



Australian Capital Territory

Gazette

No. 3, Thursday 20 January, 2000

Contents

General Information	ii
Employment	49
Government Notices	65
Contracts Arranged	77
Private Notices	78

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

CONTACT DETAILS

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

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

Phone: (02) 6205 0484

Fax: (02) 6205 0266

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

Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

- minimum charge \$1.00 per word or \$100.00 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 \$5.00 (or \$2.00 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, East Row, Canberra City.

Subscriptions to the Gazette maybe arranged through the Gazette Office at a price of \$360.00 (1 July 1999 - 30 June 2000) 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.

Copyright Notice - Australian Capital Territory

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from Library and Information Management, Department of Urban Services, ACT Government, GPO Box 249, Civic Square ACT 2608.

Products and Services advertised in this publication are not necessarily endorsed by the ACT Government

EMPLOYMENT

ACT Public Service

Executive Contracts

DIRECTOR OF PUBLIC PROSECUTIONS

The Office of Director of Public Prosecutions is the independent prosecution authority of the Territory and is seeking an outstanding and highly motivated criminal lawyer with a high degree of advocacy and management skills.

Deputy Director
\$145,000, Canberra (PN. E0171)

Closing date: 3 February 2000

Duties: The position is responsible for;

- Managing the corporate functions of the DPP and developing the office's corporate goals, visions and strategies;
- Overseeing the management of the Children's Court, Magistrates Court and Municipal practices;
- Conducting more complex litigation in the Magistrates Court, the Supreme Court and Federal Court, including committals, Coronial proceedings, trials on indictment and appeals to the Supreme and Federal Courts;
- Managing relationships with other criminal justice agencies
- Providing high quality legal advice to the Director, government agencies and the AFP consistent with the independence of the DPP;
- Contributing to the development of legal policy on matters within the criminal justice system; and
- Managing the professional development of and providing leadership to subordinate staff.

Eligibility/other requirements:

The successful applicant will possess strong management and leadership qualities as well as extensive criminal trial and appellate experience. He/she will also have a sound understanding of criminal justice issues and be able to contribute to the development of related policies. The successful applicant will also be admitted as a legal practitioner of a State or Territory.

Note: The successful applicant will be appointed under an Executive Contract for a term not exceeding 5 years. An attractive and flexible remuneration package is available, including a salary of \$114,450 per annum and a contribution of 16% of salary to an agreed superannuation fund. Other benefits, which may be taken as cash in lieu include a fully maintained privately plated vehicle, parking, telephone, an annual leave bonus and spouse travel. Prospective applicants should be aware that individual contracts are required to be tabled in the ACT Legislative Assembly.

Contact Officer: Richard Refshaug (02) 6247 3800
 Selection documentation may be obtained from
 Annette Hawken (02) 6247 3800
 Apply: 05

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.

EMPLOYMENT (Continued)

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 AND COMMUNITY CARE

**Population Health Division
Health Protection Service
ACT Government Analytical Laboratory
Food and Environmental Chemistry
Professional Officer Class 2,
\$42986-\$48040 Canberra (PN. 26161)**

Closing date: 3/02/00

Duties: Under limited direction supervise the day to day operations of the Food Unit and organise the chemical analysis of food and dairy samples to ensure conformity with standards. Undertake the more complex investigations of food samples and identify contaminants. Supervise and instruct subordinate staff. Prepare and/or check reports including proposals for new/revised methods, processes and techniques.

Eligibility/other requirements: Degree or Diploma in Science or Applied Science approved by an Australian Tertiary Institution.

Note: Position is Expected Vacancy

Contact Officer: Wayne Riley (02) 62058718
Selection documentation may be obtained from Cathie McIntosh (02) 62051710
Apply: 20
CC: 03A550

THE CANBERRA HOSPITAL

**Clinical School
Library and Multimedia Services
Administrative Service Officer Class 2
\$28110 - \$31171, Canberra (PN.25105)**

Closing date: 3rd February 2000

Duties: Perform all duties pertaining to the Library Loan Services including maintenance of automated borrower database, collections and recall of overdue items; shelve library collection and maintain it in correct classified order.

Eligibility/other requirements: Qualifications in Associate Diploma of Library and Information Studies would be an advantage
Note: This is a permanent full time vacancy

Contact Officer: Saroj Bhatia (02) 6244 2588
Selection documentation may be obtained from Human Resource Management Unit (02) 6244 2566
Apply: 16
CC: 8474

**Finance and Information Management
Director, Financial Management Group,
Attractive Salary Package, Canberra (PN.E114)**

Closing date: 3 February 2000

Duties: The Canberra Hostel is seeking the services of a highly motivated and skilled person to undertake the role of Director, Financial Management Group. The financial management environment of the Hospital is based on purchaser/provider relationships, output based budgeting, accrual accounting and cash management.

This position works directly to the Deputy Chief Executive, Corporate and is responsible for the provision of high-level advice to the Executive and management in relation to budget, financial management and accounting matters. The successful applicant will provide leadership, management and direction for financial reform within the Hospital.

To be successful in this position you will need to possess financial management skills and abilities of a high order; superior project management skills; and the ability to effectively manage in a complex and challenging environment. Formal qualifications in accounting will be highly regarded.

The Canberra Hospital is the major trauma and tertiary care facility in the ACT Region, responsible for the provision of maternity services, paediatrics, neo-natal, all major surgical sub-specialties (except transplantation), cardiac services, in-patient psychiatry and all major medical disciplines.

The attractive remuneration package will be in the six-figure range, plus excellent conditions of employment, including access to salary packaging.

Contact Officer: Gordon Lee Koo (02) 6244 2608
Selection documentation may be obtained from Helen Van Wyck (02) 6244 2608
Apply: 16
CC: 8423

**Finance and Information Management
Finance Accounting and External Reporting
Administrative Service Officer Class 4
\$35,685 - \$38,745, Canberra
(PN. 22976 Expected Vacancy)**

Closing date: 3 February 2000

Duties: Assist senior accountants in the preparation of annual budgets and the preparation of annual

EMPLOYMENT (Continued)

and monthly financial statements including relevant supporting documentation. Assist in the preparation of ad hoc management accounting reports and costings and the preparation of non-financial reports.

Eligibility/other requirements: Possess accounting qualifications or substantial progress towards the completion of an accounting qualification.

Note: This position is a permanent expected vacancy and is also available immediately for temporary filling.

Contact Officer: Ron McNeilly (02) 6244 3656
Selection documentation may be obtained from Helen Van Wyck (02) 6244 2608
Apply: 16
CC: 8339

Mental Health Services

**Older Persons Mental Health Service
Professional Officer Class 2/ Registered Nurse
Level 3 \$42,986-\$50,147, Canberra (NP)**

Closing date: 3 February 2000

Duties: Undertake complex assessment, treatment and case management of older persons with moderate to severe acute and long term mental illness.

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

Note: This position was advertised incorrectly as full-time in the Gazette of 13/1/00. This is a part-time position equivalent to 0.6 of a full-time position.

Contact Officer: Amanda Urbanc (02) 62051488
Selection documentation may be obtained from Human Resource Management Unit (02) 62443580
Apply: 16
CC: 8961

ACT COMMUNITY CARE

**Corporate and Business Development
Facility Services - Operations
Senior Officer Grade C \$54,425-\$58,683,
Canberra (PN. 27794)**

Closing date: 27 January 2000

Duties: ACT Community Care is the major provider of community-based health and disability services in the ACT, strongly focused on providing quality services for our customers.

Facility Services - Operations is a component of the Corporate and Business Development team within ACT Community Care. Facility Services' contribution is to manage, maintain and improve facility and resource quality, efficiency and utilisation.

ACT Community Care is seeking applications from suitably qualified individuals to fill the vacancy of Manager, Facility Services – Operations on a permanent basis.

This position involves managing a team responsible for all facets of facilities and accommodation management, including programming/planning repairs and maintenance, fleet management and corporate support services including security, switchboard, telecommunications and information services.

The occupant of this position requires high level liaison, communication and interpersonal skills and the ability to consistently display commitment and leadership in high quality customer service principles and practices. Proven ability to supervise, set priorities and manage in a team environment are also essential criteria.

