



Australian Capital Territory

Gazette

No. 13, Thursday 29 March, 2001

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

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

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

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

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, including

with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Population Health Division Health Protection Service Microbiology

Technical Officer Level 3, \$38375-\$44480, Canberra (PN. 26165)

Closing date: 13 April 2001

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

Eligibility/other requirements: Completion of approved technical certificate or other approved qualification and/or experience.

Note: This position is a twelve month vacancy from end April 2001.

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

Apply: 20
CC: 148-9011-16889

Population Health Division Health Protection Service Environmental Health

Professional Officer Class 1, \$31034-\$43539 Professional Officer Class 2, \$44503-\$49736 Several Positions

Closing date: 13 April 2001

Duties: Provide environmental health services to an operational district. Comply with departmental policy and procedures and under minimal supervision undertake one or more of the following: conduct and report on inspections/audits, make recommendations on licensing and change of lease approvals, investigate cases of notifiable, infectious and food related diseases, ensure the provision of high quality advice and assistance to proprietors, managers or other responsible authorities, investigate complaints and furnish reports to the Manager.

Eligibility/other requirements: Australian Institute of Environmental Health accredited Bachelor Degree majoring in Environmental Health or Current Certificate of Professional Recognition issued by the Australian Institute of Environmental Health.

EMPLOYMENT (Continued)

Contact Officer: Mr John Woollard
 (02) 6205 1722
 Selection documentation may be obtained from
 Cathie McIntosh (02) 6205 1710
 Apply: 20
 CC: 148-9011-16889

**ACT Housing
 Housing Services Group
 Customer Services Section**

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

Closing Date: 12-Apr-01

Duties:

These positions will be responsible for ensuring customers with severe/multiple needs have appropriate housing and community support packages commensurate with maintaining a satisfactory and enduring tenancy. This service will be provided by:

Developing case plans with case managers in other services, encompassing housing and support services at the commencement of the tenancy or during the life of the tenancy;

Negotiating adjustments to services in accord with changes in the housing and support needs of customers;

Monitoring case plans and associated service agreements;

Liaising with external case managers so an appropriate housing assistance package and support services is in place.

Other requirements/Qualifications

Appropriate tertiary qualifications in Social Work, Psychology, Behavioural Sciences or related area and demonstrated experience or extensive assessed industry experience are desirable. Current drivers' licence.

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

Contact Officer: Helen Fletcher (02) 6207 1410
 Selection documentation may be obtained from
 Carolyn Delaney (02) 6207 5955

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

Apply: 34
CC: 148-9021 16944

CULTURAL FACILITIES CORPORATION

**Canberra Theatre Centre
 Programming**

**Administrative Service Officer Class 6,
 \$45,604-\$52,385 pa, Canberra (PN. 55462)**

Closing date: 12 April 2001

Duties: Effectively manage all aspects of the Centre's venture programming activity including: recommendation of product; determining of budgets, acquittals and all required financial reports; liaising with touring agencies, production companies, artists and other venues; negotiating and producing contracts and providing direct programming support to the Director. Preparation of regular reports to senior management, Board, government and touring agencies.

Eligibility/other requirements: Extensive knowledge of the national performing arts industry with at least 5 years in programming and at least 2 years of subscription programming and marketing is essential. Experience with theatre production schedules, protocols and awards is desirable.

Note: Considerable out-of-hours work is required.

Contact Officer: David Whitney (02) 6243 5705
 Selection documentation may be obtained from
 Chrissy Dupe (02) 6243 5701

Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608
 CC: 148-9008-16850

THE CANBERRA HOSPITAL

**The Canberra Hospital
 Women & Children's Health
 Administration**

**Administrative Service Officer Class 4/
 Administrative Service Officer Class 5
 \$36,042-\$39,132, Canberra (PN. NP)**

Closing date: 12th April 2001

Duties: Coordinate the preparation of budget estimates, monitor and analyse financial reports in liaison with the Business Manager. Oversee administrative mechanisms including personnel systems, purchasing, vehicle management, asset management, petty cash, security, custody and issue of keys. Perform month-end procedures including preparing and processing journals, maintaining and updating FTE reports, downloading Oracle reports, preparing and distributing appropriate reports, analysing data and accruals.

Note: Only one position is available and will be filled at either the ASO4 or ASO5 level depending on the successful applicant's qualifications and/or experience.

Contact Officer: Ademola Bojuwoye (02) 6244 3471

Selection documentation may be obtained from
 Human Resources Management Group
 (02) 6244 2257

Apply: 16
 CC: 149-9010-16875 (8869)

EMPLOYMENT (Continued)

**The Canberra Hospital
Mental Health Services
Child and Adolescent Mental Health Services**

**Senior Professional Officer B \$64,950 - \$73,117,
Canberra (PN. 25807)**

Closing date: 12 April 2001

Duties: As an active member of the Mental Health Executive, provide leadership and direction to the Service; provide expert input into the strategic planning process and organisational activities of the Service; provide direction and leadership to a multi-disciplinary team, providing community child and adolescent psychiatric services.

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

Note: Applicants will be selected on the basis of written applications and referee reports, which address the selection criteria. It is important that referee reports are submitted along with the application.

