



Australian Capital Territory

Gazette

No. 30, Thursday 26 July, 2001

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

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GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

with reasonable training, and should be conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Central Office Health Strategy and Acute Services Executive

Administrative Services Officer Class 6 \$45,171 – \$51,888 Canberra (PN 27375)

Closing date: 9 August 2001

Duties: Provide administrative support to the Executive Director, and Unit Managers in the Health Strategies and Acute Services Group, including tasks relating to: Professional development, maintenance and analysis of staffing data, budget development, monitoring and reporting, purchasing, including of information technology products and services, group communication, accommodation. Maintenance and study bank. Prepare or co-ordinate the development of HSAS group proposals or responses on issues requiring a strategic approach, including the Group's contribution to the Departmental Annual Report. Liaise with other areas of the Department and other ACT agencies as required. Analyse and report on resource utilisation by the Group. Provide general administrative support to the Executive Director in other activities concerned with overall management and communication with the Group.

Contact Officer: Susan Killion (02) 6205 0877
Selection documentation may be obtained from Colleen McMillan (02) 6205 0878

E-mail: colleen.mcmillan@act.gov.au

Apply: 23

CC: 148-9011-16999

Central Office Health Strategy and Acute Services Executive

Administrative Service Officer Class 4 \$37,499 – \$40,714 Canberra (PN. 23006)

Closing Date: 9 August 2001

Duties: Provide administrative support to the Executive Director, Health Strategies and Acute Services and Director, Health Policy and Reform, including: The electronic tracking and distribution of incoming papers, Ministerials & correspondence, the coordination of meetings, travel and other arrangements, provide initial point for people seeking to see the Executive Director & Director. Respond to routine correspondence, anticipate the needs of the Branch Executive to ensure that the appropriate support and assistance is provided. Maintain liaison with Minister's Officers, Government Departments, Professional Bodies, media and the general public on related matters. Undertake research and liaison on behalf of the

EMPLOYMENT (Continued)

Branch Executive, initiating action to ensure timely response to requests for information. Undertake other appropriate administrative tasks and incidental duties as required by the Branch Executive. Provide high quality customer service as outlined in the Customer Service Standards
 Contact Officer: Susan Killion (02) 6205 0877
 Selection documentation may be obtained from Alison Colebrook (02) 6205 0795
 E-mail: alison.colebrook@act.gov.au
 Apply: 23
 CC: 148-9011-16999

THE CANBERRA HOSPITAL

The Canberra Hospital Information Management Medical Imaging

Administrative Services Officer Class 3 \$32,758 - \$35,353, Canberra (PN. TBA)
 Closing date: 9th August 2001
 Duties: Provide administrative and office support to the Clinical Director and other members of the management team in the Medical Imaging Department. Operate computer and dictaphone equipment as required. Assist in the preparation of briefs, submissions, reports, and other written material. Maintain a register of incoming and outgoing correspondence and other documents. Provide reception services including screening and directing calls, and answering enquiries on behalf of the Clinical Director or other managers.
 Note: Selection may be made on the basis of written applications and referee reports only
 Contact Officer: Peter Kaylock (02) 6244 2111
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 4168
 Apply: 16
 CC: 2711

CANBERRA INSTITUTE OF TECHNOLOGY

Education Delivery Faculty of Business and Information Technology Software Development

Teacher Band 1 \$36,310 to \$52,717, Canberra (PN. 51536)
 Closing date: 9 August 2001
 Duties: Prepare and present lectures, practical classes and workshops on some of the following areas: System Analysis and Design, Programming in C++, Visual Basic and Java, Database – Access and Oracle, System Testing and E Commerce. Maintain appropriate student assessment records and follow relevant procedures.
 Note: This position is an expected vacancy and available for temporary employment or temporary transfer for 3 years from the commencement of contract.
 Contact Officer: Janice Anderson (02) 6207 4078
 Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

Division of Learning Services Education Development Centre Curriculum and Accreditation Services

Teacher Band 1 – Senior Teaching Post (Educational Development and Support)
 \$57,506, Canberra (PN. 51631)
 Closing date: 9 August 2001
 Duties: Provide leadership and training on program design, evaluation, assessment, training package implementation and national trends in Vocational Education and Training. Mentoring staff, both in the Institute's Faculties and in the Education Development Centre. Manage curriculum and other related projects to ensure appropriate attention to detail, innovation in approach, accurate and timely completion and adherence to agreed principles and procedures. Oversee the use of the curriculum components of CIT's Student Management System (Banner) and, using a continuous improvement approach, ensure the changing needs of the Institute are anticipated and planned for in a strategic way.
 Eligibility/other requirements: Degree, Diploma or equivalent qualifications in education. At least 5 years experience in Vocational Education, including experience in curriculum development.
 Note: This position is available for temporary transfer or temporary employment for 5 years and will be interviewed by a Joint Selection Committee, therefore is not subject to appeals.
 Contact Officer: Ann Goleby (02) 6207 4842
 Selection documentation may be obtained from Greg Levett (02) 6207 4801
 Apply: 11
 CC: 148-9024-18549

ACT COMMUNITY CARE

ACT Community Care 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.

EMPLOYMENT (Continued)

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

Applications Close: 10 August 2001

Apply: 21

CC 148-9009-16861

**ACT Community Care
Child, Youth and Women's Health Program
BreastScreen ACT & SE NSW**

Professional Officer Class 2 \$44,111 - \$49,298, Canberra (Several positions)

Radiographer

Closing date: 9 August 2001

Duties: The successful applicant will work on our relocatable unit in South Eastern NSW which will involve travelling throughout the region spending up to a week at a time in each location.

Perform routine mammographic examinations and working within a multidisciplinary team to provide a screening service to clients within that area.

Eligibility/other requirements: Eligible to be a member of the Australian Institute of Radiography and holder of a Certificate Clinical Proficiency in Radiography.

Note: Permanent full-time and part-time positions are available.

Contact Officer and Selection documentation :

Sue Richardson (02) 6205 1932

Apply: 21

CC: 148-9009-16857

THE INTACT GROUP

Administrative Service Officer Class 5, Executive Assistant, (PN 14362)

Salary Range: \$41,825 TO \$44,349

LOCATION: CALLAM OFFICES, WODEN, ACT

Closing Date: 9 August 2001

Position Description: The Executive Assistant to the General Manager is responsible for providing high level support and ensuring the efficient management and operation of the General Manager's office. This includes managing the executive diary, registering all correspondence and maintaining administrative functions for the office. The occupant of this position will require high level communication, organisational and interpersonal skills with a sound working knowledge of information systems. The occupant should also possess a sound understanding of the information technology environment and the operations of government within the Public Sector.

