



Australian Capital Territory

Gazette

No. 36, Thursday 8 September, 2001

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New notification arrangements

From 12 September 2001, ACT legislation will be notified on the ACT legislation register rather than in the ACT Gazette. The new arrangements are established by the Legislation Act 2001. The register will be freely accessible on the internet:

(see www.legislation.act.gov.au).

For more information about the legislation register, please visit:

www.pco.act.gov.au

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

CONTACT DETAILS

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

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

Phone: (02) 6205 0254

Fax: (02) 6205 0266

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

Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

Appointment

ACT COMMUNITY CARE

Michael Szwarcbord
 Chief Executive
 Section 28 Public Sector Management Act 1994

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

Excess Officers – ACTPS Officers who have been formally declared excess and who apply for transfer to any advertised permanent vacancy must be considered for in isolation from, and not in competition with, other

applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

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

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

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Applicants should note that Duty Statements, Selection Criteria and Application Packages including Referee proformas are available on the Departments website at <http://www.health.act.gov.au/employment/index.html>.

Central Office

Health Strategies and Acute Services Health Services Planning

Senior Information Technology Officer Grade B
 \$67,576 - \$76,073 Canberra (PN. 24802)
Closing Date: 20 September 2001

Duties: Manage the Health Information Services Unit, which is responsible for data collection, data management, health informatics, telehealth, Consumer Access Centre and Departmental Business Systems Support.
Eligibility/other requirements: Appropriate tertiary qualifications and/or extensive experience in managing large scale information systems and projects and demonstrated high level management skills.

Contact Officer: Kevin McDonald (02) 6207 1099
 Selection documentation may be obtained from the contact officer.

Apply: 23
 CC: 148-9011-16888

Central Office

Health Strategies and Acute Services Health Services Planning

Senior Officer Grade C \$57,191 - \$61,666
 Canberra (PN. 29553 expected vacancy)
Closing Date: 20 September 2001

Duties: This position is part of a team responsible for the service planning and development of acute care and hospital services for the ACT, including tertiary level services for the surrounding region.

Contact Officer: Melissa Burton (02) 6205 0835
 Selection documentation may be obtained from Alison Colebrook (02) 6205 0795

Apply: 23
 CC: 148-9011-16888

EMPLOYMENT (Continued)

Central Office Financial Management and Support Services Corporate Administration and Capital Works Unit

Administrative Service Officer Class 6
\$45,171 - \$51,888 Canberra (PN. 21681)

Closing Date: 20 September 2001

Duties: Under general direction provide high level support to the Department's Approved Procurement Unit. Manage general administration and support functions within the FM&SS Group. Manage accommodation requirements and maintenance of departmental properties.

Contact Officer: Mark de Kleuver
(02) 6207 7413

Selection documentation may be obtained from the contact officer.

Apply: 23

CC: 148-9011-17925

THE CANBERRA HOSPITAL

Values

The Canberra Hospital values the following in its staff, its business and its relationships:

Caring – for our patients, for each other and for the community.

Achieving – recognition for our successes and value for the community's investment, government budget and other objectives.

Learning – from others and sharing our knowledge with others, to be part of a relevantly skilled and committed team, to be flexible and adaptable.

Leading – by example, by motivating others, by communicating with others.

Linking – internally and externally to form partnerships and integration to maximise patient care.

Salary Packaging

For employees at The Canberra Hospital, salary packaging with fringe benefits tax-free threshold up to \$8,755 is available. Employees can also package beyond the FBT-free threshold up to 30% of gross salary on non-FBT items.

The Canberra Hospital encourages people from culturally and linguistically diverse backgrounds to apply.

The Canberra Hospital Mental Health Services Bed Based Service Delivery

Want To Combine An Interesting Career With A Stable Future? Do you have the skills and determination to best advantage your career in the health profession? If so, ACT Mental Health Services has vacant positions at Hennessy House and the Psychiatric Services Unit. These facilities are located at Bruce and Garran. We can offer interesting career opportunities for the following groups:

Registered Mental Health Nurses Enrolled Nurses Social Workers Psychologists Occupational Therapists Health Service Officers Level 4 (Psychiatric Support Workers)

All of these positions will be filled by a Monday to Friday roster or a rotating roster. We have permanent, temporary and casual vacancies. If you are interested in any of the above positions we can match your commitment with a job that offers outstanding opportunities with a well resourced staff training program along with clinical supervision. ACT Mental Health Services has an excellent scholarship program, clinical rotations and exceptional working conditions which includes salary packaging benefits and a generously funded Superannuation Scheme.

We are happy to discuss our incentive packages for those joining our service.

For further Information contact Brian Jacobs on (02) 6244 3853 or email: brian.jacobs@act.gov.au.

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

Applications close: 20th September 2001

Mental Health Services

Clinical Health Improvement Program (CHIP)

Professional Officer Class 1 / Registered Nurse Level 2 / Administrative Service Officer Class 4
\$30,669 - \$43,027 / \$43,711 - \$46,474 / \$36,510 - \$39,641, Canberra (PN. TBA)
Closing date: 20th September 2001

An exciting opportunity exists for employment in the ACT Mental Health Service Management Team. This new position encompasses both the roles of Clinical Health Improvement Program (CHIP) Resource Officer and Quality Improvement and Accreditation Resource Officer. CHIP is a new program that aims to improve clinical, service and cost outcomes achieving excellence in health care, education and research. CHIP will provide leadership across the health portfolio in the development of clinical health improvement programs through the sharing of advanced clinical epidemiology skills and education.

Duties: Participate as an active member of the MHS Clinical Health Improvement Program Resource Team to implement the Clinical Health Improvement Program across ACT Mental Health Services; provide data and statistical support to the MHS CHIP Coordinator in the planning, implementation, monitoring and evaluation of CHIP activities.

Skills desired for this position include the ability to: engage and motivate clinicians; develop protocols / clinical practice guidelines / clinical pathways; collect, analyse and report on data; manipulate databases; and undertake statistical analysis.

Eligibility/other requirements: Mandatory qualifications apply for the Professional Officer Class 1 and Registered Nurse Level 2 classifications.

EMPLOYMENT (Continued)

Contact Officer: Julie Smith (02) 6205 1081
 Selection documentation may be obtained from
 Mary Spulak (02) 6244 3740
 Apply: 16
 CC: (2241)

Mental Health Services**Crisis Assessment and Treatment Team (CATT)**

Professional Officer Class 2 / Registered Nurse
 Level 3 \$43,980 - \$49,151 / \$48,200 - \$51,307
 (Two Positions)

Closing date: 20th September 2001

Duties: As a member of a multidisciplinary team, undertake complex assessment, treatment and case management of clients with moderate to severe acute and long term mental illness; provide clinical expertise with regard to specific discipline skills within the multidisciplinary team reviews of clients.

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

Please note: All shortlisted applicants will be expected to undertake psychometric testing at the time of interview.

