT NOTICES (Continued)****SCHEDULE****NOTICE OF COURSE AND COURSE PROVIDERS****PRE-LEARNER RIDER TRAINING**

This is the Schedule to the instrument of approval of the Course for the instruction of persons in safe driving practices and road law known as the 'Level 1 Motorcycle Rider Training Course', and for the Course Providers.

The course provided by Stay Upright Pty. Limited is an approved pre-learner rider training course.

The course of instruction deals with those matters referred to hereunder:

- Topic 1. Stands, Mounting, Dismounting and Ready Position.
- Topic 2. Operate Controls of a Motorcycle.
- Topic 3. Walking a Motorcycle.
- Topic 4. Riding Posture.
- Topic 5. Ride a Non-Powered Motorcycle.
- Topic 6. Engine Start and Stop Systems.
- Topic 7. Operate Clutch.
- Topic 8. Rectangle Ride – stopping at Markers.
- Topic 9. Changing Gears.
- Topic 10. Slow Speed Riding.
- Topic 11. Protective Clothing.
- Topic 12. Low Speed Cornering.
- Topic 13. Obstacle Avoidance.
- Topic 14. Riding Curves.
- Topic 15. Braking.
- Topic 16. Simulated Road Ride.
- Topic 17. Roadcraft Theory.
- Topic 18. Summary and Review of Course.

Successful completion of the course requires:

1. Applicants to demonstrate they are competent in each of the course topics as determined by the course instructors; and
2. Being awarded a certificate provided by the Course Provider attesting to the completion of the above matter.

The persons approved to be Course Providers are:

Stay Upright Pty. Limited

Dated the 6th day of October 2000

**ALAN GEOFFREY THOMPSON**  
ROAD TRANSPORT AUTHORITY

## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY

### ROAD TRANSPORT (DRIVER LICENSING) REGULATIONS 2000

#### NOTICE OF COURSE AND COURSE PROVIDERS

In pursuance of paragraph 26(1)(c) of the *Road Transport (Driver Licensing) Regulations 2000 (the Regulations)* I, Alan Geoffrey Thompson, the person for the time being performing the duties of the Government Service Office which includes the function of the Road Transport Authority, being of the opinion:

1. That the course referred to in the schedule attached, for the instruction of persons in safe driving practices and road law, is a suitable course for these purposes; and
2. The persons listed as course providers referred to in the same schedules are suitable providers.

HEREBY APPROVE this course and the course providers for the purposes of *the Regulations*.

Dated the 6th day of October 2000

**ALAN GEOFFREY THOMPSON**  
ROAD TRANSPORT AUTHORITY

## **GOVERNMENT NOTICES (Continued)**

### **SCHEDULE**

#### **NOTICE OF COURSE AND COURSE PROVIDERS**

##### **HEAVY VEHICLE DRIVER TRAINING COURSE**

This is the Schedule to the instrument of approval of the Course for the instruction of persons in safe driving practices and road law known as the 'Multi-Combination Vehicle Course', and for the Course Providers.

The course provided by the Transport Industries Skills Centre is an approved heavy vehicle driver training course.

The course of instruction deals with those matters referred to hereunder:

- Topic 1. Requirements of B-Doubles.
- Topic 2. Defensive and Effective Driving.
- Topic 3. Uncoupling/Coupling B-Trailer.
- Topic 4. Reversing a B-Double.
- Topic 5. Pre-Operational Check.
- Topic 6. Start Up/Shut Down Procedures.
- Topic 7. Practical Driving Gazetted Roads.
- Topic 8. Rectangle Ride – stopping at Markers.

Successful completion of the course requires:

1. Applicants to demonstrate they are competent in each of the course topics as determined by the course instructors; and
2. Being awarded a certificate provided by the Course Provider attesting to the completion of the above matter.

The persons approved to be Course Providers are:

Transport Industries Skills Centre

Dated the 6th day of October 2000

**ALAN GEOFFREY THOMPSON**  
ROAD TRANSPORT AUTHORITY

## **GOVERNMENT NOTICES (Continued)**

### **ACT GOVERNMENT PLANNING AND LAND MANAGEMENT GROUP**

#### **DRAFT VARIATION NO.158 TO THE TERRITORY PLAN COMMERCIAL B2C LAND USE POLICIES – GROUP CENTRES**

In accordance with Section 24(2) of the *Land (Planning and Environment) Act 1991*, the Planning and Land Management Group of Urban Services is making available for public inspection the documents submitted to the Minister in relation to:

#### **draft Variation No.152 to the Territory Plan relating to Community Facility Land Use Policies (Associated Commercial Use) Forrest Section 24 Blocks 1 and 3 (Part of St Christopher's Precinct – Manuka)**

The documents relating to this draft Variation are now available for perusal:

- at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours; and
- at the PALM Shopfront at 16 Challis Street, Dickson during normal office hours.

**GOVERNMENT NOTICES (Continued)**  
**AUSTRALIAN INTERNATIONAL HOTEL SCHOOL**

**Hotel School Act 1996**

Pursuant to Section 30 of the *Hotel School Act 1996*, the Board of Management of the Australian International Hotel School ("School") determines that the following fees are payable from 1 January 2001, by new students commencing the Bachelor of Business (Hotel Management), or equivalent course, conducted by the School.

The tuition fees for students enrolled from January 1 2001 will be based on a cost per academic subject (including the management Externship) required to complete the qualification.

**National Students**

The following categories of applicants are eligible for national student fees:

- Australian Citizens
- Permanent residents of Australia
- New Zealand citizens (\*New Zealand Citizens will be required to also pay Overseas Health Cover costs, as determined by the Australian Government, in advance for the first year)

The fees for National Students enrolling from 1 January 2001 are detailed in the following table.

