



Australian Capital Territory

# Gazette

No. 28, Thursday 12 July, 2001

## Contents

General Information	ii
Employment	747
Gazette Information	767
Government Notices	768

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

## GENERAL INFORMATION

### ACT GOVERNMENT GAZETTE

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

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

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### Notices for Publications

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

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

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

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

### Private Notices

The fee for a private notice is as follows:

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

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

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

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## EMPLOYMENT

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### ACT Public Service

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### Executive Contracts

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#### Appointments

#### **DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

##### **Phillip Thompson**

Registrar  
The Magistrates' Court (E061)  
Section 72, Public Sector Management Act 1994

#### **DEPARTMENT OF URBAN SERVICES**

##### **Simon Holtby**

Executive Director  
Operations (E201)  
Section 72, Public Sector Management Act 1994

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### General Information

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#### Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

appointment to an advertised vacancy:

\* if still employed in that temporary job; and

\* the six months eligibility period is reached before the applications close.

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

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

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

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

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### Vacancies

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

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

Senior Professional Officer Grade C  
\$57,191 - \$61,666, Canberra (PN. 26047)  
Closing date: 26 July 2001  
Duties: Undertake the operations of the Pharmaceutical Services aspect of the Drugs and Therapeutics Program comprising the functions of surveillance of the manufacture, research and commerce in: drugs of dependence under the Drugs of Dependence Act; poisons (including pesticides) under the Poisons Act; therapeutic goods (inc medicines) under the Public Health (sale of Food and Drugs) Regulations, Pharmacy Act, Poisons and Drugs Act and Code of Good Manufacturing Practice. Coordinate the complete and accurate collection of data for the monitoring of movements and prescribing of drugs of dependence from the wholesaler to the doctor/patient level. Carry out investigations to detect breaches of the law.  
Eligibility/other requirements: Eligible for registration as Pharmacist in ACT. Minimum of 5 years relevant post graduate experience.  
Note: This position is a temporary vacancy for twelve months from October 2001 until October 2002.  
Contact Officer: George Stefanoff  
(02) 6207 3974  
Selection documentation may be obtained from Cathie McIntosh (02) 6205 1710  
Apply: 20  
CC: 148-9011-16889

**EMPLOYMENT (Continued)****Central Office  
Business Services Bureau  
Supply Services**

Administrative Service Officer Class 4  
\$37,499 - \$40,714 Canberra (PN.21721)  
Closing date: 26 July 2001

**Group Profile:** BSB Supply Services is responsible for supplying health-related consumables to all major health services in the ACT. Provides on-line requisitioning service, integrated receipt and distribution/delivery services and specialist courier services.

**Duties:** Under general direction purchase **inventory** goods and services on behalf of the Department of Health, Housing and Community Care. Liaise with clients, suppliers and departmental personnel. Enter data into the Purchasing and Financial Management System. Supervise and assist in the training of subordinate staff.

Eligibility/other requirements: Completion of Certificate IV in contract management of equivalent. Sound knowledge and experience in purchasing activities particularly related to the Health Supply field. A knowledge and understanding of the principles and practices of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Mario Silec (02) 6205 0800  
Selection documentation may be obtained from Mario Silec (02) 6205 0800

Apply: Susan Goode, BSB Supply Services, PO Box 47, MITCHELL ACT 2911  
CC: 148-9011-16882

**Central Office  
Business Services Bureau  
Supply Services**

Administrative Service Officer Class 4  
\$37,499 - \$40,714 Canberra (PN.21722)  
Closing date: 26 July 2001

**Group Profile:** BSB Supply Services is responsible for supplying health-related consumables to all major health services in the ACT. Provides on-line requisitioning service, integrated receipt and distribution/delivery services and specialist courier services.

**Duties:** Under general direction purchase **non-inventory** goods and services on behalf of the Department of Health, Housing and Community Care. Liaise with clients, suppliers and departmental personnel. Enter data into the Purchasing and Financial Management System. Supervise and assist in the training of subordinate staff.

Eligibility/other requirements: Completion of Certificate IV in contract management of equivalent. Sound knowledge and experience in purchasing activities particularly related to the Health Supply field. A knowledge and understanding of the principles and practices of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Mario Silec (02) 6205 0800  
Selection documentation may be obtained from Mario Silec 02-6205 0800

Apply: Susan Goode, BSB Supply Services, PO Box 47, MITCHELL ACT 2911  
CC: 148-9011-16882

**Community Health and Housing  
Housing Policy and Planning  
Administrative Service Officer Class 5  
\$41 825 - \$44 349, Canberra (PN. 20062)**

**Closing date:** 26 July 2001

**Duties:** The position involves assisting in the developing and coordinating of policy and purchasing for public and community housing in the ACT.

**Contact Officer:** David James (02) 6250 1785  
**Selection documentation may be obtained from** Deborah Duff (02) 6207 2323

**Apply:** 23  
**CC:** 148-9011-17913

**Community Health and Housing  
Housing Policy and Planning  
Administrative Service Officer Class 5  
\$41 825 - \$44 349, Canberra (PN. 01829) (Short-term acting vacancy for filling immediately to 12 November 2001)**

**Closing date:** 26 July 2001

**Duties:** The position involves assisting in the developing and coordinating of policy and purchasing for public and community housing in the ACT.

**Contact Officer:** David James (02) 6250 1785  
**Selection documentation may be obtained from** Deborah Duff (02) 6207 2323

**Apply:** 23  
**CC:** 148-9011-17913

**Central Office  
Community Health and Housing  
Consumer Priorities**

Senior Officer Grade B \$67,576 - \$76,073  
Canberra (PN.27353)  
Closing date: 26 July 2001

**Duties:** As a Unit Manager, Team Leader or a Subject Specialist, perform all or some of the following duties: Provide high level policy and strategic advice to the Executive Management Team on policy, planning and purchasing of human services, particularly in relation to aged care, indigenous, men's, women's and children's health issues. Represent the Department at inter-governmental forums and develop effective working relationships with other Agencies, other Governments, the non-government sector and the community. Manage the utilisation and allocation of resources in accordance with strategic plans and intergovernmental agreements for community health services. Develop, review, oversee and evaluate activities and projects to improve the provision of services for the aged, indigenous and other community health services. Eligibility/other requirements: ESSENTIAL – Proven ability in effective leadership and management at a senior level within a complex working environment. Experience in community health or human service delivery processes in Government would be an advantage. A knowledge and understanding of the principles and practices of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.  
Contact Officer: Glensy Beauchamp (02) 6205 0839

**EMPLOYMENT (Continued)**

Selection documentation may be obtained from Colleen McMillan (02) 6205 0880 or  
E-mail: colleen.mcmillan@act.gov.au  
Apply: 23  
CC: 148-9011-17913

**Central Office  
Community Health and Housing  
Community Health and Service Improvement**

Senior Officer Grade B \$67,576 - \$76,073  
Canberra (PN.11196)  
Closing date: 26 July 2001  
Duties: As a Unit Manager, Team Leader or a Subject Specialist, perform all or some of the following duties: Provide high level policy and strategic advice to the Executive Management Team on policy, planning and purchasing of human services. With other Managers, initiate, develop and review arrangements for activities in the community health and housing area. Ensure services are benchmarked and reflect best practice. Represent the Department in high level liaison and negotiations with customers, other Agencies, Unions and other Governments. Oversee the Group's financial, reporting and coordination responsibilities.

Eligibility/other requirements: These duties are performed under broad direction in accordance with best practice management principles. Qualifications and experience relevant to delivery of human services, contract management and policy advice is essential. A knowledge and understanding of the principles and practices of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.  
Contact Officer: Glenys Beauchamp  
(02) 6205 0839

Selection documentation may be obtained from Colleen McMillan (02) 6205 0880 or  
E-mail: colleen.mcmillan@act.gov.au  
Apply: 23  
CC: 148-9011-17913

**THE CANBERRA HOSPITAL**

**The Canberra Hospital  
Nursing Branch  
Ward 10A – Plastics / ENT / General Surgery**

Registered Nurse Level 2 \$43,711 - \$46,474,  
Canberra (PN. 22457)  
Closing date: 26<sup>th</sup> July 2001  
Duties: Provide comprehensive direct patient care by utilising the nursing process; act as a role model in the provision of holistic patient care; liaise with patient care team members 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 twelve months experience in surgical nursing or holds a relevant post registration qualification.  
Contact Officer: Cheryl Ross (02) 6244 2364  
Selection documentation may be obtained from the Human Resource Management Group  
(02) 6244 2257  
Apply: 16  
CC: (1948)

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

Registered Nurse Level 2 \$43,711 - \$46,474,  
Canberra (PN. 22520 & 22283)  
Closing date: 26 July 2001  
Duties: Provide comprehensive direct patient care by utilising the nursing process. Act as a role model in the provision of holistic patient care; liaise with patient care team to achieve an agreed standard of care.  
Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board. A minimum of three years recent post registration full-time or equivalent experience. A period of demonstrated competency at an advanced level in a relevant Critical Care environment. Holds or is working towards a relevant post basic qualification.  
Note: PN22520 is a permanent full-time night duty vacancy. PN 22283 is a temporary full-time vacancy available immediately until November 2002.  
Contact Officer: Julie Kussy (02) 6244 3825 or 6244 2222 page No. 50243  
Selection documentation may be obtained from Human Resource Management Group  
(02) 6244 3139  
Apply: 16  
CC: 1963

**ACT COMMUNITY CARE**

**Alcohol and Drug Program  
Director**

**ACT Community Care** is the major provider of community-based health and disability services in the ACT.

We are looking for an experienced and appropriately qualified person to provide high level leadership and formulate strategic direction for the extensive health and community services in the Alcohol and Drug Program.

