



Australian Capital Territory

Gazette

No. 47, Thursday 23 November, 2000

Contents

General Information	ii
Employment	1213
Gazette Information	1233
Government Notices	1234

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

CONTACT DETAILS

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

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

Phone: (02) 6205 0254

Fax: (02) 6205 0266

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

Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.10 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.

Copyright Notice - Australian Capital Territory

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from Library and Information Management, Department of Urban Services, ACT Government, GPO Box 158, Canberra ACT 2601.

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

EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

Vacancies

CULTURAL FACILITIES CORPORATION

ACT Museums and Galleries Canberra Museum and Gallery

Professional Officer Class 2, \$45,604 - \$52,385, Canberra (PN. 43228)

Closing date: 7 December 2000

Duties: Coordinate and manage collection management procedures and practices for the Canberra Museum and Gallery. Undertake negotiation and documentation associated with inward and outward loans, travelling exhibitions and other related areas as appropriate. Contribute to the development of policies and practices on collection management, security and emergency management including Disaster Planning.

Eligibility/other requirements: A degree or diploma of an Australian tertiary institution, or a comparable overseas qualification essential. Current driver's licence.

Note: Interviews to be held week commencing 10 December 2000.

Contact Officer: Peter Haynes (02) 620 72694
Selection documentation may be obtained from Jody Newett, (02) 620 50340
Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608
CC: 148-9008-16850

THE CANBERRA HOSPITAL

The Canberra Hospital Nursing Branch Renal Ambulatory Home Patients

Registered Nurse Level 2 \$43,150 - \$45,877, Canberra (PN. 22316)

Closing date: 7th December 2000

Contact Officer: Lindsay Warren (02) 6244 4277
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 148-9010-16875 (1748)

EMPLOYMENT (Continued)

**Medical SMT
Geriatric Clinical Services**

**Technical Level 1 - HSUA \$29,932-31,247,
Canberra (PN. 24002)**

Closing date: 7 December 2000

Duties: Participate in the development and implementation of patient activities and/or programs designed to meet the physical, vocational, emotional and social needs of patients.

Eligibility/other requirements: Certificate in Enrolled nursing, Rehabilitation Aide, Occupational Therapy Aide, Diversional Therapy Aide or equivalent.

Note: This is a part-time position of 14:42 hours per week.

Contact Officer: Professor Allan McLean
(02) 6244 2577

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

Apply: 16

CC: 148-9010-16875 1756

**Medical Imaging
Ultrasound**

**Professional Officer Class 2 \$43,416 - \$48,520,
Canberra**

Closing date: 6/12/00

Duties: Perform routine Ultrasound studies as well as undertake more complex procedures and organise the workload of the area under the direction of the Senior Professional Officer Grade C. Supervise and train student technologists and assist in the in-service training of qualified technologists (Professional Officer Class 1). Maintain quality control checking of equipment and work standards and implement new instructions as directed.

Provide leadership and promote a commitment to high quality customer service principles, practices and attributes.

Eligibility/other requirements: A degree or diploma in Medical Ultrasonography and/or equivalent qualifications. Part ___ DMU candidates may be considered.

Note: This position is temporary for up to 12 months and Part time working arrangements will be considered

Contact Officer: Leonie Ashley (02) 6244 2467
Selection documentation may be obtained from Human Resources (02) 6244 4168

Apply: 16

CC: 148-9010-16875 2717

**Mental Health Services
Child and Adolescent Mental Health Service**

**Professional Officer Class 1/Registered Nurse
Level 2 \$30,276-45,877, Canberra (PN. several)**

Closing date: 7 December 2000

Duties: We are seeking to fill three positions. Preferably applicants should have experience and training in Child and Adolescent Mental Health.

The role of these clinicians will be to assess and case manage children and adolescents with moderate to severe mental illnesses. There will be some Intake/Triage work involved with these positions.

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

Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from Human Resource Management Group
(02) 6205 1469

Apply: 16

CC: 148-9010-16875 2231

**Mental Health Services
Child and Adolescent Mental Health Service**

**Professional Officer Class 2/Registered Nurse
Level 3 \$43,416-50,648, Canberra (PN. NP)**

Closing date: 7 December 2000

Duties: The ACT Child and Adolescent Mental Health Service has some temporary positions available in 2001 for periods of time ranging from 6 to 12 months. We are seeking experienced clinicians with a background in Child and Adolescent Mental Health. Applicants should be familiar with current mental health practice in the treatment of children and adolescents.

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

Contact Officer: Merrie Carling (02) 6205 1469
Selection documentation may be obtained from Human Resource Management Group
(02) 6205 1469

Apply: 16

CC: 148-9010-16875 2231

EMPLOYMENT (Continued)

ACT COMMUNITY CARE

Clinical Effectiveness and Quality Management

Administrative Service Officer Class 6, \$44,018-\$50,563 / Registered Nurse Level 2, 43,278-\$46,013 / Professional Officer Class 2, \$44,018-\$49,193, Quality Coordinator Canberra (PN. 28899)

Closing date: 19 December 2000

Duties: An exciting, challenging and rewarding opportunity exists for an experienced person to work within the Directorate of Clinical Effectiveness & Quality to assist with the implementation of the ACT Community Care Clinical Quality Framework. This involves all aspects of continuous quality improvement within the organisation. This person will work within a small team and must have the ability to work self-directed. They will assist with planning, development and coordination of effective Quality Improvement Programs within ACT Community Care.

Note: Position to be filled according to qualifications.

Contact Officer: Heather McDonald Director Clinical Effectiveness & Quality (02) 62050854
Selection documentation may be obtained from Helen Shoesmith (02) 62053311
Apply: 21
CC: 148-9009-18270

CORPORATE AND BUSINESS DEVELOPMENT, Human Resource Support Team

ADMINISTRATIVE SERVICE OFFICER CLASS 3, \$32,785 - \$35,383, CANBERRA (PN. 29152)

Closing date: 7 December 2000

Duties: The Human Resource Support Team is seeking applications from suitably qualified individuals to fill the position of Administrative Support Officer. . The successful applicant will be required to manage the office of the Director and carry out a range of duties to support the work of the team.

Applicants should have sound knowledge of the functions of the Human Resources and Facility Management team and proven ability in the management of records relevant to the team. They should also possess good computer skills and display a commitment to high quality customer service principles and practice.

Contact Officer: Helene Axelby (02) 62051400
Selection documentation may be obtained from Erika Stepanek (02) 6205 0856
Apply: 21
CC: 148-9009-18270

Child, Youth and Women's Health Program, ACT BreastScreen

Registered Nurse Level 2, \$43,278-\$46,013, Canberra (PN. 29154)

Closing date: 7 December 2000

Duties: We are looking for a Registered Nurse to work in the multidisciplinary team in the BreastScreen Program. This position is located in Civic and will be one of three nursing positions within the program and plays a key role in the assessment clinic.

