



Australian Capital Territory

# Gazette

No. 32, Thursday 10 August, 2000

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

## GENERAL INFORMATION

### ACT GOVERNMENT GAZETTE

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

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

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### Notices for Publications

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

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

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

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

### Private Notices

The fee for a private notice is as follows:

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

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

### 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

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### ACT Public Service

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#### Executive Contracts

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##### DIRECTOR OF PUBLIC PROSECUTIONS

###### Appointment

Ken Archer  
Deputy Director (E171)

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#### General Information

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##### Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

Excess Officers – ACTPS Officers who have been formally declared excess and who apply

for transfer to any advertised permanent vacancy must be considered for in isolation from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

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

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

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

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### Vacancies

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#### THE CANBERRA HOSPITAL

**The Canberra Hospital  
Nursing Branch  
Medical Services  
Renal**

**Registered Nurse Level 2 \$43,150 - \$45,877,  
Canberra (PN. 22303)**

**Closing date:** 24 August 2000

**Duties:** Provide comprehensive direct patient care by utilising the nursing process; act as a role model in the provision of holistic patient care; liaise with patient care teams to achieve an agreed standard of care.

**Eligibility/other requirements:** Registered as a nurse with the ACT Nurses Registration Board and minimum of three years recent post registration experience; minimum of twelve months experience in the field being practiced or holds a relevant post registration qualification.

**Note:** This is a permanent part time vacancy, 28 hours per week

**Contact Officer:** Pat Tozer (02) 6244 2949 or Denise Breust (02) 6244 2657  
Selection documentation may be obtained from Nursing Recruitment (02) 6244 2257  
Apply: 16  
CC: 148-9010-16875 1793

**The Canberra Hospital  
Medical Imaging  
Administration**

**Administrative Service Officer Class 3  
\$32,337-\$34,900, Canberra (PN. 28689 & 21901)**

**Closing date:** 24 August 2000

**Duties:** Plan and Co-ordinate the operation of the reception and records areas of the

## EMPLOYMENT (Continued)

department. Contribute to the output of the reception and record section, Supervise and work with staff to develop work performances and to ensure required standards are met. Organise and/or conduct training programs staff in the area.

**Note:** The Selection Advisory Committee requests that all referee reports addressing the selection criteria to be received by the nominated closing date, along with the complete applications. Interviews will be held in the week commencing 28 August 2000. Only short listed candidates will be contacted regarding further assessment.

**Contact Officer:** Faye Bourne (02) 6244 2798  
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566  
Apply: 16  
CC: 148-9010-16875 (2711)

### The Canberra Hospital Pathology Services Pathology Reception

**Administrative Service Officer Class 3**  
**\$32,337 - \$34,900, Canberra (PN. 23203)**

**Closing date:** 24 August 2000  
**Duties:** Supervise the day-to-day operations of the ACT Pathology Data Entry area. Direct the work flow and allocate staff resources to provide an efficient service.  
**Contact Officer:** Wendy Edwards (02) 6244 2835  
Selection documentation may be obtained from Human Resource Management Unit (02) 6244 3139  
Apply: 16  
CC: 148-9010-16875 (3133)

### The Canberra Hospital Pathology Services Pathology Reception

**Technical Officer Level 1 \$29,358 - \$32,245,**  
**Canberra (PN. 23200)**

**Closing date:** 24 August 2000  
**Duties:** In accordance with relevant procedures and NATA standards, collect, identify and register all specimens received from within the hospital and Canberra region. Prioritise urgent requests before submitting to the appropriate laboratories.

**Contact Officer:** Wendy Edwards (02) 6244 2835  
Selection documentation may be obtained from Human Resource Management Unit (02) 6244 3139  
Apply: 16  
CC: 148-9010-16875 (3133)

### The Canberra Hospital Mental Health Services

**Professional Officer Class 2/Registered Nurse Level 3 \$43,416 - \$50,648**  
**Professional Officer Class 1/Registered Nurse Level 2 \$30,276 - \$45,877, Canberra (PN Several)**

**Closing date:** 24 August 2000  
**Duties:** ACT Mental Health Services are seeking an enthusiastic Mental Health Professional with background in Mental Health Nursing, Psychology, Social Work or Occupational Therapy, and whose practice conforms with the National Standards for Mental Health Services. Successful applicants will work within the community Mental Health team at Tuggeranong, and manage a caseload of clients within a clinical management model. A strong commitment to the philosophy of Community Mental Health is desirable.  
Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work, Mental Health Nursing or Occupational Therapy with current Act registration where applicable, and / or eligibility for membership of the appropriate professional organisation.