Contact Officer: John Bubear (02) 6205 1979
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16
 CC: (2233)

Mental Health Services**Crisis Assessment and Treatment Team (CATT)**

Professional Officer Class 1 / Registered Nurse
 Level 2 \$30,669 - \$43,027 / \$43,711 - \$46,474,
 Canberra (Two Positions)

Closing date: 20th September 2001

Duties: Undertake, with the required level of supervision, training and support, the assessment and case management of clients with acute and long-term moderate to severe mental illness; provide clinical expertise with regard to specific discipline skills within the multidisciplinary team reviews of clients.

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

Please note: All shortlisted applicants will be expected to undertake psychometric testing at the time of interview.

Contact Officer: John Bubear (02) 6205 1979
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16
 CC: (2233)

Public Affairs and Health Promotion

Public Affairs Officer 1 \$37,670 - \$43,180,
 Canberra (PN. 21998)

Closing date: 20th September 2001

Duties: As directed and with limited supervision, assist with the implementation of the Hospital's Strategic Communications and

Marketing Plan; assist with media liaison, including drafting media releases, organising interviews and responding to enquiries; draft, edit and assist with the publication of a variety of hospital publications.

Eligibility/other requirements: Mandatory qualifications apply.

Contact Officer: Trevor Sharkie (02) 6244 2501
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16
 CC: (2331)

Medical Imaging**Ultrasound**

Professional Officer Class 2 / Sonographer
 \$43,980 - \$49,151, Canberra (PN. 28997)

Closing date: 21st September 2001

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

Eligibility/other requirements: A degree or diploma in Medical Ultrasound or equivalent qualification. Part 11 DMU candidates may be considered.

Contact Officer: Peter Kaylock (02) 6244 2111
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168

Apply: 16
 CC: 2717

ACT COMMUNITY CARE**Disability Program****Disability Support Officer Level 1****Permanent Full Time, Part time & Casual Positions**

(\$27,794 - \$28,907pa)

(Penalty payments increase the base income, salary will be pro rata on hours worked)

Do you want an interesting and stimulating career? By becoming a Disability Support Officer you can provide direct day to day support to people with a wide range of disabilities. Opportunities exist for you to work with both adults and children with disabilities. To be successful you will need to demonstrate your understanding of and ability to promote the valued status of people with disabilities. You will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to develop relevant skills, you will be considered for appointment.

Note: These positions are located in Canberra. A current First Aid Level 1 Certificate and current driver's licence are essential.

EMPLOYMENT (Continued)

To obtain an Application Kit please phone (02) 6205 0971 or it may be downloaded from www.communitycare.act.gov.au/employment/index.htm

Applications Close: 21 September 2001
Apply: 21
CC 148-9009-16861

**Integrated Health Care Program
Physiotherapy Services**

Professional Officer Class 1 \$30,761 - \$43,155, Canberra (PN. 20315 expected vacancy mid October 2001)

Salary packaging with FBT exemption under PBI conditions is available

Closing date: 20 September 2001

A suitably qualified Physiotherapist is required to provide services to inpatients and outpatients in a range of locations including The Canberra Hospital and Community Health Centres.

Rotations provide experience in a wide variety of areas, paediatrics, acute, rehabilitation. Weekend work is a requirement.

Eligibility: An appropriate Degree or Diploma in Physiotherapy and eligibility for ACT registration.

Contact Officer: June Gunning (02) 6244 2154

Selection Documentation: Kerry Kent (02) 6244 2154

Apply: 21
CC: 148-9009-17798

**Integrated Health Care Program
Speech Pathology**

Professional Officer Class 2 \$44,111 - \$49,298, Canberra (Two positions - temporary vacancies) Salary packaging with FBT exemption under PBI conditions may be available

Closing date: 21 September 2001

ACT Community Care provides a range of inpatient and outpatient services to the medical, surgical and women's and childrens' health areas of The Canberra Hospital and Calvary Hospital. The department offers the ability to work across a range of specialist caseloads.

Eligibility/other requirements: Mandatory qualifications apply

Note: Two temporary full time positions have been made available due to maternity and family leave.

Position No. 21029 until April 2002

Position No. 23506 until October 2002

Applications will be shortlisted on the basis of written application addressing the selection criteria. Please provide details of at least two referees with your application.

Contact Officer and Selection documentation: Robyn Cross (02) 6244 2230

Apply: 21
CC: 148-9009-17798

**Community Rehabilitation Program
Prosthetic and Orthotic Service**

Technical Officer Level 2 \$32,394 - \$37,283, Canberra (PN. 25839)

Salary packaging with FBT exemption under PBI conditions is available

Closing date: 20 September 2001

Duties: As a member of the team, fabricate orthotic and mobility equipment for a variety of applications to suit physically disabled persons

and undertake maintenance and repairs on prosthetic orthotic equipment including wheelchairs.

Eligibility: A recognised Prosthetic Orthotic Technician Certificate or equivalent recognised qualification.

Contact Officer: Dr Ralph Farnbach (02) 6244 2475

Selection Documentation: Kristy Fattore (02) 6244 2855

Apply: 21
CC: 148-9009-18269

**Disability Program
Information Management/Quality Improvement
Coordinator**

Administrative Service Officer Class 6

Position number: 14054

Full time 36:45 hours per week.

\$44,590 - \$51,220 per annum

The Disability Program, Central Office is looking for a suitably experienced Information Management/Quality Improvement Coordinator. Duties will include coordinating and overseeing information management and information systems, facilitating quality improvement activities, preparation of reports, correspondence, coordinating and assisting in promotional activities.

To obtain the selection documentation please phone : (02) 6205 0971 (24 hour answering service)

Contact Officer: Sue Pedder phone: (02) 6205 0889

Applications close: 24 September 2001

Apply: 21
CC: 148-9009-16861

**Community Rehabilitation Program
Community Team**

Professional Officer Class 2 \$44,111 - \$49,298, Canberra (PN 23106)

Salary packaging with FBT exemption under PBI conditions is available

Closing date: 20 September 2001

Duties: An experienced and enthusiastic person is required to work in the community multidisciplinary team providing social work services in a rehabilitation setting.

Eligibility: Degree or Diploma in Social Work.

Eligibility for membership of Aust. Assoc. of Social Workers.

Contact Officer: Gerda Caunt (02) 6205 1496

Selection Documentation: Kristy Fattore (02) 6244 2855

Apply: 21
CC: 148-9009-18269

**Corporate and Business Development
Human Resource Support Team
Manager, Human Resource Development**

Position No: 27644

Duties: The successful applicant will be responsible for managing the provision of Human Resource Development within ACT Community Care. This will include providing consultancy services to Program areas, determining cross-organisation training needs, coordination and promotion of HRD matters. You will be responsible for resource allocation and tracking HRD and training activities.

EMPLOYMENT (Continued)

Eligibility: Qualifications in or substantial progress towards post-graduate qualifications in Human Resource Development, training or related fields is highly desirable.

Salary and conditions of service: This position is classified as a Senior Officer Grade C and the successful applicant will be offered an Australian Workplace Agreement, which will provide an attractive salary package and benefits commensurate with the importance of the position and the calibre of the person sought.