**This position is classified as:**

Senior Professional Officer Grade A  
The director will manage a dynamic and complex program and build and sustain relationships with other government and community partners in the sector.  
She/He will have a demonstrated ability to manage financial, physical and human resources in a changing environment and will be expected to deliver high quality health care outcomes.

**Eligibility:** Mandatory qualifications apply for this position. Postgraduate health administration/management or other relevant tertiary qualifications are highly desirable.

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

**EMPLOYMENT (Continued)**

**Further information:** Laurann Yen  
(02) 6207 1212.

**Selection documentation and information kit on the position:**

**Helen Stravens (02) 6205 1937.**

Applications close 26 July 2001

Apply: 21

CC: 148-9009-16852

**Integrated Health Care Program  
Intake Assessment Unit  
Occupational Therapist**

Professional Officer Class 2 \$44,111 - \$49,298,  
Canberra (PN. 28253)

Salary packaging with FBT exemption under PI  
conditions is available

Closing date: 26 July 2001

The Intake and Assessment Unit is seeking an  
Occupational Therapist. The successful  
applicant will have the relevant education and  
experience to efficiently assess, plan and  
coordinate the comprehensive care of clients  
seeking services from the Integrated Health  
Care Program and other community agencies.

Eligibility: Mandatory qualifications apply.

Note: Permanent Part Time Position, 3 days

(22:03 hours) per week

Contact Officer: Michele Hall (02) 6205 1194

Selection Documentation: Helen Smith

(02) 6205 1297

Apply: 21

CC: 148-9009-17798

**Integrated Health Care Program  
Occupational Therapy Dept  
at The Canberra Hospital**

Professional Officer Class 1 \$30,761 - \$43,155,  
Canberra (PN 20866)

Salary packaging with FBT exemption under PBI  
conditions is available

Closing date: 26 July 2001

Duties: The Integrated Health Care Program is  
seeking a suitably qualified occupational  
therapist to provide skilled assessment and  
intervention within an acute care setting. The  
successful applicant will work as part of a  
multidisciplinary team within The Canberra  
Hospital. Good communication skills and the  
ability to work with a range of medical and  
surgical conditions is required.

Eligibility: Mandatory professional  
qualifications.

Contact Officer: Prue Campbell, Manager

Occupational Therapy (02) 6244 3286

Selection Documentation: Jan Gillies

(02) 6244 3286

Apply: 21

CC: CC: 148-9009-17798

**Disability Program**

**Disability Support Officer Level 1**

**Permanent Full Time, Part time & Casual  
Positions**

**(\$27,794 - \$28,907pa)**

**(Penalty payments increase the base income,  
salary will be pro rata on hours worked)**

Do you want an interesting and stimulating  
career? By becoming a Disability Support  
Officer you can provide direct day to day  
support to people with a wide range of  
disabilities. Opportunities exist for you to work  
with both adults and children with disabilities.

To be successful you will need to demonstrate  
your understanding of and ability to promote the  
valued status of people with disabilities. You  
will also need to have respect for the individual  
rights and dignity of people with a disability. If  
you can demonstrate that you have experience  
in a similar role or that you have the potential to  
develop relevant skills, you will be considered  
for appointment.

Note: These positions are located in Canberra.  
A current First Aid Level 1 Certificate and  
current driver's licence are essential.

**To obtain an Application Kit please phone  
(02) 6205 0971 or it may be downloaded from  
[www.communitycare.act.gov.au/employment/  
index.html](http://www.communitycare.act.gov.au/employment/index.html)**

Applications Close: 26 July 2001

Apply: 21

CC 148-9009-16861

**Alcohol and Drug Program  
Regional Manager – South Region**

Senior Professional Officer Grade C/Senior  
Officer Grade C \$55,850 - \$60,219, Registered  
Nurse 4.2 \$61,040 Canberra (PN. 28407  
temporary vacancy)

Multi-classified position to be filled at one of the  
above levels

Salary Packaging with FBT exemption under  
PBI conditions may be available

Closing date: 26 July 2001

The Alcohol and Drug Program has a Regional  
Manager position that is expected to become  
available in the near future.

The regional manager is responsible for  
overseeing all activities within a defined  
geographic area. Duties include managing  
casework activities, staff supervision,  
coordinating the provision of high quality client  
services, monitoring work flow and coordinating  
and allocating resources. The regional teams  
will provide a range of alcohol and other drug  
services. This dynamic position also involves  
working in a small committed and cohesive  
management team.

Eligibility: Mandatory qualifications apply

Note: Temporary vacancy from asap for 3  
months with a possible extension to be filled at  
either SPOGC, SOGC or RN 4.2 level.

Contact Officer: Sally Pink (02) 6205 2121

Selection Criteria: Katrina Gerholt

(02) 6205 2121

Apply: 21

CC: 148-9009-16852

**Alcohol and Drug Program  
South Region**

Registered Nurse Level 3 \$48,342 - \$51,459,  
Canberra (PN 28409)

Salary Packaging with FBT exemption under  
PBI conditions is available

Closing date: 26 July 2001

A senior clinical position is available for  
appointment in the Program. The position  
oversees the clinical components of client  
services and provides clinical supervision and  
support to nursing staff. The clinical focus is on  
processes, practice models and standards  
involved in the delivery of nursing related  
services

Eligibility: Registration, or eligibility for  
registration, as a General or Psychiatric Nurse  
with the ACT Nurses Registration Board.

**EMPLOYMENT (Continued)**

For further information please call Sally Pink (02) 6205 2121.  
Selection documentation can be obtained from Katrina Gerholt (02) 6205 2121.  
Apply: 21  
CC: 148-9009-16852

**Child, Youth and Women's Health Program  
Breast and Cervical Screening Services  
Health Promotion Recruitment Officer**

Administrative Service Officer Class 5  
\$40,943 - \$43,309, Canberra (PN. 22617 temporary vacancy)  
Salary Packaging with FBT exemption under PBI conditions may be available  
Closing date: 23 July 2001 (11 days closing)  
The ACT Breast and Cervical Screening Programs are public health programs that work to reduce the incidence of breast and cervical cancer in women. The recruitment officers work to increase the number of women who participate in the programs.

We have an opportunity for a highly motivated individual to join our team for 12 months. You will have experience in designing, implementing and evaluating health promotion activities. You will understand the issues affecting the participation of women in the breast screen and cervical screening programs. Written and oral communication skills will be one of your strengths and you will have experience liaising with government, non government and community groups.  
Essential: A current drivers licence.  
Desirable: Experience in a health related field or tertiary qualification in a health related discipline.

Note: Temporary vacancy available on 12 month contract 28 hours per week  
For information contact Jacqui Bear (02) 6205 1614 [jacqui.bear@act.gov.au](mailto:jacqui.bear@act.gov.au)  
For selection documentation contact Sue Howe (02) 6205 3327 [sue.howe@act.gov.au](mailto:sue.howe@act.gov.au)  
Apply: 21  
CC: 148-9009-16857

**Integrated Health Care Program  
Victims Services Scheme**

Professional Officer Class 2 \$44,111 - \$49,298  
Canberra (PN 29174 temporary vacancy)  
Closing date: 26 July 2001  
Duties: The PO2 will work as Intake Officer/Case Manager in a multidisciplinary team responsible for providing initial intake and assessment, including determination of eligibility for services, to people affected by crimes committed in the ACT. The position requires the officer to provide counselling, debriefing and case management to facilitate the rehabilitation of victims of crime.  
The VSS is the contracted provider with the Department of Justice and Community Safety to offer services to victims of crime. Services may be through a mix of in-house and community and private providers. In addition to direct client services the position offers opportunities to participate in community networking and education activities.  
Eligibility /other requirements: Tertiary qualifications in Psychology, Social Work or

Counselling with current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation. It is anticipated that the successful candidate will have experience in working with victims of crime and knowledge of the psychological impact of trauma and appropriate intervention strategies.

Note: the position is part-time (up to 30 hours per week) and offered as a fixed term contract from asap to 31 December 2003.

Contact Officer: Anne Barrie  
(02) 6205 1840  
Selection Documentation: Wendy Makin  
(02) 6205 2431  
Apply: 21  
CC: CC: 148-9009-17798

**CALVARY HEALTH CARE ACT****Nursing Services****Ward 4W**

Registered Nurse Level 2 \$46,073 - \$48,985, Canberra (PN. 8230)  
Closing date: 19 July 2001  
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: TTY 6201 6127  
Contact Officer: Sue Gosling (02) 6201 6166  
Selection documentation may be obtained from Jan Smith (02) 6201 6160  
Apply: 07  
CC: 148-9094-17781

**Nursing Services****Ward 5E**

Registered Nurse Level 2 \$46,073 - \$48,985, Canberra (PN. 8718)  
Closing date: 19 July 2001  
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: TTY 6201 6127  
Contact Officer: Sue Minter (02) 6201 6162  
Selection documentation may be obtained from Jan Smith (02) 6201 6160  
Apply: 07  
CC: 148-9094-17781

**EMPLOYMENT (Continued)****Nursing Services****Ward 4 East**

Registered Nurse Level 3 \$50,804 - \$55,335, Canberra (PN. 8364)  
 Closing date: 19 July 2001  
 Duties: Provide leadership and be responsible for the co-ordination of total patient care activities within a defined clinical area.  
 Eligibility/other requirements: Current registration as a General Nurse by the ACT Nurses Board.  
 Note: TTY (02) 6201 6127  
 Contact Officer: Sue Gosling (02) 6201 6166  
 Selection documentation may be obtained from Jan Smith (02) 6201 6160  
 Apply: 07  
 CC: 148-9094-17781