Contact Officer: Richard Clarke (02) 6244 3860
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16
CC: 149-9010-16875 (2231)

**The Canberra Hospital
Clinical Health Improvement Program
4 positions**

**Senior Officer Grade C \$54,969 - \$59,270,
Canberra (PN. Several)**

Closing date: 19 April 2001

Duties: In consultation with the Service Management Team (SMT) Leader, implement the Clinical Health Improvement Program in an SMT by managing a Clinical Health Improvement Resource Team; provide advice and support to medical, nursing and allied health professionals conducting health improvement activities aimed at improving clinical, service and cost outcomes.

Eligibility/other requirements: Experience in health related research, data or casemix analysis and management of change would be highly regarded; holds or is working towards relevant qualification.

Contact Officer: Dr David Boadle (02) 6244 2619
Selection documentation may be obtained from Melodie Lutz (02) 6244 2977

Apply: 16
CC: 149-9010-16875 (1615)

**The Canberra Hospital
Mental Health Services
Hennessy House**

**Professional Officer Class 2 – Occupational
Therapist \$43,416 - \$48,520, Canberra
(PN. 25984)**

Closing date: 12 April 2001

Duties: Provide a range of Occupational Therapy services as required at Hennessy House; assess clients, develop and execute therapeutic programs (for individuals and groups) which are designed to promote recovery and maximise independence, involving carers and other services as appropriate.

Eligibility/other requirements: Tertiary qualification in Occupational Therapy with current professional ACT registration

Contact Officer: Steve Keiley (02) 6251 6133
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16
CC: 149-9010-16875 (2252)

ACT COMMUNITY CARE

**ACT Community Care
Integrated Health Care Program
Regional Team Central**

**Technical Officer Level 1 \$30,110 - \$31,459,
Canberra (PN. 21907)
Aged Care Worker
Part-time 22:30 hours per week**

Closing date: 5 April 2001

Duties: Provide evening respite care services and programs for the Men's Dementia Group at Narrabundah Health Centre.

Eligibility/other requirements: Current First Aid Certificate and drivers licence. Ability to drive bus/stationwagon.

Note: Temporary part-time vacancy for 3 months, with the possibility of an extension to 12 months

Contact Officer: Sue Matthews (02) 6205 1138
Selection documentation may be obtained from Megan Payne (02) 6205 1357

Apply: 21
CC: 148-9009-17798

**ACT Community Care
Integrated Health Care Program**

**Technical Officer Level 1 \$30,110 - \$31,459,
Canberra (Several casual positions)
Aged Care Worker
Casual Pool**

Closing date: 12 April 2001

The Integrated Health Care Program invites applications from persons who have experience in aged care. Applicants will be required to provide aged respite care and programs in aged day care centres across the ACT.

EMPLOYMENT (Continued)

Eligibility/other requirements: Current drivers licence.

Contact Officer: Sue Matthews (02) 6205 1138
 Selection documentation may be obtained from Megan Payne (02 6205 1357)
 Apply: 21
 CC: 148-9009-17798

**ACT Community Care
 Integrated Health Care Program
 Regional Team North**

**Registered Nurse Level 2 \$43,278 - \$46,013, Canberra (PN. 22768)
 Community Nurse
 (Salary packaging with FBT exemption under PBI conditions is available to permanent staff)**

Closing: 12 April 2001
 Duties: Provide high quality care management to a specified group of clients utilising the principles of primary health care. Work within professional standards, current policies and procedures.
 Eligibility/other requirements: Current ACT Nurses Registration with a minimum of 3 years recent post registration experience. Current drivers licence.
 Note: Permanent part-time position, 21 hours per week, evening shift – rotating roster 5x2 (weekends included)

Contact Officer: Margaret Deguara (02) 6205 1195
 Selection documentation may be obtained from Megan Payne (02) 6205 1357
 Apply: 21
 CC: 148-9009-17798

**ACT Community Care
 Integrated Health Care Program
 Palliative Care**

**Registered Nurse Level 2 \$43,278 - \$46,013 pro rata, Canberra (Several permanent part-time positions)
 (Salary packaging with FBT exemption under PBI conditions is available to permanent staff)**

Closing date: 12 April 2001
 The Integrated Health Care Program invites applications from suitably qualified and experienced Registered Nurses to work rotating 5x2 shifts (alternate weekends). The Home Based Palliative Care Team provides case management and coordination for clients across the ACT.

Eligibility: Current ACT Nurses registration with a minimum of 3 years recent post registration experience. Current drivers licence.

Note: Several permanent part-time positions are available for evening shifts. The shifts are from 2pm – 10:30pm
 This position was advertised 1 March 2001. Previous applicants will be considered and need not re-apply.

Contact Officer: Sue Matthews (02) 6205 1138
 Selection documentation may be obtained from Megan Payne (02) 6205 1357
 Apply: 21
 CC: 148-9009-17798

**ACT Community Care
 Child, Youth and Women's Health Program
 Post-Natal Parenting Information & Referral Service**

**Administrative Service Officer Class 2
 \$28,475 - \$31,576, Canberra
 (Several temporary positions)**

Closing date: 12 April 2001
 Duties: Provide telephone reception, appointments and information for clients and staff utilising Microsoft Outlook for appointment scheduling. Provide administrative support services including spreadsheet and database maintenance, word processing, requisition of files, processing of mail, photocopying and stores ordering. Under general direction oversee data input to computerised recording and statistical systems.

Note: One full-time position and 3 part-time positions are available on 12 month contracts.

Contact Officer and Selection Documentation: Jodie Mackenzie (02) 6205 2339
 Apply: 21
 CC: 148-9009-16857

CALVARY HOSPITAL INC.

