



Australian Capital Territory

Gazette

No. 18, Thursday 3 May, 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.

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.

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Appointment

Anne Thomas
 Director, Human Resources (E222)
 Section 72, Public Sector Management Act 1994

DEPARTMENT OF TREASURY

Appointment

Graeme Dowell
 Director, Revenue Management (E010)
 Section 72, Public Sector Management Act 1994

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 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

THE CANBERRA HOSPITAL

The Canberra Hospital Senior Nursing Advisor

Registered Nurse Level 5.6 Canberra (PN: NP)

Closing date: 18th May 2001
 Duties: Provide expert nursing and strategic advice to the Chief Executive, Service Management Teams and Service Heads by monitoring professional issues affecting the nursing workforce.
 Eligibility/other requirements: Registered or eligible to be registered as a General Nurse with the ACT Nurses' Registration Board. Relevant tertiary qualifications in Management/Health Management or equivalent.
 Note: The appointment of the successful applicant will be by way of an Australian Workplace Agreement.
 Contact Officer: Dr David Boadle (02) 6244 2619
 Selection Documentation may be obtained from Pauline Green (02) 6244 4080
 Apply: 16
 CC: (8832)

The Canberra Hospital Surgical Service Management Team

Senior Officer B - Business Manager/Accountant \$64,950 - \$73,117, CANBERRA (PN. 24779)

Closing date: 17th May 2001
 Duties: Provide high level advice and support to the Executive Director of the Surgical SMT on

EMPLOYMENT (Continued)

such matters as planning, priority-setting, resource allocation and management and other business of the SMT; monitor and undertake analysis of all aspects of the SMT business performance; prepare annual budget estimates, monitor financial performance, provide reports and make recommendations.
 Eligibility/other requirements: The successful applicant will possess or be working towards tertiary qualifications in management, accounting or a related discipline; management experience in a health organisation is desirable.

Contact Officer: Kimberley Pierce, Executive Director Surgical SMT (02) 6244 2027
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 2786
 Apply: 16
 CC: (1911)

**The Canberra Hospital
 Clinical School
 Library and Multimedia Services**

**Administrative Service Officer Class 3
 \$32,337 - \$34,900, Canberra (PN 25105)**

Closing date: 17th May 2001
 Duties: Perform all duties pertaining to the Interlibrary Loan Services by using an automated system; maintain all serials on the automated system; provide basic cataloguing on the automated system.
 Eligibility/other requirements: Associate Diploma in Library Studies or Library Technicians Certificate or two years library experience is desirable.

Contact Officer: Saroj Bhatia (02) 6244 2588
 Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: (1512)

**The Canberra Hospital
 Clinical School
 Library and Multimedia Services**

**Administrative Service Officer Class 2
 \$28,391 - \$31,483, Canberra (PN TBA)**

Closing date: 17th May 2001
 Duties: Perform all duties pertaining to the Interlibrary Loan Services; shelve library collection and maintain it in correct classified order; participate in the Library roster system.
 Eligibility/other requirements: Qualification in Library and Information Studies is desirable
 Please Note: This is a part time position of 14:42 hours (2 days) per week

Contact Officer: Saroj Bhatia (02) 6244 2588
 Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: (1512)

**The Canberra Hospital
 Mental Health Services
 Woden Mental Health Unit**

**Professional Officer Class 1 / Registered Nurse
 Level 2 \$30,276 - \$42,475 / 43,150 - \$45,877,
 Canberra**

Closing date: 17th May 2001
 Duties: Undertake, with the required level of supervision, training and support, the assessment and case management of clients with acute and long-term moderate to severe mental illness; provide clinical expertise with regard to specific discipline skills within the multidisciplinary team reviews of clients; assist in the provision of liaison, consultation and education with other agencies, families and carers.
 Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work, Mental Health Nursing or Occupational Therapy with current ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Contact Officer: John Reinhard (02) 6205 1488
 Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: (2227)

ACT COMMUNITY CARE

**ACT Community Care
 Corporate and Business Support
 Marketing and Promotions Unit**

**Public Affairs Officer Grade 3,
 MARKETING AND PROMOTIONS MANAGER,
 Canberra (PN. 28400)**

Closing date: 10 May 2001

ACT Community Care is the major provider of community-based health and disability services in the ACT.

