



Australian Capital Territory

Gazette

No. 9, Thursday 1 March, 2001

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

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Copies of the ACT Government Gazette may be purchased at a cost of \$5.50 (or \$2.20 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City. Subscriptions to the Gazette 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 it in isolation from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

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

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

conducted in a manner demonstrably similar to that which would apply to other officers if no excess officer had applied.

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Population Health Division
Health Protection Service
ACT Government Analytical Laboratory
Toxicology and Forensic Chemistry**

**Professional Officer Class 1, \$31034-43539,
Canberra (PN. 26168)**

Closing date: 15 March 2001

Duties: Under direction perform chemical analysis for the presence of drugs and poisons. Carry out investigations of samples requiring professional training. Prepare associated reports and correspondence. Assist senior staff in more complex analytical and investigation work. Liaise with or provide advice to Department staff and the Laboratory's customers.

Eligibility/other requirements: Degree or Diploma in Science or other approved qualification.

Contact Officer: Mala Weerasuria (02) 62058734
Selection documentation may be obtained from Cathie McIntosh (02) 62051710
Apply: 20
CC: 148-9011-16943

THE CANBERRA HOSPITAL

**The Canberra Hospital
A.C.T. Organ Donor Co-ordinator**

**Registered Nurse Level 3 \$47581-50648,
Canberra (PN.27027, 27028)**

Closing date: 15 March 2001

Duties: Co-Ordinate and facilitate the process of organ and tissue donation within the A.C.T and surrounding area.

Eligibility/other requirements: Registered as a General Nurse with the A.C.T. Nurse's Registration Board. Minimum of five years current post registration nursing experience in Intensive Care, Emergency Care, Operating Room or related area.

Note: Two temporary part-time positions (2 days per week) are available immediately for a period of 6 months with the possibility of a 12 month extension. This position is based in the Intensive Care Unit at The Canberra Hospital.

Contact Officer: Dr. Imogen Mitchell
(02) 6244 3305
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 7635

EMPLOYMENT (Continued)

**The Canberra Hospital
Intensive Care Unit**

**Registered Nurse Level 2 \$43150-45877,
Canberra (PN.28483)**

Closing date: 15 March 2001.
Duties: Co-ordination of all ICU trials.
Recruitment of participants according to any of the ICU trial protocols criteria.
Eligibility/other requirements: Registered as a General Nurse with the A.C.T. Nurse's Registration Board. Minimum of three years current post registration nursing experience in Intensive care or holds a relevant post registration qualification.
Note: This is a temporary full-time position (Mon-Fri) available immediately for a period of three years subject to performance appraisal after eleven months and yearly thereafter.

Contact Officer: Dr. Imogen Mitchell
(02) 6244 3305
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 8813

**The Canberra Hospital
Women & Children's Health
Paediatrics and Centre for New Born Care**

**Registered Nurse Level 1 \$32245-41789,
Canberra (PN.Several Positions)**

Closing date: 15 March 2001.
Duties: Provide comprehensive direct patient care by utilising the four phases of the nursing process.
Eligibility/other requirements: Registered as a General Nurse with the A.C.T. Nurse's Registration Board. Recent experience in an acute hospital setting is highly desirable.
Note: Permanent and temporary full-time and part-time vacancies are available as well as Casual-on-call relief in Paediatrics and Centre for Newborn Care. These are well established specialist units which also offer the opportunity to enrol in specialist graduate diploma courses in partnership with the University of Canberra.

Contact Officer: Karen Cook (02) 6244 3258
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257
Apply: 16
CC: 2154/2149

**The Canberra Hospital
Women & Children's Health
Administration**

**Administrative Service Officer Class 4
\$36,042-39,132, Canberra (PN. NP)**

Closing date: 15TH March 2001

Duties: Coordinate the preparation of budget estimates, monitor and analyse financial reports in liaison with the Business Manager. Oversee administrative mechanisms including personnel systems, purchasing, vehicle management, asset management, petty cash, security, custody and issue of keys. Perform month-end procedures including preparing and processing journals, maintaining and updates FTE reports, downloading Oracle reports, preparing and distributing appropriate reports, analysing data and accruals.

Contact Officer: Ademola Bojuwoye (02) 6244 3471
Selection documentation may be obtained from Human Resources Management Group (02) 6244 4168
Apply: 16
CC: 149-9010-16875 (8869)

ACT COMMUNITY CARE

**ACT Community Care
Integrated Health Care Program
Director and Support
Data Manager**

**Administrative Service Officer Class 6
\$43,545 - \$50,020, Canberra (PN. 28324)
(Salary packaging with FBT exemption under
PBI conditions is available to permanent staff)**

Closing date: 15 March 2001
The Integrated Health Care Program is seeking applications from suitably qualified individuals to fill the vacancy of data manager for the program. The position involves managing the collection and reporting of data across the program. The position will be based in Civic.

Eligibility/other requirements: Relevant qualifications or experience in data management, health information management and an understanding of the health environment.

Contact Officer: Jenny Brogan (02) 6205 1357
Selection documentation may be obtained from Megan Payne (02) 6205 1357
Apply: 21
CC: 148-9009-17798

**ACT Community Care
Integrated Health Care Program
ACT Diabetes Service**

**Registered Nurse Level 2 \$43,278 - \$46,013,
Canberra (PN. 28393)**

Closing date: 15 March 2001
Duties: The successful applicant will work within a multidisciplinary team to provide education and clinical care services for people with diabetes. Good communication skills and an ability to work in a team environment are essential.

Eligibility/other requirements: Current ACT Nurses registration with minimum 3 years post registration experience. Comprehensive knowledge and experience in diabetes education. Current drivers licence.

EMPLOYMENT (Continued)

Note: Temporary vacancy, full-time for 12 months.