Contact Officer: Jane Tunney (02) 62051313
Selection documentation may be obtained from Helen Stravens (02) 62051937
Apply: 21
CC: G00243

**Integrated Health Care Program
Community Care Link Team
Registered Nurse Level 2, \$42,723-\$45,423
(Several Positions)**

Closing date: 3 February 2000

Duties: The Integrated Health Care Program is looking for Nurses who enjoy diversity and challenge to join the Link Team

The following permanent part time Registered Nurse Level 2 positions are currently available: 68 hr/ fortnight with weekend day and week-night rotational pattern,

40 hrs/ fortnight Saturday and Sunday nights
Relief enquires are always welcome for evenings and nights

Successful applicants will need to have a good working knowledge of the Integrated Health Care Program as the weekend role requires supervision of Integrated Health Care Program staff. The ability to triage of acute and chronic conditions with limited medical support, as well as high levels of knowledge and diverse skills in acute and post acute care, oncology and palliative care are strongly desired.

Contact Officer: Anne Douglas (02) 62443308
Selection documentation may be obtained from Virginia Wyatt (02) 62443308
Apply: 21
CC: G00243

EMPLOYMENT (Continued)

**Integrated Health Care Program
Psychology Services
Professional Officer Class 2, \$42,986-\$48,040
(PN 20733)**

Closing Date: 3 February 2000
Duties: This position is located at The Canberra Hospital. The duties involve assessment, diagnosis and treatment of patients in the Medical Wards and the management of patients with difficult behaviours.
Essential Qualifications: Masters Degree in Clinical Psychology with expertise in hospital clients. ACT Psychology Registration.
Experience with general medical and the management of difficult behaviours.

Apply in triplicate with Business Contact.
Enquiries: Dr Consuelo Barreda-Hanson
(02) 62442309
Selection Documentation may be obtained from:
Barbara Mackin on (02) 62442309
Apply: 21
CC: G00243

**Integrated Health Care Program
Psychology Services
Senior Professional Officer Grade C,
\$54,425-\$58,683 (PN 21852)**

Closing Date: 3 February 2000
Duties: This position is attached to the Pain Management Clinic of The Canberra Hospital. The duties involve assessment, diagnosis and Treatment of patients in the Pain Management Clinic.
Essential Qualifications: Masters Degree in Clinical Psychology with expertise in patients with chronic pain. ACT Psychology Registration.

Apply in triplicate with Business Contact.
Enquiries: Dr Consuelo Barreda-Hanson
(02) 62442309
Selection Documentation may be obtained from:
Barbara Mackin on (02) 62442309
Apply: 21
CC: G00243

**Director
Dental Health Program
Senior Officer Grade A, \$74,685,
Senior Professional Officer Grade A, \$74,685;
Registered Nurse 5.5, \$75,792
(PN 26044)**

Closing Date: 11 February 2000
Duties: Extensive experience in the development and management of a complex multi-disciplinary health service; demonstrated ability to provide high level leadership, to manage consultative processes and to formulate strategic directions within a changing environment including a proven track record in managing a complex change agenda; proven ability to manage financial, physical and

human resources; proven experience in developing and managing systems for clinical governance and quality improvement.

Further information: Robert Cusack on
(02) 62051937
Selection documentation may be obtained from
Helen Stravens (02) 62051937
Apply: 21
CC: G00243

**Disability Program
Physiotherapist
Professional Officer Class 2, \$42,986 - \$48,040**

Closing Date: 3 February 2000
A vacancy exists for a suitably qualified person to work as part of a multidisciplinary team providing physiotherapy services to clients of the Disability Program.
Duties include: Assessing, planning and implementing individual or group programs for people with disabilities including those relating to mobility, rehabilitation aids, equipment and appliances. Assessing and recommending appropriate equipment to maintain client functioning and or improve client/carer safety. Excellent team, client and communication skills are required. Experience working with people with disabilities is essential.
Eligibility: An appropriate physiotherapy degree or diploma. Eligibility for registration as physiotherapist in the ACT.

Contact Officer: Annette Gilmour (02) 62077778
Selection Documentation: (02) 62050971
(Answering Machine)
Apply: 21
CC: G00243

**Disability Program
Speech Pathologist
Professional Officer Class 2, \$42,986 - \$48,040
per annum or pro rata (Several Positions)
Full time (36:45 hours per week) and Part-time
(18:22 hour per week)**

Closing Date: 3 February 2000
Several positions exist for qualified speech pathologists to work as part of a multidisciplinary team, providing services to Disability Program clients.
Duties: Assessing, planning and implementing group and individual programs for people with disabilities including those in the area of communication and mealtime assistance. Conducting and interpreting speech pathology assessments as required. Ability to train staff and clients in matters related to speech pathology. Excellent team, client and communication skills required. Experience working with people with disabilities is essential.
Eligibility: An appropriate speech pathology degree or diploma. Eligibility to join the Speech pathology Association of Australia.

EMPLOYMENT (Continued)

Contact Officer: Annette Gilmour (02) 62077778
 Selection Documentation: (02) 62050971
 (Answering Machine)
 Apply: 21
 CC: G00243

**Disability Program
 Occupational Therapist
 Professional Officer Class 2, \$42,986 - \$48,040
 per annum or pro rata
 Full time (36:45 hours per week) or Part-time job
 share position (18:22 hour per week).**

Closing Date: 3 February 2000
 A vacancy exists for a suitably qualified person to work as part of a multidisciplinary team, providing occupational therapy services to clients of the Disability Program.
Duties : Assessing, planning and implementing group and individual programs for people with disabilities. Assessing and recommending appropriate equipment to maintain client functioning and/or improve client/carer safety, educating clients and staff in skill development. Excellent team, client and communication skills required. Experience working with people with disabilities is essential.
 Eligibility: An appropriate occupational therapy degree or diploma. Eligibility for membership of the Australian Association of occupational Therapists.

Contact Officer: Annette Gilmour (02) 62077778
 Selection Documentation: (02) 62050971
 (Answering Machine)
 Apply: 21
 CC: G00243

**Disability Program
 Early Childhood Teacher
 Casual Position
 Hourly rate of pay: Up to \$37.30, depending on
 qualifications and experience.**

Closing Date: 3 February 2000
 The Disability Program has received a grant for the year 2000 to employ an early childhood teacher to assist in the development and implementation of programs for young children with disabilities. The successful applicant will work on a casual basis to develop, coordinate and implement a program to enhance the skills of preschool children with disabilities who access centre based respite at Kese House.

Eligibility: Degree, Diploma or Associate Diploma in early childhood education, special education or experience in special education.

Contact Officer: Annette Gilmour (02) 62077778
 Selection Documentation: (02) 62050971
 (Answering Machine)
 Apply: 21
 CC: G00243

**CALVARY HOSPITAL INC.
 Administrative Services
 Patients Office
 Calvary Administrative Officer 2
 \$28,110 - \$31,171, Canberra (PN. 8053)**

Closing date: 3/2/2000
Duties: Perform a range of clerical and keyboard duties including maintaining patient information computerised system and performing admission and discharge procedures. Provide reception, cashier and other administrative services.
 Eligibility/other requirements:
 Note: TTY (02) 6201 6127

Contact Officer: Linda Webb (02) 6201 6016
 Selection documentation may be obtained from Linda Webb (02) 6201 6016
 Apply: 07

**Medical Services
 Casemix
 Calvary Administrative Officer 2
 \$28,110 - \$31,171, Canberra (PN. 8492)**

Closing date: 3/2/2000
Duties: Assist in the collection, preparation and dissemination of casemix data. Maintain and update casemix information systems and provide administrative support.
 Eligibility/other requirements:
 Note: Part time, 36.45 hours per fortnight

Contact Officer: Janette Farrelly (02) 6201 6368
 Selection documentation may be obtained from Amanda Howell (02) 6201 6104
 Apply: 07

**ACT Hospice
 Nursing Services
 Registered Nurse Level 3 \$ 47,110 - \$50,147,
 Canberra (PN. 8323)**

Closing date: 3/2/2000
Duties: Act as a role model for personal and professional standards for all staff, in accordance with the Philosophy, Objectives and Mission of the Little Company of Mary and Calvary Hospital ACT Inc. 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.
 Eligibility/other requirements: Registered Nurse with the ACT Nurses Board.
 Note: Part time, 56 hours per fortnight, night duty.

Contact Officer: Sr Berenice Stubbs
 (02) 6257 8835

Selection documentation may be obtained from Susan Granger (02) 6257 8835
 Apply: 07

EMPLOYMENT (Continued)

Nursing Services

Pre-admission Clinic

***Registered Nurse Level 3 \$ 47,110 - \$50,147, Canberra (PN. 8692)**

Closing date: 3/2/2000

Duties: Conduct pre-operative physical assessments and take medical history of patients attending the Pre-admission Clinic. Record findings in accordance with the criteria set by the Division of Anaesthetics.

