



Australian Capital Territory

Gazette

No. 45, Thursday 9 November, 2000

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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

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 0254

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.

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

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

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

The consideration of the excess officer(s) should be a genuine assessment of whether the officer is suitable for the vacancy, including with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

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

Vacancies

THE CANBERRA HOSPITAL

The Canberra Hospital Surgical Services 9B Neurosciences

**Registered Nurse Level 2 \$43,150 - \$45,877,
Canberra (PN. 22514 & 26905)**

Closing date: 23rd November 2000

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: Registered as a general nurse with the ACT Nurses Registration Board; minimum of three years recent post registration experience; minimum of one years experience in the field being practiced, or holds a relevant post registration qualification.

Note: PN 22514 previously advertised in the Gazette of 2nd November 2000, please be advised that this is a night duty position

Contact Officer: Kimberley Pierce (02) 6244 3515
Selection documentation may be obtained from Sue Simpson (02) 6244 3515

Apply: 16
CC: 148-9010-16875 (1947)

ACT COMMUNITY CARE

Corporate and Business Development, Finance and Contract Management

**Administrative Service Officer Class 6
\$44,018-\$50,563, Canberra (PN. 20004)**

Closing date: 16 November 2000

Duties: ACT Community Care is a major provider of community based health and disability services in the ACT. The organisation is looking for a suitably qualified person to join its Finance and Contract Management team. The successful applicant will be part of a team responsible for budget development and financial management in ACT Community Care. He/she will coordinate budget development processes, undertake financial reconciliations and assist in the preparation of reports to management and Government, including annual financial statements. The position also offers

EMPLOYMENT (Continued)

opportunities to participate in promoting improvements in financial processes and systems.

Contact Officer: Sim Sung (02) 62051648
Selection documentation may be obtained from Irene Heugh (02)62051432
Apply: 21
CC: 148-9009-18270

CHILD, YOUTH & WOMEN'S HEALTH PROGRAM

Registered Nurses Levels 1, \$32,341-\$41,913
Registered Nurses Levels 2 \$43,278-\$46,013
Various

Closing date: 23 November 2000

Duties: An exciting career opportunity exists in the Child, Youth and Women's Health Program which is the major provider of primary health services for children, youth and their families of the ACT community. Applications are called from registered nurses with relevant primary health care nursing experience to work within the Program.

Several Positions

Applications are sought from suitably qualified registered nurses for positions as Maternal and Child Health Nurses to provide evidence based direct clinical care that supports best practice health outcomes for clients.

Eligibility/other requirements: 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 current drivers licence is essential.

Contact Officer: Ms Sue Byrnes on (02) 6205 1815
Selection documentation may be obtained from Ms Sue Byrnes on (02) 6205 1815
Apply: 21
CC: 148-9009-16857

Alcohol & Drug Program

PROFESSIONAL OFFICER GRADE 2
\$43,545 - \$48,665, Canberra (PN. Various)

Closing date: 23 November 2000

Duties: The Alcohol and Drug Program is seeking to employ suitably qualified pharmacists to undertake the provision of methadone services to clients of the Program. Employment will be in the Professional Officer stream and salary may be by negotiation under an Australian Workplace Agreement. Salary Packaging with FBT exemption under PBI conditions is also offered.

Eligibility/other requirements: Registration, or eligibility for registration, with the ACT Registration Board.

Contact Officer: Donna Bull (02) 6205 2131

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

Alcohol & Drug Program

REGISTERED NURSE LEVEL 2,
\$43,278 - \$46,013,
REGISTERED NURSE LEVEL 1,
\$32,341 - \$41,913,
ENROLLED NURSES \$29,880 - \$32,068,
Canberra (PN. various)

Closing date: 23 November 2000

Duties: Applications are sought from Mental Health and/or General Nurses and Enrolled Nurses who are interested in working in the alcohol and other drug field. These positions involve provision of clinical care to clients of the Alcohol and Drug Program and are located in the grounds of The Canberra Hospital.

There are currently a variety of positions available. Hours and pattern of work can be negotiated. Salary Packaging with FBT exemption under PBI conditions is offered to long-term temporary and permanent officers. Eligibility/other requirements: Registration, or eligibility for registration, as a General or Psychiatric Nurse or Enrolled Nurse with the ACT Nurses Registration Board.

Contact Officer: Donna Bull on 6205 2131
Selection documentation may be obtained from Tanya Woods on 6205 2121
Apply: 21
CC: 148-9009-16852

Alcohol & Drug Program

CAREER MEDICAL OFFICER GRADE 2
\$74,305 - \$82,917, Canberra (PN. 29146)

Closing date: 23 November 2000

Duties: A part time vacancy exists for a qualified medical officer. This position involves assessing, diagnosing and treating people who are alcohol and/or drug dependent. A special interest in alcohol and other drug medicine, experience in the field and/or a willingness to undertake further study in the field would be a distinct advantage. Salary Packaging with FBT exemption under PBI conditions is also offered. Eligibility/other requirements: Registration, or eligibility for registration, with the Medical Board of the ACT.

Note: Part time 18.22 hours per week

Contact Officer: Dr Jo Mazengarb (02) 6244 2591
Selection documentation may be obtained from Tanya Woods (02) 6205 2121
Apply: 21
CC: 148-9009-16852

