



Australian Capital Territory

Gazette

No. 33, Thursday 16 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

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

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

Vacancies

THE CANBERRA HOSPITAL

Medical Service Management Team

Renal Unit

Administrative Service Officer Class 6 / Registered Nurse Level 3 – Project Manager, \$43,980 – \$50,520 / \$48,200 - \$51,307
Salary Packaging with a partial FBT exemption under PBI conditions is available

Closing date: 30 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.

Note: This is a temporary full time vacancy available for six months and was previously advertised in the ACT Gazette / Staff Bulletin 9 August 2001.

Contact Officer: Dr Michael Falk (02) 6244 2046 or email michael.falk@act.gov.au

Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16

CC: 1674

Medical SMT

Radiation Oncology

Administrative Service Officer Class 3 \$32,758 - \$35,353, Canberra (PN. 24522)
Salary Packaging with a partial FBT exemption under PBI conditions is available

Closing date: 30 August 2001

Duties: Plan and coordinate the provision of office services in the Radiation Oncology Unit, including secretarial and reception services; supervise and train clerical staff; coordinate and arrange relief administrative staff as required; operate keyboard / computer equipment to type in-confidence medical notes and correspondence.

Eligibility/other requirements: Knowledge of and experience in the use of medical terminology

Note: People from culturally and linguistically diverse backgrounds are encouraged to apply
Contact Officer: Dr George Jacob

(02) 6244 2241

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

Apply: 16

CC: (1723)

Corporate Services

Communications

Administrative Services Officer Class 2 \$28,760 - \$31,892, Canberra (PN. Several)
Salary Packaging with Public Benevolent Institution FBT concessions is available

EMPLOYMENT (Continued)

Closing date: 30 August 2001

Duties: Under general direction, operate the main switchboard, paging equipment and associated systems. Duties include answering telephone enquiries, monitoring of hospital alarms and security systems and call and record codes. Undertake a range of clerical and keyboard duties, provide related office services, and participate in the training of staff. Eligibility/other requirements: Previous switchboard and medical terminology experience highly desirable. Ability to act in a calm, rational manner in emergency situations. Note: There are four permanent full-time positions available (rotating roster including weekends and public holidays), one permanent part-time position of 63:00 hours per fortnight (night duty) and two expected vacancies. The successful applicant may be selected on the basis of written applications and referee reports, which should address the selection criteria.

People from culturally and linguistically diverse backgrounds are encouraged to apply.

Contact Officer: Margaret Brandon
(02) 6244 2964

Selection documentation may be obtained from Human Resource Management Group
(02) 6244 4168

Apply: 16
CC: 1336

Nursing Branch**Canberra Sexual Health Centre
Co-ordinator of the ACT Integrated Sexual
Assault Service for Adults**

Registered Nurse Level 3 \$48,200 - \$51,307,
Canberra (PN.23979)

Closing date: 30 August 2001

Duties: The ACT Integrated Sexual Health Service for Adults is a new service which will be based at the Canberra Sexual Health Centre. It will provide therapeutic and forensic medical services for adults experiencing sexual assault and will operate 24 hours per day, 365 days per year. The Co-ordinator's responsibilities will include: co-ordination and promotion of the service including the after hours service, acting as a contact for adult sexual assault issues, assisting in the collection and delivery of forensic evidence, providing community and professional education on sexual assault, maintaining a database and statistics, facilitating contact with stakeholders and representing the service at relevant forums.

Eligibility/other requirements: Mandatory: Registered as a general nurse with the ACT Nurses Registration Board. Minimum of five years recent post registration experience with two years experience relevant to sexual health. Holds a Family Planning Certificate in Sexual and Reproductive Health Nursing or equivalent. Other Requirements: Current drivers licence; holds or is working towards post registration qualifications in sexual health; management experience; computer literacy and experience in the delivery of education sessions.

Contact Officer: Ruth Primrose (02) 6244 2188
Selection documentation may be obtained from Human Resource Management Group
(02) 6244 3139

Apply: 16
CC: 1773

Nursing Branch**Canberra Sexual Health Centre**

Registered Nurse Level 1 \$32,664 - \$42,332,
Canberra (PN. 21940)

Closing date: 30 August 2001

Duties: An exciting opportunity exists for a registered nurse to join the multidisciplinary team at The Canberra Sexual Health Centre. The Centre is the main provider of specialist sexual health and HIV/AIDS services to the Canberra Region, and has a focus on clinical research. The applicant will be self motivated with sexual health experience which includes the ability to provide independent nursing consultations for clients seeking sexual health screening, pap smears, Hepatitis B vaccinations and emergency contraception. Eligibility/other requirements: Mandatory: Registered as a general nurse with the ACT Nurses Registration Board. Holds a Family Planning Certificate in Sexual and Reproductive Health Nursing and / or sexual health nursing or equivalent. Other Requirements: Computer literacy and commitment to ongoing professional development.

Contact Officer: Ruth Primrose (02) 6244 2187
Selection documentation may be obtained from Human Resource Management Group
(02) 6244 3139

Apply: 16
CC: 1782

Corporate Services Branch**Staff Development Unit**

Registered Nurse Level 5.3 (Director) \$64,886
Canberra (PN. 28480)

Closing date: 30 August 2001

Duties: Co-ordinate both nursing and corporate staff development to ensure the development and training needs of the hospital are met. Monitor and review the performance/outcomes of individuals and the team of the Staff Development Unit, and in meeting the education and training needs of the hospital. Provide expert education and training advice to the executive management team and others as required.

Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board. Minimum of six years recent post registration full-time or equivalent experience. Holds or has made substantial progress towards post graduate qualifications in the field of nursing education.

