



Australian Capital Territory

Gazette

No. 5, Thursday 1 February, 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.

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

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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

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Population Health Division Health Protection Service Environmental Health

Professional Officer Class 1, \$31034-43539, Canberra (PN. 29642)

Closing date: 1/2/01

Duties: Provide environmental health services to an operational district under professional supervision. Conduct and report on inspections/audits and investigations in relation to public and environmental health. Undertake inspections of premises and make recommendations on licensing and change of lease approvals. Investigate cases of notifiable, infectious and food related diseases. Ensure the provision of high quality advice and assistance to proprietors, managers or other responsible authorities on the maintenance of public and environmental health standards. Eligibility/other requirements: Bachelor of Science, Applied Science or recognised qualification in Environmental Health and current Certificate of Professional Recognition issued by the Australian Institute of Environmental Health.

Contact Officer: Barry Lynch (02) 62051723
Selection documentation may be obtained from
Cathie McIntosh (02) 62051710
Apply: 20
CC: 148-9011-16943

Central Office Financial Management and Support Services Financial Management Financial Reporting and Accounting Policy

Administrative Service Officer Class 6 \$44,503-51,121 Canberra (PN.23903)

Closing date: 15 February 2001

Group Profile: Financial Management and Support Services is responsible for the Departmental Budget, financial and accounting policy, cash management, financial reporting, capital works, property management services, accommodation support services and corporate administration. The Group also oversees the operations of the Business Services Bureau.

EMPLOYMENT (Continued)

Unit Profile: The Financial Management Unit is responsible for the Departmental Budget, financial and accounting policy, cash management and financial reporting.

Position Description: The successful applicant will undertake a variety of accounting and budgetary functions with particular emphasis on monthly financial reporting. For this reason previous accounting experience or tertiary qualifications in accounting/economics or partial completion of same would be a distinct advantage.

Duties: Assist in the preparation of financial and management reports, and provide advice to Senior Managers. Assist in the development of improved financial management practices and systems. Assist in the preparation and coordination of the Department's Annual Financial Statements. Assist in budget development and monitoring. Under limited direction, undertake investigations, research assignments and other duties as directed.

Eligibility/other requirements: Analytical skills and ability to liaise with all levels of management. Accounting or other appropriate qualifications would be highly regarded, but not essential. Experience with management information and budgetary systems. A knowledge and understanding of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Andrew Hewat 02-6207 6506
Selection documentation may be obtained from John Oberdorf 02-6205 0908
Apply: 23
CC: 148-9011-17925

THE CANBERRA HOSPITAL

Nursing Branch Women and Children's Health SMT/Paediatrics

Registered Nurse Level 2 \$43,150-45,877,
Canberra (PN. 22196)

Closing date: 15/02/2001

Duties: Provide comprehensive direct patient care by utilising the nursing process. Act as a role model in the provision of holistic patient care; liaise with patient care teams to achieve an agreed standard of care.

Eligibility/other requirements: A minimum of three years recent post registration experience. A minimum of one years experience in the field being practiced, or holds a relevant post registration qualification.

Note: This is a part-time position of 28 hours per week.

Contact Officer: Karen Cook (02) 6244 3258
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 148-9010-16875 (2154)

ACT COMMUNITY CARE

ACT Community Care Community Rehabilitation Program Prosthetics and Orthotics Service

**Senior Professional Officer Grade C \$55,133 - \$59,446, Canberra (PN. 28652)
Manager**

Closing date: 15 February 2001

Duties: Exciting and satisfying employment opportunities are available through the creation of a new service bringing together Canberra Hospital-based and community-based rehabilitation services. High quality care is provided to inpatients and community clients. Salary packaging, including FBT exemption applies to positions within ACT Community Care.

An enthusiastic person with clinical skills in prosthetics and orthotics and in management is required to develop and lead the prosthetic and orthotic service. He or she will manage all resources for the team and liaise closely with medical and other staff of ACT Community Care, The Canberra Hospital and other services to ensure continuity of high quality care. Extensive experience in a rehabilitation setting is highly desirable.

Eligibility: Mandatory qualifications apply.

Contact Officer: Ralph Farnbach (02) 6244 2475
Selection documentation may be obtained from Lynne Adamytis (02) 6244 2855
Apply: 21
CC: 148-9009-18269

ACT Community Care Child, Youth and Women's Health Program Women's Health Service

**Professional Officer Class 2 \$43,545-\$48,665,
Canberra (PN. 28226)
Counsellor**

Closing date: 15 February 2001

Duties: As part of a multidisciplinary team provide counselling services to women affected by violence.

Eligibility: Mandatory qualifications apply.
Note: This is a temporary full-time vacancy for 12 months. Applications for part-time employment will be considered.

Contact Officer: Jenelle Reading (02) 6205 1356
Selection documentation may be obtained from Patricia O'Hanlon (02) 6205 1078
Apply: 21
CC: 148-9009-16857

EMPLOYMENT (Continued)**Act Community Care
Child, Youth and Women's Health Program****Registered Nurses Levels 1 and 2**

Several permanent, temporary and casual, full time and part time positions

Closing date: 15 February 2001

An exciting career opportunity exists within the Child, Youth and Women's Health Program which is the major provider for primary health services for infants, children, youth and their families in the ACT community. Applications are called from Registered Nurses with relevant primary health care nursing experience to work within the Program including the mobile immunisation service and school health services.

Applications are sought from suitably qualified Registered Nurses for positions as Maternal and Child Health nurses to work in a variety of community based services.

Eligibility: Demonstrated primary health care nursing experience in Maternal and Child Health nursing with relevant qualifications.

Registration with the Nurses Board of the ACT or eligibility for registration, with a current driver's licence is essential.

Contact Officer: Kathy May (02) 6205 2751
Selection documentation may be obtained from Gayle Harding (02) 6205 1197
Apply: 21
CC: 148-9009-16857

**ACT Community Care
Integrated Health Care Program****Registered Nurse Level 1 \$32,341-\$41,913
Canberra (various permanent and contract positions for all regional areas).**

(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 15 February 2001

ACT Community Care is a dynamic organisation and which is seeking applications from suitably qualified and motivated Registered Nurses for the delivery of high standard nursing services to clients of the Integrated Health Care Program. Applicants will be required to deliver home based and centre based care to post acute, chronic, aged and palliative care clients and require a diverse range of skills to fulfil this role successfully.

Eligibility: Registration with the Nurses Board of the ACT or eligibility for registration. Current drivers licence.