Contact Officer: Karina Duffey on (02) 6207 5117

Selection Documentation: Nicole Morris on (02) 6207 8922 or via the InTACT web site at www.intact.act.gov.au

Applications to be forwarded to:

Recruitment Officer

GPO Box 158

Canberra City ACT 2601

or email to: intact.recruitment@act.gov.au

Senior Officer Grade B (PN 14391)
Manager, Customer Application Integration Team (CAIT)

Salary Range: \$67,576 TO \$76,073

LOCATION: CALLAM OFFICES, WODEN, ACT

Closing date: 9 August 2001

Position Description: The person occupying this position will be responsible for managing the Customer Application Integration Team and ensuring that all projects are completed within agreed parameters as set out in agreed customer contracts. The occupant of this role will manage and retain high level technical staff and will be responsible for ensuring that technical business relationships are developed and maintained. A major function of this position is to ensure that relevant research and development is being conducted within the unit, and that the appropriate infrastructure is developed in line with strategic requirements of the InTACT Group. The occupant must also possess good communication and liaison skills, with the ability to identify customer needs.

Contact Officer: Richard Hart on (02) 6207 5013

Contact Officer for Selection Documentation:

Chris Hastir on (02) 6207 5030

Applications to be forwarded to:

Recruitment Officer

PO Box 158

Canberra City ACT 2601

or email to: intact.recruitment@act.gov.au

Information Technology Officer Class 1

Service Delivery Officers – Several Positions

Salary Range: \$36310 - \$41517

LOCATION: CALLAM OFFICES, WODEN, ACT

Applications Close: 9 August 2001

Service Delivery Summary: InTACT Service Delivery is responsible for providing information technology services and support to help our ACT Government customers meet their business needs.

The Service Delivery Unit does this by maintaining the overall IT infrastructure for the ACT Government under specific service level agreements with agencies.

The unit provides the first point of call for ACT Government staff with IT problems and offers onsite case resolution through a central customer support centre to ensure we achieve high quality customer solutions.

InTACT Service Delivery aims to help our customers become independent and competent users of IT resources. Role of the Service Delivery Officer: The person in this role helps InTACT deliver a quality service by providing high-level customer focussed technical support, maintenance and diagnosis of hardware and software problems. This includes PC desktop hardware, associated peripherals and network hardware. The role requires the occupant to work as part of an integrated customer based team that meets customer expectations.

Contact Officer: Bob Parkes on (02) 6207 5024

Contact Officer for Selection Documentation:

EMPLOYMENT (Continued)

Nicole Morris on (02) 6207 8922 or via the InTACT web site at www.intact.act.gov.au
Applications to be forwarded to:
Recruitment Officer
GPO Box 158
Canberra City ACT 2601
or email to: intact.recruitment@act.gov.au

Information Technology Officer Class 2
Service Delivery Officers – Several Positions
Salary Range: \$45,171 to \$51,888
LOCATION: CALLAM OFFICES, WODEN, ACT
Applications Close: 9 August 2001
Service Delivery Summary: InTACT Service Delivery is responsible for providing information technology services and support to help our ACT Government customers meet their business needs. The Service Delivery Unit does this by maintaining the overall IT infrastructure for the ACT Government under specific service level agreements with agencies. The unit provides the first point of call for ACT Government staff with IT problems and offers onsite case resolution through a central customer support centre to ensure we achieve high quality customer solutions. InTACT Service Delivery aims to help our customers become independent and competent users of IT resources. Role of the Service Delivery Officer: The person in this role helps InTACT deliver a quality service by providing high-level customer focussed technical support, maintenance and diagnosis of hardware and software problems. This includes PC desktop hardware, associated peripherals and network hardware. The role requires the occupant to work as part of an integrated customer based team that meets customer expectations. The occupant will also be required to provide limited supervision to subordinate technical staff.
Contact Officer: Trevor Matthews on (02) 6207 4280

Contact Officer for Selection Documentation:
Nicole Morris on (02) 6207 8922 or via the InTACT web site at www.intact.act.gov.au
Applications to be forwarded to:
Recruitment Officer
GPO Box 158
Canberra City ACT 2601
or email to: intact.recruitment@act.gov.au

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/departments/departments.htm> or may be requested using email to <mailto:wfpm.webmaster@decs.act.gov.au> or decs.jobs@act.gov.au. Applications may also be sent via email to: 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 Budgets and Financial Operations Branch Financial Services Section

Senior Professional Officer Grade B
\$67,576 – \$76,073, Canberra (PN. 625)
Closing date: 9 August 2001
Duties: In conjunction with the Financial Services Manager, control the finance and accounting functions of the Department, including manage the preparation of the Department's annual budgets estimates, and constantly monitor and report on financial performance against budget; manage the maintenance of a full set of computerised accounts to audit stage and ensure departmental compliance with the goods and services act.
Eligibility/other requirements: Completion or near completion of qualifications in accounting which are recognised, or will lead to recognition for membership of either the Australian Society of Certified Practising Accountants [ASCPA] or Institute of Chartered Accountants in Australia [ACA].
Note: The successful applicant will be offered an attractive performance based remuneration package regulated under an Australian Workplace Agreement
Contact Officer: Gillian Broers (02) 6205 5470
Selection documentation may be obtained from Mark Whybrow (02) 6205 5474
Apply: 12
or via email: decs.employment@act.gov.au
CC: 148-9013-16917

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

Senior Professional Officer Grade B
\$67,576 - \$76,073, Canberra (PN. 3849)
Closing date: 9 August 2001
Duties: Manage Regional Office implementation of child protection in accordance with Family Services policies and programs to achieve effective client outcomes.
Eligibility/other requirements: Tertiary qualifications in social work or psychology which provide full eligibility for membership of the Australian Association of Social Workers, or registration with the Psychologist's Board (ACT) or state equivalent.
Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement. Previous applicants will need to reapply.
Contact Officer: Deborah Winkler (02) 6207 1075
Selection documentation may be obtained from Janet Feldtmann (02) 6207 1088
Apply: 12
or via email: decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (Continued)**Sport and Corporate Resources Division
Financial Services Section**

Senior Professional Officer Grade C
\$57,192 – \$61,666, Canberra (PN. 13361)
Closing date: 9 August 2001
Duties: Manage a Financial Services sub-section. Prepare financial and management accounting reports for internal and external entities: including monthly reports, purchase agreement reports, statistical returns and annual financial statements.
Eligibility/other requirements: Completion or near completion of qualifications in accounting which are recognised, or will lead to recognition, for membership of either the Australian Society of Certified Practising Accountants [ASCPA] or Institute of Chartered Accountants in Australia [ACA].
Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement
Contact Officer: Gillian Broers (02) 6205 5470
Selection documentation may be obtained from Mark Whybrow (02) 6205 5474
Apply: 12 or via email: decs.employment@act.gov.au
CC: 148-9013-16917

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

Professional Officer Class 2 \$45,171 - \$51,888, Canberra (PN. 10414)
Closing date: 9 August 2001
Duties: Staff the afterhours child protection services to children and families in accordance with the objectives and statutory responsibilities of the Family Services Program. Determine urgency and appropriate level of response.
Eligibility/other requirements: Undertake restricted duties and overtime as required in relation to the provision of a comprehensive crisis service and in accordance with the provision of the 'Out of Hours Restriction – Permanent Officer and Temporary Employees Agreement 1992'. Eligibility for full membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent.
Contact Officer: Deborah Winkler (02) 6207 1075
Selection documentation may be obtained from Janet Feldtmann (02) 6207 1088
Apply: 12
or via email: decs.employment@act.gov.au
CC: 148-9013-16917