Duties include physical examinations, providing clients with an understanding of procedures associated with screening, treatment options and following up on results given to women in both the ACT & SE NSW. You will be required to work within the National Accreditation Requirements of the National BreastScreening Program and have excellent counselling skills.

We are looking for a person with the ability to work well in a team environment and who has a commitment to women's health issues.

Note: Part time hours, .6 FTE permanent

Contact Officer: Alice Jones (02) 62051540
Selection documentation may be obtained from Nanette Bonato (02) 62052141
Apply: 21
CC: 148-9009-16857

Integrated Health Care Program

Registered Nurse Level 3.5, Nurse Coordinator, \$53,236, Canberra (PN. 27174)

Closing date: 7 December 2000

Duties: The Integrated Health care Program is seeking expressions of interest from suitably qualified Registered Nurses who would like an opportunity to expand their management experience. A 12 month temporary vacancy is available coordinating nurses within a multidisciplinary team

Note: **TEMPORARY VACANCY**

Contact Officer: Jenny Brogan (02) 62051357
Selection documentation may be obtained from Patricia Boyden (02) 62051357
Apply: 21
CC: 148-9009-17798

EMPLOYMENT (Continued)

CALVARY HOSPITAL INC.

**Medical Services
Psychology
Counselling and Support Services**

***Calvary Professional Officer 2 \$ 43,545 - 50,020, Canberra (PN. 8684, 8685)**

Closing date: 30 November 2000
Duties: With minimal direction, provide a psychological service which includes assessment, counselling, group therapy and consultation as required.

Eligibility/other requirements: An appropriate degree in Psychology. ACT Registration as a psychologist.

Note: TTY 6201 6127

Contact Officer: Fiona Baillie (02) 6201 6310
Selection documentation may be obtained from Di Davey (02) 6201 6310
Apply: 07
CC: 148-9094-17781

**Administrative Services
Finance
Patients Office**

**Calvary Administrative Officer 2
\$ 28,475 - 31,576, Canberra (PN. 8053)**

Closing date: 7 December 2000
Duties: Provide administrative relief as directed in various departments of Calvary Hospital including admissions and discharge, ward clerk and department administration support.

Note: TTY 6201 6127

Contact Officer: Eileen Muscat (02) 6201 6900
Selection documentation may be obtained from Eileen Muscat (02) 6201 6900
Apply: 07
CC: 148-9094-17781

CANBERRA TOURISM AND EVENTS CORPORATION

**Marketing and Communications
Promotions**

**Administrative Service Officer Class 3,
\$33,310-\$35,950p.a
(PN: 43279) (expected vacancy) Canberra**

Closing Date: 7 December 2000
Duties: Assist the Promotions Manager with the organisation of the National Promotional program. Participate as directed in trade and consumer activities that promote both events and Canberra as a tourist destination.

Contact Officer: Julie Schneller (02)62050696
Selection Documentation: Mary Schubert (02)62050666
CC:148-9005-16840
Apply 06

**Marketing, Communication and Visitors Services
Media Services
Tourism and Events Officer Class 4,
\$37,127-\$40,310p.a
(PN: 43167) Canberra**

Closing Date: 7 December 2000
Duties: Operate a familiarisation program for visiting journalists: maintain a forward schedule of upcoming visits; develop itineraries and maintain an itinerary bank; liaise with the Canberra region tourism operators; negotiate rates and make/confirm bookings (accommodation, airfares, restaurants) process accounts. Allocate media tour guides from CTEC staff and pool of casuals; organise transport and insurance. Help organise training for guides.

Contact Officer: Mary Barr (02)62050656
Selection Documentation: Mary Schubert (02)62050666
CC:148-9005-16840
Apply 06

**Public Relations Adviser Class 1,
\$38,305-\$43,909p.a
(PN: 43581) Canberra**

Closing Date: 7 December 2000
Duties: Under limited supervision, drive Canberra Tourism and Events Corporation's public relations program for national tourism/lifestyle media. Write stories about Canberra's tourism experience/events and place these in selected media. Adapt these stories for overseas media and distribute via Australian Tourist Commission networks. Qualifications: Tertiary qualifications in Journalism or Public Relations and relevant work experience.

Contact Officer: Mary Barr (02)62050656
Selection Documentation: Mary Schubert (02)62050666
CC:148-9005-16840
Apply 06

**Marketing, Communication and Visitors Services
Publishing
Tourism and Events Officer Class 4,
\$37,127-\$40,310p.a
(PN: 43424) Canberra**

Closing Date: 7 December 2000
Duties: Prepare material for publication in corporate, marketing and events documents, including manipulation of data from the corporation's data base. Produce in-house publications, including regular newsletter.

Contact Officer: Karen Downing (02)62050700
Selection Documentation: Mary Schubert (02)62050666

EMPLOYMENT (Continued)

Note: Appointments for all positions made be made on application and referees reports.

CC:148-9005-16840

Apply 06

**Tourism and Events Officer Class 3,
\$33,310-\$35,950p.a
(PN: 43168) (expected vacancy) Canberra**

Closing Date: 7 December 2000

Duties: Maintain the corporation's database, including data entry and "house-keeping". Implement quality control procedures for data entry. Work with the Publishing Manager to maintain and develop the corporation's websites.

Contact Officer: Karen Downing (02)62050700
Selection Documentation: Mary Schubert (02)62050666

Note: Appointments for all positions made be made on application and referees reports.

CC:148-9005-16840

Apply 06

**Tourism and Events Officer Class 2,
\$29,246-\$32,430p.a
(PN: 42434) Canberra**

Closing Date: 7 December 2000

Duties: Maintain the corporation's image library. Provide customer service to users of the image library, including other units in the corporation, local tourism industry and public enquiries.

Contact Officer: Karen Downing (02)62050700
Selection Documentation: Mary Schubert (02)62050666

Note: Appointments for all positions made be made on application and referees reports.

CC:148-9005-16840

Apply 06

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

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

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

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

Lake Tuggeranong College

Teacher Level 2 \$56100 Canberra (PN. 3552)

Closing date: 07 December 2000

Duties: Assist [as a member of the College Executive] the Principal in the management of the College through the development and implementation of college wide educational, administrative and organisational policies and procedures. Lead, in particular, the formulation, implementation and supervision of College and Departmental policy in relation to Mathematics and information communication technology (ICT) within the faculty and, where appropriate, across the college.