**Note:** A permanent full-time position is available and it is also expected that a temporary position may become available. Positions will be filled dependant on experience and qualifications. Please indicate on your application the classification level you are applying for.  
**Contact Officer:** Paul Whyte (02) 6205 2777  
Selection documentation may be obtained from Human Resource Management Unit (02) 6244 3139  
Apply: 16  
CC: 148-9010-16875 (2222)

### ACT COMMUNITY CARE

#### Marketing and Promotions Unit

**Public Affairs Officer Grade 3,**  
**MARKETING AND PROMOTIONS MANAGER,**  
**Canberra (PN. 28400)**

**Closing date:** 24/08/2000

**Duties:** ACT COMMUNITY CARE is the major provider of community-based health and disability services in the ACT. We are looking for a creative energetic and skilled person to provide leadership and coordination in marketing and promotions within ACT Community Care. The person we are seeking will have experience in the preparation and implementation of marketing communications and media strategies, and in the coordinating of publications, and will be able to provide a comprehensive and effective service to client areas within ACT Community Care.

## EMPLOYMENT (Continued)

*The successful candidate will be dynamic, flexible and self-motivated with excellent interpersonal skills together with writing/editing/media skills and mature judgement*

**Note: Salary and conditions of service:**

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

**Contact Officer:** Allan Schmidt (02) 6205 5444  
Selection documentation may be obtained from (02) Helen Stravens (02) 6205 1937  
Apply: 21  
CC: 148-9009-18270

### COMMUNITY REHABILITATION PROGRAM

**Registered Nurses and Enrolled Nurses, Canberra (PN. Several)**

**Closing date:** 18/08/2000

**Duties:** The Community Rehabilitation Program is seeking highly motivated and enthusiastic nurses with relevant, recent skills to fill casual and temporary positions at the Rehabilitation Independent Living Unit located at Garran. The RILU Nursing Team provides care to clients who are able to actively work towards identified rehabilitation goals. The Nursing Team works closely with the Rehabilitation Specialists from The Canberra Hospital and the in-patient multi-disciplinary team.

Clients who are admitted to RILU include those with Acquired Brain Injury, CVA, musculo-skeletal problems including amputation, and chronic or progressive neurological disorders. Eligibility/other requirements: Mandatory qualifications apply.

**Note:** Various Positions on the Casual and Temporary Relief Register for morning, evening and night shifts.

**Contact Officer:** Debra Jones on (02) 6244 4144. Selection documentation may be obtained from Sue Luck (02) 62442855.  
Apply: 21  
CC: 148-9009-18269

### REHABILITATION PROGRAM

**REGISTERED NURSE LEVEL 1 \$32,341-\$41,913, Canberra (PN. 26681)**

**Closing date:** 24 August

**Duties:** The Rehabilitation Independent Living Unit (RILU) is seeking applications from suitably qualified individuals to fill a vacancy of Registered Nurse Level 1 in the Rehabilitation Independent Living Unit, 9 Gaunt place Garran. This position involves working with a multi-discipline team in a Rehabilitation model to assist people to relearn living and social skills after injury or illness.

Eligibility/other requirements: Previous experience in a similar environment and comprehensive knowledge of issues surrounding the Rehabilitation process are highly desirable. Registration as a general Nurse and a current drivers Licence are essential.

**Note:** The position is night duty, 30hrs per week, working Sunday- Tuesday nights.

**Contact Officer: Debra Jones on (02) 62444144**  
Selection documentation may be obtained from **Debra Jones on (02) 62444144**

Apply: 21  
CC: 148-9009-18269

### Integrated Health Care Program, Central Regional Team

**Technical Officer Level 1, \$29,636 – \$30,964, Canberra (PN. 29114)**

**Closing date:** 24 August 2000

**Duties:** To provide daycare respite care services and programs for clients at Narrabundah Health Centre.

**Note:** Permanent part time 24 hours a week  
**Contact Officer:** Sue Matthews (02) 2051138  
Selection documentation may be obtained from Kerry Kent (02) 62051357  
Apply: 21  
CC: 148-9009-17798

### Clinical Effectiveness and Quality Management

**Administrative Service Officer Class 6, Quality Coordinator –\$42,986-49,378, Canberra (PN. 28899)**

**Closing date:** 24 August 2000

**Duties:** An exciting opportunity exists for an experienced person to work within the Directorate of Clinical Effectiveness & Quality to assist with the implementation of the ACT Community Care Clinical Quality Framework. This person will work within a small team and have the ability to work self directed. They will assist with planning, development and coordination of effective Quality Improvement Programs within ACT Community Care.

## EMPLOYMENT (Continued)

**Contact Officer:** Heather McDonald (02) 62050854

Selection documentation may be obtained from Elizabeth Samra (02) 62053311  
Apply: 21  
CC: 148-9009-18270

### Clinical Effectiveness and Quality

**Senior Officer Grade C \$54,435-\$58,683, Canberra (PN. 29000)**

**Closing date:** 24 August 2000

**Duties:** ACT Community Care has undergone an organisation self-assessment using the AQC Business Excellence Framework. Each of the programs within ACT Community Care are now preparing to do a program self-assessment. An opportunity exists for a person to drive this program and support the teams within each of the programs to identify the strengths and opportunities that will arise following a self-assessment. This person will work within the Directorate of Clinical Effectiveness and Quality and will be responsible for coordinating the self-assessments.