We are looking for a creative energetic and skilled person to provide leadership and coordination in marketing and promotions within ACT Community Care.

The person we are seeking will have experience in the preparation and implementation of marketing communications and media strategies, and in the coordinating of publications, and will be able to provide a comprehensive and effective service to client areas within ACT Community Care.
 The successful candidate will be dynamic, flexible and self-motivated with excellent interpersonal skills together with writing/editing/media skills and mature judgement.

Salary and conditions of service: The successful applicant will be offered an Australian Workplace Agreement, which will provide an attractive salary package and benefits commensurate with the importance of the position and the calibre of the person sought.

EMPLOYMENT (Continued)

Contact Officer: Allan Schmidt (02) 6205 5444
 Selection documentation may be obtained from
 (02) Helen Stravens (02) 6205 1937

Apply: 21
 CC: 148-9009-18270

**ACT Community Care
 Child, Youth and Women's Health Program
 Migrant Health Unit**

**Administrative Service Officer Class 4
 \$36,149 - \$39,249, Canberra (PN. 23804)**

Closing date: 10 May 2001
 Duties: Provide health care interpreting
 services for Vietnamese speaking clients.
 Eligibility/other requirements: Mandatory
 qualifications apply. Current drivers licence.
 Note: This is a temporary part-time position 20
 hours per week, from asap until November
 2001.

Contact Officer: Colleen Crane (02) 6205 3333
 Selection documentation may be obtained from
 Pat Harley (02) 6205 3333

Apply: 21
 CC: 148-9009-16857

**ACT Community Care
 Community Rehabilitation Program**

**Professional Officer Class 1 \$30,366 - \$42,601,
 Canberra (PN 27905)
 Occupational Therapist**

Closing date: 10 May 2001
 A suitably qualified individual is required to
 provide high quality inpatient occupational
 therapy services to rehabilitation patients at
 The Canberra Hospital. The successful
 applicant will be an integral member of a multi-
 disciplinary team, where there is a strong focus
 on the continuum of care of clients from hospital
 back to the community.
 Eligibility: Mandatory qualifications apply.
 Current driver's licence.
 Note: Temporary vacancy, full-time from June
 2001 – March 2002.
 An eligibility list will be created for future
 temporary vacancies.
 Please provide the name and phone numbers of
 at least two referees with your application.

For further information please call Stephen Isbel
 on (02) 6244 282.
 Selection documentation can be obtained from
 Lynne Macnamara on (02) 6244 2855.
 Apply: 21
 CC: 148-9009-18269

**ACT Community Care
 Corporate and Business Development
 Facility Services**

**Administrative Service Officer Class 2
 \$28,785 - \$31,919, Canberra (several positions)**

Closing date: 17 May 2001
 Two vacancies exist for Reception/Clerical staff
 within the Facilities Services Section of ACT
 Community Care. Reception staff are
 responsible for the operation of the
 switchboard/telecommunications facilities,
 provide direction and information to customers
 and contractors and undertake a wide range of
 clerical and keyboard duties. Experience in
 customer relation services would be desirable.

Contact Officer: John Dowse (02) 6205 1769
 Selection documentation may be obtained from
 Yasmin Barrington-Knight (02) 6205 1433

Apply: 21
 CC: 148-9009-18270

ACTION

**ACTION
 Supply**

**Administrative Service Officer Class 4
 \$37,131 – \$40,315 pa, Canberra (PN. A20090)**

Closing date: 10 May 2001
 Duties: Supervise the activities of staff engaged
 in warehousing and stores distribution functions
 and activities associated with the receipt,
 storage, transfer, maintenance and disposal of
 stock items. In a regional office, assist with the
 forward planning of Supply finances and
 coordinate and direct all matters relating to
 expenditure. Undertake tasks and
 responsibilities as required for ACTION's
 Quality System.

Contact Officer: Neil Hardy (02) 6207 7540
 Selection documentation may be obtained from
 24 Hour Answering Service (02) 6207 8076

Apply: 08
 CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

**ADMINISTRATIVE SERVICE OFFICER CLASS 4
 PN:14384
 SENIOR COMPUTER OPERATOR
 PERMANENT
 SALARY \$36 945 TO \$40 113
 LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:
 10 May 2001**

Applications to be forwarded to:
 Recruitment Officer
 GPO Box 158
 Canberra City ACT 2601

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

EMPLOYMENT (Continued)

Position Description

This position is responsible for the operation of a variety of computer systems and equipment, and the co-ordination of operational requirements.

