



Australian Capital Territory

Gazette

No. 20, Thursday 17 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.

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

ACT AUDITOR-GENERAL'S OFFICE

Appointment

Joseph Benton
 Director, Performance Audits and
 Administration (E213)
 Section 72, Public Sector Management Act 1994

Bernard Sheville
 Director, Financial Audits (E212)
 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 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

THE CANBERRA HOSPITAL

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

**Technical Officer Level 2 \$31,884 - \$37,310,
 Canberra (PN. 21765)**

Closing date: 31st May 2001

Duties: Provide multimedia services and advice on publications, Power Point presentations, posters, web page design and interactive multimedia projects to all clients using both Mac and PC applications; liaise with staff and customers of ACT Health and Community Care at all levels and maintain confidentiality. Eligibility/other requirements: Associate Diploma in interactive multimedia, graphic design or equivalent qualification and/or relevant experience, training or accreditation. Note: This position is to be filled on a temporary part time basis, 20 hours per week for a trial period of twelve months

Contact Officer: Saroj Bhatia (02) 6244 2588
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580
 Apply: 16
 CC: (1513)

EMPLOYMENT (Continued)**ACT COMMUNITY CARE****ACT Community Care
Child, Youth and Women's Health Program
Centre for Newborn Care and Paediatrics****Professional Officer Class 2 \$43,545 - \$48,665,
Canberra (PN. new position)
Physiotherapist**

(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 31 May 2001

Duties: A Senior Physiotherapist is required to provide direct patient care to babies and children and to coordinate a comprehensive inpatient and outpatient physiotherapy service in The Centre for Newborn Care and the Paediatric Unit at The Canberra Hospital.

Eligibility: Degree or Diploma in Physiotherapy and eligibility for ACT Registration.

Note: Part-time position 18:22 per week

Contact Officer for enquires: Tina Bracher
(02) 6244 2154

Contact Officer for selection documentation:
Kerry Kent (02) 6244 2154

Apply: 21

CC: 148-9009-16857

**ACT Community Care
Integrated Health Care Program****Administrative Service Officer Class 6
\$43,545 - \$50,020, Canberra (PN 24823)
Health Promotion Officer**

(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 31 May 2001

The Integrated Health Care Program (IHCP) is seeking applications for the position of Health Promotion Officer. The successful applicant will be required to develop, plan, evaluate and facilitate the health promotion programs in collaboration with staff in the IHCP. This is a permanent full time position.

Eligibility/other requirements: Qualifications in health promotion, community development, primary health care and adult education desirable.

Contact Officer: Denise Lamb (02) 6205 1187

Selection Documentation: Megan Payne
(02) 6205 1357

Apply: 21

CC: 148- 9009-17798

**ACT Community Care
Integrated Health Care Program
Link Team****Professional Officer Class 2 \$43,545 - \$48,665,
Canberra (PN. 28864 expected vacancy)
Physiotherapist**

(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing Date: 31 May 2001

Duties: The Link Team is a multidisciplinary discharge planning and post acute care service for clients who are being discharged from The Canberra Hospital. We are seeking an enthusiastic, flexible and innovative physiotherapist to provide a comprehensive physiotherapy service based on primary health care principles to these clients. Duties will include providing rapid response intake, assessment and treatment to assist client discharge from hospital or to prevent admission to hospital.

Eligibility: Appropriate qualifications in Physiotherapy. Eligible for registration as a physiotherapist in the ACT. Current Drivers Licence

Note: Part-time position 22:03 hours per week.

Contact officer: June Gunning Professional
Leader Physiotherapy (02) 6244 2670
Selection documentation: Alison Wark
(02) 6244 3308

Apply: 21

CC: 148- 9009-17798

**ACT Community Care
Integrated Health Care Program
Podiatry****Professional Officer Class 2 \$43,545 - \$48,665,
Canberra (PN 24207 and PN 29119)
Podiatrist**

(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Applications close: 31 May 2001

ACT Community Care is seeking to employ two motivated podiatrists interested in working in an expanding podiatry team, consisting of seven positions located in the community and The Canberra Hospital. These positions cover all aspects of podiatry, working as part of a multi-disciplinary team, providing care to the target population and may involve clinics in a tertiary setting. The successful applicants will liaise closely with the ACT Diabetes Service and have the opportunity to develop a wide range of experience including health promotion.

Eligibility/other Requirements: An appropriate Degree or Diploma in Podiatry and eligibility for registration as a Podiatrist in the ACT.

Highly desirable - at least 2 years experience in a community based podiatry service, with an understanding of the scope and role of this setting.

Note: Position No 24207, temporary full-time from 30 June 2001 to 30 September 2002.

Position No 29119, permanent full-time

Please apply in triplicate.

Contact Officer: Bindi Polkinghorn
(02) 6205 1138

Selection Documentation: Megan Payne
(02) 6205 1357

Apply: 21

CC: 148- 9009-17798

EMPLOYMENT (Continued)

**ACT Community Care
Alcohol and Drug Program
Assessment Coordination Team Court Diversion
Services and
Alcohol & Drug Program Corrections Health
Team**

**Senior Professional Officer Grade C/Senior
Officer Grade C \$55,133 - \$59,446, Registered
Nurse Level 4.2 \$60,257
Canberra (PN. new position)**

**This is a multi-classified position to be filled at
one of the above levels.**

(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).

