



Australian Capital Territory

Gazette

No. 32, Thursday 9 August, 2001

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

Appointments

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Penny Gregory
 Chief Executive (C18)
 Section 28, Public Sector Management
 Act 1994

Glenys Beauchamp
 Executive Director
 Consumer and Community Priorities (E190)
 Section 72, Public Sector Management
 Act 1994

Glenys Beauchamp
 Executive Director
 Community Health and Housing (E219)
 Section 72, Public Sector Management
 Act 1994

Susan Killion
 Executive Director
 Health Strategy and Acute Services (E014)
 Section 72, Public Sector Management
 Act 1994

Bob Hutchison
 Executive Director
 ACT Housing (E137)
 Section 72, Public Sector Management
 Act 1994

Termination

Note: The following Executive has been issued with a new contract. The initial contract has been terminated in accordance with the provisions of Section 73 of the Public Sector Management Act 1994.

Glenys Beauchamp
 Executive Director
 Consumer and Community Priorities
 (E190) 20.11.00

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

OFFICE OF COMMUNITY AND HEALTH SERVICES COMPLAINTS COMMISSIONER - ACT

Investigations Officer
Senior Officer Grade C. \$57,191 - \$61,666,
Canberra, PN: 29352
 Duties: Assist the Commissioner to deal with more complex complaints, supervise other staff

EMPLOYMENT (Continued)

engaged in complaints management and undertake service improvement and health rights projects. Develop procedures for the efficient handling of complaints; undertake assessments and investigations of complaints; prepare reports and recommendations; liaise with registration boards and providers and consumers of health and community services; participate or manage quality improvement, community education and staff development projects.

Eligibility/other requirements: Appropriate tertiary qualifications in human services or law desirable.

Contact Officer: Ken Patterson (02) 6205 2222

Selection documentation: Kathleen Lee (02) 6205 2222

Applications close: 23rd August 2001

Apply: 36

CC: 148-9011-17782

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 Strategy and Acute Services****Health Policy and Reform**

Senior Officer Grade B \$67,576 – 76,073, Canberra (PN. 27096)

Closing Date: 23 August 2001

Duties: Manage a small team responsible for health policy in a number of critical areas eg. Hospital/GP/Community Care interface, Health Professionals Legislation, health workforce development, pharmaceutical reform and Australian Health Care Agreement. The successful applicant will need strong policy development, negotiation and people management skills.

Eligibility/other requirements: Qualifications and experience relevant to health services planning would be an advantage.

Contact Officer: Simon Rosenberg (02) 6205 0568

Selection documentation may be obtained from Alison Colebrook (02) 6205 0795

Apply: 23

CC: 148-9011-16886

Central Office**Health Strategy and Acute Services****Health Policy and Reform**

Senior Officer Grade C \$57,191 – \$61,666, Canberra (PN. 21785 expected vacancy)

Closing Date: 23 August 2001

Duties: Assist in the development and implementation of ACT health policy, with a particular focus on health workforce issues.

Contact Officer: Simon Rosenberg (02) 6205 0568

Selection documentation may be obtained from Alison Colebrook (02) 6205 0795

Apply: 23

CC: 148-9011-16886

Central Office**Health Strategy and Acute Services****Health Information Service****Data Management Unit**

Administrative Service Officer Class 6 \$45,171 – \$51,888, Canberra (PN. 29719 expected vacancy)

Closing Date: 23 August 2001

Duties: Under limited supervision, manage the utilisation and integrity of ACT health data collections in accordance with organisational goals and national standards. Provide advice on data collection systems and data definitions. Develop and manage systems to verify, extract and manipulate data. Assist with the provision of reports and advice to users of the data.

Contact Officer: Gary Kennedy (02) 6205 1373
Selection documentation may be obtained from Alison Colebrook (02) 6205 0795

Apply: 23

CC: 148-9011-16886

Population Health Division**Epidemiology**

Administrative Service Officer Class 3, \$33,644 - \$36,310, Canberra (PN. 25502)

Closing date: 23 August 2001

Duties: Provide high level administrative support for the Manager of the Clinical Epidemiology and Health Outcomes Centre (CEHOC) and Population Health Information Unit (PHIU) and be responsible for the day to day running of the office. Assist with budgetary and financial management processes, secretariat support for committees and maintenance of registry's and data collection.

Contact Officer: Sally Rubenach (02) 6244 2174
Selection documentation may be obtained from Sally Rubenach (02) 6244 2174

Apply: 20

CC: 148-9011-16889

THE CANBERRA HOSPITAL**The Canberra Hospital****Human Resource Management Group****Recruitment and Establishment Service Team**

Administrative Service Officer Class 3 \$32,758 - \$35,353, Canberra (PN. 21482)

Closing date: 23 August 2001

Duties: Undertake the routine tasks associated with recruitment and establishment activities for staff employed at The Canberra Hospital, including appointments, promotions, transfers, arranging pre-employment checks, initiating the orientation of new staff and establishment changes; examine and process permanent and temporary employment requests, prepare notices for inclusion in the ACT Gazette, Staff Bulletin and various press publications as required.

Contact Officer: Vicki Ollenich (02) 6244 3342
Selection documentation may be obtained from Vicki Ollenich (02) 6244 3342

Apply: 16

CC: (1312)

EMPLOYMENT (Continued)

Clinical Services

Risk Management/Occupational Medicine Unit

OH&S Nursing

Registered Nurse Level 3 (Clinical Nurse Consultant) \$48,200 - \$51,307, Canberra (PN. 25549)

Closing date: 23 August 2001

Duties: Provide leadership in coordinating staff health and risk management issues, including operational exposures, staff immunisation and pre-employment screening. Provide training and education in related areas. Research, formulate and implement staff health policies.

Eligibility/other requirements: Registered as a General Nurse with the ACT Nurses Registration Board. Minimum of five years recent post registration experience. Holds or is working towards an appropriate post basic qualification.

Contact Officer: Elizabeth Trickett

(02) 6244 2169

Selection documentation may be obtained from Human Resource Management Group

(02) 6244 2257

Apply: 16

CC: 1385

The Canberra Hospital

Mental Health Services

Older Persons Mental Health Service (OPMHS)

Career Medical Officer Grade 2 - General Practitioner \$78,062 - \$87,111, Canberra (PN. TBA)

Closing date: 23 August 2001

Duties: Under the supervision of a Psychiatrist- provide assessment and treatment where indicated for older persons associated with ACT Mental Health Service; provide consultation and liaison with regard to older persons experiencing mental health problems; be actively involved at a team level in the clinical review of older persons associated with ACT Mental Health Service.