Contact Officer: Dianne Roberts (02) 6244 3920
Selection documentation may be obtained from Megan Payne (02) 6205 1357
Apply: 21
CC: 148-9009-17798

**ACT Community Care
Integrated Health Care Program
Palliative Care**

**Registered Nurse Level 2 \$43,278 - \$46,013,
Canberra (Several permanent part-time
positions)
(Salary packaging with FBT exemption under
PBI conditions is available to permanent staff)**

Closing date: 15 March 2001
The Integrated Health Care Program invites applications from suitable qualified Registered Nurses who have experience in palliative care. The Palliative Care Team provides coordinated care and is responsible for case management.

Eligibility: Current ACT Nurses registration with a minimum of 3 years recent post registration experience. Current drivers licence.

Note: Several permanent part-time positions are available for evening shifts. The shifts are from 14:00 – 22:30

Contact Officer: Sue Matthews (02) 6205 1138
Selection documentation may be obtained from Megan Payne (02) 6205 1357
Apply: 21
CC: 148-9009-17798

CALVARY HOSPITAL INC.

**Administrative Services
Information Systems**

**Calvary Senior Information Technology
Officer B \$ TBN, Canberra (PN. 8372)**

Closing date: 9 March 2001
Duties: Under broad and general direction, plan and manage the operations of the Information Systems Department, including the provisions of after-hours support. Provide advice to management on all aspects of IT relevant to the operations of Calvary Health Care.
Eligibility/other requirements: Suitable tertiary qualification/s and experience in information technology (IT) or a relevant field.
Note: TTY 6201 6127

Contact Officer: Mr Bill Stone (02) 62016102
Selection documentation may be obtained from Mr Bill Stone (02) 62016102
Apply: 07
CC: 148-9094-17781

**Medical Services
Social Work**

***Calvary Professional Officer 1 \$30,366 -
42,600, Canberra (PN. 8340)**

Closing date: 15 March 2001
Duties: With direction, provide a social work service that includes assessment, counselling and referral for clients and their families.
Eligibility/other requirements: Appropriate qualifications in Social Work and eligible for membership and accreditation with the Australian Association of Social Workers.
Note: TTY 6201 6127

Contact Officer: Fiona Baillie (02) 6201 6310
Selection documentation may be obtained from Di Davey (02) 6201 6310
Apply: 07
CC: 148-9094-17781

**Medical Services
Medical Records Department**

**Clinical Coder \$34,118 - 42,600, Canberra
(PN. 8712)**

Closing date: 15 March 2001
Duties: Abstract relevant clinical information from medical records; assign complete and accurate classification codes using ICD-10-AM in accordance with Australian and ACT Coding Standards.

Eligibility/other requirements: Completion of training course recognised by the Health Information Management Association of Australia in disease classification and/or extensive experience in clinical coding in a hospital setting.
Note: Part time, 36.45 hours per fortnight. TTY 6201 6127

Contact Officer: Seija Graham (02) 6201 6281
Selection documentation may be obtained from (02) 6201 6281
Apply: 07
CC: 148-9094-17781

**Nursing Services
Ward 5E**

**Registered Nurse Level 2 \$43,278 - 46,013,
Canberra (PN. 8212)**

Closing date: 15 March 2001
Duties: Provide direct holistic care to patients with complex care needs by utilising the nursing process in the form of care maps. Act as a professional role model and resource person in the provision of holistic patient care.
Eligibility/other requirements: Current registration as a Registered Nurse with the ACT Nurses Board.
Note: Part time 56 hours per fortnight. TTY 6201 6127

Contact Officer: Sue Minter (02) 62016162

EMPLOYMENT (Continued)

Selection documentation may be obtained from Sue Minter (02) 62016162

Apply: 07

CC: 148-9094-17781

Nursing Services**Maternity**

Registered Nurse Level 2\$ 43,278 - 46,013, Canberra (PN. 8717)

Closing date: 15 March 2001

Duties: Provide programs designated to meet the educational needs related to pregnancy, childbirth and early parenting of identified groups. The programs will recognise the individual culture and social needs within the identified groups.

Eligibility/other requirements: Registered as a General Nurse and Midwife with the ACT Nurse's Board.

Note: Part time 56 hours per fortnight. TTY 6201 6127

Contact Officer: Sue Minter (02) 62016162

Selection documentation may be obtained from Sue Minter (02) 62016162

Apply: 07

CC: 148-9094-17781

CHIEF MINISTER'S DEPARTMENT**Corporate Services****Expected Vacancy**

Senior Office Grade B, (PN: 10012), \$66,577-\$74,948p.a

Closing Date: 15 March 2001

Canberra

Duties: Manage the Department's strategic Information Technology (IT) projects, infrastructure and strategic direction. Liaise with IT service provider and business unit managers regarding IT projects and infrastructure issues.

Contact Officer Rob Bollard (02)62050370

Selection documentation: Carmen Cassar (02)62050610 and is also available from <http://www.act.gov.au/recruitment/cmdindex.asp>

Note. Applications will not be acknowledged. The terms and conditions of this position may be regulated under an Australian Workplace Agreement, at a higher remuneration package.

Apply: 06 or via email:

recruitment.officer@act.gov.au

CC: 148-9031-17429

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information for applicants including duty statements and selection criteria are accessible on the Internet at the following address:

<http://www.decs.act.gov.au/department/department.htm> or may be requested using email to decs.jobs@act.gov.au.

All vacancies for teaching positions will be considered by a Joint Selection Committee

(JSC) under Section 88 of the Public Sector Management Act 1994.

Gilmore Primary School

Teacher Level 4, Principal category 7 \$68730-83730, Canberra (PN. 1811)

Closing date: 15 March 2001

Duties: Assume responsibility for the general management of the school in accord with the policies of the School Board and the administrative directions of the Chief Executive of the Department. Act as principal education adviser to the School Board and act as its executive member

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

Contact Officer: Rob McConchie (02) 62057200

Selection documentation may be obtained from Pam Drummond (02) 62057200

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Canberra College

Teacher Level 3, Deputy Principal \$59700-65730, Canberra (PN. 4133)

Closing date: 15 March 2001

Duties: Provide high level leadership and management of the College. Capacity to deliver strategic initiatives and support the Principal. Outstanding teaching ability and with experience in professional development of staff and student support.

