



Australian Capital Territory

# Gazette

No. 4, Thursday 25 January, 2001

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

## GENERAL INFORMATION

### ACT GOVERNMENT GAZETTE

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

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

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### Notices for Publications

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

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

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

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

### Private Notices

The fee for a private notice is as follows:

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

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

### Purchasing and Subscriptions

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

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## EMPLOYMENT

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### ACT Public Service

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#### General Information

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##### Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

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

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### Vacancies

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#### CULTURAL FACILITIES CORPORATION

##### ACT Museums and Galleries Canberra Museum and Gallery

##### Assistant Education Officer, Professional Officer Class 1, \$34,994-\$44,774, Canberra (PN. 43541)

**Closing date:** 8 February 2001

**Duties:** Under the direction of the Education Officer: Assist with the development and delivery of a wide range of public programs, including the planning and implementation of the Canberra Museum and Gallery Calendar of Events. Assist with the development and delivery of education programs to groups of all ages, primarily school groups. Assist with the management of school bookings, confirmations and evaluations.

**Eligibility/other requirements:** Relevant tertiary qualifications specialising in education and visual arts are essential.

Note: This is a part-time position of 22:03 hrs per week. This is a temporary vacancy available until 30 June 2001 with the possibility of an extension.

Contact Officer: Lisa De Santis (02) 620 72234  
Selection documentation may be obtained from Jody Newett (02) 620 50340  
Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608  
CC: 148-9008-16850

##### ACT Museums and Galleries Nolan Gallery

##### Education Officer/Assistant Curator, Professional Officer Class 1, \$34,994-\$44,774, Canberra (PN. 43577)

**Closing date:** 8 February 2001

**Duties:** Under direction: Assist with the development of policies for education and public programs for the Nolan Gallery. Coordinate the development and delivery of education/public programs and resource material for a range of clients, including tours, workshops, lectures, seminars and appropriate activities. Assist with the management of school bookings, confirmations and evaluations.

**Eligibility/other requirements:** Degree or diploma specialising in Australian visual arts and qualifications in teaching is essential. Current driver's licence.

Note: Interviews to be held week commencing 12 February 2001.

**EMPLOYMENT (Continued)**

**Contact Officer:** Peter Haynes (02) 620 72694  
 Selection documentation may be obtained from  
 Jody Newett (02) 620 50340  
 Apply: The Recruitment Officer, Cultural  
 Facilities Corporation, PO Box 226, Civic  
 Square, ACT, 2608  
 CC: 148-9008-16850

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

**Population Health Division  
 Office of the Chief Health Officer  
 Clinical Quality Unit**

**Project Manager  
 Senior Officer Grade C, \$56346-60755,  
 Canberra (PN. 23763)**

**Closing date:** 8 February 2001  
**Duties:** The Clinical Quality Unit is responsible for developing and coordinating strategies to improve and enhance the quality and safety of health care in the ACT. We are currently seeking an experienced and appropriately qualified person to provide leadership and strategic direction in the management of a project to implement an adverse event monitoring system across the whole of the ACT Health portfolio. The successful applicant will be responsible for leading the project, liaising with clinicians, managers, customers and other agencies to secure project outcomes. This is an opportunity for the right person to be involved in an exciting new development in health care and to contribute to the development of proactive strategies to improve the safety and quality of health care for all ACT consumers.

The position requires a person who has an understanding of current issues in health care, with demonstrated leadership and staff management skills, highly developed coordination and communication skills and a strong commitment to customer service.

**Eligibility/other requirements:** Tertiary qualifications in a health related discipline or significant experience in health services desirable.

**Note:** This is a temporary position for a 12-18 month period.

Contact Officer: Jenny Berrill (02) 62050900  
 Selection documentation may be obtained from  
 Cathie McIntosh (02) 62051710  
 Apply: 20  
 CC: 148-9011-16943

**ACT COMMUNITY CARE**

**ACT Community Care  
 Clinical Effectiveness and Quality Management  
 Risk Managers**

**Closing date:** 8 February 2001

Two new positions have been created within ACT Community Care for Risk Managers. These positions will be based within the Directorate of Clinical Effectiveness and Quality Management. The successful candidates will work across all programs to analyse information which will be used to propose strategies to effect change leading to service improvement.

Salary: Will be in the range of \$50000 to \$60000 p.a. which will be negotiated with the applicants based on their qualifications and experience.

Inquiries: Heather McDonald, Director Clinical Effectiveness & Quality Management on (02) 62050854

Application Packages: Helen Shoesmith on (02) 62053311

Apply: 21  
 CC: 148-9009-18270.

**ACT Community Care  
 Alcohol and Drug Program**

The Alcohol and Drug Program has recently been restructured to provide better access and a more integrated service for consumers. As part of this restructure various Case Manager/Counsellor positions were created. The following positions are expected to be available in the near future.

Case Manager/Counsellor

These are multiclassified positions to be filled at either PO2, RN2 or ASO6 level.  
 Canberra (1 permanent and 1 expected temporary vacancy)

**Professional Officer Class 2 \$43,545 - \$48,665  
 Registered Nurse Level 2 \$43,278 - \$46,013  
 Administrative Officer Class 6 \$43,545 - \$50,020**

**Closing date:** 8 February 2001

**Duties:** This position involves undertaking a full range of client related activities incorporating assessment client planning and health promotion. Knowledge and experience is required in alcohol and other drug related issues and counselling techniques in addition to a commitment to central Program philosophies. The position also requires a basic knowledge of physical and health implications in relation to alcohol and other drug use.

Note: Salary Packaging with FBT exemption under PBI conditions is offered to long term temporary and permanent staff.