Contact Officer: Donna Wunsch (02) 6244 2722
Selection documentation may be obtained from Human Resource Management Group
(02) 6244 3139

Apply: 16
CC: 1521

EMPLOYMENT (Continued)

Corporate Services Hotel Services

Senior Officer Grade C \$55,684 - \$60,040
 Canberra (PN. TBA)
 Salary Packaging with Public Benevolent Institution FBT concessions is available
 Closing date: 30 August 2001
 Duties: Assist the Manager Support Services and Contracts in the management of the various Hotel Services functions of the Hospital. Fulfill the role of Fire Safety Officer(Training) and as a member of the Hospital Emergency Planning Committee, including the conduct of formal training sessions, in-services and other briefings. Provide administrative management of vehicle fleet issues, maintain the Hospital's vehicle fleet data base, including collection of data for fringe Benefits Tax reporting purposes and other administrative reporting requirements.
 Eligibility/other requirements: Formal qualifications or experience in emergency management, budget management, contract management and workplace training.
 Note: The successful applicant may be selected on the basis of written applications and referee reports, which should address the selection criteria.
 Contact Officer: Mark Bonato (02) 6244 2644
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168
 Apply: 16
 CC: 1331

ACT COMMUNITY CARE

Integrated Health Care Program

Senior Podiatrist
 Senior Professional Officer Class C
 \$55,850 - \$60,219, Canberra (PN. 21448)
 Salary packaging with FBT exemption under PBI conditions is available.
 Closing date: 30 August 2001
 The Integrated Health Care Program is seeking application from suitably qualified and experienced individuals to fill the vacancy of Senior Podiatrist within the Program. The position involves providing professional support and supervision to podiatrists employed within the Program across The Canberra Hospital, Diabetes Service and community based services. The successful applicant should display a high level of knowledge and understanding of the role of Podiatry in the community setting, be able to provide Program Managers with professional advice regarding podiatric issues and assist in the support of multidisciplinary teams within the Program.
 Eligibility: A Degree or Diploma in Podiatry with at least 5 years podiatric experience. Eligible for registration as a Podiatrist in the ACT.
 Previous experience in professional supervision and policy development would be desirable.
 Contact Officer: Debbie Booth on (02) 6205 2101
 Selection documentation may be obtained from Dora Koripas (02) 6205 1357
 Apply: 21
 CC: 148-9009-17798

Child, Youth and Women's Health Program Child at Risk Assessment Unit

Social Worker
Professional Officer Class 1
\$30,761 – \$43,155 pa
Professional Officer Class 2
\$44,111 – \$49,298 pa
 Salary packaging with FBT exemption under PBI conditions may be available
 Position No: 23104 (permanent part-time)
 Position No: 23972 (temporary part-time)
 Duties: Working in a small, multi-disciplinary specialist team, undertake child maltreatment psychosocial assessment and counselling with children and their families.
 Mandatory qualifications: A Degree or Diploma in Social Work.
 Eligibility to belong to AASW. Experience with working with children essential, working with children at risk of maltreatment an advantage.
 Note: These positions are part time positions 18:22 hours per week, to be filled at either P01 or P02 level commensurate with experience of applicant.
 The successful applicant for the permanent position may be offered full-time hours (36:45) from appointment until June 2002.
 Contact Officer: Annabel Wyndham (02) 6244 2712
 For Selection Documentation please call (02) 6244 2712
 Applications close: 30 August 2001

CALVARY HEALTH CARE ACT

Nursing Services

ICU
 Registered Nurse Level 3.5 \$59,902 - 59,902, Canberra (PN. 8763)
 Closing date: 30 August 2001
 Duties: Co-ordinate and be responsible for the provision of the highest standard of nursing care in the Intensive Care Unit.
 Eligibility/other requirements: Registration or eligibility to register as a general nurse with the ACT Nurses Board. Post graduate qualifications in Intensive Care or Acute Care Nursing.
 Note: TTY 6201 6127
 Contact Officer: Rhonda Maher (02) 6201 6166
 Selection documentation may be obtained from Jan Smith (02) 6201 6160
 Apply: 07
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

ACT Information Services Information Management

The ACT Information Services (ACTIS) is a dynamic organisation responsible for the delivery of information and transactional services through its business units, Canberra Connect and Information Planning.
 The Information Management Unit forms the policy and strategic arm of ACTIS. It has three main functions:

- Policy – responsible for the development of Whole of Government policy on Information Management;
- Planning – Strategic planning for major IT systems and the coordination and evaluation of major government wide and

EMPLOYMENT (Continued)

- agency based information projects; and Enterprise Architecture – Support agencies and government wide projects and systems.

Enterprise Architect**Senior Officer Grade B (CMD Manager 2)****(P N: 55370)****Salary Range:** \$67,576 - \$81,220 p.a**Closing Date:** 30 August 2001

Information Management is seeking an experienced IT professional who will, under broad direction and as part of a team, be responsible for the development of the enterprise architecture that will serve as the foundation for the ACT Information Technology and Information Systems environment, including the implementation of major initiatives. The successful applicant will manage Whole of Government consulting/architecture projects to support major technical advances for the ACT Government, provide technical advice in the development of standards, policies and guidelines; and provide high level advice to management and government on emerging trends in the IT industry.

Qualifications: Relevant Tertiary qualifications and/or appropriate IT industry experience.

Supporting IT and IM technical qualifications (such as MCSE) in areas of interest.

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

Contacts: Enquiries about this position should be directed to Mr Mark Mathieson, Enterprise Architecture Manager, Information Management, ACT Information Services, Chief Minister's Department on (02) 6207 0239. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477

and is also available from

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

Apply: 06 or via email:

recruitment_officer@act.gov.au

CC: 148-9031-19558

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:

<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to

<mailto:wfpm.webmaster@decs.act.gov.au> or jobs@act.gov.au. Applications may also be sent via email to: decs.employment@act.gov.au

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

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

Children's, Youth and Family Services Division Family Services Branch**Child Protection Services Section – Court Unit**

Senior Professional Officer Grade C

\$57,192 - \$61,666, Canberra (PN. 11298)

Closing date: 30 August 2001

Duties: Supervise the Court Unit staff and represent and exercise the powers of the Chief Executive in all Family Services matters before the Court according to legislative and policy requirements.

Eligibility/other requirements: A relevant tertiary qualification in law, social work or psychology. Eligibility to be admitted as a legal practitioner in the ACT, or full eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent.

Note: The successful applicant will be offered an attractive performance based remuneration package regulated under an Australian Workplace Agreement. Previous applicants need to re-apply.

Contact Officer: Deborah Winkler

(02) 6207 1075

Selection documentation may be obtained from Janet Feldtmann (02) 6207 1088

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Education and Training Division**School Curriculum and Assessment Branch****Year 11/12 Assessment and Certification Section**

Teacher Level 2 \$58,500, Canberra (PN.12033)

Closing date: 30 August 2001

Duties: Provide Support to the Executive Officer of the ACT Board of Senior Secondary Studies for course accreditation with particular reference to Vocational Education and Training.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Bob Edwards on (02) 6205 7163

Selection documentation may be obtained from Margaret Ford on (02) 6205 7163

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Education and Training Division**School Curriculum and Assessment Branch****Literacy and Numeracy Team Section**

Teacher Level 2 \$58,500, Canberra (PN. 2053)

Closing date: 30 August 2001

Duties: Lead professional development in early literacy in primary schools, focussed on supporting teams of teachers (K-2) in collaboratively developing effective literacy programs.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification

Contact Officer: Rita van Haren (02) 6205 2047

Selection documentation may be obtained from Irena Schorsch (02) 6205 8291

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

EMPLOYMENT (Continued)**Wanniassa School**

Executive Teacher Level 2, \$58,500, Canberra (PN.2241)

Closing date: 30 August 2001

Duties: Executive Teacher Position with a leadership focus in the junior campus of Wanniassa K-10 school. Prospective applicants are encouraged to contact the principal and visit the school.

Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Hugh Davies (02) 6205 7566

Selection documentation may be obtained from the Contact Officer (02) 6205 7566

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

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Learning Services****Education Development Centre****Research and Evaluation Department**

Administrative Service Officer Class 3

\$33,810 - \$36,489, Canberra (PN. 55475)

Closing date: 30 August 2001

Duties: Under general direction provide administrative and secretarial support including: attend to enquiries and liaise with both the Department's external clients and Institute staff at all levels regarding research projects and other associated activities; undertake less complex investigations, collect, analyse and report data; prepare complex templates and items for inclusion in research publications.

Note: This position is for temporary employment or temporary transfer from a.s.a.p. until the end of 2001

Contact Officer: Heather Symons
(02) 6207 3593

Selection documentation may be obtained from Maggie Stanke (02) 6207 3138

Apply: 11

CC: 148-9024-18549

Division of Corporate Services**Human Resources Unit****Human Resources Planning and Development**

Senior Officer Grade C, \$57,473 - \$61,970, Canberra (PN. 55270)

Closing date: 30 August 2001

Duties: Lead a team that works in partnership with managers to improve CIT business outcomes through the development of more effective and efficient people management practices. Provide specialised advice to senior management in one or more of the following areas: Workforce Planning, Staff Development and Performance Management.

Eligibility/other requirements: Tertiary qualifications in Workforce Planning and/or Staff Development (or progress toward these) would be an advantage.

Contact Officer: Laura Marks (02) 6207 3561

Selection documentation may be obtained from Roz Tuff (02) 6207 3573

Apply: 11

CC: 148-9024-17904

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

Resource Management

Administrative Service Officer Class 6

\$45,171 - \$51,888, Canberra

(PN. 43421, 11104, 45882)

Closing date: 30 August 2001

Duties: The Resource Management Unit is responsible for assisting and supporting the Chief Executive and other Departmental managers to efficiently and effectively discharge their financial management responsibilities. This is achieved through the provision of timely, materially accurate, relevant, complete and suitably presented budget estimates, financial results and trends combined with the provision of high quality, interpretive professional advice.

These positions fulfil an important role within the unit by assisting Departmental cost centre managers and their staff to obtain advice and assistance on a variety of financial management, budgeting and accounting matters. The positions, either individually or as part of a team, coordinate and/or deliver specific financial and budget management functions and services at both cost centre and Departmental levels.

The Department is seeking people who possess the skills, abilities, qualifications, experience and personal qualities necessary to undertake these challenging roles.

Eligibility/other requirements: Relevant qualifications and eligibility for ASCPA or ICA membership are not required but would be well regarded.

Contact Officer: Brian Lenihan (02) 6207 0574

Selection documentation may be obtained from Caroline Mootoosamy (02) 6207 0506

Apply: 28

CC: 148-9012-16911

ACT WORKCOVER**Workers' Compensation Section****Administrative Service Officer Class 5**

\$41,825 - \$44,349

Several Positions**Canberra**

Closing Date: 30-Aug-01

The Workers Compensation Section of ACT WorkCover is seeking highly motivated and innovative individuals with high level communication skills. They will be required to work effectively in a small team, perform the duties of an Authorised Officer and an Inspector

EMPLOYMENT (Continued)

under various pieces of legislation administered by the Section. Duties of these positions include; conducting workplace inspections and investigations under the legislation; providing advice and liaising with insurers, employers and employee organisations on a daily basis and carrying out electronic compliance checks through the utilisation of a database.

Contact Officer and Selection documentation:

Jacqui Van Dijk (02) 6205 0760

Apply Code: 34**CC:** 148-9020 17088**Regulatory Leadership Section****Administrative Service Officer Class 5****\$41,825 - \$44,349****PN. 13150****Canberra****Closing Date:** 30-Aug-01

This position is part of the Regulatory Leadership Section that has a key role in developing and strengthening the forums and frameworks through which workplace and public safety can be optimised. The position will contribute to the review and implementation of legislation and policies relating to health, safety, dangerous goods, workers compensation and labour regulation. The successful applicant will be motivated, have a understanding of law and be able to provide high level communication skills.

Contact Officer Marie Mannion (02) 6205 0135**Selection documentation:** Natasha Devoe (02) 6205 0736**Apply Code:** 34**CC:** 148-9020 17088**DEPARTMENT OF URBAN SERVICES****Environment ACT****Environment Protection Section****Professional Officer Class 2****\$45,617 - \$50,980****PN 15332****Canberra****Closing Date:** 30-Aug-01**Duties:**

Manage the day to day operations of the Tree Protection Unit. Undertake inspections and make recommendations relating to applications for approvals under the Tree Protection (Interim Scheme) Act 2001. Provide professional advice on tree management and protection matters associated with urban land development.

Qualifications/other requirements: A degree in Arboriculture, Environmental Science, Urban Park Management, Amenity Horticulture, or related technical discipline. A current drivers licence.

Contact Officer and Selection documentation:

Stephen Hughes (02) 6207 2147 or

stephen.hughes@act.gov.au

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>**Apply Code:** 34**CC:** 148-9028 16937**Corporate Group****Corporate Finance Branch****Facilities Management Section****Senior Officer Grade C****\$57,191 - \$61,666****PN 21412****Canberra****Closing Date:** 30-Aug-01**Duties:**

Manage and oversight all aspects of Urban Services properties (particularly office space) including a leasing strategy, a business continuity plan, a greenhouse strategy plan and a security safety plan.

Qualifications/Other requirements: Tertiary qualifications in business, property management, management or a related field and/or extensive experience in facilities management.

Contact Officer: Alan Phillips (02) 6207 6230**Selection Documentation:** Sue Charlton

(02) 6207 6242

Or from the recruitment home page:

<http://www.act.gov.au/urbanservices/recruit.html>**Apply Code:** 34**CC:** 148-9017 17305**Operations Group****ACT Procurement Solutions Branch****Business Support****Senior Officer Grade B****\$66,899 - \$75,145****PN 18890****Canberra****Closing Date:** 23-Aug-01**Duties:**

An opportunity exists for a highly motivated person to lead and manage a small team responsible for providing high level financial and administrative support to the Branch in a fee for service environment including human resource management, budgeting, financial management, information technology, coordination of reporting functions, EBA negotiations, annual budgetary cycle and annual reporting.