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

Professional Officer Class 2 \$45,171 - \$51,888, Canberra (PN. 12764, expected vacancy)
Closing date: 9 August 2001
Duties: Carry out comprehensive psychosocial assessments of children and families at risk and give evidence before the Children's Court,

provide a professional consultation service to departmental officers and conduct high level research and special investigations.
Eligibility/other requirements: Eligibility for full membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent.
Contact Officer: Deborah Winkler (02) 6207 1075
Selection documentation may be obtained from Janet Feldtmann (02) 6207 1088
Apply: 12
or via email: decs.employment@act.gov.au
CC: 148-9013-16917

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

Professional Officer Class 2 \$45,171 - \$51,888, Canberra (PN.11534)
Closing date: 9 August 2001
Duties: Provide support to policy and program development, implementation and evaluation of statutory services to children and families which are consistent with Family Services child protection and substitute care policies, procedures and practices and which are culturally appropriate.
Eligibility/other requirements: Eligibility for full membership of the Australian Association of Social Workers or registration with the Psychologist's Board (ACT) or state equivalent.
Note: Previous applicants will need to re-apply.
Contact Officer: Deborah Winkler (02) 6207 1075
Selection documentation may be obtained from Janet Feldtmann (02) 6207 1088
Apply: 12
or via email: decs.employment@act.gov.au
CC: 148-9013-16917

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

Administrative Service Officer Class 4
\$37,499 - \$40,714, Canberra (PN. 94)
Closing date: 9 August 2001
Duties: Provide building management services to all non school sites, including oversight of building fabric; energy control; provision of "household services"; carparking; oversight of cleaning quality; security services; and furniture maintenance services to schools on the user pays basis.
Contact Officer: Tony McDonnell (02) 6205 9120
Selection documentation may be obtained from the Contact Officer (02) 6205 9120
Apply: 12
or via email: decs.employment@act.gov.au
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Family Services Branch
Youth and Community Services Section**

Administrative Service Officer Class 2
\$29,539 – \$32,755, Canberra (PN. 3177, expected vacancy)
Closing date: 09 August 2001

EMPLOYMENT (Continued)

Duties: Assist to administer the ACT Spectacle Subsidy Scheme on a day to day basis, prepare and process invoices for payments. Provide administrative support to the Section.
 Contact Officer: Emma Martin (02) 6207 1110
 Selection documentation may be obtained from Sharyn Hutchinson (02) 6207 1048
 Apply: 12
 or via email: decs_employment@act.gov.au
 CC: 148-9013-16917

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

Administrative Service Officer Class 2
 \$29,539 - \$32,755, Canberra (PN. 137)
 Closing date: 9 August 2001
 Duties: As directed assist with the installation of security lighting and alarm units within ACT government schools. Process and follow up security matters as requested.
 Contact Officer: Lindy Smith (02) 6205 5454
 Selection documentation may be obtained from the Contact Officer (02) 6205 5454
 Apply: 12
 or via email: decs_employment@act.gov.au
 CC: 148-9013-16917

Applications for the above positions should be forwarded to the Workforce Planning and Management Section, Level 2, Manning Clark Offices or via email:
decs_employment@act.gov.au

Temporary Vacancies

Teachers applying for short term office vacancies should provide a statement from their Principal agreeing to their release for the specified period.

Note: This position has an attractive remuneration package, the terms and conditions of which will be regulated under an Australian Workplace Agreement

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

Please note that you need to submit a separate application for each position you are applying for.

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

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 Magistrates Court Executive

Administrative Service Officer Class 4
 \$37,499 – \$40,714, Canberra (PN. 42325)
 Closing date: 9 August 2001
 Duties: Provide administrative and secretarial support of a high level to the Court Administrator of the ACT Law Courts and the Registrar of the Magistrates Court and Tribunals; other duties as directed by both executives.

Contact Officer: Penny Rogers (02) 6217 4216
 Selection documentation may be obtained from 24 hour answering machine (02) 6217 4229
 Apply: 28
 CC: 148-9012-16939

DEPARTMENT OF URBAN SERVICES

Planning and Land Management Group Development Management Branch Customer Services Section

Senior Officer Grade C
 \$57,191 - \$61,666 (PN 5498)
 Canberra
 Closing Date: 09-Aug-01
 Duties: The duties of this position are to lead a customer service focused team in providing the community's first contact with PALM via the counter, telephone or email services. As Team leader of the Customer Service Team the successful applicant will be expected to formulate policies and procedures to improve the service delivery to customers of: information services to the public; counter, telephone and written enquiries; lodgement and checking of Development Applications; sale of publications; collection of revenues; and being the public contact for all information on lease conveyancing enquiries.

Other requirements / Qualifications
 Notes

Contact Officer: Peter Edwards (02) 6207 1917
 Selection documentation may be obtained from Elizabeth Munn(02) 6207 1913.

or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply Code: 34
 CC: 148-9020 16951

EMPLOYMENT (Continued)**DEPARTMENT OF TREASURY****Procurement Policy**

Senior Officer Grade B, (PN: 55689)

Salary Range: \$67,576 - \$88,751

Closing Date: 9 August 2001

Canberra

Duties: Manage secretariat support to the Government Procurement Board including management of the Board budget. Manage the business of the Government Procurement Board, in consultation with agencies. Formulate and develop whole of government procurement policies on behalf of the Government Procurement Board.

Contact Officer: Robert Irvin (02) 6207 5876

Selection Documentation: may be obtained from Hao Tien on (02) 620 70279 and is also available from

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

Please note that applications will not be acknowledged

Note: The terms and conditions of this position may be regulated under an Australian Workplace Agreement.

Apply: 35 or via email:

recruitment.officer@act.gov.au

CC: 148-9042-20868

Government Business Enterprises Management Branch

Senior Officer Grade C, (PN: 55176)

Salary Range: \$57,191 - \$68,196

Closing Date: 9 August 2001

Canberra

Duties: Manage, individually or as a member of a team, analysis of financial management issues relating to Government Business Enterprises (GBE). Provide strategic advice and support on a range of issues concerning GBE's, in particular as they relate to financial and business risk.

Tertiary qualifications in accounting, economics or other related disciplines are highly desirable

Contact Officer: Floyd Kennedy (02) 6207 0096

Selection Documentation: may be obtained from Shelley Rodger on (02) 6207 2551 and is also available from

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

Please note that applications will not be acknowledged

Note: The terms and conditions of this position may be regulated under an Australian Workplace Agreement.

Apply: 35 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17253

Government Business Enterprises Management Branch

Senior Officer Grade C, (PN: 5533)

Salary Range: \$57,191 - \$68,196

Closing Date: 9 August 2001

Canberra

Duties: Manage, individually or as a member of a team, analysis of financial management issues relating to Government Business

Enterprises (GBE). Provide high level strategic advice and support on issues concerning GBE's. Undertake high level negotiation and liaison with other government agencies and GBE's. Tertiary qualifications in accounting, economics or other related disciplines are highly desirable

Contact Officer: Tony Hays (02) 6207 5062

Selection Documentation: may be obtained from Shelley Rodger on (02) 6207 2551 and is also available from

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

Please note that applications will not be acknowledged

Note: The terms and conditions of this position may be regulated under an Australian Workplace Agreement.