Contact Officer: Maree Sullivan (02) 6205 1443
Selection Documentation: Megan Payne (02) 6205 1357
Apply: 21
CC: 148-9009-17798

**ACT Community Care
Integrated Health Care Program
Registered Nurse Level 3.5
\$53,236 pa**

(Salary Packaging with FBT exemption under PBI conditions is available to permanent staff)

Two positions

Position No 28308 (expected vacancy)

Position No 27183 (Temporary vacancy)

Period of vacancy: 1 February 2001 – 7 November 2001

Closing date: 15 February 2001

The Integrated Health Care Program has undergone restructuring and as a result of staff movements has several vacancies for Clinical Nurse Coordinators in the Regional Teams.

The Integrated Health Care Program is seeking applications from suitably qualified Registered Nurses to fill these positions. The successful candidates will be responsible for the:

- management of human and material resources,
- supervision of clinical practice and
- overseeing the day to day running of a team in conjunction with a Regional Manager.

Eligibility: Previous experience in a similar environment and comprehensive knowledge of management principles and practices are highly desirable. Registration as a General Nurse, a degree or higher and a current Drivers Licence are essential.

Contact Officer: Debbie Booth (02) 62052101
Selection documentation: Megan Payne (02) 62051357

Apply: 21
CC: 148-9009-17798

**ACT Community Care
Integrated Health Care Program****CLINICAL NURSE CONSULTANT
WOUND/STOMA/CONTINENCE
Registered Nurse Level 3 Canberra \$47,722 - \$50,799 (P/N 26330)**

(Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 15 February 2001

ACT Community Care is a dynamic organisation currently undergoing a reorientation of service delivery. The Integrated Health Care Program is seeking an energetic, innovative practitioner for the role of Clinical Nurse Consultant for wound, stoma and continence services.

Duties: The successful applicant will be required to provide:

- advanced clinical support to ACT Community Care staff,

EMPLOYMENT (Continued)

- expert advice, leadership and consultation to stakeholders,
- delivery of education programs to Integrated Health Care Program staff
- quality improvement activities pertaining to advanced clinical practice in wounds/stoma and continence.

Eligibility: Minimum of 5 years post registration experience and post-graduate or tertiary qualification relevant to the position are desired. Current Nursing Registration and Drivers Licence are essential.

Contact Officer: Debbie Booth (02) 6205 2101
 Selection documentation: Megan Payne (02) 6205 1357

Apply: 21
 CC: 148-9009-17798

CALVARY HOSPITAL INC.

Clare Holland House

Registered Nurse Level 3 \$47,722 - 50,799, Canberra (PN. 8655)

Closing date: 15 February 2001
 Duties: Manage the promotion of an optimum environment for the provision of a high level of palliative care, improving the potential quality of life for the patient and their carer. Implement and co-ordinate nursing management policies and processes.

Eligibility/other requirements: Registered general nurse with the ACT Nurses Board.
 Note: Part time, 56 hours per fortnight, after hours co-ordinator. TTY 6201 6127

Contact Officer: Susan Granger (02) 62730336
 Selection documentation may be obtained from Sarah Boyd (02) 62730336
 Apply: 07
 CC: 148-9094-17781

Clare Holland House

Enrolled Nurse \$29,880 - 32,067, Canberra (PN. 8594)

Closing date: 15 February 2001
 Duties: Assist in provision of an optimum standard of patient care, with the emphasis on palliative care and the quality of living. In collaboration with the Registered Nurse, be involved in the initial assessment, interview and plan of care for the patient.

Eligibility/other requirements: Current registration as an Enrolled Nurse with the ACT Nurses Board.
 Note: Part time, 56 hours per fortnight. TTY 6201 6127

Contact Officer: Susan Granger (02) 62730336
 Selection documentation may be obtained from Sarah Boyd (02) 62730336
 Apply: 07 CC: 148-9094-17781

Nursing Services Psychiatric Unit

Registered Nurse Level 2 \$43,278 - 46,013, Canberra (PN. 8223)

Closing date: 15 February 2001
 Duties: Provide direct holistic care to patients with complex needs by utilising the nursing process in the form of care maps. Act as a professional role model and resource person in the provision of holistic patient care.

Eligibility/other requirements: Current registration as a Mental Health Nurse with the ACT Nurses Board.

Note: Temporary vacancy until March 2002.
 TTY 6201 6127

Contact Officer: Carmel Ronning (02) 62016326
 Selection documentation may be obtained from Carmel Ronning (02) 62016326
 Apply: 07
 CC: 148-9094-17781

ACTION

ACTION Operations South Region Business Unit

Administrative Service Officer Class 3 \$32,985-\$35,598, Canberra (PN. A20195)

Closing date: 15 February 2001
 Duties: Under the general direction of the Business Unit Administration Officer, provide employment conditions and payroll advice to business unit staff. Maintain establishment and staffing documentation, personnel data and business unit files to support business activity. Manage ordering and issue of corporate uniforms.

Contact Officer: Brian Calder (02) 2607 7818
 Selection documentation may be obtained from Carol Watchman (02) 6207 8066
 Apply: 08
 CC: 148-9027-17791

ACTION Operations North Region Business Unit

Administrative Service Officer Class 3 \$32,985-\$35,598, Canberra (PN. A20196)

Closing date: 15 February 2001
 Duties: Collect, catalogue and register lost property items and manage lost property inquiries, order and distribute corporate uniforms, maintain cash dispensers and cash deposit machines, dispense change for petty cash and cash floats.

Contact Officer: Craig Kelly (02) 6207 7670
 Selection documentation may be obtained from Carol Watchman (02) 6207 8066
 Apply: 08
 CC: 148-9027-17791

EMPLOYMENT (Continued)

ACTION
Finance and Corporate Services
Finance Section

Senior Officer Grade C \$56,070-60,457,
Canberra (PN.A20185)

Closing date: 15 February 2001
 Duties: Manage and be accountable for ACTION's revenue collection and procurement functions, including ordering, custody and allocation of tickets, debt management and accounting for all revenue received. Develop policy and strategic direction for revenue and business related functions, provide statistical and analytical reporting on business functions.
Contact Officer: Peter Wallace (02) 6207 8003
 Selection documentation may be obtained from Carol Watchman (02) 6207 8066
 Apply: 08
 CC: 148-9027-17791

ACTION
Finance & Corporate Services
Finance Section

Administrative Service Officer Class 6 \$44,285-50,870,
Canberra (PN. A20197)