Closing date: 31 May 2001

Duties: This role has both clinical and administrative responsibilities in managing staff and resources and coordination of client services. The position will initially involve a great deal of consultation, planning and development in establishing the Assessment Coordination Team.

Eligibility: Mandatory qualification apply. Degree in a related science and/or membership to a relevant professional body. A knowledge and understanding of issues relating to the alcohol and other drug field and related services is highly desirable.

Note: Temporary vacancy, full-time for two years

Contact Officer: Sally Pink (02) 6205 0947
Selection Documentation: Katrina Gerholt
(02) 6205 2121

Apply: 21
CC148-9009-16852

**ACT Community Care
Integrated Health Care Program
Link Team**

**Professional Officer Class 2 \$43,545 - \$48,665,
Canberra (PN. 28271)
Occupational Therapist**

Closing date: 31 May 2001

Duties: The Link Team is a multidisciplinary discharge planning and post acute care service for clients who are being discharged from The Canberra Hospital. We are seeking an enthusiastic, flexible and innovative Occupational Therapist to provide a comprehensive occupational therapy service based on primary health care principles to these clients. Duties will include providing rapid response intake, community assessment and treatment to assist clients discharged from hospital or to prevent admission to hospital.

Eligibility/other requirements: Appropriate qualifications in Occupational Therapy. Eligible for registration as an Occupational Therapist in the ACT. Current Drivers Licence

Note: Part-time 22:03 hours per week.
Temporary vacancy from asap to 15 November 2001

Contact officer: Prue Campbell, Professional
Leader Occupational Therapy (02) 6244 2438
Selection documentation: Alison Wark
(02) 6244 3308
Apply: 21
CC: 148-9009-1945

**ACT Community Care
Disability Program**

**Professional Officer Class 2 \$44,018 - \$49,193,
Canberra (Several positions)
Speech Pathologist**

Closing date: 1 June 2001

Vacancies exist for qualified speech pathologists to work as part of a multi-disciplinary team, providing services to Disability Program clients.

Duties include:

Assessing, planning and implementing group and individual programs for people with disabilities including those in the area of communication and mealtime assistance. Conducting and interpreting speech pathology assessments as required. Ability to train staff and clients in matters related to speech pathology. Excellent team, client and communication skills are required. Experience with working with people with disabilities is advantageous but not essential.

Eligibility: An appropriate speech pathology degree or diploma. Eligibility for practising membership of Speech Pathology Australia.

Contact Officer: Robyn Maher: (02) 6207 8088
Selection Documentation: (02) 6205 0971
(24 hour Answering Machine)

Apply: 21
CC: 148-9009-16861

**ACT Community Care
Disability Program**

**Professional Officer Class 2 \$44,018 - \$49,193,
Canberra (Several positions)
Physiotherapist**

Closing date: 1 June 2001

Vacancies exist for suitably qualified physiotherapists to work as a part of a multi-disciplinary team, providing services to Disability Program clients.

Duties include:

Assessing, planning and implementing individual and group programs for people with disabilities including those related to mobility, rehabilitation aids, equipment and appliances. Assessing and recommending appropriate equipment to maintain client functioning and or improve client/carer safety. Excellent team, client and communication skills are required. Experience with working with people with disabilities is advantageous but not essential.

Eligibility: An appropriate physiotherapy degree or diploma. Eligibility for registration as a physiotherapist in the ACT.

EMPLOYMENT (Continued)

Contact Officer: Dr Deirdre Thompson
 (02) 6207 6381
 Selection Documentation: (02) 6205 0971
 (24 hour Answering Machine)
 Apply: 21
 CC: 148-9009-16861

CULTURAL FACILITIES CORPORATION

ACT Museums and Galleries Historic Places ACT Lanyon

**Administrative Service Officer Class 2, \$29,822-
 \$33,069, Canberra (PN 8274 and 8279)**

Closing date: 31 May 2001
 Duties: Under the general direction of the Senior Curator at Lanyon, undertake a range of museum practices that include: meeting visitor needs; guiding and interpreting Lanyon to a wide range of visitors, assisting with school and community programs and assisting with collection conservation.

Eligibility/other requirements: Knowledge of Australian traditional domestic practice, 19th and 20th century furniture, decorative arts, architecture, garden and social history.
 Note: These positions are part-time and hours to be negotiated.

Contact Officer: Elaine Lawson (02) 6207 2173
 Selection documentation may be obtained from Jody Newett (02) 6205 0340
 Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608
 CC: 148-9008-16850

CALVARY HOSPITAL INC.