Apply: 35 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17253

Appointments

ACT COMMUNITY CARE**Administrative Service Officer Class 3****\$33,211 - \$35,843**

Timothy Hodge: 741-01357 Section 68(1), 12 July 2001

CC: 148-9009-18270

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**Senior Officer Grade B \$67576 - \$76073**

John Vincent McBride: 766-16071, Section 68(1), 16 July 2001

CC: 148-9013-16917

EMERGENCY SERVICES BUREAU**Ambulance Paramedic Officer (\$37616)**

Leanne Margaret Hardie: 754-04827, Section 68 & 70, Position 22904

CC: 148-9007-16846

Ambulance Paramedic Officer (\$37616)

Paul Lloyd Hardie 754-04843, Section 68 & 70, Position 28875.

CC: 148-9007-16846

DEPARTMENT OF URBAN SERVICES**ACT WorkCover**

Administrative Service Officer Class 4

\$37,499 - \$40,714

Natasha Devoe AGS Number 769 64084.

Section 68(1) 11-Jul-01

CC: 148-9020 17088

Administrative Service Officer Class 6

\$45,171 - \$51,888

Deborah Hoppe AGS Number 757 53226.

Section 68(1) 18-Jul-01

CC: 148-9020 17088

Administrative Service Officer Class 4

\$37,499 - \$40,714

Kathy Curtis AGS Number 757 53891.

Section 68(1) 18-Jul-01

CC: 148-9020 17088

EMPLOYMENT (Continued)**Urban Services
Operations Group**

Administrative Service Officer Class 3 \$33,644-\$36,310
Paul Noonan AGS Number 767 83646.
Section 68(1) 11-Jul-01
CC: 148-9015 17013

Professional Officer Class 2 \$45,613-\$50,976
Felicity Grant AGS Number 764 30816.
Section 68(1) 11-Jul-01
CC: 148-9029 16940

Professional Officer Class 2 \$45,613-\$50,976
Andrew Winter AGS Number 769 64631.
Section 68(1) 13-Jul-01
CC: 148-9029 16940

Environment ACT

Ranger 2 \$33,977-\$36,669
Jeremy Watson AGS Number 748 55212.
Section 68(1) 11-Jul-01
CC: 148-9028 17218

Ranger 2 \$33,977-\$36,669
Graham Blinksell AGS Number 757 52127.
Section 68(1) 11-Jul-01
CC: 148-9028 17218

Ranger 2 \$33,977-\$36,669
Michael Maconachie AGS Number 757 52928.
Section 68(1) 11-Jul-01
CC: 148-9028 17218

DEPARTMENT OF TREASURY

Senior Officer Grade A, \$78,481p.a
Mark Patrick Mullins, 757-49286
Section 68 23 July 2001
Revenue Management Branch, Department of
Treasury
CC: 148-9042-17176

Senior Officer Grade C, \$57,161 - \$61,666p.a
Gurkirat Singh, 757-49411
Section 68 16 July 2001
GBE Management Branch, Department of
Treasury
CC: 148-9031-17253

Transfer

ACT COMMUNITY CARE

Marina Boogaerts: 260-02768
From: Registered Nurse Level 2 \$43,711-\$46,474
The Canberra Hospital
To: Registered Nurse Level 2 \$43,841-\$46,611
Integrated Health Care Program, ACT
Community Care, Canberra (PN.22724) (14 June
2001)
CC: 148-9009-17798

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

Margaret Rose Croucher: 537-56020
From: Administrative Service Officer Class 6
\$45,171 - \$51,888
Department of Education and Community
Services
To: Administrative Service Officer Class 6
\$45,171 - \$51,888
Child Protection Service Section, Department of
Education and Community Services, Canberra
(PN. 421) (No 19, 10 May 2001)
CC: 148-9013-16917

Irene Dorothy Lind: 326-96938
From: Teacher Level 4 Principal Category 4
\$68,730 - \$83,730
Department of Education and Community
Services
To: † Teacher Level 4 Principal Category 5
\$68,730 - \$83,730
Aranda Primary School, Department of
Education and Community Services, Canberra
(PN. 1754) (No. 21 24 May 2001)
CC: 148-9013-16917

DEPARTMENT OF TREASURY

R.Hardy AGS No 765-88381
From: Senior Officer Grade C,
\$56,346 - \$67,980p.a.
From: Department of Finance and Administration
To: Senior Officer Grade C, (PN: 43382)
Economic Management Branch, Department of
Treasury
10 May 2001
Note: This transfer is made as an appointment
under section 115(6) of the Public Sector
Management Act 1994 and is a deemed
transfer.
CC: 148-9031-17630

Promotions

**Promotions under the *Public Sector
Management Act 1994***

The 'date of notification' of a promotion is the date of publication of the *Gazette* in which it is notified. This appears in a box towards the front of the *Gazette*. This date is used to calculate the 'date of effect' and 'eligibility for salary on promotion' and to determine when the time for lodging an appeal or requesting a review commences.

A. APPEALS

All promotions made under section 83 of the *Public Sector Management Act 1994* are subject to appeal except:

* 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);

EMPLOYMENT (Continued)

- * 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 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:

EMPLOYMENT (Continued)

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

FORM OF APPEAL

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

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

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

WHEN TO LODGE APPEALS

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

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

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

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

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

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

EMPLOYMENT (Continued)

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 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),

EMPLOYMENT (Continued)

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
Health Strategy and Acute Services
Health Economics**

A'isha Commar: 715-81084

From: Administrative Service Officer Class 6
\$45,171-\$51,888 Department of Health, Housing & Community Care
To: † Senior Officer Grade C \$57,191 - \$61,666
Health Economics, Department of Health, Housing & Community Care, Canberra (PN: 20231)
(Gazette No. 23, 7 June 2001)
CC: 148-9011-16999

ACT COMMUNITY CARE

ACT Community Care Community Rehabilitation Program Denise Mockler 261-29267

From: Registered Nurse Level 3
\$48,200 - \$51,307
The Canberra Hospital
To: † Registered Nurse Level 3.5 \$53,928
Community Rehabilitation Program ACT
Community Care, Canberra (PN.29122) (26 April 2001)
CC: 148-9009-18269

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

Katherine (Kate) O'Brien: 752-27883

From: Professional Officer Class 2
\$44,111 - \$49,298
ACT Community Care
To: † Senior Professional Officer Grade C
\$55,850 - \$60,219
Canberra (PN. 28648) (12 April 2001)
CC: 148-9009-16857

CALVARY HEALTH CARE ACT

Administrative Services

Finance

Christopher Barnes: 608-27878

From: Calvary Services Officer 4
\$27,036 - \$28,120
Calvary Health Care ACT
To: Calvary Administrative Officer 2
\$28,475 - \$31,576
Finance Calvary Health Care ACT, Canberra (PN.8053) (23 7/6/01)
Duties:
Note:
CC: 148-9094-17781