**Note:** This is a temporary Project Officer for 3 Months

**Contact Officer:** Heather McDonald (02) 62050854

Selection documentation may be obtained from Elizabeth Samra (02) 62053311

Apply: 21  
CC: 148-9009-18270

### CHIEF MINISTER'S DEPARTMENT

#### artsACT

**Administrative Service Officer Class 6, (PN: 13517), \$44,503 - \$51,121pa. Canberra**

**Closing Date:** 24 August 2000

**Duties:** The officer is part of a team that implements the Arts Funding Program. The officer manages the grant assessment process, monitors funding agreements, assesses acquittals, and prepares media releases. Under limited supervision, the officer provides policy advice, briefings, speeches and correspondence for the Minister for the Arts. Also, the officer assists the ACT Cultural Council, the arts policy advisory body to the ACT Government, with policy advice and grant assessment.

**NOTE:** Interviews are expected to be held week commencing 4 September 2000.

**Contact Officer:** Robert Piani (02) 620 72379

**Selection Documentation:** John Kanis (02) 620 72384 and also from

[www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

**Apply:** 06 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
CC: 148-9031-17204

**Administrative Service Officer Class 6, (PN: 13518), \$44,503 - \$51,121pa. Canberra**

**Closing Date:** 24 August 2000

**Duties:** The officer is part of a team that implements the Arts Funding Program. The officer manages the grant assessment process, monitors funding agreements, assesses acquittals, and prepares media releases. Under limited supervision, the officer provides policy advice, briefings, speeches and correspondence for the Minister for the Arts. Also, the officer assists the ACT Cultural Council, the arts policy advisory body to the ACT Government, with policy advice and grant assessment.

**NOTE:** 1. Interviews are expected to be held week commencing 4 September 2000.

2. This position is being re-advertised and previous applicants may re-apply.

**Contact Officer:** Robert Piani (02) 620 72379

**Selection Documentation:** John Kanis (02) 620 72384 and also from

[www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

**Apply:** 06 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
CC: 148-9031-17204

**Senior Officer Grade C, (PN: 10535), \$56,346 - \$60,755pa. Canberra**

**Closing Date:** 24 August 2000

**Duties:** The Program Manager is part of a team that assists in the implementation of the Arts Strategy, *Arts Capital*. The Program Manager manages the Arts Funding Program – its budget (approx \$3m), the grant assessment process, and liaison with the arts sector. The Manager provides complex policy advice, briefings and correspondence for the Minister for the Arts. Also, the Manager assists the ACT Cultural Council, the arts policy advisory body to the ACT Government, with policy advice and grant assessment, and supervises a small team.

**NOTE:** Interviews are expected to be held week commencing 4 September 2000.

**Contact Officer:** Agnes Martin (02) 620 50589

**Selection Documentation:** John Kanis (02) 620 72384 and also from

[www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

**Apply:** 06 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
CC: 148-9031-17204

### PUBLIC SECTOR MANAGEMENT GROUP

**Employment Legislation Unit  
Senior Officer Grade C, \$56,346 - \$60,755p.a. (PN: 42300), Canberra**

**Closing Date:** 24 August 2000

The Public Sector Management Group provides a range of advisory and policy services to the

## EMPLOYMENT (Continued)

ACT Government and agencies on ACT public sector employment. These activities cover employment legislation, industrial relations, executive employment, workforce statistics, ethics, fraud prevention, corporate strategies and reform issues. The Group also supports for the statutory role of the Commissioner for Public Administration.

**Duties:** Under limited direction: manage a range of projects in relation to the review and development of public sector employment policy; provide advice to the Government, the Commissioner for Public Administration and public sector agencies on employment policy matters in the ACT Public Service including relevant employment legislation and recent developments in the human resource/personnel management field; undertake research and policy development projects and related amendments to the *Public Sector Management Act 1994*, and Management Standards, and the *Legislative Assembly (Members Staff) Act 1989*.

**NOTE:** Interviews will be held week commencing 28 August 2000.

**Contact for Inquiries:** Clayton Conquest, (02) 620 78700.

**Selection Documentation:** Paul Morshead (02) 620 76197 and also from [www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

**Apply:** 06 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
CC: 148-9031-16949

### Temporary Vacancy

#### artsACT

**Senior Officer Grade C,**  
**(PN: 55446), \$56,346 - \$60,755pa.**  
**Canberra**

**Closing Date:** 24 August 2000

**Duties:** The Policy Officer is part of a small team and will develop policy and strategies to assist with the further implementation of *Arts Capital*, the ACT Government's arts development strategy. The officer will provide complex policy advice, briefings and correspondence for the Minister for the Arts. Also, the officer will work with the ACT Cultural Council, in the development of policy and advice. The officer will liaise with other government agencies and implement one-off project initiatives.