This position is responsible to the Computer Room Supervisor to ensure the successful operation of the Computer Centre and related requirements.

The occupant of this position is responsible for operational and environment checks, and accurately reporting the status of backups, escalating system and hardware errors when necessary. This includes monitoring security and access to the Computer Centre, and providing timely responses and resolutions to calls forwarded from the Help Desk, particularly involving backups, system maintenance and restoration of data. The occupant is also responsible for training other staff in operational duties.

The occupant of this position is also required to assist in developing and maintaining procedures, standards and documentation relevant to operational requirements, implementing changes when necessary.

Contact Officer's name and telephone number for queries regarding position: Peter Henson on (02) 6207 6972 or via www.intact.act.gov.au
Selection Documentation may be obtained from Donna Burns on (02) 6207 6224
 CC:148-9043-17177

CANBERRA INSTITUTE OF TECHNOLOGY

**Canberra Institute of Technology
 Faculty of Science & Technology
 Department of Horticulture**

**Technical Officer Level 1/2 \$30,093 - \$37,616
 Canberra (PN. 54421)**

Closing date: 17 May 2001
 Duties: Prepare audio-visual, safety, classroom equipment and plant and machinery for the horticulture department, assist with classroom exercises, assist in spraying program, assist in maintenance of tractors and equipment, general landscape construction and maintenance duties.

Eligibility/other requirements: Current Driver's Licence, certificate in Horticulture, Arboriculture or equivalent and/or experience appropriate to the duties of the position. Highly desirable Front-end Loader, Forklift & Back Hoe licences, Amenity Horticulture field experience an advantage.

Note: This position is for Temporary Employment or Temporary Transfer for a period of up to five years.

Note: This position is being readvertised. Position advertised incorrectly in Gazette Issue of 5.4.01. Previous applicants will be considered.

Contact Officer: Michael Clune (02) 6207 4604
 Selection documentation may be obtained from Wendy Duncan (02) 6207 4600
 Apply: 11
 CC: 148-9024-18551

Division of Corporate Services Human Resources Unit

**Senior Officer Grade B, \$66,577 - \$74,948,
 Canberra (PN. 55482)**

Closing date: 17 May 2001

Duties: The Institute is seeking someone capable of leading a team of professionals in delivering best practice human resource outcomes in partnership with senior managers. The successful candidate will manage the delivery of integrated human resource services including workforce planning, staff development, workplace relations and health and personnel services. They will also be required to provide high level strategic policy advice on a wide range of complex human resource management issues.

Eligibility/other requirements: Tertiary qualifications in human resources, or a related field, are desirable.

Contact Officer: Peter Kowald (02) 6207 3114
 Selection documentation may be obtained from Dawn McNamara (02) 6207 3108 or dawn.mcnamara@cit.act.edu.au
 Apply: Dawn McNamara, Corporate Services Division, Canberra Institute of Technology, GPO Box 826, Canberra City, ACT 2601
 CC: 148-9024-17904

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

ACT Corrective Services ACT Youth Justice Services CSO Supervisor

**Administrative Service Officer Class 5
 \$41,207 – 43,694, Canberra (PN. 44588)**

Closing date: 17 May 2001

Duties: In accordance with legal requirements supervise young offenders on Community Service orders by the courts, prepare reports for the courts including breach and revocation/variation documents. Liaise with members of the public and community agencies for the purpose of identify opportunities for work projects and or/placements for young people to undertake community service work activities; supervise the Community Service Work Officer; maintain accurate notes and associated records.

EMPLOYMENT (Continued)

Eligibility/other requirements: Qualifications in Youth Work, Social Work, Psychology or related disciplines are considered desirable.