Eligibility/other requirements:

Note: TTY (02) 6201 6127

Contact Officer: Sue Gosling (02) 6201 6166

Selection documentation may be obtained from Marlene Ball (02) 6201 6161

Apply: 07

Nursing Services

Nursing Administration

Registered Nurse Level 4.3 \$63,419, Canberra (PN. 8424)

Closing date: 3/2/2000

Duties: Provide professional leadership in the strategic planning and management of clinical care across a number of clinical units. Develop, implement and evaluate strategy, policy and process for the Nursing Division to improve nursing practice standards and professional practice.

Eligibility/other requirements: Registration, or eligibility to register as a General Nurse with the ACT Nurses Board.

Note: TTY (02) 6201 6127

Contact Officer: Heather Austin (02) 6201 6594

Selection documentation may be obtained from Marlene Ball (02) 6201 6161

Apply: 07

ACT Hospice

Nursing Services

Registered Nurse Level 3 \$ 47,110 - \$50,147, Canberra (PN. 8467)

Closing date: 3/2/2000

Duties: Provide overall management and leadership of the Educational/Resource centre. Provide academic leadership by working within the Accreditation guidelines to ensure National Palliative Care Standards are met across all services and maintaining standards of excellence in the implementation of all educational activities provided by the centre.

Eligibility/other requirements: Current registration as a Registered Nurse by the ACT Nurses Board.

Note: TTY (02) 6201 6127

Contact Officer: Sr Berenice Stubbs

(02) 6257 8835

Selection documentation may be obtained from Susan Granger (02) 6257 8835

Apply: 07

Nursing Services

Maternity

Registered Nurse Level 2 \$ 42,723 - \$45,423, Canberra (PN. 9080 & 9094)

Closing date: 3/2/2000

Duties: Provide direct holistic care to patients with complex care needs by utilising the nursing process in the form of care maps.

Eligibility/other requirements: Current registration as a Registered Midwife by the ACT Nurses Board.

Note: PN 9094 is part time, 56 hours per fortnight.

Contact Officer: Doreen Maruskanic

(02) 6201 6169

Selection documentation may be obtained from Marlene Ball (02) 6201 6161

Apply: 07

Nursing Services

Operating Rooms

Calvary Administrative Officer 3 \$32,017 - \$34,554, Canberra (PN. 8641)

Closing date: 3/2/2000

Duties: In consultation with the Clinical Nurse Manager, compile operating theatre lists for elective surgery, correlating operation times and bed availability. Use the Operating Theatre Management System and liaise with the Pre-admission Clinic regarding surgical bookings.

Eligibility/other requirements:

Note: TTY (02) 6201 6127

Contact Officer: Helen Palmer (02) 6201 6186

Selection documentation may be obtained from Marlene Ball (02) 6201 6161

Apply: 07

Medical Services

Pharmacy

Calvary Professional Officer 2 \$42,986 - \$49,378, Canberra (PN. 8306)

Closing date: 3/2/2000

Duties: Provide pharmacy services to wards/units and participate in clinical activity appropriate to the area of operation, including dispensing of medications as required.

Eligibility/other requirements: Registerable as a Pharmacist in the ACT

Note: Part time, 29.24 hours per fortnight.

TTY (02) 6201 6127

Contact Officer: Cliff Williams (02) 6201 6269

Selection documentation may be obtained from Cliff Williams (02) 6201 6269

Apply: 07

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Duty statements, selection criteria and Form SA111 are accessible on the internet at the following address <http://www.decs.act.gov.au/home/wfpm/> or may be requested using email to wfpm.webmaster@decs.act.gov.au.

Applicants may be assessed on application and referee reports only. Applicants should submit 2 referee reports with their application.

**Sport & Corporate Resources
Bureau of Sport & Recreation
Active Lifestyle Services
Senior Officer Grade B \$64,307 - \$72,393,
Canberra (PN. 10127)**

Closing date: 3 February 2000

Duties: Manage all aspects of the section, including use of its human and financial resources, setting of priorities and exercising delegations. As a member of the Bureau's senior staff, formulate and develop strategy and delivery initiatives relating to physical activity in the ACT. Establish and manage strategic alliances with industry and community agencies to ensure the continued improvement of program delivery provisions.

Eligibility/other requirements: Tertiary qualifications with a background in sport or recreation management or community services is highly desirable.

Contact Officer: Mark Owens (02) 6207 2070
Selection documentation may be obtained from Margaret Robertson (02) 6207 2053
Apply: 12
CC: 01

**Sport & Corporate Resources
Bureau of Sport & Recreation
Active Lifestyle Services
Administrative Service Officer Class 5
\$39,802 - \$42,204, Canberra
(PN 20 expected vacancy)**

Closing date: 3 February 2000

Duties: Assist with preparation of the Department of Education and Community Services' [DECS] annual budget. Manage internal budget allocations within DECS, including entry of budgets. Assist with management of external grants funds received by DECS. Undertake projects as required involving review of financial issues.

Contact Officer: Sushila Sharma (02) 62055452
Selection documentation may be obtained from David Loryman (02) 62058274
Apply: 12
CC: 01

**Human Resources
Workforce Planning and Management Section**

**Administrative Service Officer Class 4
\$35,685 - \$38,745 Canberra (PN 234)**

Closing date: 3 February 2000

Duties: Contribute to the effectiveness and efficiency of a customer focussed work team in providing a range of human resource services including: The maintenance of records using the Human Resource Management System; the interpretation and application of conditions of services; recruitment activities, including examining and providing advice on recruitment processes; staff recruitment, selection and placement; payment, calculation and review of allowances including compensation; determining salaries and issuing statements of services; and liaising with staff on eligibility for and payment of entitlements. Be responsible for and provide advice on enquires on all aspects of the work of the Section.

Contact Officer: Don Harvey (02) 62059303
Selection documentation may be obtained from Don Harvey (02) 62059303
Apply: 12
CC: 01

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**ACT GOVERNMENT SOLICITOR
Property & Commercial Section
Administrative Service Officer Class 3;
\$32,017 - \$34,554; Canberra (PN 42591)**

Closing date: 3 February 2000

Duties: The successful applicant will be required to act as the supervisor of secretarial staff within a section. He/she will provide assistance to senior officers by providing a range of clerical and secretarial support services of a high level, including minor investigations and legal searches, prepare standard correspondence, reports and submissions, manage the file load of senior officers and liaise with officers of the Department and other departments on behalf of senior officers. Eligibility/other requirements: Dictaphone experience would be an advantage.

Contact Officer: Cathy Tighe (02) 6207 0631
Selection documentation may be obtained from Colleen Peters (02) 6207 0633
Apply: 28
CC: 03A376

**ACT MAGISTRATES COURT
Executive Section
Administrative Service Officer Class 3;
\$32,017 - \$34,554; Canberra (PN 42326)**

Closing date: 3 February 2000

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

EMPLOYMENT (Continued)

services. Maintain the Magistrate's diary, check files for completeness and note file movements. Eligibility/other requirements: Full or partial completion of legal studies would be a distinct advantage.

Contact Officer: Gerald Kennedy (02) 6217 4385
Selection documentation may be obtained from 24 hour answering machine(02) 6217 4229
Apply: 28
CC: 03A372

DEPARTMENT OF URBAN SERVICES

Heritage Unit

Administrative Officer Class 3 \$32,017-\$34,554, Canberra (PN 11532)

Closing date 3/2/2000

Duties: Provide financial and administrative support to the Heritage Unit and the ACT Heritage Council, including, accounts payable, journals and salaries reconciliations. Manage the business unit's information holdings. Answer enquiries from the general public and other clients of the Unit. Database development and maintenance of the Heritage Unit.
Eligibility/other requirements: A current driver's licence.

Note: This position is available for temporary filling until March 2001.