**Medical Services
 Emergency**

Career Medical Officer 2 \$75,031 - \$83,728, Canberra (PN. 8645)

Closing date: 6 April 2001
 Duties: Apply medical knowledge and experience in the clinical diagnosis, investigation and treatment of patients. Provide supervision and leadership for JMO's including appropriate teaching.
 Eligibility/other requirements: Eligible for full registration with the ACT Medical Board.
 Note: Temporary vacancy for a period of 12 months. TTY 6201 6127

Contact Officer: Dr Marielle Ruigrok (02) 62016792
 Selection documentation may be obtained from Dr Marielle Ruigrok (02) 6201 6792
 Apply: 07
 CC: 148-9094-17781

ACT AUDITOR-GENERAL'S OFFICE

**Auditor-Band 1 (including recent Graduates)
 \$30,200 TO \$47,500, CANBERRA (PN. 42827)**

Closing date: 5 April 2001
 Duties: The main duties are assisting Audit Managers and Audit Seniors in the conduct of financial audits. Opportunities will also be available for involvement in performance auditing. Opportunities exist for the completion of the Chartered Accounting professional year and CPA programs.

EMPLOYMENT (Continued)

Recent graduates appointed to the lower end of the salary range will be provided with appropriate training. Appointees to the higher salaries will be expected to have relevant tertiary qualifications and at least one to three years experience in audit or accounting.

Note: Applicants should note that set selection criteria exist for this position.

Contact Officer: Mr Bernie Sheville,
(02) 6207 0821
Selection-documentation may be obtained from
Dianne Fraser (02) 6207 0825
Apply: 31
CC: 148-9000-16831

CHIEF MINISTER'S DEPARTMENT

**SENIOR OFFICER GRADE B
PROGRAM MANAGER, INFRASTRUCTURE
DEVELOPMENT
PERMANENT
SALARY \$66577 TO \$74948
LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:
12 April 2001**

Applications to be forwarded to:

Recruitment Officer
GPO Box 158
Canberra City ACT 2601

or email to: intact.recruitment@act.gov.au

Position Description:
Undertake project management of Infrastructure projects in accordance with established project management methodologies. Participate in the development of technical solutions that meet the business requirements of our Government clients. Prepare and manage project documentation such as functional specifications, project plans and risk analysis reports, participate in the review and improvement of existing processes/methodologies and provide technical and business advice to management and other staff when required.

Contact Officer's name and number for queries relating to the position:
Brendan Murley (02) 6207 0840

Contact Officer's name and number for Selection Documentation:
Donna Burns (02) 6207 6224

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements and selection criteria are accessible on the Internet at the following address: <http://www.decs.act.gov.au/departement/departement.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.

**Education and Training Division
Office of Training and Adult Education
Purchasing and New Apprenticeships and Innovation Section**

**Administrative Service Officer Class 6
\$44504-\$51121, Canberra
(PN. 2373, expected vacancy)**

Closing date: 12 April 2001
Duties: This position works with limited supervision in three main areas: Liaise with industry, employers and New Apprentices to support the Vocational Education and Training system; administer agreement and funding for registered training organisations for training delivery; support purchasing/finance or planning/reporting activity for vocational education and training.
Note: IT skills across a wide range of applications would be desirable.

Contact Officer: Coleen Daly (02) 6205 7047
Selection documentation may be obtained from Victoria Gibbons (02) 6205 7032
Apply: 12 or via email:
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

CANBERRA INSTITUTE OF TECHNOLOGY

**Office of Chief Executive, Directorate
Administrative Service Officer Class 5
(\$41207 – \$43694), Canberra (PN.54675)**

Closing date: C.O.B. Thursday 12th April, 2001
Duties: Under general direction, manage and report on purchasing and accounting activities for the Office of the Chief Executive. Prepare monthly financial reports and monitor salary payments. Supervise personnel and recruitment activities for the office, maintain a "Contracts Database", and provide general office management support as required.

EMPLOYMENT (Continued)

Eligibility/other requirements: Certificate or Diploma in a relevant field would be an advantage. Note: This position is available for temporary employment or temporary transfer for a period of up to five years.

Contact Officer: Rod Brightman (02) 6207 3133
Selection documentation may be obtained from Heather Caetano (02) 6207 3390 e-mail: heather.caetano@cit.act.edu.au
Apply: 11
CC: 148-9024-17904

Education Delivery Program Faculty of Communication and Community Services

ACT Adult Migrant English Program, ESL – Employment and Study and Australian Capital Centre for English Language

**Teacher Band I, \$35,425 - \$48,350
(to be adjusted to 0.5 part time), Canberra
(PN. 51991 to 51998)**

Duties: The ESL Departments of ACCEL (for International Students), Employment and Study, and the Adult Migrant Education Service are offering 8 positions at .5 level for teachers to work across a range of programs at various levels. Responsibilities could include teaching English as a Second Language and/or working in the Home Tutor and Distance Learning Programs, depending on the department. Applicants applying to more than one department will need to address the selection criteria for each department where appropriate.

Contact Officer: Jenny Osborne/Pat Wenger (02) 6207 3410/4876

Note: Four positions are available for permanent part time (0.5) filling with the remaining positions available for temporary transfer or temporary employment also at the 0.5 level for 2 year contracts and possible further 1 year extensions up to a maximum of 5 years.

