



Australian Capital Territory

# Gazette

No. 3, Thursday 18 January, 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](http://www.publishing.act.gov.au/pub/gazreq.doc).

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

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

### Private Notices

The fee for a private notice is as follows:

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

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

### Purchasing and Subscriptions

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

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

## EMPLOYMENT

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### ACT Public Service

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#### General Information

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##### Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

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

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### Vacancies

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

##### **Central Office Community Health and Housing Consumer Priorities**

##### **Senior Officer Grade C \$56,346-60,755, Canberra (PN.14045)**

**Closing date:** 01 February 2001

An exciting opportunity to be part of a team responsible for the planning and purchasing of quality community based support services to meet the needs of older people, people with disabilities and carers in the ACT.

The team will be involved in the ongoing implementation and review of reforms in the Home and Community Care Sector.

**Group Profile:** The Community Health and Housing Group is responsible for policy development and the purchasing of services from government and non government organisations to best meet the needs of specific population groups.

**Unit Profile:** Responsible for the policy development, planning and purchasing of home and community care services for a range of population groups in the aged care and disability sector.

**Duties:** Assist the Manager to plan, develop and implement policies and programs for effective delivery of community services to older people, people with disabilities and carers. Liaise and negotiate with Government and non-Government Agencies and provide high level advice on operational policy development and implementation issues for the delivery of human services to optimise productivity of purchase agreements. Prepare briefings, correspondence, minutes, discussion papers and reports as required.

**Eligibility/other requirements:** Experience in administration and project development and/or tertiary qualifications in social welfare, community services or administration desirable.

**Contact Officer:** Margaret Summers  
(02) 6207 8734

Selection documentation may be obtained from Antony Thompson (02) 6207 7143

Apply: 23

CC: 148-9011-17913

**EMPLOYMENT (Continued)****Central Office  
Community Health and Housing  
Consumer Priorities****Administrative Service Officer Class 6  
\$44,503-51,121, Canberra (PN.23951)****Closing date:** 01 February 2001

An exciting opportunity to be part of a team responsible for the planning and purchasing of quality community based support services to meet the needs of older people, people with disabilities and carers in the ACT.

The team will be involved in the ongoing implementation and review of reforms in the Home and Community Care Sector.

**Group Profile:** The Community Health and Housing Group is responsible for policy development and the purchasing of services from government and non government organisations to best meet the needs of specific population groups.

**Unit Profile:** Responsible for the policy development, planning and purchasing of home and community care services for a range of population groups in the aged care and disability sector.

**Duties:** As part of a team, manage the purchase of services from the community sector and reporting of outputs and financial accountability. Provide strategic advice on the purchase of services. Implement Government and departmental policy in respect of the purchasing function. Undertake specific project work related to the management and purchase of home and community care services from the community sector.

**Contact Officer:** Margaret Summers  
(02) 6207 8734  
Selection documentation may be obtained from Antony Thompson (02) 6207 7143  
Apply: 23  
CC: 148-9011-17913

**Central Office  
Executive Coordination and Communications  
Executive Coordination****Administrative Service Officer Class 2  
\$29,102-32,271, Canberra (PN.20091)****Closing date:** 01 February 2001

**Group Profile:** Responsible for the coordination of high level policy advice, information and executive support to the Government, the Chief Executive and the Department.

**Duties:** Provide clerical and administrative support to the efficient operation of the Executive Coordination Unit. Assist the Ministerial Liaison Officers with processing of ministerials. Provide a courier service for

Executive Coordination, often handling confidential and/or sensitive materials. Process invoices, accounts and maintain stationery stocks and various office equipment for Executive Coordination. As Directory Administrator, oversee the Department's Electronic Functional Services Directory. Liaise with directory updaters to ensure data quality and coordinate the Department's entry in a wide range of published directories such as the Telstra White Pages, ACT Government Senior Officers' Directory, ACT Health Portfolio Contact Card, etc. Maintain the Department's internal e:mail distribution lists.

**Eligibility/other requirements:** A knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity. A current driver's licence.

**Contact Officer:** Frank Marando (02) 6205 0850  
Selection documentation may be obtained from Jennifer Jeffery (02) 6205 1340  
Apply: 23  
CC: 148-9011-16886

**ACT COMMUNITY CARE****Corporate and Business Development  
Coordinator Health Centre Administration****Administrative Service Officer Class 6  
\$44,018 - \$50,563, Canberra (PN. 28429)****Closing date:** 1 February 2001

We are looking for an experienced and appropriately qualified person to support the strategic direction for the extensive physical resources involved in the provision of health and community services to the ACT community. The successful applicant will be responsible for coordinating the Health Centre Administration team within ACT Community Care. This is a temporary vacancy in the Human Resources and Facility Management Team.

Applicants should have administrative, budget and financial management experience as well as the ability to supervise staff and manage in a team environment. High level liaison, communication and interpersonal skills and demonstrated leadership qualities are essential.

Note: This is temporary vacancy, period of vacancy – 15 January 2001 to 15 July 2001

**Contact Officer:** Greg Wicks (02) 6205 0924  
Selection documentation may be obtained from: Yasmin Barrington-Knight (02) 6205 1433  
Apply: 21  
CC: 148-9009-18270

## EMPLOYMENT (Continued)

### Corporate and Business Development Coordinator Facility Services – Operations

**Administrative Service Officer Class 6  
\$44,018-\$50,563, Canberra (PN. 27794)**

**Closing date:** 1 February 2001

We are looking for an experienced and appropriately qualified person to support the provision of health and community services to the ACT community. The successful applicant will support the Manager, Facility Services – Operations and be responsible for coordinating the activities of the Facilities Services – Operations cell within ACT Community Care. This is a permanent vacancy in the Human Resources and Facility Management Team.

Applicants should have proven experience in fleet management, an understanding of commercial/government principles in facilities management operations and experience in the development of service wide procedures and policies. Good communication and computer skills and a current drivers licence are essential.

**Contact Officer:** Greg Wicks (02) 6205 0924  
Selection documentation may be obtained from:  
Yasmin Barrington-Knight (02) 6205 1433  
Apply: 21  
CC: 148-9009-18270

### Disability Program

**Professional Officer Class 2 \$44,018 - \$49,193,  
Canberra (PN. 36564)  
Speech Pathologist**

**Closing date:** 2 February 2001

A position exists for a qualified speech pathologist 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:** Dr Deidre Thompson  
(02) 6207 6381

Selection documentation may be obtained from:  
(02) 6205 0971 (24 hour Answering Machine)  
Apply: 21  
CC: 148-9009-16861

### Disability Program

**Professional Officer Class 2 \$44,018 - \$49,193,  
Canberra (PN. 01486)  
Physiotherapist**

**Closing date:** 2 February 2001

A vacancy exists for a suitably qualified person to work as a part of a multi-disciplinary team providing physiotherapy services to clients of the Disability Program.

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.

**Contact Officer:** Dr Deidre Thompson  
(02) 6207 6381

Selection documentation may be obtained from:  
(02) 6205 0971 (24 hour Answering Machine)  
Apply: 21  
CC: 148-9009-16861

### CALVARY HOSPITAL INC.

#### Administrative Services Engineering Services

**Calvary Technical Officer 4\$ 42,777 - 47,409,  
Canberra (PN. 8602)**

**Closing date:** 25 January 2001

**Duties:** Within the limits of approved programs, organise and direct the work of the Engineering Services Maintenance Section in the repair and maintenance of mechanical, electrical and hospital equipment and facilities throughout the Hospital.

Eligibility/other requirements: Completed an approved mechanical or engineering trade course or have the equivalent relevant experience.