Closing date: 15 February 2001
 Duties: Manage and be accountable for ACTION's purchasing, contracting and logistics functions including tender preparation, contract preparation, order processing and material control. Contribute to the development policy and strategic direction for procurement. Provide statistical and analytical reporting on purchasing functions.
Contact Officer: Peter Wallace (02) 6207 8003
 Selection documentation may be obtained from Carol Watchman (02) 6207 8066
 Apply: 08
 CC: 148-9027-17791

ACTION
Finance and Corporate Services
Finance Section

Administrative Service Officer Class 4 \$36,764-39916,
Canberra (PN. A11844)

Closing date: 15 February 2001
 Duties: As certifying officer for ACTION's corporate office, liaise with suppliers regarding accounts payable, assist in processing wages and salaries and related costs, assist in the development of ACTION's budget and investigate cost/budget anomalies.
Contact Officer: John Culkin (02) 6207 8027
 Selection documentation may be obtained from Carol Watchman (02) 6207 8066
 Apply: 08
 CC: 148-9027-17791

ACTION
Finance & Corporate Services
Finance Section

Administrative Service Officer Class 6 \$44,285-50,870,
Canberra (PN. A20040)

Closing date: 15 February 2001
 Duties: Manage accounts payable and accounts receivable, the processing of wages, salaries and associated costs, assist with the preparation of ACTION's budget, monitor actual expenditure and investigate and analyse trends.
Contact Officer: John Culkin (02) 6207 8027
 Selection documentation may be obtained from Carol Watchman (02) 6207 8066
 Apply: 08
 CC: 148-9027-17791

ACTION
Finance & Corporate Services
Finance Section

Administrative Service Officer Class 5 \$41,005-43,480,
Canberra (PN. A20035)

Closing date: 15 February 2001
 Duties: Investigate, assess and provide recommendations on a range of operational issues including accident claims, ongoing compensation claims and income protection reimbursements. Instruct the ACT Government Solicitor and liaise with the solicitors, insurance companies, police and ACTION business managers on a regular basis. Prepare documentation for the processing of claims against third parties, insurance companies and other providers of coverage.
Contact Officer: Peter Wallace (02) 6207 8003
 Selection documentation may be obtained from Carol Watchman (02) 6207 8066
 Apply: 08
 CC: 148-9027-17791

ACTION
Executive

Administrative Service Officer Class 5 \$41,005-43,480,
Canberra (PN. A11763)

Closing date: 15 February 2001
 Duties: Provide high level of administrative support to ACTION's Executive Director and senior management team, including high level secretarial ability, organisation of meetings, agenda preparation, minute taking, preparation of briefings and ministerial representations. Control flow of documents and files to senior staff, supervise Registry and Stores staff.
Contact Officer: Peter Wallace (02) 6207 8003
 Selection documentation may be obtained from Carol Watchman (02) 6207 8066
 Apply: 08
 CC: 148-9027-17791

EMPLOYMENT (Continued)**ACTION****Operations****North Region Business Unit**

Administrative Service Officer Class 4 \$36,764-39,916, Canberra (PN. A20192)

Closing date: 15 February 2001

Duties: Manage business unit files and records, administer business unit contracts, input data and provide reports on operations, maintenance and driver cash reconciliation, manage cash floats and act as collector of public monies. Eligibility/other requirements: Knowledge of the procedures associated with the collection of public monies would be an advantage.

Contact Officer: Craig Kelly (02) 6207 7670

Selection documentation may be obtained from Carol Watchman (02) 6207 8066

Apply: 08

CC: 148-9027-17791

ACTION**Finance and Corporate Services****Finance Section**

Administrative Service Officer Class 3 \$32,985-35,598, Canberra (PN. A10915)

Closing date: 15 February 2001

Duties: provide customer service to ticket agents, coordinate the procurement, production, security, accounting and debt management of the ticket function, assist with the growth of ticket sales through agents, provide reports to management on ticketing.

Contact Officer: Kim Van Dijk (02) 6207 8092

Selection documentation may be obtained from Carol Watchman (02) 6207 8066

Apply: 08

CC: 148-9027-17791

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.

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

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

Administrative Service Officer Class 5 \$41207-43694, Canberra (PN. 3164)

Closing date: 15 February 2001

Duties: As Office Manager provide and accept management responsibility for staffing, financial and budgetary matters and advise

senior officers as appropriate. Manage and develop financial and administrative systems, prepare budgets, estimates and financial returns, monitor commitment and expenditure. Plan, prioritise, coordinate and manage the workflow of the office.

Contact Officer: Bob Edwards (02) 62057181

Selection documentation may be obtained from Janet Williams (02) 62057181

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

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

Administrative Service Officer Class 4 \$36945-40113, Canberra (PN. 194) (Expected Vacancy)

Closing date: 15 February 2001

Duties: Provide support within the Section to the functions of moderation and course development including collecting and analysing data and information and preparing reports, publications, papers and submissions including findings and recommendations. Prepare and manage correspondence and reports as appropriate, maintain the section library and assist with management of the web site.

Contact Officer: Margaret Ford (02) 62057163

Selection documentation may be obtained from The Contact Officer (02) 62057163

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Office of Training and Adult Education Purchasing, New Apprenticeships and Innovation

Administrative Service Officer Class 4 \$36945-40113, Canberra (PN. 2379)

Closing date: 15 February 2001

Duties: Liaise with industry training advisory boards and other industry groups. Advise industry on training reform initiatives and provide advice on training issues to industry clients, employers, trainees, training providers and group training schemes. As a member of a team responsible for monitoring the delivery and quality of training in the ACT: Investigate, inspect and evaluate training delivery, both on and off the job; interview, advise and counsel the parties to a contract of training, as required; prepare reports and other routine correspondence; and promote through contact with schools, community groups, employers, industry bodies and other community groups, the availability and value of structured vocational education and training programs in the ACT.

EMPLOYMENT (Continued)

Note: Selection may be made from application only, please forward two written referee reports with application.

Contact Officer: Colleen Day (02) 62057047
Selection documentation may be obtained from Jan Darby (02) 62057035

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

Education Delivery
Faculty of Business and Information Technology
Department of Information Technology

Senior Teaching Post \$56,104
Canberra (PN. 51980)

Closing date: 14 February 2001

Duties: Counsel and advise students, referred by teachers from the Department, on programs of study and other issues relevant to students' effective participation in courses offered by a department. Schedule classes and coordinate reenrolment and enrolment processes for the department, including timetable and policy amendments. Provide leadership in the continuing development of advanced standing processes across the department. Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Coordinate and monitor consistency of delivery and assessment on and off campus.