Eligibility/other requirements: Registration as a medical practitioner in the ACT.

Note: This is a permanent part time vacancy (0.4 FTE)

Contact Officer: Dr Judy Raymond

(02) 6205 2207

Selection documentation may be obtained from the Human Resource Management Group

(02) 6244 3580

Apply: 16

CC: (2228)

The Canberra Hospital

Mental Health Services

Hennessy House

Enrolled Nurse \$30,179 - \$32,388, Canberra (PN. 26516)

Closing date: 23 August 2001

Duties: Assist in the Management of a specified group of residential and community based consumers using a Comprehensive Assessment and Management Plan. Provide assistance and support to consumers with activities of daily living.

Eligibility/other requirements: Registered as an Enrolled Nurse with the Act Nurses Registration Board.

Contact Officer: Steve Keiley (02) 6251 6133

Selection documentation may be obtained from Human Resource Management Group

(02) 6244 3139

Apply: 16

CC: 2252

The Canberra Hospital

Business and Infrastructure Support

Hotel Services

Hospital Assistant \$26,406 - \$27,306, Canberra (PN. Several)

Closing date: 23 August 2001

Duties: Clean, sanitise and make vacated patients bed/unit areas. Undertake ward tidy rounds. Perform light cleaning tasks, including bench/sink areas, patient and other trolleys. Perform infectious cleaning of wheel/shower chairs and medication refrigerators.

Contact Officer: Pat Hadley (02) 6244 2301

Selection documentation may be obtained from Human Resource Management Group

(02) 6244 4168

Apply: 16

CC: 1352

The Canberra Hospital

Medical Service Management Team

Renal Unit

Registered Nurse Level 3 / Administrative Service Officer Class 6 – Project Manager, \$48,200 - \$51,307 (RN3) \$43,980 - \$50,520 (ASO6)

Closing date: 23 August 2001

Duties: Undertake the responsibilities of Project Manager for the implementation of the Renal Outreach and Hypertension Services in conjunction with the Renal Management Team; coordinate the capital works program associated with the refurbishment of the Renal Unit.

Eligibility/other requirements: (RN3) Registered as a General Nurse with the ACT Nurses Registration Board; minimum of five years recent post registration experience (mandatory)

Please note: This is a temporary full time vacancy available for six months

Contact Officer: Dr Michael Falk (02) 6244 2046

or michael.falk@act.gov.au

Selection Documentation may be obtained from the Human Resource Management Group

(02) 6244 3580

Apply: 16

CC: (1674)

The Canberra Hospital

Corporate Services

Biomedical Engineering

Senior Professional Officer Class B \$65,794 - \$74,067 (PN 21212)

Closing date: 23 August 2001

Duties: Under broad policy control and direction: lead the physics staff of Radiation Oncology in research and development of new treatment techniques and treatment planning methodology.

Eligibility/other requirements: A post graduate degree in Physical Science, accredited by ACPESM, and with extensive experience in Radiation Oncology.

EMPLOYMENT (Continued)

Contact Officer: Ms Irene McKinnon
(02) 6244 2822 or irene.mckinnon@act.gov.au
Selection Documentation may be obtained from
the Human Resource Management Group
(02) 6244 3134
Apply: 16
CC: (2420)

**The Canberra Hospital
The University of Sydney
CONJOINT ACADEMIC APPOINTMENT
STAFF SPECIALIST IN PAEDIATRIC
MEDICINE/PAEDIATRIC ENDOCRINOLOGY
LECTURER / SENIOR LECTURER,
PART-TIME up to 0.5 FTE**

Applications are invited for the above position from suitably qualified medical graduates eligible for registration in the Australian Capital Territory. Fellowship of the Royal Australasian College of Physicians or equivalent recognised postgraduate qualification is essential. It is expected that the applicant will have considerable experience and expertise in Paediatric Medicine and a significant interest in paediatric endocrinology and diabetes. Possession of a higher degree and/or equivalent research experience is desirable but not essential.

The preferred applicant will be offered a conjoint appointment in the Canberra Clinical School of the Faculty of Medicine of the University of Sydney at an academic level commensurate with the applicant's qualifications and experience and will be a member of the University Department of Paediatrics and Child Health. The academic appointment will be held for the duration of the ACT Department of Health appointment or for 10 years in the first instance whichever is the shorter and may be renewed without advertisement for a further period with agreement of the parties concerned subject to need. No remuneration is attached to the University position. The appointee will be responsible to the University for academic matters and to The Canberra Hospital for clinical matters.

- The candidate should have a demonstrated interest in continuing research and academic pursuits in Paediatric endocrinology and diabetes.
- The defined area of clinical need for this position is in Paediatric Endocrinology and General Paediatric Medicine

The appointee's duties include provision of on-call clinical services and teaching undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. Enquiries about the position may be addressed to:

Associate Professor Graham Reynolds, Director of Paediatrics and Child Health, Ph (02) 6244 3121.

Applications should be made on the prescribed form that may be obtained, along with further detail in relation to remuneration, from Barbara Smith, Human Resource Management Group, The Canberra Hospital, PO Box 11, Woden ACT 2606, Ph: (02) 62443134 fax: (02) 62444082, email: barbara.smith@act.gov.au
Completed application forms should be returned to the above address by 1 September 2001 and

should include curriculum vitae and names, addresses and fax numbers of three referees.

ACT COMMUNITY CARE

**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.

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

Applications Close: 24 August 2001

Apply: 21

CC 148-9009-16861

**ACT Community Care
Corporate and Business Development
Facility Services – Health Centre Administration**

Administrative Service Officer Class 2
\$29,159 - \$32,334, Canberra (PN. 20985)
Closing date: 23 August 2001

Duties: The successful applicant will work within a multi-disciplinary team to provide administrative support in health centres including, reception, switchboard, client records and receipting monies. Undertake the necessary training as set down by the Syringe Exchange Program. This will be a 5 day rotational position between Phillip and Tuggeranong Health Centres. A knowledge of ACT Community Care business operations is desirable

Contact Person: Loretta Bettiens (02) 6205 1444

Selection documentation may be obtained by contacting (02) 6205 1433

Apply: 21

CC: 148-9009-18270

**ACT Community Care
Corporate and Business Development
Facility Services – Health Centre Administration**

Administrative Service Officer Class 4
\$ 37,016 - \$40,191, Canberra
(PN 20995, expected vacancy)

Closing date: 23 August 2001

Duties: The successful applicant will work within a multi-disciplinary team to coordinate effective administrative operations for both

EMPLOYMENT (Continued)

Tuggeranong and Narrabundah Health Centres. Excellent communication and leadership skills are essential. Undertake the necessary training as set down by the Syringe Exchange Program. A knowledge of ACT Community Care business operations is desirable
Eligibility/other requirements: Current ACT drivers licence.