EMPLOYMENT (Continued)**Alcohol & Drug Program****ADMINISTRATIVE SERVICE OFFICER CLASS 6
\$44,629 - \$50,020, Canberra (PN. several)****Closing date:** 23 November 2000**Duties:** This Project Officer position involves development of operational policy, preparation of ministerial correspondence and co-ordination of education and training. The occupant will also co-ordinate methadone treatment with clients, General Practitioners and Pharmacists and undertake a number of other duties as required. Knowledge and understanding of issues relating to the alcohol and other drug field is highly desirable.**Note: Permanent Part-time, 18.22 hours a week****Contact Officer:** Julie Perrin (02) 6205 0947
Selection documentation may be obtained from Tanya Woods (02) 6205 2121
Apply: 21
CC: 148-9009-16852**Alcohol & Drug Program****ADMINISTRATIVE SERVICE OFFICER CLASS 2
\$28,475 - \$31,576, Canberra
(PN. Several positions, Temporary/Permanent,
Full time and part time)****Closing date:** 23 November 2000**Duties:** Duties for these positions involve the provision of administrative support including: reception services, assisting Pharmacists in dispensing methadone and screening calls, ensuring that client confidentiality is strictly observed at all times. The successful applicants will also be required to provide related office services including word processing, filing and processing of mail.
Note: rostered weekend work as required.**Contact Officer:** Lia Battison (02) 6205 1611
Selection documentation may be obtained from 6205 1611 (24 hours) and leaving your name and postal address, including postcode.Apply: 21
CC: 148-9009-16852**Child Youth and Women's Program – Women's Health Service****Registered Nurse Level 2 \$43,278 - \$46,013,
Canberra (PN. 22679)****Closing date:** 23 November 2000.**Duties:** Registered Nurse 2 (Women's Health Nurse) Part time position 16 hrs per week. Working in a multidisciplinary team in a primary health care environment the RN2 will provide independent well women's clinics, health promotion activities and programs, and have a working knowledge and understanding of the issues related to women who are affected by violence.**Contact Officer:** Jenelle Reading (02) 62051356
Selection documentation may be obtained from Patricia O'Hanlon (02) 62051078
Apply: 21
CC: 16857**Corporate and Business Development, Finance and Contract Management****Senior Officer Grade C \$55,731-\$60,091,
Canberra (PN. 11201)****Closing date:** 16 November 2000**Duties:** ACT Community Care is a major provider of community based health and disability services in the ACT. The organisation is looking for a suitably qualified person to join its Finance and Contract Management team. This is a key position that offers opportunities to participate in financial management and improvement in the organisation. The successful applicant will manage the organisation's funding arrangements and budget development processes. He/she will coordinate financial and other reports to management and Government and will have a lead role in promoting improvements in financial processes and systems.**Contact Officer:** Sim Sung (02) 62051648
Selection documentation may be obtained from Irene Heugh (02) 62051432
Apply: 21
CC: 148-9009-18270**CALVARY HOSPITAL INC.****Nursing Services
ICU****Registered Nurse Level 2\$ 43,278 - 46,013,
Canberra (PN. 8224)****Closing date:** 17 November 2000**Duties:** Provide direct holistic care to patients with complex care 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 Registered Nurse with the ACT Nurses Board.
Note: Part time 56 hours per fortnight, night duty.
TTY 6201 6127**Contact Officer:** Susan Gosling (02) 62016166
Selection documentation may be obtained from Marlene Ball (02) 62016160
Apply: 07
CC: 148-9094-17781

EMPLOYMENT (Continued)

**Nursing Services
Wards 4E & 4W**

**Registered Nurse Level 2\$ 43,278 - 46,013,
Canberra (PN. 9190 & 9398)**

Closing date: 17 November 2000

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

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

Note: PN 9398 hours 56/76 negotiable TTY 6201 6127

Contact Officer: Susan Gosling (02) 62016166
Selection documentation may be obtained from Marlene Ball (02) 62016160
Apply: 07
CC: 148-9094-17781

**Nursing Services
Nursing Administration**

**Registered Nurse Level 3\$ 47,722 - 50,799,
Canberra (PN. 8664)**

Closing date: 17 November 2000

Duties: The Specialist Breast Care Nurse will perform an expanded nursing role including patient care, research and audit, treatment protocol and pathway development, patient advocacy and professional and community education.

Eligibility/other requirements: Eligible for registration with the Nurses Registration Board of the ACT.

Note: Temporary Vacancy for a period of 12 months. TTY 6201 6127

Contact Officer: Heather Austin (02) 62016594
Selection documentation may be obtained from Marlene Ball (02) 62016160
Apply: 07
CC: 148-9094-17781

**Medical Services
Medical Imaging**

**Calvary Professional Officer 2\$ 43,545 - 50,020,
Canberra (PN. 8677)**

Closing date: 23 November 2000

Duties: Perform specialised imaging services, (Ultrasound) as well as the general radiographic procedures, observing radiation protection measures. Participate in the on-call and after hours rosters.

Eligibility/other requirements: Eligible for ordinary membership with the Australian Institute of Radiography. An acceptable qualification in Medical Ultrasound.

Note: TTY 6201 6127

Contact Officer: Peter Pamphilon (02) 6201 6141
Selection documentation may be obtained from Peter Pamphilon (02) 6201 6141
Apply: 07
CC: 148-9094-17781

**Medical Services
Medical Administration**

***Calvary Administration Officer 6
\$ 43,545 - 50,020, Canberra (PN. 8629)**

Closing date: 16 November 2000

Duties: Duties focus on the co-ordination, planning, facilitation and evaluation of the Health Promoting Hospitals process at Calvary Hospital. Knowledge of hospital processes and previous experience in health promotion activities is highly desirable.

Eligibility/other requirements:

Note: Part time 44.06 hpf, temporary for a period of 12 months. TTY 6201 6127

Contact Officer: Dr Elizabeth O'Leary (02) 6201 6336
Selection documentation may be obtained from Dr Elizabeth O'Leary (02) 6201 6336
Apply: 07
CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

**Business Development
Business Support and Employment**

**Senior Officer Grade C, \$56,346-\$60,755p.a
(PN: 43471 & 55207) Canberra**

Closing Date: 23 November 2000

Duties: Deliver a range of business assistance programs in line with the Government's business support strategies. In particular, a Client Manager will: Assist businesses to access a range of business assistance programs including the ACT Business Incentive Scheme, the Small Business Growth Program and the Industrial Supplies Office.

Contact Officer: Craig Richmond (02)62078868
Selection Documentation: Kate Aldridge (02)62050169 or via the web site <http://www.act.gov.au/recruitment/cmdindex.asp>

EMPLOYMENT (Continued)

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.