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

Contact Officer: John See (02) 6205 6222
Selection documentation may be obtained from The Contact Officer (02) 6205 6222

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Florey Primary School

Teacher Level 2 \$56100 Canberra (PN. 3767)

Closing date: 07 December 2000

Duties: Assist the Principal in managing the school in accordance with the ACT Department of Education and Community Services and School Board Policies. Perform teaching duties in the middle and upper primary areas providing a model of exemplary practice. Assist in the implementation of school policies and provide leadership in the development of prescribed curriculum areas, maths, science and information technology.

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: Brian McLoughlin (02) 6205 8011
Selection documentation may be obtained from The Contact Officer (02) 6205 8011

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

EMPLOYMENT (Continued)

Canberra College

**Administrative Service Officer Class 6
\$44504-51121, Canberra (PN. 32696)**

Closing date: 7 December 2000

Duties: Under limited direction, provide high level support to the Principal in developing policies and procedures relating to the administration and School Based Management of the Canberra College, Eclipse alternative high school program and the 'Bay' full service schools program. Manage finances including the preparation of budgets, financial returns, commitments and expenditure for Canberra College, Eclipse and the 'Bay' in accordance with departmental and College policies. Develop and implement a cyclic maintenance plan.

Contact Officer: Anita Thomas (02) 6205 5777
Selection documentation may be obtained from Mary Hanna (02) 6205 6777
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Forrest Primary School

**Administrative Service Officer Class 4
\$36945-40113, Canberra (PN. 567)**

Closing date: 7 December 2000

Duties: Manage all of the school's administrative and financial systems. Assist in the preparation of budgets; prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. Act as administrative officer to the School Board where required, provide administrative support to the Principal, prepare appropriate minutes and reports for signature by the Principal.

Contact Officer: Chris Cameron (02) 6205 5644
Selection documentation may be obtained from Janet Bedloe (02) 6205 5644
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Lyons and Melrose Primary Schools

**Building Services Officer 2 \$27344-28598,
Canberra (PN. 30128,)**

Closing date: 7 December 2000

Duties: Supervise and monitor the school's maintenance programs, contractors, cleaning and security; maintain records in relation to requests and services. Maintain the school grounds in a clean and tidy condition, with particular regard for safety and security hazards. Assume responsibility for the security of the buildings, furniture, fittings and equipment.

Contact Officer: Dennis Shannon (02) 6205 5700
Selection documentation may be obtained from Pam Hawke (02) 6205 5700
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Wanniassa School

**Building Services Officer 1 \$26313-27344,
Canberra (PN. 1571, expected vacancy)**

Closing date: 7 December 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.

Contact Officer: Roselynn Burge (02) 6205 7565
Selection documentation may be obtained from the Contact Officer (02) 6205 7565
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Stromlo High School

**Building Services Officer 1 \$26313-27344,
Canberra (PN. 1511)**

Closing date: 7 December 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.

Contact Officer: Richard Hedges (02) 6205 6137
Selection documentation may be obtained from the Contact Officer (02) 6205 6137
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Lyneham High School

**School Assistant 2, Home Science Assistant
\$24747-27442, Canberra (PN. 3050)**

Closing date: 7 December 2000

Duties: Assist Home Science teachers to prepare for classes, including: Maintain, purchase and replenish food stocks. Prepare kitchens and equipment for demonstration and practical lessons. Maintain kitchens and equipment in a clean, serviceable and hygienic condition. Wash all school linen.

Contact Officer: Karin Mitchell (02) 620 56410

EMPLOYMENT (Continued)

Selection documentation may be obtained from the Contact Officer (02) 620 56410

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

Urambi Primary School**School Assistant 2, School Secretary
\$24747-27442, Canberra (PN. 1227)**

Closing date: 7 December 2000

Duties: Perform general duties in the school under supervision, such as: reception/public relations; word processing; student record keeping entry; switchboard operation; information technology; act as agent for the Collector of Official Public Monies; and assist with maintenance of school accounting records. Perform first aid duties when in receipt of a first aid allowance.

Note: This position is 12:30 hrs per week.

Contact Officer: Judy Bailey (02) 6205 7431
Selection documentation may be obtained from the Contact Officer (02) 6205 7431

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

Kambah High School**School Assistant 2, Special Teachers Assistant
\$24747-27442, Canberra (PN. 1145)**

Closing date: 7 December 2000

Duties: Provide general assistance of a supportive nature to the class teacher by assisting children with learning disabilities in school routines and activities, such as: prepare programmed materials and teaching aids; assist children with disabilities in practising social skills in personal hygiene and domestic tasks; clean and change soiled children as required; assist in education programs with small groups or individuals.

Contact Officer: Sue Northmore (02) 6205 6933
Selection documentation may be obtained from the Contact Officer (02) 6205 6933

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

Jervis Bay School**School Assistant 2 \$24747-27442, Canberra
(PN. 1177)**

Closing date: 7 December 2000

Duties: Provide substantial support to the teaching and administrative staff throughout the school in the following areas: assist in the library with tasks associated with the computer

system, cataloguing, accessioning, stocktaking and organisation as required; carry out keyboarding, word processing and computer duties; support administration of the NT network; perform clerical duties in the areas of filing, photocopying and telephone and reception duties.

Contact Officer: Suzanne Phillips (02) 4442 1002
Selection documentation may be obtained from the Contact Officer (02) 4442 1002

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

Charles Conder Primary School**School Assistant 2, Library Assistant
\$24747-27442, Canberra
(PN. 558, expected vacancy)**

Closing date: 7 December 2000

Duties: Provide assistance to the Teacher Librarian including: assisting students and staff with loans and other appropriate library services; preparing new material for shelving and circulation, including covering; lending and returning books, vertical file material, audiovisual hardware and software, and other items; operating audiovisual hardware, including video cassette recorders.

Contact Officer: Jenny Wilson (02) 6205 6699
Selection documentation may be obtained from the Contact Officer (02) 6205 6699

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

Lake Tuggeranong College**School Assistant 2, General Assistant
\$24747-27442, Canberra (PN. 1124)**

Closing date: 7 December 2000

Duties: Perform general duties in the College under supervision, such as: routine clerical and receptionist duties; keyboard duties involving use of computers; use of office equipment including the switchboard, photocopiers and fax machines; receive, store and distribute school supplies; assist with stocktaking; and assist with maintenance of school accounting records and act as Agent for the Collector of Official Public Monies.

Note: This position is part-time 18:45 hours a week.