Administrative Services Information Systems

**Calvary Senior Information Technology
 Officer C\$ 55,132 - 59,446, Canberra (PN. 8630)**

Closing date: 31 May 2001
 Duties: Provide database administration of the corporate Oracle database system including participating in an on-call roster for after hours support. Provide systems administration and management support of the Hospital's Unix servers.
 Eligibility/other requirements: Tertiary qualifications in computing or information science or equivalent relevant experience.
 Note: TTY 6201 6127

Contact Officer: Don De Rota (02) 6201 6049
 Selection documentation may be obtained from Don De Rota (02) 6201 6049
 Apply: 07
 CC: 148-9094-17781

Nursing Services Wards 4W & 2N

**Registered Nurse Level 2\$ 44,731 - 47,558,
 Canberra (PN. 9398 & 9188)**

Closing date: 25 May 2001
 Duties: Provide direct holistic care to patients with complex needs by utilising the nursing process in the form of care maps.
 Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board.
 Note: Temporary vacancies. PN 9398 56 hours for a period of 12 months, 9188, 76 hours for a period of 6 months. TTY 6201 6127

Contact Officer: Sue Minter & Rhonda Maher
 (02) 6201 6162 & 6201 6166

Apply: 07
 CC: 148-9094-17781

Nursing Services Ward 5E, ICU and Maternity

**Registered Nurse Level 2\$ 44,731 - 47,558,
 Canberra (PN. 8718, 8220, 8700)**

Closing date: 25 May 2001
 Duties: Provide direct holistic care to patients with complex care needs by utilising the nursing process in the form of care maps.
 Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Board.
 Note: Full and part time positions. TTY 6201 6127

Contact Officer: Sue Minter & Rhonda Maher
 (02) 6201 6162 & 6201 6166

Apply: 07
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

Vacancies

The ACT Information Services (ACTIS) is a dynamic organisation responsible for the delivery of information and transactional services through its business units, Canberra Connect and Information Planning.

The Information Management Unit forms the policy and strategic arm of ACTIS. It has three main functions:

- Policy – responsible for the development of Whole of Government policy on Information Management;
- Planning – Strategic planning for major IT systems and the coordination and evaluation of major government wide and agency based information projects; and
- Technical Architecture – Support to agencies and government wide projects and systems.

EMPLOYMENT (Continued)

ACT Information Services Information Management

**Technical Architect
Senior Officer Grade B (Manager Level 2),
(PN: 55370)
Salary Range: \$66,577-\$92,524p.a
Closing Date: 31 May 2001
Canberra**

The Technical Architect is primarily responsible, under broad direction, for contributing to the development of the technical architecture that will serve as the foundation for the ACT Information Technology and Information Systems environment, including the implementation of major initiatives.

Duties: As part of a team, determine, prioritise and develop Whole of Government technical consulting/architecture projects, to support major technical advances for the ACT Government.

Qualifications: Tertiary qualifications are desirable. Strong supporting Information Technology and Information Management qualifications such as (MCSE) in areas of interest are desirable.

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

Contact: Mark Vanderheide on (02) 6207 6469
Selection criteria and information pack may be obtained by calling Sarah McInnes on (02) 6205 0904 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address: <http://www.decs.act.gov.au/department/department.htm> or may be requested using email to decs.jobs@act.gov.au. Applications may also be sent via email to: decs.employment@act.gov.au

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

All teacher level 2, 3 and 4 promotions and transfers are for a maximum of six years, except for central office-based positions which require a teaching qualification, where the tenure is three years.

Children's Youth and Family Services Division Child Health and Development Service Section

**Professional Officer Class 1 - Speech
Pathologist - \$36,945-43,694, Canberra
(PN. 3163, expected vacancy)**

Closing date: 31 May 2001
Duties: Under limited supervision provide speech pathology services. Carry out assessment, diagnosis and management of

clients with communication and oromotor impairments both individually and/or within a team setting maximising family involvement in the process. Eligibility/other requirements: Tertiary qualifications in Speech Pathology. Eligibility for membership of Speech Pathology Australia.

Contact Officer: Wendy Saclier (02) 6205 1277
Selection documentation may be obtained from Kim Gardiner (02) 6205 1277
Apply: 12 or via email: decs.employment@act.gov.au
CC: 148-9013-16917

Education and Training Division Schools Directorate Branch Community Partnerships Section

**Administrative Service Officer Class 4
\$36,945-40,113, Canberra (PN. 198)**

Closing date: 31 May 2001
Duties: Supervise, train, advise and guide staff, including; supervise the general administration operation of the Physical Education & Sport Unit; train new personnel (including teaching staff) in the use of computer software; and advise staff on department procedures for correspondence and finance matters.

Contact Officer: Mark Sterland (02) 6205 9377
Selection documentation may be obtained from Gail Elphick (02) 6205 9370
Apply: 12 or via email: decs.employment@act.gov.au
CC: 148-9013-16917

Children's Youth and Family Services Division Youth and Community Services Section

**Administrative Service Officer Class 2
\$29,102-32,271, Canberra (PN. 58)**

Closing date: 31 May 2001
Duties: Provide support to the Manager with diary management, screening and logging of incoming documents and telephone calls and preparation of routine correspondence. A range of word processing, including database entry for the ACT Spectacles Scheme. A range of administrative support services for the section.

Contact Officer: Penelope Dickens (02) 6205 0708
Selection documentation may be obtained from Letisha Fayle (02) 6207 1110
Apply: 12 or via email: decs.employment@act.gov.au
CC: 148-9013-16917

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

EMPLOYMENT (Continued)

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 Electoral Commission
Project and Office Manager**

Administrative Service Officer Class 6
\$44,503 – 51,121, Canberra (PN. 1867)

Closing date: 31 May 2001
Duties: Supervise, train and develop the Administrative Officer (ASO4) and oversee the work of the Commission's Administration Unit including the operation of its finance system. Undertake a range of complex projects related to the conduct of elections and referendums for the ACT Legislative Assembly. Co-ordinate computer systems support for the office including forward planning for the Commission's future information technology needs. Provide high level administrative support to the Electoral Commission itself. Eligibility/other requirements: Good knowledge of electoral administration and/or electoral legislation would be an advantage
Note: As an Electoral Office the person occupying this position will be required to perform duties on election and referendum days.