Contact Officer: Elizabeth Jenkins (02) 62072417
Selection documentation may be obtained from:
Amanda Meyers (02) 62072618
Apply: 34
CC: 191

Appointments

THE CANBERRA HOSPITAL

Registered Nurse Level 1 \$31,926-41,375
Rosemary Tristram: 755-69318, Section 68,
10/01/00
CC: 8881

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Senior Professional Officer Grade C \$54425-\$58683
Helen Anne Lamming: 761-22055, Section 68(1),
06/01/2000
CC: 01

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Senior Officer Grade B \$64,307 - \$72,393

Robert Mark Organ: 747-87002, Section 68,
10/1/00
CC: G00300

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 2 \$28,110-\$31,171

Timothy Mark Stephinson, Section 68(1), 5/1/2000
CC: 178

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Senior Officer Grade C, \$55,514-\$59,857p.a

Kon Prin: AGS No: 760-74620, Section GBE
Management Branch, Department of Treasury and
Infrastructure Section 68(1) , 10/01/2000
CC: 03A144

Transfer

CANBERRA TOURISM AND EVENTS CORPORATION

Melina Reina Shipway: AGS No: 608-62657

From: National Registration Authority;
NRA Band 3, \$37,321-\$46,051
To: Administrative Service Officer Class 3,
\$32,017-\$34,554
Marketing Section Canberra Tourism and Events
Corporation Canberra (PN43155) (PS 49)
Note: This transfer is made as an appointment
under section 115 of the Public Sector
Management Act 1994 and is a deemed transfer.
CC: 03A356

ACT COMMUNITY CARE

Tony Magers:
From: Professional Officer Class 2,
\$42,986-\$48,040
Department of Health and Community Care, ACT
Child and Adolescent Mental Health
To: Professional Alcohol and Drug Program, ACT
Community Care, Canberra (PN 28521) (PS32,
12/8/99)
CC: G00243

COMMUNITY AND HEALTH SERVICES COMPLAINTS COMMISSIONER

Harley Graham Ridgewell.: AGS No 206-74444
From: Senior Officer Grade B; \$64,307 - \$72,393
Department of Justice and Community Safety
To: Senior Officer Grade C; \$54,425 - \$58,683
Community & Health Services Complaints
Commissioner, Canberra (PN. 29352)
(Commonwealth Gazette No 42 of 21/10/99)
CC: 03A588

EMPLOYMENT (Continued)

DEPARTMENT OF URBAN SERVICES

B. L. Willis: AGS No 713-76793
 From: ASO3 \$32,017-\$34,554
 Urban Services
 To ASO3 \$32,657-\$35,245
 Industry Policy and Regulation, Urban Services,
 Canberra (PN. 10884) (PS 44, 4/11/99)
 CC: 181

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.

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

EMPLOYMENT (Continued)

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.

EMPLOYMENT (Continued)

The departmental statement will be available for you to see in the promoting department, generally at least seven (7) days before the date scheduled for the appeal hearing. It is up to you to seek access, but the department should advise you (and the other parties) when and where the statement is available for viewing.

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

CONTENT OF STATEMENTS

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

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

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

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

PAC PROCEDURES

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

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

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

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

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

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

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

EMPLOYMENT (Continued)

SUPERVISORS/REFEREES

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

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

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

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

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

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

ACT COMMUNITY CARE

Child, Youth and Women's Health Program

Adele Clifton, 261-26066

From: Registered Nurse Level 1 \$31,926-\$41,375
The Canberra Hospital
To: Registered Nurse Level 2 \$42,723-\$42,423
Child, Youth and Women's Health Program, ACT Community Care, Canberra (PN. 22666)
(PS41, 21/10/99)
CC: G00243

Elizabeth Sharpe, 608-00616

From: Registered Nurse Level 1 \$31,926-\$41,375
The Canberra Hospital
To: Registered Nurse Level 2 \$42,723-\$42,423
Child, Youth and Women's Health Program, ACT Community Care, Canberra (PN. 22648)
(PS41, 21/10/99)
CC: G00243

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Education and Training Office of Training and Adult Education Quality and Planning and Reporting

Diane Carolyn Tillmanns: 503-32142

From: Administrative Service Officer Class 2
\$28,110-\$31,171
ACT Department of Education and Community Services
To: Administrative Service Officer Class 3
\$32,017-\$34,554

EMPLOYMENT (Continued)

Quality and Planning and Reporting, ACT
Department of Education and Community Services,
Canberra (PN. 2409) (PS27, 8/7/99)

Note: This position was not advertised but is identical to PN 2408 advertised on 8 July 2000, PS 27. Any suitably qualified ACTPS Officer is eligible to appeal.
CC: 01

Children's, Youth and Family Services Division Family Services Branch Child Protection Services Section

Denise Rosemary Scott: 735-15224

From: Graduate Administrative Assistant
\$24744-31794
Chief Ministers Department
To: Administrative Service Officer Class 5
\$39802-42204
Child Protection Services Section, Department of
Education and Community Services, Canberra
(PN.11401)

Duties: Undertake investigations of children and young people at risk of abuse and/or neglect. Provide ongoing casework services to support children and families including formulating, recording and managing individual case plans as appropriate. Liaise and work in conjunction with government and non-government organisations in the provision of services to children and families.

Note: This is a non advertised appealable promotion. Any suitably qualified ACTPS Officer is eligible to appeal.
CC: 01

Sport and Corporate Resources Division Financial Services Section

Oanh Thi Kieu Do: 748-40168

From: Graduate Administrative Assistant
\$24744-31794
Chief Ministers Department
To: Research Officer Grade 2 \$35685-\$38745
Financial Services Section, Department of
Education and Community Services, Canberra
(PN. 439)

Duties: Assist with the preparation of monthly and year end financial statements. Assist with maintenance of the General Ledger. Prepare General Ledger Journals. Investigate and analyse General Ledger transactions for compliance with accounting practices and procedures.

Eligibility/other requirements: Accounting qualifications or in the process of obtaining qualifications are required.

Note: This is a non advertised appealable promotion. Any suitably qualified ACTPS Officer is eligible to appeal.
CC: 01

Education and Training Division Office of Training and Adult Education Purchasing and New Apprenticeships and Innovation Section

Lisa Gaye Celinski: 735-15101

From: Graduate Administrative Assistant
\$24744-31794
Chief Ministers Department
To: Administrative Service Officer Class 4
\$35685-38745
Purchasing and New Apprenticeships and
Innovation Section, Department of Education and
Community Services, Canberra (PN. 2379)
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.

Note: This is a non advertised appealable promotion. Any suitably qualified ACTPS Officer is eligible to appeal.
CC: 01

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Learning Services International Services Unit

Lynne Patricia Latta: AGS No: 739-82527

From: Administrative Service Officer Class 4
\$35685-\$38745
Canberra Institute of Technology
To: Administrative Service Officer Class 5
\$39802-\$42204
International Services Unit, Canberra Institute of
Technology, Canberra (PN. 55155) (PS 41
14.10.99)
CC: G00193

Division of Corporate Services Facilities

Warwick William Baldwin: AGS No: 712-95774

From: Administrative Service Officer Class 3
\$32017-\$34554
Canberra Institute of Technology
To: Administrative Service Officer Class 4
\$35685-\$38745
Facilities, Canberra Institute of Technology,
Canberra (PN. 54112) (PS 33 19.8.99)
CC: G00193

EMPLOYMENT (Continued)

Division of Corporate Services Academic Records Unit

Gregory Rhys Knight: AGS No: 744-91009
From: Administrative Service Officer Class 1
\$24836-\$27450
Canberra Institute of Technology
To: Administrative Service Officer Class 4
\$35685-\$38745
Academic Records Unit, Canberra Institute of
Technology, Canberra (PN. 54024)
(PS 42) (21.10.99)
CC: G00193

DEPARTMENT OF URBAN SERVICES

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

Policy Co-ordination Group Industry Policy and Regulation Branch

S. J. Paterson: AGS No 506-69140
From: Senior Officer Grade B \$65,593-\$73,841
Urban Services
To: † Senior Officer Grade A \$76,179
Urban Services, Canberra (PN. 45612)
(PS 34, 26/8/99)
CC: 181

Environment ACT Executive Section

K. A. Jennings: AGS No 753-52625
From: Administrative Service Officer Class 3
\$32,017-\$34,554
Urban Services
To: Administrative Service Officer Class 4
\$35,685-\$38,745
Executive Section, Urban Services, Canberra
(PN. 15208) (PS43, 28/10/99)
CC: 191

Corporate Group Corporate Finance Branch Corporate Accounting Section

B. B. Morris AGS No 754-16932
From: Graduate Administrative Assistant
\$24,744-\$31,794
To: Administrative Service Officer Class 4
\$36,399-\$35,245
Corporate Accounting Section, Canberra
PN. 24500
Duties: Under general direction: Undertake analysis of financial results of Urban Services groups and prepare reports on results of analysis for the inclusion in monthly financial reports. Reconcile equity accounts on a monthly basis, including investigating and resolving discrepancies.