Wanniassa Hills Primary School

Teacher Level 2 \$56100, Canberra (PN. 2272, expected vacancy)

Closing date: 23 November 2000

Duties: Undertake an appropriate teaching load and provide an exemplar for other staff. Assist the Principal in the management of the school. Assist with the development of school policies and the implementation of school-wide educational, administrative and organisational policies and procedures. Ability to provide high quality leadership of curriculum development and implementation, particularly in the French program, and effective coordination, organisation and facilitation of middle and upper school activities.

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

Contact Officer: Murray Bruce (02) 6205 7466
Selection documentation may be obtained from Andrea McInness (02) 6205 7466
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Kambah High School

Teacher Level 2 \$56100 Canberra (PN2628, expected vacancy)

Closing date: 23 November 2000

Duties: Assist the Principal in the leadership and management of the School. Provide leadership in areas relating to student management. Provide appropriate activities, guidance and counselling to staff members in order to further their professional development. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of recognised teaching qualification.

Contact Officer: Sue Northmore (02) 620 56933
Selection documentation may be obtained from The Contact Officer (02) 620 56933
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Kambah High School

Teacher Level 2 \$56100, Canberra (PN. 31994)

Closing date: 23 November 2000

Duties: Assist the Principal in the leadership and management of the school. Provide leadership in curriculum development incorporating Information Literacy in Science, Arts and Homes Science. Provide appropriate activities, guidance and counselling to staff members in order to further their professional development. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of recognised teaching qualification.

Contact Officer: Sue Northmore (02) 620 56933
Selection documentation may be obtained from The Contact Officer (02) 620 56933
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Wanniassa School

Teacher Level 2 \$56100, Canberra (PN. 3737)

Closing date: 23 November 2000

Duties: Manage educational projects in an environment where Information Computing Technology is valued and used in teaching, management and administration. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Note: Wanniassa School is a K-10 School.

Contact Officer: Hugh Davies (02) 620 57566
Selection documentation may be obtained from Therese Lemke (02) 620 57566
Apply: 12 or via email:
decs.employment@act.gov.au

Wanniassa School

Teacher Level 2 \$56100, Canberra (PN. 2241)

Closing date: 23 November 2000

Duties: Manage educational projects, including sport in the junior campus, in an environment where Information Computing Technology is valued and used in teaching, management and administration. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of recognised teaching qualification.

Note: Wanniassa School is a K-10 School.

Contact Officer: Hugh Davies (02) 620 57566
Selection documentation may be obtained from Therese Lemke (02) 620 57566
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (Continued)**Dickson College****Administrative Service Officer Class 6
\$44503-51121, Canberra (PN.3175)****Closing date:** 23 November 2000**Duties:** Under limited direction, provide high level support to the Principal in developing policies and procedures relating to the administration and School Based Management of Dickson College, Dickson College Alternative Program (DCAP) and Secondary Introductory English Centre (SIEC). Manage finances including the preparation of budgets, financial returns, commitments and expenditure for Dickson College, DCAP and SIEC in accordance with departmental and College policies. Develop and implement a cyclic maintenance plan.**Contact Officer** Wendy Coutts (02) 62056455
Selection documentation may be obtained from Jo Lynch (02) 62056455
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**Dickson College****Administrative Service Officer Class 3
\$33147-35774, Canberra (PN. 12223)****Closing date:** 23 November 2000**Duties:** Develop and maintain financial and administrative systems for the College. Assist in preparation of estimates and financial returns, budgets, tax collection, and monitor commitments and expenditure. Provide advice and information to the Principal and Administration Manager on matters relating to both financial and building maintenance.**Contact Officer:** Wendy Coutts (02) 620 56455
Selection documentation may be obtained from Jo Lynch (02) 620 56455
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917Applications 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**Erindale College****Information Technology Officer Class 1
\$35774-40904, Canberra (PN. 712)****Closing date:** 23 November 2000**Duties:** Manage the user account profiles, including security and data storage needs for a current user population of approximately 1000 users, in a client focussed environment.

Provide technical support through manipulation of data from the MAZE and related department and business information systems (Active Leisure Centre and Community Education Program).

Contact Officer: Craig Lyttle (02) 620 58123
Selection documentation may be obtained from Lillian Fleischer (02) 620 58111
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

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

**ACT Corrective Services
ACT Youth Justice
Psychologist****Professional Officer Class 2 \$44,503 – 49,736,
Canberra (PN. 11577)****Closing date:** 23 November 2000**Duties:** Undertake responsibility for assessments, court reports and casework in difficult or complex cases. Consult with other staff to provide assistance with assessments and supervision of cases as required. Assist in the development of relevant programs for the Residential Unit. Undertake responsibility for developing systems to enable the ongoing evaluation of Residential Unit Programs. Eligibility/other requirements: Relevant tertiary qualifications and eligibility for membership of the Australian Association of Social Workers or registration with the Psychologists Board (ACT) or state equivalent

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

Contact Officer: Julie Halse (02) 6207 0718
Selection documentation may be obtained from Monique Mewburn (02) 607 0987
Apply: 28
CC: 148-9012-16898

EMPLOYMENT (Continued)

**ACT Corrective Services
ACT Youth Justice Services
Program Officer**

**Professional Officer Class 1 \$31,034 – 43,539,
Canberra (PN. 216)**

Closing date: 23 November 2000

Duties: Assist young people to access educational facilities, vocational and training programs. Undertake assessments of young people and plan and participate in appropriate educational support. Assist young people with literacy, numeracy and life skills teaching / training. Attend and participate in a range of meetings relating to residents and facilitate group learning.

Eligibility/other requirements: A relevant degree or diploma in Psychology, Social Work, Teaching or relevant Trade Certificates.

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

Contact Officer: Julie Halse (02) 6207 0718
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
Apply: 28
CC: 148-9012-16898

**ACT Corrective Services
ACT Youth Justice Services
Program Officer**

**Professional Officer Class 1 \$31,034 – 43,539,
Canberra (PN. 3332)**

Closing date: 23 November 2000

Duties: Assist young people to access educational facilities, vocational and training programs. Undertake assessments of young people and plan and participate in appropriate educational support. Assist young people with literacy, numeracy and life skills teaching / training. Attend and participate in a range of meetings relating to residents and facilitate group learning.