Contact Officer: Don O'Connor (02) 6205 0046
Selection documentation may be obtained from Jan Pryor (02) 6205 0050
Apply: 28
CC: 148-9012-16899

DEPARTMENT OF URBAN SERVICES

Urban Services
Planning and Land Management Group
Land Information & Building Services Branch
Corporate Resources Section

Administrative Service Officer Class 3
\$33,147-\$35,774 PN 13868
Canberra

Closing Date: 31 May 01

Duties:
Undertake the Accounts Payable functions for the Group including: examination and processing of purchase orders and claims for payment, and investigation of creditor's statements. Assist in the preparation of reports, statistics, correspondence and financial information.

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

Contact Officer: Ian Sakkara (02) 6207 1650 or ian.sakkara@act.gov.au
Selection documentation may be obtained from Marlene Sutton(02) 62071656 or marlene.sutton@act.gov.au.

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

Apply Code: 34
CC: 148-9020 16925

Planning and Land Management Group
Land Information & Building Services Branch
Corporate Resources Section

Administrative Service Officer Class 4
\$36,945-\$40,113 PN 15017
Canberra
Closing Date: 31 May 01

Duties:
Manage and maintain existing land rent accounts on the rental system in accordance with lease provisions, and liaise with debtors. Utilisation of appropriate pro-active debt collection methods in accordance with ACT Government requirements. Prepare financial reports and correspondence and liaise with branches and agencies on rental matters.
Notes: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer: Ian Skkara (02) 6207 1650 or ian.sakkara@act.gov.au
Selection documentation may be obtained from Marlene Sutton(02) 6207 1656 or marlene.sutton@act.gov.au.
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>
Apply Code: 34
CC: 148-9020 16925

Planning and Land Management Group
Land Information & Building Services Branch
Business Systems Section

Senior Information Technology Officer Grade C
\$56,346-\$60,755 PN 13288
Canberra

Closing Date: 31 May 01

Duties:
Lead a team of Analysts/Programmers engaged in all phases of systems development. Undertake specialist technical projects, allocated assignments, designate job priorities and completion deadlines. Report regularly to management on the progress of the various projects. Undertake complex development and support work of corporate application systems.
Other requirements / Qualifications
Tertiary qualifications in computer science or an appropriate discipline and/or relevant experience and skills.
Extensive experience using Oracle RDBMS and Oracle development tools would be an advantage.

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

EMPLOYMENT (Continued)

Contact Officer: Ljupco Cvetanovski
(02) 6205 2038 or
ljupco.cvetanovski@act.gov.au
Selection documentation may be obtained from
Ken Sims(02) 6207 6308 or
ken.sims@act.gov.au.

Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

Apply Code: 34
CC: 148-9020 16925

Operations Group
ACT Forests
PN: Several
Canberra

Closing Date: 24 May 01

Duties:

ACT Forests is responsible for the sustainable management of 16,000 ha of commercial pine plantations and 10,000 ha of native forest around Canberra. It also establishes and manages plantations on behalf of private owners. It currently sells in excess of 150,000 m³ of logs each year and generates of \$10 million in revenue. The plantations are heavily used for recreational activities with over 1 million visits each year. These positions arise from the ACT Government's recently announced restructure of ACT Forests to improve its commercial and operational performance. They offer challenging opportunities for people with skills in commercial forestry, forest recreation and geographic information management to contribute to sustainable growth of this forestry enterprise.

Applications are invited for the following positions:

Senior Forest Ranger
Ranger Grade 2

The Senior Forest Ranger is part of the Environment and Recreation Section of ACT Forests which is responsible for the planning and implementation of environment and recreational programs. The Senior Forest Ranger is responsible for supervising forest ranger programs and developing important aspects of the environmental monitoring and heritage management programs.

Qualifications / Other Experience

- Technical or tertiary qualifications in natural and/or cultural resource, environmental or public use management is essential.
- A current Driver's Licence is required as this position is located at ACT Forests' headquarters at Stromlo.

Log Sales Officer

Administrative Service Officer Class 5
The Log Sales Officer is responsible for the administration of the log sales system and the operation of a public weighbridge. The log trading reports prepared by the Log Sales Officer are the basis for making payments to contractors and timber suppliers and the issuing of invoices to customers.

Qualifications / Other Requirements

- This position may be offered initially on a 6 or 12 month contract basis
- A Current Driver's Licence
- This position is currently located at the Hume public weighbridge but may require work at ACT Forests' Stromlo office.

Administration/Public Contact Officer
Administrative Service Officer Class 4

This position is part of the Business Management Section which provides a range of corporate services to ACT Forests. The administration/public contact officer is responsible for a range of administrative duties and is the primary public contact focus for ACT Forests, coordinating bookings for recreational facilities in the forests.