Eligibility/other requirements: Accounting degree or equivalent experience.

Note: This promotion is to a non-advertised vacancy and all suitably qualified officers are eligible to appeal against this promotion. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the ACT Government Gazette.
CC: 183

Corporate Group Communications and Government Business Branch

D. M. Sheppard AGS No 735-15371
From: Graduate Administrative Assistant
\$24,744-\$31,794
To: Administrative Service Officer Class 5
\$40,598-\$43,048
Canberra, PN. 10404
Duties: Under general direction: Contribute to the development, implementation and evaluation of customer service and communication initiatives and related policies within the objectives of the Corporate Communications Unit.

Note: This promotion is to a non-advertised vacancy and all suitably qualified officers are eligible to appeal against this promotion. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the ACT Government Gazette.
CC: 183

Corporate Group

J. L. Ogg AGS No 754-16924
From: Graduate Administrative Assistant
\$24,744-\$31,794
To: Administrative Service Officer Class 5
\$40,598-\$43,048
Human Resources Corporate Section, Canberra,
PN. 1327
Duties: Undertake research, policy analysis and development in relation to human resource management priorities and practices. Undertake relevant project work.

Note: This promotion is to a non-advertised vacancy and all suitably qualified officers are eligible to appeal against this promotion. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the ACT Government Gazette.
CC: 183

ACT Housing Business Management Branch

EMPLOYMENT (Continued)

Portfolio Management Section

R. J. Baumgart AGS No. 754-16916

From: Graduate Administrative Assistant
\$24,744-\$31,794
To: Administrative Service Officer Class 4
\$36,399-\$39,520

Financial Management Subsection, Canberra, PN. 10153

Duties: Under general direction undertake a range of functions relating to the financial management of ACT Housing's capital and/or operational budgets and expenditure areas. This includes: Analyse cost data and provide options to improve the financial and operational performance of the Business Management Group.

Note: This promotion is to a non-advertised vacancy and all suitably qualified officers are eligible to appeal against this promotion. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the ACT Government Gazette.
CC: 184

S. W. Friend AGS No 735-152167

From: Graduate Administrative Assistant
\$24,744-\$31,794
To: Administrative Service Officer Class 4
\$36,399-\$39,520

Strategic Property Subsection, Canberra, PN. 12266

Duties: As a member of the Strategic Property Management team, provide assistance in project work associated with the management of act Housing's residential property assets and, as directed, undertake less complex tasks either individually or as a member of a team. This includes: Contributing to the development and maintenance of internal information and reporting systems to meet the needs of the Section.

Eligibility/other requirements: Tertiary qualifications in Accounting, Economics or Statistics are desirable.

Note: This promotion is to a non-advertised vacancy and all suitably qualified officers are eligible to appeal against this promotion. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the ACT Government Gazette.
CC: 184

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Revenue Management

S. J. Boyle: ags No: 735-15144

From: Graduate Administrative Assistant
\$24,744-\$31,794p.a
To: Administrative Service Officer Class 6,
\$43,846-\$50,366p.a

Examine, analyse and determine complex cases of interpretation and procedure pursuant to tax laws within the Territory, State and Commonwealth legislative framework. Assist in the development of interpretative policy in respect of those cases. Research, analyse and interpret legislation and apply judicial decisions in complex cases. Prepare correspondence, drafting instructions, submissions and reports and make recommendations to senior officers. Present information sessions to external and internal interest groups.

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.
CC: 03A144

Retirements and dismissals

CANBERRA INSTITUTE OF TECHNOLOGY

Section 143 Public Sector Management Act.
Gerard John Van Gagledonk, Teacher Band 1,
17.12.99
CC: G00193

Section 143 Public Sector Management Act.
Donald Campbell Stuart, Teacher Band 1, 17.12.99
CC: G00193

Section 143 Public Sector Management Act. Ian
Charles Watson, Teacher Band 1, 17.12.99
CC: G00193

Section 143 Public Sector Management Act.
Donald Allan Walker, Teacher Band 1, 17.12.99
CC: G00193

Section 143 Public Sector Management Act.
Edward John Wade, Teacher Band 1, 17.12.99
CC: G00193

Section 143 Public Sector Management Act. Kevin
William Stewart, Teacher Band 1, 17.12.99
CC: G00193

Section 143 Public Sector Management Act. James
Charles Venis, Teacher Band 1, 17.12.99
CC: G00193

EMPLOYMENT (Continued)

Section 143 Public Sector Management Act:
Doreen Wapshere, Teacher Band 1, 17.12.99
CC: G00193

Section 143 Public Sector Management Act:
Barbara Joyce Kelly, Teacher Band 1, 17.12.99
CC: G00193

Section 143 Public Sector Management Act:
Christopher David Long, Teacher Band 2, 7.1.00
CC: G00193

Section 143 Public Sector Management Act:
Christopher John Bannerman, Teacher Band 1,
6.1.00
CC: G00193

Section 143 Public Sector Management Act:
Christopher Gerard Houghton, Teacher Band 1,
17.12.99
CC: G00193

DEPARTMENT OF URBAN SERVICES

Section 143 Public Sector Management Act:
Dr Keith David Williams, SPOGB, 24/12/1999
CC: 191

Section 141 Public Sector Management Act:
John Allan Grosse, ASO6, 5/1/2000
CC: 184

Section 143 Public Sector Management Act
John George Williams, ASO4, 23/12/1999

Section 143 Public Sector Management Act
William John Leslie Schuller, TO4, 7/1/2000

Section 143 Public Sector Management Act
John Preston Baker, ASO6, 7/1/2000

Section 143 Public Sector Management Act
Thanh Hong Nguyen, GSO3, 10/1/2000

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 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 Administrative Officer, Central Office, Department of Health 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.

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instruments of the Australian Capital Territory has been made. Copies of the Instruments may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Place Names Act 1989</i>	Determination of street nomenclature in the Division of Nicholls.	No. 305 of 1999
<i>Public Place Names Act 1989</i>	Determination of street nomenclature in the Division of O'Connor.	No. 1 of 2000
<i>Public Place Names Act 1989</i>	Determination of street nomenclature in the Division of Amaroo.	No. 2 of 2000
<i>Public Trustee Act 1985</i>	Appointment of Leonard John Early as a member of the Public Trustee Investment Board.	No. 6 of 2000

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>	Notification of Road Closure – Division of Campbell.	No. R46/99 of 1999
Public Roads Act 1902 (NSW)	Notice of Declaration of Public Roads – Division of Dunlop.	No. R47/99 of 1999

GOVERNMENT NOTICES (Continued)



ACT Government

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

DIVISION OF DUNLOP

(Variation No. 149)

Under subsection 32(1) of the *Land (Planning and Environment) Act 1991*, I vary the Territory Plan to specify that the land identified on the map at Annexures A and B, being land within the Division of Dunlop, may be used for the purposes indicated in the Annexures.