Further information: Greg Wicks (02) 6205 0924.
Selection documentation and information kit on the position:

Catherine Dive (02) 6205 1433.
Applications close: 20 September 2001
Apply: 21
CC: 148-9009-18270

Disability Program**Disability Support Officer Level 3 - Support Managers**

Salary \$43,656 - \$46,355 per annum

Several Positions

The Disability Program is seeking applications from individuals to work as Support Managers. Their role is to manage the delivery of services to a range of clients with a disability. These services could include accommodation support, community access and respite.

The Support Managers will be responsible for:

- Planning, supporting and providing advice on skill development for clients which may include activities of daily living, recreation and leisure.
- Planning and managing resources including human resources, finances, facilities and equipment.
- Reviewing client needs, planning and evaluating individual support and other services against the Disability Service Standards, 1994.
- Providing leadership and promoting a commitment to high quality customer service principles, practices and attributes.

Relevant qualifications and experience

Diploma Level studies in Disability Services or equivalent qualification; or demonstrated knowledge, skills, attitudes and experience related to disability support at this level. A current driver's licence is required.

Note: Positions are located at the Disability Program Regional Offices. Offices are located at Kippax, Tuggeranong, Woden and subject to the requirements of the Disability Program, successful applicants will be expected to take up duty at any of these locations.

Successful applicants will be required to participate in a rotating on-call roster.

Contact Officer: Lynne Grayson (02) 6207 6424
Applications Close: 20 September 2001
To obtain an application kit please call (02) 6205 0971 (Answering Machine)
Applications will not be acknowledged on receipt
Apply: 21
CC: 148-9009-16861

CHIEF MINISTER'S DEPARTMENT**Canberra Connect****ACT Information Services****Online Services Manager****Senior Officer Grade B (CMD Manager 3)**

Position No: 55714

Salary Range: \$67,576 - \$94,936 pa

Applications: Close on 13 September 2001.

Canberra Connect is seeking a highly motivated and strategically orientated person to lead and manage a small team responsible for the operations, development and maintenance of on-line service delivery facilities for Canberra Connect. Other key responsibilities include: the provision of high level technical and strategic advice to the unit and other ACT Government agencies; the implementation of quality and policy standards for on-line services; and representing the unit in negotiation and liaison with government and non-government agencies, Commonwealth and State Forums. The successful applicant will have demonstrated experience in managing on-line service programs including human resource, financial and business management as well as a high level of understanding of technical and social issues associated with the implementation of e-services in a government environment.

Qualifications: Tertiary qualifications in related disciplines and/or membership of the Australian Computer Society or AMIA are desirable.

Note: The terms and conditions of this position may be regulated by an Australian Workplace Agreement. The base salary for negotiation under an Australian Workplace Agreement is \$79,507 pa.

Contacts: Enquiries about this position should be directed to Ms Robyn Calder, Channel's Manager, on (02) 6207 6492. Selection criteria and information pack may be obtained by calling Ms Mary Quant on (02) 6207 5933 and is also available from

www.act.gov.au/recruitment/cmdindex.asp

Apply 06

CC: 148-9031-19558

Corporate Services**Internal Auditor****Senior Officer Grade C**

Position No: 55081

Salary Range: \$57,191 - \$69,901p.a

Applications: Close on 20 September 2001.

Duties: Develop and coordinate the internal audit program in conjunction with the joint Chief Minister's Department and Department of Treasury Internal Audit Committee. Undertake audits in accordance with the Internal Audit Plan of the Chief Minister's Department and the Department of Treasury.

Qualifications: An accounting degree will be desirable.

Note: For specialist skills, a higher salary may be negotiated under an Australian Workplace Agreement.

Contact Officer: Meredith Whitten
(02) 6205 0223

Selection Documentation: Carmen Cassar
(02) 6205 0610 and is also available from
www.act.gov.au/recruitment/cmdindex.asp

Apply 06

CC: 148-9031-17429

EMPLOYMENT (Continued)**artsACT****Administrative Service Officer Class 3****Position No: 13521****Salary Range: \$33,644 - \$36,310p.a****Applications: Close on 20 September 2001.**

Duties: The position facilitates the work of artsACT by providing general assistance and support, including: Reception and administration duties. Assist with monitoring of monthly expenditure reports (including excel spreadsheets). Assist with secretariat duties for the ACT Cultural Council and any mailouts.

Contact Office/Selection Documentation: Karen Elsom (02) 6207 0348 and is also available from www.act.gov.au/recruitment/cmdindex.asp

Apply 06**CC: 148-9031-17204****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 <mailto:wfpm.webmaster@decs.act.gov.au>, decs.jobs@act.gov.au. Applications may also be sent via email to: decs.employment@act.gov.au

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

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

Vacancies**Human Resources Branch
Communication and Liaison Section**

Professional Officer Class 1 \$37,499 - \$44,349, Canberra (PN. 32040) or;

Administrative Service Officer Class 4 \$37,499 - 40714, Canberra (PN. 1106)

Closing date: 20 September 2001

Duties: Prepare, edit and write text for Departmental publications, including arranging graphic design, printing, online and hard copy publication of these. Edit, write and manage the publication and distribution of the 'e-Bulletin', the Department's internal newsletter.

Note: **If Professional Officer Class 1** – Completion of a media cadetship or appropriate degree or diploma.

If Administrative Service Officer 4 – Experience in public affairs/media environment.

Contact Officer: Barbara Heiss (02) 6205 9160
Selection documentation may be obtained from the Contact Officer (02) 6205 9160

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices or via email: decs.employment@act.gov.au

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

**Public Trustee for the ACT
Estate and Trust Administration
Practice Manager**

Senior Officer Grade C \$57,191 – \$61,666,

Canberra (PN. 42745)

Closing date: 20/9/01

Duties: The Public Trustee for the ACT is seeking to engage a Practice Manager with a comprehensive appreciation of the nature of the Trustee Industry in the administration of estates and trusts.

The primary function of the Practice Manager is, as part of the management team, to effectively manage and develop the Public Trustee's operations in order to ensure the provision of high quality, timely and professional services to clients that comply with the relevant legislation and reflect the business and strategic direction of the Public Trustee. He or she must be highly motivated and possess a demonstrated capacity to undertake the administration of complex estate and trust administration, manage resources and individual performance and demonstrate the capacity to develop team members to fully function in and to contribute to the team.

Eligibility/other requirements: Completion or partial completion of legal studies, accounting HR management or other relevant trustee industry recognised qualification.

Contact Officer: Diane Kargas (02) 6207 9800
Selection documentation may be obtained from Lorraine Mason (02) 6207 9819

Apply: 28

CC: 148-9075-17581

**Public Trustee for the ACT
Administration
Account Officer**

Administrative Service Officer Class 2
\$29,539 – \$32,755, Canberra (PN. 43697)

Closing date: 20/9/01

Duties: Duties include the maintenance of trust

EMPLOYMENT (Continued)

and common fund accounts and related books, journals, registers and records and the process of financial transactions; receive and balance all moneys in respect of client accounts; attend to end of day runs, production and filing of logs and monthly common fund interest runs; process cheque runs, EFT transactions, action interest and commission calculation, finalise accounts and process periodical payments; reconcile trust funds daily and assist in the preparation of monthly trust bank reconciliations; together with other duties as required.