**Administrative Services****Biomedical Engineering**

Calvary Technical Officer 3 \$37,352 - 41,922, Canberra (PN. 8037)  
 Closing date: 19 July 2001  
 Duties: With limited guidance, undertake moderately complex tasks, including the repair, maintenance, modification, calibration and testing of a wide range of medical and electronic equipment.  
 Eligibility/other requirements: An approved technical college certificate, other approved qualification or equivalent experience.  
 Note: TTY 6201 6127  
 Contact Officer: Narelle Woods (02) 6201 6300  
 Selection documentation may be obtained from Narelle Woods (02) 6201 6300  
 Apply: 07  
 CC: 148-9094-17781

**Medical Services****Counselling & Support Services**

Calvary Professional Officer 1  
 \$30,366 - \$42,600, Canberra (PN. 8340)  
 Closing date: 19 July 2001  
 Duties: With direction, provide a social work service that includes assessment, counselling and referral for clients and their families. Participate in planning, liaison and consultation with Social Workers, Health Care Professionals and outside Agencies.  
 Eligibility/other requirements: Appropriate qualifications in Social Work and eligible for membership and accreditation with the Australian Association of Social Workers.  
 Note: Temporary vacancy for a period of 7 months. TTY 6201 6127  
 Contact Officer: Fiona Baillie (02) 6201 6310  
 Selection documentation may be obtained from Fiona Baillie (02) 6201 6310  
 Apply: 07  
 CC: 148-9094-17781

**Clare Holland House**

\*Assistant in Hospice Nursing  
 \$27,742 - \$29,041, Canberra (PN. Several)  
 Closing date: 26 July 2001  
 Duties: Assist patients with all aspects of personal daily care - including hygiene and pressure areas. Assist patients in activities of daily living - including assisting with meal and fluids, bed making and mobility.

Eligibility/other requirements: Current enrolment and achievement in an appropriate Enrolled Nurse or precursor Nursing course.  
 Note: Temporary vacancy until December 2002. 56 hours per fortnight. TTY 6201 6127  
 Contact Officer: Sarah Boyd (02) 6273 0336  
 Selection documentation may be obtained from Sarah Boyd (02) 6273 0336  
 Apply: 07  
 CC: 148-9094-17781

**CHIEF MINISTER'S DEPARTMENT****Office of Multicultural and Community Affairs**

**Administrative Service Officer Class 3**, (PN: 43213), \$33,644 - \$36,310p.a  
**Closing Date: 26 July 2001**  
 Canberra

Duties: Undertake a range of general administration duties associated with the activities of the Office, including providing assistance with projects, minor research and preparation of correspondence and reports.  
 Contact Officer: Katrina Fanning (02) 6207 1667  
 Selection Documentation: Tom Ballantyne (02) 6207 0019 and also from available from: [www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)  
 Note: Applications will not be acknowledged on receipt.

**Apply:** 06 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
**CC: 148-9031-17025**

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

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

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

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

**Sport and Corporate Resources Division  
Bureau of Sport and Recreation Branch**

**ACT Academy of Sport Section**  
 Professional Officer Class 2 \$45,171 - \$51,888, Canberra (PN. 25837)  
 Closing date: 26 July 2001  
 Duties: Provide sport psychology services to ACT Academy of Sport athletes and coaches on an individual and group basis.  
 Eligibility/other requirements: Relevant tertiary qualifications in the area of sport psychology and eligibility for registration with the ACT Psychologists Registration Board or interstate equivalent.  
 Contact Officer: Gerald Van Ewyk (02) 6207,4403



**EMPLOYMENT (Continued)**

Selection documentation may be obtained from Jason Craig (02) 6207 4388  
 Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
 CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)

**CANBERRA INSTITUTE OF TECHNOLOGY**

**Canberra Institute of Technology  
 Division of Learning Services  
 Library and Learning Centre**

Administrative Service Officer Class 3,  
 \$33,810 – \$36,489 pro rata (Learning Resources Officer), Canberra (PN. 54253) (Part-time 18.75hrs per week)  
 Closing date: 26 July 2001  
 Duties: This ASO3 position is for a Learning Resources Officer in the Technical Services Section of the Library & Learning Centre. The successful applicant is required under general direction to: verify and order print and non-print resources selected for purchase; liaise with library suppliers to ensure satisfactory delivery; maintain accurate records; accession, catalog and classify learning resources and perform learning services duties and undertake library projects as required.

**Eligibility/other requirements:**

OTHER: Ability to work one night shift per week during the academic year. Completion of, or progress towards, a Diploma in Library Studies or equivalent is highly desirable.

Note: This position is a temporary part-time vacancy from the 27/07/01 to the 31/08/01 with the possibility of extension.

Contact Officer: Ms Heather Jamieson  
 (02) 6207 3373

Selection documentation may be obtained from Ms Lisa Black (02) 6207 3473

Apply: 11  
 CC: 148-9024-18550

**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**

**Policy Unit  
 Policy Officer**

**Aboriginal and Torres Strait Islander Position**

Administrative Service Officer Class 6  
 \$45,171 – \$51,888, Canberra (PN. 45698)  
 Closing date: 26 July 2001  
 Duties: Assist in developing correctional policy and programs, and review, research, analyse

evaluate and comment upon relevant correctional and related matters, particularly in relation to indigenous issues. Prepare briefs, submissions and speeches for departmental representatives or represent the department at conferences and meetings. Maintain a comprehensive store of information data and statistics and assist in the management of the Unit.

Eligibility/other requirements: Aboriginality is considered essential (Section 42, Discrimination Act 1991)

Contact Officer: John Hinchey (02) 6207 0856  
 Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853

Apply: 28  
 CC: 148-9012-16898

**ACT Electoral Commission  
 Administration and Finance Officer**

Administrative Service Officer Class 4  
 \$37,499 – \$40,714, Canberra (PN. 1887)  
 Closing date: 26 July 2001

Duties: Assist with the operation of the Commission's electronic and manual finance systems. Provide administrative support to the Commission. Respond to telephone and counter enquiries. Undertake a range of less complex projects related to conduct of elections and referendums for the ACT Legislative Assembly.

Eligibility/other requirements: Knowledge of or experience in maintenance of finance systems including Oracle and/or electoral administration would be an advantage.

Note: As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days.

This position is a temporary part time vacancy for up to 12 months with the possibility of extension, approximately up to 17 hours per week.

Contact Officer: Oanh Nguyen (02) 6205 0342  
 Selection documentation may be obtained from Jan Pryor (02) 6205 0050

Apply: 28  
 CC: 148-9012-16899

**EMERGENCY SERVICES BUREAU****Senior Officer Grade C**

Finance \$57,191 - \$61,666, Canberra (PN. 03898)

Closing date: 26<sup>th</sup> July 2001

**Duties:** Manage the operations of a group of work units within the ESB comprising of Finance, Cash Management and the Resource Centre. Undertake project work for those work units. Provide financial advice and represent the Bureau and develop strategies to address workplace diversity, participative work practices and OH & S guidelines. Note: Selection may be based on applications and referee reports and interviews may not be conducted. Applications not addressing the selection criteria will not be considered.

Contact Officer: Peter Macdonald  
 (02) 6207 8410

Selection documentation may be obtained from Phil Evers (02) 6207 8412

Apply: 13  
 CC: 148-9007-16846

## EMPLOYMENT (Continued)

### DEPARTMENT OF URBAN SERVICES

#### **City Management Group Canberra Urban Parks and Places Commissioning and Contracts Section**

Administrative Service Officer Class 6

\$45,171 - \$51,888

PN'S 23510, 23548

**Canberra**

**Closing Date:** 26-July-01

#### **Duties:**

As a Contract Manager prepare complex tenders and contracts and manage contractors delivering urban open-space services across Canberra. Evaluate tenders and prepare report recommendations. Monitor and audit contractor performance and verify contract payments.

**Contact Officer** John Clark (02) 6207 2508

**Selection documentation** Kerry Murley (02) 6207 6333

Or from the recruitment home page:

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

**Apply Code:** 34

**CC:** 148-9019 17278

### **CITY MANAGEMENT GROUP ROADS ACT**

**Urban Services** is an organisation that takes pride in delivering the services the ACT community relies on every day. We are continually looking for ways to improve our service delivery through our focus on quality customer service and innovation.

**Roads ACT** is a Purchaser business in Urban Services with responsibility for the management, use and maintenance of the ACT roads, bridges, footpaths, traffic lights and street lighting and the stormwater infrastructure asset base. Roads ACT also develops and implements a sizeable capital works program each year and is responsible for the management of Canberra's traffic.

Within this exciting local government environment, we are seeking to fill a range of positions which will be integral to Roads ACT achieving its objectives.

#### **Business Support Unit**

#### **Finance Accountant**

Administrative Service Officer Class 6

Remuneration: \$45,171 - \$51,888

Position No: 27032

Closing Date: 26 July 2001

Contact Officer: Ed Lawler on (02) 6207 6596

**Responsibilities:** Assisting the Finance Sub-Section Manager with day to day accounting and financial activities including preparation of budgetary and financial reporting systems; financial management of the Roads ACT capital works program; preparation of the Business Activity Statement (BAS) and budget analysis and activity-based costing.