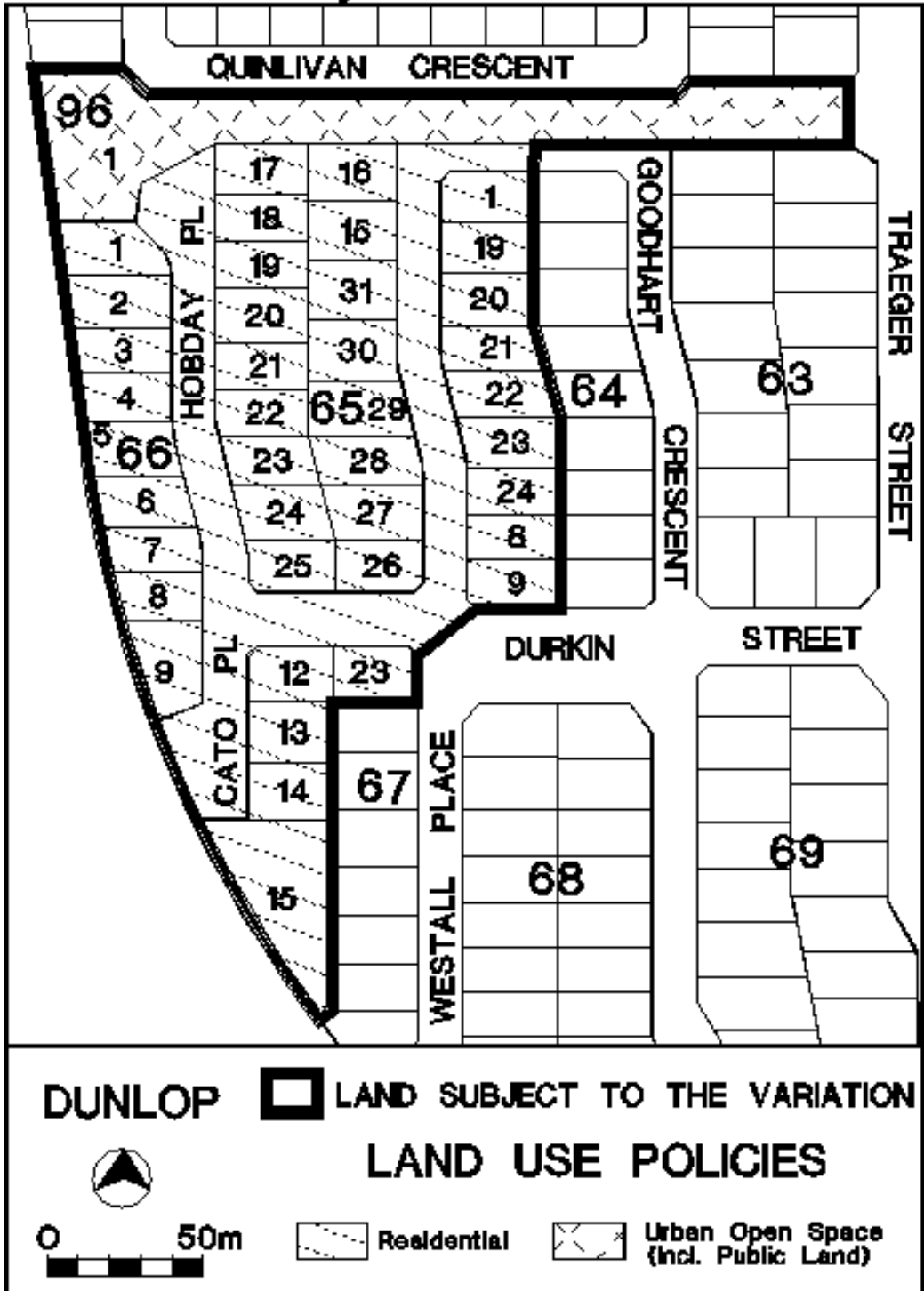
Lincoln James Hawkins

Australian Capital Territory Planning Authority

Dated the twenty third day of December 1999

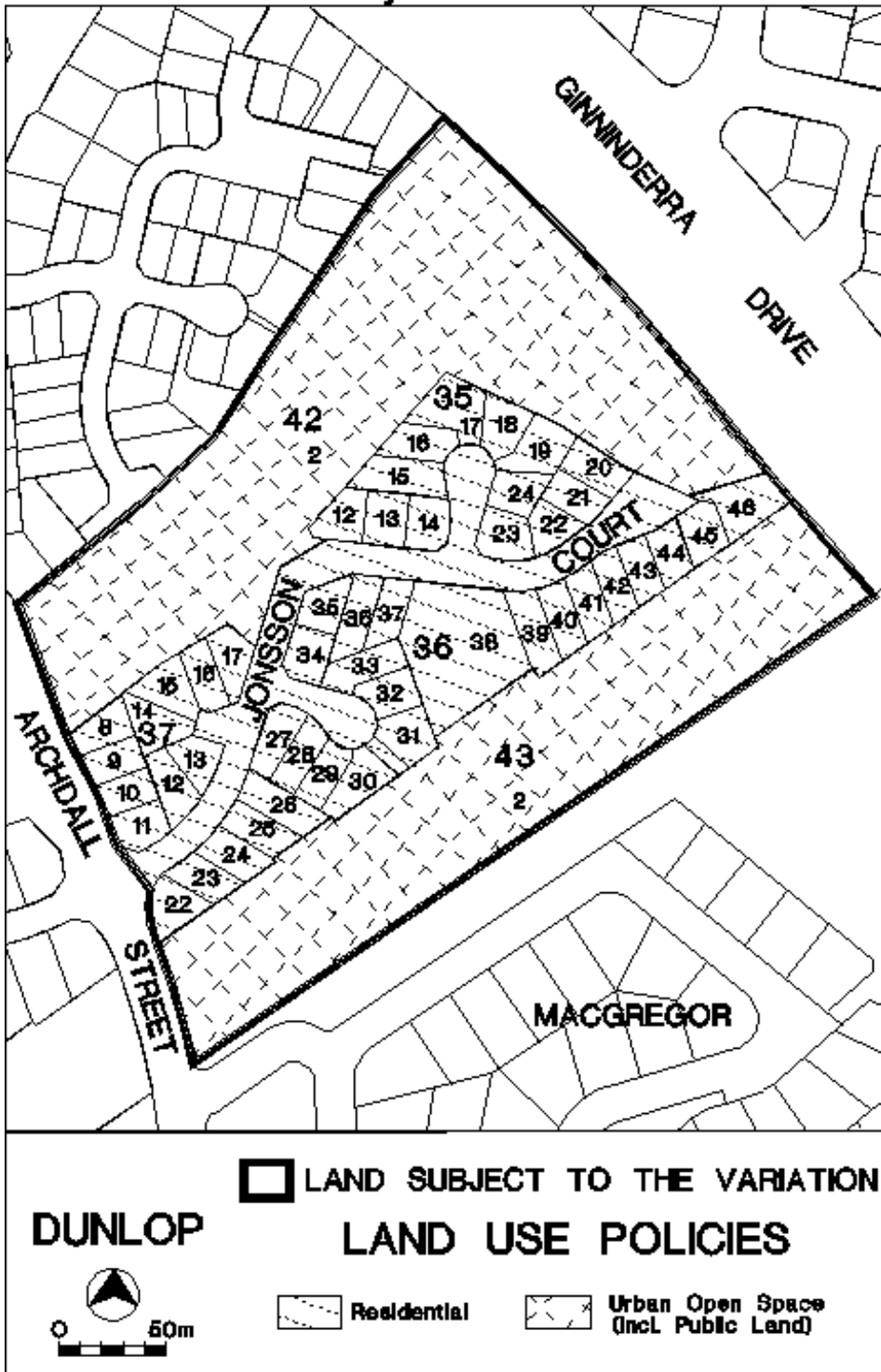
GOVERNMENT NOTICES (Continued)

This is Annexure A to
Territory Plan Variation No. 149



GOVERNMENT NOTICES (Continued)

**This is Annexure B to
Territory Plan Variation No. 149**



GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

STOCK ACT 1991

DETERMINATION OF STOCK UNITS AND STOCK LEVY

DECLARATION

Under Section 13 of the Stock Act 1991, I hereby DETERMINE that

- one (1) stock unit represents one (1) small stock;
- ten (10) stock units represents one (1) large stock; and
- the levy for one (1) stock unit is \$0.11.

Dated this 20th day of December 1999

Brendan Smyth
Minister for Urban Services

AUSTRALIAN CAPITAL TERRITORY

STOCK ACT 1991

DETERMINATION OF STOCK CARRYING CAPACITY

DECLARATION

Under Section 14 of the Stock Act 1991, I hereby DETERMINE the stock carrying capacities in terms of stock units set out in column 2 of the Schedule for each of the blocks of land described and set opposite in Column 1 of the Schedule.

Dated this 7th day of December 2000

William Woodruff
Controller of Stock

GOVERNMENT NOTICES (Continued)

THIS IS THE SCHEDULE TO THE DETERMINATION MADE UNDER THE STOCK ACT 1991 ON THE 7th DAY OF JANUARY 2000.