## EMPLOYMENT (Continued)

Contact Officer: Sally Pink (02) 6205 0957  
 Selection documentation may be obtained from:  
 Tanya Woods (02 6205 2121)  
 Apply: 21  
 CC: 148-9009-16852

**ACT Community Care**

We are looking for an experienced and appropriately qualified person to manage the affairs of the ACT Health and Community Care Service Board. The successful applicant will be responsible for supporting the Board and facilitating the smooth running of its activities. This position is classified as:

**Senior Officer Grade C, Canberra (PN 29185)**

**Closing date:** 8 February 2001

The successful applicant will have proven high level managerial ability and experience in the provision of secretariat services. Applicants should have an understanding of Legislative Assembly and associated Cabinet processes and a comprehensive knowledge of the ACT Health and Community Care portfolio or the ability to quickly acquire such knowledge.

**Salary and conditions of service:** The successful applicant will be offered an Australian Workplace Agreement, which will provide an attractive salary package and benefits commensurate with the importance of the position and the calibre of the person sought.

Further information: Peter McPhillips  
 (02) 62027000  
 Selection documentation and information kit on the position:  
 Helen Stravens (02) 62051937.  
 Apply: 21  
 CC: 148-9009-18270

**ACT Community Care  
 Alcohol and Drug Program**

**Senior Professional Officer Grade A, Canberra (PN. 29185, temporary vacancy)  
 Senior Pharmacist**

**Closing date:** 1 February 2000

**Duties:** The Alcohol and Drug Program is seeking to employ a suitably qualified senior pharmacist to undertake the provision of a range of pharmacotherapy treatments to clients of the Program. Other duties include coordination of education and training programs for general practitioners and pharmacists, providing high level advice and recommendations on methadone and other pharmacotherapy treatments, participation in research and evaluation and project management. Extensive experience in the alcohol and other drug field including representing health professions at a senior level is essential.

Note: This is a temporary vacancy on 2 year fixed term contract. Salary will be by negotiation under an Australian Workplace Agreement. Salary Packaging with FBT exemption under PBI conditions is also offered.

Eligibility: Mandatory qualifications apply.

Contact Officer: Julie Perrin, Director,  
 Alcohol and Drug Program (02) 6205 0947  
 Selection documentation may be obtained from  
 Tanya Woods(02) 6205 2121  
 Apply: Apply: 21  
 CC: 148-9009-16852

**ACT Community Care  
 Community Rehabilitation Program  
 In-Patient Multidisciplinary Team**

**Professional Officer Class 2 \$43,545 - \$48,665,  
 Canberra (PN. 27902)  
 Social Worker**

**Closing date:** 9 February 2001

**Duties:** A suitably qualified social worker is required to provide social work input for rehabilitation patients at The Canberra Hospital. The suitable applicant will be an integral member of the multi-disciplinary rehabilitation team and supervise one other social worker.

**Eligibility:** Mandatory qualifications apply.  
 Note: Temporary vacancy, full-time approximately 3 months.

Contact Officer: Linda Kohlhausen  
 (02) 6244 4159  
 Selection documentation may be obtained from  
 Lynne Adamaitys (02) 6244 2855  
 Apply: 21  
 CC: 148-9009-18269

**CHIEF MINISTER'S DEPARTMENT**

**INFORMATION TECHNOLOGY OFFICER CLASS  
 2, PN 14286 SALARY \$44503 to \$51121  
 Service Delivery  
 PERMANENT  
 LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:  
 8 February 2001**

**Applications to be forwarded to:**

Recruitment Officer  
 GPO Box 158  
 Canberra City ACT 2601  
**or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

**Position Description**

The position is responsible for the backup regime of all ACT Government agencies data as per the IT infrastructure backup and disaster strategy. Ensure that regular testing of backup and disaster strategy occurs. Maintain integrity and security of all ACT Government agencies data and manage the change management procedure for the backup and disaster recovery regime.

## EMPLOYMENT (Continued)

The person to fill the position at this level should have an accomplished level of skills in the above area. In addition, the person should have a second area of speciality that they are developing. Of particular relevance are Microsoft disciplines such as Exchange, SMS or SQL together with skills in Unix, e-commerce, HTML XML and WAP technology. The person would also be required to assist in the preparation and maintenance of reports and site documentation.

Note: Late applications will not be accepted unless prior agreement has been reached with the Chairperson of the MSC.

Contact Officer's name and telephone number for queries regarding position  
Sue Murray, on (02) 62055499 or via InTACT web site [www.intact.act.gov.au](http://www.intact.act.gov.au)

Selection Documentation may be obtained from Donna Burns on (02) 62076791  
CC 148-9043-17177  
Apply 06

### **STADIUM AUTHORITY**

**Administrative Service Officer Class 2,  
\$29,102-\$32,271p.a  
(PN: 55358) Canberra**

**Closing Date:** 21 December 2000

**Duties:** Under supervision Maintain office records and files, sort and distribute mail and arrange courier services for urgent correspondence.

Update recorded telephone messages and coordinate all IT support services.

Note: This position was advertised in the ACT Gazette of 7 December 2000. Previous applicants will be considered and need not re-apply.

Contact Officer/ Selection Documentation: Hugh Alston (02)62532111  
CC:148-9031-17884  
Apply 06

**Administrative Service Officer Class 4, \$36,945-\$40,110 (pro-rata) part-time 27.5 hours per week  
(PN: 55377) Canberra**

**Closing Date:** 21 December 2000

**Duties:** Under supervision: Undertake purchasing, accounts payable and receivable processes. Assist with reporting period journal entries and reconciliations. Maintain the financial records and asset register.

Note: This position was advertised in the ACT Gazette of 7 December 2000. Previous applicants will be considered and need not re-apply.

Contact Officer/ Selection Documentation: Hugh Alston (02)62532111  
CC:148-9031-17884  
Apply 06

### **DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

Information for applicants including duty statements, selection criteria are accessible on the Internet at the following address:  
<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to [decs.jobs@act.gov.au](mailto:decs.jobs@act.gov.au).

**ACT Department of Education and Community Services  
Education and Training Division  
Quality Management and Review Section**

**Administrative Service Officer Class 4  
\$36945-40113, Canberra (PN. 228)**

**Closing date:** 8 February 2001

**Duties:** Act as Executive Assistant to the Director, including: Plan, coordinate and manage the work flow into the Director's office; in particular briefs, letters and other correspondence. Act as first point of contact for the Director, including directing inquiries to appropriate areas. Liaise with the Minister's office, union representatives, government employees and the general public on sensitive issues. Coordinate and manage the Director's appointments including organising meetings, agendas and travel.