Access Education

**Teacher Band I, \$35,425 - \$48,350
(to be adjusted to 0.5 part time), Canberra
(PN. 51989 & 51990)**

Duties: The Department of Access Education requires two experienced teachers to teach Numeracy at all levels including advanced Year 12 Maths and some Literacy. The successful applicants will be required to teach at Bruce and Southside Campuses.

Contact Officer: Nancy Veal (02) 6207 4060

Note: Both positions available for temporary transfer or temporary employment at the part time level of 0.5 for 2 year contracts with possible further 1 year extensions up to a maximum of 5 years.

Community Development

**Teacher Band I, \$35,425 - \$48,350, Canberra
(PN. 51999 & 52000)**

Duties: The Department of Community Development requires two teachers to teach across the curriculum for Diploma of Community Services (Welfare Studies), to facilitate work based learning for organisations in the community services sector, and organise and supervise field placements.

Contact Officer: Satch Campbell (02) 6207 4914

Note: Both positions available for temporary transfer or temporary employment one at full time and the other at a part time level of 0.6 for 2 year contracts with possible further 1 year extensions up to a maximum of 5 years.

Child Studies

**Teacher Band I, \$35,425 - \$48,350, Canberra
(PN. 52001)**

Duties: The Department of Child Studies requires an experienced teacher to teach a broad range of subjects within the discipline. The successful applicant will be required to teach at the Certificate III and Diploma levels.

Contact Officer: Helen Gibson (02) 6207 4904

Note: Position is available for temporary transfer or temporary full time employment for a 2 year contract with possible further 1 year extensions up to a maximum of 5 years.

Communication and Media

**Teacher Band I, \$35,425 - \$48,350, Canberra
(PN. 51988 & 52002)**

Duties: The Department of Communication & Media requires two experienced teachers to teach a broad range of subjects within the communication & media disciplines. The successful applicants will be required to teach at Certificate III, IV, Diploma and Advanced Diploma levels.

Contact Officer: Robyn Sainsbery (02) 6207 4061

Note: Positions are available for temporary transfer or temporary full time employment for 3 year contracts with possible further 1 year extensions up to up to a maximum of 5 years.

Eligibility/other requirements: **MANDATORY:** Appropriate tertiary qualifications relevant to discipline and level. Five years or more of vocational/industrial/professional experience or possess such other qualifications and/or experience acceptable for the position.

EMPLOYMENT (Continued)

OTHER: Possess, or eligible to obtain, qualifications in adult education

Closing date: 12 April 2001

Selection documentation may be obtained from Suzi Kircher (02) 6207 4960
 Apply: 37
 CC: 148-9024-17271

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

**Office of the Commissioner for Land and Planning
 Senior Planning Adviser**

SENIOR OFFICER GRADE B \$66,577 – \$74,948, CANBERRA (PN. 44562)

Closing date: 12 April 2001

Duties: The successful applicant, as a member of a small team, will be responsible for:

- Assisting in the determination of applications under part 6 of the *Land (Planning and Environment) Act 1991*;
- Providing high level advice to the Commissioner for Land and Planning on Territory Planning matters, including associated programs; processes and strategic activities; and
- Representing the Commissioner in proceedings before the ACT AAT and ACT Court.

The Office supports the Commissioner Land and Planning in making independent decisions on some categories of development applications lodged under the *Land (Planning and Environment) Act 1991*. The Commissioner operates "at arm's length" from Government in his role as a decision maker on contentious planning and Crown lease variation matters. Planning and Land Management Group (PALM), in the Department of Urban Service, is responsible for determining routine applications. It makes recommendations to the Commissioner on contentious applications. Eligibility/other requirements: Tertiary qualifications in land management, town planning, environmental planning, architecture, urban design and/or geography essential.

Contact Officer: Stuart Sankey (02) 6207 2554
 Selection documentation may be obtained from Shane Richards (02) 6207 1707
 Apply: 28
 CC: 148-9012-16904

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

The Department of Justice and Community Safety is seeking to fill several positions in the Office of Fair Trading. Positions are available at the following levels:

**Senior Office Grade C
 \$56,346 - \$60,755
 (Position number: 42698 – Business and Community Relations Group)**

**Administrative Service Officer Class 6
 \$44,503 - \$51,121
 (Position Number: 42690 – Business and Community Relations Group)
 (Position number: 42691 – Compliance Group)
 (Position Number: 43261 – Business and Community Relations Group)**

**Administrative Service Officer Class 5
 \$41,207 - \$43,694
 (Position Number: 4281 – Compliance Group)
 (Position Number: 42701 – Business and Community Relations Group – Full or Part-time position)
 (Position Number: 42734 – Compliance Group)
 (Position Number: 43469 – Administration Group)**

**Administrative Service Officer Class 4
 \$36,945 - \$40,113
 (Position Number: 1936 – Registration Group)**

**Administrative Service Officer Class 3
 \$33,147 - \$35,774
 (Position Number 1897 – Administration Group)
 (Position Number: 1932 – Registration Group - *Expected Vacancy*)
 (Position Number 42520 – Registration Group)**

The Office of Fair Trading is responsible for providing a range of services associated with the licensing, registration and regulation of a number of occupations and businesses and the provision of an advice and a complaint service in relation to business compliance with fair trading laws.

Senior Office Grade C

The occupant of this position will be required to manage the Business and Community Relations Group, which is responsible for the Office's education and public relations functions. The successful applicant will possess either legal qualifications or extensive experience in the administration of fair trading and consumer protection laws. The position involves the development and implementation of educational and media strategies, staff training, and advice on legal issues arising from complaints and inspectorial activities.