Eligibility/other requirements: A Relevant degree or diploma in Psychology, Social Work, Teaching or relevant Trade Certificates.

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

Contact Officer: Julie Halse (02) 6207 0718
Selection documentation may be obtained from Monique Mewburn (02) 6207 0987
Apply: 28
CC: 148-9012-16898

ACT Government Solicitor's Office

**Administrative Service Officer Class 5
\$41,207 – 43,694, Canberra (PN. 42627)**

Closing date: 23 November 2000

Duties: The successful applicant will be required to assist the Office Manager in a range of finance, HR and administrative activities. The applicant should possess an excellent knowledge of financial and human resource management, and be capable of supervising and developing staff. He/she should be a well organised person with excellent interpersonal and communication skills. The applicant will be required to assist in the future development and maintenance of the management of a successful legal practice.

Note: This is a temporary vacancy for 8 months

Contact Officer: Cathy Tighe (02) 6207 0631
Selection documentation may be obtained from Colleen Peters (02) 6207 0655
Apply: 28
CC: 148-9012-16909

**ACT Corrective Services
Casual Custodial Officer**

**Custodial Officer Grade 1 \$27,450 – 32,017,
Canberra (PN. Various)**

Closing date: 30/11/00

Duties: Applications are sought from highly motivated persons to apply for casual employment as Custodial Officers Grade 1 with ACT Corrective Services.

A Casual Relief Pool of suitable persons will be recruited to be available for casual work within ACT Corrective Services at any one of the three custodial facilities within the Territory. The relief pool is also used as the basis for appointing custodial officers on contract, as positions become available.

The positions require persons to have sound interpersonal skills, a keen sense of responsibility and the ability to work well with others and demonstrate the capacity to be flexible to meet changing demands.

Additionally, applicants must demonstrate a willingness to perform shift work duties and be able to demonstrate an appropriate level of health and fitness for safety and security purposes. Applicants will be required to undergo the following:

- A police background check;
- Pre-interview aptitude testing;
- A selection interview; and
- A medical examination; before being considered suitable for training as a custodial officer.

Progression to the Casual Relief Pool will be dependent on successful completion of all components of training.

Interested applicants are invited to attend an information session on Thursday 23 November 2000 at the Periodic Detention Centre,

EMPLOYMENT (Continued)

Cnr Mugga Lane and Hindmarsh Drive, Symonston. The session will be conducted between the hours of 1:00pm and 3:00pm and repeated between the hours of 6:00pm and 8:00pm.

Note: The Custodial Officer Grade 1 training course will be subject to training wages until completion (approx. 9 weeks)

Applications may be handed at the:

Human Services Counter
3rd Floor, GIO House
CITY WALK CANBERRA ACT 2601

Posted to:

The Recruitment Manager
Department of Justice and Community Safety
PO Box 921
CIVIC SQUARE ACT 2608

Contact Officer: John Hinchey (02) 6205 1754 or Jeanette Atkins (02) 62070853
Selection documentation may be obtained from 24 hour answering service (02) 62070023
Apply: 28
CC: 148-9012-16898

EMERGENCY SERVICES BUREAU

**Department of Justice & Community Safety
Emergency Service Bureau,**

**ACT Ambulance Service
Student Ambulance Officer
\$19,149- \$30,322 (+allowances),
Canberra (PN.)Several**

Closing date: 27 November 2000

The ACT Ambulance Service is seeking applications from people interested in a career as a Paramedic. Successful applicants will be required to complete the course of study leading to the award of Diploma of Applied Science (Ambulance Studies), attend Ambulance calls and assist in the delivery of patient care, complete service documentation as appropriate and drive an Ambulance vehicle in a safe manner.

Contact Officer: Phil Evers (02) 6207 8412
Selection documentation may be obtained from Phil Evers (02) 6207 8412
Apply: 13
CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES

**Environment ACT
ACT Parks and Conservation Service
Ranger 3 \$37,127-\$40,310, Canberra (PN. 13499)**

Closing date: 23/11/2000

Duties: Tidbinbilla Nature Reserve is seeking a highly skilled and motivated Ranger Grade 3 to lead our Ranger team. The ideal applicant will need to possess;

- Demonstrated interpretation delivery, planning and evaluating skills and experience.
- A strong visitor focus with an understanding and belief in the benefits of ecotourism.
- Strong leadership skills to lead the Rangers through a time of change and to be a member of the Reserve's management team.
- Demonstrated skills and experience in wildlife issues/management including captive wildlife.

Eligibility/other requirements: Current driver's licence. Willingness to work regular weekend and shift duty. First aid certificate.

Contact Officer: Rod Hillman (02) 62051221
Selection documentation may be obtained from George Dumetz (02) 62072262

Apply: 34
CC: 148-9028 17218

**Operations Group
Information Planning and Services Branch
ACT Library and Information Services Section
Women's Information Referral Centre**

**Administrative Service Officer Class 5
\$41,207-\$43,694, Canberra (PN. 23399)**

Closing date: 23/11/2000

Duties: Provide information via telephone, electronically, in person or in print, and support and/or provide appropriate referrals to other agencies, to clients on a range of issues, including more complex matters, particularly domestic violence. Initiate and provide proactive, creative and supportive services and programs that reflect customer needs and maximise usage. Liaise with stakeholders and develop strategies to effectively market WIRC operations and activities so as to facilitate access and promote a positive image of WIRC.

Eligibility/other requirements: A tertiary qualification in a relevant field and/or relevant experience.