The successful applicant will require a demonstrated understanding of accrual accounting; activity-based costing and Oracle government financials as well as sound

research and analytical skills. **Tertiary qualifications in Accounting, Commerce or Economics or significant progress towards same highly desirable.**

Customer Response Coordinator

Administrative Services Officer Class 5

Remuneration : \$41,825 - \$44,349

Position No: 27036

Closing date : 26 July 2001

Contact Officer : Robert Davey on

(02) 6207 6240

**Responsibilities: Manage a small team involved in receiving and resolving complaints from members of the community; monitoring and analysing complaints and developing solutions to improve customer service and providing quality control of Ministerial responses on behalf of Roads ACT. Ideally, the successful applicant will have an ability to lead, motivate and develop members of a small team; a good knowledge of the roads and stormwater infrastructure assets and demonstrated research, analytical and problem-solving skills. Qualifications or extensive experience in promotions and marketing desirable.**

#### **Customer Response Officer**

Administrative Services Officer Class 4

Remuneration: \$37,499 - \$40,714

Position No: 27037

Closing date :26 July 2001

Contact Officer : Robert Davey on

(02) 6207 6240

**Responsibilities:** Undertaking the Purchasing function in line with the ACT Government's Purchasing Policy; assisting with Roads ACT's FBT liabilities and preparation of end of month financial statements and Fees and Charges documentation.

**The successful applicant will require a sound knowledge of financial management policies, practices, procedures and ACT Government financial information systems as well as an understanding of Oracle government financial and the ACT Government's purchasing policies and procedures. Tertiary qualifications in Accounting, or progress towards same highly desirable.**

#### **Finance Officer**

Administrative Services Officer Class 3

Remuneration: \$33,644 - \$36,310

Position No: 27035

Closing date : 26 July 2001

Contact Officer : Ed Lawler on (02) 6207 6596

**Responsibilities:** Undertake the cost recovery process for damage to government property, such as street lights and traffic lights for Roads ACT; act as the Receiver of Public Monies and undertake daily banking; and investigate accidents that cause damage to government property, including interviewing and taking statements. The successful applicant will require a good knowledge of financial management policies, accounts processing and procedures and an understanding of the recovery processes for damage to government property. Experience with debt recovery processes would be an advantage.

**EMPLOYMENT (Continued)****Accounts Payable Officer**

Administrative Services Officer Class 3

Remuneration : \$33,644 - \$36,310

Position No: 27034

Closing date : 26 July 2001

Contact Officer : Robert Davey on

(02) 6207 6240

**Responsibilities:** Undertaking the Accounts Payable function of Roads ACT; maintaining the petty cash float and records; preparation of financial reports and other administrative functions. The successful applicant will require a good knowledge of financial management policies, accounts processing and the ACT Government financial system, Oracle; an ability to prepare reports and undertake less complex reconciliations and an ability to organise priorities and display initiative and flexibility.

**Experience with the Accounts Payable function highly desirable.**

**Asset Information Unit****Asset Systems Coordinator**

Senior Professional Officer Grade C

Remuneration : \$57,191 - \$61,666

Position No : 23567

Closing date : 26 July 2001

Contact Officer : Adam Hassan on

(02) 6207 6613

**Responsibilities:** Assisting the Manager, Asset Information Unit with the day to day operations; reviewing the existing asset management systems to ensure they meet the needs of the asset managers and managing the design and implementation of a geographic based asset management system. Ideally, the successful applicant will have demonstrated management skills, including an understanding and knowledge of the roads and stormwater infrastructure assets as well as demonstrated experience in the design and development of geographic based asset management systems and databases, in particular, spatial database design and development. **Tertiary qualifications in Science, Engineering or Computing essential.**

**Systems Information Officer - GIS**

Administrative Services Officer Class 6

Remuneration : \$45,171 - \$51,888

Position No: 23566

Closing date : 26 July 2001

Contact Officer : Adam Hassan on

(02) 6207 6613

**Responsibilities:** Assisting with the development, monitoring, maintenance and coordination of the Roads ACT's Geographic Information System (GIS); designing and maintaining the Roads ACT Website; maintenance of the Roads ACT Asset Registers and maintenance of Computer Aided Design (CAD) standards and inventories. Ideally, the successful applicant will have a knowledge of the roads and stormwater infrastructure assets; experience in design and development of geographic-based asset management systems and databases, in particular, spatial database design and development. **Tertiary qualifications in Engineering or Computing desirable and experience in Information Technology essential.**

**Systems Information Officer**

Administrative Services Officer Class 6

Remuneration : \$45,171 - \$51,888

Position No: 23568

Closing date : 26 July 2001

Contact Officer : Adam Hassan on

(02) 6207 6613

**Responsibilities:** Manage the Roads ACT business systems; including developing, and monitoring the asset systems, IT acquisition and business, office and communication systems and related projects; provide technical advice in relation to asset management systems, and maintain the complaints' system. Ideally, the successful applicant will have a knowledge of the roads and stormwater infrastructure assets; demonstrated experience in the design and development of asset registers, asset managements systems and databases. **Tertiary qualifications in Engineering or Computing desirable and experience in Information Technology essential.**

**Systems Information Officer**

Administrative Services Officer Class 4

Remuneration : \$37,499 - \$40,714

Position No: 23573

Closing date : 26 July 2001

Contact Officer : Adam Hassan on

(02) 6207 6613

**Responsibilities:** Maintain the inventory of Traffic Control Devices (TCD); provide TCD drawings and works as executed drawings in electronic and hardcopy format to our service partners and clients; undertake design work utilising the Computer Aided Design (CAD) for the business and maintain CAD standards. Ideally, the successful applicant will have extensive experience in CAD work, including design and maintenance of standards; an ability to develop specifications for acquisition of CAD related services and an understanding of the roads and stormwater infrastructure assets. **High level of capability in Computer Aided Design (CAD) highly desirable.**

**Traffic Counts Officer**

Technical Officer Grade 3

Remuneration : \$38,951 - \$44,192

Position No: 23574

Closing date : 26 July 2001

Contact Officer : Adam Hassan on

(02) 6207 6613

**Responsibilities:** Maintain the ACT Traffic Accidents' database and ensure it is up to date; undertake ad hoc traffic surveys and data collection and coding of accident forms on a monthly basis; and draft annual reports on accident figures and traffic flows. The successful applicant will require a demonstrated experience and a good working knowledge of the Accident Reporting System; knowledge of traffic related data and the ability to analyse and interpret trends; and an understanding of the roads and stormwater infrastructure assets. **Tertiary qualifications in an appropriate technical discipline essential.**

**EMPLOYMENT (Continued)****Asset Use Unit****Street Lights Coordinator**

Senior Professional Officer Grade C

Remuneration : \$57,191 - \$61,666

Position No: 23576

Closing date : 26 July 2001

Contact Officer : Karl Cloos on (02) 6207 6871

**Responsibilities:** Manage the day to day operation, control and maintenance of the streetlights' infrastructure; including the contracts for maintenance of the streetlights' assets and the process to re-establish the streetlights' database; and provide professional and technical advice to the Government, the Department and the community. The successful applicant will require demonstrated management skills, including experience in the management of streetlights' infrastructure; an understanding of the public safety and security issues and demonstrated contract management skills. **Tertiary qualifications in Engineering or an appropriate discipline.**

**Asset Use Coordinator**

Senior Professional Officer Grade C

Remuneration : \$57,191 - \$61,666

Position No: 23583

Closing date : 26 July 2001

Contact Officer : Karl Cloos on (02) 6207 6871

**Responsibilities:** Assisting the manager with the day to day operations of the Asset Use Unit; managing the statutory and regulatory approvals processes covering traffic control and management, road works, road opening permits, road closures, etc as well as the process for issuing road opening permits, heavy vehicle permits and over dimension vehicle permits. The successful applicant will require demonstrated management skills, including experience in management of traffic, road safety and special event management; experience in providing technical advice on the structural adequacy of bridges and structures and a knowledge of traffic and transport planning issues. **Tertiary qualifications in Engineering essential and knowledge of structural and bridge engineering requirements an advantage.**

**Permits Officer**

Technical Officer Grade 4

Remuneration : \$45,171-\$50,482

Position No: 23592

Closing date : 26 July 2001

Contact Officer : Karl Cloos on (02) 6207 6871

**Responsibilities:** Undertake the technical assessment of all statutory and regulatory applications received within the Unit covering traffic control devices, traffic management plans, etc; ensuring all permits issued include appropriate conditions to protect the Territory's assets and interests and produce plans for special events or projects. The successful applicant will require an understanding of the approval process covering statutory and regulatory applications to the Unit; knowledge of legislation, standards and statutory requirements and an ability to manage contracts for the provision of services. Technical qualifications with a high level of Computer Aided Design (CAD) capability is essential for this position.

**Traffic Management Officer**

Technical Officer Grade 4

Remuneration : \$45,171 - \$50,482

Position No: 23597

Closing date : 26 July 2001

Contact Officer : Karl Cloos on (02) 6207 6871

**Responsibilities:** Undertake the technical assessment of all road safety and traffic management issues raised within the Unit. Manage the Traffic Investigations and Minor Traffic Works' programs; and ensure all road safety and traffic management issues are assessed in a manager to protect the Territory's assets and interests.