Eligibility/other requirements: EITHER, appropriate tertiary qualifications relevant to the teaching of information technology or other relevant discipline as appropriate to teaching to diploma level and five years or more of relevant vocational/ industrial/ professional experience
OR possess such other qualifications and/or experience acceptable for the position.
OTHER: Possess, or eligible to obtain, qualifications in Adult Education.

Note: This position is available for temporary employment or temporary transfer from 28 February 2001 to 31 December 2003

Contact Officer: Jacki Ganendran (02) 62074938
Selection documentation may be obtained from Patricia Johnstone (02) 62073116 or via email: steve.greig@act.gov.au
Apply: 11
CC: 148/9024/18554

Education Delivery
Faculty of Business and Information Technology
Department of Software Development
Senior Teaching Post \$56,104
Canberra (PN. 51979)

Closing date: 14 February 2001

Duties: Counsel and advise students, referred by teachers from the Department, on programs of study and other issues relevant to students' effective participation in courses offered by a department. Schedule classes and coordinate reenrolment and enrolment processes for the department, including timetable and policy amendments. Provide leadership in the continuing development of advanced standing processes across the department. Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Coordinate and monitor consistency of delivery and assessment on and off campus.

Eligibility/other requirements: EITHER, appropriate tertiary qualifications relevant to the teaching of information technology or other relevant discipline as appropriate to teaching to diploma level and five years or more of relevant vocational/ industrial/ professional experience
OR possess such other qualifications and/or experience acceptable for the position.
OTHER: Possess, or eligible to obtain, qualifications in Adult Education.

Note: This position is available for temporary employment or temporary transfer from 28 February 2001 to 31 December 2003

Contact Officer: Janice Anderson (02) 62074078
Selection documentation may be obtained from Patricia Johnstone (02) 62073116 or via email: steve.greig@act.gov.au
Apply: 11
CC: 148/9024/18554

Division of Learning Services
Education Development Centre
Research and Evaluation

Senior Teaching Post – EDS \$56,104, Canberra
(PNs. 51646 and 51795)

Closing date: 15 February 2001

Duties: Lead and develop educational research projects, liaise with research centres and research teams, undertake internal and national research projects and disseminate findings to colleagues and key audiences.

Eligibility/other requirements: Degree, Diploma or equivalent qualifications in education or a related discipline. Experience in an Institute of Technology or similar environment.
Note: These positions are for temporary employment or temporary transfer for a period of up to 5 years

EMPLOYMENT (Continued)

Contact Officer: Berwyn Clayton (02) 6207 4844
 Selection documentation may be obtained from
 Amita Chatterjee (02) 6207 4838
 Apply: 11
 CC: 148-9024-18549

**Division of Corporate Services
 Human Resource Management Unit
 Workplace Practices**

Senior Officer Grade C, \$56,346 - \$60,755,
 Canberra (PN. 55272)

Closing date: 15 February 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. Assist in implementing and
 evaluating changes to HR policies, practices,
 systems and processes within CIT.

The occupant will require sound technical
 knowledge in the areas of Employee Relations,
 Occupational Health and Safety and
 Rehabilitation as well as skills in analysing a
 situation, searching for solutions, applying
 technical knowledge, negotiating with interested
 parties and achieving workable outcomes.

Eligibility/other requirements: Tertiary
 qualifications in Human Resources, Employee
 Relations, Occupational Health and Safety or
 Rehabilitation (or progress toward these) would
 be an advantage.

Note: This position is for temporary employment
 or temporary transfer from mid March 2001 for a
 period of nine months with possible extensions.

Contact Officer: Gail Gardner (02) 6207 3561
 Selection documentation may be obtained from
 Renee Irvine (02) 6207 3573
 Apply: 11
 CC: 148-9024-17904

**Canberra Institute of Technology
 Faculty of Science & Technology
 Faculty Management Unit**

Administrative Service Officer Class 4 \$36,945 -
 \$40,113, Canberra (PN. 55404)

Closing date: 15 February 2001
 Duties: Under general direction co-ordinate the
 User-Choice administrative requirements of the
 Faculty including NACS (New Apprenticentre)
 processes, training plans and payment
 schedules from OTAE (Office of Training and
 Adult Education)
 Eligibility/other requirements:
 Note:

Contact Officer: Eric Reeves (02) 620 73804
 Selection documentation may be obtained from
 Shirley Coulson (02) 620 74046
 Apply: 11
 CC: 148-9024-1855

**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

**Registrar-General's Office
 Business Operations Manager
 Senior Officer Grade B \$66,577 – 74,948,
 Canberra (PN. 43068)**

Closing date: 15 February 2001
 Duties: Manage the day-to-day operations of the
 Registrar-General's office. Formulate,
 implement and report on a wide range of
 policies and guidelines, including policies to
 ensure compliance by clients with legislative
 provisions and lawful discharge of powers of
 the Office. Perform the functions of Deputy
 Registrar-General's. Provide high level advice
 to senior management on human, financial and
 physical resources, including strategic
 planning, budgeting and resource allocation.
 Provide advice and guidance to senior
 management and the Minister on a wide range
 of issues. Exercise delegations and statutory
 responsibilities under relevant legislation and
 guidelines. Represent the Office at various
 fora, committees, seminars, conferences and
 meetings. Undertake special projects and
 duties relevant to the Office as directed.

Contact Officer: Andrew Taylor (02) 6207 0450
 Selection documentation may be obtained from
 Simon Mooney (02) 6207 0452
 Apply: 28
 CC: 148-9012-17189

**ACT Magistrates Court
 Executive
 Personal Staff**

**Administrative Service Officer Class 3
 \$33,147 – 35,774, Canberra (PN. 44062)**

Closing date: 19 February 2001
 Duties: Act as associate/confidential clerk to a
 Magistrate. Provide administrative and in-court
 support to the Magistrate. Assist the Magistrate
 with legal research, preparation of cases for
 hearing and reserve decisions, and provide
 keyboard services. Maintain the Magistrate's
 diary, check files for completeness and note file
 movements.

Eligibility/other requirements: Full completion of
 legal studies is required.
 Note: This position is a temporary vacancy and
 is available for a period of up to twelve months.
 The position is available from mid June 2001
 although there may be some flexibility in the
 commencement date.