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer and Selection documentation: Josephine De Flumeri (02) 62050713 or josephine.deflumeri@act.gov.au
Apply: 34 CC: 148-9037 17019

EMPLOYMENT (Continued)

Appointments

ACT COMMUNITY CARE

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

Roslyn Firth: 741-01103, Section 68(1) & 70 (1),
 26 October 2000
 CC: 148-9009-16861

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

Patrick Garden: 741-99955 Section 68(1) & 70
 (1), 26 October 2000
 CC: 148-9009-16861

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

Brian Clark: 741-00792 Section 68(1) & 70 (1),
 26 October 2000
 CC: 148-9009-16861

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

Karyn Reis: 741-00928, Section68(1) & 70(1),
 27 October 2000
 CC: 148-9009-17798

Registered Nurse Level 4.2, \$56,269-64243

Mark Gaukroger: 741-00450, Section68(1) &
 70(1), 16 October 2000
 CC: 148-9009-17798

Disability Support Officer Level 1 \$27,437-28536

Rachel Di Donato: 741-00776,
 Section 68(1) & 70(1), 26 October 2000
 CC: 148-9009-16861

Professional Officer Level 2.5 \$43,545-48,665

Elizabeth Williams: 766-12847,
 Section 68(1) & 70(1), 27 October 2000
 CC: 148-9009-17798

Administrative Service Officer Class 4
\$36,149-39,249

Jennifer Russell: 740-92411, Section 68(1) &
 70(1), 27 October 2000
 CC: 148-9009-17798

CALVARY HOSPITAL INC.

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

Kirrilee Burke: 609-35385, Section 68,
 12/10/2000
 CC: 148-9094-17781

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

Rachelle Ives: 609-35414, Section 68,
 23/10/2000
 CC: 148-9094-17781

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

Marjorie Corson: 609-35430, Section 68,
 26/10/2000
 CC: 148-9094-17781

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

Emiko Skrzypczak: 609-16328, Section 68,
 26/10/2000
 CC: 148-9094-17781

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

Bianca Woodley: 609-35406, Section 68,
 12/10/2000
 CC: 148-9094-17781

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

Michelle Springall: 609-35377, Section 68,
 3/10/2000
 CC: 148-9094-17781

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

Ilanthe Astley-Boden: 609-35481, Section 68,
 25/10/2000
 CC: 148-9094-17781

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

Kerry Frazer: 609-35510, Section 68, 9/11/2000
 CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT

Senior Officer Grade B \$66,577-\$74,948p.a

Robert Charles Allum, 760-75260`
 Section 68, 26 October 2000
 CC: 148-9031-17299

DEPARTMENT OF URBAN SERVICES

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

Josephine De Flumeri: AGS No 757-50658,
 Section 68(1), 27/10/2000
 CC: 148-9037 17019

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

EMPLOYMENT (Continued)

88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or

- * promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

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

EMPLOYMENT (Continued)

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/selector;
- 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

EMPLOYMENT (Continued)

to provide access for all parties to all statements prior to any hearing. Unreasonably late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

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

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

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

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

PAC PROCEDURES

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

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

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

- (a) the departmental statement;
- (b) the written statements of the parties;

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

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

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

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

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

SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to 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.

EMPLOYMENT (Continued)

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

Community Rehabilitation Program

Stephen Isbel: 729-12981

From: Professional Officer Class 2
\$43,545-\$48,665
ACT Community Care
To: Senior Professional Officer Grade C
\$55,133-\$59,446
Community Rehabilitation Program ACT
Community Care, Canberra (PN. 28771)
(17 August 2000)

CC: 148-9009-18269

CHIEF MINISTER'S DEPARTMENT

The InTACT Group

F. Chowdhury AGS No: 754-17804

From: Administrative Service Officer Class 4,
\$36,945-\$40,113p.a
Chief Minister's Department
To: Administrative Service Officer Class 6,
\$44,509-\$51,121p.a (PN: 14311)
CC: 148-9031-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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

Jacinta Mary Ballinger: 755-69146

From: Administrative Service Officer Class 4
\$36945-40113
Department of Education and Community
Services
To: Administrative Service Officer Class 5
\$41207-43694
Child Protection Services Section, Department of
Education and Community Services, Canberra
(PN. 11398) (No 31, 3 August 2000)

Note: Position was advertised as several
vacancies

CC: 148-9013-16917

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

Lynne Parsons: 755-67917

From: Administrative Service Officer Class 4
\$36945-40113
Department of Education and Community
Services
To: Administrative Service Officer Class 5
\$41207-43694
Child Protection Services Section, Department of
Education and Community Services, Canberra
(PN. 314) (No 31, 3 August 2000)

Note: Position was advertised as several
vacancies

CC: 148-9013-16917

EMPLOYMENT (Continued)

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

Leanne Maree Cercone: 761-24093
From: Administrative Service Officer Class 4
\$36945-40113
Department of Education and Community Services
To: Administrative Service Officer Class 5
\$41207-43694
Child Protection Services Section, Department of Education and Community Services, Canberra (PN. 11401) (No 31, 3 August 2000)

Note: Position was advertised as several vacancies
CC: 148-9013-16917

Human Resources Branch

Jane Malcolm: 033-43885
From: Administrative Service Officer Class 2
\$29102-32371
Department of Education and Community Services
To: Administrative Service Officer Class 4
\$36945-40113
Executive Assistant, Department of Education and Community Services, Canberra (PN. 448) (No.32, 10 August 2000)

CC: 148-9013-16917

DEPARTMENT OF URBAN SERVICES

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

**Operations Group
City Operations Branch
Parking Operations Section**

S. L. Fox: AGS No 711-24481
From: Administrative Service Officer Class 5
\$41,410-\$43,909
Urban Services
To: † Senior Officer Grade C \$56,624-\$61,054
Parking Operations Section Urban Services, Canberra (PN. 10554) (Gazette No. 32, 17/8/2000)
CC: 148-9015 17719