Contact Officer: Franc Woods (02) 6207 0649
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987

Apply: 28
CC: 148-9012-16898

**ACT Corrective Services
Youth Justice Services
Operations Manager**

**Senior officer Grade C \$56,346 – \$60,755,
Canberra (PN. 411)**

Closing date: 17 May 2001

Duties: As Assistant Manager of Quamby Detention Centre, provide operational leadership and guidance to enable the Centre to meet all statutory requirements and best practice/standards. Develop and implement policies, practices and procedures to ensure the provision of a consistent and security conscious framework of management within the Centre. Develop and implement training programs for Youth Workers relating to operational matters such as security, safe custody and a safe, health work environment. Develop effective liaison and communication with the Courts, Police, Legal Personnel, Families and Community groups.

Note: Applicants may be assessed on application and referee reports only. Applicants should submit 2 written referee reports with their application.

Contact Officer: Frank Duggan (02) 6207 0732
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987

Apply: 28
CC: 148-9012-16898

**ACT Corrective Services
Youth Justice Services
Community Service Officer**

**Administrative Service Officer Class 3
\$33,147 – \$35,774, Canberra (PN. 11462)**

Closing date: 17 May 2001

Duties: Supervise a caseload of young offenders on community service orders as directed by the Courts, assess, recruit and support community agencies in the provision of suitable work for young people within the system. Maintain files, records and statistical data necessary for the efficient administration of the unit.

Eligibility/other requirements: Qualifications in youth work, social work, psychology or related disciplines are considered desirable.

Note: Applicants may be assessed on application and referee reports only. Applicants should submit written referee reports with their application.

Contact Officer: Bobby Pawagi (02) 6207 0703
(call after 2pm)
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987

Apply: 28
CC: 148-9012-16898

**ACT Magistrates Court
Executive/Counter
Senior Counter Officer**

**Administrative Service Officer Class 4
\$36,945 – \$40,113, Canberra (PN. 44038)**

Closing date: 17 May 2001

Duties: Manage the operations of the Counter Service Unit of the ACT Magistrates Court, a team responsible for the provision of Counter Services to the Court and its clients. Supervise, train and develop staff of the Counter Service Unit. Exercise statutory functions as Deputy Registrar by checking and issuing Court process as required. Be responsible for the correct appropriation and receipt of revenue and trust payments as an agent to the Collector of Public Moneys; check and authorise payments to recipients. Provide advice to the public on practices and procedures of all jurisdictions of the ACT Magistrates Court. Receive, check and issue documents in relation to the institution of proceedings in the ACT Magistrates Court. Liaise with the appropriate sections of the Court and Tribunals in relation to specific court process.

Contact Officer: Catherine Clifford (02) 6217 4221

Selection documentation may be obtained from 24 hour recruitment line (02) 6217 4229

Apply: 28
CC: 148-9012-16939

**ACT Magistrates Court
Executive/Administration
OIC Office Services**

**Administrative Service Officer Class 3
\$33,147 – \$35,774, Canberra (PN. 42317)**

Closing date: 17 May 2001

Duties: Undertake responsibility for accounts payable and purchasing; building maintenance and maintain an assets and keys register. Operate an automated financial management system; oversee the mail, stores and file management function for the Administrative Support Section of the ACT magistrates Court. Note: This is a temporary vacancy of 6 months with the possibility of extension.

Contact Officer: Catherine Clifford (02) 6217 4221

Selection documentation may be obtained from 24 hour recruitment line (02) 6217 4229

Apply: 28
CC: 148-9012-16939

EMPLOYMENT (Continued)

DEPARTMENT OF URBAN SERVICES

**Operations Group
Land and Property Branch
Administrative Service Officer Class 6
\$44,504-\$51,121 PN Several
Canberra**

Closing Date: 17-May-01

Duties:

Provide high level support in one or more of the following areas: Land development policy; major projects; urban development management; strategic asset management; financial and economic analysis.

Contact Officer: Peter Johns (02) 6207 5806
Selection documentation may be obtained from Jacques Colas(02) 6207 1955.
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34
CC: 148-9015 20692

**Operations Group
Land and Property Group
Senior Officer Grade C
\$56,346-\$60,755 PN Several
Canberra**

Closing Date: 17-May-01

Duties:

Lead a team and undertake projects in one or more of the following areas: Land development policy; major projects; urban development management; strategic asset management; financial and economic analysis.

Other requirements / Qualifications

Appropriate experience or tertiary qualifications highly desirable. Tertiary qualifications in accounting desirable.