Qualifications/other requirements: Tertiary qualifications in Administration or Accounting or appropriate and relevant experience in similar positions highly desirable. Demonstrated capacity to lead and manage a team providing high level support and advice, proven management skills and a demonstrated record of achievement related to strategic and corporate planning and the management of human and financial resources.

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

Contact Officer Michael Zissler (02) 6207 5490 or michael.zissler@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)

**City Management Group
Canberra Urban Parks and Places Branch
Commissioning and Contracts Section
Administrative Service Officer Class 6
\$45,171 - \$51,888
PN'S 23510/23548
Canberra**

Closing Date: 30-Aug-01

Duties:

Undertake contract management functions associated with urban open-space management and maintenance. Prepare and evaluate tenders and contracts. Monitor and audit contractor performance. Assist in the development of policies and programs for the management of urban open spaces including parks, public places and built assets.

Qualifications/other requirements:

Qualifications in contract management, in a field allied to park management and in park management and maintenance desirable. Current driver's licence.

Contact Officer John Clark (02) 6207 2508 or john.clark@act.gov.au

Selection documentation: Kerry Murley (02) 6207 6333 or kerry.murley@act.gov.au Or from the recruitment home page:

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

Apply Code: 34

CC: 148-9019 17278

DEPARTMENT OF TREASURY

Economic Management Branch
Major Projects Manager, (PN: 55735)
Salary Range: \$67,576 - \$92,171p.a
Closing Date: 30 August 2001
Canberra

Duties: Undertake the more complex evaluation of major projects and policy initiatives. Provide advice on financial and economic benefits and costs of major proposals. Provide assistance to and/or undertake training of ACT Department and agencies on the evaluation of major proposals.

Qualifications: Tertiary qualifications in accounting or economics desirable. Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contact Officer: Les Andrews (02) 6207 0265

Selection documentation: Linda Syrek (02) 6207 6485 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp>

Apply: 35 or via email: recruitment.officer@act.gov.au

CC: 148-9031-17253

Appointments**ACT COMMUNITY CARE**

Dental Assistant Level 2 \$25,763 - \$32,333
Petah Warmington: 740-97466, Section 68(1), 1 August 2001
CC: 148-9009-16860

**Administrative Service Officer Class 6
\$44,590 - \$51,220**

Deborah Mesman: 741-04670, Section 68(1) 1 August 2001
CC: 148-9009-16861

Professional Officer Class 2 \$44,111 - \$49,298

Helen Kryger : 607-92265, Section 68(1) 31 July 2001
CC: 148-9009-18269

Professional Officer Class 2 \$44,111 - \$49,298

Marion Shaw: 740-94089, Section 68(1) 31 July 2001
CC: 148-9009-18269

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

Edward Mathieson: 741-04195, Section 68(1), 13 August 2001
CC: 148-9009-17798

Senior Professional Officer Grade C

\$56,456 - \$60,872
Peter Lisacek: 741-04995, Section 68(1) 30 July 2001
CC: 148-9009-16861

Disability Support Officer Level 1

\$27,794 - \$28,907
David Scully: 741-04806, Section 68(1) 2 August 2001
CC: 148-9009-16861

Disability Support Officer Level 1

\$27,794 - \$28,907
Stefanie Garner: 741-04750, Section 68(1) 2 August 2001
CC: 148-9009-16861

Disability Support Officer Level 1

\$27,794 - \$28,907
Adam Perry: 741-04726, Section 68(1) 2 August 2001
CC: 148-9009-16861

Disability Support Officer Level 1

\$27,794 - \$28,907
Shannon Owers: 741-04777, Section 68(1) 2 August 2001
CC: 148-9009-16861

Disability Support Officer Level 1

\$27,794 - \$28,907
David Barnes: 741-04769, Section 68(1) 2 August 2001
CC: 148-9009-16861

Disability Support Officer Level 1

\$27,794 - \$28,907
Mark Ashton: 741-04734, Section 68(1) 2 August 2001
CC: 148-9009-16861

Disability Support Officer Level 1

\$27,794 - \$28,907
Mark Clery: 741-04718, Section 68(1) 2 August 2001
CC: 148-9009-16861

EMPLOYMENT (Continued)

Disability Support Officer Level 1
\$27,794 - \$28,907
 Dalane Van Dyk: 741-01656, Section 68(1)
 2 August 2001
 CC: 148-9009-16861

Disability Support Officer Level 1
\$27,794 - \$28,907
 Ken Meadows: 740-96076, Section 68(1)
 2 August 2001
 CC: 148-9009-16861

Disability Support Officer Level 1
\$27,974 - \$28,907
 Cedric Hess: 741-04742, Section 68(1),
 2 August 2001
 CC: 148-9009-16861

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

School Assistant 2 \$25,118 - \$27,854
 Catherine Hooper: 747-76266, Section 68(1), 1 August 2001
 CC: 148-9013-16917

Family Services Worker Level 1
\$37,499 - \$44,349
 Kirsten Miranda Purvis: 766-15845, Section 68(1), 1 August 2001
 CC: 148-9013-16917

Professional Officer Class 1 \$37499 - \$44,349
 Katrina Sonya Takayama: 766-17373, Section 68(1), 3 August 2001
 CC: 148-9013-16917

School Assistant 2 \$25,118 - \$27,854
 Elizabeth June Butler 736-37379, Section 68(1), 8 August 2001
 CC: 148-9013-16917

School Assistant 2 \$25,118 - \$27,854
 Lynette Mercer: 74572730, Section 68(1), 6 August 2001
 CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 5
\$41,825 - \$44,349
 Deanne Nobes: 747-76047, Section 68/70, 7/8/01
 CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

Corporate Group
 Administrative Service Officer Class 4
 \$37,499 - \$40,715
 Melissa Stekjsal AGS Number 769 64973.
Section 68(1) 30-Jul-01
CC: 148-9017 16954

Operations Group
 Senior Officer Grade C - \$57,191 - \$61,666
 Matthew Lawrence AGS Number 769 64981.
Section 68(1) 30-Jul-01
CC: 148-9015 20692

Environment ACT
 General Service Officer Level 8,
 \$36,417 - \$38,557
 Jason Meredith AGS Number 757 52290.
Section 68(1) 30-Jul-01
CC: 148-9028 17218

Senior Professional Officer Grade C -
 \$57,756 - \$62,275
 Murray Evans AGS Number 769-65036
Section 68(1) 06-Aug-01
CC: 148-9028 17525