Contact Officer: Elizabeth Shonk (02) 6205 6210
Selection documentation may be obtained from Cathy Broomfield (02) 6205 6222

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

EMPLOYMENT (Continued)**Giralang Primary School****School Assistant 2, School Secretary
\$24747-27442, Canberra (PN. 1439)****Closing date:** 7 December 2000**Duties:** Perform general duties in the school under supervision, including; routine clerical and receptionist duties; keyboard duties and use of office equipment/machines including computer, word processor, switchboard and facsimile; photocopy; maintain student data, update and retrieve student records in MAZE.

Note: This is a part-time position 18:45 hours a week.

Contact Officer: Di Herbert (02) 6205 5866
Selection documentation may be obtained from Julie Peakall (02) 6205 5866
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**Narrabundah College****School Assistant 2, Laboratory Assistant
\$24747-27442, Canberra
(PN. 829, expected vacancy)****Closing date:** 7 December 2000**Duties:** Prepare and set up equipment for classes, including preparation of solutions, demonstration apparatus and setting up of computerised digital equipment used in physics laboratories. Arrange safe and secure handling and storage of chemicals and equipment; maintain equipment in working condition; arrange safe disposal of chemical wastes. Maintain records of chemicals and equipment; assist in ordering of supplies and maintain inventories of supplies.**Contact Officer:** Lee Blakers (02) 620 56976
Selection documentation may be obtained from the Contact Officer (02) 620 56976
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**Forrest Primary School****School Assistant 2, School Secretary
\$24747-27442, Canberra
(PN. 31246 expected vacancy)****Closing date:** 7 December 2000**Duties:** Perform general duties in the school under supervision, such as: routine clerical and receptionist duties; keyboard duties and use of office equipment, including computer, word processor and switchboard; photocopying duties; receive, store and distribute school supplies; act as agent for the Collector Public Moneys; and assist with maintenance of school accounting records.

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

Contact Officer: Chris Cameron (02) 620 55644
Selection documentation may be obtained from Janet Bedloe (02) 620 55644
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**Narrabundah Primary School****School Assistant 2, General Assistant
\$24747-27442, Canberra (PN. 17720)****Closing date:** 7 December 2000**Duties:** Provide substantial support to the teaching and administrative staff throughout the school in the following areas: carry out keyboarding, word processing and computing duties including the Casual Relief System [CRS], receipt of moneys and maintaining the student database [MAZE]; assist in the print room with photocopying for teaching and administrative staff, with responsibility for publishing (setting out, typing, photocopying and distributing) the weekly newsletter. Perform first aid duties when in receipt of a first aid allowance. Perform other general duties as directed by the Principal or Office Manager.

Note: This position is part time at 15:37 hour week

Contact Officer: Barbara Traynor (02) 6205 7077
Selection documentation may be obtained from the Contact Officer (02) 6205 7077
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**Canberra High School****School Assistant 2, Technology Assistant
\$24747-27442, Canberra (PN. 1349)****Closing date:** 7 December 2000**Duties:** Maintain all machinery and hand tools and perform minor repairs. Prepare material for class use, including metal, wood, plastic, paints, chemicals, welding and machine jigs for projects. Use the bench saw, bandsaw, planer, a range of welders, portable power tools and a wide range of hand tools. Safely store and issue chemicals, paints, thinners etc. Perform clerical duties such as basic word processing, spreadsheets and photocopying; obtain quotes for the raising of purchase orders.

Note: This position is part-time at 15:37 hours per week.

Contact Officer: Margaret Price (02) 6205 7000
Selection documentation may be obtained from the Contact Officer (02) 6205 7000

EMPLOYMENT (Continued)

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

Kaleen High School

School Assistant 2, Home Science/Special Teachers Assistant \$24747-27442, Canberra (PN. 677)

Closing date: 7 December 2000

Duties: Provide general assistance of a supportive nature to the class teacher by assisting children with disabilities in school routines and activities, including: prepare programmed materials and teaching aids; assist children with disabilities in practising social skills in personal hygiene and domestic tasks; clean and change soiled children as required. Assist Home Science teachers to prepare for classes, including: maintain, purchase and replenish food stocks; prepare kitchens and equipment for demonstration and practical lessons.

Contact Officer: Gaye Bailie (02) 6205 5808
Selection documentation may be obtained from The Contact Officer (02) 6205 5808
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Lyneham High School

School Assistant 2, Laboratory Assistant \$24747-27442, Canberra (PN. 18843, expected vacancy)

Closing date: 7 December 2000

Duties: Prepare requests by science staff for class work, including prepare chemical solutions, equipment supplies, demonstration apparatus and photocopy class work sheets. Arrange safe and secure handling and storage of chemicals and equipment; maintain equipment in working condition; arrange safe disposal of chemical wastes.

Contact Officer: Karin Mitchell (02) 6205 6410
Selection documentation may be obtained from The Contact Officer (02) 62056 410
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Ainslie Primary School

School Assistant 2, General Assistant \$24747-27442, Canberra (PN. 1402)

Closing date: 7 December 2000

Duties: Provide substantial support to the teaching and administrative staff throughout the school in the following areas: carry out keyboarding, word processing and computer duties; assist in the print room with setting out, typing, photocopying and distributing the

newsletter; perform clerical duties in the areas of filing, photocopying, telephone and reception duties.

Note: This is a permanent part-time vacancy at 18 hours 45 minutes per week.

Contact Officer: Jena Cheung (02) 6205 6330
Selection documentation may be obtained from The Contact Officer (02) 6205 6330
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Telopea Park School

School Assistant 2, General Assistant \$24747-27442, Canberra (PN. 1359)

Closing date: 7 December 2000

Duties: Perform general duties under supervision, including: operate and maintain photocopiers and other office equipment; assist with publishing (setting out, photocopying and distribution) the newsletter; maintain and distribute stationery supplies and assist with stocktaking; and perform clerical duties in the areas of filing, photocopying, telephone and reception duties.

Note: This is a permanent part-time position at 31 hours 15 minutes per fortnight.

Contact Officer: Robyn Middleton (02) 6205 5599
Selection documentation may be obtained from Carolene Sanderson (02) 6205 5599
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Mawson Primary School

School Assistant 2, Special Teachers Assistant \$24747-27442, Canberra (PN. 2210)

Closing date: 7 December 2000

Duties: Provide general assistance of a supportive nature to the class teacher by assisting children with disabilities in school routines and activities such as: sign fluently in a classroom situation during conversation and teaching; prepare programmed materials and teaching aids; assist children with disabilities in practising social skills in personal hygiene and domestic tasks.

Eligibility/other requirements: Knowledge of augmentative communication systems, eg Australian sign language or COMPIC.