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

Contact Officer: Barry Woolacott (02) 62056777

Selection documentation may be obtained from Mary Hanna (02) 62056777.

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Canberra College

Teacher Level 3, Deputy Principal \$59700-65730, Canberra (PN. 4137)

Closing date: 15 March 2001

Duties: Provide high level leadership and management of the College. Capacity to deliver strategic initiatives and support the Principal. Outstanding teaching ability and with experience in professional development of staff and student support.

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

Contact Officer: Barry Woolacott (02) 62056777

EMPLOYMENT (Continued)

Selection documentation may be obtained from Mary Hanna (02) 62056777.

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Campbell Primary School**Teacher Level 3, Deputy Principal 1 \$59700-65730, Canberra (PN. 4001)**

Closing date: 15 March 2001

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the School. Deputise for the Principal as required.

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

Contact Officer: Pat Thornhill (02) 62056300
Selection documentation may be obtained from Moira Davis (02) 62056300

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Richardson Primary School**Teacher Level 2 \$56100, Canberra (PN. 3765)**

Closing date: 15 March 2001

Duties: Ability to provide leadership in student welfare, teacher supervision, IT and literacy. Ability to lead the review and development of a curriculum area.

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

Contact Officer: Louise Thake (02) 62058200
Selection documentation may be obtained from the Contact Officer (02) 62058200.

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Information Management Branch**Information and Library Management Section****Teacher Level 2 \$56100, Canberra (PN. 2767)**

Closing date: 15 March 2001

Duties: A high level of competence and knowledge of current and future directions and practices in teacher librarianship, especially in the areas of Information Literacy and Information Technology, supported by a good understanding of general curriculum theory and practice.

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

Contact Officer: Louise Hanlon (02) 62058510
Selection documentation may be obtained from the Contact Officer (02) 62058510.

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Majura Primary School**Teacher Level 2 \$56100, Canberra (PN. 1986)**

Closing date: 15 March 2001

Duties: Ability to provide professional leadership in a holistic framework emphasising Whole Language. Capacity to work positively with students and staff in all areas of the school.

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

Contact Officer: Mark Eyles (02) 62055711
Selection documentation may be obtained from the Contact Officer (02) 62055711.

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Lyneham High School**Teacher Level 2 \$56100, Canberra (PN. 2708)**

Closing date: 15 March 2001

Duties: A high level of expertise in the areas of the Visual and Performing Arts, together with the ability to develop curricula, provide educational guidance, manage resources and provide technical and IT support in these areas. Ability to provide high quality leadership and support in student welfare.

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

Contact Officer: Rob Robinson (02) 62056399
Selection documentation may be obtained from the Contact Officer (02) 62056399.

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Florey Primary School**Teacher Level 3, Deputy Principal \$59700-65730, Canberra (PN. 4109)**

Closing date: 15 March 2001

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required.

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

Contact Officer: Brian McLoughlin (02) 62058011
Selection documentation may be obtained from the Contact Officer (02) 62058011.

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (Continued)**Chapman Primary School****Teacher Level 3, Deputy Principal
\$59700-65730, Canberra (PN. 4014)**

Closing date: 15 March 2001

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Deputise for the Principal as required.

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

Contact Officer: Danice Duffield (02) 62057300
Selection documentation may be obtained from the Contact Officer (02) 62057300.

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Lyneham High School**Teacher Level 2 \$56100, Canberra (PN. 2637)**

Closing date: 15 March 2001

Duties: Provide high quality leadership and support in student services across the school. Initiate, develop and manage special programs which support and enhance student welfare and development in a whole school context.

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

Contact Officer: Rob Robinson (02) 6205 6399
Selection documentation may be obtained from the Contact Officer (02) 6205 6399

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Kaleen Primary School**Teacher Level 2 \$56100, Canberra (PN. 3655)**

Closing date: 15 March 2001

Duties: Ability to operate in a devolved decision-making environment of Administration and Management which involves all members of staff through a structure of two sub-schools and their sub-school leaders; duties include coordinating Information Technology, Student Management and Gifted and Talented Programs across the school.

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

Contact Officer: Grace Dunlop (02) 6205 5888
Selection documentation may be obtained from the Contact Officer (02) 6205 5888

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Human Resources Branch
Staff Development Section****Teacher Level 2 \$56100, Canberra (PN. 33598)**

Closing date: 15 March 2001

Duties: Ability to plan, design and deliver professional development programs in Information Access in line with Department and school initiatives in ITDP; ability to be innovative, assess the needs of schools and to be able to initiate changes as required.

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

Contact Officer: Rosemary Richards (02) 6205 8259

Selection documentation may be obtained from the Contact Officer (02) 6205 8259
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Macgregor Primary School**Teacher Level 2 \$56100, Canberra (PN. 3670)**

Closing date: 15 March 2001

Duties: Ability to provide effective administrative leadership and supervision of the Year 4/5/6 Team within the context of a fully integrated special education model. Ability to coordinate the school's Spanish Program and Outdoor Education Program and provide leadership in Science and Information Technology across the school.

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

Contact Officer: Peter Collin (02) 6205 7511
Selection documentation may be obtained from the Contact Officer (02) 6205 7511

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Lanyon High School**Teacher Level 4, Principal Category 8 \$68730-83730, Canberra (PN. 1673)**

Closing date: 15 March 2001

Duties: The Principal is required to provide high quality education leadership and management of the school in accordance with the Department's policy. They must provide professional leadership in all aspects of the School's operation and promote the overall educational welfare of the students.

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

Contact Officer: Rob McConchie (02) 62057200
Selection documentation may be obtained from Pam Drummond (02) 62057200

EMPLOYMENT (Continued)

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Canberra High School**Teacher Level 2 \$56100, Canberra (PN. 1981)**

Closing date: 15 March 2001

Duties: Well developed skills in all aspects of curriculum development, implementation and evaluation in the area of English specifically in relation to the ACT Curriculum Frameworks, National Profiles and other developments in English education with the ability to provide professional support in these matters in the LOTE KLA.