Note: TTY 6201 6127

**Contact Officer:** Narelle Woods (02) 62016300  
Selection documentation may be obtained from  
Narelle Woods (02) 62016300  
Apply: 07  
CC: 148-9094-17781

**EMPLOYMENT (Continued)****ACTION****Operations  
North Region****Administrative Service Officer Class 6  
\$44728-51379, Canberra (PN. A20191)****Closing date:** 24.1.01**Duties:** As Manager, Regional Finance and Administration, manage the administrative and financial responsibilities of the North Region business unit. Establish and maintain reporting systems, analyse and prepare reports to support business unit activities, manage relevant contracts and positively contribute to working relationships within and outside the business unit.**Contact Officer:** Craig Kelly (02) 6207 7670  
Selection documentation may be obtained from Carol Watchman (02) 6207 8066  
Apply: 08  
CC: 148-9027-17791**Operations  
South Region****Administrative Service Class 6 \$44728-51379,  
Canberra (PN. A20190)****Closing date:** 24.1.01**Duties:** As Manager, Regional, Finance and Administration, manage the administrative and financial responsibilities of the South Region business unit. Establish and maintain reporting systems, analyse and prepare reports to support business unit activities, manage relevant contracts and positively contribute to working relationships within and outside the business unit.**Contact Officer:** Brian Calder (02) 6207 7818  
Selection documentation may be obtained from Carol Watchman (02) 6207 8066  
Apply: 08  
CC: 148-9027-17791**CHIEF MINISTER'S DEPARTMENT****Cabinet Coordination  
Senior Officer Grade C, (PN: 42066), \$56,346-  
\$60,755p.a  
Closing Date:** 1 February 2001  
**Canberra****Duties:** As assistant manager of the Cabinet Coordination unit, the position involves the provision of management support and senior level policy advice relevant to the functions of the unit, including: supporting the provision of specialist secretariat services to the ACT Cabinet, monitoring, providing relevant input into, and assisting in the advising of Cabinet of, development and implementation of whole of Government policy.**Contact Officer:** Mark Kwiatkowski  
(02) 6205 0230  
Selection Documentation: Cuc Lam  
(02) 6205 0232 and also from available from:  
<http://www.act.gov.au/recruitment/cmdindex.asp>  
**Apply:** 06 or via email:  
recruitment.officer@act.gov.au  
CC:148-9031-17370**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES**Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:  
<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to [decs.jobs@act.gov.au](mailto:decs.jobs@act.gov.au).

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

**Melrose High School  
School Assistant 2 \$24747-27442, Canberra  
(PN. 813)****Closing date:** 1 February 2001**Duties:** Provide assistance to the Teacher Librarian including: assisting students and staff with Loans and other appropriate library services; preparing material for shelving and circulation, including covering; lending and returning books and resources and audio-visual items. Assist the Teacher Librarian and students with basic IT network services in the library. Perform administrative duties and provide support services including customer service as directed.**Contact Officer:** Jenny Marr (02) 6205 7586  
Selection documentation may be obtained from The Contact Officer (02) 6205 7586  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)**DEPARTMENT OF JUSTICE AND COMMUNITY  
SAFETY**

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

**EMPLOYMENT (Continued)****Ministerial and Corporate Services  
Secretariat to the Victims Assistance Board  
Senior Officer Grade C \$56,346 – 60,755,  
Canberra (PN. 43674)****Closing date:** 1 February 2001**Duties:** The main duties are to assist the Victims Assistance Board with the development and implementation of guidelines and procedures consistent with the Board's functions and obligations under the Victims of Crime Regulations 2000, and to provide secretariat and administrative duties to the Victims Assistance Board, and manage the Board's budget.

The successful applicant is expected to have sound knowledge and understanding of the Victims Services Scheme (VSS), particularly regarding the Victims Assistance Board's role in the scheme. Sound research, analytical and problem-solving skills are also an important requirement.

Experience/background in the delivery of health services would be an advantage.

**Contact Officer:** Amanda Casimir (02) 620 70580  
Selection documentation may be obtained from Cathy Deveau (02) 620 70588

Apply: 28

CC: 148-9012-16911

**Registrar-General's Office  
Customer Service Officer****Administrative Service Officer Class 2  
\$29,102 – 32,271, Canberra (PN. Various)****Closing date:** 1 February 2001**Duties:** Provide service and advice to customers of the Registrar-General's office. Act as a cashier as per relevant guidelines and administrative procedures. Examine, enter, update and extract information from record management systems. Perform a range of administrative tasks as directed by the manager in charge. Those tasks may include: opening mail, courier duties, scanning, indexing, data entry, filing etc.**Contact Officer:** Nicole Jones (02) 6207 0453  
Selection documentation may be obtained from Simon Mooney (02) 6207 0452

Apply: 28

CC: 148-9012-17189

**ACT Corrective Services  
Belconnen Remand Centre****Custodial Officer Grade 2 \$33,680 – 35,685,  
Canberra (PN. 11329)****Closing date:** 1 February 2001**Duties:** Undertake the supervision of a shift of Custodial Officers and ensure safe custody and care of detainees, the surveillance of and reporting on detainees in the observance of their statutory obligations and the admission and exit of detainees and visitors to and from the centre.**Eligibility/other requirements:** Proven operational experience within a custodial environment essential.**Contact Officer:** Ray Guicci (02) 6207 0797  
Selection documentation may be obtained from Jeanette Atkins (02) 6207 0853

Apply: 28

CC: 148-9012-16989

**EMERGENCY SERVICES BUREAU****ACT Ambulance Service  
Department of Justice and Community Safety  
Emergency Service Bureau****Administrative Service Officer Class 5  
\$41,207- \$43,694, Canberra (PN. 1752)****Closing date:** 2<sup>nd</sup> February 2001**Duties:** The Administrative Officer – ACT Ambulance Service works closely with and provides support to the Director. The functions of this position include the day to day personnel, finance and administration requirements of the ACT Ambulance Service. This includes budget administration, human resource administration functions, special project work and the preparation of correspondence including replies to parliamentary questions and external clients. The occupant of this position will also liaise with the Administrative Officer-SouthCare and will provide support and leave relief to this position as required.

Selection may be based on applications and referees reports, and interviews may not be conducted.

Please attach two referees reports addressing the Selection Criteria to your application. Applications not addressing the Selection Criteria will not be considered.

**Contact Officer:** Jon Quiggin (02) 6207 89981  
Selection documentation may be obtained from Phil Evers (02) 62078412

Apply: 13

CC: 148-9007-16846

**DEPARTMENT OF URBAN SERVICES****Operations Group  
Information Planning and Services Branch  
Shopfront Services Section****Administrative Service Officer Class 5  
\$41,207-\$43,694 PN several  
Canberra****Closing Date:** 01-Feb-01**Duties:**Shopfront Manager  
Manage the activities of an ACT Shopfront, including: allocation of staff resources for maximum efficiency; oversight the training of staff under their direction; supervision and development of staff under their direction; maintenance and updating of information

## EMPLOYMENT (Continued)

systems; collection of public monies and provision of information to clients; maintenance of a quality customer service regime; and the delivery of client agency service level requirements.

**Notes**

Shopfront Services will transfer to Canberra Connect prior to 1 March 2001.

**Contact Officer:** Ann Armstrong (02) 62050221  
Selection documentation may be obtained from Ann Armstrong.

Or from the recruitment home page:  
([www.act.gov.au/urbanservices/recruit](http://www.act.gov.au/urbanservices/recruit))  
CC: 148-9016 16920

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

**Administrative Service Officer Class 6**  
**\$44,504-\$51,121 PN 24523**  
**Canberra**

**Closing Date:** 01-Feb-01

**Duties:**

Shopfront/Bookshop Manager  
Manage the activities of the ACT Government Bookshop including the planning and implementation of marketing and presentation strategies. Manage the activities of an ACT Shopfront, including: allocation of staff resources for maximum efficiency; oversight the training of staff under their direction; supervision and development of staff under their direction; maintenance and updating of information systems; collection of public monies and provision of information to clients; maintenance of a quality customer service regime; and the delivery of client agency service level

**Notes**

Shopfront Services will transfer to Canberra Connect prior to 1 March 2001.

**Contact Officer:** Ann Armstrong (02) 62050221  
Selection documentation may be obtained from Ann Armstrong.

Or from the recruitment home page:  
([www.act.gov.au/urbanservices/recruit](http://www.act.gov.au/urbanservices/recruit))  
CC: 148-9016 16920

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

**Administrative Service Officer Class 4**  
**\$36,945-\$40,113 PN 14431**  
**Canberra**

**Closing Date:** 01-Feb-01

**Duties:**

Training Officer  
Develop and maintain a training program(s) that meets the requirements of the staff of the ACT

Shopfront, under supervision and within the parameters set by ACT Shopfront management. Deliver on the job training to ACT Shopfront staff as required within the relevant training program(s) and as required by the Manager, ACT Shopfronts.

**Notes**

Shopfront Services will transfer to Canberra Connect prior to 1 March 2001.

**Contact Officer:** Ann Armstrong (02) 62050221  
Selection documentation may be obtained from Ann Armstrong.

Or from the recruitment home page:  
([www.act.gov.au/urbanservices/recruit](http://www.act.gov.au/urbanservices/recruit))  
CC: 148-9016 16920

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

**Administrative Service Officer Class 4**  
**\$36,945-\$40,113 PN 46017**  
**Canberra**

**Closing Date:** 01-Feb-01

**Duties:**

Finance Officer  
Under limited supervision, analyse financial data and information to determine client billing in a fee for service regime. Prepare monthly financial reports. Including the generation and analysis of reports from Oracle Government Financial Systems.