EMPLOYMENT (Continued)

Administrative Service Officer Class 3, 4, 5 and 6

The occupants of these positions will be required to undertake, at the various levels, activities associated with providing consumer and business advice, investigations and compliance, registration and licensing, client and counter services, or educational and media related work. The positions are situated in one of the six work groups within the Office but the successful applicants will have the ability to undertake activities, at the relevant level, across all work areas within the Office.

If you believe that you have the range of skills required to operate in a diverse and challenging work place, and you are motivated, are client focused and energetic, please contact Rebecca Snowdon on 02 6207 0407 or rebecca.snowdon@act.gov.au to obtain a copy of the Duty Statement and Selection Criteria for the various positions.

These are permanent vacancies but may be offered initially on a contract basis. Applications detailing qualifications, experience and responses to the Selection Criteria will be considered.

Apply: 28
CC: 148-9012-17170

Registrar-General's Office Customer Service/Registration Officer

Administrative Service officer Class 4 \$36,945 – \$40,113, Canberra (PN. Various)

Closing date: 12 April 2001
Duties: Provide service and advice to customers of the Registrar-General's office. Examine, enter, update, extract and authorise information from record management systems. Undertake the responsibility of supervisor, which requires the management of and training/development of other staff. Perform the functions of a Deputy Registrar-General and/or officer of the ACT Public Service as per relevant legislation, policy and procedures. Liaise with representatives of government, industry, and members for the public in various contexts.

Contact Officer: Nicole Jones (02) 6207 0453
Selection documentation may be obtained from Simon Mooney (02) 6207 0452
Apply: 28
CC: 148-9012-17189

Registrar-General's Office Customer Service Officer

Administrative Service Officer Class 2 \$29,102 – \$32,271, Canberra (PN. Various)

Closing date: 12 April 2001
Duties: Provide service and advice to customers for the Registrar-General's Office. Act as a cashier as per relevant guidelines and

administrative procedures. Examine, enter, update and extract information from record management systems. Perform a range of administrative tasks as directed by the manager in charge. Those tasks may include: Opening mail, courier duties, scanning, indexing, data entry, filing etc.

Contact Officer: Nicole Jones (02) 6207 0453
Selection documentation may be obtained from Simon Mooney (02) 6207 0452
Apply: 285
CC: 148-9012-17189

OFFICE OF THE COMMUNITY AND HEALTH SERVICES COMPLAINTS COMMISSIONER

Senior Officer Grade C \$56,346 — \$60,755, Conciliator, PN 23783 CANBERRA (Part time 20 hours per week)

Duties: undertake conciliation and negotiation of complaints in accordance with the Community and Health Services Complaints Act, including matters which might otherwise be the subject of litigation, and to participate in service improvement and health rights projects.

Eligibility/other requirements: demonstrated ability in conciliation, negotiation and conflict resolution in complex and sensitive situations, a sound knowledge of relevant areas of statute and common law and appropriate tertiary qualifications in the human services field or law. Training in alternative dispute resolution techniques would be an advantage.

Contact Officer: Ken Patterson 02 6205 2222

Selection Documentation: Fred Pilcher
(02) 6205 2222
e-mail: health.complaints@act.gov.au

Closing Date: 12th April 2001

PLEASE NOTE:

This is a part-time position and the salary is paid pro-rata.

Apply: 36

DEPARTMENT OF URBAN SERVICES

Corporate Group Human Resources Branch Injury Prevention and Management Team

Administrative Service Officer Class 5 \$41,207-\$43,694 PN 12239 Canberra

Closing Date: 12-Apr-01

Duties:

Coordinate the development and provision of return to work programs for injured or ill employees. Provide advice on injury prevention and management issues. Interpret and apply relevant legislation, particularly the Safety Rehabilitation and Compensation Act.

EMPLOYMENT (Continued)

Other requirements/Qualifications

Experience in injury prevention and management is essential. Qualifications in a related field would be an advantage.

Contact Officer: David Colussi (02) 6207 6405
 Selection documentation may be obtained from Robyn Meaney (02) 6207 6607.
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9017 16954

**Environment ACT
 Wildlife Research and Monitoring Section**

Professional Officer Class 1
\$31,187-\$43,753 PN 15034
Canberra

Closing Date: 12-Apr-01

Duties:

The person selected for this position will join an active group of wildlife ecologists delivering quality scientific advice for nature conservation in the ACT. The primary focus of the job will be to assist with a project investigating habitat use and movement of a threatened freshwater fish species. Preference will be given to applicants with previous experience in fish research, management or monitoring. Experience in the use of radio-telemetry would be an advantage.

Other requirements/Qualifications

Degree in relevant natural resource science.
Notes: This position is available for temporary filling until December 2002.

Contact Officer: Mark Lintermans
 (02) 6207 2117
 Selection documentation may be obtained from Adela Barlin (02) 6207 2126.
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9028 17525

**Operations Group
 Information Planning and Services Branch
 ACT Library and Information Services Section**

Professional Officer Class 2
\$44,503-\$49,736 PN 23025
Canberra

Closing Date: 12-Apr-01

Duties:

Library Manager, Gungahlin Library

The new Gungahlin Public Library is planned to open in June 2001.

ACT Library and Information Services is seeking a manager who can develop, market and deliver innovative programs and services to meet Gungahlin community needs and maximise usage of the library's resources.