Contact Officer: Joanne Thompson
(02) 6207 9818

Selection documentation may be obtained from Lorraine Mason (02) 6207 9819

Apply: 28

CC: 148-9075-17581

**ACT Corrective Services
Probation and Parole Unit
Professional Officer**

Professional Officer Class 2 \$45,171 – \$50,482, Canberra (PN. 46898, 46899)

Closing date: 20/9/01

Duties: The successful applicant will be responsible for providing a high standard of supervision and leadership in case managers responsible for offender supervision.

This position requires someone who can promote a learning environment in which contemporary best practices in correctional assessment and intervention is the primary objective. They will be required to liaise and negotiate with offenders, courts, parole board, community members and stake holders to provide assistance and advice on correctional matters. Successful applicants will be required to undertake psychological assessments of, and intervention with, offenders and provide quality assurance of case management practices, records and reports.

Eligibility/other requirements: If applying for appointment at the PO 2 level, eligibility for registration or provisional registration with the Psychologist Registration Board of the ACT required. The successful candidates will be required to undergo a criminal record check.

Note: These positions will be filled at either the Professional Officer Class 2 or Administrative Service Officer Class 6 (\$45,171 - \$51,888) level depending on qualifications and experience of the successful applicants.

Contact Officer: Naomi Buick (02) 6207 0860

Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28

CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

**City Management Group
Road Transport Branch
Policy Planning and Coordination Section
Professional Officer Grade 2 -**

\$45,171 - \$50,482

PN 27727

Canberra

Closing Date: 20-Sep-01

Duties: Assist with the development and review of policies, strategies and forward plans; managing benchmarking programs, providing assistance in relation to the development of asset management, business and action plans, and liaising with external forums including AUSTRROADS and the NRTC.

Ideally, the successful applicant will have demonstrated understanding of the management and coordination of all policy, strategic and planning matters in Government environment, knowledge of contract and project management and knowledge of legislation, standards and statutory requirements.

Qualifications/other requirements: Tertiary qualifications in relevant field such as engineering, planning or economics essential.

Contact Officer: Leslie Leung (02) 6207 6603 or leslie.leung@act.gov.au

Selection documentation: Helen Stravens (02) 6207 6868 or helen.stravens@act.gov.au

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

Apply Code: 34

CC: 148-9019 17040

**Operations Group
Information Planning and Services Branch
ACT Library and Information Services Section
Administrative Service Officer Class 4 - \$37,499
- \$40,715**

PN 46066

Canberra

Closing Date: 20-Sep-01

Duties: Coordinate the procurement functions of the ACTLIS, Liaise with suppliers, contractors etc. Management of petty cash flow. Coordinate the administrative functions of the ACTLIS management including servicing of vehicles, building and ground repairs, disposal of goods, liaising with cleaning contractors, printing etc.

Qualifications/other requirements:

Demonstrated experience in Oracle, and purchasing goods and services. Knowledge of ACTPS Purchasing Guidelines. Experience in Excel and word applications.

Contact Officer: Dan Murphy (02) 6207 5004 or dan.murphy@act.gov.au

Selection documentation: Judy Franklin (02) 6205 9000 or judy.franklin@act.gov.au

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

Apply Code: 34

CC: 148-9037 17018

EMPLOYMENT (Continued)

Administrative Service Officer Class 4 - \$37,499 - \$40,715

PN 46064

Canberra

Closing Date: 20-Sep-01

Duties: Under general direction manage day to day operations of library facilities, including organising repairs and maintenance, liaison with trades persons, adherence to risk management protocols. Provide budget details for major capital facility related projects. Collect, maintain and disseminate statistics and repairs.

Qualifications/other requirements:

Demonstrated ability to manage facility and building operations. Demonstrated understanding of Oracle government Financials and budget practises. A certificate or diploma in a relevant field, and or relevant experience.

Contact Officer: Dan Murphy (02) 6207 5004 or dan_murphy@act.gov.au

Selection documentation: Judy Franklin (02) 6205 9000 or judy.franklin@act.gov.au

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

Apply Code: 34

CC: 148-9037 17018

**Planning and Land Management Group
Development Management Branch
Land Management Section**

Senior Officer Grade C - \$57,192 - \$61,666

PN 15275

Canberra

Closing Date: 20-Sep-01

The Planning & Land Management Group (PALM) of the Department has a major role in implementing the Government's vision for Canberra through planning and facilitating high quality sustainable development in the ACT.

To meet the challenges of this role candidates will need to possess highly developed liaison, investigation and negotiation skills in order to resolve sensitive and complex issues relating to compliance and enforcement in the development industry.

Key responsibilities of this position are:

- undertaking proactive filed audits on redevelopment sites to ensure that development and associated siteworks are being implemented and will contribute to significantly lifting the quality of design and development outcomes;
- building and maintaining working relationships with customers, community groups and other external stakeholders to assist in identifying potential compliance monitoring and enforcement issues;
- providing advice to senior management on issues relating to the implementation of initiatives, legislation, policies and processes relating to compliance and enforcement matters; and
- identifying areas for process improvement based on feedback from stakeholders.

This position will be filled at either the ASO6 or SOGC level depending on the relevant skills & experience of the most suitable applicants and will be available for an initial period of nine (9) months.

Please contact Stephen Wallace on (02) 6207 1979 for information regarding the position and Linda Southwell on (02) 6207 1744 or email linda.southwell@act.gov.au for selection documentation.

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9020 17776

Appointments

ACT COMMUNITY CARE

Administrative Service Officer Class 2

\$28,845 - \$31,986

Geraldine Jasczyk: 741-04937, Section 68(1), 22 August 2001

CC: 148-9009-16857

CALVARY HEALTH CARE ACT

Registered Nurse Level 3 \$50,804 - \$55,335

Cherie Puckett: 609-52687, Section 68, 2/8/01

CC: 148-9094-17781

Registered Nurse Level 1 \$34,429 - \$45,890

Margaret Dando: 609-52687, Section 68, 6/8/01

CC: 148-9094-17781

Registered Nurse Level 1 \$34,429 - \$45,890

Heather Cameron: 609-52695, Section 68, 20/8/01

CC: 148-9094-17781

Calvary Services Officer 4 \$27,036 - \$28,120

Robert Grainger: 609-52708, Section 68, 2/8/01

CC: 148-9094-17781

Calvary Senior Officer \$NFP

Be Duong: 327-24724, Section 68, 30/7/01

CC: 148-9094-17781

Calvary Service Officer 5 \$28,910 - \$30,411

Lynne Martin: 772-02823, Section 68, 13/8/01

CC: 148-9094-17781

Registered Nurse Level 1 \$34,429 - \$45,890

Joanne Chalmers: 772-02831, Section 68, 16/8/01

CC: 148-9094-17781

Registered Nurse Level 1 \$34,429 - \$45,890

Barbara Bruce: 609-51916, Section 68, 30/8/01

CC: 148-9094-17781

Enrolled Nurse \$31,810 - \$34,138

Angela Norris: 772-02858, Section 68, 30/8/01

CC: 148-9094-17781

Registered Nurse Level 1 \$34,429 - \$45,890

Paula Taylor: 609-52644, Section 68, 30/8/01

CC: 148-9094-17781

Registered Nurse Level 1 \$34,429 - \$45,890

Lara Braithwaite: 772-02882, Section 68, 30/8/01

CC: 148-9094-17781

EMPLOYMENT (Continued)