**NOTE: 1.** Interviews are expected to be held week commencing 4 September 2000.

**2.** The vacancy is available for 12 months with an immediate start.

**Contact Officer:** Mandy Hillson (02) 620 72389

**Selection Documentation:** John Kanis (02) 620 72384 and also from

[www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

**Apply:** 06 or via email: [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
CC: 148-9031-17204

### THE InTACT GROUP

**SENIOR OFFICER GRADE B, PN 14233**  
**MANAGER, NETWORKS AND SECURITY,**  
**SERVICE DELIVERY**  
**PERMANENT**  
**SALARY \$66,577 TO \$74,948**  
**LOCATION: CALLAM OFFICES, WODEN, ACT**

#### Applications Close:

24 August 2000

#### Applications to be forwarded to:

Recruitment Officer  
GPO Box 158  
Canberra ACT 2601

**or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

#### Position Description

InTACT is seeking an experienced Senior Manager to fill a critical position within the Service Delivery Branch. The occupant will manage a dynamic Unit and will be responsible for the communications and security functions within IT service delivery.

The position is responsible for ensuring services and systems provided meet service delivery standards and are maintained consistently at this level. The position is required to direct and oversight the development of strategies and activities to support all aspects of computer network services. The occupant will represent InTACT at high level meetings and provide advice to government, clients and management on the development of security policies for InTACT and Whole of Government. In addition the position is responsible for the provision of an innovative and effective framework on which the ACT Government can rely for the storage and use of information.

#### Contact Officer for inquiries regarding the position:

Geoff Hill, Service Delivery Manager (02) 62074278

#### Contact Officer for Selection Documentation:

Donna Burns (02) 62076791 **or via web site**  
[www.intact.act.gov.au](http://www.intact.act.gov.au)  
CC: 148-9043-17177

#### Business Operations

**SENIOR OFFICER GRADE B, PN: 14244**  
**SENIOR MANAGEMENT ACCOUNTANT,**  
**\$66,577 - \$74,948pa.**

#### POSITION REPORTS TO : FINANCE MANAGER

**Applications Close:** 24 August 2000

#### Applications to be forwarded to:

Recruitment Officer  
GPO Box 158  
Canberra ACT 2601

**or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

## EMPLOYMENT (Continued)

### POSITION DESCRIPTION

InTACT is seeking a Senior Management Accountant to fill a critical role within the Business Services Support Unit. The position reports to the Finance Manager and is responsible for the direction of the Management Accounting team and in providing management accounting, financial accounting, asset management and acquisition services in support of InTACT's corporate objectives.

Suitable candidates must have excellent management and leadership skills and be able to coordinate the activities of a large multi-function team delivering services to customers in a commercial environment. A comprehensive understanding of financial management, including accrual accounting principles is essential. The ability to work under pressure, communicate requirements and meet client demands is critical. Exposure to commercial accounting and tertiary qualifications are highly desirable.

**Contact officer for inquiries regarding the position:** Arron Scolnik, Finance Mgr  
(02) 62076198

**Contact officer for documentation:**  
Donna Burns (02) 62076791  
or via the InTACT web site:  
[www.intact.act.gov.au](http://www.intact.act.gov.au)  
CC: 148-9043-17177

**SENIOR INFORMATION TECHNOLOGY OFFICER  
GRADE C, PN: 14369  
CUSTOMER PROJECTS GROUP  
PERMANENT  
SALARY \$56346 to \$60755  
LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:**  
24 August 2000

**Applications to be forwarded to:**  
Recruitment Officer  
GPO Box 158  
Canberra ACT 2601

**or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

### Position Description

InTACT is seeking a skilled dynamic and enthusiastic Solutions Architect for the Customer Projects Group. The successful applicant will provide high level technical support to the InTACT Project Office. This position will be responsible for technical advice, solutions and delivery to the InTACT Project Management Team as well as provide technical input to proposals and tender bids.

The position works directly to the Program Manager, CPG and will work closely and integrally with InTACT internal service teams, external service providers and client agencies and the CPG Sales and Marketing team.

The primary role of this position is to analyse customer requirements and be able to identify technically feasible solutions consistent with the ACT Government operational standards and practices.

The successful candidate must have excellent customer focus, and a broad but comprehensive technical background to enable implementation of complex IT projects. The successful candidate will take responsibility and ownership of technical inputs to proposals, technical delivery within projects and specifically advise on solutions to our customers' business problems.