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

Contact Officer: Helen Burfitt (02) 62057000
Selection documentation may be obtained from the Contact Officer (02) 62057000
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Calwell Primary School**Teacher Level 2 \$56100, Canberra (PN. 32276)**

Closing date: 15 March 2001

Duties: Ability to provide leadership across the school in Numeracy, Science and Information Technology, including managing school networks, integrating IT into student learning and coordinating staff professional development in IT.

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

Contact Officer: Chris Hamilton (02) 6205 6911
Selection documentation may be obtained from the Contact Officer (02) 6205 6911
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Farrer Primary School**Teacher Level 2 \$56100, Canberra (PN. 33606)**

Closing date: 15 March 2001

Duties: Ability and enthusiasm to develop, implement and support programs across a Primary school with particular interest/expertise evident in the Farrer Literacy Program and the training of staff in Information Technology.

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

Contact Officer: Hans Van Haalen (02) 620 57911
Selection documentation may be obtained from the Contact Officer (02) 620 57911

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Education and Training Division
School Programs Branch
Curriculum Initiatives Section****Teacher Level 4, Principal Category 7
\$68730-83730, Canberra (PN. 2598)**

Closing date: 15 March 2001

Duties: Provide leadership and advice on curriculum delivery and development in schools to senior departmental officers and government. Develop policy and delivery strategies in the areas of new curriculum initiatives for ACT government schools, with particular reference to the use of Information Communication Technology in the delivery of curriculum. Represent the department at national and territory meetings as required. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Allan Hird (02) 6205 9205
Selection documentation may be obtained from Carmel McGaughy (02) 6205 9204
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Theodore Primary School**Teacher Level 3, Deputy Principal
\$59730-65730, Canberra (PN. 4032)**

Closing date: 15 March 2001

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the school. Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Ross Butlin (02) 6205 7399
Selection documentation may be obtained from The Contact Officer (02) 6205 7399
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Telopea Park School**Administrative Service Officer Class 3
\$33147-35664, Canberra
(PN. 2348 expected vacancy)**

Closing date: 15 March 2001

Duties: Provide support and assistance in maintaining the financial and administrative systems of the School. Supervise, plan and coordinate the provision of general office support services which include but are not limited to keyboarding, and general office support services including photocopying,

EMPLOYMENT (Continued)

record keeping, database management and reception services. Undertake responsibility for staff training in these areas.

Contact Officer: Trish Wilks (02) 6205 5599
Selection documentation may be obtained from Carolene Sanderson (02) 6205 5599
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Education and Training
Office of Training and Adult Education
Quality Assurance**

Administrative Service Officer Class 6 \$44504-51121, Canberra (PN. 2377)

Closing date: 15 March 2001
Duties: Assist in policy development related to accreditation and registration systems in both vocational and higher education in the ACT. Liaise with training stakeholders in the promotion of registration and accreditation systems, including provider audits and accreditation panels. Provide secretariat services to the ACT Accreditation and Registration Council and maintain territory and national databases.

Note: Selection may be made from written application only.

Contact Officer: Chris Whitton (02) 6205 7091
Selection documentation may be obtained from Sue Hepperlin (02) 6205 7055
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Human Resources Branch
Workforce Relations and Legal Services
Section**

Senior Officer Grade A \$77322, Canberra (PN. 265)

Closing date: 15 March 2001
Duties: Manage the operations and resources of the Workforce Relations and Legal Services Section including the department's legal budget. Provide high level strategic advice on industrial, employee relations, legal, public administration and related issues.

Contact Officer: Anne Thomas (02) 62059203
Selection documentation may be obtained from Jane Malcolm (02) 62059202
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-

**Sport and Corporate Resources Division
Bureau of Sport and Recreation Branch
Active Lifestyle Services Section**

Senior Officer Grade C \$56347-60755, (PN. 13717)

Closing date: 15 March 2001
Duties: Provide leadership in the development and implementation of industry development programs for the ACT sport and recreation industry in accordance with the Bureau's strategic plan. Ensure a targeted and integrated range of services are offered to major client groups.

Contact Officer: Mark Garrity (02) 62072068
Selection documentation may be obtained from Margaret Robertson (02) 62072184
Available: This is a longer term temporary position available ASAP til 30 June 2004.
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Sport and Corporate Resources Division
Bureau of Sport and Recreation Branch
Active Lifestyle Services Section**

Administrative Service Officer Class 5 \$41207-43694, Canberra (PN. 2152)

Closing date: 15 March 2001
Duties: Develop and implement industry development programs for the ACT sport and recreation industry in accordance with the Bureau's strategic plan. Manage minor Bureau projects relating to industry development activities.

Note: This is a temporary position available ASAP til 30 December 2001.

Contact Officer: Mark Garrity (02) 62072068
Selection documentation may be obtained from Margaret Robertson (02) 62072184
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Sport and Corporate Resources Division
Bureau of Sport and Recreation Branch
Active Lifestyle Services Section**

Administrative Service Officer Class 5 \$41207-43694, Canberra (PN. 2002)

Closing date: 15 March 2001
Duties: Develop and implement industry development programs for the ACT sport and recreation industry in accordance with the Bureau's strategic plan. Manage minor Bureau projects relating to industry development activities.

Note: This is a temporary position available 4 June 2001 til 31 May 2002.

Contact Officer: Mark Garrity (02) 62072068

EMPLOYMENT (Continued)

Selection documentation may be obtained from Margaret Robertson (02) 62072184
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

**Sport and Corporate Resources Division
 Bureau of Sport and Recreation Branch
 Active Lifestyle Services Section**

**Administrative Service Officer Class 6
 \$44504-51121, Canberra (PN. 13512)**

Closing date: 15 March 2001
 Duties: Liaise and develop partnerships with sport, recreation, health, community bodies and relevant government agencies on sport, recreation and physical activity matters. Provide high level advice and marketing/promotion services for Active Australia and the Bureau.

Note: This is a temporary position available ASAP til 29 March 2002. Applicants may be assessed on application and referee reports only.