COLUMN 1		COLUMN 2	COLUMN 1		COLUMN 2
Description of Land		Stock Units	Description of Land		Stock Units
District	Block		District	Block	
BELCONNEN	1381	680	GUNGAHLIN	452	221
BELCONNEN	173,	1500	GUNGAHLIN	470	150
BELCONNEN	181	2200	GUNGAHLIN	305	276
BELCONNEN	1541	130	GUNGAHLIN	8	1040
BELCONNEN	50	500	GUNGAHLIN	550	341
BELCONNEN	1329	200	GUNGAHLIN	564	1101
BELCONNEN	1422 & 1514	3000	GUNGAHLIN	567	1000
BELCONNEN	1552	1500	GUNGAHLIN	186	60
BELCONNEN	180	450	GUNGAHLIN	5	1595
BELCONNEN	166	1200	GUNGAHLIN	9	385
BELCONNEN	1382	650	HALL	310	80
BOOTH	80, 82, 87,88	2400	HALL	307	180
BOOTH	3 & 1 & 74	350	HALL	4\23	10
BOOTH	101	130	HALL	8\23	180
BOOTH	39	800	HUME	5\18,6\18,4\24,&5\24	375
BOOTH	53	950	JERRABOMBERRA	2056	1100
BOOTH	79	200	JERRABOMBERRA	2114, 2084	1200
BOOTH	72,73,	700	JERRABOMBERRA	53,	600
BOOTH	43	950	JERRABOMBERRA	2045	28.8
BOOTH	40	250	JERRABOMBERRA	2075, 2076, 2077	600
BOOTH	21	10	JERRABOMBERRA	49	642
BOOTH	70	120	JERRABOMBERRA	97,	492
BOOTH	77	6000	JERRABOMBERRA	2087	250
BOOTH	2	490	JERRABOMBERRA	154	250
BOOTH	62	420	JERRABOMBERRA	2052 & 3\108	1200
CANB CENTRAL	1279, 422	20	KOWEN	87 & 88	1900
CANB CENTRAL	212,	550	KOWEN	69	160
COREE	65	307.5	KOWEN	23	440
COREE	22,24,26	450	KOWEN	63	100
COREE	9,	100	MAJURA	51	500
COREE	52-56	6500	MAJURA	48	1400
COREE	21	2000	MAJURA	52,	240
COREE	47	80	MAJURA	523	650
GUNGAHLIN	242, 458, 461	1833	MAJURA	574, pt36,	130
GUNGAHLIN	580 & 581	3450	MAJURA	56, 57	80
GUNGAHLIN	12	400	MAJURA	55,	50

GOVERNMENT NOTICES (Continued)

COLUMN 1		COLUMN 2	COLUMN 1		COLUMN 2
Description of Land		Stock Units	Description of Land		Stock Units
District	Block		District	Block	
GUNGAHLIN	442, 431	1000	MAJURA	631	400
GUNGAHLIN	315, 378	2100	MAJURA	139	200
GUNGAHLIN	558	339.5	MAJURA	59	300
GUNGAHLIN	559	1610	MAJURA	92	800
GUNGAHLIN	562	1190	MAJURA	60,	60
GUNGAHLIN	322, 368, 369	120	MAJURA	26	1200
MAJURA	34	120	PIALLIGO	27	20
MAJURA	36	40	PIALLIGO	19½	20
MAJURA	135	200	PIALLIGO	9½	20
MAJURA	146	720	PIALLIGO	32½, 35/36, 30½	100
MAJURA	102,	900	PIALLIGO	10½	20
MITCHELL	1½5, 1½77	120	PIALLIGO	8½	20
NARRABUNDAH	3/129	15	PIALLIGO	31½	20
OAKS ESTATE	192	10	PIALLIGO	19	60
PADDYS RIVER	260	1100	PIALLIGO	1½13	360
PADDYS RIVER	257 & 270	1828	PIALLIGO	20	20
PADDYS RIVER	241	2000	PIALLIGO	18½	20
PADDYS RIVER	127	150	PIALLIGO	7½	20
PADDYS RIVER	128	100	PIALLIGO	4½	20
PADDYS RIVER	182	400	PIALLIGO	23½	20
PADDYS RIVER	7,	500	PIALLIGO	1½	150
PADDYS RIVER	185	2500	PIALLIGO	22½	20
PADDYS RIVER	260, 262, 26, 133, 134, 263, 264, 265, 266	7310	STROMLO	402	1100
PADDYS RIVER	180	100	STROMLO	463, 464, 465, 466, 467, 468, 469	750
PADDYS RIVER	1	750	STROMLO	429	1000
PADDYS RIVER	24	750	STROMLO	413	2000
PADDYS RIVER	130	550	STROMLO	426, 432	3400
PADDYS RIVER	129	1050	STROMLO	439-442,	2033
PADDYS RIVER	118	130	STROMLO	462	100
PADDYS RIVER	45,	138	STROMLO	15	2400
PADDYS RIVER	115	900	STROMLO	400½415	1250
PADDYS RIVER	114,	900	STROMLO	19	1800
PADDYS RIVER	144	50	STROMLO	418	3000
PADDYS RIVER	35	857	STROMLO	428	2200
PADDYS RIVER	145	160	STROMLO	14	750
PADDYS RIVER	18,	2500	SYMONSTON	2,4,5,6½11	878
MAJURA	138,	560			

GOVERNMENT NOTICES (Continued)

COLUMN 1		COLUMN 2	COLUMN 1		COLUMN 2
Description of Land		Stock Units	Description of Land		Stock Units
District	Block		District	Block	
PADDYS RIVER	224, 225, 226	1000	TUGGERANONG	1470	1100
PIALLIGO	33\1	50	SYMONSTON	Pt 3\4, 2\109,(4\5)	90
PIALLIGO	6	20	SYMONSTON	(11),1\4	264
PIALLIGO	21	20	SYMONSTON	3\97	25
PIALLIGO	17	20	SYMONSTON	1\85,	40
PIALLIGO	15	20	SYMONSTON	2\103	60
PIALLIGO	13	20	SYMONSTON	2\85	40
PIALLIGO	11	20	SYMONSTON	4\97	60
PIALLIGO	14\2	20	SYMONSTON	1\103	60
PIALLIGO	12\2	20	TENNANT	20	200
TENNENT	116	39	TENNENT	75	109
TENNENT	74,	1500	TUGGERANONG	115, 1517, 1518	100
TENNENT	98,99,100,101,102	2000	TUGGERANONG	1415	107
THARWA	13\7	500	TUGGERANONG	96	950
THARWA/ P. RIVER	9\10, 3\12 / pt 216	63	TUGGERANONG	1546	510
TUGGERANONG	35	600	TUGGERANONG	2	15
TUGGERANONG	104	600	TUGGERANONG	1461 & 1414	1100
TUGGERANONG	98	10	TUGGERANONG	PT 12	65
TUGGERANONG	1528, 1529, 1530, 1531, 1534, 1535	5000	TUGGERANONG	PT 97, 1307,	500
TUGGERANONG	1526	230	TUGGERANONG	1249	320
TUGGERANONG	1506	600	TUGGERANONG	36, 119, 1503	210
TUGGERANONG	1590	500	TUGGERANONG	1463, 1468	75
TUGGERANONG	113	100	TUGGERANONG	116, 118, 122	400
TUGGERANONG	1448	150	WESTON CREEK	664	60
TUGGERANONG	1466	432	WESTON CREEK	864, 1151	25
TUGGERANONG	1485, 63	10	WESTON CREEK	1171	950
TUGGERANONG	1188	3200			

William Woodruff
 Controller of Stock

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:

Members of the National Capital 100 Advisory Board

Dated the 15th day of December 1999.

Kate Carnell MLA
Chief Minister

GOVERNMENT NOTICES (Continued)**REMUNERATION TRIBUNAL ACT 1995****INSTRUMENT**

For the purposes 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, and other entitlements to be granted to the holder of an appointment specified as follows:-

- (a) The Chair and Members of the ACT Health Promotion Board;
- (b) The Chair and Members of the ACT Property Advisory Council;
- (c) The Chair and Members of the Animal Welfare Advisory Committee;
- (d) The Members of the Surveyors Board of the ACT;
- (e) The Chair and Members of the Indigenous Education Consultative Body;
- (f) The Chair and Members of the Electrical Licensing Board;
- (g) The Chair and Members of the Law Reform Commission;
- (h) The Chair and Members of the Community Crime Prevention Committee;
- (i) The Members of the Tenancy Tribunal;
- (j) The Official Visitor (Quamby);
- (k) The Chair of the Management Assessment Panel;
- (l) The Chair and Members of the ACT Sport and Recreation Council.

Kate Carnell
Chief Minister

11/ 11/99

GOVERNMENT NOTICES (Continued)**DEPARTMENT OF URBAN SERVICES
ENVIRONMENT ACT, ENVIRONMENT PROTECTION****AUSTRALIAN CAPITAL TERRITORY
WATER RESOURCES ACT 1998**

Notice is hereby given that under Section 35 of the Water Resources Act 1998, the following licences and permits have been granted.