Contact Person: Jenny Russell (02) 6205 1786
Selection documentation may be obtained by contacting (02) 6205 1433
Apply: 21
CC: 148-9009-18270

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

The Link team provides discharge planning to patients at both The Canberra and Calvary Hospitals. The team also provides direct nursing services, 24 hours a day, to clients with a broad range of needs within the ACT community. This service is an integral component within ACT Community Care.
Enrolled Nurse \$30,268 - \$32,485, Canberra (PN. Several positions)

Salary packaging with FBT exemption under PBI conditions is available
Closing date: 23 August 2001

Duties: The successful applicants will be required to work evening shifts including weekends. Nurses interested in working with the team should have a wide range of experience in nursing, be committed to the principles of thorough multi-disciplinary discharge planning and primary health care. The successful applicants will assist the registered nurse in the provision of after hours clinical services to clients of ACT Community Care.

Eligibility: Registered or eligible to be registered with the ACT Nurses Board. A minimum of 5 years post registration experience. Current drivers licence essential.
Note: These are permanent part time positions for evening shifts, 21 hours per week (weekends and public holidays included).

Contact Officer: Mark Gaukroger
(02) 6205 2850.

Selection documentation: Alison Wark
(02) 6244 3308

Apply: 21
CC: 148-9009-17798

**ACT Community Care
Corporate and Business Development**

Administrative Service Officer Class 3
\$33,211 - \$35,843 Canberra (PN. 29152)
Closing date: 23 August 2001

The Human Resource Support Team is seeking applications from suitably qualified individuals to fill the position of Administrative Officer. The successful applicant will be required to manage the office of the Director and carry out a range of duties to support the work of the team. Applicants should have a sound knowledge of the functions of the Human Resources and Facility Management team and proven ability on the management of records relevant to the team. They should also possess good computer skills and display a commitment to high quality customer service principles and practices.
For further information please contact Sean McDonnell (02) 6205 0858

Selection documentation can be obtained by contacting (02) 6205 1433

Apply: 21
CC: 148-9009-18270

**ACT Community Care
Integrated Health Care Program
Victims Services Scheme (VSS) ACT**

Professional Officer Class 2 \$44,111 - \$49,298
Canberra (PN 29174)

Salary packaging with FBT exemption under PBI conditions may be available
Closing date: 23 August 2001

Duties: The PO2 will work as Intake Officer/Case Manager in a multidisciplinary team responsible for providing initial intake and assessment, including determination of eligibility for services, to people affected by crimes committed in the ACT. The position requires the officer to provide counselling, debriefing and case management to facilitate the rehabilitation and recovery of victims of crime. The VSS is the contracted provider with the Department of Justice and Community Safety to offer services to victims of crime. Services may be through a mix of in-house and community and private providers. In addition to direct client services the position offers opportunities to participate in community networking and education activities.
Eligibility /other requirements: Tertiary qualifications in Psychology, Social Work or Counselling with current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation. It is anticipated that the successful candidate will have experience in working with victims of crime and knowledge of the psychological impact of trauma and appropriate intervention strategies.

Note: The position is part-time (up to 30 hours per week) and offered as a fixed term contract to 31 December 2003.

Contact Officer: Anne Barrie (02) 6205 1840

Selection Documentation: Wendy Makin
(02) 6205 2431

Apply: 21
CC: 148-9009-17798

**ACT Community Care
Integrated Health Care Program
Health Promotion Officer**

Administrative Service Officer Class 5
\$40,843 - \$43,309 Canberra

(PN 28399 Part-time)
Salary packaging with FBT exemption under PBI conditions is available

Closing date: 23 August 2001

The Integrated Health Care Program is seeking applications for the position of Health Promotion Officer. The successful applicant will be required to have experience in the development, planning, evaluation and facilitation of health promotion programs.

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

Note: This is a permanent part-time position, 18:22 per week.

EMPLOYMENT (Continued)

Contact Officer: Denise Lamb (02) 6205 1187
 Selection Documentation: Dora Koripas
 (02) 6205 1357
 Apply: 21
 CC: 148-9009-17798

CALVARY HEALTH CARE ACT**Medical Services****Clare Holland House**

Community Palliative Care Specialist nfp,
 Canberra (PN. 8766 & 8767)
 Closing date: 16 August 2001
 Duties: Provide a consultative service within a
 multi-disciplinary team setting for medically
 referred palliative care patients within the ACT
 Community.
 Eligibility/other requirements: Medical degree
 enabling registration with the ACT Medical
 Board. FACHPM or equivalent. At least seven
 years post graduate experience.
 Note: 8766 p/t 64 hpf. 8767 p/t 56 hpf.
 TTY 6201 6127
 Contact Officer: Dr Andrew Skeels
 (02) 6273 0336
 Selection documentation may be obtained from
 Dr Andrew Skeels (02) 6273 0336
 Apply: 07
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

Corporate Service

Corporate Finance**(Accountant) Administrative Service Officer**

Class 6, (PN: 43454)

Salary Range: \$45,171 - \$56,421p.a

Closing Date: 23 August 2001

Canberra

Duties: The Corporate Finance is seeking a
 dynamic and experienced person to manage
 monthly financial statements; and annual
 financial statements. Prepare 5 yearly and
 monthly budgets and monthly Business Activity
 Statements and annual FBT return
 Qualifications: An Accounting degree will be
 highly desirable

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

Contact Officer: Karl Phillips (02) 620 76367

Selection documentation: Carmen Cassar

(02) 6205 0610 and is also available from

[http://www.act.gov.au/recruitment/
 cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

Please note that applications will not be
 acknowledged

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17429

Senior Officer Grade A, (Manager Level 4),

(PN: 55695), \$78,481 - \$95,524p.a

Canberra Connect, Business Management

Closing Date: 23 August 2001

Canberra

Duties: This role provides the business
 infrastructure to support the service channels in
 Canberra Connect. Under broad direction, and
 in conjunction with Corporate Services, CMD,
 ensure the statutory and business management
 aspects of Canberra Connect are effectively
 coordinated, including: Undertake

budget, planning and financial administration
 functions for Canberra Connect. Negotiate and
 manage contracts with external providers, as
 well as strategic partnership agreements and
 alliances.