**Contact Officer:** Gerry Cullen (02) 6205 5479  
Selection documentation may be obtained from Wendy Cave (02) 6205 9170  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**Sport and Corporate Resources Division  
Bureau of Sport and Recreation Branch  
ACT Academy of Sport Section**

**Administrative Service Officer Class 4  
\$36945-40113, Canberra (PN. 43309)**

**Closing date:** 8 February 2001

**Duties:** Assist the Sports Program Coordinator in the coordination of selected sports in the ACT Academy of Sport [ACTAS] program. Liaise with ACTAS support staff, coaches, athletes, ACT and national sporting organisations in administering ACTAS programs. Administer purchasing, expenditure and inventory control of ACTAS activities including travel, accommodation, uniforms and equipment.

**Contact Officer:** Nick Hunter (02) 6207 4408  
Selection documentation may be obtained from the Contact Officer (02) 6207 4408  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**EMPLOYMENT (Continued)****Sport and Corporate Resources Division  
Bureau of Sport and Recreation Branch  
ACT Coaching and Officiating Centre****Administrative Service Officer Class 6  
\$44504-51121, Canberra (PN. 13675)****Closing date:** 8 February 2001**Duties:** Co-ordinate, manage and develop coaching and officiating education programs within the ACT. Facilitate implementation of the National Coaching Accreditation Scheme and National Officiating Accreditation Scheme courses throughout the ACT region. Facilitate implementation of correspondence courses as well as other workshops, seminars and update sessions for coaches and officials of all levels within the ACT and region.Contact Officer: Ken Norris (02) 6207 4410  
Selection documentation may be obtained from Jo Brown (02) 6207 4400Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917**Children's Youth and Family Services Division  
Child Health and Development Service Section****Administrative Service Officer Class 2  
\$29102-32271, Canberra (PN. 21323)****Closing date:** 8 February 2001**Duties:** Provide assistance in the day-to-day operations of the Child Health and Development Service Admin Unit including reception, arranging appointments and telephone reception. As first point of contact with the public, answer queries and take appropriate action and resolve complex appointment scheduling problems, and liaise with service providers in relation to the client matters. Produce relevant documentation, maintain and despatch in-confidence clinical notes, reports and correspondence. Operate a variety of business software applications.Contact Officer: Angela Yorston (02) 6205 1254  
Selection documentation may be obtained from the Contact Officer (02) 6205 1254Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917**Sport and Corporate Resources Division  
Bureau of Sport and Recreation  
ACT Academy of Sport****Administrative Service Officer Class 6  
\$44504-51121, Canberra (PN. Several)****Closing date:** 8 February 2001**Duties:** Deliver the following services: individual athlete assessments; career guidance; educational guidance; business referrals and community recognition; competency based education training courses; and transition services to athletes. Provide regular reports to the Academy Manager on

issues associated with individual athletes. Coordinate and monitor the education services offered to athletes after school hours, along with the personnel appointed to deliver these courses.

Note: Possession of a Graduate Certificate in Athlete Career and Education highly desirable. These are part-time vacancies at 18:22 hours per week.

Contact Officer: Ken Norris (02) 62074410  
Selection documentation may be obtained from Jo Brown (02) 62074400Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917**Sport and Corporate Resources Division  
Bureau of Sport and Recreation  
ACT Academy of Sport****Administrative Service Officer Class 2  
\$29102-32271, Canberra (PN. 43563)****Closing date:** 8 February 2001**Duties:** Provide receptionist services to both the ACT Academy of Sport [ACTAS] and ACT Coaching Centre, in particular: maintain appointment schedules for specialist support staff; maintain ACTAS databases and contact list; and provide general administrative support to the ACT Coaching Centre and ACTAS. Assist in the processing of financial information, including receiving and banking money from both ACTAS and ACT Coaching Centre. Maintain stationery, fax and photocopy materials for both ACTAS and ACT Coaching Centre.Contact Officer: Nick Hunter (02) 62074408  
Selection documentation may be obtained from Jo Brown (02) 62074400Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917**Children's Youth and Family Services  
Family Services  
Child Protection****Family Services Worker Level 1 \$36945-43694,  
Canberra (PN. Several)****Closing date:** 8 February 2001**Duties:** Deliver statutory child protection and substitute care services to children and families including Aboriginal and Torres Strait Islanders. Undertake appraisals of children and young people at risk of abuse/neglect and provide culturally appropriate casework services. Liase and work in conjunction with government and non-government organisations to ensure high level customer service. Provide information, reports and advice to assist decision-making by courts. Participate effectively as a team member and in regular professional development.

**EMPLOYMENT (Continued)**

**Eligibility/other requirements:** The positions require a degree qualification from a recognised tertiary institution. Eligibility for the Australian Association of Social Workers or registration with Psychologist's Board (ACT) or interstate equivalent would be an advantage. A current "C" class driver's licence is highly desirable. Note: The positions and selection documentation are subject to verification of an amendment to the certified agreement by the Australian Industrial Relations Commission (AIRC). The variation has the consent of all parties. Applicants should submit two written referee reports which specifically address the selection criteria with their application.

Contact Officer: Deborah Winkler (02) 6207 1382  
Selection documentation may be obtained from Rose Nightingale (02) 6207 1382

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Sport and Corporate Resources  
Bureau of Sport and Recreation  
ACT Academy of Sport  
Sport Science**

**Professional Officer Class 1 \$36945-43694,  
(PN. Several)**

**Closing date:** 8 February 2001

**Duties:** Under the general direction of the Senior Sports Physiologist, provide sports science services to ACT Academy of Sport athletes and coaches. Assist with the planning and development of sports science programs. Supervise casual sports science staff.