**Notes**

Shopfront Services will transfer to Canberra Connect prior to 1 March 2001.

**Contact Officer:** Ann Armstrong (02) 62050221  
Selection documentation may be obtained from Ann Armstrong.

Or from the recruitment home page:  
([www.act.gov.au/urbanservices/recruit](http://www.act.gov.au/urbanservices/recruit))  
CC: 148-9016 16920

**Policy Coordination Group  
Industry Policy and Regulation Branch  
Energy and Water Reform Section**

**Administrative Service Officer Class 6**  
**\$44,504-\$51,121 PN 47203**  
**Canberra**

**Closing Date:** 01-Feb-01

**Duties:**

An opportunity exists for an enthusiastic individual with an interest in water and energy issues to join a small team involved in the development and review of these policy areas, including national reforms in natural gas and the ACT's participation in the National Electricity Market. This position offers the opportunity to provide strategic policy advice, and to represent the Department in various industry and interjurisdictional forums on matters relating to energy and water reform.



## EMPLOYMENT (Continued)

Remuneration will be in the range of \$44,504 to \$51,121 p.a with generous superannuation and leave provisions, and flexible working hours. The successful applicant will be expected to assume responsibility for specific issues, working both individually and as part of a small team and will be capable of commencing and carrying projects through to completion under limited direction. The person we are looking for will have a zest for learning, and aspirations of contributing to a rapidly changing policy environment.

### Duties:

Provide strategic policy advice and expertise contributing to the formulation, development, implementation and review of strategies and policies in relation to energy and water issues, including national reforms in natural gas and the ACT's participation in the National Electricity Market. Develop and maintain effective working relations with industry and government representatives facilitating effective representation of the Department in various industry and government forums.

### Other requirements / Qualifications

Tertiary qualifications or experience relevant to energy or water management, or policy formulation are desirable, however an aptitude for, and interest in, energy and water policy is essential.

**Contact Officer:** Glenn Bain (02) 6207 5532 or email [glenn.bain@act.gov.au](mailto:glenn.bain@act.gov.au)  
Selection documentation may be obtained from Glenn Bain.  
Or from the recruitment home page: ([www.act.gov.au/urbanservices/recruit](http://www.act.gov.au/urbanservices/recruit))  
CC: 148-9030 16941

### Planning and Land Management Group Territory Planning Branch Planning Policy Section

**Administrative Service Officer Class 5**  
**\$41,207-\$43,694 PN 13799**  
**Canberra**

**Closing Date:** 01-Feb-01

### Duties:

Applications are sought from interested parties for a permanent ASO5 position in the Environmental Planning Team in Territory Planning Branch, Planning and Land Management.

This team is responsible for environment-related studies and analysis, and assessment against strategies, policies and guidelines. The team has a major role in the formulation of strategies, policies and guidelines related to environmental planning, and in providing environmental advice to the proponents, senior management and the Government. The team also has the responsibility for administration of the environmental impact assessment legislation in the ACT.

The duties of the position are to assist the team in the performance of these functions. Persons interested in the position should have a good understanding of environmental issues across the ACT.

It would be advantageous to have past experience in planning or land management, and in environmental impact assessment.

### Other requirements / Qualifications

A requirement for this position is a degree in environmental science or other tertiary qualifications relevant to the work of the Section.

**Contact Officer:** Maria Mangeuca (02) 62072945 or [maria.mangeruca@act.gov.au](mailto:maria.mangeruca@act.gov.au)  
Selection documentation may be obtained from Cheryl Pech (02) 62072570 or [cheryl.pech@act.gov.au](mailto:cheryl.pech@act.gov.au).  
Or from the recruitment home page: ([www.act.gov.au/urbanservices/recruit](http://www.act.gov.au/urbanservices/recruit))  
CC: 148-9020 16924

### Corporate Group ACT Records Service Section

**Administrative Service Officer Class 4**  
**\$36,945-\$40,113 PN 34446**

### Canberra

**Closing Date:** 01-Feb-01

### Duties:

Under general direction, supervise staff and manage the day to day operations of staff engaged in file management activities. Liaise with clients, other agencies and the public regarding information enquiries or production of records.

### Other requirements / Qualifications

Proven working knowledge of the TRIM (records management system) together with a demonstrated ability to supervise staff working in a fee for service environment.

### Notes

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

**Contact Officer:** Ray Holswich (02) 62075798 or [ray.holswich@act.gov.au](mailto:ray.holswich@act.gov.au)  
Selection documentation may be obtained from Ray Holswich (02) 62075798 or [ray.holswich@act.gov.au](mailto:ray.holswich@act.gov.au).  
Or from the recruitment home page: ([www.act.gov.au/urbanservices/recruit](http://www.act.gov.au/urbanservices/recruit))  
CC: 148-9017 17032

### DEPARTMENT OF TREASURY

**Financial and Budget Management**  
**Senior Officer Grade C, (PN: 42766),**  
**\$56,346-\$60,755p.a**

**Closing Date:** 1 February 2001  
**Canberra**

**Duties:** As supervisor of a team member, duties may include: applied financial and capital analysis of general purpose financial statements and issues of government owned departments and commercial enterprises; oversight of preparation of expense and revenue estimates; and analysis and reporting of agency financial performance throughout the year, including preparation of consolidated monthly reports.

**EMPLOYMENT (Continued)**

**Contact Officer:** Kirsten Thompson  
(02) 6207 0259  
Selection Documentation: Emma Holley  
(02)62070310 and also from available from:  
<http://www.act.gov.au/recruitment/tiindex.asp>  
**Apply:** 06 or via email:  
recruitment.officer@act.gov.au  
CC:148-9042-17765

**ACT LEGISLATIVE ASSEMBLY****Chamber Support and Education  
Chamber Support Office**

**Senior Officer Grade C \$56439 - 60854,  
Canberra (PN. CHED201)**

**Closing date:** 1 February 2001

**Duties:** The duties of the position are primarily associated with the programming of the business of the Legislative Assembly Chamber and the occupant of the position will perform a pivotal role in preparation for and conduct of the sittings of the Assembly. Specific duties include the preparation of the Daily Program and the procedures for the guidance of the Speaker and other Members participating in Assembly proceedings and the supervision of the preparation of the Notice Paper and the publication (including electronic publication) of the Daily Program and Notice Paper for each sitting of the Assembly. Other duties include the provision of advice to Members, Ministers and their respective staff on matters associated with the programming of the proceedings of the Assembly, undertaking Chamber duties as a Clerk at the Table and assisting the Clerk as Assistant secretary to the Assembly's Standing Committee on Administration and Procedure and as Assistant Secretary/Treasurer of the Legislative Assembly Branch of the Commonwealth Parliamentary Association.

**Note:** Though it is proposed to fill the position on a permanent basis, applications from persons interested in undertaking a secondment with the Legislative Assembly Secretariat will be considered

**Contact Officer:** Maureen Weeks (02) 62050557  
Selection documentation may be obtained from Patricia Hurtado (02) 62050173  
Apply: 18  
CC: 148-9014-17021

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**Appointments**

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**ACT COMMUNITY CARE**

**Professional Officer Class 1 \$30,366-\$42,601**  
Aldona Szymanska: 741-00717,  
Section 68(1) & 70 (1) 21 December 2000  
CC: 148-9009-17798

**Professional Officer Class 1 \$ 30,366 – \$42,601**  
Catherine Hogg: 740-97941, Section 68(1) &  
70(1), 4 January 2001  
CC: 148-9009-17798

**Professional Officer Class 1 \$30,366 - \$42,601**  
Richard Talbot: 740-99752, Section 68(1) & 70(1),  
4 January 2001  
CC: 148-9009-17798

**Disability Support Officer Level 1  
\$27,437 - \$28,536**

Garry Dade 740-97861, Section 68(1) & 70(1)  
15 January 2001  
CC: 148-9009-16861

**Administrative Service Officer Class 3,  
\$32,785 - \$35,383**

Yasmin Barrington-Knight: 740-99760,  
Section 68(1) & 70 (1), 9 January 2001  
CC: 148-9009-18270