Contact Officer: Mark Garrity (02) 62072068
 Selection documentation may be obtained from Margaret Robertson (02) 62072184
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

**Human Resources Branch
 Workforce Planning and Management Section**

**Administrative Service Officer Class 3
 \$33147-35774, Canberra (PN. Several)**

Closing date: 15 March 2001
 Duties: Provide administrative and program support to officers of the section, relating to the recruitment of staff, the compiling of status and salaries and computer applications.

Contact Officer: Carol Johnston (02) 62059306
 Selection documentation may be obtained from Andrew Rouse (02) 62058244
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

**Human Resources Branch
 Workforce Planning and Management Section**

**Administrative Service Officer Class 3
 \$33147-35774, Canberra (PN. Several, Expected Vacancies)**

Closing date: 15 March 2001
 Duties: Contribute to the effectiveness and efficiency of a customer focussed work team in providing a range of human resource services including: calculate and process variations affecting salary, status and leave entitlements for departmental employees; and maintain records on the Human Resources Management System; other databases and filing systems.

Contact Officer: Don Harvey (02) 62059303
 Selection documentation may be obtained from Caroline Wigram (02) 62059457
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

Gold Creek School

**Teacher Level 3, Deputy Principal
 \$59700-65730, Canberra (PN. 4037)**

Closing date: 15 March 2001
 Duties: Provide high level leadership and management of the school. Capacity to deliver strategic initiatives and support the Principal. Outstanding teaching ability and with experience in professional development of staff and student support.
 Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Bill Maiden (02) 62051814
 Selection documentation may be obtained from The Contact Officer (02) 62051814
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

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

CANBERRA INSTITUTE OF TECHNOLOGY

**Faculty of Tourism and Hotel Management
 Department of Tourism Studies**

Teacher Band 1 \$35425 - \$48350, Canberra (PN. 51563)

Closing date: 15 March 2001
 Duties: Teach subjects as required up to Advanced Diploma Level in Tourism and Allied subjects, in line with the National Training Packages
 Eligibility/other requirements: **Mandatory:** A degree or equivalent in Tourism Studies appropriate to teaching Tourism Marketing, Conventions, Attractions Management, Tourist Information, Research Management, Meetings and Events and Ticketing. Five or more years industry experience at management level and a demonstration of maintaining industry relevance. **OTHER:** Possess, or eligible to obtain a degree or diploma in Adult Education.

Note: This position is for temporary employment or temporary transfer for a period of 3 years.

Contact Officer: Lynette Smith (02) 62073215
 Selection documentation may be obtained from Sharyn McKay (02) 62073647
 Apply: 11
 CC: 145-9024-18553

EMPLOYMENT (Continued)

**Faculty of Tourism and Hotel Management
Department of Tourism Studies**

**Teacher Band 1 \$35425 - \$48350, Canberra
(PN. 51970)**

Closing date: 15 March 2001
 Duties: Teach subjects as required up to Advanced Diploma Level in Tourism and Allied subjects, in line with the National Training Packages
 Eligibility/other requirements: **Mandatory:** Appropriate tertiary qualifications relevant to teaching Tourism, Marketing, Conventions, Meetings and Events, Attraction Management, Tourist Information, Research Management and Ticketing. Five or more years relevant industrial experience. **OTHER:** Possess a Certificate IV in Tertiary Education and Training Certificate or equivalent.

Note: This position is .8 of a Full-Time Teaching Load. This position is for temporary employment or temporary transfer for a period of 2 years.

Contact Officer: Lynette Smith (02) 62073215
 Selection documentation may be obtained from Sharyn McKay (02) 62073647
 Apply: 11
 CC: 145-9024-18553

**Faculty of Tourism and Hotel Management
Department of Hotel Management and Beauty Studies**

**Teacher Band 1 \$35425 - \$48350, Canberra
(PN. 51937)**

Closing date: 15 March 2001
 Duties: Teach subjects as required in Hotel Management in line with the National Training Packages.
 Eligibility/other requirements: **Mandatory:** A degree in Hotel Management appropriate to teaching in the areas of Room Division, Staff Organisation and Training, Quality Assurance, Research Skills and Marketing to Advanced Diploma and Degree level. Five or more years recent industry experience at Management level, and a demonstration of maintaining industry relevance. **Other:** Possess or eligible to obtain a degree or diploma in Adult Education.

Contact Officer: Lynette Smith (02) 62073215
 Selection documentation may be obtained from Sharyn McKay (02) 62073647
 Apply: 11
 CC: 145-9024-18553

**Faculty of Tourism and Hotel Management
Department of Hotel Management and Beauty Studies**

**Teacher Band 1 \$35425 - \$48350, Canberra
(PN. 51568)**

Closing date: 15 March 2001
 Duties: Teach subjects as required in Hotel Management in line with the National Training Packages.
 Eligibility/other requirements: **Mandatory:** A tertiary qualification in Hotel Management, appropriate to teaching, Accommodation Services, Front Office, Staff Training, Marketing, Food & Beverage and Function Organisation. Five or more years of industry experience at management level, and a demonstration of maintaining industry relevance. **Other:** Possess or eligible to obtain a degree or diploma in Adult Education.

Contact Officer: Lynette Smith (02) 62073215
 Selection documentation may be obtained from Sharyn McKay (02) 62073647
 Apply: 11
 CC: 145-9024-18553

**Faculty of Tourism and Hotel Management
Department of Hotel Management and Beauty Studies**

**Teacher Band 1 \$35425 - \$48350, Canberra
(PN. 51160/51135)**

Closing date: 15 March 2001
 Duties: Teach Hairdressing and Allied Subjects in line with the National Training Packages.
 Eligibility/other requirements: **Mandatory:** Appropriate tertiary qualifications relevant to teaching Hairdressing and Allied Subjects. Five or more years of relevant industry experience. **Other:** Possess a Certificate IV in Tertiary Education and Training or equivalent.

Note: These positions are .8 of a full-time teaching load. This position is for temporary employment or temporary transfer for a period of 2 years.