Calvary Technical Officer 3 \$37,837 – \$42,467
Livi Lungu: 772-02874, Section 68, 3/9/01
CC: 148-9094-17781

CANBERRA TOURISM AND EVENTS CORPORATION

Tourism and Events Officer Class 2, \$29,831 - \$33,079
Sandra Marie Clifford, AGS 757-49622
Section 68 27 August 2001
Executive Section, Canberra Tourism and Events Corporation
CC: 148-9005-16846

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Assistant 2 \$25,118 - \$27,854
Liam Francis Downing: 761-25360, Section 68(1), 22 August 2001
CC: 148-9013-16917

School Assistant 2 \$25,118 - \$27,854
Amanda Jane Jukes: 766-13911, Section 68(1), 22 August 2001
CC: 148-9013-16917

School Assistant 2 \$25,118 - \$27,854
Julie Anne Ayre: 766-13882, Section 68(1), 22 August 2001
CC: 148-9013-16917

School Assistant 2 \$25,118 - \$27,854
Mary Winifred Hodges: 761-23437, Section 68(1), 23 August 2001
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Legal 2 \$77,214 – \$80,387
Sandra Georges: 713-89658, Section 68/70, 27/8/01
CC: 148-9012-17345

Legal 2 \$77,214 – \$80,387
Mary Toohey: 736-91463, Section 68/70, 27/8/01
CC: 148-9012-17345

Administrative Service Officer Class 3 \$33,644 – \$36,310
Jamie Mahon: 765-87071, Section 68/70, 29/8/01
CC: 148-9012-17170

EMERGENCY SERVICES BUREAU

Fire Fighter Fourth Class \$38,259
Walter McIntyre: 754-04886, Sub-section 20 (1), 6 August 2001
CC: 148-9007-16846

Fire Fighter First Class B \$42,905
Robert Bloss: 754-04915, Sub-section 20(1), 6 August 2001
CC: 148-9007-16846

Fire Fighter First Class A \$45,384
Eric Williams: 754-04907, Sub-section 20(1), 6 August 2001
CC: 148-9007-16846

Senior Fire Fighter \$45,006
Malcolm Garner: 754-04894, Sub-section 20(1), 6 August 2001
CC: 148-9007-16846

Senior Fire Fighter \$45,006
Mark Spain: 754-04923, Sub-section 20(1), 6 August 2001
CC: 148-9007-16846

Ambulance Officer \$35,106
Trisha Mooney: 754-04958, Sections 68 & 70, 17 August 2001
CC: 148-9007-16846

Ambulance Officer \$37,616
Greg Addison: 754-04966, Sections 68 & 70, 27 August 2001
CC: 148-9007-16846

Ambulance Officer \$35,528
Deborah Lamond: 754-04931, Sections 68 & 70, 15 August 2001
CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

Corporate Group
Administrative Officer Class 5 - \$41,825-\$44,349
Christopher Turner AGS Number 772 37794.
Section 68(1), 20-Aug-01
CC: 148-9017 17305

Planning and Land Management Group
Senior Information Technology Officer Grade C - \$57,191 - \$61,666
Michael Cabanban AGS Number 769 64746.
Section 68(1), 24-Aug-01
CC: 148-9020 16925

Operations Group
Administrative Service Officer Class 4 - \$37,499 - \$40,715
Helen Stravens AGS Number 740 96455.
Section 68(1), 27-Aug-01
CC: 148-9018 16922

DEPARTMENT OF TREASURY

Administrative Service Officer class 6, \$45,171 - \$51,888p.a
Rachna Arora, AGS 767-92497
Section 68 24 August 2001
GBE Management Branch, Department of Treasury
CC: 148-9042-17578

EMPLOYMENT (Continued)

Transfer

THE CANBERRA HOSPITAL

Jenny Robertson: 755-61486
 From: Registered Nurse Level 1
 \$34,429 - \$45,890
 Calvary Hospital
 To: Registered Nurse Level 1 \$32,664 - \$42,332
 Nursing Branch The Canberra Hospital,
 Canberra (PN. 26971) (21/6/01)
 Note: This position is identical to PN23447
 advertised on 21/6/01.
 CC: 2712

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).

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

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

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

YOU MAY ALSO APPEAL IF:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

- (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

EMPLOYMENT (Continued)

same or equal classification-that matter.

- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and personal qualities, potential for further career development in the Service, or ability to perform the duties of other offices in a Department is, in relation to an officer who is a returned soldier or who is or has been absent on specified defence service, a reference to the abilities, qualifications, experience, standard of work performance, personal qualities, potential for future career development in the Service, or ability to perform the duties of the offices concerned that, in the opinion of the Committee, the officer would have had but for the absence of the officer on active service or on specified defence service.

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee.
- The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

FORM OF APPEAL

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

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

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

WHEN TO LODGE APPEALS

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

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

If a party fails to provide a statement, MPC staff will remind the party or department of this requirement, and may, on request and in exceptional circumstances grant an extension of time. However, the PAC has the discretion to determine the case even if the statement is not provided.

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews.

As a party to an appeal, you are entitled to access to:

- (i) the departmental statement (which consists of all material sent to the PAC by the promoting department); and
- (ii) the written material submitted by other parties to the appeal which addresses their claims to superior efficiency.

However, you are not entitled to access to the private contact details supplied by any other party as a part of their statement.

EMPLOYMENT (Continued)

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing. The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material.

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

You should provide **four** copies of your statement, which should contain the following:

- (a) at the top:
 - (i) PAC reference number;
 - (ii) full name;
 - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
 - (iv) date of permanent appointment; and
 - (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
- (c) a brief outline of your employment history;
- (d) a statement of claims to the position addressing the selection criteria;
- (e) any views you may have about the departmental assessment of you; *and most importantly:*
- (f) **reasons for your claim that you are more efficient than the other party or parties.**

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations.

You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department.

Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason.

The PAC will determine its procedures according to the circumstances of the case before it, but will normally consider the following:

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Committee;
- (e) relevant views expressed by supervisors, referees or other persons contacted; and
- (f) any other written information about a party requested by the MPC from the promoting/selecting department under the Merit Protection (Australian Government Employees) regulations.

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient.