**CALVARY HOSPITAL INC.**

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

Christine Wardman: 609-35617, Section 68,  
18/1/2001  
CC: 148-9094-17781

**Calvary Administrative Officer 2**

**\$28,475 - 31,576**  
Virginia Talsma: 609-35609, Section 68,  
21/12/2000  
CC: 148-9094-17781

**Calvary Professional Officer 2 \$43,545 - 50,020**

Marie Smith: 609-35705, Section 68, 8/1/2001  
CC: 148-9094-17781

**Calvary Administrative Officer 2**

**\$28,475 - 31,576**  
Rebecca Quinn: 609-35641, Section 68,  
4/1/2001  
CC: 148-9094-17781

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

Jennifer Cairncross: 609-35625, Section 68,  
18/1/2001  
CC: 148-9094-17781

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

Pauline Jennings: 609-35633, Section 68,  
11/1/2001  
CC: 148-9094-17781

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

Fei-Fei Hua: 609-27190, Section 68, 21/12/2000  
CC: 148-9094-17781

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

Angela Egan: 609-35721, Section 68, 15/1/2001  
CC: 148-9094-17781

**ACTION**

**Senior Officer Grade B \$65271-73479**

P Rainbird: 765-48750, Section 68, 18.12.00  
CC: 148-9027-17791

**EMPLOYMENT (Continued)****DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****School Assistant 2 \$24747-27442**

Bronwyn Lyn Sharpe: 761-22979, Section 68(1),  
5 February 2001  
CC: 148-9013-16917

**Administrative Service Officer Class 4  
\$36945-40113**

Patricia Dinnerville: 761-21300, Section 68(1),  
8 January 2001  
CC: 148-9013-16917

**School Assistant 2 \$24747-27442**

Heather Gwenyth Clendenning: 715-63273,  
Section 68(1), 5 February 2001  
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY  
SAFETY****Administrative Service Officer Class 2  
\$29,102 – 32,271**

Joanne Rice: 747-87504, Section 68/70,  
8/1/2001  
CC: 148-9012-16939

**Senior Professional Officer Grade C  
\$56,346 – 60,755**

Joanna Longley: 765-86562, Section 68/70,  
22/1/2001  
CC: 148-9012-16915

**Administrative Service Officer Class 2  
\$29,102 – 32,271**

Nicola Gadd: 747-88013, Section 68/70,  
15/12/2000  
CC: 148-9012-16909

**DEPARTMENT OF URBAN SERVICES****Policy Coordination Group  
Procurement and Projects Branch****Administrative Service Officer Class 4  
\$34,101-\$40,826**

Jodi Hamilton AGS Number 735 15769.  
Section 68(1) 02-Jan-01  
CC:148-9018 16922

**Corporate Group  
Personnel Operations Section****Administrative Service Officer Class 6  
\$44,504-\$51,121**

Stephanie Wannell AGS Number 761 52491.  
Section 68(1) 10-Jan-01  
CC: 148-9018 16922

**Operations Group  
Parking Operations Section****Administrative Service Officer Class 2  
\$29,246-\$32,430**

Paul Miro AGS Number 757 51842.  
Section 68(1) 10-Jan-01  
CC: 148-9015 17719

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

Ian Tomlinson AGS Number 757 51503.  
Section 68(1) 10-Jan-01  
CC: 148-9015 17719

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

Nedeljka Martinovic AGS Number 757 51546  
Section 68(1) 10-Jan-01  
CC: 148-9015 17719

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**Transfer**

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**THE CANBERRA HOSPITAL****Nola Wong: 260-97373**

From: Registered Nurse Level 2  
\$43,150 - \$45,877  
The Canberra Hospital, Delivery Suite  
To: Registered Nurse Level 2 \$43,150 - \$45,877  
The Canberra Hospital, Canberra Midwifery  
Program, Canberra (PN. 22474) (19/10/00)  
CC: (2135)

**ACT COMMUNITY CARE****Anne-Dorrit Schultz: 716-20928**

From: Professional Officer Class 2  
\$43,545 - \$48,665  
ACT Community Care, Child, Youth and Womens  
Health Program, Womens Health Service  
To: Professional Officer Class 2  
\$43,545 - \$48,665  
ACT Community Care, Child, Youth and Womens  
Health Program, Regional Team Central,  
Canberra (PN. 22973)  
Gazette No 195, 2 November 2000  
CC: 148-9009-16857

**DEPARTMENT OF EDUCATION AND  
COMMUNITY****Leanne Chapuis: 033-28765**

From: Teacher Level 2 \$56100  
Department of Education and Community  
Services  
To: Teacher Level 2 \$56100  
Wanniassa Hills Primary School, Department of  
Education and Community Services, Canberra  
(PN. 2272) (No 45, 9 November 2000)  
CC: 148-9013-16917

**Robert Bruce Nield: 324-40617**

From: Teacher Level 4 \$58193-65433  
Department of Education and Community  
Services  
To: Teacher Level 4, Principal, \$65433-81994  
Campbell High School, Department of Education  
and Community Services, Canberra (PN. 1660)  
Note: This transfer takes effect on 29 January  
2001.

CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Tony Robert Merrit: 713-19967**

From: Teacher Level 2 \$56100  
 Department of Education and Community Services  
 To: Teacher Level 2 \$56100  
 Florey Primary School, Department of Education and Community Services, Canberra (PN. 3767) (No 47, 23 November 2000)

Note: This transfer takes effect on 29 January 2001.

CC: 148-9013-16917

**Dianne Alexia Herbert: 324-51519**

From: Teacher Level 3 \$58193-65433  
 Department of Education and Community Services  
 To: Teacher Level 3, Principal, \$58193-65433  
 Giralang Primary School, Department of Education and Community Service, Canberra (PN. 4080) (No 43, 26 October 2000)

Note: This transfer takes effect on 29 January 2001.

CC: 148-9013-16917

**Murray Gordon Bruce: 328-81658**

From: Teacher Level 4 \$65433-81994  
 Department of Education and Community Services  
 To: Teacher Level 4, Principal, \$65433-81994  
 Charles Conder Primary School, Department of Education and Community Service, Canberra (PN. 1813) (No 41, 12 October 2000)

Note: This transfer takes effect on 29 January 2001.

CC: 148-9013-16917

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### Promotions

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#### Promotions under the *Public Sector Management Act 1994*

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

**A. APPEALS**

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

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

- \* promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

**YOU MAY ALSO APPEAL IF:**

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

**YOU CAN NOT APPEAL WHEN:**

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

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

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

**ADVICE TO POTENTIAL APPELLANTS**

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

## EMPLOYMENT (Continued)

### 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 deadlines relates to the date on which the direction was first notified in the department.)

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

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

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

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

## EMPLOYMENT (Continued)

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.

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.

## EMPLOYMENT (Continued)

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

### THE CANBERRA HOSPITAL

#### Nursing Branch Neuroscience Ward

#### Dawn Nusa: 735-37538

From: Registered Nurse Level 1 \$32,245-41,789  
The Canberra Hospital

To: Registered Nurse Level 2 \$43,150-45,877  
Neuroscience Ward The Canberra Hospital,  
Canberra (PN. 25514) (9/11/00)

CC: 1947

## EMPLOYMENT (Continued)

**Nursing Branch  
Neuroscience Ward**

**Jennifer McNamara: 608-10574**  
From: Registered Nurse Level 1 \$32,245-41,789  
The Canberra Hospital  
To: Registered Nurse Level 2 \$43,150-45,877  
Neuroscience Ward The Canberra Hospital,  
Canberra (PN. 26905) (9/11/00)

CC: 1947

**The Canberra Hospital  
Medical SMT  
Neurology Section**

**Angela Do: 748-77657**  
From: Technical Officer Level 3 \$37,438 -  
\$42,475  
The Canberra Hospital  
To: Technical Officer Level 4 \$43,416 - \$48,520  
Neurology Section The Canberra Hospital,  
Canberra (PN. 21977) (30/11/00)

CC: (1751)

**The Canberra Hospital  
Nursing Branch / Surgical SMT  
11B Orthopaedics**

**Belinda McKenzie: 735-36033**  
From: Registered Nurse Level 1 \$32,245 -  
\$41,789  
The Canberra Hospital  
To: Registered Nurse Level 2 \$43,150 - \$45,877  
11B Orthopaedics, The Canberra Hospital,  
Canberra (PN 22241) (02/11/00)

CC: (1944)

**The Canberra Hospital  
Nursing Branch / Surgical SMT  
11B Orthopaedics**

**Elizabeth Tuohy: 734-51742**  
From: Registered Nurse Level 1 \$32,245 -  
\$41,789  
The Canberra Hospital  
To: Registered Nurse Level 2 \$43,150 - \$45,877  
11B Orthopaedics, The Canberra Hospital,  
Canberra (PN 22518) (02/11/00)

CC: (1944)

**The Canberra Hospital  
Nursing Branch / Women & Childrens SMT  
Canberra Midwifery Program**

**Deborah Ellis: 261-62614**  
From: Registered Nurse Level 1 \$32,245 -  
\$41,789  
The Canberra Hospital, Delivery Suite  
To: Registered Nurse Level 2 \$43,150 - \$45,877  
The Canberra Hospital, Canberra Midwifery  
Program, Canberra (PN. 22481) (19/10/00)