Contact Officer: Lynette Smith (02) 62073215
 Selection documentation may be obtained from Sharyn McKay (02) 62073647
 Apply: 11
 CC: 145-9024-18553

**Faculty of Tourism and Hotel Management
Department of Food and Beverage Studies**

**Teacher Band 1 \$35425 - \$48350, Canberra
(PN. 51557)**

Closing date: 15 March 2001
 Duties: Teach in the Department of Food and Beverage Studies in line with the National Training Packages.
 Eligibility/other requirements: **Mandatory:** A tertiary qualification in Food and Beverage Studies, appropriate to teaching Restaurant

EMPLOYMENT (Continued)

Service, Function Organisation, Bar Service and related subjects. Five or more years of industry experience at management level, and a demonstration of maintaining industry relevance. **Other:** A Certificate IV in Tertiary Education and Training or equivalent.

Note: This position is .8 of a full-time teaching load. This position is for temporary employment or temporary transfer for a period of up to 2 years.

Contact Officer: Lynette Smith (02) 62073215
Selection documentation may be obtained from Sharyn McKay (02) 62073647
Apply: 11
CC: 145-9024-18553

Faculty of Tourism and Hotel Management Faculty Management Unit

Administrative Services Officer Class 5, Canberra (PN. 55477)

Closing date: 15 March 2001
Duties: Under general direction, manage purchasing and accounting activities for Purchase Agreement Funds, Special Purpose Funds and Commercial Funds. Prepare monthly financial reports to Deans and Heads of Departments. Prepare financial estimates, undertake financial investigations, reviews and acquittals for projects, and monitor expenditure and obligations.

Eligibility/other requirements: Certificate or Diploma in a relevant field would be an advantage.

Contact Officer: André Penders (02) 62073195
Selection documentation may be obtained from Sharyn McKay (02) 62073647
Apply: 11
CC: 145-9024-18553

Applications for the above positions close 15 March 2001. Applications addressing the selection criteria, detailing experience and qualifications should be forwarded to:

Ms Sharyn McKay
Faculty of Tourism and Hotel Management
Canberra Institute of Technology
PO Box 826
CANBERRA ACT 2601

Marked CONFIDENTIAL

DEPARTMENT OF URBAN SERVICES

Planning and Land Management Group
Territory Planning Branch
Planning Policy Section
Administrative Service Officer Class 6
\$44,503-\$51,121 PN 13587 Expected Vacancy
Canberra

Closing Date: 15 March 2001

Duties:
SOCIAL PLANNER

ACT Planning and Land Management is seeking a person with skills in community participation and social analysis to contribute to community planning in the ACT. You will be responsible for the Neighbourhood Futures Project as part of the Department's Community Renewal Program, community needs assessments, social impact studies and community input to planning projects in the ACT.

Other requirements / Qualifications

Tertiary qualifications in the social sciences, planning, geography or related disciplines and/or relevant community experience are desirable.

Contact Officer: Narina Dahms (02) 62071706 or narina.dahms@act.gov.au

Selection documentation may be obtained from Cheryl Pech (02) 62072370
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>
CC:148-9020 16924

Environment ACT Wildlife Research and Monitoring Section Professional Officer Class 1 \$31,187-\$43,753 PN 718 Canberra

Closing Date: 15 March 2001

Duties:

The person selected for this position will join an active group of wildlife ecologists delivering quality scientific advice for nature conservation in the ACT. The primary focus of the job will be to assist with a wide range of ecological survey and monitoring tasks on the flora and fauna of the ACT. An essential requirement for this is the ability to identify plant and animal specimens in the field and laboratory. Preference will be given to applicants with good skills in the identification of plant materials. An ability to identify birds in the field would be an advantage. The successful person will play an important role in supporting the Unit in the provision of information and advice to a wide range of government and non-government clients and contribute to the assessment of land planning and management proposals. Opportunities to develop skills in a range of activities including the use of Geographic Information Systems and preparation of biological materials are available.

Other requirements / Qualifications

Tertiary qualifications in a field of environmental management or biological science, preferably including studies in botany and/or zoology. A current driver's licence. A willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field.

Contact Officer: Dr David Shorthouse

EMPLOYMENT (Continued)

(02) 62076379

Selection documentation may be obtained from Adela Barlin (02) 62072126

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

CC:148-9028 17525

**Environment ACT
Wildlife Research and Monitoring Section
Senior Professional Officer Grade C
\$56,624-\$61,054 PN 637
Canberra**

Closing Date: 15 March 2001**Conservation Management of Grassy Ecosystems.**

The person selected for this position will join an active group of wildlife ecologists delivering quality scientific advice for nature conservation in the ACT. The primary focus of the job will be to manage and undertake a wide range of ecological studies of grassy ecosystems and assist Environment ACT in its conservation, planning, and land management responsibilities. The successful person will play a key role in supporting the Unit in the provision of ecological information and advice to government and non-government clients and contribute to the assessment of land planning and management proposals. The position will also manage programs to monitor threatened plant species and ecological communities.

Other requirements / Qualifications

Tertiary qualifications in a field of environmental management or biological science, preferably including studies in ecology and conservation of grassy ecosystems. A current drivers licence. A willingness to work independently in the field, outside normal hours in remote locations and in adverse weather conditions.

Contact Officer: Dr David Shorthouse (02) 62076379

Selection documentation may be obtained from Adela Barlin (02) 62072126

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

CC: 148-9028 17525

DIRECTOR OF PUBLIC PROSECUTIONS

**Prosecutor
\$44,504 - \$67,182
Canberra (PN 42478)**

Closing date: 16 March 2001**Duties:**

Conducting prosecutions in the Magistrates Court and Children's Court, including committal proceedings; Appearing as Counsel Assisting in Coronial proceedings; Conducting sentencing proceedings in the Supreme Court; and Preparing advices and provide policy analysis of law reform issues.

Eligibility/other requirements:

Note : Applicants for the position will either be admitted to practice, or be eligible for admission to practice, in the ACT.