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 Administrative Officer, Central Office, 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 Instruments of the Australian Capital Territory have been made. Copies of the Instruments 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>Legislative Assembly (Members' Staff) Act 1989</i>	Terms and Conditions of Employment of Staff of Members pursuant to Section 11(2).	No. 332 of 2000
<i>Legislative Assembly (Members' Staff) Act 1989</i>	Terms and Conditions of Employment of Staff of Office-holders pursuant to Section 6(2).	No. 333 of 2000
<i>Health and Community Care Services Act 1996</i>	Revocation and Determination of Fees and Charges.	No. 334 of 2000
<i>Bookmakers Act 1985</i>	Determination of a Place to be a Sports Betting Venue.	No. 335 of 2000
<i>Bookmakers Act 1985</i>	Determination of a Place to be a Sports Betting Venue.	No. 336 of 2000
<i>Bookmakers Act 1985</i>	Determination of a Place to be a Sports Betting Venue.	No. 337 of 2000
<i>Bookmakers Act 1985</i>	Determination of a Place to be a Sports Betting Venue.	No. 338 of 2000
<i>Bookmakers Act 1985</i>	Determination of a Place to be a Sports Betting Venue.	No. 339 of 2000
<i>Bookmakers Act 1985</i>	Determination of Directions for the Operation of a Sports Betting Venue.	No. 340 of 2000

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY****TAXATION ADMINISTRATION ACT 1999****REPEAL**

I, Gary Humphries, Treasurer, hereby **REPEAL** the order made pursuant to paragraph 26(2)(b) of the *Taxation Administration Act 1999* and notified in the Australian Capital Territory Gazette No. 26 of 29 June 2000.

Dated this 23rd day of October 2000

GARY HUMPHRIES
TREASURER

AUSTRALIAN CAPITAL TERRITORY**TAXATION ADMINISTRATION ACT 1999****EXPLANATORY STATEMENT**

The *Taxation Administration Act 1999* (the Act) deals with the administration of various tax laws relating to the imposition and collection of certain taxes, duties and fees. Section 25 imposes interest on tax defaults, while section 26 provides specific details of the interest rate and how the market rate component of that rate may be set. Paragraph 26 (2) (b) empowers the Minister to specify (and thus repeal) the market rate component by order published in the Gazette.

Following the repeal last year of the Commonwealth legislation from which the market rate under the Act was picked up automatically every six months, it has been necessary for the rate to be set by order of the Minister. However, a recent amendment to the Act has allowed the process to once again become automatic under paragraph 26 (2) (a), precluding the need for an order under paragraph 26 (2) (b). As in NSW, the market rate component is the relevant Treasury Note yield rate rounded to the 2nd decimal place (rounding 0.005 upwards).

This instrument repeals the Order of the Minister under paragraph 26 (2) (b) of the Act, which was notified in the Australian Capital Territory Gazette No. 26 of 29 June 2000. Repeal is necessary to allow the automatic process to take over. On the repeal of the Order, the market rate component will remain at the current rate of 6.00% per annum until the next automatic review on 1 January 2001.

GOVERNMENT NOTICES (Continued)

NOTIFICATION OF THE MAKING OF A REGULATION

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

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Remand Centres Act 1976</i>	Remand Centres Regulations Amendment	No. 45 of 2000

ACT GOVERNMENT PLANNING AND LAND MANAGEMENT GROUP

DRAFT VARIATION NO.162 TO THE TERRITORY PLAN MINI-HYDRO POWER PLANTS AT COTTER AND CORIN DAMS

In accordance with Section 24(2) of the *Land (Planning and Environment) Act 1991*, the Planning and Land Management Group of Urban Services is making available for public inspection the documents submitted to the Minister in relation to:

- **draft Variation No.162 to the Territory Plan relating to Mini-Hydro Power Plants at Cotter and Corin Dams.**

The documents relating to this draft Variation are now available for perusal:

- at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours; and
- at the PALM Shopfront at 16 Challis Street, Dickson during normal office hours.

GOVERNMENT NOTICES (Continued)

ACTFB PROMOTIONS

I, Ian Mountford Bennett, Fire Commissioner, hereby promote the following members under Section 29(1) of the Fire Brigade (Administration) Act 1974.

These promotions are provisional and may be subject to appeal under Section 33 of the Act. Members of the Brigade who wish to lodge an appeal against these provisional promotions may obtain written information on the appeal process by contacting the Recruitment Officer at ACT Emergency Services Bureau Headquarters, 123 Carruthers Street, Curtin or by telephoning (02) 6207 8418 during business hours.

The only ground for appeal is greater efficiency. Appeals must be lodged by 4:51pm on the fourteenth day after the date of this Gazette with the Convenor, ACT Fire Brigade Promotion Appeals Committee, Merit Protection and Review Agency, Level 3, 65-67 Constitution Avenue, Campbell ACT 2601.

Number	Name & Init	Promoted From	Promoted To	Effective Date
747-54868	Crosbie Brendan	1 st Class Firefighter Grade B	1 st Class Firefighter Grade A	15 July 2000
747-54841	Thorpe Paul	1 st Class Firefighter Grade A	Senior Fighter	17 July 2000
747-54809	Hayes-Mal	1 st Class Fighter Grade A	Senior Firefighter	21 August 2000

I M Bennett
 Fire Commissioner
 1 November 2000

NOTIFICATION OF AN INSTRUMENT MADE UNDER THE PUBLIC ROADS ACT 1902 (NSW)

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Part of a Public Road – Division of Griffith.	No. R44/00 of 2000

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Mental Health (Treatment and Care) Act 1994

DELEGATION OF POWERS OF CHIEF PSYCHIATRIST

EXPLANATORY STATEMENT

There is a provision under the *Mental Health (Treatment and Care) Act 1994* for the appointed Chief Psychiatrist to delegate her powers.

Part X Section 118 of the Act states:

- * The Chief Psychiatrist may, with approval of the Minister, delegate by instrument any of his or her powers to a psychiatrist who is a public servant or is engaged by the Territory.

The Minister for Health, Housing and Community Care has approved that the Chief Psychiatrist of Mental Health Services may delegate her powers under the *Mental Health (Treatment and Care) Act 1994*.

The signed delegations for six psychiatrists are attached. These delegations are required to enable the Chief Psychiatrist to delegate, when required, her powers under the *Mental Health (Treatment and Care) Act 1994*. All of the attached instruments will enable any one of the psychiatrists named on the Instrument to perform duties of the Chief Psychiatrist when required.