Qualifications / Other Requirements

- A Current Driver's Licence
- This position is located at ACT Forests' Headquarters at Stromlo
- Occasional work outside normal hours may be required

Remuneration
Ranger Grade 2 = \$33,637 - \$36,302
ASO 5 = \$41,816 - \$44,340
ASO 4 = \$37,491 - \$40,705

Information about these positions and Selection documentation may be obtained from Adam Groves on (02) 6207 2537

or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

All applications addressing the selection criteria must be received by close of business 24 May 2001 and should be forwarded to: Applications Officer, Department of Urban Services, GPO Box 158, Canberra City ACT 2601

Apply Code: 34
CC: 148-9029 16940

Environment ACT
Heritage Unit

Administrative Service Officer Class 6
\$44,723-\$51,373 PN 15952
Canberra

Closing Date: 31 May 01

Duties:

Heritage Festival Officer
The Heritage Festival Officer will be responsible for coordinating, managing and promoting the ACT Heritage Festival held in

EMPLOYMENT (Continued)

March/April each year. The successful applicant will need to provide high quality project management of the Festival, manage its marketing and promotion, and build and maintain relationships with key groups and coordinate, manage or assist in heritage events and education programs.

Other requirements / Qualifications

Appropriate qualifications and/or experience relating to communication and/or marketing and knowledge and awareness of cultural heritage issues would be an advantage.

Notes: The filling of this position is subject to funding availability. The position will be offered on a fixed term contract of three years.

Contact Officer: Susan Bell (02) 6207 2165 or susan.bell@act.gov.au
 Selection documentation may be obtained from Anna Peppas(02) 6207 2163 or anna.peppas@act.gov.au.

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

Apply Code: 34
CC: 148-9028 17775

**Urban Services
 Operations Group
 Information Planning and Services Branch
 Electronic Service Delivery Section**

**Administrative Service Officer Class 3
 \$33,147-\$35,774 PN 24333
 Canberra**

Closing Date: 31 May 01

Duties:

Assist in the promotion and development of electronic services throughout the Department. Provide on the job training in the operation of online transactions and assist in the preparation of procedures. Conduct regular quality checks to ensure maintenance of accurate, up to date government information in electronic media including the Functions and Services Directory. Monitor and respond to feedback, keeping accurate statistics for process improvement. Provide support to the business unit and high quality customer service to internal and external customers.

Other requirements / Qualifications

Good general knowledge, or ability to quickly gain such knowledge, of the operation of online services and directories in the provision of customer service.

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

Contact Officer and Selection documentation:

Susan Clarke (02) 6207 6102 or susan.clarke@act.gov.au

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

Apply Code: 34
CC: 148-9016 16920

**Corporate Group
 Corporate Finance Branch
 Corporate Accounting Section**

**Administrative Service Officer Class 5
 \$41,207-\$43,694 PN 23345
 Canberra**

Closing Date: 31 May 01

Duties:

As part of a team, under general direction, the position will liaise with internal and external clients at all levels, provide customer services, advice on tax policies and procedures to Urban Services business groups and coordinate, prepare and remit BAS and FBT returns. Other responsibilities include financial analysis and ad hoc accounting projects.

Other requirements / Qualifications

The successful applicant will possess good analytical and organisational skills with demonstrated experience in GST and FBT and/or Oracle Financials system administration. Accounting and/or IT qualifications would be an advantage.

Contact Officer: Elizabeth Wong (02) 6207 6948 or elizabeth.wong.@act.gov.au
 Selection documentation may be obtained from Michael Sharp(02) 6207 5871 or michael.sharp@act.gov.au.

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

Apply Code: 34
CC: 148-9017 17305

**Corporate Group
 Corporate Finance Branch
 Corporate Accounting Section**

**Administrative Service Officer Class 5
 \$41,207-\$43,694 PN 23357
 Canberra**

Closing Date: 31 May 01

Duties:

As part of a team, under general direction, responsible for system administration, users support of FMIS, advice to users and maintain systems documentation. Other responsibilities include assistance to end of month financial reporting and ad hoc accounting projects.

Other requirements / Qualifications

The successful applicant will possess good analytical and organisational skills with demonstrated experience in GST and FBT and/or Oracle Financials system administration. Accounting and/or IT qualifications would be an advantage.

EMPLOYMENT (Continued)

Contact Officer: Elizabeth Wong (02) 6207 6948 or elizabethwong.dus@act.gov.au
 Selection documentation may be obtained from Michael Sharp(02) 6207 5871 or michael.sharp@act.gov.au.
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>
Apply Code: 34
CC: 148-9017 17305

**City Management Group
 Quality Coordination Section**

**Administrative Service Officer Class 4
 \$36,945-\$40,113 PN 23362
 Canberra**

Closing Date: 31 May 01
Duties:

Undertake a range of administrative duties and operational clerical tasks including routine analysis and coordination of development applications. Prepare formal documentation, submissions, briefing notes and correspondence.

Other requirements / Qualifications
 Current drivers licence.

Contact Officer: Gabriel Joseph (02) 6207 6581
 Selection documentation may be obtained from Dee Holas(02) 6207 6682.
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>
Apply Code: 34
CC: 148-9015 16942

**City Management Group
 Quality Coordination Section**

**Senior Professional Officer Grade C
 \$56,346-\$60,755 PN 12479
 Canberra**

Closing Date: 31 May 01
Duties:

Responsible for a broad range of activities for the purpose of accepting infrastructure assets, predominantly of a civil engineering nature, designed and constructed by private developers on behalf of the ACT. Responsible for influencing the coordination process to ensure final product complies with relevant Standards.