**Eligibility/other requirements:** Relevant tertiary qualifications in the area of human movement and expertise in the area of sports physiology.

Note: These positions are part-time at 18.22 hours per week.

Contact Officer Gerald Van Ewyk (02) 62074403  
Selection documentation may be obtained from Jo Brown (02) 62074400

Available: ASAP to 31 December 2004

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Sport and Corporate Resources  
Bureau of Sport and Recreation  
ACT Academy of Sport  
Strength Training**

**Administrative Service Officer Class 5  
\$41207-43694, (PN. Several)**

**Closing date:** 8 February 2001

**Duties:** Coach ACT Academy of Sport athletes undertaking strength training and sports conditioning. Design individualised strength training programs for scholarship athletes to achieve goals for a micro-cycle established in a yearly periodised plan, or the requests of a head coach.

**Eligibility/other requirements:** Accreditation or registration with a nationally recognised strength training specialist organisation highly desirable. Current first aid qualifications or willingness to obtain them.

Note: These positions are part-time at 18.22 hours per week.

Contact Officer: John Mitchell (02) 62074404

Selection documentation may be obtained from Jo Brown (02) 62074400

Available: ASAP to 31 December 2004

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Sport and Corporate Resources  
Bureau of Sport and Recreation  
ACT Academy of Sport**

**Professional Officer Class 1 \$36945-43694,  
(PN. 23627)**

**Closing date:** 8 February 2001

**Duties:** Provide massage services to ACT Academy of Sport athletes. Provide massage support to Academy teams travelling domestically. Liaise with support staff including coaches, strength and conditioning and physiotherapy and medical service providers regarding injured athletes when appropriate.

**Eligibility/other requirements:** Relevant tertiary qualifications in massage (minimum 2 year diploma or equivalent) with expertise in sports massage.

Note: This position is a part-time at 22.03 hours per week.

Contact Officer: Nick Hunter (02) 6207 4408

Selection documentation may be obtained from Jo Brown (02) 6207 4400

Available: ASAP to 31 December 2004

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917

**Sport and Corporate Resources Division  
Information Management Branch  
Information Technology Support Section**

**Information Technology Officer Class 2  
\$44504-51121, (PN. Several)**

**Closing date:** 8 February 2001

**Duties:** Under limited direction, coordinate the provision of Information Technology (IT) services to support the department's business applications, including: maintain current information systems and assess future needs of the department; provide IT advice to staff in the department; and develop and implement IT systems. Liaise with staff, schools, agencies and outside providers in the use and provision of information technology services.

Contact Officer: Hilda Viljoen (02) 62055407

Selection documentation may be obtained from Lyn Jordan (02) 62056928

Available: Immediately until 30 June 2001.

Apply: 12 or via email:

[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

CC: 148-9013-16917



## EMPLOYMENT (Continued)

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

#### Professional Officer Class 2, Social Worker \$44504-51121, (PN. 22986)

**Closing date:** 8 February 2001

**Duties:** The successful applicant will be required to work with an early childhood teacher to provide and evaluate a home visiting program to families with children from birth to two years of age who have a significant disability. Well-developed skills in the area of family counselling, loss and grief work, group work and parent education are necessary. The successful applicant will also participate as a member of the early intervention multidisciplinary team and undertake other areas of work in this team as required.

**Eligibility/other requirements:** Tertiary qualifications in social work and eligibility for membership of the AASW. Some experience in the field of disability an advantage.

Note: This is a part time position at 22:03 hours per week

Contact Officer: Barbara Huntley (02) 6205 1275  
Selection documentation may be obtained from Kim Gardiner (02) 6205 1277  
Available: ASAP until 21 December 2001  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and two referee reports, from applicants for positions in the department, should address the selection criteria comprehensively, as selection decisions may be made only on the basis of the documentation 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 Corrective Services ACT Youth Justice Services Youth Worker

#### Administrative Service Officer Class 3 \$33,147 – 35,774, Canberra (PN. 3305, 3307, 3308, 3316, 3327)

**Closing date:** 8 February 2001

**Duties:** Assist in the day to day management of a Unit and provide direction and supervision of staff, clients and activities during the shift. Ensure that a professional level of care,

supervision and support of residents is provided. Assist in the Co-ordination, development, oversight and evaluation of individual case plans. Liaise with families, carers, government and community agencies in the case management process. Monitor youth workers in their role as key workers.

**Eligibility/other requirements:** Completion of the Youth Worker Level 3 or 4 certificate, or qualifications in the behavioural sciences highly desirable.

Note: Applicants may be assessed on application and referee reports only. Applicants should submit 2 written referees reports with their applications.

Contact Officer: Charlie Shore (02) 6207 0716  
Selection documentation may be obtained from Rhonda Peterson (02) 6207 0732  
Apply: 28  
CC: 148-9012-16898

#### ACT Corrective Services ACT Youth Justice Services Senior Youth Worker

#### Administrative Service Officer Class 4 \$36,945 – 40,113, Canberra (PN. 3303)

**Closing date:** 8 February 2001

**Duties:** Through positive relationships with young people ensure care, supervision and safe custody within the Detention Centre. As a key worker, engage residents in case plans relating to individual needs, goals and strategies. Liaise with families, carers, government and community agencies involved in the case management process.

**Eligibility/other requirements:** Completion of the Youth Worker Level 3 or 4 certificate, or qualifications in the behavioural sciences highly desirable.

Note: Applicants may be assessed on application and referee reports only. Applicants should submit 2 written referees reports with their applications.

Contact Officer: Charlie Shore (02) 6207 0716  
Selection documentation may be obtained from Rhonda Peterson (02) 6207 0732  
Apply: 28  
CC: 148-9012-16898

#### ACT Corrective Services Probation and Parole

#### Administrative Service Officer Class 5 \$41,207 – 43,694, Canberra (PN. 11235, 11243)

**Closing date:** 8 February 2001

**Duties:** The Probation and Parole Unit of ACT Corrective Services is seeking expressions of interest from people interested in becoming Case Managers. A number of vacancies exist for motivated, enthusiastic and professional staff wanting to work in an exciting, dynamic

## EMPLOYMENT (Continued)

workplace committed to achieving standards of excellence. The focus is on evidence based practise and a case management approach has been implemented which incorporates a thorough assessment process.