Contact Officer: Robyn McEwin (02) 6205 8033
Selection documentation may be obtained from Di Fox (02) 6205 8033
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (Continued)**Hawker Primary School****School Assistant 2, General Assistant
\$24747-27442, Canberra (PN. 1147)****Closing date:** 7 December 2000**Duties:** Provide substantial support to the teaching and administrative staff throughout the school in the following areas: assist in the library with tasks associated with the computer system, cataloguing, accessioning, stocktaking and organisation as required; carry out keyboarding, word processing and computer duties; assist in the print room with responsibility for publishing (setting out, typing, photocopying and distribution) the newsletter.

Note: This is a permanent part-time vacancy at 25 hours per week.

Contact Officer: Laurel Sayers (02) 6205 7733
Selection documentation may be obtained from The Contact Officer (02) 6205 7733
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**CANBERRA INSTITUTE OF TECHNOLOGY****Division of Learning Services
Library and Learning Centre****Senior Officer Grade C, \$56,346-\$60,755,
Canberra (PN. 54236)****Closing date:** 07 December 2000**Duties:** This senior manager position is responsible for Learning Resources and Systems for the CIT Library and Learning Centre. The successful applicant is expected to perform as a team member with other senior staff in the development of library policies; manage collection development; and manage, develop and evaluate Library and Learning Centre's information technology (hardware & software) facilities, including the Library Management System.

Note: This position is for temporary employment or temporary transfer until 30 June 2001 with possible extension.

Contact Officer: Helena Zobec (02) 6207 3378
Selection documentation may be obtained from Lisa Black (02) 6207 3473
Apply: 11
CC: 148-9024-**Division of Learning Services
Library and Learning Centre****Senior Professional Officer Grade C (Librarian
Class 3), \$56,346 - \$60,755, Canberra
(PN. 54589)****Closing date:** 07 December 2000**Duties:** This position is responsible for the management of service delivery across all campus libraries; the Library and Learning Centre's information literacy program; coordinating the professional development of Library and Learning Centre staff. This position also manages the Library and Learning Centre's marketing and promotions and has the responsibility of the strategic aspects of the Library and Learning Centre's flexible learning function. The successful applicant must show a clear focus on the client services aspect of the Library and Learning Centre's functions and is expected to perform as a team member with other senior staff in the development of library policies.

Note: This is a permanent, full-time position.

Contact Officer: Helena Zobec (02) 6207 3378
Selection documentation may be obtained from Lisa Black (02) 6207 3473
Apply: 11
CC: 148-9024-18550**Temporary Vacancy****Canberra Institute of Technology
Division of Learning Services
Library and Learning Centre****Administrative Service Officer Class 5,
\$41,207 - \$44,568
(Library and Learning Centre Registrar), Canberra
(PN. 54955)****Closing date:** 07 December 2000**Duties:** The Library and Learning Centre Registrar works closely with the Institute Librarian and Senior Library Managers to manage the administration of the Library and Learning Centres, including finance and human resources.

Note: This is for temporary employment or temporary transfer until 02 February 2001 with possible extension.

Contact Officer: Helena Zobec (02) 6207 3378
Selection documentation may be obtained from Lisa Black (02) 6207 3473
Apply: 11
CC: 148-9024-18550

EMPLOYMENT (Continued)

**Education Delivery
Faculty of Business and Information Technology
Department of Computing and Information
Management**

**Teacher Band 1
\$40,824 to \$48,350, Canberra (PN. 51163)**

Closing date: 7 December 2000
Duties: Prepare and present lectures, practical classes and workshops on some of the following areas: data communications, networks, PC hardware, office applications and operating systems. Maintain appropriate student assessment procedures and educational records.

Eligibility/other requirements: EITHER appropriate tertiary qualifications relevant to the teaching of Computing Studies or other relevant disciplines as appropriate to teaching to diploma level and five years or more relevant vocational/industrial/professional experience. **OR possess such other qualifications and/or experience acceptable for the position. Possess or eligible to obtain, qualifications in Adult Education.**

Note: This position is available for temporary employment or temporary transfer from 29 January 2001 to 31 December 2003

Contact Officer: Jacki Ganendran (02) 62074938
Selection documentation may be obtained from Patricia Johnstone (02) 62073116 or via email: steve.greig@act.gov.au
Apply: 11
CC: 148/9024/18554

**Education Delivery
Faculty of Business and Information
Management
Faculty Management Unit**

**Administrative Service Officer Class 3
\$33,147 to \$35,774, Canberra (PN. 54221)**

Closing date: 7 December 2000
Duties: To provide administrative support, including word processing and other computer applications, for a teaching department on Bruce campus. To operate a counter service for students and attend to other student and general enquiries. To undertake a range of liaison tasks related to administrative matters. The successful applicant must be customer focused and have good communications skills. Experience in the use of computer information management systems highly desirable

Contact Officer: Richard Henry (02) 62073160
Selection documentation may be obtained from Patricia Johnstone (02) 62073116 or via email: steve.greig@act.gov.au

Apply: 11 CC: 148/9024/18554

DEPARTMENT OF URBAN SERVICES

**REGISTRAR – CONSTRUCTION INDUSTRY
POLICY**

**An opportunity to shape construction industry
policy of the ACT**

**CONSTRUCTION INDUSTRY POLICY
ACT DEPARTMENT OF URBAN SERVICES**

Position Number 22899

Closing date: 7/12/2000

An opportunity exists in the ACT Department of Urban Services for a highly skilled individual to undertake the role of the Registrar in Construction Industry Policy (CIP).

You will be a member of the CIP team whose mission is to serve the ACT Government and community through the provision of strategic contracting and construction industry policy advice and best practice implementation of national reforms.

We are offering – A yearly salary range of (ASO6/SOGC) (\$44,504-\$51,121 / \$56,347-\$60,755), subject to qualifications and experience.
Generous Superannuation (valued at approximately 14% of salary).

Quality lifestyle in the ACT (see - <http://www.act.gov.au/welcome.cfm>)

Eligibility/other requirements: Relevant qualifications and experience and a background in the construction industry. Experience in Quality Auditing desirable.

Job specific inquiries should be directed to Warwick Lavers, Manager CIP (02) 6207 5446 or warwick.lavers@act.gov.au
Selection documentation can be obtained by contacting Sabah O'Mari (02) 6207 7100 or sabah.omari@act.gov.au
Apply: 34
CC: 148-9019 17524

EMPLOYMENT (Continued)

**Operations Group
City Operations Branch
CityScope Services Section**

**Administrative Service Officer Class 6,
Canberra (PN. 25555 &25860)**

Closing date: 7/12/2000

Client Service Manager

An opportunity to be part of an exciting change process

An opportunity exists in CityScope Services for two highly motivated individuals with exceptional leadership and people skills to undertake the Client Service Manager role.