Transfer

THE CANBERRA HOSPITAL

Jeni Ritchie: 607-99475
 From: Registered Nurse Level 2
 \$43,711 - \$46,474
 The Canberra Hospital
 To: Registered Nurse Level 2 \$43,711 - \$46,474
 Emergency The Canberra Hospital, Canberra
 (PN. 27017) (28/6/01)
 CC: 1612

ACT COMMUNITY CARE

Jennifer Poole: 261-27325
 From: Registered Nurse Level 1
 \$32,664 - \$40,951
 The Canberra Hospital
 To: Registered Nurse Level 1 \$32,761 - \$42,458
 Child, Youth and Women's Health Program ACT
 Community Care, Canberra (PN. 28292)
 (10 May 2001)
 CC: 148-9009-16857

Lorraine Evans: 762-91510
 From: Registered Nurse Level 1
 \$32,664 - \$40,951
 The Canberra Hospital
 To: Registered Nurse Level 1 \$32,761 - \$42,458
 Child, Youth and Women's Health Program ACT
 Community Care, Canberra (PN. 28298)
 (10 May 2001)
 CC: 148-9009-16857

Margot Dewar: 547-16637
 From: Professional Officer Class 2
 \$44,111 - \$49,298
 ACT Community Care, Integrated Health Care
 Program
 To: Professional Officer Class 2
 \$44,111 - \$49,298
 Community Rehabilitation Program, ACT
 Community Care, Canberra (PN. 27902)
 (7 June 2001)
 CC: 148-9009-18269

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

David Anthony Althorp: 739-66850
 From: Senior Professional Officer Grade B
 \$67,576 - \$76,073
 ACT Mental Health Services
 To: † Senior Professional Officer Grade B
 \$67,576 - \$76,073
 Family Services Section, Department of

EMPLOYMENT (Continued)

Education and Community Services, Canberra
 (PN.3851) (No. 21, 24 May 2001)
 CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Terence Ryan: 710-43809

From: Administrative Service Officer Class 5
 \$41,825 – \$44,349
 Policy and Regulatory Division
 To: Administrative Service Officer Class 5
 \$41,825 – \$44,349
 Policy and Regulatory Division, Canberra (PN.
 4281) (No 13 29/3/01)
 CC: 148-9012-17170

Mary Toohey: 736-91463

From: Principal Legal Officer \$70,237 – \$84,395
 Attorney-General's Department
 To: Legal 2 \$77,214 – \$80,387
 Parliamentary Counsel's Office, Canberra
 (PN. 42303)
 Note: This is a "deemed transfer" made under
 section 115(6) of the ACT Public Sector
 Management Act and is not subject to appeals
 CC: 148-9012-17345

Sandra Georges: 713-89658

From: Principal Legal Officer \$70,237 – \$84,395
 Attorney-General's Department
 To: Legal 2 \$77,214 – \$80,387
 Parliamentary Counsel's Office, Canberra
 (PN. 42728)
 Note: This is a "deemed transfer" made under
 section 115(6) of the ACT Public Sector
 Management Act and is not subject to appeals
 CC: 148-9012-17345

Lorraine Mason: 545-64848

From: Administrative Service Officer Class 4
 \$37,499 – \$40,714
 Ministerial and Corporate Services
 To: Administrative Service Officer Class 4
 \$37,499 – \$40,714
 Public Trustee for the ACT, Canberra
 (PN. 42517)
 CC: 148-9075-17581

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

EMPLOYMENT (Continued)

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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

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

FORM OF APPEAL

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

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

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

WHEN TO LODGE APPEALS

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

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

EMPLOYMENT (Continued)

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including

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

CONTENT OF STATEMENTS

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

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

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

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

PAC PROCEDURES

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

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

The PAC will determine its procedures according to the circumstances of the case

EMPLOYMENT (Continued)

before it, but will normally consider the following:

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

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

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment.

If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to anyone you intend to nominate as a referee, to find out what they will say about you if contacted, and how they rate you against the other party/parties if they know them.

The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

Additional information on lodging appeals is contained in the MPRA brochure, *Appeals against promotions and temporary performance directions*, which you should be able to obtain from your Personnel section.

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

An unsuccessful applicant for a non-appealable promotion who believes that the promotion should not stand because there was:

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
- (b) a serious defect in the selection process (a breach of section 65 of the PSMA), may apply to the MPC for a review of that promotion.

A request for review must be made in writing to the Director, MPC, at the address given below and must be received by the end of the 13th day after the day on which the promotion appeared in the *Gazette*.

An applicant must provide the following details:

- * full name and AGS number;
- * classification, position number and location of the promotion in question;
- * date and number of the *Gazette* in which the promotion was notified;
- * the basis on which the request is made with supporting information.

It is important to provide details to support your claim of patronage, favouritism, unlawful discrimination and/or serious defect in the process. A reasonable time will be allowed, after the lodging of an application for review, for the provision of such documentation. However, the grounds for an application for review are required in the initial application.

Before lodging an application for review of a non-appealable promotion, you should:

- (1) consider carefully the basis on which the application is to be made and your reasons for believing that the promotion should be reviewed; and
- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

Note that the review process is not a means by which the merits of applicants for a promotion can be reviewed. It is not comparable with the right of appeal to a PAC. Section 87 provides for a review of a promotion solely on the ground that it would be unreasonable for the promotion to stand because of a breach of section 8 or a serious defect under section 65, and is **directed at the process and not the merits of the decision**.

Additional information on lodging an application for review is contained in the MPC brochure, *Review of non-appealable promotions*, which you should be able to obtain from your Personnel Section.

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

EMPLOYMENT (Continued)**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE****Central Office****Population Health****Sexual Health and Blood Borne Virus****Linda Lorraine Trompf: 741-20267**

From: Professional Officer Class 2

\$45,171 – \$50,482

Department of Health, Housing and Community Care

To: Administrative Service Officer Class 6

\$45,171 – \$51,888

Sexual Health and Blood Borne Virus, Department of Health, Housing and Community Care Canberra (PN: 27628) (Gazette No. 11, 15 March 2001)

Note: This position is identical to PN 23900 which was advertised in the ACT Government Gazette on 15 March 2001. This promotion is made under section 83 of the *Public Sector Management Act 1994* and is to a non-advertised vacancy. Any suitably qualified officers may appeal.