EMPLOYMENT (Continued)

Contact Officer: Gerald Kennedy (02) 6217 4385
 Selection documentation may be obtained from
 24 hour answering machine (02) 6217 4229
 Apply: 28
 CC: 148-9012-16939

DEPARTMENT OF URBAN SERVICES

**Policy Coordination Group
 Procurement and Projects Branch
 Business Support Section**

Administrative Service Officer Class 2
\$29,977-\$33,100 PN 34447
Canberra

Closing Date: 15-Feb-01

Duties:

Provide general administrative support the Branch, including monitoring and ordering stationery. Attend to counter enquiries and maintain records and files. Act as a Collector of Public Monies.

Notes

This position is a full time position. If selected for interview applicants must be available on Wednesday 21 February 2001.

Contact Officer: Jenny Marincic: (02) 62075590
 Selection documentation may be obtained from Jodi Hamilton (02) 62077100.

Or from the recruitment home page:
 (www.act.gov.au/urbanservices/recruit.html)
 CC: 148-9018 16922

**Policy Coordination
 Procurement and Projects Branch
 ACT Contracts Section**

Administrative Service Officer Class 6
\$44,504-\$51,121 PN 10618
Canberra

Closing Date: 15-Feb-01

Duties:

The Territory requires the services of an ASO6 level Contracts Officer responsible for negotiating with officers from client departments, inviting offers and entering into contracts on behalf of the Territory.

Other requirements / Qualifications

The successful applicant will have completed training to the 'AQF Certificate IV in Contract Management' and commit themselves to achieving Certificate VI within 18 months.

Notes

The successful applicant may be selected from application and referee reports only. Please submit two referee reports with your application.

Contact Officer: Sue Lukins (02) 62075531

Selection documentation may be obtained from Wendy Jacob (02) 62075558.

Or from the recruitment home page:
 (www.act.gov.au/urbanservices/recruit.html)
 CC: 148-9017 16950

**Policy Coordination
 Executive Director – Policy Coordination
 PN E166 Canberra**

Closing Date: 12-Feb-01

The ACT Department of Urban Services is seeking to appoint a senior executive to lead an organisation involved in setting the strategic directions for the Department.

The Position: The Executive Director is responsible for developing, leading and managing the activities of the Policy Coordination Group which include policy advising, regulatory arrangements and purchasing of services across a range of state government functions. In addition to policy coordination activities the Executive Director has specific responsibilities in public transport, road use management, road safety, energy and water policy, workers compensation, occupational health and safety and long service leave arrangements.

Applicants should possess leadership and executive management skills of a very high order, and a demonstrated record of achievement in the management of human, financial and strategic resources within a large service orientated organisation.

Remuneration: The remuneration package of \$168,619 per annum includes a cash component of \$128,409. Employer provided benefits include generous superannuation, spouse travel and a privately plated car.

Contracts: The successful applicant will be employed under a performance based contract for a period of up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Enquiries about the position to Ken Horsham, Executive Director Policy Coordination Group on 02-6207 6256, email: ken.horsham@act.gov.au. and Selection documentation may be obtained from Lisa Murphy on 02-6207 5805, or by email: lisa.murphy@act.gov.au.

Or from the recruitment home page:
 (www.act.gov.au/urbanservices/recruit.html)

EMPLOYMENT (Continued)

Applications addressing the selection criteria should be forwarded by close of business 12 February 2001 to Lisa Murphy, Executive Support Unit, Human Resources, Department of Urban Services, GPO Box 158, CANBERRA ACT 2601.
CC: 148-9018 16922

**Operations
Information Planning and Services Branch
Publishing Services Section**

**Administrative Service Officer Class 5
\$41,207-\$43,694 PN 33419 (Expected Vacancy)
Canberra**

Closing Date: 15-Feb-01

Duties:

Lead a small team involved in the financial operations of a fee for service business unit. Monitor business activity, prepare financial statements, carry out reconciliations, oversight payables and receivables, provide advice to Business

Other requirements / Qualifications

Understanding of accrual accounting and Oracle. Skills in financial management and government budgeting practices. Accounting qualification, or part thereof desirable.

Contact Officer: Chris Webb (02) 62055481
Selection documentation may be obtained from Steve Lawler (02) 62050484.

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

**Environment ACT
Environment Protection Section**

**Administrative Service Officer Class 6
\$44,723-\$51,373 PN 13900 (Expected Vacancy)
Canberra**

Closing Date: 15-Feb-01

Duties:

Environment ACT's Environment Protection Unit is responsible for management of water resources and water quality in the ACT. This is mainly accomplished through the administration of relevant legislation and community education through a number of programs and projects including Waterwatch. Waterwatch is a national community based water quality monitoring program which seeks to educate and empower the community to improve the state of our waterways.

The successful applicant will facilitate the ACT's involvement in the national Waterwatch program. Duties include the management of regional Waterwatch activities and local coordinators, development and delivery of promotional material and coordination of government, educate and community groups.

Notes

This position is available as a two year contract with possible extension.

Contact Officer and Selection documentation:

Peter Donnelly (02) 6207239 or
peter.donnelly@act.gov.
Or from the recruitment home page:
(www.act.gov.au/urbanservices/recruit.html)
CC: 148-9028 16937

**Environment ACT
Environment Protection Section
Environment Regulation Subsection**

**Administrative Service Officer Class 3
\$33,310-\$35,950 PN 3373 (Expected Vacancy)
Canberra**

Closing Date: 15-Feb-01

Duties:

As directed, carry out routine inspections for compliance with ACT legislation. Undertake initial enquiries and minor investigations in relation to non compliance with ACT legislation. Prepare reports and general correspondence as required. Maintain records of client holdings, inspection reports, registers and other details as required. Perform the duties of an Inspector for the purpose of various Acts.

Other requirements / Qualifications

A current driver's licence is essential.

Notes

Contact Officer: Robert Neil (02) 62076334
Selection documentation may be obtained from Fraser McEachan (02) 62076376.

Or from the recruitment home page:
(www.act.gov.au/urbanservices/recruit.html)
CC: 148-9028 16937

**Corporate Group
Business Support Section**

**Administrative Service Officer Class 6
\$44,504-\$51,121 PN 10248
Canberra**

Closing Date: 15-Feb-01

Duties:

The Business Support Unit provides financial and administrative services to a variety of customers within the Department. We need someone who is able to undertake complex financial projects, act as administrator for the Urban Services Intranet, and carry out other projects as necessary. This person will have initiative, the ability to work as a member of a multidisciplinary team and a customer services orientation. Skills and knowledge requirements include an understanding of the ACT government financial management framework and the concepts behind an in-house.