The successful applicant will require a demonstrated understanding of the approval process covering statutory and regulatory applications to the Unit; a sound knowledge of road safety and traffic management standards and guidelines and good research and analytical skills. **Technical qualifications in a related field.**

**Planning & Investigations Officer**

Technical Officer Grade 3

Remuneration : \$38,951 - \$44,192

Position No: 23579

Closing date : 26 July 2001

Contact Officer : Karl Cloos on (02) 6207 6871

**Responsibilities :** Assisting with the statutory and regulatory approval process relating to traffic lights; producing plans for traffic signal layouts; and providing technical advice on routine traffic and street light enquiries; and preparing briefing notes for inclusion in ministerials. Ideally, the successful applicant will have a detailed understanding and knowledge of the use, maintenance and operation of the traffic and street lights' asset; and an ability to undertake routine investigations of complaints of poor performance and to recommend corrective action. **Tertiary qualifications in an appropriate technical discipline with a capability for Computer Aided Design (CAD) essential.**

**Asset Creation Unit****Gifted Assets Officer**

Technical Officer Grade 4/Professional Officer Grade 2

Position No: 27881

Remuneration: \$45,171 - \$50,482

Closing date: 19 July 2001.

Contact Officer: Tony Gill on (02) 6205 0368

**Responsibilities:** Assisting the Gifted Assets Coordinator with the day to day coordination of the development application processes and design approval; providing comment in relation to development applications; and advising on, and developing, lease conditions for inclusion in development plans.

Ideally, the successful applicant will have demonstrated understanding of the standards for design and construction and the ability to contribute to the review and development of these standards; knowledge of legislation, standards and statutory requirements. **Tertiary qualifications in a technical, professional or a related field.**

## EMPLOYMENT (Continued)

**Selection Documentation:** may be obtained from the Urban Services website at

<http://www.act.gov.au/urbanservices/recruit.html> or from Adrienne Tranter on (02) 6207 6868 or [adrienne.tranter@act.gov.au](mailto:adrienne.tranter@act.gov.au)

**Applications:** must be received by close of business 26 July 2001 and can either be:

e-mailed to: [julie.simpson@act.gov.au](mailto:julie.simpson@act.gov.au)

or sent to: The Applications Officer

Urban Services

Level 1 Annexe, Macarthur House

GPO Box 158

Canberra ACT 2601

### **CULTURAL FACILITIES CORPORATION**

#### **Canberra Theatre Centre**

##### **Marketing**

##### **Group Sales – Marketing Assistant**

Administrative Service Officer Class 3

\$33,967 - \$36,658, Canberra (PN. 55256)

Closing date: 26 July 2001

Duties: Be responsible for the group and school sales of all Canberra Theatre Centre presentations and outside hirers by negotiation. Work with the Marketing Department initiatives and within Box Office practices to maximise the group sales strategies of the Canberra Theatre Centre. Assist with general marketing department duties to promote theatre and venue activities.

Eligibility/other requirements: Arts marketing experience in ticket sales or commercially focused theatre and knowledge of bocs computer ticketing system is essential.

Experience in the performing arts industry is desirable.

Note: This is a temporary vacancy available for six months with the possibility of an extension.

Selection may be based on application and referees' reports and interviews may not be conducted. Please indicate the names of two referees' in your application.

Contact Officer: Emma Dykes (02) 6243 5706

Selection documentation may be obtained from Jody Newett (02) 6205 0340

Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608

CC: 148-9008-16850

#### **ACT Museums and Galleries**

##### **Historic Places ACT**

##### **Assistant Curator**

Professional Officer Class 1, \$34,994 - \$44,774  
Canberra (PN. 43671)

Closing date: 26 July 2001

Duties: Assist in the management of collections including research and cataloguing. Assist in the conservation, presentation and interpretation of the historic places. Assist in the planning, development and delivery of exhibitions. Assist with the production of publications and interpretive signage.

Eligibility/other requirements: A degree or diploma specialising in Australian social history/cultural history.

Note: Selection may be based on application and referees' reports and interviews may not be conducted. Please indicate the names of two referees' in your application.

Contact Officer: Lainie Lawson (02) 6207 2173

Selection documentation may be obtained by contacting Canberra Museum and Gallery Reception (02) 6207 3968

Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608

CC: 148-9008-16850

#### **ACT Museums and Galleries**

##### **Historic Places ACT**

##### **Assistant Education Officer**

Professional Officer Class 1, \$34,994 - \$44,774  
Canberra (PN. 43672)

Closing date: 26 July 2001

Duties: Assist in the planning, development and delivery of education programs to groups of all ages including school groups. Assist with the development and delivery of a wide range of public programs, including the planning and implementation of the Historic Places annual calendar. Prepare equipment and resource material for education and public programs, including the purchasing of supplies and the operation of audio-visual equipment. Assist with the professional development and training of permanent and relief guides and volunteers. Assist in the maintenance of the integrity of the historic sites' conservation, presentation and interpretation.

Eligibility/other requirements: Relevant tertiary qualifications in education including recent experience in providing learning experiences.

Note: This is a part-time position 25 hours per week. Selection may be based on application and referees' reports and interviews may not be conducted. Please indicate the names of two referees' in your application.

Contact Officer: Margaret Fleming  
(02) 6207 2176

Selection documentation may be obtained by contacting Canberra Museum and Gallery Reception (02) 6207 3968

Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608

CC: 148-9008-16850

#### **ACT Museums and Galleries**

##### **Historic Places ACT**

##### **Museum/Administrative Assistant**

##### **Calthorpes' House (PN 43542)**

##### **Lanyon (PN 43580)**

Administrative Service Officer Class 3,

\$33,967 - \$36,658 Canberra

(PN. 43542 and 43580)

Closing date: 26 July 2001

Duties: Provide administrative support to the Curatorial Site Manager including organising rosters, coordinating school and community program bookings and venue hire. Maintain records and statistics. Assist in the interpretation program for general visitors, education institutions and special interest groups. Assist in the preparation of museum precinct including its displays and exhibitions. Assist in the maintenance of the security of the homestead, the outbuildings and their interiors, the garden, the grounds and specific exhibition

## EMPLOYMENT (Continued)

spaces. Collect and account for cash takings including shop sales. Report urgent maintenance requirements. Undertake specialised cleaning of exhibits.

Note: These are part time positions 30 hours per week with occasional weekend work.

Selection may be based on application and referees' reports and interviews may not be conducted. Please indicate the names of two referees' in your application.

Contact Officer: Jennifer Storer (02) 6237 5136  
Selection documentation may be obtained by contacting Canberra Museum and Gallery Reception (02) 620 73968

Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608

CC: 148-9008-16850

### Appointments

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

##### **General Service Officer Level 3**

**\$26,098 - \$27,121**

Ryszard (Richard) Gaska, 756-32416, Section 68, 5 July 2001

CC: 148-9011-16882

#### ACT COMMUNITY CARE

##### **Professional Officer Class 2 \$30,366 - \$42,601**

Menaka Sabaratnam: 741-03053, Section 68(1), 28 June 2001

CC: 148-9009-17798

##### **Disability Support Officer Level 1**

**\$27,437 - \$28,536**

Naomi Falconer: 741-04080, Section 68(1), 21 June 2001

CC: 148-9009-16861

#### ACTION

##### **Senior Officer Grade B \$65,271 - \$73,479**

P Rainbird: 765-48750, Section 68, 18.12.00

CC: 148-9027-17791

#### CHIEF MINISTER'S DEPARTMENT

Senior Officer Grade B (Manager Level 3), \$67,576 - \$79,507p.a

##### **Shaun Osbourne, 757-49278**

Section 68 1 July 2001

Canberra Connect, ACT Information Services, Chief Minister's Department

CC: 148-9031-19558

#### ACT GAMBLING AND RACING COMMISSION

Administrative Service Officer Class 6, \$45,171 - \$51,883p.a.

##### **Ronald Alan Leonard, 757-49198**

Section 68 5 July 2001

ACT Gambling and Racing Commission

CC: 148-9085-17763

#### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

##### **School Assistant 2 \$25,118 - \$27,845**

Sirkku Kristina Johnston: 747-74949, Section 68(1), 2 July 2001

CC: 148-9013-16917

##### **Professional Officer Class 2 \$45,171 - \$51,888**

Sophia Maree Hehir: 766-14199, Section 68(1), 2 July 2001

CC: 148-9013-16917

#### CANBERRA INSTITUTE OF TECHNOLOGY

##### **Administrative Service Officer Class 2**

**\$29,102 - \$32,271**

Katarina Simunic: 744-91535, Section 68(1), 29 June 2001

##### **Administrative Service Officer Class 2**

**\$29,102 - \$32,271**

Dusanka Kolundzija: 767-71864, Section 68(1), 2 July 2001

##### **Administrative Service Officer Class 2**

**\$29,684 - \$32,917**

Dianne Carroll: 767-71928, Section 68(1), 16 July 2001

CC: 148-9024-17271

#### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

##### **Administrative Service Officer Class 6**

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

Matthew Parkes: 747-88339, Section 68/70, 3/7/01

CC: 148-9012-16898

#### ACT LEGISLATIVE ASSEMBLY

##### **Administrative Service Officer Class 2 \$29587 - 32809**

Reginald Carl Walters: 608-91255, Section 67, 2/7/2001

CC: 148-9014-17021

### 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

## EMPLOYMENT (Continued)

identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*;

- \* promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- \* promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

### YOU MAY ALSO APPEAL IF:

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

### YOU CAN NOT APPEAL WHEN:

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

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

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

### ADVICE TO POTENTIAL APPELLANTS

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

### GROUND OF APPEAL

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

### EFFICIENCY

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

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

## EMPLOYMENT (Continued)

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 PROMOTEEES AND APPELLANTS

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

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

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

As a party to an appeal, you are entitled to access to:

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

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

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

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

After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all



## EMPLOYMENT (Continued)

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.