CC: 148-9011-16943

Central Office**Health Strategies and Acute Services****Hospital Contracts and Performance****Olivia Vienphoukhane Phongkham: 741-19717**

From: Administrative Service Officer Class 5

\$41,825 – \$44,349

Department of Health, Housing and Community Care

To: Administrative Service Officer Class 6

\$45,171 – \$51,888

Hospital Contracts and Performance, Department of Health, Housing and Community Care

Canberra (PN: 23694) (Gazette No. 23, 7 June 2001)

Note: This position is identical to PN 21877, which was advertised in the ACT Government Gazette on 7 June 2001. This promotion is made under section 83 of the *Public Sector Management Act 1994* and is to a non-advertised vacancy. Any suitably qualified officers may appeal.

CC: 148-9011-16888

Central Office**Health Strategies and Acute Services****Hospital Contracts and Performance****Jane Boke: 748-28281**

From: Administrative Service Officer Class 5

\$41,825 – \$44,349

Department of Health, Housing and Community Care

To: Administrative Service Officer Class 6

\$45,171 – \$51,888

Hospital Contracts and Performance, Department of Health, Housing and Community Care

Canberra (PN: 21877) (Gazette No. 23, 7 June 2001)

CC: 148-9011-16888

Business Services Bureau**Payroll Services****Liza Leposava Zotovic – AGS No. 71126102**

From: Administrative Service Officer Class 4, \$37,499 - \$40,714

Department of Health, Housing and Community Care,

To: Administrative Service Officer Class 5, \$41,825 - \$44,349, Payroll Services, Business Services Bureau, Department of Health, Housing and Community Care, (PN 20086, Gazette No, 21, 24 May 2001)

CC: 148-9011-16942

THE CANBERRA HOSPITAL**Clinical School****Antoni Grech: 735-37204**

From: Administrative Service Officer Class 2

\$28,760 - \$31,892

Pathology Services

To: Administrative Service Officer Class 5

\$40,723 - \$43,180

Clinical School, Canberra (PN. 23635) (5.7.01)

CC: (1511)

Pathology Services**Clinical Chemistry****Graeme Jon Allbon: 752-28931**

From: Technical Officer Level 2

\$32,298 - \$37,795

Pathology Services, Microbiology

To: Professional Officer Class 1

\$30,669 - \$43,027

Pathology Services, Clinical Chemistry

Canberra (PN. 28959) (28.6.01)

CC: (3122)

Nursing Branch**Ward 9B (Neuroscience)****Tania Lawrence: 259-42264**

From: Registered Nurse Level 2

\$43,711 - \$46,474

The Canberra Hospital

To: Registered Nurse Level 3 \$48,200 - \$51,307

Ward 9B The Canberra Hospital, Canberra (PN. 25636) (05/07/01)

CC: 1947

ACT COMMUNITY CARE**Community Rehabilitation Program****Lynne Macnamara: 547-16178**

From: Administrative Service Officer Class 2

\$28,845 - \$31,986

ACT Community Care

To: Administrative Service Officer Class 3

\$32,855 - \$35,458

Community Rehabilitation Program ACT

Community Care, Canberra (PN.00288)

(14 June 2001)

CC: 148-9009-18269

Integrated Health Care Program**Karen Corke: 747-02793**

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.22028) (21 June 2001)

CC: 148-9009-17798

EMPLOYMENT (Continued)

Integrated Health Care Program

Donna Ridley: 608-83116

From: Registered Nurse Level 1
\$34,429 - \$45,890
Calvary Hospital
To: Registered Nurse Level 2 \$43,841 - \$46,611
Integrated Health Care Program, ACT
Community Care (PN 28257) (14 June 2001)
CC: 148-9009-17798

Integrated Health Care Program

Rhonda James: 735-33799

From: Registered Nurse Level 1
\$32,664 - \$40,951
The Canberra Hospital
To: Registered Nurse Level 2 \$43,841 - \$46,611
Integrated Health Care Program, ACT
Community Care (PN 22768) (14 June 2001)
CC: 148-9009-17798

Dental Health Program

Catherine Johnston: 260-74243

From: Dental Assistant 2 \$25,763 - \$32,333
ACT Community Care
To: Administrative Service Officer Class 2
\$29,159 - \$32,334
Dental Health Program, ACT Community Care
(PN 27722) (5 July 2001)
CC: 148-9009-16860

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Children's, Youth and Family Service Division
Family Service Branch**

Child Protection Services Section

Jennifer Dawn Reynolds: 716-03124

From: Administrative Service Officer Class 6
\$45,171 - \$51,888
Department of Education and Community Services
To: † Senior Professional Officer Grade C
\$57,192 - \$61,666
Family Services Section, Department of Education and Community Services, Canberra (PN.2320) (No. 19, 10 May 2001)
CC: 148-9013-16917

**Sport and Corporate Resources Division
Information Technology Branch**

IT Support Section

Tracey Pittard: 745-72538

From: School Assistant 2 \$25,118 - \$27,854
Department of Education and Community Services
To: Administrative Service Officer Class 4
\$37,499 - \$40,714
IT Support Section, Department of Education and Community Services, Canberra (PN. 2108) (No. 21, 24 May 2001)
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

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

ACT Corrective Services

Operation Support

Jeff Grey: 517-12921

From: Senior Officer Grade C \$57,191 - \$61,666
Department of Justice and Community Safety, Emergency Services Bureau
To: Senior Officer Grade B \$67,576 - 76,073
Operation Support, Canberra (PN. 14160) (No 15 12/4/01)
CC: 148-9012-16898

Policy and Regulatory Division

Office of Fair Trading

Cheryl Black: 527-68388

From: Administrative Service Officer Class 5
\$41,825 - \$44,349
Department of Justice and Community Safety
To: Administrative Service Officer Class 6
\$45,171 - \$51,888
Office of Fair Trading, Canberra (PN. 42691) (No13 29/3/01)
CC: 148-9012-17170

EMERGENCY SERVICES BUREAU

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

Emergency Services Bureau

Corporate Administration

Finance

Deborah Percival : 543-41572

From: Administrative Service Officer Class 5
\$41,825 - \$44,349
Department Urban Services
To: Senior Officer Grade C \$57,191 - \$61,666
Emergency Services Bureau, Canberra (PN. 03898) (23 August 2001)
CC: 148-9007-16846

ACT WORKCOVER

Education and Information Section

Auditing Subsection

Regina Gerber AGS Number 550 60801

From: Administrative Service Officer Class 3
\$33,644 - \$36,310
Canberra Institute of Technology
To: Administrative Service Officer Class 4
\$37,499 - \$40,715
PN 27884; Gazette 07-Jun-01

EMPLOYMENT (Continued)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette
CC: 148-9017 17088