Carol Drayson: 609-08977

From: Calvary Administrative Officer 2
\$28,475 - \$31,576
Calvary Health Care ACT
To: Calvary Administrative Officer 3
\$32,433 - \$35,003
Finance Calvary Health Care ACT, Canberra (PN.8673) (24 14/6/01)
Duties:
Note:
CC: 148-9094-17781

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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

Lisa Gooley: 711-24836

From: Administrative Service Officer Class 5
\$41825 - \$44349
Department of Education and Community Services
To: Administrative Service Officer Class 6
\$45171 - \$51888
Child Abuse Prevention Section, Department of Education and Community Services, Canberra (PN. 32830) (No. 19, 10 May 2001)
CC: 148-9013-16917

EMPLOYMENT (Continued)**Belconnen High School****Narelle Joan Walker: 527-32019**

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

Department of Education and Community
Services

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

Belconnen High School, Department of
Education and Community Services, Canberra
(PN. 32170)

(No. 21, 24 May 2001)

CC: 148-9013-16917

**Office of Training and Adult Education Branch
Purchasing, New Apprenticeships and
Innovation Section**

Raymond Stowers: 311-47312

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

Department of Education and Community
Services

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

Purchasing, New Apprenticeships and
Innovations

Section, Department of Education and
Community

Services, Canberra (PN. 2373) (No 13, 29 March
2001)

CC: 148-9013-16917

Christine Esme Pilgrim: 027-43473

From: Teacher Level 3 Principal 1

\$59,730 - \$65,730

Department of Education and Community
Services

To: † Teacher Level 4 Principal 5

\$68,730 - \$83,730

North Ainslie Primary School, Department of
Education and Community Services, Canberra
(PN. 1753) (No 21, 24 May 2001)

CC: 148-9013-16917

Susan Kristen Stockbridge: 324-46488

From: Teacher Level 2 \$58,500

Department of Education and Community
Services

To: † Senior Information Technology Officer
Grade C \$57,191 - \$61,666

Year 11/12 Assessment and Certification
Section,

Department of Education and Community
Services,

Canberra (PN. 12004) (PN 21, 24 May 2001)

CC: 148-9013-16917

Margaret Edith May: 333-53419

From: Teacher Level 2 \$58,500

Department of Education and Community
Services

To: † Teacher Level 3, Principal 2

\$59,730 - \$65,730

Cook Primary School, Department of Education
and Community Services, Canberra (PN.4138)

(No19, 10 May 2001)

CC: 148-9013-16917

Clara Ann Richards: 327-06892

From: Teacher Level 2 \$58,500

Department of Education and Community
Services

To: † Teacher Level 3, Principal 3

\$59,730 - \$65,730

Taylor Primary School, Department of Education
and Community Services, Canberra (PN. 4149)
(No 21, 24 May 2001)

CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

In accordance with the Department of Justice
and Community Safety Certified Agreement
2000-2002, appeals against the Departments
promotions must be lodged within 7 days of
Gazetted, to the Appeals Officer, Human
Services Unit, PO Box 921 Civic Square ACT
2608 or to Level 3 GIO House City Walk.

DEPARTMENT OF URBAN SERVICES

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

**Operations Group
Land and Property Branch**

Virginia Ebsworth

AGS Number 760 74751

From: Administrative Service Officer Class 5

\$41,825 - \$44,349

To: Administrative Service Officer Class 6

\$45,171 - \$51,888

PN 2037 Gazette 03-May-01

Note: This position was advertised as several.

In accordance with current EBA provisions,
appeals must be lodged at the Personnel
counter on Level 1 Annexe Macarthur House 12
Wattle Street Lyneham by close of business on
the 7th day after notification in the Gazette.

CC: 148-9015 20692

Helen McDonald AGS Number 742 53254

From: Administrative Service Officer Class 4

\$37,499 - \$40,715

To: Administrative Service Officer Class 6

\$45,171 - \$51,888

PN 55379 Gazette 03-May-01

Note: This position was advertised as several.

In accordance with current EBA provisions,
appeals must be lodged at the Personnel
counter on Level 1 Annexe Macarthur House 12
Wattle Street Lyneham by close of business on
the 7th day after notification in the Gazette.

CC: 148-9015 20692

Jacques Colas AGS Number 715 98126

From: Administrative Service Officer Class 5

\$41,825 - \$44,349

To: Administrative Service Officer Class 6

\$45,171 - \$51,888

PN 55381 Gazette 03-May-01

Note: This position was advertised as several.

In accordance with current EBA provisions,

EMPLOYMENT (Continued)

appeals must be lodged at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9015 20692

DEPARTMENT OF TREASURY

A. Pinto AGS No 761-14477
From: Executive Level 1, \$60,777 - \$65,580p.a.
From: IP Australia
To: Senior Officer Grade C, (PN: 55177)
Government Business Enterprise Management, Department of Treasury
5 April 2001
Note: This transfer is made as an appointment under section 115(6) of the Public Sector Management Act 1994 and is a deemed transfer.
CC: 148-9031-17253

Retirements and dismissals

DEPARTMENT OF URBAN SERVICES

Environment ACT
Ian William Smith
General Service Officer Level 5
Section 143 of the *Public Sector Management Act*
14 June 2001
CC: 148-9028 17030

Anthony Stuart Brownlie
Technical Officer Level 4
Section 143 of the *Public Sector Management Act*
6 July 2001
CC: 148-9028 17030

Corrigenda

The Canberra Hospital Nursing Branch Intensive Care Unit
12 July 2001
Please note advertised PN 22283 is a temporary vacancy available until March 2002, not November 2002 as previously advertised.
CC: 1963

ACT Public Service Index of addresses

- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital, PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901

- 09 Personnel Officer, Totalcare, PO Box 56 Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601
- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606
- 18 The 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
- 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
S46	16 July	Corporations Rules 2001, SL 2001 No. 22 ~ <i>Corporations Act 2001 (Cwlth)</i> Supreme Court Rules Amendment, SL 2001 No. 23 ~ <i>Supreme Court Act 1933</i>
S47	17 July	Regulation No. 24 of 2001 ~ <i>Waste Minimisation Act 2001</i>
S48	19 July	Road Instrument No. R30/01 ~ <i>Public Roads Act 1902 (NSW)</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>Taxation Administration Act 1999</i>	Declaration Notice regarding lodgement of June 2002 payroll tax return.	No. 192 of 2001
<i>Duties Act 1999</i>	Exemption Guidelines for Corporate Reconstructions	No. 193 of 2001
<i>Podiatrists Act 1994</i>	Appointment of Sandra Moffat to the Podiatrists Board of the ACT	No. 194 of 2001
<i>Podiatrists Act 1994</i>	Appointment of Janet Rae Wall to the Podiatrists Board of the ACT	No. 195 of 2001
<i>Podiatrists Act 1994</i>	Appointment of Richard Kenneth Lee to the Podiatrists Board of the ACT	No. 196 of 2001
<i>Podiatrists Act 1994</i>	Appointment of Bindi Ann Rose Polkinghorn to the Podiatrists Board of the ACT	No. 197 of 2001
<i>Podiatrists Act 1994</i>	Appointment of Fiona Oliver to the Podiatrists Board of the ACT	No. 198 of 2001
<i>Tree Protection (Interim Scheme) Act 2001</i>	Instrument of Appointment	No. 199 of 2001
<i>Surveyors Act 2001</i>	Instrument of Appointment	No. 200 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.