You will be a member of the CityScope team whose mission is to provide quality management maintenance and consultancy services embracing horticulture, cleaning and landscape development.

We are offering –

- A position or responsibility and respect
- An opportunity to be a part of a highly motivated client service area
- An opportunity for advancement and training

Remuneration

A yearly salary range at the ASO6 level of \$44,504-\$51,121.

Generous Superannuation (valued at approximately 14% of salary).

Eligibility/other requirements: Qualifications and/or extensive experience in business management, and/or a relevant field desirable.

Note: Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Job specific inquiries should be directed to:
Charles Burgess (02) 62072285 or
charles.burgess@act.gov.au
Selection documentation may be obtained from
Helen Dockett (02) 62071000 or
helen.dockett@act.gov.au
Apply: 34
CC: 148-9015 17777

**Operations Group
City Operations Branch
Parking Operations Section**

**Administrative Service Officer Class 2
\$29,246-\$32,430, Canberra (PN. Several)**

Closing date: 7/12/2000

Duties: Patrol designated areas within the ACT administered under the Road Transport Legislation and issue parking infringement notices as required. Prepare draft reports on matters affecting, or likely to affect parking enforcement control measures in the ACT. Record and process documents associated

with the issue of parking infringements. Attend the ACT Magistrate's Court on prosecution matters arising from parking infringements. As required, oversee or assist in the collection of revenue within the section.

Eligibility/other requirements: A current driver's licence and First Aid Certificate desirable. Certificate III in Frontline Management and/or relevant experience desirable.

Note: The functions of these positions are performed in sometimes difficult weather conditions. Inspectors regularly patrol up to 20 kilometres on foot per day.

Contact Officer: Michelle Fielder (02) 62077205
Selection documentation may be obtained from
Debbie Green (02) 62077201
Apply: 34
CC: 148-9015 17719

**Infrastructure and Asset Management
Land and Urban Development**

**Senior officer Grade B/A
\$66,577--\$74,949/\$77,322, Canberra
(PN. Several)**

Closing date: 7/12/2000

Infrastructure and Asset Management manages land and property assets to optimise the benefits to the Canberra community consistent with the desired outcomes of Government and the principles of sustainable development. The Office is responsible for the Governments Asset Management Strategy, government owned and leased office accommodation, surplus assets, land development and release and Government joint ventures.

Land and Urban Development

Manage the activities of a section responsible for the delivery of land development policy and urban development management.

Eligibility/other requirements: Tertiary qualifications in a relevant field desirable.

Business Analysis

Control the finance and accounting functions of IAM and its operating businesses, programs and activities, including:

- Prepare annual budget estimates, and constantly monitor and report on financial performance against budget
- Provide and maintain a full range of computerised accounts to audit stage.

Eligibility/other requirements: Possession of tertiary qualifications in accounting or commercial business management are essential, and substantial progress towards or completion of CPA or CA qualification is highly desirable.

EMPLOYMENT (Continued)

Note: Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer: Martin Hehir (02) 62070241 or martin.hehir@act.gov.au
Selection documentation may be obtained from Cathy Jugovac (02) 62071698 or cathy.jugovac@act.gov.au
Apply: 34
CC: 148-9042 17578

**Environment ACT
Environment Protection Section
Senior Investigator**

**Administrative Service Officer Class 6
\$44,723-\$51,373, Canberra (PN. 13241)**

Closing date: 7/12/2000

Duties: Investigate and lead investigation teams as required into suspected breaches of legislation administered by Environment ACT and prepare briefs of evidence. Provide advice to Environment ACT officers and senior management on the conduct of compliance investigations, inspections and compliance duties.
Eligibility/other requirements: A current driver's licence is essential.

Contact Officer: Gary Croston (02) 62072332 or gary.croston@act.gov.au
Selection documentation may be obtained from Fraser McEachan (02) 62076376 or fraser.mceachan@act.gov.au
Apply: 34
CC: 148-9028 16937

Appointments

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

Registered Nurse Level 2 \$44231-47026
Kylie Dyke: 741-20144, Section 68, 22/11/00
CC: 148-9011-16943

THE CANBERRA HOSPITAL

Registered Nurse Level 1 \$32,245 - \$41,789
Annette Pocock: 752-28157, Section 68,
13/11/00
CC:148-9010-16875 2254

Registered Nurse Level 1 \$32,245 - \$41,789
Carol Guy: 752-28165, Section 68, 13/11/00
CC: 148-9010 -16875 2254

Registered Nurse Level 1 \$32,245 - \$41,789
Susan Game: 762-88258, Section 68, 13/11/00
CC: 148-9010 -16875 3141

Registered Nurse Level 1 \$32,245 - \$41,789
Suzanne McNab: 762-90374, Section 68, 13/11/00
CC: 148-9010 -16875 2254

ACT COMMUNITY CARE

**Administrative Service Officer Class 2
\$28,475-31,576**
Patricia Boyden: 741-01402, Section 68(1) &
70(1), 7 November 2000
CC: 148-9009-17798

Registered Nurse Level 2 \$43,278-46,013
Denise Thomas: 741-01146, Section 68(1) & 70(1),
3 November 2000
CC: 148-9009-16857

Administrative Officer Class 5 \$40,757-\$43,217
Linda Petrolati: 741-01496, Section 68(1) 70(1),
10 November 2000
CC: 148-9009-16861

Registered Nurse Level 3 \$47,722-50,799
Ritva Eronen: 741-01138, Section 68(1) & 70(1),
10 November 2000
CC: 148-9009-16857

Professional Officer Class 3 \$53,236.
Kate Starick: 741-01349, Section 68(1) & 70(1),
13 November 2000
CC: 148-9009-18269

**Senior Professional Officer Grade C
\$55,133-\$59,446**
Linda Kohlhagen: 741-00880, Section 68(1) &
70(1), 13 November 2000
CC: 148-9009-18269

ACTION

Senior Officer Grade B \$65271-73479
B J Calder: 73647630, Section 68(1), 13.11.00
CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

The InTACT Group
Senior Information Technology Officer Grade C
\$60,755p.a
Martin Bernard Rowland, 757-48160
Section 68, 13 November 2000
CC: 148-9031-17299

CANBERRA INSTITUTE OF TECHNOLOGY

**Administrative Service Officer Class 3
\$33,147-\$35,774**
Brenda Fay Hine: 774-93039, Section 68 (1),
15.11.2000
CC: 148-9024-17904

EMPLOYMENT (Continued)