CC: (2135)

**ACT COMMUNITY CARE**

**ACT Community Care  
Primary and Integrated Care  
Child Youth and Women's Health Program  
Breast Screening Section**

**Marion Rose: 261-58017**  
From: Registered Nurse Level 1 \$32,341 -  
\$41,913  
Calvary Hospital, Maternity Section  
To: Registered Nurse Level 2 \$43,278 - \$46,013  
ACT Community Care, Child Youth and Women's  
Health  
Breast Screening Section (PN 29154)  
(18 January 2001)  
CC: 148-9009-16857

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

**Linda Joan Ellis: 739-65890**  
From: Registered Nurse Level 1 \$32,341 -  
\$41,913  
ACT Community Care, Integrated Health Care  
Program  
To: Registered Nurse Level 2 \$43,278 - 46,013  
ACT Community Care, Integrated Health Care  
Program  
Palliative Care (PN 22775) (18 January 2001)  
CC: 148-9009-17798

**ACT Community Care  
Integrated Health Care Program  
Physiotherapy TCH**

**Kerry Ann Grima: 261-24562**  
From: Professional Officer level 2 B2 CC  
\$43,545 - \$48,665  
ACT Community Care Canberra Hospital  
To: Senior Professional Officer Grade C  
\$55,133 - \$59,446  
Integrated Health Care Program, Physiotherapy  
TCH Section, Canberra (PN25523)  
(18 January 2001)  
CC: 148-9009-17798

**CHIEF MINISTER'S DEPARTMENT**

**Business Development and Attraction  
S. N. Matthews AGS No: 742-53190**

From: Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a  
Department of Education and  
Community Services  
To: Administrative Service Officer Class 6,  
\$44,503-\$51,121p.a  
(PN: 55663)  
No 44 2/11/00

All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC:148-9031-17299



**EMPLOYMENT (Continued)****DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****Chapman Primary School****Danice Suzanne Duffield: 027-50104**

From: Teacher Level 3 \$58193-65433  
Department of Education and Community  
Services  
To: † Teacher Level 4, Principal, \$65433-81994  
Chapman Primary School, Department of  
Education and Community Services, Canberra  
(PN. 1756) (No 43 26 October 2000)

Note: This position takes effect 29 January  
2001.  
CC: 148-9013-16917

**Ngunnawal Primary School****Barbara Jane Muirhead: 026 90092**

From: Teacher Level 3 \$58193-65433  
Department of Education and Community  
Services  
To: † Teacher Level 4, Principal, \$65433-81994  
Ngunnawal Primary School, Department of  
Education and Community Services, Canberra  
(PN.31766) (No 43, 26 October 2000)

Note: This promotion takes effect on 29 January  
2001.  
CC: 148-9013-16917

**Kambah High School****Richard Jensen Fox: 033-39886**

From: Teacher Level 1 \$33500-50500  
Department of Education and Community  
Services  
To: † Teacher Level 2 \$56100  
Kambah High School, Department of Education  
and Community Services, Canberra (PN. 2628)  
(No 45, 9 November 2000)

Note: This promotion takes effect on 29 January  
2001.  
CC: 148-9013-16917

**Alfred Deakin High School****Frances Anne Bengé: 719-42564**

From: Teacher Level 1 \$33500-50500  
Department of Education and Community  
Services  
To: † Teacher Level 2 \$56100  
Alfred Deakin High School, Department of  
Education and Community Services, Canberra  
(PN. 1982) (No 46, 16 November 2000)

Note: This promotion takes effect on 29 January  
2001.  
CC: 148-9013-16917

**Southern Cross Primary School****Vivien Palmer: 733-17842**

From: Teacher Level 2 \$56100  
Department of Education and Community  
Services  
To: † Teacher Level 3, Deputy Principal 1,  
\$58193-65433  
Southern Cross Primary School, Department of  
Education and Community Services, Canberra

(PN. 4026) (No 33, 17 August 2000)

Note: This promotion takes effect on 29 January  
2001  
CC: 148-9013-16917

**Student Participation****Shirley Ferguson: 033-40764**

From: Teacher Level 1 \$33500-50500  
Department of Education and Community  
Services  
To: † Teacher Level 2 \$56100  
Senior Counsellors, Department of Education  
and Community Services, Canberra (PN. 2622)  
(No 43, 26 October 2000)

Note: This promotion takes effect on 29 January  
2001  
CC: 148-9013-16917

**Children's Youth and Family Services Division  
Children's Services Branch  
Preschool Services Section****Lesleigh Eley: 027-66149**

From: Teacher Level 1 \$33500-50500  
Department of Education and Community  
Services  
To: † Teacher Level 2 \$56100  
Preschool Services Section, Department of  
Education and Community Services, Canberra  
(PN. 3622) (No 43, 26 October 2000)  
CC: 148-9013-16917

**Wanniassa Hills Primary School****Vicki Jean Willis: 324-49347**

From: Teacher Level 3 \$58193-65433  
Department of Education and Community  
Services  
To: † Teacher Level 4, Principal, \$67435-81994  
Wanniassa Hills Primary School Department of  
Education and Community Services, Canberra  
(PN. 1803) (No 43, 26 October 2000)

Note: This promotion takes effect on 29 January  
2001  
CC: 148-9013-16917

**Wanniassa School****Margaret Elizabeth Taylor: 033-14689**

From: Teacher Level 1 \$33500-50500  
Department of Education and Community  
Services  
To: † Teacher Level 2 \$56100  
Wanniassa School, Department of Education  
and Community Services, Canberra (PN. 2241)  
(No 45, 9 November 2000)

Note: This promotion takes effect on 29 January  
2001.  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Gold Creek Middle School**

**Judith Caroline Maguire: 020-51450**

From: Teacher Level 2 \$56100  
Department of Education and Community Services

To: † Teacher Level 3, Deputy Principal 2, \$58193-65433  
Gold Creek Middle School, Department of Education and Community Services, Canberra (PN. 4050) (No 33, 17 August 2000)

Note: This promotion takes effect on 29 January 2001.

CC: 148-9013-16917

**Wanniassa School**

**Christopher Thomas Duncan: 033-12894**

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

To: † Teacher Level 2 \$56100  
Wanniassa School, Department of Education and Community Services, Canberra (PN. 2241) (No 45, 9 November 2000)

Note: This promotion takes effect on 29 January 2001.

CC: 148-9013-16917

**Lanyon High School**

**Jennifer Dawn Murch: 033-19404**

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

To: † Teacher Level 2 \$56100  
Lanyon High School, Department of Education and Community Services, Canberra (PN. 3730) (No 29, 20 July 2000)

Note: This promotion takes effect on 29 January 2001.

CC: 148-9013-16917

**Ginninderra District High School**

**Janelle Patricia Cretney: 733-19303**

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

To: † Teacher Level 2 \$56100  
Ginninderra District High School, Department of Education and Community Services, Canberra (PN. 32599) (No 43, 26 October 2000)

Note: This promotion takes effect on 29 January 2001.

CC: 148-9013-16917

**Gordon Primary School**

**Susan Ruth Harding: 026-93584**

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

To: † Teacher Level 2 \$56100  
Gordon Primary School, Department of Education and Community Services, Canberra (PN. 33621) (No 43, 26 October 2000)

Note: This promotion takes effect on 29 January 2001

CC: 148-9013-16917

**Gordon Primary School**

**Andrew Oliver Wilson: 033-23067**

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

To: † Teacher Level 2 \$56100  
Gordon Primary School, Department of Education and Community Services, Canberra (PN. 33611) (No 43, 26 October 2000)

Note: This promotion takes effect on 29 January 2001

CC: 148-9013-16917

**Gordon Primary School**

**Stephen Ian Gniel: 744-99035**

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

To: † Teacher Level 2 \$56100  
Gordon Primary School, Department of Education and Community Services, Canberra (PN. 2245) (No 43, 26 October 2000)

Note: This promotion takes effect on 29 January 2001

CC: 148-9013-16917

**Kambah High School**

**Jacqueline Michelle Ford: 742-48068**

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

To: † Teacher Level 2 \$56100  
Kambah High School, Department of Education and Community Services, Canberra (PN. 31994) (No 45, 9 November 2000)

Note: This promotion takes effect on 29 January 2001

CC: 148-9013-16917

**Education and Training Division**

**School Programs Branch**

**Assessment and Reporting Section**

**Maria Caterina Filardo: 761-22100**

From: Graduate Administrative Assistant \$25115-32271  
Department of Education and Community Services

To: Administrative Service Officer Class 3 \$33147-35774  
Assessment and Reporting Section, Department of Education and Community Services, Canberra (PN. 34456)

Duties: As a member of a team, participate in the implementation and administration of programs to schools. Provide administrative and program support to the Section. Implement requisitioning, purchasing, maintain accounts, process invoices and maintain financial records relating to the Section's budget.