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take 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

EMPLOYMENT (Continued)

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

ACT COMMUNITY CARE

Integrated Health Care Program Occupational Therapy TCH

Jasmine Price: 752-25087

From: Professional Officer Class 1
\$30,761 - \$43,155

ACT Community Care

To: Professional Officer Class 2

\$44,111 - \$49,298

Integrated Health Care Program ACT Community Care Canberra (PN. 27718) (2 August 2001)

CC: 148-9009-17798

CALVARY HEALTH CARE ACT

Administrative Services Employee Relations and Services

Monica Rolls: 607-76978

From: Calvary Administrative Officer 2

\$28,845 - \$31,987

Calvary Health Care ACT

To: Calvary Administrative Officer 3

\$32,855 - \$35,458

Employee Relations and Services Calvary

Health Care ACT, Canberra (PN. 8778)

(15 12 April 2001)

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

S. L. Brown AGS No 707-80903

From: Executive Level 1, \$59,453-\$64,199p.a

From: Department of Industry, Science and Resources

To: Senior Officer Grade B, (Manager Level 2), \$72,515

(PN: 55418)

Business ACT, Chief Minister's Department

19 July 2001

Note: This promotion is made as an appointment under section 115(7) of the Public Sector Management Act 1994 and is a deemed promotion.

CC: 148-9031-17022

EMPLOYMENT (Continued)

K. R. Fanning AGS No 734-46281
 From: Administrative Service Officer Class 6,
 \$45,171 - \$51,888p.a
 From: Chief Minister's Department
 To: Senior Officer Grade C,
 \$57,191 - \$61,666p.a
 (PN: 42170)
 Aboriginal and Torres Strait Islander Affairs
 Unit, Chief Minister's Department
 28 June 2001
CC: 148-9031-17185

DEPARTMENT OF URBAN SERVICES

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

City Management Group
 Roads ACT Branch
 Business Support Section
Bonnie Kemp AGS Number 735 15259
From: Administrative Service Officer Class 4 - \$37,499 - \$40,715
 Corporate Group
To: Administrative Service Officer Class 6 - \$45,171 - \$51,888
PN 27032, Gazette 12-Jul-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: 148-9019 17040

Asset Information Section
Neil King AGS Number 537 03279
From: Technical Officer Level 4 - \$45,172 - \$50,482
To: Administrative Service Officer Class 6 - \$45,171 - \$51,888
PN 23568, Gazette 12-Jul-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: 148-9019 17040

Rohan Fernando AGS Number 729 08296
From: APS 6 - \$47,314 - \$54,350
 Department of Defence
To: †Senior Professional Officer Grade C - \$57,192 - \$61,666
PN 23567, Gazette 12-Jul-01
Note: This promotion is made as an appointment under Section 115 of the Public Sector Management Act 1994 and is a deemed promotion.
CC: 148-9019 17040

Policy Coordination Group
 Industry Policy and Regulation Branch
 Energy and Water Reform Section
Martin d'Este AGS Number 734 46492
From: Senior Officer Grade C - \$57,192 - \$61,666
To: †Senior Officer Grade A - \$78,482
PN 22349, Gazette 07-Jun-01
CC: 148-9030 16941

DEPARTMENT OF TREASURY

C. J. White AGS No: 735-12357
From: Administrative Service Officer Class 3, \$33,644-\$36,310p.a
 ACT Department of Treasury
To: Administrative Service Officer Class 4, \$37,499-\$40,714p.a (PN: 5209)
 Rates and Land Tax, Revenue Management,
 ACT Department of Treasury
 2 August 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
CC: 148-9042-17176

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601

EMPLOYMENT (Continued)

- 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.
The Recruitment Officer
Faculty of Communication and
Community Services
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

GAZETTE INFORMATION

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

| Gazette Number | Date | Title |
|----------------|-----------|--|
| S62 | 27 August | Instrument No. 249 of 2001 ~ <i>Road Transport (General) Act 1999</i> |
| | | Instrument No. 250 of 2001 ~ <i>Stadiums Authority Act 2000</i> |
| | | Instrument No. 251 of 2001 ~ <i>Stadiums Authority Act 2000</i> |
| | | Instrument No. 252 of 2001 ~ <i>Stadiums Authority Act 2000</i> |
| | | Notice of appointment ~ <i>Stadiums Authority Act 2000</i> |
| S63 | 30 August | Management Standard No. 4 of 2001 ~ <i>Public Sector Management Act 1994</i> |
| S64 | 31 August | Notice of Enactment ~ <i>Payroll Tax Amendment Act 2001, No. 87 of 2001</i> |
| | | Instrument No. 254 of 2001 ~ <i>Poisons and Drugs Act 1978</i> |

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from the 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 |
|--|--|--------------------------------------|
| Architects Act 1959 | Appointments to the Architects Board of the ACT. | No. 253 of 2001 |
| Radiation Act 1983 | Appointment to the Radiation Council. | No. 255 of 2001 |
| Long Service Leave (Cleaning, Building and Property Services) Act 1999 | Appointment to the Cleaning Industry Long Service Leave Board – Rodney Steven Barnes. | No. 256 of 2001 |
| Long Service Leave (Cleaning, Building and Property Services) Act 1999 | Appointment to the Cleaning Industry Long Service Leave Board – Sue Price Arcidiacono. | No. 257 of 2001 |

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.

| Act under which Instrument made | Description of Instrument | Number and year of Instrument |
|--|---|--------------------------------------|
| <i>Public Roads Act 1902 (NSW)</i> | Notice of Declaration of Public Roads – Division of Amaroo. | No. R36/01 of 2001 |

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE OF REVOCATION OF REFERRAL OF AN APPLICATION TO THE COMMISSIONER FOR LAND AND PLANNING

Under subsection 229A(6) of the *Land (Planning and Environment) Act 1991* I revoke the referral of Application Number 20011811 to the Commissioner for Land and Planning on the 24 of August 2001.

Dated this 24 day of August 2001

Brendan Smyth MLA
Minister for Urban Services

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

ELECTORAL ACT 1992

REGISTRATION

In accordance with subsection 92(1) of the *Electoral Act 1992*, the political party whose details appear below is this day entered into the *Register of Political Parties*.

Name of Party : **Nurses Good Government Party**

Abbreviation of Name of Party : -

Correspondence address : **c/- PO Box 1995
WODEN ACT 2606**

Registered Officer of Party

Name : **Janice Maree Flaherty**
Address : **17 Strzelecki Place
NARRABUNDAH ACT 2604**

Phillip Green
Electoral Commissioner

28 August 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

BUSHFIRE ACT 1936

DECLARATION OF BUILT-UP AREA

Under section 3 of the *Bushfire Act 1936* (the Act) I **REVOKE** all prior declarations of areas described as built-up area for the purposes of the Act and **DECLARE** the area described in Schedule 1 of this instrument to be a built-up area for the purposes of the Act.

Dated this 27th day of August 2001

Brendan Smyth

Minister for Police and Emergency Services

GOVERNMENT NOTICES (Continued)**Schedule 1****DETERMINATION MADE BY THE MINISTER FOR POLICE AND EMERGENCY SERVICES UNDER THE *BUSHFIRE ACT 1936* DESCRIBING THE BUILT-UP AREA.**

Description of Area

The following lands comprise the built-up area for the purposes of section 3 of the *Bushfire Act 1936*.