Contact Officer: Tom Elliott (02) 6207 2018

Selection Documentation: Sandy Schumacher
 (02) 6205 0477 and is also from available from:

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

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

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-19558

Senior Officer Grade C**Team Leader, Security**

Pn 14259, Permanent

Salary \$57,191 To \$61,666

Location Callam Offices, Woden, Act

Applications Close: 3 August 2001

Applications to be forwarded to:

Recruitment Officer

GPO Box 158

Canberra City ACT 2601

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

Position Description

Manage an integrated team charged with the
 delivery of IT Security services to all areas of
 InTACT and clients under agreed service levels.
 This position is responsible to the Manager
 Communications and Security for the
 development and maintenance of security
 services to all areas of InTACT and client
 agencies, including the coordination of multi-
 function teams that deliver that service.
 Specifically the occupant will be responsible for
 ensuring all services and resources are
 established and maintained to meet, and
 exceed, contracted requirements.

Please note: The terms and conditions of this
 position may be regulated under an Australian
 Workplace Agreement, at a higher remuneration
 package.

This position was previously advertised in the
 ACT Gazette of 24.5.01 and The Canberra Times
 of 26.5.01, previous applicants need not
 reapply.

Contact Officer's name and telephone number

for queries regarding position: Richard Hart on

(02) 6207 5013

Contact Officer for Selection Documentation:

Nicole Morris on (02) 6207 8922

Information Technology Officer Grade 2**Security Team Member**

Pn 14405, Permanent

Salary \$45,171 To 51,888

Location: Callam Offices, Woden, Act

Applications Close: 23 August 2001

Applications to be forwarded to:

Recruitment Officer

GPO Box 158

Canberra City ACT 2601

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

Position Description

This position is a member of an integrated team
 charged with the delivery of IT Security
 services to all areas of InTACT and clients
 under agreed service levels.

EMPLOYMENT (Continued)

This position is responsible to the Team Leader Security for the maintenance of IT security services to all areas of InTACT and client agencies. The occupant will be responsible for ensuring all security services and external support resources are maintained to meet, and exceed, contracted requirements.

A person at this level should have an accomplished level of skill, in a defined technical speciality, that meets the primary requirements of the standard modernised IT environment that is now government policy. In addition the person should be developing a second area of speciality.

Contact Officer's name and telephone number for queries regarding position:

Graham Munro on (02) 6207 5055

Selection Documentation: Nicole Morris on (02) 6207 8922

**Information Technology Officer Grade 2
Networks Team Member
Pn 14406, Permanent**

Salary \$45,171 To 51,888

Location: Callam Offices, Woden, Act

Applications Close: 23 August 2001

Applications to be forwarded to:

Recruitment Officer

GPO Box 158

Canberra City ACT 2601

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

Position Description

Provide technical support of the ACT Government Corporate Data Network to clients under agreed service levels.

The position is part of the Communications & Security Group and is responsible to the Team Leader for the provision of support and maintenance of the Corporate Data Network. Specifically, the occupant will be responsible for ensuring all data services and external support resources are maintained to meet, and exceed, contracted requirements.

People at this level should have an accomplished level of skill, in a defined technical speciality as outlined above. In addition people should be developing a second area of speciality. Of particular relevance are Microsoft disciplines such as Exchange, SMS or SQL together with skills in Unix, e-commerce, HTML, XML and WAP technology.

Contact Officer's name and telephone number for queries regarding position

Graham Munro on (02) 6207 5055

Contact Officer for Selection Documentation:

Nicole Morris on (02) 6207 8922

CC: 148-9043-17177

CANBERRA INSTITUTE OF TECHNOLOGY

**Faculty of Tourism and Hotel Management
Department of Hotel Management and Beauty
Studies**

Teacher Band 1 \$36,310 - \$49,559, Canberra (PN. 51160)

Closing date: 23 August 2001

Duties: Teach Hairdressing and Allied Subjects in line with the National Training Packages.

Eligibility/other requirements: **Mandatory**

Appropriate tertiary qualifications relevant to teaching Hairdressing and Allied Subjects. Five or more years of recent relevant industry experience in Hairdressing.

Note: This position is .8 of a full-time teaching load. The part-time hours can be negotiated.

This temporary employment position is available for a period of 2 years immediately.

Contact Officer: Rhonda Knapp (02) 6207 3226

Selection documentation may be obtained from Sharyn McKay (02) 6207 3647

Apply: 11

CC: 145-9024-18553

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

ACT Supreme Court

Executive Unit

Deputy Registrar

Legal 2 \$77,214 – \$80,387, Canberra (PN. 2114)

Closing date: 16/8/01

Duties: Applications are invited from highly motivated and suitably qualified persons for appointment to the position of Deputy Registrar, Supreme Court, ACT.

The Deputy Registrar is responsible for a range of administrative and legal functions within the court. The Deputy Registrar provides high level assistance to the Registrar, the legal profession and litigants.

The Eligibility/other requirements: The successful applicant would be required to be eligible for admittance as a Barrister and Solicitor, have experience in and knowledge of practice and procedure in areas of the law within the jurisdiction of the Court.

Note: Position was advertised in the Staff Bulletin on 2 August 2001

Contact Officer: Jill Circosta (02) 6267 2700

Selection documentation may be obtained from Barbara Wood (02) 6267 2701

Apply: 28

CC: 148-9012-16915

DEPARTMENT OF URBAN SERVICES

Environment ACT

Environment Protection Section

Administrative Service Officer Class 6

\$45,617 - \$52,400; PN 15303

Canberra

Closing Date: 16-Aug-01

Duties:

Environment ACT's Environment Protection Unit is responsible for a range of environmental protection issues and the conduct of specific

EMPLOYMENT (Continued)

natural resource management programs. The Catchment Health Indicators project seeks to identify and document a methodology of catchment health assessment suitable for use by community groups. The project is largely completed, the main duty of the successful applicant will be to document existing research.

Notes: This position will be offered as a contract of up to two years subject to continued external funding.

Qualifications/other requirements: The successful applicant will be expected to have experience with the development and documentation of Catchment Health Indicators.