A sound knowledge of the criminal law and the laws of evidence is essential. Experience in criminal litigation would be a distinct advantage

Contact Officer: Ken Archer (02) 6247 3800
Selection documentation may be obtained from Neil Goldfinch (02) 6247 3800

Apply: 05

CC: 148-9012-16905

Appointments

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Administrative Service Officer Class 5,
\$41207-43694**

Lyn Williams: 741-19872, Section 68, 1/3/01
CC: 148-9011-16943

THE CANBERRA HOSPITAL

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

Kevin Kidd: 762-84329, Section 67, 12/2/01
CC: 148-9010-16875 (2254)

Professional Officer Class 2 \$43,416 - \$48,520

Therese Foster: 752-28085, Section 67, 14/2/01
CC: 148-9010-16875 (2231)

Technical Officer Level 1, \$29,358 - \$30,841

Lois Dawes: 762-84564, Section 67, 26/2/01
CC: 148-9010-16875 (3124)

Senior Officer Grade C, \$54,969 - \$59,270

Lesley Thomson: 762-84257, Section 67, 19/2/01
CC: 148-9010-16875 (1319)

CANBERRA TOURISM AND EVENTS CORPORATION

Canberra Tourism and Events Corporation
CTEC Manager Grade C, \$56,624-\$61,054 p.a
Darran Glenn Roper, 757-48862
Section 68 19 February 2001
CC: 148-9005-16840

ACT GAMBLING AND RACING COMMISSION

Senior Officer Grade C, \$56,346-\$60,755 p.a
Mark Raymond Brown, 326-69171
Section 68 29 January 2001
CC: 148-9085-17763

EMPLOYMENT (Continued)

ACT COMMUNITY CARE

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

Ngairé Mascord: 741-02018, Section 68 (1) & 70 (1), 15 February 2001
 CC: 148-9009-16861

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

Darren Bowen: 741-02050, Section 68 (1) & 70 (1), 15 February 2001
 CC: 148-9009-16861

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

Glenda Solodchuck: 741-02114, Section 68 (1) & 70 (1), 15 February 2001
 CC: 148-9009-16861

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

Dianne Everett: 741-01672, Section 68 (1) & 70 (1), 15 February 2001
 CC: 148-9009-16861

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

Julia Sargent: 741-02122, Section 68 (1) & 70 (1), 15 February 2001
 CC: 148-9009-16861

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

Debra O'Brien: 741-02093, Section 68 (1) & 70 (1), 15 February 2001
 CC: 148-9009-16861

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

Mathew Ford: 741-02034, Section 68 (1) & 70 (1), 15 February 2001
 CC: 148-9009-16861

DEPARTMENT OF URBAN SERVICES

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

Rowena Davey AGS Number 748 57375.
Section 68(1) 14-Feb-01
 CC: 148-9037 17018

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

Katherine Hargreaves AGS Number 757 51319.
Section 68(1) 14-Feb-01
 CC: 148-9037 17018

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

Helena Dohlvik AGS Number 757 52549.
Section 68(1) 14-Feb-01
 CC: 148-9037 17018

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

Margaret Powell AGS Number 757 51204.
Section 68(1) 12-Feb-01

CC: 148-9037 17018

Transfer

CHIEF MINISTER'S DEPARTMENT

Transfer to advertised vacancy

The InTACT Group

G. Tong AGS No 765-56136

From, AFFA Level 8 \$67,972-\$80,440 p.a
 From: Agriculture and Fisheries Forestry Senior Officer Grade B, \$74,948 p.a (PN: 14244) Business Operations Chief Minister's Department 10 August 2000

Note: This transfer is made as an appointment under section 115 of the Public Sector Management Act 1994 and is a deemed transfer.
 CC: 148-9031-17177

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

- * 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);
- * promotions made in accordance with the recommendation of a Joint Selection Committee (JSC) established under section 88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or
- * promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

EMPLOYMENT (Continued)

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

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

Normally, the selection criteria used by the department in the selection and by the PAC in the appeal will incorporate the matters referred to in the definition of efficiency to the extent that they are relevant to the duties of the job.

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

The following advice applies to appeals against both promotions and temporary performance directions. Before lodging an appeal, you should consider carefully whether you can demonstrate that you are more efficient at doing the job than the person(s) you are appealing against. To help you determine whether you can demonstrate your greater efficiency, it is important that you obtain from the promoting department:

- * available written reports and oral feedback explaining the selection, especially the comparison between you and the promotee. 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.

EMPLOYMENT (Continued)

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.

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;

EMPLOYMENT (Continued)

- (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), 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;

EMPLOYMENT (Continued)

* 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

THE CANBERRA HOSPITAL**The Canberra Hospital
Pathology Services
Immunoassay****Melissa Murphy: 715-61710**

From: Administrative Service Officer Class 2
\$28,391 - \$31,483

The Canberra Hospital

To: Professional Officer Class 1 \$30,276 - \$42,475

Immunoassay The Canberra Hospital, Canberra (PN. 23764)

Note: This position is identical to the PO1/TO3 which was advertised on 21/12/00.

CC: 148-9010-16875 (3131)

ACT COMMUNITY CARE**ACT Community Care****Disability Program****Disability Support****Victor Martin: 740-91080**

From: Disability Support Officer Level 2
\$34,240 - \$38,329

ACT Community Care

To: Disability Support Officer Level 3

\$43,096 - \$45,760

Disability Program ACT Community Care,

Canberra (PN. 28309) (7 December 2000)

CC: 148-9009-16861

Sarai Mitchell: 740-93481

From: Disability Support Officer Level 2
\$34,240 - \$38,329

ACT Community Care

To: Disability Support Officer Level 3

\$43,096 - \$45,760

Disability Program ACT Community Care,

Canberra (PN. 28938) (7 December 2000)

CC: 148-9009-16861

Karen Hedley : 740-93502

From: Disability Support Officer Level 2
\$34,240 - \$38,329

ACT Community Care

To: Disability Support Officer Level 3

\$43,096 - \$45,760

Disability Program ACT Community Care,

Canberra (PN. 28417) (7 December 2000)

CC: 148-9009-16861

CANBERRA TOURISM AND EVENTS CORPORATION**Floriade****L. Milosis AGS No: 711-25249**