Proven ability to effectively manage all aspects of the Gungahlin Library including customer services, programs, staffing, budget and collection development is required.

Other requirements/Qualifications

Eligibility for professional membership of the Australian Library and Information Association or recognised professional qualifications in library and information studies. Ability to work evening and weekends.

Notes: This position is subject to an Australian Workplace Agreement (AWA).

Contact Officer: Rohan Clark (02) 6207 6349
 Selection documentation may be obtained from (02) 6207 6331.

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9037 17018

**Operations Group
 Information Planning and Services Branch
 Publishing Services Section**

Administrative Service Officer Class 3
\$33,147-\$35,774 (PN 34355)
Canberra

Closing Date: 12-Apr-01

Duties:

As part of a team carry out financial duties for a government business including preparation and processing of accounts payable and receivable, processing of journals in Oracle Financials and undertake action for the recovery of outstanding amounts.

Other requirements/Qualifications

Sound knowledge of Oracle Government Financials.

Contact Officer and Selection documentation:
 Christine Moore (02) 6205 2014

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9016 16920

DEPARTMENT OF TREASURY

**Manager, Procurement Policy
 Manager Level 3, (PN: 12653)**
Salary Range: \$66,577-\$92,000p.a
Closing Date: 12 April 2001
Canberra

The Manager, Procurement Policy leads a small team responsible for the development of procurement policy for the ACT Government. The team develops policy in consultation with ACT Government agencies, and provides on complex procurement issues. The Manager will be responsible for a program of procurement reform, incorporating a proposed

EMPLOYMENT (Continued)

Government Procurement Board and a system of accreditation for officer procurement skills. The successful candidate will have extensive background in public sector procurement, with skills in resource management and policy development.

Note: Applications will not be acknowledged. The terms and conditions of this position may be regulated under an Australian Workplace Agreement, at a higher remuneration package.

Contact: Mr Pat Hanrahan, (02) 6207 5876
Selection criteria Mr Hao Tien (02) 6207 0229 and is also available from

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

Apply 06 or via email recruitment@act.gov.au
CC: 148-9042-20868

Appointments

ACT COMMUNITY CARE

Professional Officer Class 1 \$30,366 - \$42,601
Justin Jarvis: 740-98565, ACT Community Care, Integrated Health Care Program, Section 68 and 70(1), 13 March 2001
CC: 148-9009-17798

Graduate Administrative Assistant \$24,841 - \$31,919
Erica Van Ash: 741-02878, ACT Community Care, Corporate and Business Development, Executive, Section 68, 16 March 2001
CC: 148-9009-18270

Registered Nurse Level 1 \$32,341 - \$41,913
Elizabeth Crowhurst: 741-01891, ACT Community Care, Integrated Health Care Program, Section 68 and 70(1), 19 March 2001

Professional Officer Class 2 \$43,545 - \$48,665
Barbara Bauer: 741-02683, ACT Community Care, Community Rehabilitation Program, Section 68 and 70(1), 19 March 2001

CANBERRA TOURISM AND EVENTS CORPORATION

Julien James Hunt AGS NO 753-89444
Tourism and Events Officer Class 4, \$37,127-\$40,310p.a
Events Section,
Canberra Tourism and Events Corporation
Section 68
19 March 2001
CC: 148-9005-16840

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Senior Officer Grade B \$66577-\$74949
Kenneth Neal Norris: 551-01706, Section 68(1), 14 March 2001
CC: 148-9013-16917

Family Services Worker Level 1 \$36945-\$43694
Roslyn Dianne Lawrence: 747-76717, Section 68(1), 14 March 2001
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 2 \$29,102 – \$32,271
Barbara Harding: 765-86669, Section 68/70, 20/3/01
CC: 148-9012-17189

Administrative Service Officer Class 2 \$29,102 – \$32,271
Matthew Swain: 765-86140, Section 68/70, 20/3/01
CC: 148-9012-17189

Administrative Service Officer Class 2 \$29,102 – \$32,271
Alisa De Angelis: 765-86503, Section 68/70, 20/3/01
CC: 148-9012-17189

Administrative Service Officer Class 3 \$33,147 – \$35,774
Elizabeth Mulvaney: 747-87942, Section 68/70, 20/3/01
CC: 148-9012-16915

EMERGENCY SERVICES BUREAU

Student Ambulance Officer (\$30,777)
Christopher Riddell, 260-33644, (Section 68 & 70), 12 March 2001
CC: 148-9007-16846

Student Ambulance Officer (\$27743)
Karen Clarke, 754-04659, (Section 68 & 70), 12 March 2001
CC: 148-9007-16846

Student Ambulance Officer (\$27743)
Sara Kearney, 754-04667, (Section 68 & 70), 12 March 2001
CC: 148-9007-16846

Student Ambulance Officer (\$27743)
Nicole Manwaring, 754-04675, (Section 68 & 70), 12 March 2001
CC: 148-9007-16846

Student Ambulance Officer (\$27743)
Helen Petrou, 754-04683, (Section 68 & 70), 12 March 2001
CC: 148-9007-16846

Student Ambulance Officer ((\$27743)
Sue Waddell-Wood, 754-04691, (Section 68 & 70), 12 March 2001
CC: 148-9007-16846

EMPLOYMENT (Continued)

Transfer

EMERGENCY SERVICES BUREAU

Bronwyn Doubleday, 608-83458, from RN, Calvary Hospital to **Student Ambulance Officer, Position 28940, (\$30777)**, 12 March 2001.