Contact Officer: Irene Griffiths (02) 6205 0309
Selection documentation may be obtained from Jacques Colas (02) 6207 1955.
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34
CC: 148-9015 20692

**Operations Group
Information Planning and Services Branch
Information Management**

**Administrative Service Officer Class 5
\$41,207-\$43,694 PN 26948
Canberra**

Closing Date: 17-May-01

Duties:

Under general direction, coordinate the collection and analysis of service delivery data and information and prepare the departments output reports.

Contact Officer and selection documentation:

Chris Sipeki (02) 6207 5538 or
chris.sipeki@act.gov.au
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34
CC: 148-9032 16952

**Environment ACT
Environment Protection Unit**

**Technical Officer Level 3
\$38,565-\$43,753 PN 16237
Canberra**

Closing Date: 17-May-01

Duties:

With limited guidance, undertake moderately complex inspections and assist in making recommendations relating to applications for approvals and licences under the Acts and administered legislation. Administer licensing systems as required. Provide technical advice on environment protection matters including urban tree protection.

Other requirements / Qualifications

Qualifications in Environment Science, Arboriculture, Amenity Horticulture or a related technical discipline are highly desirable. Current ACT drivers licence and ability to work outside normal working hours.

Contact Officer and selection documentation:

Bob Neil (02) 6207 6334 or bob.neil@act.gov.au

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

Apply Code: 34
CC: 148-9028 16937

**Urban Services
Operations Group
Information Planning and Services Branch
Information Management Section**

**Administrative Service Officer Class 4
\$36,945-\$40,113 PN 26667
Canberra**

Closing Date: 17-May-01

Duties:

Under limited supervision undertake general vendor maintenance and the process accounts receivable and accounts payable invoices using Oracle Government Financials. Disburse funds via auto and manual EFT using Commonwealth Bank Diamond software. Manage and reconcile the Branch bank account. Provide assistance and advice on general financial and administrative matters.

Contact Officer and selection documentation:

Chris Sipeki (02) 6207 5538 or
chris.sipeki@act.gov.au
Or from the recruitment home page:

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

Apply Code: 34
CC: 148-9032 16952

EMPLOYMENT (Continued)**Corporate Group
Procurement and Projects Branch
ACT Contracts Section****Administrative Service Officer Class 6
\$44,504-\$51,121 Several
Canberra**

Closing Date: 17-May-01

Duties:

Procurement and Projects wishes to engage two experienced contract officers to facilitate tendering and contracting services to the ACT Government.

Other requirements / Qualifications: AQF 4 OR Equivalent.

Notes: Successful applicant(s) may be offered the opportunity to enter into an Australian Workplace Agreement (AWA).

Contact Officer Bruce Henderson

(02) 6207 5546

Selection documentation: Wendy Jacob

(02) 6207 5558

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9017 16950

Appointments

THE CANBERRA HOSPITAL**Senior Information Technology Officer Grade C
\$54,969-\$59,270**

Dean Smith: 762-83764, Section 68, 23/4/01

CC: (1327)

ACT COMMUNITY CARE**Senior Professional Officer Grade C****\$55,731 - \$60,091**

Deidre Thompson: 741-00418, Section 68 and 70 (1), 12 April 2001

CC: 148-9009-16861

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

Angie Creed: 741-20646, Section 68 and 70 (1), 28 March 2001

CC: 148-9009-16852

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

Maria Isabel Cotter: 741-02229, Section 68 and 70(1), 10 April 2001

CC: 148-9009-16857

Senior Officer Grade C 55,133 - \$59,446

Jacqueline Bear: 741-03192, Section 68 and 70 (1), 12 April 2001

CC: 148-9009-16857

Disability Support Officer Level 3**\$43,096 - \$45,760**

Gregory McKenna: 740-92518 Section 68 and 70 (1), 20 April 2001

CC: 148-9009-16861

Registered Nurse Level 1 \$32,341 - \$41,913

Julie Mackie: 741-03344, Section 68 and 70 (1), 20 April 2001

CC: 148-9009-17798

ACTION**Senior Officer Grade B \$65 271-\$73 479**

P Rainbird: 765-48750, Section 68, 18.12.00

CC: 148-9027-17791

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Administrative Service Officer Class 4****\$36 945-\$40 113**