Case Managers are required to manage a caseload of high to medium risk offenders and write reports for the Courts to assist with sentencing. The aim of intervention is to achieve community safety by addressing factors that contribute to offending behaviour. Applicants will be required to have well developed counselling and negotiation skills and written skills of a high standard.

**Eligibility/other requirements:** Tertiary qualifications in psychology, social work or welfare are highly desirable. Experience in a case management role with a challenging client group would be particularly useful.

Note: Selection may be made on the basis of written applications and referee reports only. Eligibility for these positions will be subject to a satisfactory criminal history check. Applications will be considered for both permanent and future temporary vacancies.

Contact Officer: Naomi Buick (02) 6207 0860  
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28

CC: 148-9012-16898

### DEPARTMENT OF URBAN SERVICES

**Operations Group  
City Operations Branch  
Corporate Finance Subsection**

**Administrative Service Officer Class 6  
\$44,504-\$51,121 PN33120  
Canberra**

**Closing Date:** 08-Feb-01

**Duties:**

Provide assistance in the more complex financial resource management and reporting requirements for City Operations. Work with City Operations business units to coordinate financial information and provide ongoing analysis and reporting on financial performance. Assist in the coordination and management of GST and FBT and prepare regular returns, and contribute to the process of improving financial management.

**Qualifications/other requirements.**

Accounting qualifications or experience desirable.

**Contact Officer and Selection documentation:**

Simon Lalor (02) 62077878 or  
simon.lalor@act.gov.au  
Or from the recruitment home page:  
([www.act.gov.au/urbanservices/recruit](http://www.act.gov.au/urbanservices/recruit))  
CC: 148-9015 17027

### DEPARTMENT OF TREASURY

**Revenue Management Branch  
Administrative Service Officer class 4,  
(PN: 5766), \$36,945-\$40,113p.a  
Compliance Section**

**Closing Date:** 8 February 2001  
Canberra

**Duties:** Undertake a range of operational and administrative tasks relating to the recovery of ACT Revenue. Deal with debt management cases including attendance at meetings and court proceedings. Provide advice and contribute to the formulation of ACT Revenue Office policy, programs and procedures, with particular reference to debt management operations.

Note: Interviews will be held within two weeks of application closing date.

Contact Office/Selection Documentation: Wayne Perry (02)62070103 and also available from:

<http://www.act.gov.au/recruitment/tiindex.asp>

**Apply:** 06 or via email:

recruitment.officer@act.gov.au

CC:148-9042-17176

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## Appointments

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### CANBERRA TOURISM AND EVENTS CORPORATION

**Events Section**

CTEC Manager B \$66,905-\$75,318p.a

Catherine Winters 760-74663

Section 68, 15 January 2001

CC: 148-9005-16840

**Administration Section**

Tourism and Events Officer Class 5

\$41,410-\$43,909p.a

Peter Allan Dean 760-74321

Section 68, 15 January 2001

CC: 148-9005-16840

### THE CANBERRA HOSPITAL

**Technical Officer Level 2 \$31,884-36,696**

Emmet Egan: 752-24754, Section 68, 17/1/01

CC: 8652

**Registered Nurse Level 1 \$32,245-41,789**

John Hill: 756-32627, Section 68, 28/1/01

CC: 8881

**Professional Officer Class 1 \$30,276-42,475**

Steven Miller: 762-86121, Section 68, 15/1/01

CC: 8481

**EMPLOYMENT (Continued)****ACT COMMUNITY CARE****Administrative Service Officer Class 6  
\$44,018 - \$50,563**

Christine Stanilewicz: 741-00098,  
Section 68(1) & 70(1), 5 February 2001  
CC: 148-9009-18270

**Administrative Service Officer Class 6  
\$44,018 - \$50,563**

Jennifer Hacker: 741-01912, Section 68(1) &  
70(1), 30 January 2001  
CC: 148-9009-16861

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

Julia Henshilwood: 609-35692, Section 68,  
18/1/2001  
CC: 148-9094-17781

**Calvary Administrative Officer 2 \$28,475 -  
31,576**

Kathleen Black: 609-35772, Section 68,  
18/1/2001  
CC: 148-9094-17781

**Calvary Professional Officer 1 \$30,366 - 42,600**

Nicole Muir: 609-35764, Section 68, 18/1/2001  
CC: 148-9094-17781

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

Catherine Johnston: 609-35756, Section 68,  
18/1/2001  
CC: 148-9094-17781

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES****Building Services Officer 1 \$26313-27344**

Jacqueline Batty: 751-76238, Section 68(1),  
10 January 2001  
CC: 148-9013-16917

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

Kathryn Ann Ross: 745-72853, Section 68(1),  
10 January 2001  
CC: 148-9013-16917

**Information Technology Officer Class 1  
\$35774-40904**

Nigel Winston Bourke: 766-14658, Section 68(1),  
15 January 2001  
CC: 148-9013-16917

**DEPARTMENT OF URBAN SERVICES****Information Technology Officer Class 2  
\$44,504-\$51,121**

Lifeng Du AGS Number: 767 82694.  
Section:68(1) 15-Jan-01

CC: 148-9020 16925

**DEPARTMENT OF TREASURY****Financial and Budgetary Management Branch**

Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a  
David Leslie Morgan 760-74380  
Section 68, 11 January 2001  
CC: 148-9042-17765

Administrative Service Officer Class 4,  
\$36,945-\$40,113p.a  
Nicholas Thongsrion 757-48427  
Section 68, 15 January 2001  
CC: 148-9042-17765

Administrative Service Officer Class 5,  
\$41,207-\$43,694p.a  
Hamish Andrew Palfreyman 757-48558  
Section 68, 18 January 2001  
CC: 148-9042-17765