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Crimes (Forensic Procedures) Act 2000</i>	Crimes (Forensic Procedures) Regulations Amendment	No. 25 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 law has been passed by the Australian Capital Territory Legislative Assembly. Copies of the law 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: 19 July 2001

Gary Humphries
Chief Minister

Short Title

No. and Year

Legislation (Consequential Amendments) Act 2001

44 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Surveyors Act 2001

NOTICE OF COMMENCEMENT

Pursuant to section 2 of the *Surveyors Act 2001* I fix the date of Gazettal of this notice in the Gazette as the date the Act commences.

Dated this 10th day of July 2001

Brendan Smyth MLA
Minister for Urban Services

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

OCCUPATIONAL HEALTH AND SAFETY ACT 1989

DECLARATION

Under Section 39(2) of the ACT *Occupational Health and Safety Act 1989*, I declare that, an application by Manteena Pty Ltd, Section 39 of the *Act* applies to the construction of the Commonwealth Place project, Block 1 / Section 56 PARKES ACT.

Jocelyn Plovits
Commissioner

Date: 12 July 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

CRIMES ACT 1900

DECLARATION UNDER SECTION 358A (3)

The Australian Capital Territory Executive, under the *Crimes Act 1900*, section 358A (3), declares the *Police Powers and Responsibilities Act 2000* (Qld) to be a corresponding law.

Dated 13 July 2001.

BILL STEFANIAK
Minister

BRENDAN SMYTH
Minister

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LEGAL AID ACT 1977

APPOINTMENT OF COMMISSIONER OF THE LEGAL AID COMMISSION (A.C.T.)

Pursuant to subsection 7(3) of the *Legal Aid Act 1977*, I hereby appoint, under paragraph 7(1)(ab) of the Act,

BRETT PHILLIPS

to be a Commissioner of the Legal Aid Commission (A.C.T.) for the period of seven months commencing on the date of the notification of this instrument in the *Gazette*.

Dated this 13th day of July 2001.

BILL STEFANIAK MLA
ATTORNEY-GENERAL

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY*****Legal Aid Act 1977*****APPOINTMENT****EXPLANATORY STATEMENT**

Section 6 of the *Legal Aid Act 1977* established the Legal Aid Commission (A.C.T.) which consists of a President and Commissioners appointed by the Attorney-General, all of whom are part-time.

Section 7 provides for the following persons to be appointed to the Commission:

- a President;
- a Commissioner to represent the Minister;
- a Commissioner nominated by the Attorney-General for the Commonwealth to represent him or her;
- a Commissioner nominated by the Council of the Bar Association;
- a Commissioner nominated by the Council of the Law Society;
- a Commissioner nominated by the Executive Committee of the Council of Social Service of the Australian Capital Territory (ACTCOSS); and
- a Commissioner who, in the opinion of the Minister, is a person who, by reason of qualifications, training or experience, will be able to afford specialist assistance to the Commission in the performance of its function.

The Chief Executive Officer of the Legal Aid Office is, *ex officio*, a Commissioner.

The functions of the Commission are to provide legal assistance in accordance with the Legal Aid Act and in accordance with any funding agreements between the Territory and other jurisdictions for the provision of legal assistance by the Commission. Legal assistance may be provided by the Commission by arranging for the services of private legal practitioners to be made available at the expense of the Commission or by making available the services of officers of the Commission.

Mr Brett Phillips is nominated by the Attorney-General.

The attached instrument appoints Mr Brett Phillips as a Commissioner of the Legal Aid Commission (A.C.T.). The appointment is for seven months from the date of the notification of the Instrument in the ACT Gazette.

The appointment did not require the approval of the Standing Committee on Justice and Community Safety.

Circulated by the authority of Mr Bill Stefaniak MLA, Attorney-General

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

BUSHFIRE ACT 1936

BUSHFIRE COUNCIL

APPOINTMENT OF DEPUTY CHAIRPERSON

I, Brendan Smyth, under subsection 5B(2) of the *Bushfire Act 1936*, **APPOINT**

MICHAEL JOHN CASTLE

as Deputy Chairperson of the Australian Capital Territory Bushfire Council, commencing on the date that this Instrument is notified in the *Gazette*, until and including 4 July 2004.

Dated this 12 of July 2001.

BRENDAN SMYTH MLA

Minister for Police and Emergency Services

GOVERNMENT NOTICES (Continued)

Australian Capital Territory Bushfire Act 1936

APPOINTMENT OF DEPUTY CHAIRPERSON ACT BUSHFIRE COUNCIL

EXPLANATORY STATEMENT

For the purposes of the *Bushfire Act 1936* there is established a Bushfire Council reporting to the Minister.

The role of the Council is to oversee the coordination arrangements to prevent the outbreak and spread of bushfire, and to protect life and property within the ACT from the effects of bushfires. The Council performs its duties in accordance with the Rural Fire Control Manual.

The composition of the Council is determined by the Minister. The Council consists of not less than five members and not more than twelve members. Members are appointed for three years. Sub-section 5B(2) provides for the Minister to appoint a Deputy Chairperson from the members of the Bushfire Council.

This instrument appoints Mr Michael John Castle as the Deputy Chairperson of the Bushfire Council until and including 4 July 2004.

This appointment proceeds following consultation with the Legislative Assembly Committee nominated by the Speaker, as required by the *Statutory Appointments Act 1994*.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

BUSHFIRE ACT 1936

BUSHFIRE COUNCIL

APPOINTMENT OF CHAIRPERSON

I, Brendan Smyth, under subsection 5B(2) of the *Bushfire Act 1936*, **APPOINT**

ARTHUR MALCOLM GILL

as Chairperson of the Australian Capital Territory Bushfire Council, commencing on the date that this Instrument is notified in the *Gazette* until and including 4 July 2004.

Dated this 12 of July 2001.

BRENDAN SMYTH MLA

Minister for Police and Emergency Services

GOVERNMENT NOTICES (Continued)

Australian Capital Territory Bushfire Act 1936

APPOINTMENT OF CHAIRPERSON ACT BUSHFIRE COUNCIL

EXPLANATORY STATEMENT

For the purposes of the *Bushfire Act 1936* there is established a Bushfire Council reporting to the Minister.

The role of the Council is to oversee the coordination arrangements to prevent the outbreak and spread of bushfire, and to protect life and property within the ACT from the effects of bushfires. The Council performs its duties in accordance with the Rural Fire Control Manual.

The composition of the Council is determined by the Minister. The Council consists of not less than five members and not more than twelve members. Members are appointed for three years. Sub-section 5B(2) provides for the Minister to appoint a Chairperson from the members of the Bushfire Council.

This instrument appoints Dr Arthur Malcolm Gill as the Chairperson of the Bushfire Council until and including 4 July 2004.