**EMPLOYMENT (Continued)**

Note: This promotion is made under Section 83 of the Public Sector Management Act 1994 and is to a non-advertised vacancy. Any suitable qualified officer may appeal.  
CC: 148-9013-16917

**Caroline Chisholm High School****John-Ronan Christopher Geasley: 027-57138**

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

To: † Teacher Level 2 \$56100  
Caroline Chisholm High School, Department of Education and Community Services, Canberra (PN. 2658) (No 43, 26 October 2000)

Note: This promotion takes effect on 29 January 2001.

CC: 148-9013-16917

**Alfred Deakin High School****Heather Margaret Paterson: 027-68427**

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

To: † Teacher Level 2 \$56100  
Alfred Deakin High School, Department of Education and Community Services, Canberra (PN. 2596 ) (No 45, 9 November 2000)

Note: This promotion takes effect on 29 January 2001.

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY****ACT Magistrates Court****Kerry Evans: 736-39016**

From: Administrative Service Officer Class 2 \$29,102 – 32,271  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 4 \$36,945 – 40,113  
ACT Magistrates Court, Canberra (PN. 43614) (No. 36 7/9/00)

Note: This promotion was made under a Joint Selection Committee and is not subject to appeals

CC: 148-9012-16939

**ACT Magistrates Court****Lynette Ashlin: 546-90756**

From: Administrative Service Officer Class 4 \$36,945 – 40,113  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 5 \$41,207 – 43,694  
ACT Magistrates Court, Canberra (PN. 42378) (No 36 7/9/00)

Note: This promotion was made under a Joint Selection Committee and is not subject to appeals

CC: 148-9012-16939

**ACT Magistrates Court****Peter Ambrose: 747-84098**

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. 44041) (No 36 7/9/00)

Note: This promotion was made under a Joint Selection Committee and is not subject to appeals

CC: 148-9012-16939

**ACT Magistrates Court****Sean Egan: 738-47659**

From: Administrative Service Officer Class 2 \$29,102 – 32,271  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 4 \$36,945 – 40,113  
ACT Magistrates Court, Canberra (PN. 44056) (No. 36 7/9/00)

Note: This promotion was made under a Joint Selection Committee and is not subject to appeals

CC: 148-9012-16939

**ACT Magistrates Court****Sue Nash: 710-43657**

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. 1697) (No 36 7/9/00)

Note: This promotion was made under a Joint Selection Committee and is not subject to appeals

CC: 148-9012-16939

**ACT Magistrates Court****Ruth Jones: 729-32501**

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. 42381) (No. 36 7/9/00)

Note: This promotion was made under a Joint Selection Committee and is not subject to appeals

CC: 148-9012-16939

**EMPLOYMENT (Continued)****ACT Magistrates Court****Mark Sloane: 710-43681**

From: Administrative Service Officer Class 2  
\$29,102 – 32,271

Department of Justice and Community Safety

To: Administrative Service Officer Class 6

\$44,503 m- 51,121

ACT Magistrates Court, Canberra (PN. 43617)  
(No. 36 7/9/00)

Note: This promotion was made under a Joint Selection Committee and is not subject to appeals

CC: 148-9012-16939

**ACT Magistrates Court****Catherine Clifford: 747-84354**

From: Administrative Service Officer Class 2  
\$29,102 – 32,271

Department of Justice and Community Safety

To: Administrative Service Officer Class 4

\$36,945 – 40,113

ACT Magistrates Court, Canberra (PN. 42315)  
(No.36 7/9/00)

Note: This promotion was made under a Joint Selection Committee and is not subject to appeals

CC: 148-9012-16939

**Ministerial and Corporate Services****Human Services Unit****Emily Walshe: 747-87272**

From: Graduate Administrative Assistant  
\$25,115 – 32,271

Department of Justice and Community Safety

To: Administrative Service Officer Class 5

\$41,207 – 43,694

Human Services Unit, Canberra (PN. 42715)

**Duties:** Perform administrative and research tasks in relation to human resource issues. Assist the Department's Rehabilitation Case Manager in managing compensation and non-compensation cases. Provide advice to management and staff on occupational health and safety issues. Prepare correspondence and reports.

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

Appeals must be lodged within 7 days of gazettal and forwarded to:

The Recruitment Officer

PO Box 921

CIVIC SQUARE ACT 2608

CC: 148-9012-16911

**ACT Corrective Services****Probation and Parole Unit****Sallie Rue: 747-87264**

From: Graduate Administrative Assistant  
\$25,115 – 32,271

Department of Justice and Community Safety

To: Administrative Service Officer Class 5

\$41,207 – 43,694

Probation and Parole Unit, Canberra (PN. 12658)

**Duties:** Supervise offenders on community based orders. Develop and implement caseplans; assess and counsel offender's; monitor the conditions of their order and initiate breach action if necessary. Prepare Pre-sentence Reports for the Courts and reports for the Parole Board and other administrative tasks to the management of offenders.

**Note:** This promotion is made under section 83 of the Public Sector Management Act 1994 and is to a non-advertised vacancy. Any suitable qualified officer may appeal.

Appeals must be lodged within 7 days of gazettal and forwarded to:

The Recruitment Officer

PO Box 921

CIVIC SQUARE ACT 2608

CC: 148-9012-16898

**DEPARTMENT OF URBAN SERVICES**

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

**Corporate Group****Human Resources and Industrial Relations Section****Eccles Jennifer AGS Number 033 35762.**

From Schools Assistant 2

\$29,102-\$32,271

ACT Department of Education

To: Administrative Service Officer Class 6

\$44,504-\$51,121

Human Resources and Industrial Relations Section

PN 3336 Gazette 22, 1/06/2000 18-Jan-01

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

CC: 148-9017 16954

**Operations Group****Information Planning and Services Branch****Taylor James AGS Number 747-51421.**

From Professional Officer Class 1

\$31,035-\$43,538

ACT Library and Information Services Section

To: Professional Officer Class 2

\$44,504-\$49,736

ACT Library and Information Services Section

PN 23511 Gazette 44, 2/11/2000 18-Jan-01

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

CC: 148-9037 17018

## EMPLOYMENT (Continued)

### DEPARTMENT OF TREASURY

**Revenue Management Branch**

**E. M. Reid AGS No: 537-55511**

From: Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a  
Department of Treasury  
To: Administrative Service Officer Class 6,  
\$44,503-\$51,121p.a  
Compliance Section, (PN: 1748)  
No 43 26/10/00

All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC:148-9042-17176

**Revenue Management Branch**

**R. McDougall AGS No: 713-76814**

Administrative Service Officer Class 4,  
\$36,945-\$40,113p.a  
Department of Treasury  
To: Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a  
From: Compliance Section, (PN: 97)  
No 43 26/10/00

All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC:148-9042-17176

**Promotions to non-advertised vacancies**

**Financial and Budgetary Management Branch**

**H. L. Tran 760-74495,**

Graduate Administrative  
Assistant \$25,115-\$32,271p.a  
Department of Treasury  
Administrative Service Officer Class 4,  
(PN: 55679), \$36,945-\$40,113p.a  
Financial Analysis, Department of Treasury

**Duties:** Assist in the implementation of financial management policies and procedures. Assist in the preparation of estimates of government expenses and revenue, monitoring financial and service delivery performance throughout the year. Draft papers, briefings notes, replies to straightforward representations, general correspondence and assist in the preparation of reports and more complex documents.