1. Any area which is, within the terms of the *Territory Plan* as in force from time to time, subject to a planning policy listed below:
 - Residential land use policies;
 - Commercial land use policies;
 - Industrial land use policies;
 - Community facility land use policies;
 - Restricted access land use policies;
 - Water feature land use policies;
 - Municipal services land use policies;
 - Entertainment, accommodation and leisure land use policies;
 - Urban open space land use policies.

Any Section, of any Division, which is subject to the Residential land use policy and where the servicing of that Section has not yet began, will be considered still outside of the built-up area.

2. The designated area in the *National Capital Plan* as in force or existing at the date of commencement of this instrument, being the date of its publication in the ACT Gazette, known as 'The Central National Area', except for the land use 'Nature Conservation Area' within the designated area known as 'Lake Burley Griffin and Foreshores'.
3. The following lands, as identified in the book *Maps of Canberra by Suburbs and ACT Districts*, 2001 edition:

District of Belconnen:

Belconnen minor industrial area and West Belconnen Landfill Site: all of block 1586.

Canberra Substation (Parkwood): block 1503

Lower Molonglo Water Quality Control Centre: all of block 1553.

District of Canberra Central:

Canberra Racecourse Precinct: all of section 66,69,70 and 71.

GOVERNMENT NOTICES (Continued)

Exhibition Park in Canberra: block 5 section 72 and 61, and blocks 1 and 2.

Fyshwick Minor Industrial Area: Division of Fyshwick: sections 50, 60 and 61.

District of Coree:

Uriarra Housing Settlement: block 5

District of Gungahlin:

Exhibition Park in Canberra: blocks 336,396,466 and 467.

District of Jerrabomberra:

Canberra South Motor Park: Division of Symonston, block 1 of section 1.

HMAS Harman Naval Base: block 2062.

Mugga Landfill Site: block 2114.

District of Paddys River:

Pierces Creek Housing Settlement: that part of block 201 that is the Pierces Creek Housing Settlement.

Tidbinbilla Deep Space Tracking Station: block 76.

District of Stromlo:

Mt Stromlo Observatory: block 38

District of Weston Creek:

Joint Staff College and RSPCA Precinct: blocks 1173, 1174, 1145, 1153, 1211, 673, 672, 671 and 1155.

Australian Federal Police Services Centre: Division of Weston, section 82.

School of Horticulture Precinct: Division of Weston, all of section 96.

Orana School Precinct: Division of Weston section 97, section 94 block 3 and section 83 block 9.

Stromlo Housing Settlement: Division of Duffy, section 55 and that part of section 56 block 2 known as Stromlo Housing Settlement,

GOVERNMENT NOTICES (Continued)

4. Any area which is, in terms of the Territory Plan as in force from time to time, subject to the 'Major Roads' land use planning policies, provided that the area is immediately adjacent an area subject to one of the policies listed in section (1) above or an area listed in sections (2) or (3) above.
5. Any area which is, in terms of the National Capital Plan as in force or existing at the date of commencement of this instrument, being the date of its publication in the Gazette, within the designated area know as the 'Main Avenues and Approach Routes', provided that the area is immediately adjacent an area subject to one of the policies listed in section (1) above or an area listed in sections (2) or (3) above.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

EMERGENCY MANAGEMENT ACT 1999 (Division 2 of Part II)

INSTRUMENT OF APPOINTMENT TO THE EMERGENCY MANAGEMENT COMMITTEE

In accordance with subsection 7(2)(h) of the *Emergency Management Act 1999*, as Minister for Police and Emergency Services, I **REVOKE** the appointment of the position list in Schedule 1, and I **APPOINT** the following ACT Public Service positions listed in Schedule 2 to the Emergency Management Committee.

Schedule 1

- Director, Office of Information Technology and Multimedia, Chief Minister's Department;

Schedule 2

- Deputy Chief Executive, Chief Minister's Department
- Commissioner, OH&S, ACT Workcover.

Date: 29 August 2001

Brendan Smyth MLA
Minister for Police and Emergency Services

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HEALTH ACT 1993

APPOINTMENT OF MEMBERS OF THE CLINICAL PRIVILEGES COMMITTEE

Pursuant to Section 7(c) of the Health Act 1993, I, MICHAEL MOORE, Minister for Health and Community Care, hereby appoint:

- | | |
|---|----------------------|
| • Chairman, Division of Medical Imaging | Dr Murali Guduguntla |
| • Chairman, Division Obstetrics and Gynaecology | Dr Phillip Mutton |
| • Chairman, Division of Psychiatry | Dr David Westcombe |
| • Chairman, Division of Paediatrics | Dr Michael Rosier |

as members of the committee which shall be known as the **CLINICAL PRIVILEGES COMMITTEE** of the Department of Health and Community Care

Dated this 22nd day of August 2001

MICHAEL MOORE
MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HEALTH ACT 1993

APPOINTMENT OF THE CANBERRA HOSPITAL ANAESTHETIC AND PAIN MANAGEMENT QUALITY IMPROVEMENT COMMITTEE

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

| | |
|---------------------------|-------------------------|
| Dr John Bradshaw | Dr Taposh Chatterjee |
| Dr Guy Buchanan | Dt Stephen Davies |
| Dr Paul Burt | Dr Theresa Crispin |
| Dr Kerry Delaney | Dr Jason Chaffer |
| Dr Ken Downes | Dr Aaron Bellette |
| Dr John Ellingham | Dr Lanie Stephens |
| Dr Nicholas Gemmell-Smith | Dr Thomas Faunce |
| Dr Colin Gillmore | Dr Hau Pham |
| Dr Deborah Hong | Dr Christopher Holmes |
| Dr Alan Howell | Dr Phillip Morrissey |
| Dr David Kinchington | Dr Clint Johnson |
| Dr Bernard Kwan | Dr Andrew Messner |
| Dr Frank Lah | Dr William Egerton |
| Dr Robert Lang | Dr Don Lu |
| Dr Hugh Lawrence | Dr Anne Schimmelfeder |
| Dr Phillip Rylands | Dr Geoffrey Speldewinde |
| Dr Gregory Lloyd | Dr Vida Viliunas |
| Dr Jenny Major | Dr Linda Weber |
| Dr Nicola Meares | Dr Peter Yorke |
| Dr Nicholas Melhuish | Dr Peter Quach |
| Dr Cliff Peady | Dr Mark Skacel |

As a committee which shall be known as **THE CANBERRA HOSPITAL ANAESTHETIC AND PAIN MANAGEMENT QUALITY IMPROVEMENT COMMITTEE** of the ACT Department of Health, Housing and Community Care.