This appointment proceeds following consultation with the Legislative Assembly Committee nominated by the Speaker, as required by the *Statutory Appointments Act 1994*.

GOVERNMENT NOTICES (Continued)



APPOINTMENT TO THE DOMESTIC VIOLENCE PREVENTION COUNCIL OF THE AUSTRALIAN CAPITAL TERRITORY

Pursuant to subsection 23(6) of the *Domestic Violence Act 1986*, I hereby terminate the appointment of

ELIZABETH WORTHINGTON

as a member of the Domestic Violence Prevention Council of the Australian Capital Territory and I hereby appoint for the purposes of paragraph 23(4)(c)

TONY CARMICHAEL

as a member of that Council up to and including 31 August 2002.

Dated: 17 day of July 2001.

BILL STEFANIAK MLA
ATTORNEY-GENERAL

GOVERNMENT NOTICES (Continued)**ACT GOVERNMENT
PLANNING AND LAND MANAGEMENT GROUP****DRAFT VARIATION NO.164 TO THE TERRITORY PLAN FOR
COMMUNITY FACILITY LAND USE POLICIES**

Draft Variation to the Territory Plan No.164, has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority). This draft Variation proposes to replace the existing Community Facility Land Use Policy at Part B4 of the Territory Plan Written Statement with a revised policy incorporating changes proposed following a review of the existing policy. The review of Community Facility sites has adopted a precautionary approach and does not propose to reduce the existing amount of vacant useable community facilities land. Provided it is not deferred, the provisions of draft Variation No.164 have interim effect until 25 July 2002 or for the "defined period", whichever is the shorter. The "defined period" commenced on 26 July 2001 and continues until the proposals in the draft Variation, or the corresponding Plan Variation:

- come into effect;
- or are rejected by the Legislative Assembly;
- or are withdrawn.

During the period these provisions have interim effect, the Territory, the Executive, a Minister or a Territory Authority shall not do, or approve the doing of, any act which would be inconsistent with the Territory Plan, or the Plan if it was varied in accordance with the provisions of the draft Variation.

Section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), concerning the Heritage Places Register, does not apply to this proposal.

From Monday 30 July 2001 until Monday 20 August 2001, copies of **draft Variation No.164 to the Territory Plan**, 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: **www.palm.act.gov.au/tplan**

Comments on draft Variation No.164 should be submitted, by **Monday 10 September 2001**, to:

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

GOVERNMENT NOTICES (Continued)

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

Copies of all written comments received in response to the draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours, from Tuesday 11 September 2001 until Tuesday 2 October 2001, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Monday 10 September 2001 will be available for perusal for 15 business days from the date of receipt.

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Environmental Protection Agreements

Notice is hereby given that under Section 41 of the Act, environmental protection agreements to conduct activities have been reached with the organisations set out below:

Organisation	Brief Description of Activity	Location
Canberra Contractors Pty Ltd	Land Development	4/96 Hoskins Street, Mitchell
Cardini Constructions Pty Ltd	Land Development	27 Furneaux Street, Forrest
Chinchilla Pty Ltd	Land Development	105 High Street, Queanbeyan
Integrated Construction Management Services Pty Ltd	Land Development	4/41 Colbee Court, Phillip

Environmental Authorisations

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

Organisation	Brief Description of Activity	Location
AC Appliances	Use of CFCs and HCFCs	2/101 Lysaght Street, Mitchell
All Care Tree Services	Firewood Activities	McLaren Crescent, Pearce

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.

Organisation	Brief Description of Activity	Location
Australian Sports Commission	Pest Control Activities	Leverrier Crescent, Bruce
Ford's Pest Control	Pest Control Activities	Bushby Close, Gordon
Leaves Away	Pest Control Activities	Pooley Place, Queanbeyan
ACT Airconditioning & Refrigeration Services	Use of CFCs and HCFCs	23 Sturt Avenue, Narrabundah
Australian Sports Commission	Use of CFCs and HCFCs	Leverrier Crescent, Bruce
Autoco Auto Electrical	Use of CFCs and HCFCs	5 Rickerby Street, Phillip
Caldipp Pty Ltd (Slaven Motors)	Use of CFCs and HCFCs	152 Melrose Drive, Phillip
Canberra Refrigeration Services	Use of CFCs and HCFCs	13 Duncan Street, Torrens
Canberra Smash Repairs Pty Ltd	Use of CFCs and HCFCs	15 Isa Street, Fyshwick
Canberra Star Motors Pty Ltd	Use of CFCs and HCFCs	Cnr Albany & Collie Streets, Fyshwick
Canberra Toyota	Use of CFCs and HCFCs	1 Josephson Street, Belconnen
Capital Air Pty Ltd	Use of CFCs and HCFCs	29 Isa Street, Fyshwick
Colin Suter Appliance Service	Use of CFCs and HCFCs	4 Dobinson Place, Flynn
Coolah Refrigeration	Use of CFCs and HCFCs	13 Vasey Crescent, Campbell
Delta Air Conditioning & Heating	Use of CFCs and HCFCs	45 Tennant Street, Fyshwick
Dieter Neiden-Bach	Use of CFCs and HCFCs	5 Woodleigh Park, Palmerston
Ecowise Services (Aust) Pty Ltd	Use of CFCs and HCFCs	93 Tennant Street, Fyshwick
Environ Mechanical Services	Use of CFCs and HCFCs	61 Tennant Street, Fyshwick
ETS Refrigeration	Use of CFCs and HCFCs	20 Molonglo Mall, Fyshwick
Everlast Battery Service	Use of CFCs and HCFCs	27 Kembla Street, Fyshwick
Giralang Service Station	Use of CFCs and HCFCs	Canopus Crescent, Giralang
Greg Bishop	Use of CFCs and HCFCs	25 Burns Circuit, McKellar
Holt Auto Port	Use of CFCs and HCFCs	62 Beaurepaire Crescent, Holt

GOVERNMENT NOTICES (Continued)