All of the psychiatrist are public servants or are engaged by the Territory.

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

DELEGATION OF POWERS OF CHIEF PSYCHIATRIST

I, **CATHY ANNE OWEN** Chief Psychiatrist in accordance with Section 118 of the *Mental Health (Treatment and Care) Act 1994* **HEREBY DELEGATE** all my powers under the Act to **KATHRYN MAY ROHAN** a psychiatrist employed under the *Public Sector Management Act 1994*.

Dated this 23rd day of October 2000

CATHY ANNE OWEN
CHIEF PSYCHIATRIST

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

DELEGATION OF POWERS OF CHIEF PSYCHIATRIST

I, **CATHY ANNE OWEN** Chief Psychiatrist in accordance with Section 118 of the *Mental Health (Treatment and Care) Act 1994* **HEREBY DELEGATE** all my powers under the Act to **PORPAVAI KASIANNAN** a psychiatrist employed under the *Public Sector Management Act 1994*.

Dated this 23rd day of October 2000

CATHY ANNE OWEN
CHIEF PSYCHIATRIST

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

DELEGATION OF POWERS OF CHIEF PSYCHIATRIST

I, **CATHY ANNE OWEN** Chief Psychiatrist in accordance with Section 118 of the *Mental Health (Treatment and Care) Act 1994* **HEREBY DELEGATE** all my powers under the Act to **STEFAN NESZPOR** a psychiatrist employed under the *Public Sector Management Act 1994*.

Dated this 23rd day of October 2000

CATHY ANNE OWEN
CHIEF PSYCHIATRIST

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

DELEGATION OF POWERS OF CHIEF PSYCHIATRIST

I, **CATHY ANNE OWEN** Chief Psychiatrist in accordance with Section 118 of the *Mental Health (Treatment and Care) Act 1994* **HEREBY DELEGATE** all my powers under the Act to **RAJEEV KUMAR** a psychiatrist employed under the *Public Sector Management Act 1994*.

Dated this 23rd day of October 2000

CATHY ANNE OWEN
CHIEF PSYCHIATRIST

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

DELEGATION OF POWERS OF CHIEF PSYCHIATRIST

I, **CATHY ANNE OWEN** Chief Psychiatrist in accordance with Section 118 of the *Mental Health (Treatment and Care) Act 1994* **HEREBY DELEGATE** all my powers under the Act to **JUDITH ALISON RAYMOND** a psychiatrist employed under the *Public Sector Management Act 1994*.

Dated this 23rd day of October 2000

CATHY ANNE OWEN
CHIEF PSYCHIATRIST

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY****RADIATION ACT 1983****Section 73****NOTIFICATION OF DECISIONS**

Pursuant to Section 73 of the Australian Capital Territory Radiation Act 1983, the Radiation Council hereby gives notice of the particulars of the following decisions of Council made on 30 October 2000.

REGISTRATION OF IRRADIATING APPARATUS (paragraph 73(1)(d))

Owner	Christopher Bourke
Description	Sirona Heliodont dental x-ray machine, with Sirona SR 60/70/7L tube, 60kVp 7mA
Location	S/Nos 11130/12239, 17865/297360 Suite 1 McKay Gardens Professional Centre Turner
Conditions	Diagnostic dental examinations.
Owner	Dr Peter D Wong
Description	Gendex Densomat dental x-ray machine, model 986900200101 with Oralix 65S tube
Location	S/Nos 910268, 050340 65 kVp, 7.5mA 2/12 Napier Close Deakin
Conditions	Diagnostic dental examinations.

APPROVAL FOR ALTERATION OR MODIFICATION OF REGISTERED IRRADIATING APPARATUS (paragraph 73(1)(e))

Owner	Department of Urban Services
Description	Veterinary x-ray unit Philips Practix, 90kVp, 25mA, S/Nos C353014, C348223 40641
Location	Tidbinbilla Nature Reserve
Conditions	Veterinary radiography.
Owner	ACT X-ray Services Pty Ltd
Description	GE Medical Systems CTi scanner with MX200 CT tube housing and MX200 CT tube insert model 2120785. S/Nos 2620GM3, 2686G14
Location	140kVp, 400mA CT Room Brindabella Specialist Centre Palmer Street, Garran
Conditions	Diagnostic radiography.

GRANTING OF LICENCE (paragraph 73(1)(b))

Licensee	Dr Peter D Wong
Address	2/12 Napier Close Deakin ACT 2600
Authorised Activities	Use, cause or permit to use, irradiating apparatus.
Conditions	Diagnostic dental radiography.

GOVERNMENT NOTICES (Continued)

Licensee Susan Louise Bruce
 Address 51 Skinner Street
 Cook ACT 2614
 Authorised Activities Own or have in possession, use, cause or permit to use,
 irradiating apparatus.
 Conditions Veterinary radiography.

VARIATION OF CONDITIONS SPECIFIED IN A LICENCE
(paragraph 73(1)(c))

Licensee Ansett Australia
 Address Ansett Australia Terminal
 Canberra Airport
 Authorised Activities Own or have in possession, use, cause or permit to use,
 irradiating apparatus.
 Conditions Operation of baggage inspection equipment. Radiation Safety Officer:
 Philip J Hearne.

Licensee Phillip Andrew
 Address 3 Bulli Place
 Fisher ACT 2611
 Authorised Activities Use, cause or permit to use, irradiating apparatus.
 Conditions Veterinary radiography.

Review by the ACT Administrative Appeals Tribunal - Any Persons whose interests are adversely affected by this decision may apply to the Tribunal to have the decision reviewed.

Reasons - If you wish to obtain a statement of reasons to explain why the decision was made you should write within 28 days of this notice to the ACT Radiation Council, GPO Box 825, Canberra 2601.

Location of the ACT Administrative Appeals Tribunal - The Tribunal is located on the 4th Floor, Canberra House, 40 Marcus Clarke Street, Canberra City.
 Postal Address: GPO Box 9955, Canberra 2601. Telephone: 6243 4611. Facsimile: 6247 0962. Document Exchange: DX 5727.