Contact Officer and Selection documentation: Peter Donnelly - (02) 6207 2332 or peter.donnelly@act.gov.au

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

Apply Code: 34
CC: 148-9028 16937

**Environment ACT
Parks and Conservation Service
West District
Administrative Service Officer Class 3
\$33,977 - \$36,669; PN 15239
Canberra
Closing Date:** 23-Aug-01

Duties:
We are looking for an enthusiastic person who will be required to assist in the management of Namadgi National Park Visitor Centre and provide administrative support to the Western District of the Parks and Conservation Service. **Qualifications/Other requirements:** Demonstrated appreciation of Australian nature conservation issues and a sound knowledge of the ACT's National Park and Reserve system. Familiarity with Microsoft Office, Word, Excel, and Mail computer software packages. First Aid certificate or the willingness to undertake training and a current drivers license. The occupant will also be required to wear a uniform and must be willing to walk the trails in the Park on a regular basis.

Note: The position is full time, working on a 10 days a fortnight roster including every 2nd weekend (penalties will be paid for weekend work). It is for a period of 2 years.

Contact Officer: Annette Wrightson
(02) 6207 2900

Selection Documentation: To be collected from the Environment ACT Information Centre, Level 2 Annexe Macarthur House, Wattle Street, Lyneham or the reception counter at the Parks and Conservation Service Headquarters, Athllon Drive Depot (Cnr Sulwood and Athllon Drives, Wanniasa).

Or E-Mail by contacting Katie Jennings
katie.jennings@act.gov.au - telephone
(02) 6207 2262

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

Apply Code: 34
CC: 148-9028 17218

**Operations Group
ACT Procurement Solutions Branch
Administrative Service Officer Class 6
\$45,171 - \$51,888; PN 21445
Canberra**

Closing Date: 23-Aug-01

Duties:
Manage the business systems of ACT Procurement Solutions, oversee helpline operations for applications accessible to users via a website and intranet systems, and provide advice on enhancements and initiatives. The majority of the current business systems are Lotus Notes applications; Oracle Government Financials is used for financial information. Within Procurement solutions there are 45 users, plus there is an expanding client base across the ACT Government. Website functions include the publication of ACT Government contracts valued above \$50,000 and electronic publication of Requests for Tender.

Qualifications/other requirements: Tertiary qualifications in an appropriate discipline essential; experience in government procurement desirable.

**Contact Officer Patrick Hanrahan -
(02) 6207 5531 or patrick.hanrahan@act.gov.au**

Selection documentation: Jodi Hamilton -
(02) 6207 7100 or jodi.hamilton@act.gov.au
Or from the recruitment home page:

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

Apply Code: 34
CC: 148-9015 20686

**Operations Group
ACT Procurement Solutions Branch
Administrative Service Officer Class 5
\$41,825 - \$44,349; PN 28917
Canberra**

Closing Date: 16-Aug-01

Finance Officer

Duties:
Under limited direction provide efficient and effective financial management and systems administration skills to support the fee for service operations of ACT Procurement Solutions.

Qualifications/other requirements: High level of experience in a commercial financial environment and relevant experience in Lotus Notes products and Oracle Government Financials.

Contact Officer John Maher (02) 6207 6809 or john.maher@act.gov.au

Selection documentation: Jodi Hamilton -
(02) 6207 7100 or jodi.hamilton@act.gov.au
Or from the recruitment home page:

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

Apply Code: 34
CC: 148-9015 20686

EMPLOYMENT (Continued)

**Operations Group
Information Planning and Services Branch
Electronic Services Section
Administrative Service Officer Class 4
\$37,499 - \$40,715; PN 18866 & 44077**

Canberra

Closing Date: 23-Aug-01

Duties:

As a member of a team, assist the Web Manager with the on-going monitoring, maintenance and development of Urban Services web sites. Provide training and advice to web custodians. Provide statistics and reports and represent the section at various forums both internally and externally. Experience working in a customer service driven environment is required.

Note: Position number 18866 is an expected vacancy.

Contact Officer: Karen Furner

(02) 6205 0485 or karen.furner@act.gov.au

Selection documentation: Bright Seetoh

(02) 6207 6217 or bright.seetoh@act.gov.au

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9016 16920

**Operations Group
Executive
Administrative Service Officer Class 4
\$37,499 - \$40,715; PN 21291**

Canberra

Closing Date: 23-Aug-01

Duties:

Under broad direction, develop and evaluate ideas and proposals for innovative projects identified within the Operations Group. Undertake extensive financial analysis and evaluation of business case proposals to determine the viability and cost effectiveness of various projects.

Qualifications/other requirements: Tertiary qualifications in a business discipline, or substantial progress towards same desirable.

Contact Officer: Dr Simon Holtby (02) 62071404

or simon.holtby@act.gov.au

Selection documentation may be obtained by phoning (02) 6207 5594

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9015 16942

**Operations Group
Information Planning and Services Branch
ACT Library and Information Services Section
Administrative Service Officer Class 2
\$29,539 - \$32,755; PN Several**

Canberra

Closing Date: 23-Aug-01

Duties:

Assist customers in the use of collections and service, including loan and return of library items, use of IT and office equipment, and undertake administrative library support tasks eg receiving and receipting public monies.

Qualifications/other requirements: Eligibility for Library Technicians membership of the Australian Library and Information Association or equivalent. A certificate or diploma library studies and/or relevant work experience in a library is highly desirable. Applicants without relevant qualifications are unlikely to be short listed for interview.

Note: Occupants of these positions will be required to work weekends, public holidays, evening shifts at any site on a "as needs basis" and undertake tasks of a physical repetitive nature, requiring pushing, lifting, bending, arm, wrist movements eg pushing trolleys and shelving materials.

Contact Officer and Selection documentation:

Judy Franklin (02) 6205 900 or

judy.franklin@act.gov.au

Selection documentation may be obtained by phoning (02) 6207 5594

Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9037 17018

**Operations Group
City Operations Branch
Road User Services Section
Auditing Subsection
Administrative Service Officer Class 4
\$37,499 - \$40,715; PN 20060**

Canberra

Closing Date: 23-Aug-01

Duties:

Auditor

Road User Services is a dynamic organisation that provides vehicle registration and driver licences services to the ACT Community.

Through this, Road User Services provides for the safety of the ACT community and visitors to the region on the ACT's roads.

We have an opportunity for you to join this progressive organisation and to help us promote vehicle safety in the ACT. In this key role you will be responsible for auditing mechanics and stations authorised to inspect vehicles for the purpose of registration.

To succeed in this role you will need exceptional client service, people management and communication skills. You will have a good knowledge of vehicle standards and the ability to apply them to vehicle inspections.

You will also be reliable, self motivated and be able to prioritise work in a small team environment.