EMPLOYMENT (Continued)

Contact Officer and Selection documentation:
Diana Jackson Manager Business Support Unit
(02) 62072211 or e-mail diana.jackson@act.gov.au.
Or from the recruitment home page:
(www.act.gov.au/urbanservices/recruit.html)
CC: 148-9017 17213

**Policy Coordination Group
Transport Policy Branch
National Reform Projects Section**

**Administrative Service Officer Class 6
\$44,504-\$51,121 PN 12546
Canberra**

Closing Date: 15-Feb-01

Duties:

Undertake formulation, development, implementation and review of strategies and policies in relation to transport regulatory and reform issues. Provide strategic policy advice and expertise.

Qualifications/other requirements: Tertiary qualifications and/or relevant experience desirable.

Contact Officer: Alan Traves (02) 62071381 or alan.traves@act.gov.au

Selection documentation: David Coonan: (02) 62076192 or david.coonan@act.gov.au
Or from the recruitment home page:
(www.act.gov.au/urbanservices/recruit.html)
CC: 148-9017 17213

DEPARTMENT OF TREASURY

**Financial and Budget Management
Administrative Service Officer Class 6,
(PN: 1778), \$44,503-\$51,121p.a
Closing Date: 15 February 2001
Canberra**

Duties: Analyse agency financial statements to ensure consistency with Government policy and generally accepted accounting standards. Review agency estimates of government expenses and revenue and monitor financial and service delivery performance throughout the year.

Contact Officer: Kirsten Thompson
(02) 6207 0259

Selection Documentation: Emma Holley
(02)62070310 and also from available from:
<http://www.act.gov.au/recruitment/tiindex.asp>

Note: Applications will not be acknowledged on receipt.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC:148-9042-17765

Appointments**DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE****Technical Officer Level 1 \$30093-33053**

Scott Whiddon: 741-19813, Section 68, 18/1/01
CC: 148-9011-16943

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

Donna Uren: 756-33187, Section 68, 25/01/2001
CC: 148-9010-16875 (2149)

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

Guy Cassis: 756-32723, Section 68, 25/01/2001
CC: 148-9010-16875 (1963)

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

Belinda Delves: 752-25394, Section 68,
18/01/2001
CC: 148-9010-16875 (1798)

Technical Officer Level 2 \$32,218-36,573

Adrian Chan: 607-98413, Section 68, 29/1/01
CC: 148-9010-16875 (2223)

CULTURAL FACILITIES CORPORATION**Professional Officer Class 2, \$45,604-\$52,385**

Mark Van Veen: AGS 545-14269, Section 68,
22/1/2001
CC: 148-9008-16850

ACT COMMUNITY CARE**Professional Officer Level 2 \$43,545 - \$48,665**

Pablo Wieckowski: 740-98901, Section 68(1) & 70(1), 18 January 2001
CC: 148-9009-17798

Registered Nurse Level 2 \$43278 - \$46,013

Jane O'Leary: 609-35553, Section 68(1) & 70(1),
4 January 2001
CC148-9009-17798

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

Kimberly Francis: 740-97853, Section 68(1) & 70(1), 22 January 2001
CC148-9009-16861

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

Gayle Berthold: 741-02413, Section 68(1) & 70(1), 24 January 2001
CC148-9009-17798

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

Patricia Campbell: 741-01920, Section 68(1) & 70(1), 18 January 2001
CC148-9009-17798

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

John Christopher Hynes: 743-48800, Section 68(1), 16 January 2001
CC: 148-9013-16917

Professional Officer Class 1 \$36945-43694

Catherine Elizabeth Hilly: 743-47015, Section 68(1), 15 January 2001
CC: 148-9013-16917

Professional Officer Class 1 \$36945-43694

Thi Minh Nguyet Nguyen: 761-25002, Section 68(1), 17 January 2001
CC: 148-9013-16917

Administrative Service Officer Class 4 \$36945-40113

Jennifer Maree Heffernan: 755-81399, Section 68(1), 18 January 2001
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY****Administrative Service Officer Class 4 \$36,945 – 40,113**

Angela Papanicolaou: 747-85541, Section 68,70, 18/1/01
CC: 148-9012-16939

Administrative Service Officer Class 3 \$33,147 – 35,774

Amanda Corcoran: 747-87950, Section 68,70, 18/1/01
CC: 148-9012-16939

Administrative Service Officer Class 3 \$33,147 – 35,775

Michelle Gibbs: 747-86421, Section 68,70, 18/1/01
CC: 148-9012-16939

Administrative Service Officer Class 3 \$33,147 – 35,775

Linda Bundic: 738-49013, Section 68,70, 18/1/001
CC: 148-9012-16939

Administrative Service Officer Class 3 \$33,147 – 35,774

Andrew McIntosh: 747-88240, Section 68,70, 18/1/01
CC: 148-9012-16939

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

Gay Turner: 747-86026, Section 68,70, 18/1/01
CC: 148-9012-16939

Administrative Service Officer Class 4 \$36,945 – 40,113

Darren Solomons: 765-86650, Section 68,70, 17/1/01
CC: 148-9012-16915

EMERGENCY SERVICES BUREAU**Administrative Service Officer Class 2 (\$29102)**

Jane Annette Graham: 741-01234, Section 68 & 70, 19 January 2001
CC: 148-9007-16846

Paramedic Ambulance Officer (\$37616)

James Anthony Coughlan, 754-06363, Section 68 & 70), 22 January 2001
CC: 148-9007-16846

Transfer

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

Nadia Chami: 545-06736

From: Administrative Service Officer Class 4 \$36,945 – 40,113

Department of Treasury and Infrastructure, Revenue Management Branch

To: Administrative Service Officer Class 4 \$36,945 – 40,113

Human Rights Office, Canberra (PN. 42722) (No 43 26/10/00)

CC: 148-9012-16901

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'.

EMPLOYMENT (Continued)

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

(2) For the purpose of forming an opinion as to the most efficient of the officers concerned, the Committee shall have regard to:

- (a) the abilities, qualifications, experience, standard of work performance and personal qualities of each officer, to the extent that the Committee considers that those matters are relevant to the performance of the duties of the office; and
- (b) if and only if the Chief Executive who made the promotion has indicated that, for the purpose of forming an opinion under section 83, the Chief Executive had regard to the potential of officers for further career developments in the Service, or the ability of officers to perform the duties of other offices in the Department of the same or equal classification-that matter.
- (3) A reference in subsection (2) to the abilities, qualifications, experience, standard of work performance and 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:

EMPLOYMENT (Continued)

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

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

WHEN TO LODGE APPEALS

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

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings

will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews. As a party to an appeal, you are entitled to access to:

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

However, you are not entitled to access to the 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);

EMPLOYMENT (Continued)

- (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 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.