Dated this 28 day of August 2001

MICHAEL MOORE
MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES

GOVERNMENT NOTICES (Continued)

THE CANBERRA HOSPITAL ANAESTHESIA AND PAIN MANAGEMENT COMMITTEE QUALITY IMPROVEMENT COMMITTEE TERMS OF REFERENCE

MEMBERSHIP:

| | |
|---------------------------|-----------------------|
| Dr John Bradshaw | Dr Taposh Chatterjee |
| Dr Guy Buchanan | Dr Stephen Davies |
| Dr Paul Burt | Dr Theresa Crispin |
| Dr Kerry Delaney | Dr Jason Chaffer |
| Dr Ken Downes | Dr Aaron Bellette |
| Dr John Ellingham | Dr Lanie Stephens |
| Dr Nicholas Gemmell-Smith | Dr Thomas Faunce |
| Dr Colin Gillmore | Dr Hau Pham |
| Dr Deborah Hong | Dr Christopher Holmes |
| Dr Alan Howell | Dr Phillip Morrissey |
| Dr David Kinchington | Dr Clint Johnson |
| Dr Bernard Kwan | Dr Andrew Messner |
| Dr Frank Lah | Dr William Egerton |
| Dr Robert Lang | Dr Don Lu |
| Dr Hugh Lawrence | |
| Dr Phillip Rylands | |
| Dr Gregory Lloyd | |
| Dr Jenny Major | |
| Dr Nicola Meares | |
| Dr Nicholas Melhuish | |
| Dr Cliff Peady | |
| Dr Peter Quach | |
| Dr Mark Skacel | |
| Dr Anne Schimmelfeder | |
| Dr Geoffrey Speldewinde | |
| Dr Vida Viliunas | |
| Dr Linda Weber | |
| Dr Peter Yorke | |

OBJECTIVES:

The Committee will undertake the following activities:

- Morbidity and mortality reviews
- Assessment of the Australian and New Zealand College of Anaesthetics (ANZCA) clinical indicators
- Educational/Continual Medical Education activities
- Review of Intensive Care Admissions
- Critical Incidents/Australasian Incident Monitoring System (AIMS) reports

An Annual Report will be provided to The Canberra Hospital Death Review Committee containing the following information:

- Number of cases reviewed
- Major issues discussed
- Actions resulting; and observed changes in outcomes.

GOVERNMENT NOTICES (Continued)

MEETINGS:

Monthly – with a minimum of 10 meetings per year

QUORUM:

10 members

RESPONSIBILITY:

Chief Executive

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

RADIATION ACT 1983

Section 73

NOTIFICATION OF DECISIONS

Pursuant to Section 73 of the Australian Capital Territory Radiation Act 1983, the Radiation Council hereby gives notice of the particulars of the following decisions of Council, made on 28 August 2001.

GRANTING OF LICENCE (paragraph 73(1)(b))

| | |
|------------------------|---|
| Licensee | Stuart Walkley |
| Address | 13 Goodchild Street LYNEHAM ACT 2602 |
| Authorised Activities: | Sell, hire, purchase, use, irradiating apparatus. |
| Conditions | Installation, maintenance, servicing and testing of industrial x-ray equipment. |

APPROVAL FOR ALTERATION OR MODIFICATION OF REGISTERED IRRADIATING APPARATUS (paragraph 73(1)(e))

| | |
|-------------|---|
| Owner | Hobart Place Dental |
| Description | Dental x-ray unit Philips Densomat Oralix 65 S/No 8402104. 65kVp, 7.5mA |
| Location | Room 2, Suite 1005 AMP Building Hobart Place, Canberra City |
| Conditions | Diagnostic dental examinations. |

| | |
|-------------|--|
| Owner | Hobart Place Dental |
| Description | Trophy model IRX708G dental x-ray machine with model 708G tube S/Nos 623044, 60905. 70kVp, 8mA |
| Location | Room 3, Suite 1005 AMP Building Hobart Place Canberra City |
| Conditions | Diagnostic dental examinations. |

| | |
|-------------|---|
| Owner | Dr Linh-Lan Trinh |
| Description | Morita dental x-ray machine model MAX-F with D-081B S/Nos FA001, 49214. 60kVp, 10mA |
| Location | Kaleen Professional Centre 149 Maribyrnong Avenue Kaleen |
| Conditions | Diagnostic dental examinations. |

GOVERNMENT NOTICES (Continued)

Owner The TP Services Trust
 Description Siemens Heliodont MD dental x-ray machine S/No's 02384S02, 04968S02. 70 kVp, 7mA
 Location 2 Geils Court
 Deakin
 Conditions Diagnostic dental examinations.

Owner ACT X-ray Services Pty Ltd
 Description Toshiba model KXO-SOF-RF diagnostic x-ray machine with DRX-2724HC2K tube (under table). 140kVp, 640mA
 Location Screening Room / undertable tube
 Lakeview Square
 21 Benjamin Way
 Belconnen
 Conditions Diagnostic radiography.

REGISTRATION OF IRRADIATING APPARATUS (paragraph 73(1)(d))

Owner ACT X-ray Services
 Description Toshiba Aquilion diagnostic x-ray machine (CT) with Toshiba CXB-750C tube
 S/Nos B0592120, 18894-0U. 135kVp 400mA
 Location CT Room
 Lakeview Square
 21 Benjamin Way
 Belconnen
 Conditions Diagnostic radiography.

Owner Dr Zoran C Markovski
 Description Gendex model 765DC dental x-ray machine with Gendex model 765DC tube
 S/Nos 11-1493683DP, 2049, 10-1495267. 65kVp, 7mA
 Location Tuggeranong Square Dental Surgery
 Anketell Street
 Tuggeranong
 Conditions Diagnostic dental examinations.

Owner Hobart Place Dental
 Description Gendex model 765DC dental x-ray machine with model GX70-10DC tube
 S/Nos 11-11480035, 1246, 10-1483336DP. 65kVp, 7mA
 Location Room 1
 Suite 1005,
 AMP Building
 Hobart Place,
 Canberra City
 Conditions Diagnostic dental examinations.

Review by the ACT Administrative Appeals Tribunal - Any Persons whose interests are adversely affected by this decision may apply to the Tribunal to have the decision reviewed.

GOVERNMENT NOTICES (Continued)

Reasons - If you wish to obtain a statement of reasons to explain why the decision was made you should write within 28 days of this notice to the ACT Radiation Council, GPO Box 825, Canberra 2601.

Location of the ACT Administrative Appeals Tribunal - The Tribunal is located on the 4th Floor, Canberra House, 40 Marcus Clarke Street, Canberra City.

Postal Address: GPO Box 9955, Canberra 2601. Telephone: 6243 4611. Facsimile: 6247 0962. Document Exchange: DX 5727.

Powers of the ACT Administrative Appeals Tribunal - The Tribunal is an independent body. The Tribunal can agree with, change or reject the original decision, substitute its own decision or send the matter back to the decision maker for reconsideration in accordance with Tribunal recommendations.

How to apply to the ACT Administrative Appeals Tribunal - Simply write within 28 days explaining the details to the decision and the reasons for asking for a review.

Cost - To lodge an application there is a fee. You may apply to have the fee waived on the grounds of hardship. No fee is payable if you are receiving legal assistance.

Access to documents - You may apply for access to any documents relevant to this decision under the ACT *Freedom of Information Act 1989*. For more information contact the Freedom of Information Officer, Department of Health and Community Care, on phone 62051340.

Dated this 28th day of August 2001

Joseph Lising
Chairperson
Radiation Council