A copy of the job description, selection criteria and other important information can be obtained by calling Helen Williams on (02) 6207 7033 or helen.williams@act.gov.au

Or from the recruitment home page:

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

If, after reading the documentation, you would like further information you should contact Rebecca Clark on (02) 6207 9729 or rebecca.clark@act.gov.au.

EMPLOYMENT (Continued)

Note: The successful applicant must have a current drivers licence and an Automotive Trade Certificate.

Apply Code: 34
CC: 148-9015 17013

ACTION

Finance & Corporate Services

Finance

Senior Officer Grade C \$56,630 pa - \$61,061 pa, Canberra (PN. A20185)

Closing date: 24 August 2001

Duties: Manage and be accountable for ACTION's revenue collection and ticketing functions. Develop policy and strategic direction for revenue and business related financial functions. Provide statistical analytical reporting on business functions and assist in the preparation of monthly financial outcomes/key performance indicators and perform market research analysis.

Eligibility/other requirements: Relevant tertiary qualifications desirable.

Contact Officer: Warren Halverson (02) 6207 8010

Selection documentation may be obtained from 24 Hour Answering Service (02) 6207 8076

Apply: 08

CC: 148-9027-17791

Appointments

ACT COMMUNITY CARE

Dental Assistant Level 2 \$25,763 - \$32,333

Ingrid Hewlett: 740-93967, Section 68 (1), 18 July 2001

CC: 148-9009-16860

Dental Assistant Level 2 \$25,763 - \$32,333

Natalie Ortlipp: 741-00143, Section 68 (1), 26 July 2001

CC: 148-9009-16860

Registered Nurse Level 3 \$48,342 - \$51,459

Elaine Herlihy: 741-04216, Section 68 (1), 26 July 2001

CC: 148-9009-17798

Administrative Service Officer Class 4

\$37,016 - \$40,191

Stevan Momcilovic: 741-02800, Section 68 (1), 30 July 2001

CC: 148-9009-18270

Senior Professional Officer Grade C

\$55,850 - \$60,219

Anna Gregory: 741-03993, Section 68 (1), 30 July 2001

CC: 148-9009-17798

CHIEF MINISTER'S DEPARTMENT

Senior Officer Grade A, \$78,481p.a

Edwin Hon Tak Mak , 253-31092

Section 68 16 July 2001

ACT Information Services, Chief Minister's Department

CC: 148-9031-19558

Senior Officer Grade B, \$67,576p.a

Alfonso Moscaritolo, 748-53727

Section 68 30 July 2001

Canberra Connect, Chief Minister's Department

CC: 148-9031-19558

Senior Officer Grade B, \$71,069p.a

Kathy Porter, 757-49465

Section 68 30 July 2001

Canberra Connect, Chief Minister's Department

CC: 148-9031-19558

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Assistant 2 \$25,118-\$27,854

Alison Richelle Dwyer: 766-16506, Section

68(1), 24 July 2001

CC: 148-9013-16917

Information Technology Officer Class 1

\$36,310 - \$41,517

Stacey Leigh Geppert: 755-81460, Section 68(1), 30 July 2001

CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 2

\$29,539 - \$32,755

John Jones: 747-87512, Section 68/70, 18/7/01

CC: 148-9012-16898

Administrative Service Officer Class 2

\$29,539 - \$32,755

Troy Antioch: 707-12871, Section 68/70, 26/7/01

CC: 148-9012-17189

Administrative Service Officer Class 2

\$29,539 - \$32,755

Susan Catterson: 765-87864, Section 68/70, 27/7/01

CC: 148-9012-16939

Administrative Service Officer Class 5

\$41,825 - \$44,349

Peter Jarvis: 765-86415, Section 68/70, 27/7/01

CC: 148-9012-16898

ACTION

General Service Officer Level 6

Daryl Davis: 769-31573, Section 68,

6 August 2001

CC: 148-9027-17791

General Service Officer Level 6

Mervyn D Ogden: 609-12351, Section 68, 6

August 2001

CC: 148-9027-17791

Transfer

ACT COMMUNITY CARE

Judith Warwick: 608-83319

From: Registered Nurse Level 1

\$34,429 - \$45,890

Calvary Hospital

EMPLOYMENT (Continued)

To: Registered Nurse Level 1 \$32,761 - \$42,458
 Child, Youth and Women's Health Program ACT
 Community Care, Canberra (PN.20075)
 (10 May 2001)
 CC: 148-9009-16857

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

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

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

- * the position is filled from outside the ACTPS, i.e. an appointment (including filling the position by appointing a temporary employee);
- * the position is filled by the transfer of an

officer already at that or a higher level;
 * you are not a **permanent** officer of the ACTPS; or
 * you filling the position would not constitute a promotion (except in the case of excess officers).

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

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

- (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

EMPLOYMENT (Continued)

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

Where you intend to appeal against more than one promotion/selection, a separate appeal

should be lodged against each one, **unless** all the promotions have been notified in the one *Gazette*, and the positions are all of the same classification and all in the same state, department and branch, in which case, one letter of appeal listing all promotees appealed against will be accepted.

WHEN TO LODGE APPEALS

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

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

EMPLOYMENT (Continued)

private contact details supplied by any other party as a part of their statement. The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing. The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material. After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

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

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

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in

your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations. You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

PAC PROCEDURES

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

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

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

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

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

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

EMPLOYMENT (Continued)

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

The Canberra Hospital Mental Health Services City Mental Health

Herbert Oswald Krueger: 260-68230

From: Registered Nurse Level 3
\$48,200 - \$51,307
Mental Health Services
To: Senior Professional Officer Grade C, Team Leader \$55,684 - \$60,040
Mental Health Services, City Mental Health, Canberra (PN. 25956) (5.7.01)
Note: This is a non-appealable promotion
CC: (2232)

The Canberra Hospital Mental Health Services Older Persons Mental Health

Helen Maria Kirkwood: 747-03171

From: Registered Nurse Level 3
\$48,200 - \$51,307
Mental Health Services
To: Senior Professional Officer Grade C, Team Leader, \$55,684 - \$60,040
Older Persons Mental Health, Mental Health Services, Canberra (PN. 25275) (21.6.01)
Note: This is a non-appealable promotion
CC: 2228

The Canberra Hospital Mental Health Services Older Persons Mental Health

Tracey Leanne Crowe: 607-90315

From: Registered Nurse Level 1
\$32,664 - \$42,332
Mental Health Services
To: Registered Nurse Level 2 \$43,711 - \$46,474
Older Persons Mental Health, Mental Health Services, Canberra, (PN. 25306) (21.6.01)
CC: 2228