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to an non-advertised vacancy. Any suitable qualified officers may appeal.  
All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC: 148-9042-17765

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### **Retirements and dismissals**

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**THE CANBERRA HOSPITAL**

*Section 143(1) Public Sector Management Act:*  
Slobodan Nikolajevic, General Service Officer  
Level 5, 3/1/2001  
CC: 1372

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### **Corrigenda**

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**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

Policy and Regulatory Division,  
Office of Fair Trading  
Luke Fitzgerald: 400-16234, 26/10/00 page  
no. 20  
Promotion should be to position number 42704  
CC: 148-9012-17052

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### **ACT Public Service Index of addresses**

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

**EMPLOYMENT (Continued)**

- 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

## 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>Board of Senior Secondary Studies Act 1997</i>	Appointment of Selwyn Cornish as Chairperson of the Board of Senior Secondary Studies.	No. 383 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Jill Bailey as an Alternate Member of the Board of Senior Secondary Studies.	No. 384 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Robert Bryce as a Member of the Board of Senior Secondary Studies.	No. 385 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Eric Chalmers as an Alternate Member of the Board of Senior Secondary Studies.	No. 386 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of David Gregory as a Member of the Board of Senior Secondary Studies.	No. 387 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Christopher Harris as an Alternate Member of the Board of Senior Secondary Studies.	No. 388 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Joyce Hill as a Member of the Board of Senior Secondary Studies.	No. 389 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Helen Hodgett as a Member of the Board of Senior Secondary Studies.	No. 390 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Frances Menz as a Member of the Board of Senior Secondary Studies.	No. 391 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Christopher Peters as a Member of the Board of Senior Secondary Studies.	No. 392 of 2000

**GOVERNMENT NOTICES (Continued)****NOTIFICATION OF THE MAKING OF AN INSTRUMENT**

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

<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Phillipa Reid as an Alternate Member of the Board of Senior Secondary Studies.	No. 393 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of James Roberts as a Member of the Board of Senior Secondary Studies.	No. 394 of 2000
<i>Board of Senior Secondary Studies Act 1997</i>	Appointment of Robert Taylor as an Alternate Member of the Board of Senior Secondary Studies.	No. 395 of 2000



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

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

<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Part of a Public Road – Division of Phillip.	No. R1/01 of 2001

## GOVERNMENT NOTICES (Continued)



ACT Government

### AUSTRALIAN CAPITAL TERRITORY

### LAND (PLANNING AND ENVIRONMENT) ACT 1991

### NOTICE

### VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

### DIVISION OF AMAROO

(Variation No. 178)

Under subsection 32(1) of the *Land (Planning and Environment) Act 1991*, I vary the Territory Plan to specify that the land identified on the map at Annexure A being land within the Division of Amaroo, may be used for the purposes indicated in the Annexure.

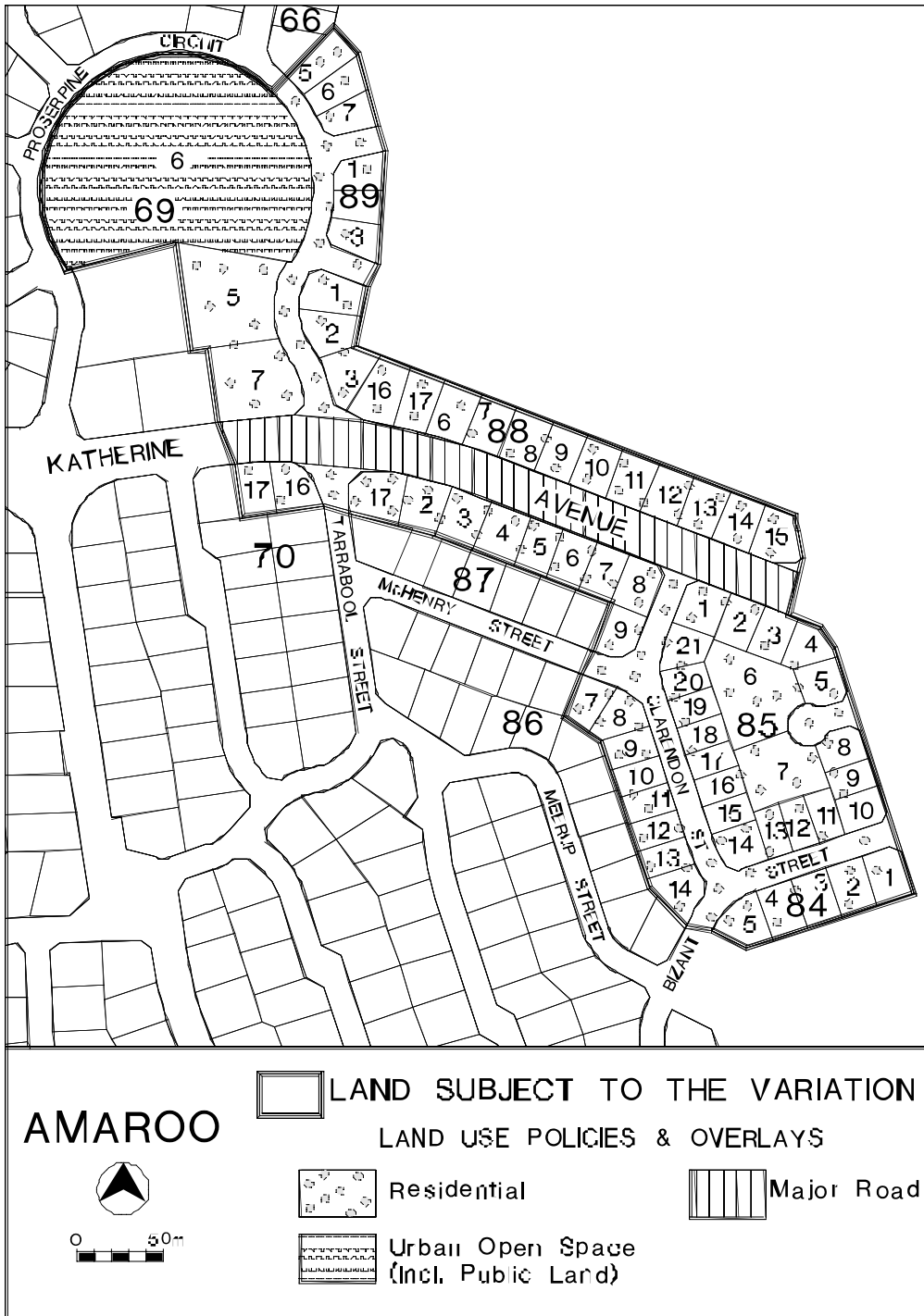
***Dorte Ekelund***

Australian Capital Territory Planning Authority

Dated the twentieth day of December 2000

### GOVERNMENT NOTICES (Continued)

This is Annexure A to  
Territory Plan Variation No. 178



## GOVERNMENT NOTICES (Continued)

### Environment ACT

#### *Environment Protection Act 1997*

##### **Application for an Environmental Authorisation**

Notice is hereby given that under Section 48 of the *Environment Protection Act 1997*, an application for an environmental authorisation to conduct an activity has been received from the organisation set out below:

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
ACT Government operating as Environment ACT	River restoration involving in-stream extraction	Murrumbidgee River at Tharwa

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by close of business on 8 February 2001. Submissions should be addressed to: Environment Management Authority, PO Box 144, Lyneham ACT 2602

##### **Environmental Authorisations**

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997* (the Act), environmental authorisations to conduct activities have been granted to the organisations set out below:

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
JCM Air Conditioning	Use of CFCs and HCFCs	35 Fullerton Cres Richardson ACT

##### **Annual Review of Environmental Authorisations**

Notice is hereby given that the following environmental authorisations have been reviewed under Section 57 of the *Environment Protection Act 1997* (the Act) and the Environment Management Authority decided not to take any action under the Act in respect of these authorisations.

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Boeing Australia	Use of CFCs and HCFCs	HGR 46 RAAF Base Fairbairn ACT
Airservices Australia	Use of CFCs and HCFCs	IMS/OSG Workshop Complex Building 190 Fairbairn ACT
Ian McMillan Pty Ltd	Use of CFCs and HCFCs	68 Fidge St Calwell ACT
Perfectair Refrigeration, Airconditioning & Heating	Use of CFCs and HCFCs	6 Whittell Cr Florey ACT
Premier Airconditioning and Refrigeration	Use of CFCs and HCFCs	23 Weavers Cr Theodore ACT
Actrol Parts	Use of CFCs and HCFCs	19 King St Blackburn Vic
Australian Federal Police – Forensic Services	Use of CFCs and HCFCs	Unwin PI Weston ACT
Valley Auto Electrical	Use of CFCs and HCFCs	75 Shepherd St Hume ACT
Capital Parts Plus	Use of CFCs and HCFCs	21 Barrier St Fyshwick ACT
Parkroyal Canberra	Use of CFCs and HCFCs	1 Binara St Canberra ACT
Liebert Corporation Pty Ltd	Use of CFCs and HCFCs	Block P, 391 Park Rd Regents Park NSW
Mark Tiller	Use of CFCs and HCFCs	13 Derrilin PI Giralang ACT
Amorphous Consulting Pty Ltd	Use of CFCs and HCFCs	15 Finlayson PI Gilmore ACT
Jeff Manny Airconditioning and Heating	Use of CFCs and HCFCs	Level 1 31-31 Nettleford St Belconnen ACT
Benmax Pty Ltd	Use of CFCs and HCFCs	37-41 Hincksmann St Queanbeyan NSW
NFM Pty Ltd	Use of CFCs and HCFCs	Unit 15, 151-155 Gladstone St Fyshwick ACT