Megan Leanne Marcks: 766-15650, Section 68(1), 17 April 2001

CC: 148-9013-16917

Administrative Service Officer Class 6**\$44 504-\$51 121**

Robin Anne Duff: 314-69725, Section 68(1), 23 April 2001

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY**Teacher Band 1, \$35,425-\$51,432**

Catherine McNickle, 744-91041, Section 68(1), 11 April 2001

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the *Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003*

CC: 148-9024-16930

Teacher Band 1, \$35,425-\$51,432

Dace Bobets, 715-65439, Section 68(1), 11 April; 2001

Note: This appointment is to a non advertised vacancy and is made in accordance with Clause 34.4 of the *Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003*

CC: 148-9024-16930

Teacher Band 1, \$35,425-\$51,432

Simon Gilmore, 744-92589, Section 68(1), 11 April 2001

Note: This appointment is to a non advertised vacancy and is made in accordance with Clause 34.4 of the *Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003*

CC: 148-9024-16930

EMPLOYMENT (Continued)

Teacher Band 1, \$35,425-\$51,432

Terry Smith, 744-90735, Section 68(1),
11 April 2001

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the *Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003*

CC: 148-9024-16930

Teacher Band 1, \$35,425-\$51,432

Marie Zuvich, 719-23398, Section 68(1),
11 April 2001

Note: This appointment is to a non-advertised vacancy and is made in accordance with Clause 34.4 of the *Canberra Institute of Technology (Teaching Staff Component) Certified Agreement 2000-2003*

CC: 148-9024-16930

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 5

\$41,207 – \$43,694

Raija Toivanen: 747-85250, Section 68/70,
19/4/01

CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 2
\$29,246-\$32,430

Steven Gannis AGS Number 767 83582.
Section 68(1) 18-Apr-01

CC: 148-9015 17719

Transfer

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Patricia Rosalind Neale: 743-46864

From: Professional Officer Class 2
\$44 504-\$51 121

Department of Education and Community Services

To: Administrative Service Officer Class 6
\$44 504-\$51 121

Child Protection Services, Department of Education and Community Services, Canberra (PN. 11436) (No 13, 30 March 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 the **other** promotees. These appeals are usually called '**protective appeals**', and are

EMPLOYMENT (Continued)

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.

The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

FORM OF APPEAL

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

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

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

WHEN TO LODGE APPEALS

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

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

EMPLOYMENT (Continued)

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.

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.

EMPLOYMENT (Continued)

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**.

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

EMPLOYMENT (Continued)

THE CANBERRA HOSPITAL

**The Canberra Hospital
Women and Childrens Health
4B Paediatrics**

Frances Helen Dalgleish: 544-86384
From: Registered Nurse Level 1 \$32,245 - \$41,789
4B Paediatrics
To: Registered Nurse Level 2 \$43,150 - \$45,877
Women and Children's Health, 4B Paediatrics, Canberra (PN. 22196) (1/2/01)

CC: (2154)

CANBERRA TOURISM AND EVENTS CORPORATION

**Tourism Research and Development
S. C. Ruberu AGS No: 509-08025**

From: Administrative Service Officer Class 5, \$41,207-\$43,694 p.a
Chief Minister's Department
To: Tourism and Events Officer Class 6, \$44,723-\$51,373 p.a (PN: 11674)
Canberra Tourism and Events Corporation
8 February 2001
Note: This position was advertised under Department of Urban Services.
All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749
Civic Square ACT 2608
CC 148-9005-16840

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Theodore Primary School

Penelope Anne Flett: 025-31622
From: Teacher Level 2 \$56 100
Department of Education and Community Services
To: †Teacher Level 3 \$59,700-\$65,730
Theodore Primary School, Department of Education and Community Services, Canberra (PN. 4032) (No.9, 1 March 2001)

CC: 148-9013-16917

Chapman Primary School

Kathryn Anne Kiting: 025-28773
From: Teacher Level 2 \$56,100
Department of Education and Community Services
To: †Teacher Level 3 \$59,700-\$65,730
Chapman Primary School, Department of Education and Community Services, Canberra (PN. 4014) (No 9, 1 March 2001)

CC: 148-9013-16917

Lyneham High School

Mark Andrew Bishop: 027-66413
From: Teacher Level 1 \$36,000-\$50,500
Department of Education and Community Services
To: †Teacher Level 2 \$56,100
Lyneham High School, Department of Education and Community Services, Canberra (PN. 2708) (No.9, 1 March 2001)