DEPARTMENT OF URBAN SERVICES

Technical Officer Level 3 \$38,375-\$43,538
 Christopher Ian Laws: AGS No 757-50754,
 Section 68(1), 8/11/2000
 CC: 148-9020 17088

**Administrative Service Officer Class 6
 \$44,504-\$51,121**
 Janie Helen Lawson: AGS No 757-53306,
 Section 68(1), 8/11/2000
 CC: 148-9020 16924

**Administrative Service Officer Class 6
 \$44,504-\$51,121**
 Wendy Joy McIntyre: AGS No 757-51941,
 Section 68(1), 8/11/2000
 CC: 148-9020 17088

**Administrative Service Officer Class 4
 \$36,945-\$40,113**
 Dorothy Eleanor Poggio: AGS No 757-52303,
 Section 68(1), 10/11/2000
 CC: 148-9021 16944

Transfer

ACT COMMUNITY CARE

Sue Green: 740-97351
 From Administrative Service Officer Class 3
 \$32,785-35,383
 ACT Community Care Disability Program
 To: Administrative Service Officer Class 3
 \$32,785-35,383
 Disability Program, ACT Community Program,
 Canberra (PN. 11271) 4 December 2000
 CC: 148-9009-16861

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Melrose High School
Jean Heather Wardrop: 333-28379
 From: Teacher Level 2 \$56100
 ACT Department of Education and Community
 Services
 To: Teacher Level 1 \$56100
 Melrose High School, ACT Department of
 Education and Community Services, Canberra
 (PN. 2651) (No 733 17 August 2000)
 CC: 148-9013-16917

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

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

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

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

EMPLOYMENT (Continued)

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

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

WHEN TO LODGE APPEALS

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

(In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

EMPLOYMENT (Continued)

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.

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.

EMPLOYMENT (Continued)

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.

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**.

EMPLOYMENT (Continued)

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

ACT GAMBLING AND RACING COMMISSION

Promotion to non advertised vacancy

G. P. Desmond 026-26306

From: Deputy Controller (Operations) Executive Level 1 \$58,313-\$62,967p.a
House of Representatives

To: Senior Officer Grade B, \$66,577-\$74,948p.a (PN: 55667)

ACT Gambling and Racing Commission

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to a non-advertised vacancy. This position is identical to (PN: 13835) which was advertised in the ACT Gazette 10 August 2000 and is also a deemed promotion.

CC 148-9031-17429

ACT COMMUNITY CARE

ACT Community Care Community Health Dental Program

Loretta Bettiens AGS: 735-32585

From: Dental Assistant 1-2 \$22,399-27,000

ACT Community Care

To: Administrative Service Officer Class 4 \$36,541-39,675

Health Centre Management, ACT Community Care, Canberra (PN. 21039) (30 November 2000)
CC: 148-9009-18270

CALVARY HOSPITAL INC.

Medical Services

Dr Frank Piscioneri: 609-27182

From: Career Medical Officer 2 \$75,031 - 83,728
Calvary Hospital ACT Incorporated

To: Career Medical Officer 3 \$86,331 - 99,432

Medical Services Calvary Hospital ACT Incorporated, Canberra (PN. 9054) (41 12/10/00)

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

M. H. Rajapakse AGS No: 548-46095

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

Department of Treasury and Infrastructure

To: Administrative Service Officer Class 6,

Chief Minister's Department

\$44,509-\$51,121p.a (PN: 14386)

CC: 148-9031-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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

Child Abuse Prevention and Education Section

Alexander Menadue: 706-19896

From: Teacher Level 2 \$56100

Department of Education and Community Services

To: † Senior Professional Officer Grade C \$56347-60755

Child Abuse Prevention and Education Section, Department of Education, Canberra (PN. 3174) (No.36, 7 September 2000)

Note: This promotion will take effect on 30 November 2000.

CC: 148-9013-16917

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

Sylvia Johnson: 701-08316

From: Administrative Service Officer Class 4 \$36945-40113

Department of Education and Community Services

To: Administrative Service Officer Class 5 \$41207-43694

Children's Services Branch, Department of Education and Community Services, Canberra (PN. 11390) (No.35, 31 August 2000)

CC: 148-9013-16917

Children's, Youth and Family Services Division Office of Youth Section

Rachel Louise Wilson: 761-22098

From: Graduate Administrative Assistant \$25115-32271

Department of Education and Community Services

To: Administrative Service Officer Class 5, \$41207-43694

Office of Youth Section, Department of Education and Community Services, Canberra (PN. 42183)

Duties: Individually, or as a member of a team, contribute to the development of policy and manage programs to support the Government, in particular in the area of youth affairs. Research and prepare, or co-ordinate the preparation of,

EMPLOYMENT (Continued)

ministerial briefings, speeches, reports, correspondence and other written material. Undertake liaison and negotiation with clients and other government and non-government agencies on issues related to social policy and program management. Contribute to team building and the development of staff.

Note: This promotion is made under Section 83 of the Public Sector Management ACT 1994 and is to a non-advertised vacancy. Any suitable qualified officers may appeal.

CC: 148-9013-16917

**Education and Training Division
School Programs Branch
Curriculum Initiatives Section**

Melissa Fredrika Planten: 711-00818

From: Teacher Level 1 \$33500-50500
Department of Education and Community Services

To: † Teacher Level 2 \$56100
Curriculum Initiatives Section, Department of Education and Community Services, Canberra (PN. 2218) (No. 29, 20 July 2000)

Note: This promotion will take effect on 11 December 2000.

CC: 148-9013-16917

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

Barbara Fisher: 027-62551

From: School Assistant 2 \$24747-27442
Department of Education and Community Services

To: Administrative Service Officer Class 3 \$33147-35774
Children's Services Branch, Department of Education and Community Services, Canberra (PN. 271) (No 35, 31 August 2000)

CC: 148-9013-16917

DEPARTMENT OF URBAN SERVICES

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

**Planning and Land Management Group
Building and Services Branch
ACT Land Information Centre**

K. M. Stock: AGS No 748-53372

From: Professional Officer Class 2 \$44,504-\$49,736
Urban Services

To: † Senior Professional Officer Grade C \$56,347-\$60,755
ACT Land Information Centre Urban Services, Canberra (PN. 41750) (Gazette No. 39, 28/9/2000)

CC: 148-9020 16925

**Corporate Group
ACT Registry**

H. M. Reid: AGS No 545-61540

From: Administrative Service Officer Class 3 \$33,147-\$35,774
Urban Services

To: Administrative Service Officer Class 4 \$36,945-\$40,113
ACT Registry Urban Services, Canberra (PN. 1265)

(Gazette No. 39,28/9/2000)

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 7th day after notification in the Gazette.