EMPLOYMENT (Continued)

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

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Central Office
Financial Management and Support Services
Financial Management
Budget and Cashflow Management

Desley Joy Croker 261-51763

From: Administrative Service Office Class 4
\$36,945-40,113
Business Services Bureau, Health, Housing and Community Care
To: Administrative Service Officer Class 6
\$44,503-51,121
Financial Management Unit Health, Housing and Community Care, Canberra (PN.24102) No 48,
Thursday 30 November 2000
CC: 148-9011-17925

Population Health Division **Health Protection Service** **Pharmaceutical Services**

Vicki Harrison: 540-00081

From: Administrative Service Officer Class 2
Department of Education and Community Services

To: Administrative Service Officer Class 3
\$33147-35774

Health Protection Service, ACT Department of Health, Housing and Community Care, Canberra (PN. 23655) (46,16/11/00)

THE CANBERRA HOSPITAL

Corporate Services **Financial Management**

Thanh Nguyen: 756-32475

From: Graduate Administrative Assistant
\$24,502-31,483

The Canberra Hospital

To: Administrative Service Officer Class 4
\$36,042-39,132

Financial Management The Canberra Hospital, Canberra (PN. 27605)

Note: This is a promotion to a non-advertised position and any eligible officer may appeal.
CC: 1321

The Canberra Hospital **Pathology Services** **Clinical Chemistry**

Diane Talsma: 304-72068

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

The Canberra Hospital

To: Technical Officer Level 3 \$37,438 - \$42,475
Clinical Chemistry The Canberra Hospital, Canberra (PN. 28961) (21/12/00)

CC: 148-9010-16875 (3131)

The Canberra Hospital **Pathology Services** **Immunoassay**

Kerry Carey: 543-13758

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

The Canberra Hospital

To: Technical Officer Level 3 \$37,438 - \$42,475
Immunoassay The Canberra Hospital, Canberra (PN. 28966) (21/12/00)

CC: 148-9010-16875 (3131)

CALVARY HOSPITAL INC.

Nursing Service **Ward 4E**

Caryn Bulmer: 608-07527

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

Calvary Health Care ACT

To: Registered Nurse Level 2 \$43,278 - 46,013
Ward 4E, Canberra (PN. 9190)
(45 9 November 2000)

CC: 148-9094-17781

EMPLOYMENT (Continued)

**Administrative Services
Human Resources**

John Berry: 609-26702

From: Calvary Administrative Officer 5
\$40,319 - 42,752
Calvary Health Care ACT
To: Calvary Administrative Officer 6
\$43,545 - 50,020
Human Resources, Canberra (PN. 8657)
(51 21 December 2000)
CC: 148-9094-17781

**Administrative Services
Hospital Services**

Ross Paddison: 331-25336

From: Calvary Administrative Officer 4
\$36,149 - 39,249
Calvary Health Care ACT
To: Calvary Administrative Officer 5
\$40,319 - 42,752
Hospital Services Calvary Health Care ACT,
Canberra (PN. 8666)
(51 21 December 2000)
CC: 148-9094-17781

**Administrative Services
Supply**

Anthony Willey: 702-88601

From: Calvary Administrative Officer 4
\$36,149 - 39,249
Calvary Health Care ACT
To: Calvary Administrative Officer 5
\$40,319 - 42,752
Hospital Services, Canberra (PN. 8665)
(51 21 December 2000)
CC: 148-9094-17781

ACTION

ACTION

Corporate and Community Affairs

T Alley: 757-51626

From: Graduate Administrative Assistant
\$28419
Department of Urban Services
To: Administrative Service Officer Class 4
\$36,985-39,915
ACTION Department of Urban Services,
Canberra (PN. A20189)
CC: 148-9027-17791

ACTION

Operations

South Region

D Schumacher: 707-72030

From: Administrative Service Officer Class 3
\$35774
Department of Urban Services
To: General Service Officer Level 6 (part time)
\$40632
Department of Urban Services, Canberra
(PN. PTD050)
CC: 148-9027-17791

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

Lyons and Melrose Primary Schools

Sandor Henrik Hevesi-Nagy: 736-35920

From: Building Services Officer 1 \$26313-27344
Department of Education and Community
Services
To: Building Services Officer 2 \$27344-28598
Lyons and Melrose Primary Schools,
Department of Education and Community
Services, Canberra (PN. 30128) (No 47, 23
November 2000)
CC: 148-9013-16917

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

Cheryl Diane Barson: 547-17154

From: Professional Officer Class 2 \$44504-
51121
Department of Education and Community
Services
To: † Senior Professional Officer Grade C
\$56347-60755
Child Health and Development Service Section,
Department of Education and Community
Services, Canberra (PN. 26073) (No 46, 16
November 2000)
CC: 148-9013-16917

**Sport and Corporate Resources Division
Budget and Facilities Branch
Financial Services Section**

Sandra Louise Caddy: 527-57507

From: Administrative Service Officer Class 4
\$36945-40113
Department of Education and Community
Services
To: Administrative Service Officer Class 6
\$44504-51121
Financial Services Section, Department of
Education and Community Services, Canberra
(PN. 3232) (No 49, 7 December 2000)
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

**ACT Corrective Services
Belconnen Remand Centre**

Anthony Johnston: 715-99575

From: Custodial Officer Grade 1
\$28,419 – 33,147
Department of Justice and Community Safety
To: Custodial Officer Grade 3 \$41,207 – 42,945
Belconnen Remand Centre, Canberra (PN.
43698) (No. 32 10/8/2000)

Note: This promotion was made under a Joint
Selection Committee and is not subject to
appeals
CC: 148-9002-16989

EMPLOYMENT (Continued)

Retirements and dismissals

CANBERRA INSTITUTE OF TECHNOLOGY

Section 36, Public Sector Management Act.
Margaret Webber, Teacher Band 1, 21 July 2000.
CC: 148-9024-17904

Section 36, Public Sector Management Act.
Rae Chittock, Teacher Band 2, 27 October 2000
CC 148-9024-17904

Section 36, Public Sector Management Act.
Fay Redgrave, Teacher Band 1, 3 October 2000.
CC: 148-9024-17904

Section 36, Public Sector Management Act.
Phillip Unger, Teacher Band 2, 18 August 2000
CC: 148-9024-17904