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
 Information Planning and Services Branch
 ACT Library and Services Section
 Rupen Avakian AGS Number 745 02644**
From Administrative Service Officer Class 1
 \$15,659 - \$28,845
To: Administrative Service Officer Class 2
 \$29,539 - \$32,755
PN 18848; 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: 148-9037 17018

**Environment ACT
 Heritage Unit
 Julie Jefferis AGS Number 733 29958**
From Administrative Service Officer Class 5
 \$41,825 - \$44,349
 Chief Ministers Department
To: Administrative Officer Class 6
 \$45,617 - \$52,400
PN 14226; Gazette 17-May-01
Note: This promotion is to a non-advertised vacancy, but is identical to Position Number 15952 which was advertised in the Gazette of 17 May 2001. 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: 148-9028 17775

DEPARTMENT OF TREASURY

D. Morgan AGS No: 760-74380
From: Administrative Service Officer Class 5,
 \$41,825 - \$44,349p.a
 ACT Department of Treasury
To: Administrative Service Officer Class 6,
 \$45,171 - \$51,888p.a. (PN: 1778)
 Financial Analysis, ACT Department of Treasury
 1 February 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
CC: 148-9042-17765

C. M. Appleby AGS No: 760-74073
From: Administrative Service Officer Class 5,
 \$41,825 - \$44,349p.a
 ACT Department of Treasury
To: Administrative Service Officer Class 6,
 \$45,171 - \$51,888p.a. (PN: 55330)
 Financial Analysis, ACT Department of Treasury
 1 February 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
CC: 148-9042-17765

L. A. Beath AGS No: 537-54842
From: Administrative Service Officer Class 4,
 \$37,499 - \$40,714p.a
 ACT Department of Treasury
To: Administrative Service Officer Class 5,
 \$41,825 - \$44,349p.a. (PN: 98)
 Revenue Management, Taxation Services, ACT
 Department of Treasury
 14 June 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

EMPLOYMENT (Continued)

- 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
S54	6 August	Instrument No 213 of 2001 ~ <i>Road Transport (General) Act 1999</i> Notice ~ Revocation and Determination of number of restricted taxi operator's licences, <i>Road Transport (General) Act 1999</i>
S55	8 August	Notice ~ <i>Electoral Act 1992</i> , Register of Political Parties Notice ~ <i>Electoral Act 1992</i> , Approval of Forms
S56	8 August	Instrument No. 214 of 2001 ~ <i>Government Procurement Act 2001</i> , Procurement Guideline, Approval of Procurement Units Instrument No. 223 of 2001 ~ <i>Land (Planning and Environment) Act 1991</i> , Criteria for the direct grant of crown leases to community organisations Instrument No. 224 of 2001 ~ <i>Land (Planning And Environment) Act 1991</i> , Determination Of Conditions

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
<i>Public Place Names Act 1989</i>	Determination of street nomenclature – Flemington Road – in the Divisions of Lyneham, Mitchell, Gungahlin and in the District of Gungahlin.	No. 215 of 2001
<i>Health Professions Boards (Procedures) Act 1981, Dentists Act 1931</i>	Appointment to the Dental Board of the ACT – Brian Malcolm Mor.	No. 216 of 2001
<i>Health Professions Boards (Procedures) Act 1981, Dentists Act 1931</i>	Appointment to the Dental Board of the ACT – Amanda Sue McKeon.	No. 217 of 2001
<i>Health Professions Boards (Procedures) Act 1981, Dentists Act 1931</i>	Appointment to the Dental Board of the ACT – Desmond Patrick Storey.	No. 218 of 2001
<i>Health Professions Boards (Procedures) Act 1981, Dentists Act 1931</i>	Appointment to the Dental Board of the ACT - David Scott Trigger.	No. 219 of 2001
<i>Health Professions Boards (Procedures) Act 1981, Chiropractors and Osteopaths Act 1983</i>	Appointment to the Chiropractors and Osteopaths Board of the ACT – Stuart Maxwell Steele.	No. 220 of 2001
<i>Health Professions Boards (Procedures) Act 1981, Medical Practitioners Act 1930, Medical Act 1931</i>	Appointment to the Medical Board of the ACT - Rieteke Marie Chenoweth.	No. 221 of 2001
<i>Health Professions Boards (Procedures) Act 1981, Optometrists Act 1956</i>	Appointment to the Optometrists Board of the ACT – Joanne Susan Thomas.	No. 222 of 2001
<i>Health Professions Boards (Procedures) Act 1981, Optometrists Act 1956</i>	Appointment to the Optometrists Board of the ACT – Dennis Hugh Langley.	No. 225 of 2001

GOVERNMENT NOTICES (Continued)

Act under which Instrument made	Description of Instrument	Number and year of Instrument
Health Professions Boards (Procedures) Act 1981, Physiotherapists Act 1977	Appointment to the Physiotherapists Board of the ACT – Elizabeth Anne Davies.	No. 226 of 2001
Health Professions Boards (Procedures) Act 1981, Physiotherapists Act 1977	Appointment to the Physiotherapists Board of the ACT – Annette Eileen Cursley.	No. 227 of 2001
Health Professions Boards (Procedures) Act 1981, Physiotherapists Act 1977	Appointment to the Physiotherapists Board of the ACT – Jennifer Mary Scarvell.	No. 228 of 2001
Health Professions Boards (Procedures) Act 1981, Physiotherapists Act 1977	Appointment to the Physiotherapists Board of the ACT – Christina Mary Bolger.	No. 229 of 2001
Health Professions Boards (Procedures) Act 1981, Physiotherapists Act 1977	Appointment to the Physiotherapists Board of the ACT – Elizabeth Joan Trickett.	No. 230 of 2001
Health Professions Boards (Procedures) Act 1981, Pharmacy Act 1931	Appointment to the Pharmacy Board of the ACT – Susan Margaret Alexander.	No. 231 of 2001
Health Professions Boards (Procedures) Act 1981, Pharmacy Act 1931	Appointment to the Pharmacy Board of the ACT – William Edwin Arnold.	No. 232 of 2001
Health Professions Boards (Procedures) Act 1981, Pharmacy Act 1931	Appointment to the Pharmacy Board of the ACT – Paul O'Connor.	No. 233 of 2001
Health Professions Boards (Procedures) Act 1981, Pharmacy Act 1931	Appointment to the Pharmacy Board of the ACT – William James Kelly.	No. 234 of 2001
Health Professions Boards (Procedures) Act 1981, Veterinary Surgeons Act 1965	Appointment to the Veterinary Surgeons Board of the ACT – Richard Hereward Chapman.	No. 235 of 2001
Health Professions Boards (Procedures) Act 1981, Veterinary Surgeons Act 1965	Appointment to the Veterinary Surgeons Board of the ACT – Kevin Adrian Doyle.	No. 236 of 2001
Health Professions Boards (Procedures) Act 1981, Veterinary Surgeons Act 1965	Appointment to the Veterinary Surgeons Board of the ACT – Lorna Ruth Citer.	No. 237 of 2001

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Public Roads – District of Stromlo.	No. R32/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Parts of Public Roads – Division of Phillip.	No. R33/01 of 2001

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF THE MAKING OF A REGULATION**

NOTICE is hereby given that the undermentioned Regulation of the Australian Capital Territory has been made. Copies of the Regulation 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 Regulation made	Description of Regulation	Number and year of Regulation
<i>Liquor Act 1975</i>	Liquor Regulations Amendment.	No. 27 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 19 of July 2001.