John McGrath Ford	Use of CFCs and HCFCs	174 Melrose Drive, Phillip
Joint House Department	Use of CFCs and HCFCs	Parliament House, Canberra
Lennox Phillip Pty Ltd	Use of CFCs and HCFCs	150 Melrose Drive, Phillip
Lyle Simpson	Use of CFCs and HCFCs	41 Meeson Street, Chisholm
Manhos	Use of CFCs and HCFCs	1/14 Ipswich Street, Fyshwick
Mayner & Cochran Pty Ltd	Use of CFCs and HCFCs	1/86 Townsville Street, Fyshwick
Munro Refrigeration and Air Conditioning	Use of CFCs and HCFCs	114 Munro Road, Queanbeyan
N & J Dahl Electrical and Plumbing	Use of CFCs and HCFCs	151 Newcastle Street, Fyshwick
National Capital Motors	Use of CFCs and HCFCs	Josephson Street, Belconnen
National Capital Motors Mitsubishi	Use of CFCs and HCFCs	38 Mort Street, Braddon
Norfolk Maintenance & Electrical Pty Ltd	Use of CFCs and HCFCs	8/55 Townsville Street, Fyshwick
Noveau Air Pty Ltd	Use of CFCs and HCFCs	31 Rossarden Street, Fisher
Peter Tallarida Refrigeration	Use of CFCs and HCFCs	180 Goyder Street, Narrabundah
Premier Instruments	Use of CFCs and HCFCs	7 Badham Street, Dickson
Riley's Refrigeration	Use of CFCs and HCFCs	2 Bale Place, Richardson
Robert Hughes Motors Pty Ltd	Use of CFCs and HCFCs	70 Townsville Street, Fyshwick
Rolfe Mitsubishi – Mazda	Use of CFCs and HCFCs	Josephson Street, Belconnen
Rolfe Motor Corp No 1 (Rolfe Classic)	Use of CFCs and HCFCs	2 Botany Street, Phillip
Ron Olivero Appliance Repairs	Use of CFCs and HCFCs	8 Tobin Place, Holder
Southern Air Conditioning (Canberra) Pty Ltd	Use of CFCs and HCFCs	20/25 Carrington Street, Queanbeyan
Starmex Pty Ltd	Use of CFCs and HCFCs	19 Backhouse Street, Latham
Superior Home Appliance Service	Use of CFCs and HCFCs	10 Garrad Court, Charnwood
The Battery Terminal	Use of CFCs and HCFCs	Wiseman Street, Jamison
Tuggeranong Auto Electrics	Use of CFCs and HCFCs	Cnr Soward Way & Scollay Street, Tuggeranong
W & LA Howden	Use of CFCs and HCFCs	163 Heagney Crescent, Chisholm
Weston Auto Centre Pty Ltd	Use of CFCs and HCFCs	12 Liardet Street, Weston
York International Australia Pty Ltd	Use of CFCs and HCFCs	43-45 Collie 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 10th day of July 2001
Environment Management Authority

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

RADIATION ACT 1983

Section 73

NOTIFICATION OF DECISIONS

Pursuant to Section 73 of the Australian Capital Territory Radiation Act 1983, the Radiation Council hereby gives notice of the particulars of the following decisions of Council, made on 17 July 2001.

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

Owner	National Capital Diagnostic Imaging
Description	Siemens Diagnostic x-ray CT scanner, Volume Zoom model with Dura Akron-B tube S/Nos 24447, 235110106. 140kVp, 500mA
Location	CT Room Canberra Specialist Centre Strickland Crescent Deakin
Conditions	Diagnostic radiography.
Owner	National Capital Diagnostic Imaging
Description	Hologic x-ray Bone Densitometer (BMD) QDR 4000 model with Hologic 0100978 tube S/Nos 990059, MB0367, 1603592Z. 160kVp, 320watts
Location	BMD Room Derwent House Cnr University Ave & Marcus Clarke St Canberra City
Conditions	Diagnostic radiography.
Owner	National Capital Diagnostic Imaging
Description	Dental x-ray machine Instrumentarium Imaging Finland (OPG) OC100 model with Toshiba D-OSIS tube S/Nos 76853, 2960. 77kVp, 16mA
Location	OPG Room Derwent House Cnr University Ave & Marcus Clarke St Canberra City
Conditions	Diagnostic radiography.
Owner	National Capital Diagnostic Imaging
Description	Excelray High Frequency Global x-ray machine with Excelray XH-21 tube S/Nos 3196, NA724X, 342106. 150kVp, 300mA.
Location	General Room Derwent House Cnr University Ave & Marcus Clarke St Canberra City
Conditions	Diagnostic radiography.

GOVERNMENT NOTICES (Continued)

Owner Yohaku Pty Ltd
 Description Gendex Densomat dental x-ray machine with Gendex tube
 S/Nos 1211, 1211, 101494865DP. 65kVp, 7mA
 Location Room 1, Suite 3, 1st Floor
 Centre Cinema Building
 Bunda Street, Canberra
 Conditions Diagnostic dental examinations.

Owner Neil M Cheeseman
 Description Gendex model 765 DC dental x-ray machine with model
 GX70 tube
 S/Nos 1192, 10-1483174DP. 65kVp, 7mA.
 Location Unit 9 (Surgery 2)
 2 King Street
 Deakin
 Conditions Diagnostic dental examinations.

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

Licensee Dr Murray Stark
 Address 8 Walker Place
 North Epping NSW 2121
 Authorised Activities: Use, irradiating apparatus.
 Conditions Diagnostic radiography of the spine, the extremities distal to and
 including the elbow and knee, and the A.P. view of the hip and
 shoulder.

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

Licensee John Hite
 Address Canberra Testing Services Laboratory
 16 Mildura Street
 Fyshwick
 Authorised Activities: Own or have in possession, use, cause or permit to use,
 irradiating apparatus.
 Conditions Use of soil moisture and density gauges.

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

Owner Canberra Testing Services
 Description Soil Density/Moisture Gauge Humboldt Scientific model 5001
 S/No. 385. Cs-137(10mCi,31/3/88): Am-241(40mCi,14/4/88)Be.
 Location Canberra Testing Services Laboratory
 16 Mildura Street
 Fyshwick
 Conditions Soil analysis.
 Owner Dr M J Dennett

GOVERNMENT NOTICES (Continued)

Description	Philips Gendex dental x-ray machine with Oralix AC tube S/Nos 9025580, 050290. 65 kVp, 7.5mA
Location	Room 2 29 Flinders Way Manuka ACT
Conditions	Diagnostic dental radiography.
Owner	Canberra Testing Services
Description	Troxler Nuclear Density Moisture Gauge model 3430 S/No 24825. Cs-137(8Ci): Am-241/Be(40mCi), 95/03/07.
Location	Canberra Testing Services Laboratory 16 Mildura Street Fyshwick
Conditions	Soil density/moisture analysis.
Owner	Canberra Testing Services
Description	Troxler nuclear moisture/density gauge model 3430 S/No 27588. Cs-137, 8mCi (27/8/98): Am-241, 40mCi(27/8/98).
Location	Canberra Testing Services Laboratory 16 Mildura Street Fyshwick
Conditions	Soil density/moisture analysis.

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

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

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

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

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

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

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

Dated this 17 day of July 2001

Joseph Lising
Chairperson
Radiation Council

PRIVATE NOTICES

TRAVEL COMPENSATION FUND

SERVICE OF NOTICES

TRUST DEED Cl. 26

A notice to the Travel Compensation Fund is duly given if it is:

- (a) delivered or sent by prepaid post to the Fund's postal address at 4th Floor, 303 Pitt Street, Sydney New South Wales 2000;
- (b) sent by facsimile to the Fund's facsimile address at (02) 9267 2100; or
- (c) transmitted by e-mail to the Fund's e-mail address at *mail@tcf.org.au*

A notice that is delivered or sent by prepaid post to the Fund's postal address is taken to have been delivered to the Fund on the third day following the day on which it was posted.

A notice sent to the Fund's facsimile address is taken to have been delivered to the Fund on the next business day after it was sent.

A notice transmitted by e-mail is taken to have been delivered to the Fund on the next business day after transmission.

Carlo C Brattoni
Chief Executive Officer
Travel Compensation Fund
17 July 2001