CC: 148-9013-16917

Canberra High School

Lorelie Ruth Choy: 706-20344
From: Teacher Level 1 \$36,000 – \$50,500
Department of Education and Community Services
To: †Teacher Level 2 \$56,100
Canberra High School, Department of Education and Community Services, Canberra (PN. 1981) (No.9, 1 March 2001)

CC: 148-9013-16917

Lyneham High School

Charles Morrice: 033-30283
From: Teacher Level 1 \$36,000-\$50,500
Department of Education and Community Services
To: †Teacher Level 2 \$56,100
Lyneham High School, Department of Education and Community Services, Canberra (PN. 2637) (No 9, 1 March 2001)

CC: 148-9013-16917

**Education and Training Division
Office of Training and Adult Education
Quality Assurance**

Janet Macarthur Tkachenko: 542-02775
From: Administrative Service Officer Class 5 \$41,207-\$43,694
Department of Education and Community Services
To: Administrative Service Officer Class 6 \$44,504-\$51,121
Quality Assurance, Department of Education and Community Services, Canberra (PN. 2377) (No 9, 1 March 2001)

CC: 148-9013-16917

Lake Ginninderra College

Robyn Chrysilla Sammons: 543-34524
From: Administrative Service Officer Class 5 \$41,207-\$43,694
Department of Education and Community Services
To: Administrative Service Officer Class 6 \$44,504-\$51,121
Lake Ginninderra College, Department of Education and Community Services Canberra (PN. 33685) (No.7, 15 February 2001)

CC: 148-9013-16917

EMPLOYMENT (Continued)

Turner School

Helen Elizabeth Smith: 030-97581
 From: Administrative Service Officer Class 4
 \$36,945-\$40,113
 Department of Education and Community Services
 To: Administrative Service Officer Class 5
 \$41,207-\$43,694
 Turner School, Department of Education and Community Services, Canberra (PN. 12436) (No.7, 15 February 2001)

CC: 148-9013-16917

Teloepa Park School

Rose-Marie Anne Mikic : 705-22170
 From: School Assistant 2 \$24,747-\$27,442
 Department of Education and Community Services
 To: Administrative Service Officer Class 3
 \$33,147-\$35,774
 Teloepa Park School, Department of Education and Community Services, Canberra (PN. 2348) (No.9, 1 March 2001)

CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

ACT Magistrates Court

Alice Guest: 716-03511
 From: Administrative Service Officer Class 2
 \$29,102 – \$32,271
 Department of Justice and Community Safety
 To: Administrative Service Officer Class 3
 \$33,147 – \$35,774
 ACT Magistrates Court, Canberra (PN. 42380)

Note: This promotion is to a non-advertised vacancy, identical positions were advertised in Gazette number 36, 7 September 2000
 CC: 148-9012-16969

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.

**Corporate Group
 Human Resources
 Debrah Maher AGS Number 729 19382.**

From APS4
 \$38,264-\$41,519
 Comcare Australia
To: Administrative Service Officer Class 5
 \$41,207-\$43,694
 Injury Prevention and Management Team
PN 12239 Gazette 03-May-01

Note: This promotion is made as an appointment under Section 115 of the Public Sector Management Act 1994 and is a deemed promotion. All eligible officer may appeal against this decision in accordance with the provision of the Public Sector Management Act 1994. 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 16954

**Policy Coordination Group
 Industry Policy and Regulation Branch
 Rebecca Yodu AGS Number 748 52046.**

From Administrative Service Officer Class 3
 \$33,147-\$35,774
 Canberra Connect
To: Administrative Service Officer Class 4
 \$36,945-\$40,113
PN 18868 Gazette 03-May-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

DEPARTMENT OF TREASURY

**Procurement Policy
 T.H.Tien AGS NO: 760-74567**

From: Graduate Administrative Assistant
 \$25,115-\$32,271 p.a
 Department of Treasury
 To: Administrative Service Officer Class 5
 \$41,207-\$43,694 p.a (PN: 55692)
 Department of Treasury
 15 March 2001

All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
 148-9042-20868

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

EMPLOYMENT (Continued)