**Contact Officer for inquiries relating to the position:** Brendan Murley (02) 62070840  
**Contact Officer for Selection Documentation:**  
Donna Burns on (02) 62076791  
CC: 148-9043-17177

**SENIOR INFORMATION TECHNOLOGY OFFICER  
GRADE C, PN 14370  
APPLICATION BUSINESS ANALYST  
CUSTOMER PROJECTS GROUP  
PERMANENT  
SALARY \$56346 to \$60755  
LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:**  
24 August 2000

**Applications to be forwarded to:**  
Recruitment Officer  
GPO Box 158  
Canberra ACT 2601

**or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

### Position Description

InTACT is seeking a skilled dynamic and enthusiastic Application Business Analyst for the Customer Projects Group. The successful applicant will provide high level Application Development support to the InTACT Project Office. This position will be responsible for technical advice, solutions and delivery to the InTACT Project Management Team as well as provide technical input to proposals and tender bids.

The position works directly to the Program Manager, CPG and will work closely and integrally with InTACT internal service teams, external service providers and client agencies and the CPG Sales and Marketing team.

The primary role of this position is to analyse customer requirements and be able to identify technically feasible applications solutions consistent with the ACT Government operational standards and practices.

The successful candidate must have excellent customer focus, and a broad but



## EMPLOYMENT (Continued)

comprehensive applications development background to enable implementation of complex IT systems. The successful candidate will take responsibility and ownership of inputs to proposals, application development and delivery within projects and specifically advise on solutions to our customers' business problems.

**Contact Officer for inquiries relating to the position:** Brendan Murley (02) 62070840

**Contact Officer for Selection Documentation:** Donna Burns on (02) 62076791  
CC: 148-9043-17177

### ACT GAMBLING AND RACING COMMISSION

**Senior Officer Grade B, (PN: 13835), \$66,577 - \$74,948pa., Canberra  
Manager Co-ordination and Revenue**

**Closing Date: 24 August 2000**

**Duties:** As a Senior Manager in a small but diverse organisation: co-ordinate executive support functions for the Commission including ministerial and government liaison; be responsible for the monitoring of the Commission's cash flow and cash balances, asset and liability management and budget management; co-ordinate the development, and manage the implementation, of the Commission's research and community consultation programs.

**Eligibility:** Tertiary qualifications in a relevant discipline are highly desirable.

**NOTE:** Interviews are expected to be held week commencing 4 September 2000.

**Contact Officer:** Mr Tony Curtis, Chief Executive, (02) 620 70359

**Selection Documentation:** Ms Paula McCall (02) 620 70359

Apply: 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
CC: 148-9085-17763

### CANBERRA TOURISM AND EVENTS CORPORATION

#### Marketing and Communication

**Tourism and Events Officer Class 5, (PN: 43166), \$41,410 - \$43,909pa. Canberra**

**Closing Date:** 24 August 2000

**Duties:** Act as a primary liaison officer between Canberra Tourism and the designated client base on a broad range of issues including sales, co-operative marketing and information dissemination. Schedule and conduct regular calls on local tourism members to assess and respond to needs for Canberra Tourism support, information and promotional literature. Research, develop and advise clients on marketing and promotional opportunities. Co-ordinate and promote co-operative marketing activities with industry members.

**Eligibility:** Studies in communications, public relations, marketing or tourism would be an advantage. Current Driver's Licence required.

**NOTE:** This is an expected vacancy which will be available from 14 August 2000.

**Contact Officer:** Debbie McGee (02) 620 50663  
**Selection Documentation:** Sally O'Connor (02) 620 76572

Apply: 06 or via email:  
[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
CC: 148-9005-16840

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

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

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

#### **Sport and Corporate Resources Division Executive Assistant**

**Administrative Service Officer Class 4  
\$36945-40113, Canberra  
(PN. 14452, expected vacancy)**

**Closing date:** 24 August 2000

**Duties:** Act as an Executive Assistant, including: Plan, coordinate and manage the work flow into the Executive's office. Screen incoming documents and telephone calls and refer them to appropriate areas. Edit, proofread and draft correspondence as required. Monitor and report on Branch/Division Budgets.

**Contact Officer:** Trevor Wheeler (02) 62055511  
Selection documentation may be obtained from Jasmen Marootians (02) 62059140

Apply: 12  
CC: 148-9013-16917

#### **Sport and Corporate Resources Division Information Management Branch Executive Assistant**

**Administrative Service Officer Class 4  
\$36945-40113, Canberra (PN. 11823)**

**Closing date:** 24 August 2000

**Duties:** Act as an Executive Assistant, including: Plan, coordinate and manage the work flow into the Executive's office. Screen incoming documents and telephone calls and refer them to appropriate areas. Edit, proofread and draft correspondence as required. Monitor and report on Branch/Division Budgets.

## EMPLOYMENT (Continued)

**Contact Officer:** Trevor Wheeler (02) 62055511  
 Selection documentation may be obtained from  
 Jasmen Marootians (02) 62059140  
 Apply: 12  
 CC: 148-9013-16917

**Human Resources Branch  
 Executive Assistant**

**Administrative Service Officer Class 4  
 \$36945-40113, Canberra  
 (PN. 448, expected vacancy)**

**Closing date:** 24 August 2000  
**Duties:** Act as an Executive Assistant, including: Plan, coordinate and manage the work flow into the Executive's office. Screen incoming documents and telephone calls and refer them to appropriate areas. Edit, proofread and draft correspondence as required. Monitor and report on Branch/Division Budgets.