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**Transfer**

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**ACT COMMUNITY CARE****Monica Ruth Bull: 261-24079**

From: Registered Nurse Level 2 \$43,278 –  
\$46,013

Calvary Hospital

To: Registered Nurse Level 2 \$43,278 – \$46,013  
ACT Community Care, Child Youth and Women's  
Health Program, Canberra (PN. 22648)  
(25 January 2001)  
CC: 148-9009-16857

**Sharin Tully: 261-23949**

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

The Canberra Hospital

To: Registered Nurse Level 1 \$32,341 - \$41,913  
ACT Community Care, Integrated Health Care  
Program, Intake Assessment Team Canberra  
(PN. 29151) (16 November 2000)  
CC: 148-9009-17798

**Annelies Konon: 261-16888**

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

Calvary Hospital

To: Registered Nurse Level 1 \$32,341 - \$41,913  
ACT Community Care, Integrated Health Care  
Program, Intake Assessment Team Canberra  
(PN. 29160) (16 November 2000)  
CC: 148-9009-17798

**Robyn Stanhope: 547-17912**

From: Registered Nurse Level 2 \$43,278 -  
\$46,013

Integrated Health Care, Palliative Care

To: Registered Nurse Level 2 \$43,278 - \$46,013  
Integrated Health Care, Victim Services  
Scheme, (Position 29172) (1 January 2001)  
CC: 148-9009-17798

Transfer on reduction

## EMPLOYMENT (Continued)

**Beverley O'Connor: 261-27675**

From: Administrative Service Officer Class 5  
 \$40,319 - \$42,753  
 ACT Community Care Child, Youth and Women's Health Program,  
 To: Registered Nurse Level 1 \$32,341 - \$41,913  
 ACT Community Care Integrated Health Care Program, Intake Assessment Team Canberra (PN. 29158) (16 November 2000)  
 CC: 148-9009-17798

### 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,

## EMPLOYMENT (Continued)

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

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

### ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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

### FORM OF APPEAL

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

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

Where you intend to appeal against more than one promotion/selection, a separate appeal should be lodged against each one, **unless** all the promotions have been notified in the one

*Gazette*, and the positions are all of the same classification and all in the same state, department and branch, in which case, one letter of appeal listing all promotees appealed against will be accepted.

### WHEN TO LODGE APPEALS

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

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

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

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

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

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

## EMPLOYMENT (Continued)

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

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

### CONTENT OF STATEMENTS

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

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

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

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

### PAC PROCEDURES

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

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

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

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

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

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

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

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

### SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may 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

## EMPLOYMENT (Continued)

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 Nursing Branch Pain Management Service

**Kerri Cargill: 543-13918**

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

Operating Rooms

To: Registered Nurse Level 2 \$43,150 - \$45,877

Surgical SMT, Pain Management Service, Canberra (PN. 22548) (24.8.00)

CC: (1969)

#### The Canberra Hospital Nursing Branch Operating Room Suite

**Joanne Jacinta Clayton: 259-43144**

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

Operating Room Suite

To: Registered Nurse Level 2 \$43,150 - \$45,877

Surgical SMT, Operating Room Suite, Canberra (PN 22443) (30.11.00)

CC: (1956)

#### The Canberra Hospital Nursing Branch Plastics / ENT / General Surgery

**Jillian Louise Davis: 261-64214**

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

Ward 10A Plastics / ENT / General Surgery

To: Registered Nurse Level 2 \$43,150 - \$45,877

Surgical SMT, Ward 10A Plastics / ENT / General Surgery, Canberra, (PN 21370) (21.9.00)

CC: (1948)

#### The Canberra Hospital Nursing Branch Intensive Care Unit

**Kirsten Anne Didlick: 749-69172**

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

Intensive Care Unit

To: Registered Nurse Level 2 \$43,150 - \$47,877

Surgical SMT, Intensive Care Unit, Canberra, (PN 22335) (31.8.00) CC: (1963)

**EMPLOYMENT (Continued)****The Canberra Hospital  
Nursing Branch  
Operating Room Suite****Jillian Harburg: 747-06081**

From: Registered Nurse Level 1 \$32,245 - \$41,789  
Operating Room Suite  
To: Registered Nurse Level 2 \$43,150 - \$45,877  
Surgical SMT, Operating Room Suite, Canberra (PN 22268) (31.11.00)  
CC: (1956)

**The Canberra Hospital  
Nursing Branch  
Intensive Care Unit****Michael John Harris: 260-54592**

From: Registered Nurse Level 1 \$32,245 - \$41,789  
Intensive Care Unit  
To: Registered Nurse Level 2 \$43,150 - \$47,877  
Surgical SMT, Intensive Care Unit, Canberra, (PN 22344) (31.8.00)  
CC: (1963)

**The Canberra Hospital  
Nursing Branch  
Pain Management Service****Rowena Bronwyn Kilpatrick: 739-65903**

From: Registered Nurse Level 1 \$32,245 - \$41,789  
Ward 10A Plastics / ENT/ General Surgery  
To: Registered Nurse Level 2 \$43,150 - \$45,877  
Surgical SMT, Pain Management Service, Canberra (PN. 22430) (24.8.00)  
CC: (1969)

**The Canberra Hospital  
Nursing Branch  
Intensive Care Unit****Jennifer Anne Luke: 258-98224**

From: Registered Nurse Level 1 \$32,245 - \$41,789  
Intensive Care Unit  
To: Registered Nurse Level 2 \$43,150 - \$47,877  
Surgical SMT, Intensive Care Unit, Canberra, (PN 22251) (31.8.00)  
CC: (1963)

**The Canberra Hospital  
Nursing Branch  
Plastics / ENT / General Surgery****Kellie Marisa Noffke: 260-97154**

From: Registered Nurse Level 1 \$32,245 - \$41,789  
Ward 10A Plastics / ENT / General Surgery  
To: Registered Nurse Level 2 \$43,150 - \$45,877  
Surgical SMT, Ward 10A Plastics / ENT / General Surgery, Canberra (PN 22236) (21.9.00)  
CC: (1948)