CC: 148-9017 17032

A. F. Harris: AGS No 735-61247

From: Administrative Service Officer Class 2 \$29,102-\$32,271
Urban Services

To: Administrative Service Officer Class 4 \$36,945-\$40,113
ACT Registry Urban Services, Canberra

(PN. 34446) (Gazette No. 39, 28/9/2000)

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 7th day after notification in the Gazette.

CC: 148-9017 17032

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Section 143 *Public Sector Management Act*:
Ian Stacey, General Service Officer Level 3,
3/11/2000

CC: 148-9015 17777

Section 143 *Public Sector Management Act*:
Mark Allan Carmody, Technical Officer Level 4,
27/10/2000

CC: 148-9015 17777

Corrigenda

Executive Group

T. J. Hyde: AGS No 745-02636,
Gazette 16/11/2000
Position number should read 11859
CC: 148-9021 17244

Executive Group

J. B. Ryan: AGS No 527-06734,
Gazette 16/11/2000
Position number should read 10627
CC: 148-9021 17244

EMPLOYMENT (Continued)**ACT Public Service Index of addresses**

05	The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601	36	Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.
06	Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601	37	The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601
07	Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614		
08	Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901		
09	Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911		
11	The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601		
12	Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901		
13	Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605		
16	Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606		
17	Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606		
18	The 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, Housing and Community Care, GPO Box 825, Canberra City ACT 2601		
28	Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608		
30	The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601		
31	The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608		
32	Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608		
34	Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601		
35	Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.		

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S65	16 November	Notice of Commencement ~ <i>Artificial Conception Amendment Act 2000</i>

ACT Government Gazette: Christmas Arrangements

The final ACT Government Gazette for 2000 will be published on Thursday 21 December 2000, with the first Gazette in 2001 being published on Thursday 4 January 2001. The gazette printing contractor will be closed down between these dates, resulting in printing facilities being unavailable for this period.

Deadlines for receipt of content are indicated below:

Gazette published on 21 December 2000

12 noon, Wednesday 13 December 2000 for employment notices and 4.30pm, Thursday 14 December 2000 for Government Notices.

Gazette published 4 January 2001

4.30pm Thursday 29 December 2000 for both employment and Government notices.

Should there be a need for a Special Gazette or for further information, please contact the Gazette Office on extension 50254.

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument 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>Occupational Health and Safety Act 1989</i>	Approval of the ACT Safe Demolition Work Code of Practice.	No. 343 of 2000

URBAN SERVICES

PLANNING AND LAND MANAGEMENT GROUP

BRUCE (FERN HILL) MIXED USE COMMERCIAL AND RESIDENTIAL DEVELOPMENT PRELIMINARY ASSESSMENT

Public comment is invited on the above Preliminary Assessment.

Copies of the Preliminary Assessment:

- may be inspected, or purchased at a cost of \$11.80 per copy, at the PALM Shopfront, Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- may be inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours.

Written submissions should be forwarded by 8 December 2000 to:

Manager – Planning Policy
 Planning and Land Management Group
 Urban Services Department
 GPO Box 1908
 CANBERRA ACT 2601

Alternately submissions may be made via email (eia.palm@act.gov.au). All submissions will go on a public register and access to submissions will be granted on request.

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY****INDEPENDENT PRICING AND REGULATORY
COMMISSION ACT 1997****REFERENCE FOR INVESTIGATION UNDER SECTION 15
AND****SPECIFIED REQUIREMENTS IN RELATION TO INVESTIGATION UNDER SECTION 16***Reference for Investigation Under Section 15*

Pursuant to subsection 15(1) of the Act, I direct the Independent Competition and Regulatory Commission (the "Commission") to conduct an investigation into the determination of prices for Taxi services within the Territory from 1 July 2001 addressing the following:

1. the methodology which will be used to determine prices (fares) for taxi services to provide a reliable and sustainable service for the period of the determination for both the industry and consumers; and
2. the recommended maximum fares for the regulated taxi services for a period of two years from 1 July 2001.

Without restricting the Commission in reaching a determination on those matters listed in items 1 and 2 above the Commission is to take into account:

- a) The degree of competition within the industry and the way in which that may affect the efficiency of the industry; and
- b) The matters referred to in Section 20 of the Act.

If appropriate the Commission may wish to firstly examine and report on the methodology which will be used to determine fares for taxi services and then having completed that review recommended maximum fares for the regulated services.

Specified Requirements in Relation to Investigation Under Section 16

Pursuant to subsection 16(1) of the Act, I specify the following requirement in relation to the conduct of the investigation:

- The Commission in conducting its investigation into the determination of fares shall determine a price path capable of being applied over a period of 2 years.
- The final report in relation to determined taxi fares for the period 1 July 2001 to 30 June 2003 is to be provided to the Minister of Urban Services by 30 May 2001;

Dated this 6th day of November 2000

BRENDAN SMYTH
MINISTER FOR URBAN SERVICES

GOVERNMENT NOTICES (Continued)



LANDS ACQUISITION ACT 1994

PRE-ACQUISITION DECLARATION

The Australian Capital Territory Executive ('the Executive') is considering the acquisition, by agreement with the Australian National University, and for nil consideration, under the *Lands Acquisition Act 1994* ('the Act') by the Executive of an interest described in Item 1, in the land described in Item 2 ('the Land') for the public purpose described in Item 3.

1. The Interest

The interest being considered for acquisition is the unexpired residue of the Crown Lease Volume 537 Folio 28 in respect of the Land.

2. The Land

The Land is the area of approximately 8536m² being part of Kingsley and Hutton Streets and part of Block 2 Section 63 Division of Acton. The Land is delineated on the sketch attached to this notice (including that part as Block 6 Section 63).

3. The Public Purpose

The public purpose of the Land is for roads, curtilage, community facilities and/or public open space. The Land appears to the Executive to be suitable for use, or for development for use, for that public purpose.

4. Particulars of the use to which the Land will be put or for which it will be developed:

The Land is to be used, or is to be available to be used, for the construction of community facilities and a range of other supporting uses to serve the Australian Capital Territory's metropolitan population, including the Civic workforce and residents of suburbs in the vicinity of the Land and to provide road access to the Land and thereby access to those facilities and uses.

GOVERNMENT NOTICES (Continued)

5. Reasons why the Land appears to be suitable for that use or for development for that use:

The Land appears to be suitable for the use because it is considered to permit the provision of a range of community facilities and services to the local community on land which has physical, locational and access characteristics appropriate to the provision of facilities to the local community.

Dated this 7th day of November 2000

RICHARD JOHNSTON
Delegate of the Executive.

GOVERNMENT NOTICES (Continued)