Powers of the ACT Administrative Appeals Tribunal - The Tribunal is an independent body. The Tribunal can agree with, change or reject the original decision, substitute its own decision or send the matter back to the decision maker for reconsideration in accordance with Tribunal recommendations.

How to apply to the ACT Administrative Appeals Tribunal - Simply write within 28 days explaining the details to the decision and the reasons for asking for a review.

Cost - To lodge an application there is a fee. You may apply to have the fee waived on the grounds of hardship. No fee is payable if you are receiving legal assistance.

Access to documents - You may apply for access to any documents relevant to this decision under the ACT *Freedom of Information Act 1989*. For more information contact the Freedom of Information Officer, Department of Health and Community Care, on phone 62051340.

Dated this 30th day of October 2000.

Joseph Lising
Chairperson
Radiation Council

GOVERNMENT NOTICES (Continued)**Cotter Pumping Station Precinct
Interim Heritage Place Register**

Pursuant to section 60(1) of the *Land (Planning and Environment) Act 1991* notice is given that the *Cotter Pumping Station Precinct* has been included in an interim Heritage Places Register.

Copies of this Register may be viewed at the Environment Information Centre, Level 2, Macarthur House, 12 Wattle Street, Lyneham or at ACT Government Shopfronts and Public Libraries.

EFFECT OF INCLUSION IN AN INTERIM REGISTER

Pursuant to section 55 of the *Land (Planning and Environment) Act 1991*, during the defined period an interim Heritage Places Register has effect as if it were the Heritage Places Register. The Territory, the Executive, a Minister, or a Territory authority shall not do any act, or approve the doing of any act, which would be inconsistent with the Heritage Places Register.

The 'defined period' means the period commencing on the date the interim Register is notified in the Gazette under section 60 and terminating at the expiration of – (a) the day before the date a Heritage Places Register prepared in consideration of the interim Register comes into effect under section 30; or
(b) the period specified in that notice in the Gazette; whichever is shorter.

REVIEW OF DECISION

Pursuant to section 282A(5) of the *Land (Planning and Environment) Act 1991*, a person whose interests are substantially and adversely affected by the decision may apply to the Administrative Appeals Tribunal (AAT) for a review of the above decision of the Heritage Council to include the place listed above to an interim Heritage Places Register.

FURTHER INFORMATION

Enquiries in regard of this listing or appeal processes should be made to:
The Secretary, ACT Heritage Council, PO Box 144, LYNEHAM ACT 2602
Telephone: 6207 7378 Facsimile: 6207 2200

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*, environmental authorisations to conduct activities have been received from the organisations set out below:

Organisation	Brief Description of Activity	Location
Corkhill Brothers Sales Pty Ltd	Composting Waste	Mugga Landfill ACT

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 COB 24 November 2000. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Copies of the application may be obtained from the Environment Management Authority by telephoning the Environment ACT Helpline on (02) 62079777 or at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Annual Review of Environmental Authorisations

Notice is hereby given that the following environmental authorisations have been reviewed under Section 57 of the *Environment Protection Act 1997* (the Act) and the Environment Management Authority decided not to take any action under the Act in respect of these authorisations.

Organisation	Brief Description of Activity	Location
A & H Moses	Use of CFCs and HCFCs	1 Forwood St Monash ACT
Terry Pulford Smash Repairs Pty Ltd	Use of CFCs and HCFCs	80 Barrier Street Fyshwick ACT
Ideal Rayson Pty Ltd	Use of CFCs and HCFCs	129 Gladstone Street Fyshwick ACT
Tyco Services	Use of CFCs and HCFCs	61 Tennant Street Fyshwick ACT
Ming Automotive	Use of CFCs and HCFCs	1/30 Lyell Street Fyshwick ACT
Barrett Brothers Smash Repairs	Use of CFCs and HCFCs	1 Albany Street Fyshwick ACT
Capital Airconditioning & Refrigeration	Use of CFCs and HCFCs	1 Wallen Place McKellar ACT
Carrier Airconditioning Pty Ltd	Use of CFCs and HCFCs	27-29 Collie Street Fyshwick ACT
Murrays Charter Coaches & Travel Service Pty Ltd	Use of CFCs and HCFCs	1 Mugga Lane Red Hill ACT
Bob Belin Refrigeration	Use of CFCs and HCFCs	14 Apsley Place Kaleen ACT
DASCEM Holdings Pty Ltd	Use of CFCs and HCFCs	Level 6, Yarra Tower, World Trade Centre Melbourne VIC

GOVERNMENT NOTICES (Continued)

Australian War Memorial	Use of CFCs and HCFCs	Callan Street Mitchell ACT
Canberra Horticultural Maintenance Pty Ltd	Pest Control	60 Bambridge St Weetangra ACT
Arestapest Envirosafe Pest Management Supreme Pest Control	Pest Control Pest Control	PO Box 60 Duffy ACT PO Box 846 Belconnen ACT
City Group Pty Ltd	Pest Control	PO Box 36 Mitchell ACT
IKANDOO	Pest Control	PO Box 339 Kippax ACT

Variation of an Environmental Authorisation

Notice is hereby given that pursuant to Section 60 of the *Environment Protection Act 1997*, authorisation number 0006 has been varied as follows:

Organisation	Brief Description of Activity	Variation to Authorisation	Location
National Exhibition Centre Trust	Summernats	Date of Summernats	Exhibition Park in Canberra
		4 th , 5 th , 6 th and 7 th January 2001	
		3 rd , 4 th , 5 th and 6 th January 2002	
		9 th , 10 th , 11 th and 12 th January 2003	
		8 th , 9 th , 10 th and 11 th January 2004	
		6 th , 7 th , 8 th and 9 th January 2005	
		5 th , 6 th , 7 th and 8 th January 2006 4 th , 5 th , 6 th and 7 th January 2007	

Under Section 135 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 review 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 9th day of November 2000
Environment Management Authority