EMPLOYMENT (Continued)**The Canberra Hospital
Information Management
Management Information Support Unit****Peter Brayshaw : 505-75400**

From: Senior Information Technology Officer
Grade C \$55,684 - \$60,040
Information Management
To: Senior Information Technology Officer
Grade B, \$65,794 - \$74,067
Information Management, Management
Information Support Unit, Canberra (PN. 29826)
(8.3.01)
Note: This is a non-appealable promotion
CC: 1112

**Nursing Branch
Surgical SMT/Pre-admission Clinic****Lorraine Boyle: 260-65830**

From: Registered Nurse Level 1
\$32,664 - \$42,332
The Canberra Hospital
To: Registered Nurse Level 2 \$43,711 - 46,474
Pre-admission Clinic The Canberra Hospital,
Canberra (PN. 22435) (21.6.01)
CC: 1916

ACT COMMUNITY CARE**ACT Community Care
Corporate and Business Development
Facility Services****Karen Macdonald: 740-90192**

From: Dental Assistant 2 \$25,763 - \$32,333
ACT Community Care
To: Administrative Service Officer Class 3
\$33,211 - \$35,843
Corporate and Business Development, ACT
Community Care, Canberra (PN. 20081)
(5 July 2001)
CC: 148-9009-18270

**ACT Community Care
Integrated Health Care Program****Sally Edwards: 547-17410**

From: Professional Officer Class 2
\$44,111 - \$49,298
ACT Community Care
To: †Professional Officer Class 3 \$53,928
Integrated Health Care Program ACT Community
Care, Canberra (PN.22027) (21 June 2001)
CC: 148-9009-17798

CALVARY HEALTH CARE ACT**Nursing Services
ICU****Allison Bell: 747-05927**

From: Registered Nurse Level 1
\$34,429 - \$45,890
Calvary Health Care ACT
To: Registered Nurse Level 2 \$46,073 - 48,985
ICU Calvary Health Care ACT, Canberra (PN.
8220) (20 17/5/01)
CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**C. May AGS No 733-36234**

From: APS Level 6, \$45,488 - \$52,252p.a
From: Family Court of Australia
To: Senior Officer Grade C,
\$57,191 - \$61,666p.a
(PN: 13032), Workplace Relations, Public
Sector Management Group, Chief Minister's
Department
28 June 2001
Note: This promotion is made as an
appointment under section 115(6) of the Public
Sector Management Act 1994 and is a deemed
promotion
CC: 148-9031-16949

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Human Resources Branch
Communication and Liaison Section****Barbara Heiss: 337-41657**

From: Administrative Service Officer Class 6
\$45,171 - \$51,888
Department of Education and Community
Services
To: † Senior Officer Grade C \$57,192 - \$61,666
Communication and Liaison Section,
Department of Education and Community
Services, Canberra (PN. 3116) (No 14,
05/04/2001)
CC: 148-9013-16917

Gilmore Primary School**Donna Marie Ward-Pearson: 745-73135**

From: School Assistant 2 \$25,118 - \$27,854
Department of Education and Community
Services
To: Administrative Service Officer Class 4
\$37,499 - \$40,714
Gilmore Primary School, Department of
Education and Community Services, Canberra
(PN. 10401) (No 19, 10 May, 2001)

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

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

**Policy and Regulatory Division
Office of Fair Trading****Sharon Hindmarsh: 747-84610**

From: Administrative Service Officer Class 3
\$33,644 - \$36,310
Department of Justice and Community Safety
To: Administrative Service Officer Class 4
\$37,499 - \$40,714
Office of Fair Trading, Canberra (PN. 1936) (No
13 29/3/01)
CC: 148-9012-17170

EMPLOYMENT (Continued)

ACT Magistrates Court

Anne Diduk: 747-83968

From: Administrative Service Officer Class 3
 \$33,644 – \$36,310
 Department of Justice and Community Safety
 To: Administrative Service Officer Class 4
 \$37,499 – \$40,714
 Executive/Counter, Canberra (PN.44038) (No 18
 3/5/01)
 CC: 148-9012-16939

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.

**Operations Group
 City Operations Branch
 Road User Services Section
 Auditing Subsection**

Hans Broers AGS Number 506 39208

From: Administrative Service Officer Class 4,
 \$37,499 - \$40,715
 To: Administrative Service Officer Class 5,
 \$41,825 - \$44,349
 PN 21239; Gazette 07-Jun-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 17305

Procedures and Training Subsection

Daniel Bajt AGS Number 543 39077

From: Administrative Service Officer Class 3,
 \$33,644 - \$36,310
 To: Administrative Service Officer Class 4,
 \$37,499 - \$40,715
 PN 21228; Gazette 07-Jun-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 17305

**Policy Coordination Group
 Industry Policy and Regulation Branch
 Insurance and Work Safety Section**

Wayne Daly AGS Number 242 17474

From: Administrative Service Officer Class 6,
 \$45,171 - \$51,888
 To: †Senior Officer Grade C, \$57,191 - \$61,666
 PN 14499; Gazette 21-Jun-01
 CC: 148-9018 16922

Sean Moysey AGS Number 747 50963

From: Administrative Service Officer Class 6,
 \$45,171 - \$51,888
 To: †Senior Officer Grade C, \$57,191 - \$61,666
 PN 24545; Gazette 21-Jun-01
 CC: 148-9018 16922

Louise Gilding AGS Number 734 57343

From: Administrative Service Officer Class 6,
 \$45,171 - \$51,888
 To: †Senior Officer Grade C, \$57,191-\$61,666
 PN 24545; Gazette 21-Jun-01
 CC: 148-9018 16922

DEPARTMENT OF TREASURY

R. Arora AGS No 767-92497

From: Graduate Administrative Assistant,
 \$32,140 - \$38,433p.a
 From: Australian National Audit Office
 To: Administrative Service Officer Class 6,
 \$45,171 - \$51,883p.a
 (PN: 55229), GBE Management Branch, ACT
 Department of Treasury.
 12 May 2001

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

Note: This promotion is made as an appointment under section 115(6) of the Public Sector Management Act 1994 and is a deemed promotion
 CC: 148-9031-17253

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Operations Group

John Lawrence Reardon
 General Service Officer Level 5
 Section 143 of the *Public Sector Management Act*
 18 July 2001
 CC: 148-9029 16940