**CALVARY HOSPITAL INC.****Administrative Services  
Information Systems****Jason Chan: 608-28213**

From: Calvary Information Technology Officer 1 \$35,003 - 40,023  
Calvary Health Care ACT  
To: Calvary Information Technology Officer 2 \$43,545 - 50,019  
Information Systems, Canberra (PN. 8686) (51 21 December 2000)  
CC: 148-9094-17781

**CANBERRA TOURISM AND EVENTS CORPORATION****Promotions to non-advertised vacancies  
Tourism Research and Development****N. Slater 760-74647,**

Graduate Administrative Assistant  
\$25,115-\$32,271p.a  
Canberra Tourism and Events Corporation  
Tourism and Events Officer Class 5, (PN: 1904), \$41,410-\$43,909p.a  
Canberra Tourism and Events Corporation  
**Duties:** Under limited direction: Coordinate and manage evaluation of CTEC events. Undertake analysis of secondary information relevant to tourism in the ACT to provide market intelligence to CTEC and stakeholders. Assist with the development and execution of tourism industry development strategies for the ACT. Develop, manage and update research information systems. Development of research projects in conjunction with other research stakeholders.

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to an non-advertised vacancy. Any suitable qualified officers may appeal.  
All appeal applications should be addressed to: Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC: 148-9005-16840

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES****Palmerston Primary School****Helyn Mary Strokowsky: 326-01265**

From: Teacher Level 3 \$59700-62100  
ACT Department of Education and Community Services  
To: † Teacher Level 4, Principal Category 5 \$67435-81994  
Palmerston Primary School,  
ACT Department of Education and Community Services, Canberra (PN. 32601) (No 43, 26 October 2000)

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



**EMPLOYMENT (Continued)****Canberra College****Roseanne Sue Campion: 033-43770**

From: Administrative Service Officer 5  
\$41207-43694  
ACT Department of Education and Community  
Services  
To: Administrative Service Officer 6 \$44504-  
51121  
Canberra College, ACT Department of Education  
and Community Services, Canberra (PN. 32696)  
(No 47, 23 November 2000)  
CC: 148-9013-16917

**Sport and Corporate Resources  
Budget and Facilities Branch  
Facilities Management Section**

**Philip George Allen: 701-08033**

From: Administrative Service Officer Class 5  
\$41207-43694  
ACT Department of Education and Community  
Services  
To: Administrative Service Officer 6 \$44504-  
51121  
Facilities Management,  
ACT Department of Education and Community  
Services, Canberra  
(PN. 142) (No 42, 19 October 2000)  
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY  
SAFETY**

**ACT Corrective Services  
Belconnen Remand Centre**

**Kenneth Buck: 738-48408**

From: Custodial Officer Grade 1 \$28,419 –  
33,147  
Department of Justice and Community Safety  
To: Custodial Officer Grade 3 \$41,207 – 42,495  
Department of Justice and Community Safety,  
Canberra (PN. 11364) (No. 28, 13 July 2000)

Note: This promotion was made under a Joint  
Selection Committee and is not subject to  
appeals  
CC: 148-9012-16898

**Registrar-General's Office****Andrew Taylor: 231-68455**

From: Senior Officer Grade B \$66,577 – 74,948  
Department of Justice and Community Safety  
To: Senior Officer Grade A \$77,321  
Department of Justice and Community Safety,  
Canberra (PN. 12497) (No 32, 10 August 2000)  
CC: 148-9012-17189

**Office of the Community Advocate  
Guardianship, Mental Health and Forensic**

**Ainslea Senior: 607-96557**

From: Registered Nurse Level 3 \$47,110 –  
50,147  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 6  
\$44,503 – 51,121  
Department of Justice and Community Safety,  
Canberra (PN. 1737) (No. 70 14 December 2000)  
CC: 148-9012-16912

**DEPARTMENT OF URBAN SERVICES**

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

**Promotions to non-advertised vacancies  
Infrastructure and Asset Management**

V. M Ebsworth 760-747475, Graduate  
Administrative Assistant \$25,115-\$32,271p.a  
ACT Department of Treasury  
Administrative Service Officer Class 5,  
(PN: 43449), \$41,207-\$43,694p.a  
Land and Property, Department of Urban  
Services

**Duties:** As a team member provide support in  
the activities of a sub-group responsible for one  
or more of the following: land development  
policy, major projects, urban development  
management; and strategic asset management.  
Assist with policy development across a range  
of projects. Assist with programming and co-  
ordination of asset management activities,  
including land development and land releases  
and property and contract management.

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

All appeal applications should be addressed to:  
Convener of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC: 148-9042-17578

**DEPARTMENT OF TREASURY****Economic Management Branch****P. D. Johnson 757-47416**

From: Administrative Service Officer Class 6,  
\$44,503-\$51,121p.a  
ACT Department of Treasury  
To: Senior Officer Grade C, \$56,346-  
\$60,755p.a  
Economic Analysis (PN: 43370)  
ACT Department of Treasury  
CC: 148-9042-17630

**Retirements and dismissals**

**DEPARTMENT OF JUSTICE AND COMMUNITY  
SAFETY**

***Section 141 Public Sector Management Act:***

Imme Hambly,  
Administrative Service Officer Class 5,  
15/12/2000  
CC: 148-9012-16915

## EMPLOYMENT (Continued)

**Section 141 Public Sector Management Act:**

David Barnes, Station Officer Grade A,  
14/12/2000  
CC: 148-9007-16846

**DEPARTMENT OF URBAN SERVICES**

143  
Ian Harold Woolcock.  
17/01/2001  
CC: 148-9019 17026

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**ACT Public Service Index of addresses**

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|--|---|
| <p>05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601</p> <p>06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601</p> <p>07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614</p> <p>08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901</p> <p>09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911</p> <p>11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601</p> <p>12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901</p> <p>13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605</p> <p>16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606</p> <p>17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606</p> <p>18 The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601</p> <p>20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611</p> <p>21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601</p> <p>23 Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601</p> <p>28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608</p> | <p>30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601</p> <p>31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608</p> <p>32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608</p> <p>34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601</p> <p>35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.</p> <p>36 Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.</p> <p>37 The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601</p> |
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# GOVERNMENT NOTICES



## AUSTRALIAN CAPITAL TERRITORY

### NOTICE OF COMMENCEMENT

#### ***WATER AND SEWERAGE REGULATIONS 2001***

I, GARY HUMPHRIES, Treasurer, under regulation 2 of the *Water and Sewerage Regulations 2001*, fix 18 January 2001 as the day the regulations commence.