Nicki Giannaros, 027-92822, from Federal Police, Canberra to **Student Ambulance Officer, Position 3498, (\$30777)**, 12 March 2001

Toby Keene, 737-02820, from Department of Defence, Canberra, to **Student Ambulance Officer, Position 3497, (\$3077)**, 12 March 2001

Richard McDonald, 736-56983, from Australian Protective Service, Canberra, to **Student Ambulance Officer, Position 3496, (\$27743)**, 12 March 2001

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 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:

EMPLOYMENT (Continued)

(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.

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.

EMPLOYMENT (Continued)

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.

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

EMPLOYMENT (Continued)

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**.

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

CALVARY HOSPITAL INC.

Nursing Services Maternity

Judith Clelland: 260-16430

From: Registered Nurse Level 1

\$32,341 - \$41,913

Calvary Health Care ACT

To: Registered Nurse Level 2 \$43,278 - \$46,013
Maternity, Canberra (PN. 9089) (3 18/1/01)

CC: 148-9094-17781

CANBERRA INSTITUTE OF TECHNOLOGY

Canberra Institute of Technology Education Delivery Faculty of Design

Stewart, Anna: 744-92079

From: Administrative Services Officer Class 2

\$30,686.00 Canberra Institute Of Technology

To Administrative Services Officer Class 3

\$33,147.00

Software Development, Canberra Institute of Technology Canberra (PN. 54221)

(Gazette No.PS 47, 23 November 2000)

EMPLOYMENT (Continued)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

ACT Corrective Services Youth Justice Services

Chris Theodorakis: 751-80210
 From: Administrative Service Officer Class 3
 \$33,147 – \$35,744
 Department of Justice and Community Safety
 To: Administrative Service Officer Class 4
 \$36,945 – \$40,113
 ACT Corrective Services, Canberra (PN. 3300)
 (No.4 25/1/2001)

CC: 148-9012-16898

ACT Corrective Services Youth Justice Services

Paul McLeish: 747-73436
 From: Administrative Service Officer Class 3
 \$33,147 – \$40,113
 Department of Justice and Community Safety
 To: Administrative Service Officer Class 4
 \$36,945 – \$40,113
 ACT Corrective Services, Canberra (PN. 3301)
 (No. 4 25/1/2001)

CC: 148-9012-16898

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.

Policy Coordination Group Industry Policy and Regulation Branch

P. M. Devlin
AGS Number 710-33643.
From Administrative Service Officer Class 5
 \$41,207-\$43,694
 Department Justice and Community Safety
To: Administrative Service Officer Class 6
 \$44,504-\$51,121
 Energy and Water Reform Section
PN 47203
Gazette 18-Jan-01

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: 148-9030 16941

Retirements and dismissals

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Section 141 Public Sector Management Act:
 Raymond Verran, Station Officer Grade A,
 15/3/01
 CC: 148-9007-16846

Forfeiture of Office

ACTION

Section 221(1) Public Sector Management Act:
 G Quattrone, General Service Officer Level 3,
 8 March 2001
 CC: 148-9027-17791

Corrigendum

DEPARTMENT OF URBAN SERVICES

The vacancy for position number 35367 ASO4 in Operations Group, Road User Services Section was advertised in the Gazette of 22 March 2001 with a closing date for applications of 5/04/04. The closing date for applications should read 5/04/01.

ACT Public Service Index of addresses

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

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

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
<hr/> Corrigendum		
Special Gazette 68 (S68) was advertised in last weeks Gazette – Weekly No. 12 (22 March 2001) as having been on the 20 th December. This was incorrect. The Gazette Number and date should have read as follows:		
S12	13 March	Instrument No. 36 of 2001 ~ <i>Taxation Administration Act 1999</i>

GOVERNMENT NOTICES

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

UNDER subsection 8(1) of the *Interpretation Act 1967*, I GIVE NOTICE that the following law has been passed by the Australian Capital Territory Legislative Assembly. Copies of the law will be made available for purchase at the ACT Government Civic Shopfront on the ground floor of FAI House, corner of London Circuit and Akuna Street, Canberra City, ACT 2601.

Date 22nd March 2001

Gary Humphries
Chief Minister

Short Title

No. and Year

Statute Law Amendment Act 2001

11 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

INSURANCE AUTHORITY ACT 2000

NOTICE OF COMMENCEMENT

I, GARY HUMPHRIES, Treasurer, fix 1 April 2001 as the date the provisions of the Act that are not in force commence.

Dated 22nd March 2001

Gary Humphries, MLA
Treasurer

GOVERNMENT NOTICES (Continued)**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>Legislative Assembly (Members' Staff) Act 1989</i>	Terms and conditions of employment of staff of Office-Holders pursuant to subsection 6(2).	No. 42 of 2001
<i>Legislative Assembly (Members' Staff) Act 1989</i>	Terms and conditions of employment of staff of Members pursuant to subsection 11(2).	No. 43 of 2001
<i>Land (Planning and Environment) Act 1991</i>	Appointment of Dianne Firth as member of the ACT Heritage Council.	No. 44 of 2001
<i>Land (Planning and Environment) Act 1991</i>	Appointment of Agnes Shea as member of the ACT Heritage Council.	No. 45 of 2001
<i>Nature Conservation Act 1980</i>	Revocation of licensing criteria determination.	No. 46 of 2001
<i>Nature Conservation Act 1980</i>	Determination of licensing criteria.	No. 47 of 2001
<i>Public Places Names Act 1989</i>	Determination of street nomenclature in the Division of Bruce.	No. 49 of 2001