Other requirements / Qualifications
 Tertiary qualifications in Civil Engineering. Eligibility for certification as a Quality Auditor to ISO- 900 or the ability to quickly acquire it. Current drivers licence.

Contact Officer: Gabriel Joseph (02) 6207 6581
 Selection documentation may be obtained from Dee Holas(02) 6207 6682.
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>
Apply Code: 34
CC: 148-9015 16942

DEPARTMENT OF TREASURY

**Revenue Management
 Taxation Services Section**

**Administrative Service Officer Class 3,
 (PN: 4263 & 3536)
 Salary Range: \$33,147-\$35,774p.a
 Closing Date: 31 May 2001
 Canberra**

Duties: Under general direction provide professional service to clients and perform operational and administrative tasks as required including the following: Answering telephones inquiries in the ACT Revenue Office Call Centre, attending to clients at the ACT Revenue Office customer service Centre and receipting of payments including balancing and banking.

Contact Officer: Hope Nguyen (02) 6207 0009
 Selection documentation: Vone Manthongsy (02) 6207 0009 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp>
 Please note that applications will not be acknowledged. Selection for these positions may be based on applications and referee reports and may not include an interview.
Apply: 35 or via email: recruitment.officer@act.gov.au
CC: 148-9042-17176

Appointments

ACT COMMUNITY CARE

Registered Nurse Level 2 \$43,278-\$46,013
 Clare Love: 741-03256, Section 68 and 70(1),
 3 May 2001
 CC: 148-9009-17798

Professional Officer Class 1 \$35,643-\$42,061
 Trang Nguyen: 741-03176, Section 68 and 70(1),
 4 May 2001
 CC: 148-9009-17798

CHIEF MINISTER'S DEPARTMENT

**Business Information Services
 Business ACT**

Michelle Sykes AGS NO 760-75316
 Administrative Service Officer Class 3
 Chief Minister's Department
 Section 68 7 May 2001
 CC: 148-9031-17022

Elizabeth Sandra Hussein AGS NO 760-75308
 Administrative Service Officer Class 3
 Chief Minister's Department
 Section 68 7 May 2001
 CC: 148-9031-17022

The InTACT Group

Sebastian Piotrowski AGS NO 757-48988
 Information Technology Officer Class 2
 Chief Minister's Department
 Section 68 7 May 2001
 CC: 148-9043-17177

EMPLOYMENT (Continued)

Transfer

ACT COMMUNITY CARE

Transfer on reduction

Janeta Dicovska: 740-97060
 From: Administrative Service Officer Class 2
 \$28,475-\$31,576
 ACT Community Care, Alcohol and Drug
 Program
 To: Disability Support Officer Level 1
 \$27,437-\$28,536
 Disability Program, ACT Community Care,
 Canberra (PN.28153) (15 February 2001)
 CC: 148-9009-16861

CHIEF MINISTER'S DEPARTMENT

Transfers to Advertised Vacancies

ACT Information Services

M. A. Mathieson AGS: No 715-78854

From: Senior Officer Grade B \$74,948p.a
 Chief Minister's Department
 Senior Officer Grade B \$74,948p.a
 Information Management Branch Chief
 Minister's Department (PN. 55697)
 Gazette No: 15 March 2001
 CC: 148-9031-19558

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Gilmore Primary School

Erica Parkinson: 324-52968
 From: Teacher Level 4 \$68,730-\$83,730
 ACT Department of Education and Community
 Services
 To: Teacher Level 4 \$68,730-\$83,730
 Gilmore Primary School, Department of
 Education and Community Services, Canberra
 (PN. 1811)
 (No 9, 1 March 2001)
 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 treated the same as other appeals. You must still make sure you are eligible to appeal, and

EMPLOYMENT (Continued)

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)

CULTURAL FACILITIES CORPORATION

**ACT Museums and Galleries
Historic Places ACT
Lanyon**

Graham Joseph Williams: 711-71982
From: Cityscape General Services Officer Class 5,
\$28,559-\$30,241
Department of Urban Services
To: General Services Officer Class 7,
\$33,490-\$35,443
Lanyon, Cultural Facilities Corporation,
Canberra
(PN. 43249) (PS 31, 3 August 2000)
CC: 148-9008-16850

ACT COMMUNITY CARE

**ACT Community Care
Community Health
Alcohol & Drug Program
South Region Team**

Melanie Wyatt: 740-97212
From: Administrative Service Officer Class 5
\$40,319-\$42,753
ACT Community Care
To: Administrative Service Officer Class 6
\$43,545-\$50,020
ACT Community Care Alcohol & Drug Program
South Region Team Canberra (PN. 28421)
(25 January 2001)
CC: 148-9009-16852

CALVARY HOSPITAL INC.