**Contact Officer:** Te Reid (02) 62059164  
 Selection documentation may be obtained from  
 Jasmen Marootians (02) 62059140  
 Apply: 12  
 CC: 148-9013-16917

**Education and Training Division  
 Schools Directorate Branch  
 Quality Assurance Section**

**Senior Officer Grade C \$56347-60755, Canberra  
 (PN. 277)**

**Closing date:** 24 August 2000  
**Duties:** Provide leadership in and be responsible for policies and procedures relating to quality assurance processes in schools and colleges, including co-ordination of review committees and presentation of training programs. Assist school, other office units, outside agencies and individuals in the design, conduct and reporting of research and evaluation projects of significance to the ACT public school system. Prepare policy proposals and system reports arising from information gathered and analyses made.

**Contact Officer:** Anne Houghton (02) 6205 7066  
 Selection documentation may be obtained from  
 Ellen Collins (02) 6205 7055  
 Apply: 12  
 CC: 148-9013-16917

**CANBERRA INSTITUTE OF TECHNOLOGY**

**Education Delivery Program  
 Faculty of Communication and Community  
 Services  
 Human Services**

**Teacher Band I, \$35,425 - \$48,350, Canberra  
 (PN. 51782)**

**Closing date:** 24 August 2000  
**Duties:** The Human Services Department requires an experienced teacher to teach a broad range of subjects within the Aged Care discipline. The successful applicant will be required to teach at the Certificate III, IV and Diploma levels.

**Eligibility/other requirements: MANDATORY:** Appropriate tertiary qualifications or equivalent in Aged Care Work or other relevant discipline as appropriate to teaching to diploma level. Five years or more of vocational/industrial/professional experience or possess such other qualifications and/or experience acceptable for the position.

**OTHER:** Possess, or eligible to obtain, qualifications in adult education

Note: This position is available for temporary transfer or temporary employment for a 1 year contract with possible further 1 year extensions up to a maximum of 5 years. Position is part time 0.6 of a full time load.

**Contact Officer:** Ann Procter (02) 6207 4908  
 Selection documentation may be obtained from  
 Suzi Kircher (02) 6207 4960  
 Apply: 11  
 CC: 148-9024-17904

**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

**Registrar-General's Office  
 Customer Service Officer**

**Administrative Service Officer Class 2  
 \$29,102 – 32,271, Canberra (PN. several)**

**Closing date:** 24/8/2000  
**Duties:** Provide service and advice to customers of the Registrar-General's Office. Act as a cashier as per relevant guidelines and administrative procedures. Examine, enter, update and extract information from record management systems. Perform a range of administrative tasks as directed

## EMPLOYMENT (Continued)

by the manager in charge. Those tasks may include:

- a) Opening mail;
- b) Courier duties;
- c) Scanning;
- d) Indexing;
- e) Data entry;
- f) Filing;
- g) Etc.

**Note:** Expected vacancy

**Contact Officer:** Geoff Crowley (02) 6207 0479  
 Selection documentation may be obtained from  
 Kirstie Massey (02) 6207 0452  
 Apply: 28  
 CC: 148-9012-17189

**Registrar-General's Office  
 Office Management Unit  
 Assistant Office Manager**

**Administrative Service Officer Class 4  
 \$36,945 – 40,113, Canberra (PN. Several)**

**Closing date:** 24/8/2000

**Duties:** Provide service and advice to customers of the Registrar-General's Office. Perform the functions of an officer of the ACT Public Service as per relevant legislation, policy and procedures. These functions may include:

- a) Finance – accounts payable, accounts receivable, petty cash, credit card.
- b) Information Technology – basic systems training, data fixing, hardware/software management, asset management (purchase-disposal)
- c) Human Resource Management – recruitment, personnel issues.

Undertake the responsibility of supervisor, which requires the management of and training/development of other staff. Liaise with representatives of government, industry, and members of the public in various contexts.

**Note:** Expected vacancy

**Contact Officer:** Nicole Jones (02) 6207 0453  
 Selection documentation may be obtained from  
 Kirstie Massey (02) 6207 0452  
 Apply: 28  
 CC: 148-9012-17189

**Registrar-General's Office  
 Customer Service/Registration Officer**

**Administrative Service Officer Class 4  
 \$36,945 – 40,113, Canberra (PN. Several)**

**Closing date:** 24/8/2000

**Duties:** Provide service and advice to customers of the Registrar-General's Office. Examine, enter, update, extract and authorise information from record management systems. Undertake the responsibility of supervisor, which requires the management of and training/development of

other staff. Perform the functions of a Deputy Registrar-General and/or officer of the ACT Public Service as per relevant legislation, policy and procedures. These functions may include:

- a) The critical examination of documents for registration;
- b) Ensuring all transactions comply with relevant legislation;
- c) Resolving more complex issues for customers and other staff;
- d) Perform reconciliation of relevant cash and trust accounts.