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF THE MAKING OF A SUBORDINATE LAW**

NOTICE is hereby given that the undermentioned Regulation of the Australian Capital Territory has been made. Copies of the Regulation 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 Subordinate Law made	Description of Subordinate Law	Number and year of Management Standard
<i>Public Sector Management Act 1994</i>	Management Standards	No. 1 of 2001

GOVERNMENT NOTICES (Continued)

URBAN SERVICES

PLANNING AND LAND MANAGEMENT GROUP

TENNIS ACT AND CANBERRA LODGE SPORTS RESORT BLOCKS 6,7,10 SECTION 64 AND BLOCK 12 SECTION 59 LYNEHAM 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 \$16.30 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 17 April 2001 to:

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

Alternatively submissions may be made via email (eiapalm@act.gov.au) or fax (6207 2587). All submissions will go on a public register and access to submissions will be granted on request.

GOVERNMENT NOTICES (Continued)

ACT GOVERNMENT PLANNING AND LAND MANAGEMENT GROUP

DRAFT VARIATION NO.125 TO THE TERRITORY PLAN - RESIDENTIAL LAND USE POLICIES

A draft Variation to the Territory Plan has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority), which proposes to make a number of changes to the Residential Land Use Policies of the Territory Plan.

Draft Variation No.125, if adopted, would:

- replace the Residential Land Use Policies at Part B1 of the Territory Plan Written Statement with a revised policy statement;
- replace the three existing Design and Siting Codes at Appendix III with one comprehensive integrated code titled the ACT Code for Residential Development (ACTCode);
- revise the numbering system for the Residential Area Specific Policies on the Territory Plan Map;
- revise and delete some of the Residential Area Specific Policies; and,
- revise and add some definitions at Appendix VI of the Territory Plan Written Statement.

Provided it is not deferred the provisions of draft Variation No.125 have interim effect until 28 March 2002, or for the “defined period”, whichever is the shorter.

The “defined period” commenced on 29 March 2001 and continues until the proposals in the draft Variation, or the corresponding Plan Variation:

- come into effect;
- or are rejected by the Legislative Assembly;
- or are withdrawn.

During the period these provisions have interim effect, the Territory, the Executive, a Minister or a Territory Authority shall not do, or approve the doing of, any act which would be inconsistent with the Territory Plan, or the Plan if it was varied in accordance with the provisions of the draft Variation.

Section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), concerning the Heritage Places Register, does not apply to this proposal.

From Monday 2 April 2001 until Monday 23 April 2001, copies of **draft Variation No.125 to the Territory Plan**, may be:

- inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours;
- inspected at, or obtained from, the ACT Government Shopfronts at Belconnen, Civic, Tuggeranong and Woden, during normal office hours;

GOVERNMENT NOTICES (Continued)

- inspected at, or obtained from, the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- inspected on the PALM Website at: **www.palm.act.gov.au/tplan**

Comments on draft Variation No.125 should be submitted, by **Monday 14 May 2001**, to:

**Planning and Land Management Group
Urban Services Department
GPO Box 1908
CANBERRA ACT 2601
Attention: Mr Phil Harris.**

Comments can also be sent via Email to:
or by Facsimile to:

**terrplan@act.gov.au
62071710.**

Copies of all written comments received in response to the draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours, from Tuesday 15 May 2001 until Tuesday 5 June 2001, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Monday 14 May 2001 will be available for perusal for 15 business days from the date of receipt.

GOVERNMENT NOTICES (Continued)**Environment ACT*****Environment Protection Act 1997*****Application for an Environmental Authorisation**

Applications for environmental authorisations under Section 48 of the Act have been received from the organisations set out below:

Organisation	Brief Description of Activity	Location
Canberra Sand & Gravel Pty Ltd	Composting waste	Belconnen Landfill ACT
Westoil Petroleum Pty Ltd	Storage of petroleum products	17 Barrier Street, Fyshwick

Any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 20 April 2001. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Environmental Authorisation

Environmental authorisation(s) to conduct activities have been granted under Section 49 of the Act to the organisation(s) set out below:

Organisation	Brief Description of Activity	Location
Canberra Kart Racing Club	Motor sports	Block 11 & 12 Section 63 City ACT
Stellar Engineering J & V Jauncey	Use of CFCs and HCFCs Use of Pest Control Chemicals	Geelong St Fyshwick ACT Douglas Cl Radcliffe NSW
Aussie Pest Control	Use of Pest Control Chemicals	Sturgen St Conder ACT

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

Copies of the application and authorisation documents may be obtained from the Environment Management Authority by telephoning the Environment ACT Helpline on (02) 6207 9777 or at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 16th day of March 2001
Environment Management Authority

PRIVATE NOTICES

NOTICE OF INTENDED DISTRIBUTION OF ESTATE

Any person having any claim upon the estate of LAMMECHIENA VAN DER MEER late of 9/90 Northbourne Avenue in the Australian Capital Territory, pensioner who died on 30 June 2000 must send particulars of the claim to the executor Dr Paul Gerber care of, Dibbs Barker Gosling Lawyers, Level 6, 40 Marcus Clarke Street, Canberra City, ACT within two calendar months from publication of this notice. After that time the executor may distribute the assets of the estate having regard to claims of which at the time distribution the executor has notice. Probate was granted in ACT on 29 August 2000.