- 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 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
S19	23 April	Administrative Arrangements 2001
S20	25 April	Instrument No. 84 of 2001 ~ <i>Public Place Names Act 1989</i>

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
Agents Act 1968	Declaration made pursuant to subsection 3(2).	No. 83 of 2001
Tenancy Tribunal Act 1994	Commercial and Retail Leases Code of Practice Variation.	No. 85 of 2001

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close a Public Road – Division of City.	No. R15/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – Division of Wanniasa.	No. R16/01 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPROVED FACILITY

Pursuant to subsection 48(a) of the *Mental Health (Treatment and Care) Act 1994*, I, MICHAEL MOORE, the Minister for Health, Housing and Community Services, approve ACT Mental Health Service Hennessy House as a health facility for the purposes of Section 37 and subsection 46(1) of that Act.

Dated: 23 April 2001

Michael Moore MLA
Minister for Health, Housing and Community Services

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPROVED FACILITY

Pursuant to subsection 48(b) of the *Mental Health (Treatment and Care) Act 1994*, I, MICHAEL MOORE, the Minister for Health, Housing and Community Services, approve ACT Mental Health Service Hennessy House as a mental health facility for the purposes of Section 41 of that Act.

Dated: 23 April 2001

Michael Moore MLA
Minister for Health, Housing and Community Services

GOVERNMENT NOTICES (Continued)

NOTICE OF CANCELLATION OF ASSOCIATION UNDER SECTION 93 OF THE *ASSOCIATIONS INCORPORATION ACT 1991*

Notice has been sent to the associations listed in the schedule below in accordance with Paragraph 93(1)(f) of the *Associations Incorporation Act 1991*. Notice has also been published in the Canberra Times in accordance with Paragraph 93(1)(g) of the *Associations Incorporation Act 1991*, being notice to show cause why incorporation of the association listed in the schedule below should not be cancelled.

Pursuant to Sub-Section 93(3) of the *Associations Incorporation Act 1991*, the incorporation of the associations listed in the schedule below have been cancelled.

Schedule

- Abortion Counselling Service Incorporated
- ACT Deaf Sports and Recreation Association
- ACT Formula 500 Speed Car Association Incorporated
- Arts Council of the ACT Incorporated
- Australian Dobis/Lobis Users' Group Incorporated
- Charnwood High School P& C Incorporated
- Stagecoach Theatre School Incorporated
- Super Paintball Canberra Association Incorporated
- The Anuitants Incorporated
- The Association of University Clinical Professors of Australia Incorporated
- The Australian Multicultural Society Incorporated
- Youth Affairs Network of the ACT Incorporated

Dated this 19th day of April 2001

Andrew Taylor
Registrar-General

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

REMAND CENTRES ACT 1976

DECLARATION OF TEMPORARY REMAND CENTRE

Under section 5(1) of the *Remand Centres Act 1976 (ACT)* (the Act), the Administrator has informed me:

- a. that the number of detainees in the Belconnen Remand Centre declared by instrument, published pursuant to section 4 of the Act, in the Gazette No. S169 of 27 September 1976 is likely to be greater than the number that can be held conveniently in the Centre; and
- b. that it is not appropriate to transfer some detainees to another institution within or outside the Territory.

Therefore, under section 5(3) of the Act, I DECLARE the area of land on which the Symonston Transition Unit of the Australian Capital Territory is located, to be a temporary remand centre for the period of 12 months commencing from date of gazettal of this notice.

Dated this 23rd day of April 2001.

Michael Moore

Minister for Health, Housing and Community Services

GOVERNMENT NOTICES (Continued)**Environmental Authorisation**

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997*, an environmental authorisation to conduct an activity has been granted to the organisation set out below:

Organisation	Brief Description of Activity	Location
Westoil Petroleum Pty Ltd	Storage of petroleum products	17 Barrier Street, Fyshwick ACT
Canberra Tourism & Events Corporation	Motor Sports Rally of Canberra	ACT Forests, Exhibition Park in Canberra and the Pipeline Access Road

Under Section 135 of the *Environment Protection Act 1997*, an application may be made to the Administrative Appeals Tribunal for a review of the decision to which this notice relates. The Administrative Appeals Tribunal can be contacted on telephone (02) 6217 4277.

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

Dated the 24 day of April 2001
Environment Management Authority



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