Corrigenda

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Lisa Gooley: 711-24836, 26 July 2001 (Page Number 830)
 Nominal designation was entered as Administrative Service Officer Class 5 should have been Administrative Service Officer Class 4.
 CC: 148-9013-16917

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

EMPLOYMENT (Continued)

- 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
- 23 Recruitment Officer, Central Office,
(Level 2 North Building) Department of
Health, Housing and Community Care,
GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services
Unit, Department of Justice and
Community Safety, PO Box 921, Civic
Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT,
GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275
Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office, GPO
Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer
Faculty of Communication and
Community Services
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S52	1 August	Instrument no. 207 of 2001 ~ <i>Government Procurement Act 2001</i>
S53	3 August	Instrument no 210 of 2001 ~ <i>Land (Planning and Environment) Act 1991</i> , Determination of Criteria – Community Organisations Instrument no 211 of 2001 ~ <i>Land (Planning and Environment) Act 1991</i> , Determination of Criteria – Older Persons' Accommodation.

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instruments of the Australian Capital Territory have been made. Copies of the Instruments 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
Legal Aid Act 1977	Appointment of the President of the Legal Aid Commission (ACT).	No. 208 of 2001
Stadiums Authority Act 2000	Declaration under Section 38.	No. 209 of 2001
Domestic Animals Act 2000	Determination of Fees.	No. 212 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 – Divisions of Bruce, Conder and Dunlop.	No. R31/01 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

ELECTORAL ACT 1992

REGISTER OF POLITICAL PARTIES

CANCELLATION OF REGISTRATION OF A POLITICAL PARTY

In accordance with subsection 98(1) of the *Electoral Act 1992*, I hereby CANCEL the registration of the **The Shooters Party (ACT)** and remove the political party's details from the *ACT Register of Political Parties*.

Phillip Green
Electoral Commissioner

1 August 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

ELECTORAL ACT 1992

REGISTER OF POLITICAL PARTIES

CANCELLATION OF REGISTRATION OF A POLITICAL PARTY

In accordance with subsection 98(1) of the *Electoral Act 1992*, I hereby CANCEL the registration of the **Christian Democratic Party (Fred Nile Group)** and remove the political party's details from the *ACT Register of Political Parties*.

Phillip Green
Electoral Commissioner

30 July 2001

GOVERNMENT NOTICES (Continued)**Environment Protection Act 1997****NOTIFICATION OF OUTDOOR CONCERT NOISE
ENVIRONMENT PROTECTION POLICY**

Section 26(1) of the Act requires notification of an Environment Protection Policy.

The Outdoor Concert Noise Environment Protection Policy [EPP] contains information and policies relating to environmental authorisations for outdoor concerts. It aims to provide reasonable protection to the amenity of neighbouring residents from outdoor concert noise while providing the broader community with access to enjoy significant events in accordance with the objects of the *Environment Protection Act 1997*.

The EPP explains the procedures that the Environment Management Authority would use to grant environmental authorisations and provides guidance on the obligations of concert venue operators to meet their legislative requirements.

Copies of the EPP are available from the Environment ACT Information Centre in Macarthur House, 12 Wattle Street, Lyneham or by telephoning the Helpline on 6207-9777. It may be viewed electronically under "contents" at <http://www.act.gov.au/environ/>

Dated the **26th** day of **July 2001**

Gary Croston
Environment Management Authority

GOVERNMENT NOTICES (Continued)**ACT GOVERNMENT
PLANNING AND LAND MANAGEMENT GROUP****DRAFT VARIATION NO.185 TO THE TERRITORY PLAN FOR
TUGGERANONG HOMESTEAD (RICHARDSON SECTION 450 BLOCK 1)**

Draft Variation to the Territory Plan No.185, has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority).

This draft Variation proposes to vary the Territory Plan Map by removing the Residential Policy and the Defined Land Overlay. It is also proposed to delete the principles and policies relating to the development of the Defined Land set out in Variation No.4 to the Territory Plan. The Residential Policy will be replaced by the Community Facility Policy with a 4F Area Specific Policy Overlay.

Provided it is not deferred, the provisions of draft Variation No.185 have interim effect until 8 August 2002 or for the "defined period", whichever is the shorter. The "defined period" commenced on 9 August 2001 and continues until the proposals in the draft Variation, or the corresponding Plan Variation:

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

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

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

From Monday 13 August 2001 until Monday 3 September 2001, copies of **draft Variation No.185 to the Territory Plan**, may be:

- inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Gungahlin, Kippax, Tuggeranong and Woden during normal opening hours;
- inspected at, or obtained from, the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- inspected on the PALM Website at: **www.palm.act.gov.au/tplan**

Comments on draft Variation No.185 should be submitted, by **Monday 24 September 2001**, to:

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

GOVERNMENT NOTICES (Continued)

Comments can also be sent via Email to: **terrplan@act.gov.au**
or by Facsimile to: **6207 1710.**

Copies of all written comments received in response to the draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours, from Tuesday 25 September 2001 until Tuesday 16 October 2001, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Monday 24 September 2001 will be available for perusal for 15 business days from the date of receipt.

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Application for an Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
Capital Firewood & Landscape Supplies	Firewood Activities	Wiburd PI Banks ACT
Steve's Firewood	Firewood Activities	Crossley CI Melba ACT
Bruce Michael Perrin	Firewood Activities	Tinderry Rd Michelago

Any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 27 August 2001.

Submissions should be addressed to: Environment Management Authority, PO Box 144, Lyneham ACT 2602

Environmental Authorisations

Environmental authorisations to conduct activities have been granted under Section 49 of the Act to the organisations set out below:

Organisation	Brief Description of Activity	Location
Canberra Royals Rugby Football Club Inc	Use of CFCs and HCFCs	1 Liardet Street Weston

Annual Review of Authorisations

Under Section 57 of the Act the following environmental authorisations have been reviewed, and the EMA decided not to take any action under the ACT in respect of these authorisations.

Organisation	Brief Description of Activity	Location
Capital Pest Control	Pest Control Activities	PO Box 1249 Fyshwick ACT
James Hunt	Pest Control Activities	PO Box 1234 Queanbeyan NSW
AAA Bird Control	Pest Control Activities	PO Box 41 Chester Hill NSW
CSIRO Entomology	Pest Control Activities	Clunies Ross St Acton
ACT Tree Surgery Pty Ltd	Pest Control Activities	PO Box 872 Dickson ACT

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

Copies of 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 6th day of August 2001
Environment Management Authority