**Administrative Services
Finance**

Ross Yarnold: 609-52070
From: Calvary Administrative Officer 2
\$28,475-31,576
Finance
To: Calvary Administrative Officer 3
\$32,433-35,003
Finance Calvary Health Care ACT, Canberra
(PN. 8704) (2 11 January 2001)

CC: 148-9094-17781

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Florey Primary School

Timothy John Campbell Grace: 024-95641
From: Teacher Level 2 \$56,100
ACT Department of Education and Community
Services
To: †Teacher Level 3 \$59,700-65,730
Florey Primary School, Canberra (PN. 4109)
(No 9, 1 March 2001)

CC: 148-9013-16917

**Schools Directorate Branch
Student Participation Section**

Susan Rudgard Riley: 027-48282
From: Teacher Level 1 \$36,000-\$50,500
Department of Education and Community
Services
To: †Teacher Level 2 \$56,100
Student Participation Section, Department of
Education and Community Services, Canberra
(PN. 33760) (No. 7, 15 February 2001)

CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

In accordance with the Department of Justice and Community Safety Certified Agreement 2000-2002, appeals against the Departments promotions must be lodged within 7 days of Gazettal, to the Appeals Officer, Human Services Unit, PO Box 921 Civic Square ACT 2608 or to Level 3 GIO House City Walk.

ACT Electoral Commission

Don O'Connor: 551-17740
From: Administrative Service Officer Class 6
\$41,207-\$43,694
Department of Justice and Community Safety
To: Senior Officer Grade C \$56,346-\$60,755
ACT Electoral Commission, Canberra (PN. 1865)
(No 15 12/4/01)

CC: 148-9012-16899

ACT Electoral Commission

Alison Purvis: 260-74737
From: Senior Officer Grade C \$56,346-\$60,755
Department of Justice and Community Safety
To: Senior Officer Grade B \$66,577-\$74,498
ACT Electoral Commission, Canberra (PN. 1862)
(No 8 22/2/01)

CC: 148-9012-16899

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.

**Urban Services
Corporate Group**

**Audrey Jackson
AGS Number 757 50092.**
From: Administrative Service Officer Class 5
\$33,147-\$35,774
Business Support Section
To: Administrative Service Officer Class 5
\$41,207-\$43,694
Corporate Budgets and Asset Management
Section
PN 46016 Gazette 17 May 01

EMPLOYMENT (Continued)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9017 17305

Environment ACT

Geoffrey Young
AGS Number 711 26284.
From Ranger 2
 \$33,310-\$35,950
 Parks and Conservation Service
To: Ranger 3
 \$37,127-\$40,310
 Parks and Conservation Service
PN 13480 Gazette 17 May 01

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.
CC: 148-9028 17218

Anna Farnham
AGS Number 517 89179.
From Ranger 2
 \$33,310-\$35,950
 Parks and Conservation Service
To: Ranger 3
 \$37,127-\$40,310
 Parks and Conservation Service
PN 15253 Gazette 17 May 01

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.
CC: 148-9028 17218

Sarah Sharp
AGS Number 715 97668.
From Administrative Service Officer Class 6
 \$44,723-\$51,373
 Wildlife Research and Monitoring Section
To: † Senior Professional Officer Grade C
 \$56,624-\$61,054
 Wildlife Research and Monitoring Section
PN 637 Gazette 17 May 01
CC: 148-9028 17525

Operations Group
City Operations Branch

Charles Burgess AGS Number 517 01229.
From Senior Officer Grade C
 \$56,347-\$60,755
 Yarralumla Nursery
To: † Senior Officer Grade A
 \$77,703
 CityScape Services Section
PN 36358 Gazette 17-May-01

CC: 148-9015 17770

Operations Group
City Operations Branch

Peter Gibbs AGS Number 735 61757.
From Administrative Service Officer Class 3
 \$33,310-\$35,950
 Domestic Animal Services Section
To: Administrative Service Officer Class 4
 \$36,945-\$40,113
 Road User Services Section
PN 35367 Gazette 17 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: 148-9015 17013

Planning and Land Management Group
Development Management Branch

Paul Lees AGS Number 735 60172.
From Senior Officer Grade C
 \$56,346-\$60,755
 Territory Planning
To: † Senior Officer Grade B
 \$66,577-\$74,949
 Development Assessment Section
PN 15263 Gazette 17 May 01
CC: 148-9020 17776

Planning and Land Management Group
Development Management Branch

James Corrigan AGS Number 545 58771.
From CMD Senior Officer
 Chief Ministers
To: † Senior Officer Grade B
 \$66,577-\$74,949
 Development Assessment Section
PN 15263 Gazette 17 May 01
CC: 148-9020 17776

Planning and Land Management Group
Development Management Branch

Peter Edwards AGS Number 227 73215.
From Senior Officer Grade C
 \$56,346-\$60,755
 Marketing and Customer Services Section
To: † Senior Officer Grade B
 \$66,577-\$74,949
 Marketing and Customer Services Section
PN 13737 Gazette 17 May 01
CC: 148-9020 17776

EMPLOYMENT (Continued)

<p>Planning and Land Management Group Territory Planning Branch</p> <p>Kerry Browning AGS Number 757 52688. From Administrative Service Officer Class 5 \$41,207-\$43,694 Compliance Section To: Administrative Service Officer Class 6 \$44,504-\$51,121 Planning Policy Section PN 13587 Gazette 17 May 01</p> <p>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: 148-9020 16924</p> <hr/> <p>ACT Public Service Index of addresses</p> <hr/> <p>05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601</p> <p>06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601</p> <p>07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614</p> <p>08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901</p> <p>09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911</p> <p>11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601</p> <p>12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901</p> <p>13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605</p> <p>16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606</p> <p>17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606</p> <p>18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601</p> <p>20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611</p> <p>21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601</p>	<p>23</p> <p>28</p> <p>30</p> <p>31</p> <p>32</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p>	<p>Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601</p> <p>Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608</p> <p>The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601</p> <p>The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608</p> <p>Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608</p> <p>Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601</p> <p>Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.</p> <p>Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.</p> <p>The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601</p>
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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
S24	8 May	Notification of Enactments ~ <i>Children and Young People Amendment Act 2001</i> , No. 23 of 2001 ~ <i>Appropriation Act 2000-2001 (No 3)</i> , No. 24 of 2001