Liaise with representatives of government, industry and members of the public in various contexts.

**Note:** Expected vacancy

**Contact Officer:** Orlando Cacciotti (02) 6207 0462  
 Selection documentation may be obtained from  
 Kirstie Massey (02) 6207 0452  
 Apply: 28  
 CC: 148-9012-17189

**Registrar-General's Office  
 Business Unit Manager**

**Administrative Service Officer Class 6  
 \$44,503 – 51,121, Canberra (PN. several)**

**Closing date:** 24/8/2000

**Duties:** Provide high level service and advice to customers of the Registrar-General's Office. Perform the functions of the Deputy Registrar-General and/or an officer of the ACT Public Service as per relevant legislation, policy and procedures. These functions may include:

- a) The critical examination of more complex documents for registration;
- b) Ensuring all transactions, particularly those of a complex nature comply with relevant legislation;
- c) Resolving more complex issues for customers and other staff;
- d) Perform more complex reconciliation of cash and trust accounts.

Undertake the responsibility of manager of a business unit. This would require the officer to supervise, train and develop business unit staff. Liaise with representative of government, industry and members of the public in various contexts.

**Note:** expected vacancy

**Contact Officer:** Danielle Krajina (02) 6207 0490  
 Selection documentation may be obtained from  
 Kirstie Massey (02) 6207 0452  
 Apply: 28  
 CC: 148-9012-17189

## EMPLOYMENT (Continued)

**Registrar-General's Office  
Office Management Unit  
Office Manager**

**Administrative Service Officer Class 6  
\$44,503 – 51,121, Canberra (PN. 43637)**

**Closing date:** 24/8/2000

**Duties:** Provide high level service and advice to customers of the Registrar-General's Office. Perform the functions of an officer of the ACT Public Service as pre relevant legislation, policy and procedures. These functions may include:

- a) Financial Management;
  - b) Information Technology Management;
  - c) Human Resource Management;
  - d) Information and Records Management.
- Undertake the responsibility of manager of a business unit. This would require the officer to supervise, train and develop business unit staff. Liaise with representatives of government, industry, and members of the public in various contexts.

**Contact Officer:** Danielle Krajina (02) 6207 0490  
Selection documentation may be obtained from Kirstie Massey (02) 6207 0452  
Apply: 28  
CC: 148-9012-17189

**ACT CORRECTIVE SERVICES  
Belconnen Remand Centre  
Duty Chief**

**Custodial Officer Grade 3 \$39,802 – 41,046,  
Canberra (PN. 11321)**

**Closing date:** 17/8/2000

**Duties:** Undertake the supervision of a shift of custodial officers to ensure safe and secure care of detainees in accordance with statutory and duty of care obligations. Oversight the admissions and discharge of detainees. Assist with staff training, preparation of statistical information and maintenance of staffing records. Assume control of the operations at the centre in the absence of the Superintendent and Deputy Superintendent.

Note: This is a readvertised position. Previous applicants need not reapply. Applications for this position will be considered by a Joint Selection Committee (JSC), formed in accordance with section 89 of the *Public Sector Management Act 1994*.

**Contact Officer:** Barry Folpp (02) 6207 0767  
Selection documentation may be obtained from Jeanette Atkins (02) 6207 0853  
Apply: 28  
CC: 148-9012-16898

**ACT CORRECTIVE SERVICES**

**Community Corrections – Probation and Parole Unit  
Case Managers**

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

**Permanent and Temporary Vacancies**

**Closing date:** 17/8/00

**Duties:** The Probation and Parole Unit of ACT Corrective Services is seeking expressions of interest from people interested in becoming Case Managers. A number of vacancies exist for motivated, enthusiastic and professional staff wanting to work in an exciting, dynamic workplace committed to achieving standards of excellence. The focus is on evidence based practise and a case management approach has been implemented which incorporates a thorough assessment process. Case Managers are required to manage a caseload of high to medium risk offenders and write reports for the Courts to assist with sentencing. The aim of intervention is to achieve community safety by addressing factors that contribute to offending behaviour. Applicants will be required to have well developed counselling and negotiation skills and written skills of a high standard. Qualifications: Tertiary qualifications in psychology, social work or welfare are highly desirable. Experience in a case management role with a challenging client group would be particularly useful.

Note: Eligibility for these positions will be subject to a satisfactory criminal history check. Applications will be considered for both permanent and temporary vacancies.

**Contact Officer:** Naomi Buick: (02) 6207 0860  
Selection documentation may be obtained from Jeanette Atkins (02) 6207 0853  
Apply: 28  
CC: 148-9012-16898

**DEPARTMENT OF URBAN SERVICES**

**Customer Service Project Officer**

**Closing date:** 31/8/2000

Do you have a passion for customer service?