<i>Licence Holder</i>	<i>Type of Licence or Permit</i>	<i>Location</i>
Harold Adams	Licence to take water	RMB 11, Old Tuggeranong Road, Queanbeyan
Chris Booth	Licence to take water	14 Beltana Road, Pialligo
Philip Christodoulou	Licence to take water	6 Torres Street, Red Hill
ACT Companion Dog Club	Licence to take water	Narrabundah Lane, Symonston
R Akhurst	Licence to take water	Naas Road, Tharwa
ACT Government operating as Urban Services	Licence to take water	9 Torres Street, Red Hill
Lions Youth Haven Inc	Licence to take water	Kambah Pool Road, Kambah
Doug Darbyshire	Licence to take water	7 Beltana Road, Pialligo
Tony Davidson	Licence to take water	Block 98, Tuggeranong
Fyshwick Fresh Food Markets	Licence to take water	Dalby and Mildura Streets, Fyshwick
Peter Duggan	Licence to take water	Naas Road, Tharwa
N.S. and E.L.Eliot	Licence to take water	18 Beltana Road, Pialligo
B and PM Katz	Licence to take water	Block 19, Kambah
John McCarthy	Licence to take water	16 Kallaroo Road, Pialligo
The National Aquarium and Wildlife Park	Licence to take water	Lady Denman Drive, Weston Creek
Rodney Toll	Licence to take water	24 Beltana Road, Pialligo
Theo Cassidy	Licence to take water	6 Beltana Road, Pialligo
Terry Gavaghan	Licence to take water	20 Beltana Road, Pialligo
Bert Hauptmann	Licence to take water	4 Beltana Road, Pialligo
Jonathan Banks	Licence to take water	10 Beltana Road, Pialligo
ACT Government operating as Yarralumla Nursery	Licence to take water	Yarralumla Nursery Pialligo, Pialligo
Burgess and Cottier	Licence to take water	8 Beltana Road, Pialligo
Robin Penman	Licence to take water	18 Kallaroo Road, Pialligo
Flamen Nominees P/L	Licence to take water	19 Kallaroo Road, Pialligo
Flamen Nominees P/L & Brian J Priest	Licence to take water	22 Kallaroo Road, Pialligo
ACT Government operating as Canberra Urban Parks and Places	Licence to take water	Lake Burley Griffin Foreshores, Yarralumla
Sandy Stuart	Licence to take water	Dairy Flat, Fyshwick
ACT Government operating as Canberra Urban Parks and Places	Licence to take water	Lake Ginninderra Foreshores, Belconnen
ACT Government operating as Canberra Urban Parks and Places	Licence to take water	Lake Tuggeranong Foreshores, Greenway

GOVERNMENT NOTICES (Continued)

Ainslie Football and Social Club	Licence to take water	Gundaroo Drive, Nicholls
ACT Government operating as School Based Management Unit	Licence to take water	Heidelberg Street, Conder
Gold Creek Country Club Pty Ltd	Licence to take water	Harcourt Hill, Curran Drive, Nicholls
Yowani Country Club	Licence to take water	Northbourne Avenue, Lyneham
Consolo Limited Trading As Huntly Pastoral Company L. John Gregory	Licence to take water	790 Uriarra Road, Weston Creek via Tharwa, Tharwa
Murrumbidgee Country Club Inc	Licence to take water	Kambah Pool Road, Kambah
Val Jeffery	Licence to take water	Tharwa District, Tharwa
Ken Kerrison	Licence to take water	5 Beltana Road, Pialligo
ACT Government operating as Canberra Cemeteries	Licence to take water	Gungahlin Cemetery, Mitchell
ACT Government operating as Department of Treasury and Infrastructure	Licence to take water	Gungahlin Road, Ngunnawal
Canberra Institute of Technology	Licence to take water	Haydon Drive, Bruce
Canberra Institute of Technology	Licence to take water	Weston Campus, CIT, Weston Creek
Michael Shanahan	Licence to take water	Tidbinbilla Road, Tharwa
Majura House	Licence to take water	Majura Road, Majura
Capital Public Golf Course Pty Ltd	Licence to take water	Jerrabomberra Avenue, Narrabundah
ACTEW Corporation	Licence to take water	ACT, Queanbeyan, Ridgeway Estate, Weetalabah Estate, 2 Petterd Street, Page
Peter Hay	Licence to take water	Stockdill Drive, Holt
Woodhaven Green Golf Club Inc	Licence to take water	Midge Street, Gordon
ACT Government operating as Bureau of Sport and Recreation Frank Scott	Licence to take water	878 Majura Road, Majura
Canberra Grammar School	Licence to take water	Monaro Crescent, Red Hill

Under Section 77 of the Act, an application may be made to the Administrative Appeals Tribunal for a review of these decisions. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

Copies of licences 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 05 day of January 2000
Environment Management Authority

CONTRACTS ARRANGED

CONTRACTS ARRANGED

Department or Agency:
 Authorisation Officer:
 Contact Officer:

Canberra Institute of Technology
 Jenny Trudinger
 Jenny Trudinger
 Telephone: 207 3344

*denotes a Period Order

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code
991440*	Printing of CIT Telephone Books	2,150.00		Aussieprint PO Box 144 Civic Square ACT 2608	8844
991672*	3 Maslen GP2400 open front refrigerated display cases	24,576.00		Maslen Australia Shed 1 115 Grigor St Caloundra QLD 4551	5177
991845*	50xbroad 100m Tuftmaster Phoenician 48 Capricorn with felt underlay	5,050.00		Canberra Floorcraft PO Box 551 Fyshwick ACT 2609	5175
991846*	Installation - operable dividing wall	7,500.00		Graham Ladd Pty Ltd 45 Whyalla St Fyshwick ACT 2609	5177
991867*	Cleaning services to CIT Fyshwick Campus 16 Sep to 31 Dec 1999	31,790.62	C99375	Clearglass Building Maintenance Unit 8B, Cumberland Court 56-58 Wollongong St Fyshwick ACT 2609	874
991870*	Delivery of 10xFirst Aid Courses	2,500.00		St John Ambulance 35 Geils Court Deakin ACT 2600	931
991934*	Supply and install Compactus	22,500.00		Southern Shop and Office 27 Patterson Parade Queanbeyan NSW 2620	63251B
992120*	Purchase of PC133 5D RAM	10,205.00		Cougar Computers 3/56 Heffernan St Mitchell ACT 2911	63252A
5G990706 A	Consultancy fees	3,300.00		Global Learning P/L PO Box 32 O'Connor ACT 2602	879
6A991018 A	Personnal Injury Insurance	3,928.00		NRMA Sales and Service PO Box 400 Canberra ACT 2601	812

PRIVATE NOTICES

IN THE SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY PROBATE JURISDICTION

In the Will of **MAXWELL CLARKE GREAVES** late of 16 Green Street Narrabundah in the Australian Capital Territory but formerly of 24 Thompsons Drive, Tathra in the State of New South Wales, Industrial Chemist, deceased.

Probate of the Will was granted by the Supreme Court of the Australian Capital Territory on 10 January 2000.

Pursuant to the Administration and Probate Act 1929, the Family Provision Act 1969, the Trustee Act 1957 and the Wills Act 1968, **GILLIAN ANNE BARNSELEY** and **ROSEMARY MAY GREAVES** and **JANET ELIZABETH SANSONI** the executors named in the Will of Maxwell Clarke Greaves who died on 6 November 1999 hereby give notice that creditors and others wishing to make an application for rectification of the Will of the said Deceased are required to send particulars of their claims or notice of their application to the Executors care of Deacons Graham & James, 15 London Circuit, Canberra City, ACT 2601 within two (2) calendar months from publication of this notice. After that time the Executors may distribute the assets of the Estate having regard only to the claims or applications of which at the time of distribution they have notice.

IN THE SUPREME COURT OF THE AUSTRALIAN CAPITAL TERRITORY PROBATE JURISDICTION

In the Will of **GEORGE DOUGLAS THOMPSON YOUNG** late of 8 Oakes Street Cook in the Australian Capital Territory, Retailer, deceased.

Probate of the Will was granted by the Supreme Court of the Australian Capital Territory on 6 January 2000.

Pursuant to the Administration and Probate Act 1929, the Family Provision Act 1969, the Trustee Act 1957 and the Wills Act 1968, **JEAN GLADYS YOUNG** the executor named in the Will of George Douglas Thompson Young who died on 28 October 1999 hereby give notice that creditors and others wishing to make an application for rectification of the Will of the said Deceased are required to send particulars of their claims or notice of their application to the Executors care of Deacons Graham & James, 15 London Circuit, Canberra City, ACT 2601 within two (2) calendar months from publication of this notice. After that time the Executor may distribute the assets of the Estate having regard only to the claims or applications of which at the time of distribution she has notice.