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Utilities Act 2000</i>	Notice of Exemption under Section 22.	No. 96 of 2001
<i>Nature Conservation Act 1980</i>	Appointment of Chairperson and Deputy Chairperson to the Flora and Fauna Committee.	No. 97 of 2001
<i>Nature Conservation Act 1980</i>	Appointment of New Members to the Flora and Fauna Committee.	No. 98 of 2001

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)**

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of a Public Road – Division of Wanniasa.	No. R19/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – District of Paddys River.	No. R20/01 of 2001

GOVERNMENT NOTICES (Continued)

ACT GOVERNMENT PLANNING AND LAND MANAGEMENT GROUP

DRAFT VARIATION NO.138 TO THE TERRITORY PLAN FOR GUNGALIN DRIVE EXTENSION

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), relating to the proposed Gungahlin Drive Extension.

Draft Variation No.138, if adopted, would vary the Territory Plan Map by:

- removing the "R" (Subject to Review) Overlays which indicate the various options for the future Gungahlin Drive extension (formerly known as the John Dedman Parkway alignment);
- deleting the Hills, Ridges and Buffer Areas, Community Facility and Municipal Services Land Use Policies and replacing them with the Major Roads Land Use Policy to identify the alignment which has been selected; and
- adjusting the Public Land (Pc) Overlay boundary to coincide with the proposed road reservation boundary.

To retain the community precinct in Bruce, the draft Variation also proposes to remove the Major Road Land Use policy from Leverrier Street and identify Braybrooke Street as a Major Road.

Provided it is not deferred, the provisions of draft Variation No.138 have interim effect until

16 May 2002 or for the "defined period", whichever is the shorter. The "defined period" commenced on 17 May 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 21 May 2001 until Monday 11 June 2001, copies of **draft Variation No.138 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;

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.138 should be submitted, by **Monday 2 July 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: **terrplan@act.gov.au**
or by Facsimile to: **6207 1710.**

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 3 July 2001 until Tuesday 24 July 2001, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Monday 2 July 2001 will be available for perusal for 15 business days from the date of receipt.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HEALTH ACT 1993

APPOINTMENT OF THE CANBERRA HOSPITAL DEATH REVIEW COMMITTEE

Pursuant to Section 7 (b) of the *Health Act 1993*, I MICHAEL MOORE, ACT Minister for Health, Housing and Community Services, hereby appoint:

- Dr Paul Pavli
- Dr Martin Gallagher
- Dr John Fuller
- Dr Ian Davis
- Assoc Prof. Graham Reynolds
- Dr David Kinchington
- Dr Ramesh Gupta
- Dr Sanjiv Jain
- Dr Anne McDonald
- Dr Imogen Mitchell
- Dr Sashi Kumar
- Assoc Prof Morry Silberstein
- Dr Mary-Anne Ryall
- Dr David Boadle

As a committee which shall be known as **THE CANBERRA HOSPITAL DEATH REVIEW COMMITTEE** of the ACT Department of Health, Housing and Community Care.

Dated this Third day of May 2001

MICHAEL MOORE
MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

INSTRUMENT

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the following offices and/or appointments are specified:

Chair and Members of the Building and Construction Industry Training Fund Board

Dated the 5th day of May 2001.

Gary Humphries MLA
Chief Minister

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Approval to conduct tests

Under section 38 of the *Periodic Detention Act 1995*, I hereby declare

Joanne Albrighton
Roman Eiginson
Cindy Malta
Leanne Thurling
Carol Stockheim
Mario Prpic
Robert Smith
Wayne Baynham
David Pedlingham
Darren Ely

- completed the approved course of instruction in the use of model DS-190 Dual Screener Alcomaster provided by the Australian Federal Police;
- completed the approved course of instruction in the implementation of correct work routines for urine testing and other medical procedures provided by the Periodic Detention Centre; and,
- is eligible to carry out a test prescribed under subsection 23 (1) of the Act to determine whether alcohol or a drug is present in the blood of a detainee.

Dated this 30th day of March 2001.

JAMES RYAN AM
Administrator

GOVERNMENT NOTICES (Continued)

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
Mitchell Mini Mix Concrete	Production of Concrete	Cheney PI Mitchell
Tuggeranong Premix	Production of Concrete	Alderson St Hume
I J Downey	Firewood Activities	Tharwa Rd Queanbeyan
ACT Forests	Firewood Activities	Cotter Rd Weston
Woodlands Firewood	Firewood Activities	Covan Creek Rd Lake Bathurst
Jugiong Firewood Supplies	Firewood Activities	Hume Hwy Jugiong

Any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 31 May 2001.

Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Copies of the application 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 10th day of May 2001

Environment Management Authority

PRIVATE NOTICES

Who's Who in ACT Government? ACT Government Telephone Directory

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