### B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

An unsuccessful applicant for a non-appealable

## EMPLOYMENT (Continued)

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

### DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

#### Central Office Community Health and Housing Consumer Priorities

#### Gail Marilyn Byron 738-45231

From: Administrative Service Officer Class 6 \$45,171 - \$51,888  
Mental Health and Corrections Health Unit, Department of Health, Housing and Community Care  
To: Senior Officer Grade C \$57,191 - \$61,666  
Consumer Priorities, Department of Health, Housing and Community Care Canberra (PN: 23612)

#### ( Not advertised – Refer note below)

**Duties:** As a Project Team Leader, Subject Specialist or Team Member, perform some of or all of the following duties: Assist in the management of human, financial, technological, physical and information resources in accordance with organisational strategic goals and objectives. Exercise appropriate delegations. Provide high level advice to the Chief Executive, Executive Management Team and customers on policy, programs, planning, purchasing and other activities. Represent the Department in liaison and negotiation with customers, other Agencies, Unions and other Governments. Develop, review, oversee and evaluate strategic activities and projects related to corporate goals, operational procedures, legislative reforms, policies and planning.

Eligibility/other requirements: Knowledge and understanding of the principles of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity. These duties are performed under broad direction in best practice management principles.

Note: This position is identical in duties to position 27253, Senior Officer Grade C which was advertised for permanent filling in ACT Government Gazette No 49 of 7 December 2000. The advertised duties of position 27253 were in a brief summarised form. The interview process for position 27253 was used to fill position 23612.

CC: 148-9011-16882

#### Central Office Community Health and Housing Housing Policy and Planning

#### Louise Catherine Godwin 757-51589

From: Administrative Service Officer Class 5 - DUS \$41,825 - \$44,349  
Industry Policy and Regulations, Department of Urban Services  
To: Administrative Service Officer Class 6 - DoH \$45,171 - \$51,888  
Housing Policy and Planning, Department of Health, Housing and Community Care Canberra (PN: 10685) ( ACT Govt Gazette No 14, 5 April 2001)  
CC: 148-9011-16882

## EMPLOYMENT (Continued)

### THE CANBERRA HOSPITAL

**The Canberra Hospital  
Information Management  
Medical Records**

**Andrew Klisnain: 762-84425**  
From: Professional Officer Class 1  
\$30,669 - \$43,027  
Medical Records  
To: Professional Officer Class 2  
\$43,980 - \$49,151  
Information Management, Medical Records  
Canberra (PN. 27714) (10/5/01)  
CC: (2337)

**The Canberra Hospital  
Medical Imaging  
Administration**

**Natalie Fribbens: 755-61718**  
From: Administrative Services Officer Class 2  
\$28,760 - \$31,892  
Medical Imaging  
To: Administrative Services Officer Class 5  
\$40,723 - \$43,180  
Medical Imaging, Administration Canberra (PN. 26561) (10/05/01)  
CC: (2711)

### ACT COMMUNITY CARE

**ACT Community Care  
Integrated Health Care Program  
Link Team**

**Angela Davey: 261-62155**  
From: Registered Nurse Level 2  
\$43,711 - \$46,474  
The Canberra Hospital  
To: Registered Nurse Level 3 \$48,342 - \$51,459  
Integrated Health Care Program ACT Community  
Care, Canberra (PN.20150) (7 June 2001)  
CC: 148-9009-17798

**ACT Community Care  
Corporate and Business Development  
Human Resource Support Team**

**Yasmin Barrington-Knight: 740-99760**  
From: Administrative Service Officer Class 3  
\$32,785 - \$35,383  
ACT Community Care  
To: Administrative Service Officer Class 4  
\$36,541 - \$39,675  
Executive ACT Community Care, Canberra (PN. 23102) (31 May 2001)  
CC: 148-9009-18270

**ACT Community Care  
Corporate and Business Development  
Organisation and Business Development**

**Susan Chicchio: 311-96034**  
Senior Professional Officer B TCH  
\$65,794 - \$74,067  
The Canberra Hospital  
To: † Senior Officer Grade A \$77,471  
Corporate and Business Development, ACT  
Community Care, Canberra (PN 22024) 21 June  
2001)  
CC: 148-9009-18270

### ACTION

**ACTION Bus Services  
South Business Unit  
Supply Branch**

**James A Curtis: 128610**  
From: Administrative Service Officer Class 2  
\$29,249 – \$32,434pa  
Department of Urban Services, ACTION Bus  
Services  
To: Administrative Service Officer Class 4  
\$37,131 – \$40,315pa  
South Business Unit, Supply Branch, DUS -  
ACTION Bus Services, Canberra (PN. A20090)  
(Gazette No.18, 3 May 2001)  
CC: 148-9027-17791

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Kaleen High School**

**Frank Georg Soustal: 324-46023**  
From: Teacher Level 2 \$58,500  
Department of Education and Community  
Services  
To: † Teacher Level 3 \$59,730 - \$65,730  
Kaleen High School, Department of Education  
and Community Services, Canberra (PN. 4124)  
(No 41, 12 October 2000)  
CC: 148-9013-16917

**Narrabundah College**

**Lee Margaret Blakers: 337-63143**  
From: Administrative Service Officer Class 5  
\$41,207 - \$43,694  
Department of Education and Community  
Services  
To: Administrative Service Officer Class 6  
\$44,504 - \$51,121  
Narrabundah College, Department of Education  
and Community Services, Canberra (PN.32749)  
(No 19, 10 May 2001)  
CC: 148-9013-16917

**Sport and Corporate Resources Division  
Facilities Management Section**

**Neil Patrick Mathers: 713-04554**  
From: Administrative Service Officer Class 4  
\$36,945 – \$40,113  
Department of Education and Community  
Services  
To: Administrative Service Officer Class 5  
\$41,825 - \$44,349  
Facilities Management Section, Department of  
Education and Community Services, Canberra  
(PN.183) (No 14, 5 April 2001)  
CC: 148-9013-16917

**EMPLOYMENT (Continued)****Human Resources Branch  
Staff Development Section****Madonna Mary Agius: 715-40362**

From: School Assistant 2 \$25,118 - \$27,854  
 Department of Education and Community Services  
 To: Administrative Service Officer Class 3  
 \$33,644 - \$36,310  
 Staff Development Section, Department of Education and Community Services, Canberra (PN.33657) (No 14, 5 April 2001)  
 CC: 148-9013-16917

**Children's, Youth and Family Services Division  
Family Services Branch  
Northern Regional Office****Elizabeth Joan Warren: 760-74559**

From: Graduate Administrative Assistant  
 \$25,115 - \$32,271  
 Chief Ministers Organisation  
 To: Family Service Worker Level 1  
 \$36,945 - \$43,694  
 Children's, Youth and Family Services, Department of Education and Community Services Canberra (PN. 314) (No 4, 25 January 2001)  
 CC: 148-9013-16917

**Sports and Corporate Resources Division  
Budget and Facilities Branch  
Facilities Management Section****Rosa Cotta: 027-52476**

From: Administrative Service Officer Class 5  
 \$41,207 - \$43,694  
 Department Education and Community Services  
 To: Administrative Service Officer Class 6  
 \$45,171 - \$51,888  
 Facilities Management Section, Department of Education and Community Services, Canberra (PN. 32041) (No 14, 5 April 2001)  
 CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY**

Note: This promotion is made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non-teaching Staff) Certified Agreement 2000-2002. Officers wishing to appeal this promotion should address their appeal to the Manager, Human Resource Management Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of this promotion.

**Division of Corporate Services  
Human Resources Unit****Laura Kay Marks: 010-94408**

From: Senior Officer Grade C \$57,473-\$61,970  
 Canberra Institute of Technology  
 To: Senior Officer Grade B \$67,909-\$76,447  
 Human Resources Unit, Canberra Institute of Technology, Canberra (PN. 55482) (No. 18 - 3.5.01)  
 CC: 148-9024-17904

**Division of Corporate Services  
Human Resources Unit****Peter John Dixon: 733-30975**

From: Administrative Service Officer Class 3  
 \$33,810 - \$36,489  
 Canberra Institute of Technology  
 To: Administrative Service Officer Class 4  
 \$37,684 - \$40,915  
 Human Resources Unit, Canberra Institute of Technology, Canberra (PN. 54698) (No. 17 - 26.4.01)  
 CC: 148-9024-17904

**DEPARTMENT OF URBAN SERVICES**

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

Planning and Land Management Group  
 Land Information and Building Services Branch  
**Glenys Tetley AGS Number 757 51191**

**From** Administrative Service Officer Class 3  
 \$33,644 - \$36,310

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

Corporate Resources Section

**PN** 15017 **Gazette** 17-May-01

**Note:** This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.

**CC:** 148-9020 16925

Policy Coordination Group  
 ACT Procurement Solutions Branch

**Eva Faryna AGS Number 754 18014**

**From** Administrative Service Officer Class 5  
 \$41,825 - \$44,349

**To:** Administrative Service Officer Class 6  
 \$45,171 - \$51,888

ACT Contracts Section

**PN** 18899 **Gazette** 01-Feb-01

**Note:** This promotion is to a non-advertised vacancy but is identical to Position Number 10618 which was advertised in the Gazette of 1 February 2001. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7<sup>th</sup> day after notification in the Gazette.

**CC:** 148-9017 16950

**Mark Milner AGS Number 757 51618**

**From** Administrative Service Officer Class 5  
 \$41,825 - \$44,349

**To:** Administrative Service Officer Class 6  
 \$45,171 - \$51,888

ACT Contracts Section

**PN** 18898 **Gazette** 03-May-01

**Note:** This position was advertised as several. 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 7<sup>th</sup> day after notification in the Gazette.