**Table 1 National Student Fees**

Year	Cost per Subject
Terms 1, 2 and 3 2001	\$1400
Terms 1,2 and 3 2002	\$1460
Terms 1,2 and 3 2003	\$1520
Terms 1,2 and 3 2004	\$1580

For National students who have:

- Resided in the ACT for two or more years directly proceeding the applicant's date of application to the School; or.
- Parents/guardians who have resided in the ACT for two or more years directly preceding the applicant's date of application to the School.

A \$2,000 reduction will be given to the first term fees if undertaking the full course.

**International Students**

International Students are those students who do not meet the definition of a National Student.

**GOVERNMENT NOTICES (Continued)**

Fees for International students, enrolling from 1 January 2001, are detailed in the following table.

**Table 2: International Student Fees**

<b>Year</b>	<b>Cost per Subject</b>
Term 1,2 and 3 2001	\$1580
Term 1,2 and 3 2002	\$1640
Term 1,2 and 3 2003	\$1700
Term 1,2 and 3 2004	\$1770

International Students will also be required to pay overseas health cover costs, as determined by the Australian Government, in advance for the first year.

**Service Charges**

The Board may also apply service charges for all students undertaking specific subjects or for materials and services provided to students.

**Payment Arrangements**

The payment arrangements for all students are based on payment prior to commencing each subject.

A 5% administration charge may be applied when fees are in arrears for any reason.

***Ian R.G. Knop***

Chairman for and on behalf of the Board

Date October 5, 2000

**GOVERNMENT NOTICES (Continued)****PLANNING AND LAND MANAGEMENT GROUP****REHABILITATION OF FISH HABITAT IN THE UPPER MURRUMBIDGEE RIVER  
DEVELOPMENT APPLICATION AND PRELIMINARY ASSESSMENT**

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

Copies of the DA and PA may be inspected:

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

The PA can be purchased from the Applications Secretariat at a cost of \$6.90 per copy.

Written submissions on the DA and PA should be forwarded by **10 November 2000** to:

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

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



## GOVERNMENT NOTICES (Continued)

### 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:

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Combined Air Conditioning & Refrigeration Services	Use of CFCs and HCFCs	12 Forrest PI Kambah ACT

#### **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.

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Bauer Property Services	Pest Control	1 Paul PI Monash ACT
Dabakala Pty Ltd	Pest Control	29 Longeran Dr Greenleigh Estate NSW
Patterson Rural Contracting	Pest Control	"Billyzan", Mt Fairy Rd Tarago NSW
Tuggeranong Valley Rugby Union and Amateur Sports Club	Pest Control	8 Ricardo St Wanniassa ACT
Appliance Parts and Service Co. Pty Ltd	Use of CFCs and HCFCs	5/19 Tennant St Fyshwick ACT

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 26 day of October 2000  
Environment Management Authority

**GOVERNMENT NOTICES (Continued)****Interim Heritage Places Register  
NOTICE**

Pursuant to section 60(1) of the *Land (Planning and Environment) Act 1991* notice is given that the following places have been included in an interim Heritage Places Register.

- **Aboriginal Heritage Places in Jerrabomberra District, ACT (40)**

Copies of the interim Register citations may be viewed at the Environment Information Centre, Level 2, Macarthur House, 12 Wattle Street, Lyneham or at ACT Government Shopfronts and Public Libraries.

**EFFECT OF INCLUSION IN AN INTERIM REGISTER**

Pursuant to section 55 of the *Land (Planning and Environment) Act 1991*, during the defined period an interim Heritage Places Register has effect as if it were the Heritage Places Register. The Territory, the Executive, a Minister, or a Territory authority shall not do any act, or approve the doing of any act, which would be inconsistent with the Heritage Places Register.

The 'defined period' means the period commencing on the date the interim Register is notified in the Gazette under section 60 and terminating at the expiration of – (a) the day before the date a Heritage places Register prepared in consideration of the interim Register comes into effect under section 30; or (b) the period specified in that notice in the Gazette; whichever is shorter.

**REVIEW OF DECISION**

Pursuant to section 282A(5) of the *Land (Planning and Environment) Act 1991*, a person whose interests in relation to land are affected by the decision may apply to the Administrative Appeals Tribunal (AAT) for a review of the above decision of the Heritage Council to include a provision, in respect of a place listed above, in an interim Heritage Places Register.

**FURTHER INFORMATION**

Requests for further information should be made to:  
The Secretary, ACT Heritage Council, PO Box 144, LYNEHAM ACT 2602  
Telephone: 62077378 Facsimile: 62072200



**CONTRACTS ARRANGED (Continued)**

**Department or Agency:** ACT Waste **Urban Services**

**Contact Officer:** Don McConnell

**Telephone:** 62076347

Order number	Description of Supplies	Value (\$A)	P/oy/n	Contractor (Include postcode at end of address)	code
127WM0071	Organics Trial collections,bin distribution and audits	45,000.00		Thiess Services PO Box 9 Fyshwick ACT 2609	
127WM0075	Research scientist working on a variety of activities.	23,000.00		John Williams 9 Merritt Place O'Connor ACT 2602	
127WM0076	Contract - Professional Services	9,255.00		National Environment Consulting Services PO Box 97 Watson ACT 2602	
127WM0077	Supply domestic garbage services for Chifley Organics trial & audits	15,480.00		Cleanaway PO Box 4255 Kingston ACT 2604	
127WM0080	Illustration, design and lettering for various projects	6,000.00		Carloyn Brooks PO Box 44 Farrer ACT 2607	