Dated this 19 day of July 2001

Brendan Smyth MLA
Minister for Urban Services

GOVERNMENT NOTICES (Continued)**LAND (PLANNING AND ENVIRONMENT ACT) 1991
STATEMENT PURSUANT TO PARAGRAPH 229A(7)(b)**

- A. On 16 May 2001 Development Application No. 20011811 (hereinafter called "the Application") was lodged with Planning and Land Management for approval.
- B. On 19th July 2001 the Application was referred to the Commissioner for Land and Planning for determination.
- C. On 19th July 2001 I gave notice to the Commissioner for Land and Planning revoking that referral.
- D. As required under paragraph 229A(7)(b) of the *Land (Planning and Environment) Act 1991*, I provide the following statement in relation to Development Application No. 20011811:
- (i) The Application lodged on 16 May 2001 seeks approval for Stages 1 and 2, of a new Catholic Primary School including a temporary building containing two classrooms. The main features of the proposal are:
- stage 1: Construction of administration and resources areas, four (4) classrooms of 56 square metres gross floor area each and a temporary building consisting of two (2) classrooms with a gross floor area of 66.88 square metres;
 - stage 2: The construction of a multi purpose room with a gross floor area of 50 square metres and three (3) classrooms, where the gross floor area for each of the class rooms is 70 square metres; and
 - landscaping and parking.
- (ii) The land affected is Block 2 Section 93 Amaroo;
- (iii) The Application was submitted on behalf of the Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn;
- (iv) I revoked the referral of the Application to the Commissioner for Land and Planning for the following reason:
- The construction and operation of this facility **will result in substantial public benefits** in that it will meet the current strong demand for educational facilities in the North Gungahlin area. With a projected enrolment of 180 students for the 2002

GOVERNMENT NOTICES (Continued)

school year, a facility of this type is extremely important to the community and to the planning and development of the area. The proposed school will be capable of accommodating 240 students in the 2002 educational year and ultimately, on completion of all planned stages in 2009, will have capacity for approximately 600 students.

The construction of this facility will also ensure that the projected enrolments are catered for locally and do not place further pressure on the Holy Spirit Primary School in Nicholls which has reached its peak enrolments and is currently experiencing significant parking problems.

Brendan Smyth MLA
Minister for Urban Services

Date: 19 July 2001

GOVERNMENT NOTICES (Continued)**URBAN SERVICES****PLANNING AND LAND MANAGEMENT GROUP****GUDGENBY HOMESTEAD - UPGRADING OF WASTE WATER TREATMENT
DEVELOPMENT APPLICATION AND PRELIMINARY ASSESSMENT**

Public comment is invited on the above Development Application (DA) and Preliminary Assessment (PA). To avoid duplicate submissions being lodged, the Public Notification is being combined into a single process.

Copies of the DA and PA may be inspected:

- at the Applications Secretariat (PALM Shopfront), Dame Pattie Menzies House, 16 Challis Street, Dickson, between 8.30am – 4.30pm weekdays;
- at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong, Woden and Gungahlin during normal opening hours.

The PA can be purchased from the Applications Secretariat at a cost of \$4.20 per copy.

Written submissions on the DA and PA should be forwarded by 31 August 2001 to:

Applications Secretariat
Planning and Land Management
PO Box 395
MITCHELL ACT 2911

Alternately submissions may be made via email (app.sec@act.gov.au) or faxed to 6207 7762. All submissions will go on a public register and access to submissions will be granted on request.

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY****LAND (PLANNING AND ENVIRONMENT) ACT 1991****NOTICE**

The ACT Executive, pursuant to paragraph 26(1)(a) of the *Land (Planning and Environment) Act 1991*, **approved on 25 May 2001**:

- **Variation to the Territory Plan No.152 entitled Community Facility Land Use Policies – Forrest section 24 Blocks 1 and 3 (Part of St. Christopher’s Precinct Manuka).**

In accordance with subsection 29(1) of the *Land (Planning and Environment) Act 1991*:

- Plan Variation No.152 was tabled before the Legislative Assembly and had not been disallowed, or deemed to be disallowed, as at 8 August 2001.

Now therefore pursuant to subsection 29(6) of the *Land (Planning and Environment) Act 1991*, I specify that the date of commencement of Variation No.152 to the Territory Plan will be 16 August 2001.

Copies of Variation No.152 to the Territory Plan:

- are available for inspection at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Griffith, Gungahlin, Kingston, Kippax, Tuggeranong and Woden during normal opening hours;
- are available free of charge at the Shopfront, Dame Pattie Menzies House, 16 Challis Street, Dickson during normal office hours; and
- are available for inspection on the PALM Website at:
<http://www.palm.act.gov.au/tplan>

Brendan Smyth

Deputy Chief Minister and
Minister for Urban Services

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
Garry Donald Skillin	Firewood Activities	Bogolong St Bowning NSW

Any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 6 September 2001.

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

Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
Mitchell Mini Mix Concrete	Production of concrete	7 Cheney Place, Mitchell
Tuggeranong Premix	Production of concrete	15 Alderson Street, Hume

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

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

Dated the 16th day of August 2001
Environment Management Authority

PRIVATE NOTICES

Corporations Law
Notice of Final Meeting of Members
Pursuant to Section 509
In the matter of
Kembla Radio Service Pty Ltd
(In Liquidation)
A.C.N. 000 371 826

Notice is hereby given that pursuant to Section 509 of the Corporations Law, the final meeting of members of the abovenamed company will be held at 108 Wentworth Street, Port Kembla, on the fourteenth day of September 2001 at 5:00pm for the purposes of laying before the meeting the liquidators final account and giving any explanation thereof.

Dated this twenty third day of July, 2001

David Neaves
Liquidator
27-29 Princes highway
Fairy Meadow NSW 2519



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