**CC:** 148-9017 16950

## EMPLOYMENT (Continued)

**Gregory Guyder AGS Number 748 55255**  
**From** Administrative Service Officer Class 5  
 \$41,825 - \$44,349  
**To:** Administrative Service Officer Class 6  
 \$45,171 - \$51,888  
 ACT Contracts Section  
**PN** 12607 **Gazette** 03-May-01  
**Note:** This position was advertised as several.  
 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 7<sup>th</sup> day after notification in the Gazette.  
**CC:** 148-9017 16950

### ACT WORKCOVER

**Julia Collins AGS Number 261 52897.**  
**From** Technical Officer Level 4  
 \$45,171 - \$50,482  
**To:** † Senior Officer Grade C \$57,191 - \$61,666  
 Office of the Commissioner for Occupational  
 Health and Safety  
**PN** 22353 **Gazette** 15-Mar-01  
**CC:** 148-9020 17088

### DEPARTMENT OF TREASURY

**J.P Tonna AGS No: 517-54291**  
 From: Administrative Service Officer Class 6,  
 \$45,171 - \$51,888p.a  
 Revenue Management Branch, Compliance  
 Section  
 To: Senior Officer Grade C,  
 \$57,191 - \$61,666p.a. (PN: 24)  
 Revenue Management Branch, Compliance  
 Section, Department of Treasury  
 14 June 2001  
**CC: 148-9042-17176**

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## Retirements and dismissals

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### DEPARTMENT OF URBAN SERVICES

**David John Coonan**  
 Road Transport Section  
 Senior Officer Grade C.  
 20-06-01  
 Section 143 of the *Public Sector Management*  
*Act*  
**CC:** 148-9023 16929

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## Corrigenda

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### CHIEF MINISTER'S DEPARTMENT

Senior Officer Grade C BusinessACT advertised  
 incorrectly as pn 42170. The correct pn is  
 43485.

### THE CANBERRA HOSPITAL

Senior Officer Grade C, Employment Conditions  
 adviser, advertised incorrectly as Senior  
 Professional Officer Grade C.

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## ACT Public Service Index of addresses

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

## EMPLOYMENT (Continued)

- 32 Canberra Theatre Trust, PO Box 226,  
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,  
  
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of  
Treasury and Infrastructure, GPO Box  
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer  
Community and Health Services  
Complaints Commissioner's Office,  
GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer  
Faculty of Communication and  
Community Services  
Canberra Institute of Technology  
GPO Box 826  
Canberra City ACT 2601

## GAZETTE INFORMATION

### ISSUE OF ACT SPECIAL GAZETTES

The following issues of the ACT Special Gazettes have been published since the last Weekly Gazette. For listings of previous ACT Special Gazettes please refer to this internet site

<http://www.publishing.act.gov.au>

Gazette Number	Date	Title
<b>S36</b>	29 June	Notification of Enactment ~ <i>Interpretation Act 1967</i> ~ <i>Utilities (Telecommunications Installations) Act 2001</i> , No. 34 of 2001. ~ <i>Gaming Machine Amendment Act 2001</i> , No. 35 of 2001. ~ <i>Electoral Amendment Act 2001</i> , No. 36 of 2001. ~ <i>Electoral (Entrenched Provisions) Amendment Act</i> , No. 37 of 2001. ~ <i>Electoral Amendment Act 2001</i> , No. 38 of 2001. ~ <i>Rates and Land Tax Amendment Act 2001</i> , No. 39 of 2001. ~ <i>Duties Amendment Act 2001</i> , No. 40 of 2001. ~ <i>Goods and Services Tax (Temporary Transitional Provisions) Act 2001</i> , No. 41 of 2001. ~ <i>Financial Management Amendment Act 2001 (No 2)</i> , No. 42 of 2001. ~ <i>Appropriation Act 2001-2002</i> , No. 43 of 2001.
<b>S40</b>	29 June	Instrument No. 162 of 2001 ~ <i>Adoption Act 1993</i> Instrument No. 166 of 2001 ~ <i>Vocational Education and Training Act 1995</i> Instrument No. 167 of 2001 ~ <i>Education Services for Overseas Students (Registration and Regulation of Providers) Act 1994</i> Instrument No. 168 of 2001 ~ <i>Gaming Machine Act 1987</i> Instrument No. 169 of 2001 ~ <i>Legislative Assembly (Members' Staff) Act 1989</i> Instrument No. 170 of 2001 ~ <i>Legislative Assembly (Members' Staff) Act 1989</i> Regulation No. 20 of 2001 ~ <i>Road Transport (General) Act 1999</i>
<b>S41</b>	29 June	Instrument No. 171 of 2001 ~ <i>Utilities Act 2000</i>
<b>S42</b>	2 July	Notice of Commencement ~ <i>Racing Act 1999</i> Notice of Approval of Terms of standard customer contract ~ <i>Utilities Act 2000</i>

## GOVERNMENT NOTICES

### NOTIFICATION OF THE MAKING OF AN INSTRUMENT

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Place Names Act 1989</i>	Determination of Division Name in the District of Gungahlin.	No. 172 of 2001
<i>Land (Planning and Environment) Act 1991</i>	Approval of Plan of Management – Canberra's Urban Lakes and Ponds.	No. 173 of 2001
<i>University of Canberra Act 1989</i>	Appointment of Member to the Council, Ms Dawn Casey.	No. 174 of 2001
<i>University of Canberra Act 1989</i>	Appointment of Member to the Council, Mr Michael Rosser.	No. 175 of 2001
<i>University of Canberra Act 1989</i>	Appointment of Member to the Council, Dr Hugh Watson.	No. 176 of 2001
<i>University of Canberra Act 1989</i>	Appointment of Member to the Council, Ms Anne Trimmer.	No. 177 of 2001
<i>University of Canberra Act 1989</i>	Appointment of Member to the Council, Ms Joycelyn Morton.	No. 178 of 2001
<i>University of Canberra Act 1989</i>	Appointment of Member to the Council, Ms Fran Hinton.	No. 179 of 2001
<i>University of Canberra Act 1989</i>	Appointment of Member to the Council, Mr Sam Wong.	No. 180 of 2001
<i>Utilities Act 2000</i>	Appointment of Member to the Essential Services Consumer Council.	No. 181 of 2001
<i>Building Act 1972</i>	Publication of Building Code and the Australian Capital Territory Appendix.	No. 182 of 2001



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

NOTICE is hereby given that the undermentioned Instruments have been made under the Public Roads Act 1902 (NSW). Copies of the Instruments are available from the ACT Land Information Centre, Planning and Land Management, 16 Challis Street, Dickson, ACT; Telephone (02) 6207 1601.

<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Public Roads – District of Tuggeranong.	No. R23/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – Division of City.	No. R24/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – District of Paddys River.	No. R25/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Nicholls.	No. R27/01 of 2001
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close Part of a Public Road – Division of Bruce.	No. R28/01 of 2001

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

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

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<b>Act under which Regulation made</b>	<b>Description of Regulation</b>	<b>Number and year of Regulation</b>
<i>Building Act 1972</i>	Building Regulations Amendment	No. 21 of 2001

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY  
 INTERPRETATION ACT 1967  
 NOTIFICATION OF ENACTMENT BY LEGISLATIVE ASSEMBLY**

UNDER subsection 8(1) of the *Interpretation Act 1967*, I GIVE NOTICE that the following laws have been passed by the Australian Capital Territory Legislative Assembly. Copies of the laws will be made available for purchase at the ACT Government Civic Shopfront on the ground floor of FAI House, corner of London Circuit and Akuna Street, Canberra City, ACT 2601.

Date: 6 July 2001

**Gary Humphries**  
Chief Minister

**Short Title****No. and Year**


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Financial Management Legislation Amendment Act 2001	45 of 2001
First Home Owner Grant Amendment Act 2001	46 of 2001
Court Security Act 2001	47 of 2001
Drugs of Dependence Amendment Act 2001	48 of 2001
Race and Sports Bookmaking Act 2001	49 of 2001
Fair Trading (Fuel Prices) Amendment Act 2001	50 of 2001
Education Amendment Act 2001	51 of 2001
Auditor-General Amendment Act 2001	52 of 2001
Executive Documents Release Act 2001	53 of 2001

## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY

#### BUILDING ACT 1972

#### NOTICE OF PREPARATION OF THE BUILDING CODE

Pursuant to section 25 of the Building Act 1972, I hereby give notice of the preparation of the Building Code constituted by the 1996 edition of the Building Code of Australia including Amendment 9 as prepared and published by the Australian Building Codes Board in June 2001 and the Australian Capital Territory Appendix to the Building Code of Australia.

The Building Code comes into effect on the day on which this Notice is published in the Australian Capital Territory Gazette.

Dated this 25 day of June 2001

**Brendan Smyth**  
Minister for Urban Services

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **RACING ACT 1999**

#### **APPOINTMENT**

Pursuant to sub-section 40(2) of the *Racing Act 1999* and to sub-section 1(1) of Schedule 1 of that Act, I APPOINT

#### **ANNA LENNON**

as a member of the Racing Appeals Tribunal.

Pursuant to sub-section 1(2) of Schedule 1 of the *Racing Act 1999*, I ALSO APPOINT

#### **ANNA LENNON**

to be Deputy President of the Racing Appeals Tribunal.

The appointments are for a period of not more than 6 months, effective from 1 July 2001.

Dated this 29<sup>th</sup> day of June 2001.