Dated this 17<sup>th</sup> day of January 2001.

***Gary Humphries***  
Treasurer

### NOTIFICATION OF THE MAKING OF AN INSTRUMENT

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

| <b>Act under which Instrument made</b>   | <b>Description of Instrument</b>                      | <b>Number and year of Instrument</b> |
|--|---|--------------------------------------|
| <i>Road Transport (General) Act 1999</i> | Revocation and Determination of Fees – Number Plates. | No. 1 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 Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

| Act under which Regulation made                 | Description of Regulation                             | Number and year of Regulation |
|---|---|-------------------------------|
| <i>Land (Planning and Environment) Act 1991</i> | Land (Planning and Environment) Regulations Amendment | No. 1 of 2001                 |
| <i>Water and Sewerage Act 2000</i>              | Water and Sewerage Regulations 2001                   | No. 2 of 2001                 |

### NOTIFICATION OF THE MAKING OF A SUBORDINATE LAW

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

| Act under which Subordinate Law made     | Description of Subordinate Law | Number and year of Management Standard |
|--|--------------------------------|--|
| <i>Public Sector Management Act 1994</i> | Management Standards           | No. 7 of 2000                          |

**GOVERNMENT NOTICES (Continued)****ACT GOVERNMENT  
PLANNING AND LAND MANAGEMENT GROUP****DRAFT VARIATION NO.174 TO THE TERRITORY PLAN, DRAFT SECTION MASTER  
PLAN AND PRELIMINARY ASSESSMENT FOR  
SECTION 124 BLOCKS 2,3,14 & 15 NARRABUNDAH  
(HUNGARIAN-AUSTRALIAN CLUB AND ADJOINING VACANT LAND)**

A draft Variation to the Territory Plan has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority), relating to the Hungarian-Australian Club and adjoining vacant land at Section 124 Blocks 2,3,14 &15 Narrabundah.

**Draft Variation No.174**, if adopted, would change the existing land use policy applying to:

- Blocks 2 and 3 Section 124 Narrabundah, from the existing Entertainment, Accommodation and Leisure land use policy to Residential land use policy with a B11 Area Specific Policy; and
- Blocks 14 and 15 Section 124 Narrabundah, from the existing Community Facility land use policy to Residential land use policy with a B11 Area Specific Policy (the same policy proposed for the Club Site).

**The proposed B11 Area Specific Policy requires a Section Master Plan (SMP)** and a draft SMP for Section 124 Narrabundah, showing the indicative building form, vehicular access points, landscape areas and other features for Blocks 2, 3, 14 and 15 has been submitted.

**The proposed land use policy change from Community Facility to Residential triggers a mandatory Preliminary Assessment (PA).** A PA has been lodged for Blocks 14 and 15 Section 124 Narrabundah and the PA identifies the likely impacts of the proposed policy change on the physical, natural and human environments.

**Draft Variation No.174 should be read in conjunction with the draft Section Master Plan and the Preliminary Assessment.**

Provided it is not deferred, the provisions of draft Variation No.174 have interim effect until 24 January 2002 or for the “defined period”, whichever is the shorter. The “defined period” commenced on 25 January 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.

## GOVERNMENT NOTICES (Continued)

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 29 January 2001 until Monday 19 February 2001, copies of **draft Variation No.174 to the Territory Plan, and the draft Section Master Plan**, may be:

- inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, 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.

**Draft Variation No.174** may also be:

- inspected on the PALM Website at [www.palm.act.gov.au/tplan](http://www.palm.act.gov.au/tplan)

**The Preliminary Assessment** may be:

- inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours;
- inspected at, or obtained at a cost of \$1.10 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/planning&development](http://www.palm.act.gov.au/planning&development)

**Although draft Variation No.174, the draft Section Master Plan and the Preliminary Assessment are being notified concurrently, they will be processed separately in accordance with the relevant provisions of the Land Act.**

Comments on draft Variation No.174, the draft Section Master Plan and/or the Preliminary Assessment should be submitted, by **Monday 12 March 2001**, to:

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

Comments can also be sent via Email to: [terrplan@act.gov.au](mailto:terrplan@act.gov.au)  
or by Facsimile to: **62071710.**

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 13 March 2001 until Tuesday 3 April 2001, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Monday 12 March 2001 will be available for perusal for 15 business days from the date of receipt.

## GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

REMUNERATION TRIBUNAL ACT 1995

INSTRUMENT

For the purposes of paragraph 10(1)(w) of the Remuneration Tribunal Act 1995 the Remuneration Tribunal shall inquire into and determine the remuneration and allowances to be paid to the holder of an appointment specified as follows:

### **Occupational Health and Safety Council Chair**

Dated the 11 day of January 2001.

**Brendan Smyth** MLA  
Acting Chief Minister

## GOVERNMENT NOTICES (Continued)

### Environment ACT

#### *Environment Protection Act 1997*

#### **Environmental Authorisation**

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

| <b>Organisation</b>                   | <b>Brief Description of Activity</b>          | <b>Location</b>                   |
|---------------------------------------|---|-----------------------------------|
| National Capital Motorsports Club Inc | Motor sports                                  | Block 601 Majura                  |
| ACT Water Ski Association Inc         | Water ski and drag boat racing – Skifest 2001 | Molonglo Reach Water Ski Facility |

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 environmental authorisations 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 18th day of January 2001  
 Environment Management Authority