From: Tourism and Events Officer Class 3,
\$33,310-\$35,950 p.a

Canberra Tourism and Events Corporation

To: Tourism and Events Officer Class 4,

\$37,127-\$40,310 p.a

Canberra Tourism and Events Corporation

21 December 200

CC: 148-9005-16840

CALVARY HOSPITAL INC.**Medical Services****Counselling and Support Services****Paula Zohn: 609-154616**

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

Calvary Health Care ACT

To: Calvary Professional Officer 2

\$43,545 - 50,020

Counselling and Support Services Calvary

Health Care ACT, Canberra (PN. 8684)

(47 23/11/00)

CC: 148-9094-17781

EMPLOYMENT (Continued)

Medical Services

Counselling and Support Services

Roslyn Fitzgerald: 609-09013

From: Calvary Professional Officer 1
 \$30,366 - 42,600
 Calvary Health Care ACT
 To: Calvary Professional Officer 2
 \$43,545 - 50,020
 Counselling and Support Services Calvary
 Health Care ACT, Canberra (PN. 8685)
 (47 23/11/00)
 CC: 148-9094-17781

CULTURAL FACILITIES CORPORATION

ACT Museums and Galleries

Nolan Gallery

Brendan John Dahl: 748-39570

From: Administrative Service Officer Class 2,
 \$29,822-\$33,069
 Canberra Museum and Gallery,
 ACT Museums and Galleries
 To: Professional Officer Class 1, \$34,994-
 \$44,774
 Nolan Gallery, ACT Museums and Galleries,
 Cultural Facilities Corporation, Canberra
 (PN. 43577),
 (ACT Government Gazette No. 4, 25/1/2001)
 CC: 148-9008-16850

CHIEF MINISTER'S DEPARTMENT

Office of Multicultural and Community Affairs

D. M. Hamilton AGS No: 715-59063

From: Administrative Service Officer Class 6,
 \$44,503-\$51,121 p.a
 ACT Department of Health, Housing and
 Community Care
 To: Senior Officer Grade C, \$56,346-\$60,755 p.a
 (PN: 3022)
 Customer Service Unit,
 Chief Minister's Department
 12 October 2000
 CC: 148-9031-17185

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.

City Management Group

ACT Roads and Stormwater Branch

Edmund Lawler AGS Number 740 94193.

From Administrative Service Officer Class 6
 \$44,018-\$50,563
 ACT Community Care
To: Senior Officer Grade C
 \$56,346-\$60,755
 Business Support Section
 PN 23512 Gazette 07-Dec-00
 CC: 148-9019 17040

Corporate Group

Fiona Gallagher AGS Number 735 15152.

From Graduate Administrative Assistant
 \$25,115-\$32,271
 Chief Minister's Department
To: Administrative Service Officer Class 6
 \$44,503-\$51,121
 Office of the Chief Executive
 PN 25878

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

CC: 148-9017 17086

**ACT Public Service Index of
 addresses**

- 05 The Recruitment Officer, Director of
 Public Prosecutions, GPO Box 595,
 Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's
 Department, GPO Box 158, Level 3,
 Canberra Nara Centre, Canberra ACT
 2601
- 07 Recruitment Officer, Calvary Public
 Hospital. PO Box 254, Jamison Centre,
 ACT 2614
- 08 Personnel Manager, ACTION, PO Box
 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56,
 Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra
 Institute of Technology, GPO Box 826,
 Canberra City ACT 2601
- 12 Customer Service Supervisor,
 Department of Education and
 Community Services, PO Box 1584,
 Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative
 Branch, Emergency Services Bureau,
 PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit,
 The Canberra Hospital, PO Box 11,
 Woden ACT 2606
- 17 Resource Advisor, Business Services
 Bureau, Department of Health, Housing
 and Community Care,
 PO Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative
 Assembly for the ACT, GPO Box 1020,
 Canberra ACT 2601
- 20 Administrative Officer, Health Protection
 Service, Locked Bag 5, Weston Creek
 ACT 2611
- 21 Recruitment Officer, ACT Community
 Care, GPO Box 825, Canberra City ACT
 2601

EMPLOYMENT (Continued)

- 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
S7	19 February	Instrument No. 22 of 2001 ~ <i>Canberra Tourism and Events Corporation Act 1997</i>
		Instrument No. 23 of 2001 ~ <i>Canberra Tourism and Events Corporation Act 1997</i>
		Instrument No. 24 of 2001 ~ <i>Canberra Tourism and Events Corporation Act 1997</i>
		Instrument No. 25 of 2001 ~ <i>Canberra Tourism and Events Corporation Act 1997</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 Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Bookmakers Act 1985</i>	Determination of an event to be a sports betting event.	No. 21 of 2001
<i>Animal Welfare Act 1992</i>	Code of Practice – Approval.	No. 26 of 2001
<i>Occupational Health and Safety Act 1989</i>	Approval of a Code of Practice – National Standard and Code of Practice for Occupational Noise (2 nd Edition).	No. 27 of 2001

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notification of Road Closure – Division of Phillip.	No. R8/01 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

GOVERNMENT SOLICITOR ACT 1989

REVOCATION

I, PHILIP JULIAN MITCHELL, Chief Solicitor, HEREBY REVOKE THE BELOW AUTHORISATIONS previously given by me pursuant to sub-section 5 (4) of the Government Solicitor Act 1989:

ANUJA DEVI SUKHDEO

P J Mitchell

22 February 2001

Environment ACT

Environment Protection Act 1997

Environmental Authorisations

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997* (the Act), environmental authorisations to conduct activities have been granted to the organisations set out below:

Organisation	Brief Description of Activity	Location
Power International Auto Electrics	Use of CFCs and HCFCs	36 Hoskins St, Mitchell ACT

Under Section 135 of the Act, an application may be made to the Administrative Appeals Tribunal for a review of these decisions. The Administrative Appeals Tribunal can be contacted on telephone 6217 4277.

Copies of 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 20 day of February 2001
Environment Management Authority