**Gary Humphries MLA**  
Treasurer

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **RACING ACT 1999**

#### **APPOINTMENT**

Pursuant to sub-section 40(2) of the *Racing Act 1999* and to sub-section 1(1) of Schedule 1 of that Act, I APPOINT

#### **DENNIS PEARCE**

To be a member of the Racing Appeals Tribunal, and pursuant to sub-section 1(2) of Schedule 1 of the *Racing Act 1999*, I APPOINT

#### **DENNIS PEARCE**

To be President of the Racing Appeals Tribunal.

The appointments are for a period not more than 6 months, effective from 1 July 2001.

Dated this 29<sup>th</sup> day of June 2001.

**Gary Humphries MLA**  
Treasurer

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **RACING ACT 1999**

#### **APPOINTMENT**

Pursuant to sub-section 40(2) of the *Racing Act 1999* and to sub-section 1(1) of Schedule 1 of that Act, I APPOINT

#### **RODNEY GEORGE LEFFERS**

as a member of the Racing Appeals Tribunal for a period not more than 6 months, effective from 1 July 2001.

Dated this 29<sup>th</sup> day of June 2001.

**Gary Humphries MLA**  
Treasurer

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **RACING ACT 1999**

#### **APPOINTMENT**

Pursuant to sub-section 40(2) of the *Racing Act 1999* and to sub-section 1(1) of Schedule 1 of that Act, I APPOINT

#### **SANDRA JOAN PEISLEY**

as a member of the Racing Appeals Tribunal for a period not more than 6 months, effective from 1 July 2001.

Dated this 29<sup>th</sup> day of June 2001.

**Gary Humphries MLA**  
Treasurer



## **GOVERNMENT NOTICES (Continued)**

### **PHARMACY BOARD OF THE AUSTRALIAN CAPITAL TERRITORY**

PO BOX 976  
CIVIC SQUARE ACT 2608  
Email: [natalie.gresham@act.gov.au](mailto:natalie.gresham@act.gov.au)

Contact (02) 6205 1599  
Fax (02) 6205 1602

### **NOTICE**

#### **ELECTION OF DEPUTY CHAIRPERSON**

### **PHARMACISTS BOARD OF THE AUSTRALIAN CAPITAL TERRITORY**

In accordance with paragraph 6(2)(b) of the *Health Professions Boards (Procedures) Act 1981*, it is hereby notified that Mr Graeme Watson was elected as Deputy Chairperson of the Pharmacists Board of the ACT at a meeting of the Board held on 4 April 2001. The term of office is for the period of twelve months, which commenced on the 2 May 2001 to and including 1 May 2002.

Dated this 1<sup>st</sup> Day of June Two Thousand and One.

**Susan Alexander**  
Chairperson

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### ***UTILITIES ACT 2000***

#### **NOTICE OF EXEMPTION**

I, GARY HUMPHRIES, under Section 22 of the *Utilities Act 2000*, exempt:

- Country Energy from the requirement to hold a licence to provide electricity distribution and electricity connection services under sections 6 (a) and 6 (b) of the Act; and
- Queanbeyan City Council from the requirement to hold a licence to provide sewerage services under section 13 of the Act.

Dated this 3 day of July 2001

Signed

***Gary John Joseph Humphries***  
Treasurer

**GOVERNMENT NOTICES (Continued)****AUSTRALIAN CAPITAL TERRITORY****UTILITIES ACT 2000****NOTICE OF EXEMPTION****EXPLANATORY STATEMENT**

The *Utilities Act 2000* (the "Act") requires persons providing utility services in the ACT to hold appropriate operating licences. Section 22 of the Act provides that in some circumstances the Minister may exempt a person from this requirement.

Country Energy has sought an exemption from the requirement to hold a licence for approximately 12 kilometres of electricity distribution line which it owns and operates along the ACT and New South Wales border. Queanbeyan City Council has also sought an exemption for the sewerage treatment facility and sewer trunk main that it operates in Oaks Estate. The operation of this facility and of the trunk main were conditions of the lease granted to Queanbeyan City Council by the Commonwealth Government in 1938. The Council does not provide any other sewerage services in the ACT.

The circumstances surrounding the electricity distribution services provided by Country Energy and the sewerage services provided by Queanbeyan City Council in the ACT are exceptional and anomalous. Both Country Energy and Queanbeyan City Council have therefore been exempted from the requirement to hold licences under the Act for the provision of these particular utility services.

**GOVERNMENT NOTICES (Continued)**

**AUSTRALIAN CAPITAL TERRITORY**

***UTILITIES ACT 2000***

**APPROVAL OF INDUSTRY CODE**

I, PAUL FRANCIS BAXTER, under Section 58 of the *Utilities Act 2000*, approve the Gas Networks Capital Contribution Code.

Dated this 3 day of July 2001

Signed

***Paul Francis Baxter***

Senior Commissioner

Independent Competition and Regulatory Commission

**GOVERNMENT NOTICES (Continued)****AUSTRALIAN CAPITAL TERRITORY****UTILITIES ACT 2000****APPROVAL OF INDUSTRY CODE****EXPLANATORY STATEMENT**

Under section 101 of the *Utilities Act 2000* (the “Act”) a utility may impose capital contribution charges on customers to extend the utility’s network to undeveloped land or to vary the capacity of connections to its network. The charge must be in accordance with the relevant industry code of practice.

The Independent Competition and Regulatory Commission (the “Commission”), under section 58 of the Act, must approve industry codes. In making its decision the Commission must be satisfied that the code is consistent with other industry and technical codes and that it is appropriate. The Commission must also undertake certain consultations.

ActewAGL Distribution has submitted a draft Gas Networks Capital Contributions Code to the Commission in accordance with section 57 of the Act. The code outlines the principles and procedures by which a gas distributor may impose capital contribution charges on customers to develop or augment its gas network.

The Commission has considered the draft industry code and is satisfied that the code is appropriate. The code has been approved accordingly.

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **ELECTORIAL ACT 1992**

#### **REGISTER OF POLITICAL PARTIES**

#### **CANCELLATION OF REGISTRATION OF A POLITICAL PARTY**

In accordance with subsection 98(1) of the *Electoral Act 1992*, I hereby CANCEL the registration of the **United Canberra Party** and remove the political party's details from the *ACT Register of political Parties*.

***Alison Purvis***

Acting Electoral Commissioner

29 June 2001

**GOVERNMENT NOTICES (Continued)****ACT GOVERNMENT  
PLANNING AND LAND MANAGEMENT GROUP****DRAFT VARIATION NO.187 TO THE TERRITORY PLAN  
FOR THE HERITAGE PLACES REGISTER**

**Draft Variation No.187** to the Territory Plan, for the Red Hill Housing Precinct, has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority). The draft Variation proposes to amend the listing for the Red Hill Housing Precinct in the Heritage Places Register, to provide for a development intensity of not more than one dwelling per block.

Under the provision of section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), this draft Variation has no interim effect as prescribed by section 9 of the Land Act.

From Monday 16 July 2001 until Monday 6 August 2001, copies of the draft Variation may be:

- inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Gungahlin, Kippax, Tuggeranong and Woden during normal opening hours;
- inspected at, or obtained from, the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and
- inspected on the PALM Website at <http://www.palm.act.gov.au/tplan>

Written comments on the draft Variation should be submitted, by

**Monday 27 August 2001**, to:

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

Comments can also be sent via Email to:  
or by Facsimile to:

**terrplan@act.gov.au  
(02) 62071710.**

Copies of all written comments received in response to the draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours from Tuesday 28 August 2001 until Tuesday 18 September 2001, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Tuesday 28 August 2001 will be available for perusal for 21 days from the date of receipt.

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

#### **CORRIGENDUM**

In Special Gazette No. 42 of 2 July 2001, the Notice of Commencement under the *Racing Act 1999* was signed by the Treasurer on 29 June 2001, not 28 June 2001.



## GOVERNMENT NOTICES (Continued)

### Environment ACT

#### *Environment Protection Act 1997*

#### **Environmental Authorisations**

Environmental authorisations to conduct activities have been granted under Section 49 of the Act to the organisations set out below:

Scientific Pest Management (ACT)	Pest Control	GPO Box 3157 Canberra
Town & Country Pest Control (NSW) Pty Ltd	Pest Control	RMB 1860 Back Creek Road Gundaroo
Acute Pest Control	Pest Control	11 Michie Street Wanniasa Canberra
Aulikki Koskinen & Jari Alarautalahti Partnership	Firewood Activities	
Glencora Pty Ltd	Use of CFCs and HCFCs	Irving Street Phillip
JT Electrical and Plumbing	Use of CFCs and HCFCs	52 Brinkley Court Palmerston
John Stokes	Pest Control	12 Phoenix Place Giralang

#### **Annual Review of Authorisations**

Under Section 57 of the Act the following environmental authorisations have been reviewed, and the EMA decided not to take any action under the Act in respect of these authorisations.

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
WA Flick & Co Pty Ltd	Pest Control	2 Yallourn Street Fyshwick
ACT Parks and Conservation Service	Controlled Burns	Tuggeranong
Asset Services Pty Ltd	Use of CFCs and HCFCs	169 Gladstone Street Fyshwick
Ian Mills	Use of CFCs and HCFCs	2 Gudgenby Close Palmerston
Canberra Fire Services	Use of CFCs and HCFCs	64 Kembla Street Fyshwick
Climate Master	Use of CFCs and HCFCs	96 Gladstone Street Fyshwick

Under Section 135 of the Act, an application may be made to the Administrative Appeals Tribunal for a review of the decision to grant an Environmental Authorisation. The Administrative Appeals Tribunal can be contacted on telephone (02) 6217 4277.

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

Dated the 19th day of June 2001  
Environment Management Authority