**GOVERNMENT NOTICES (Continued)**

Rolfe Holden	Use of CFCs and HCFCs	44 Mort St Braddon ACT
A! Maintenance Services	Use of CFCs and HCFCs	12 Kangaroo Cl Nicholls ACT
Paul Thomas Spence	Use of CFCs and HCFCs	5 Avior Pl Giralang ACT
C & M Refrigeration	Use of CFCs and HCFCs	2 Michie St Wanniasa
ACTION	Use of CFCs and HCFCs	200 Scollay St Tuggeranong ACT
Wards Airconditioning and Refrigeration	Use of CFCs and HCFCs	42 Kerringan St Fraser ACT
PW Keough Commercial Refrigeration	Use of CFCs and HCFCs	98 Darwinia Tce Chapman ACT

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

Copies of 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 11 day of January 2001  
 Environment Management Authority

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### ***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

##### **REVOCATION**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **REVOKE** the appointment of

**EDWARD PARKINSON**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

### **AUSTRALIAN CAPITAL TERRITORY**

#### ***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

##### **REVOCATION**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **REVOKE** the appointment of

**RONALD WHITTAKER**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**REVOCAION**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **REVOKE** the appointment of

**SHAUNAGH SZABO**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**REVOCAION**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **REVOKE** the appointment of

**RONALD SZABO**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

## **GOVERNMENT NOTICES (Continued)**

### ***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994 INTERPRETATION ACT 1967***

#### **REVOCATION OF APPOINTMENTS FOR MENTAL HEALTH OFFICERS**

#### **EXPLANATORY STATEMENT**

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows for the appointment of Mental Health Officers. The power to revoke an appointment is at Section 28 of the *Interpretation Act 1967*.

The signed Instruments revoking the appointments of four Mental Health Officers are attached. These Instruments are required as the officers have all left Mental Health Services and they are now not required to apply for Treatment Orders under the *Mental Health (Treatment and Care) Act 1994*. Their appointments have been revoked under Section 28 of the *Interpretation Act 1967*.



**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**DENISE VALERIE O'DONNELL**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**BINDI MARIETTA BENNETT**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**VANESSA JANE HAMILTON**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**KAY HAMPTON**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**MERRIE DEVIS CARLING**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

**RICHARD ANTHONY CLARKE**  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**YVONNE ANNETTE POELS**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

**RICHARD ANTHONY CLARKE**  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**ANN MARY PONSONBY**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**MELISSA MARGARET SELLECK**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**ANGELINE CLARE WILSON**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**ANNETTE LEA JOANNE OSMAN**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**PATRICK WILLIAM FLEMING**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**DAWN BARNES**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**DEBORAH LEE INGE**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**DENISE STEWARD**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**TRACEY LEANNE CROWE**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**MARTIN CHARLES O'BRIEN**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**



**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**ROSEMARY ORMANDY TRISTRAM**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**JACLYN GAYE MURRAY**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**SYLVIA MORRISON**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**AUSTRALIAN CAPITAL TERRITORY**

***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

**APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**KEITH WILLIAM McCULLOCH**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### ***MENTAL HEALTH (TREATMENT AND CARE) ACT 1994***

#### **APPOINTMENT**

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

**KEITH SMITH**

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 22nd day of December 2000

***RICHARD ANTHONY CLARKE***  
**EXECUTIVE DIRECTOR**  
**MENTAL HEALTH SERVICES**

**GOVERNMENT NOTICES (Continued)****AUSTRALIAN CAPITAL TERRITORY*****Mental Health (Treatment and Care) Act 1994*****APPOINTMENT OF MENTAL HEALTH OFFICERS****EXPLANATORY STATEMENT**

Subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the appointment of Mental Health Officers. Under subsection 5(1) of the *Administration Act 1989* the Minister, on 14 December 2000, delegated his powers and functions under Section 119 of the *Mental Health (Treatment and Care) Act 1994* to the Executive Director of Mental Health Services, The Canberra Hospital.

The Instruments, appointing 21 Mental Health Officers are attached. These Instruments have been signed by the Executive Director, Mental Health Services, The Canberra Hospital.

The appointments are required to enable the Tuggeranong Mental Health Team, the Psychiatric Unit, the Crisis, Assessment and Treatment Team, Hennessy House and the Mental Health Child and Adolescent Service to have Mental Health Officer coverage when required. All of the attached Instruments will enable these officers to perform duties as Mental Health Officers under the *Mental Health (Treatment and Care) Act 1994*.

The appointed Mental Health Officers are all public servants, and therefore, under paragraph 6 (a) of the *Statutory Appointments Act 1994*, the instruments appointing the Mental Health Officers are not disallowable instruments.

## **GOVERNMENT NOTICES (Continued)**



### **AUSTRALIAN CAPITAL TERRITORY BOARD OF SENIOR SECONDARY STUDIES**

#### **APPOINTMENT**

**Under Subsection 8(1) of the Board of Senior Secondary Studies Act 1997, I appoint**

**HELEN STRAUCH**

**Member**

**of the Board of Senior Secondary Studies until 31 December 2003**

**Date: 28 December 2000**

***BILL STEFANIAK* MLA  
Minister for Education**

## **GOVERNMENT NOTICES (Continued)**



### **AUSTRALIAN CAPITAL TERRITORY BOARD OF SENIOR SECONDARY STUDIES**

#### **APPOINTMENT**

**Under Subsection 8(1) of the Board of Senior Secondary Studies Act 1997, I appoint**

**PHILIP RASMUS**

**Member**

**of the Board of Senior Secondary Studies until 31 December 2003**

**Date: 28 December 2000**

***BILL STEFANIAK* MLA  
Minister for Education**

## **GOVERNMENT NOTICES (Continued)**



### **AUSTRALIAN CAPITAL TERRITORY BOARD OF SENIOR SECONDARY STUDIES**

#### **APPOINTMENT**

**Under Subsection 8(1) of the Board of Senior Secondary Studies Act 1997, I appoint**

**HELEN O'BRIEN**

**Member**

**of the Board of Senior Secondary Studies until 31 December 2003**

**Date: 28 December 2000**

***BILL STEFANIAK* MLA  
Minister for Education**

## **GOVERNMENT NOTICES (Continued)**



### **AUSTRALIAN CAPITAL TERRITORY BOARD OF SENIOR SECONDARY STUDIES**

#### **APPOINTMENT**

**Under Subsection 8(1) of the Board of Senior Secondary Studies Act 1997, I appoint**

**FRAN HINTON**

**Member**

**of the Board of Senior Secondary Studies until 31 December 2003**

**Date: 28 December 2000**

***BILL STEFANIAK* MLA  
Minister for Education**



## **GOVERNMENT NOTICES (Continued)**



### **AUSTRALIAN CAPITAL TERRITORY BOARD OF SENIOR SECONDARY STUDIES**

#### **APPOINTMENT**

**Under Subsection 11(1) of the Board of Senior Secondary Studies Act 1997, I appoint**

**WENDY COUTTS**

**Alternate Member**

**of the Board of Senior Secondary Studies until 31 December 2003**

**Date: 28 December 2000**

***BILL STEFANIAK* MLA  
Minister for Education**

## **GOVERNMENT NOTICES (Continued)**



### **AUSTRALIAN CAPITAL TERRITORY BOARD OF SENIOR SECONDARY STUDIES**

#### **APPOINTMENT**

**Under Subsection 11(1) of the Board of Senior Secondary Studies Act 1997, I appoint**

**JAMES COLEBORNE**

**Alternate Member**

**of the Board of Senior Secondary Studies until 31 December 2003**

**Date: 28 December 2000**

***BILL STEFANIAK* MLA  
Minister for Education**

## **GOVERNMENT NOTICES (Continued)**



### **AUSTRALIAN CAPITAL TERRITORY BOARD OF SENIOR SECONDARY STUDIES**

#### **APPOINTMENT**

**Under Subsection 8(1) of the Board of Senior Secondary Studies Act 1997, I appoint**

**STEPHEN BRAMAH**

**Member**

**of the Board of Senior Secondary Studies until 31 December 2003**

**Date: 28 December 2000**

***BILL STEFANIAK* MLA  
Minister for Education**

## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY BOARD OF SENIOR SECONDARY STUDIES

#### APPOINTMENT

Under Subsection 11(1) of the Board of Senior Secondary Studies Act 1997, I appoint

**DEREK ARKLE**

**Alternate Member**

**of the Board of Senior Secondary Studies until 31 December 2003**

**Date: 28 December 2000**

**BILL STEFANIAK MLA**  
**Minister for Education**