Section 36, Public Sector Management Act.
John Bowles, Teacher Band 1,1 August 2000
CC: 148-9024-17904

Section 36, Public Sector Management Act.
Laurelle Westerhuis, Technical Officer Level 4,
7 September 2000.
CC: 148-9024-17904

Section 36, Public Sector Management Act.
Noel Oliver, Teacher Band 2, 8 September 2000.
CC: 148-9024-17904

Section 36, Public Sector Management Act.
Graham Wilson, Technical Officer Level 3, 1
September 2000.
CC: 148-9024-17904

Section 36, Public Sector Management Act.
Allan Scott, Teacher Band 2, 8 September 2000.
CC: 148-9024-17904

Section 36, Public Sector Management Act.
Keith Donohue, Senior Officer Grade C, 1
September 2000.
CC: 148-9024-17904

THE CANBERRA HOSPITAL

Section 141 Public Sector Management Act:
Diane Kellahan, Administrative Service Officer
Class 2, 19/1/01
CC: 148-9010-16875 (1761)

Section 141 Public Sector Management Act:
Kerry Nuske, Technical Officer Level 1, 24
January 2001
CC: 148-9010-16875 (3124)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Section 143 Public Sector Management Act:
David Fetherston, Administrative Service
Officer Class 4, 28 February 2001 CC: 148-
9075-17581

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 Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608
- 34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Cultural Facilities Corporation Act 1997</i>	Appointment of Gai Brodtmann and Malcolm Gray QC, and Reappointment of Evol McLeod and Erik Adriaanse, as members of the Cultural Facilities Corporation.	No. 2 of 2001
<i>Public Place Names Act 1989</i>	Revocation of Instrument No. 365 of 2000, published in Weekly Gazette No. 51 of 21 December 2000.	No. 4 of 2001
<i>Taxation Administration Act 1999</i>	Determination that the relevant amount for the purposes of the calculation of the ambulance levy payable by health benefits organisations shall be 91 cents from 1 February 2001.	No. 5 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 Declaration of Public Roads – Division of Amaroo.	No. R2/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Public Roads – District of Paddys River.	No. R4/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Gordon.	No. R5/01 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

HEALTH ACT 1993

APPOINTMENT OF CLINICAL ETHICS COMMITTEE

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

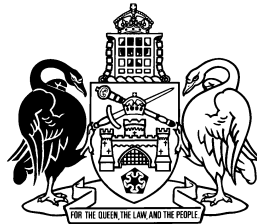
- Professor Paul Gatenby
- Ms Leonie Fisher
- Dr John Fuller
- Ms Lexie Brans
- Dr David Boadle
- Ms Donna Wunsch
- Dr Thomas Faunce
- Dr Mary-Anne Ryall
- Professor Glenn Gardner
- Ms Jeanette Coghlan
- Rev David Oliphant
- Ms Kim Werner
- Ms Manoa Renwick
- Ms Elizabeth Grant
- Mr Vincent Sharmer
- Dr John Seymour
- Ms Sue-Anne Redmond

As a committee which shall be known as **THE CANBERRA HOSPITAL CLINICAL ETHICS COMMITTEE** of the ACT Department of Health, Housing and Community Care.

Dated this 22nd day of January 2001

MICHAEL MOORE
MINISTER FOR HEALTH, HOUSING AND COMMUNITY SERVICES

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

ROAD TRANSPORT (DRIVER LICENSING) REGULATIONS 2000

NOTICE OF COURSE AND COURSE PROVIDERS

In pursuance of sub-regulation 65(1) of the *Road Transport (Driver Licensing) Regulations 2000 (the Regulations)* I, Alan Geoffrey Thompson, the person for the time being performing the duties of the Government Service Office which includes the function of the Road Transport Authority, being of the opinion:

1. That the course referred to in the schedule attached, is a suitable course for the training of people who wish to hold taxi licences and for holders of taxi licences; and
2. The persons listed as course providers referred to in the same schedules are suitable providers.

HEREBY APPROVE this course and course providers for the purposes of *the Regulations*.

Dated the 18th day of January 2001

ALAN GEOFFREY THOMPSON
ROAD TRANSPORT AUTHORITY

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

ROAD TRANSPORT (DRIVER LICENSING) REGULATIONS 2000

NOTICE OF COURSE AND COURSE PROVIDERS

In pursuance of sub-regulation 122(1) of the *Road Transport (Driver Licensing) Regulations 2000 (the Regulations)* I, Alan Geoffrey Thompson, the person for the time being performing the duties of the Government Service Office which includes the function of the Road Transport Authority, being of the opinion:

1. That the course referred to in the schedule attached, for the instruction of persons in knowledge of safe driving practices and road law to provide driver instruction and assessment, is a suitable course for these purposes; and
2. The persons listed as course providers referred to in the same schedules are suitable providers.

HEREBY APPROVE this course and course providers for the purposes of *the Regulations*.

Dated the 18th day of January 2001

ALAN GEOFFREY THOMPSON
ROAD TRANSPORT AUTHORITY

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

ROAD TRANSPORT (DRIVER LICENSING) REGULATIONS 2000

NOTICE OF COURSE AND COURSE PROVIDERS

In pursuance of sub-regulation 38A(1) of the *Road Transport (Driver Licensing) Regulations 2000 (the Regulations)* I, Alan Geoffrey Thompson, the person for the time being performing the duties of the Government Service Office which includes the function of the Road Transport Authority, being of the opinion:

1. That the course referred to in the schedule attached, is a suitable course for the training of people, under 26 years of age, who have held a provisional licence for at least six months, and who wish to be exempt from the requirement to display P-Plates and to double their demerit point limit; and
2. The persons listed as course providers referred to in the same schedules are suitable providers.

HEREBY APPROVE this course and course providers for the purposes of *the Regulations*.

Dated the 19th day of January 2001

ALAN GEOFFREY THOMPSON
ROAD TRANSPORT AUTHORITY

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Application for an Environmental Authorisation

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

Organisation	Brief Description of Activity	Location
Canberra Tourism and Events Corporation	Motor sports GMC 400 V8 Supercar Race	Langton Crescent, Queen Victoria Terrace, Kings Avenue, State Circle Parkes and Flynn Drive, Yarralumla

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by close of business on 23 February 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 activities has been granted to the organisation set out below:

Organisation	Brief Description of Activity	Location
Fairbairn Park Control Council	Motor sports	Block 306 Majura

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 25th day of January 2001
Environment Management Authority

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