An opportunity exists for you to become an integral member of the Urban Services Communications team as a Customer Service Project Officer, and ensure the department remains at the forefront of service delivery in the ACT.

You will be responsible for the development and implementation of customer service policies, strategies and initiatives for the diverse group of businesses that make up the Urban Services department.

## EMPLOYMENT (Continued)

The successful applicant will be suitably qualified, with experience in the provision of front line customer service, providing transactions and services on line and will possess well-developed communication skills with the proven ability to work in a busy team environment under limited direction.

Contact Robbie Hinton on 620 75537 for the selection criteria. This position is available for temporary filling for a period of up to two years. Salary range SOG C \$56,347-\$60,755.

Apply: 34  
CC: 148-9017 17086

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### Appointments

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#### ACT COMMUNITY CARE

**Professional Officer Class 1 \$29,976-\$42,054**  
**Julie Nikolaidis:** 747-02785, Section 68(1) & 70(1), 26 July 2000.  
CC: 148-9009-17798

**Technical Officer Level 1 \$29,636-\$30,964**  
**Tanya Browne:** 740-96842, Section 68(1) & 70(1), 31 July 2000  
CC: 148-9009-17798

**Technical Officer Level 1 \$29,636-\$30,964**  
**Anne Walls:** 740-98047, Section 68(1) & 70(1), 31 July 2000  
CC: 148-9009-17798

**Professional Officer Class 1 \$29,976-\$42,054**  
**Nicole Coates:** 740-99779, Section 68(1) & 70(1), 31 July 2000.  
CC: 148-9009-17798

#### CHIEF MINISTER'S DEPARTMENT

##### INTACT

**Senior Officer Grade B, (PN: 14238)**  
**\$66,577 - \$74,948pa.**  
**Christopher Lawrence Tully,** AGS: 760-75535, Section 68, 14 July 2000  
CC: 148-9043-17177

#### DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Administrative Service Officer Class 3**  
**\$33,147 – 35,774**  
**Jacinta Telford:** 747-85410, Section 68/70, 2/8/2000  
CC: 148-9012-16912

#### EMERGENCY SERVICES BUREAU

**Wendy Hadley**  
**Administrative Service Officer Class 4 ) \$36945**  
Ags No: 754-06443, Section 68 & 70,  
1 August 2000  
CC: 148-9007-16846

#### DEPARTMENT OF URBAN SERVICES

**Administrative Service Officer Class 6 \$44,276-\$50,859**  
**James Tulk:** AGS No 757-53250, Section 68(1), 24/7/2000  
CC: 148-9029 16940

**Administrative Service Officer Class 3 \$33,147-\$35,774**  
**David Andrew Crooks:** AGS No 757-53277, Section 68(1), 31/7/2000  
CC: 148-9071 17574

**Administrative Service Officer Class 1 \$15,428-\$28,419**  
**Josip Anton Gnjec:** AGS No 753-52668, Section 68(1), 31/7/2000  
CC: 148-9017 17032

**Technical Officer Level 3 \$37,067-\$42,054**  
**Lyndal Marie Giles:** AGS No 757-53082, Section 68(1), 1/8/2000  
CC: 148-9028 16937

**Senior Officer Grade B \$66,236-\$74,565**  
**John Adam Groves:** AGS No 608-37865, Section 68(1), 1/8/2000  
CC: 148-9029 16940

**Administrative Service Officer Class 2 \$29,102-\$32,271**  
**Lisa Jane Curran:** AGS No 757-50105, Section 68(1), 1/8/2000 CC: 148-9020 17088

**Administrative Service Officer Class 2 \$29,102-\$32,271**  
**Thilagamoney Nadesan:** AGS No 748-55028, Section 68(1), 1/8/2000  
CC: 148-9020 17088

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### Transfer

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#### DEPARTMENT OF HEALTH AND COMMUNITY CARE

**Louise Remington:** 741-19864  
From: Senior Officer Grade C \$56,346-\$60,755 Health Protection Service, ACT Department of Health and Community Care  
To: Senior Professional Officer Grade C \$56,346-\$60,755 Health Protection Service, ACT Department of Health and Community Care, Canberra (PN. 27166) (Gazette No.26, 29/6/00)  
CC: 148-9011-16943

## EMPLOYMENT (Continued)

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

#### School Assistant 2 \$24747-27442

**Charron Ethel Stace:** 761-23736, Section 68(1), 26 July 2000  
CC: 148-9013-16917

#### School Assistant 2 \$24747-27442

**Patricia Ann Lewkowicz:** 739-68813, Section 68(1), 26 July 2000  
CC: 148-9013-16917

#### Professional Officer Class 1 \$36945-43694

**Elissa Jean Greenham:** 761-23218, Section 68(1), 31 July 2000  
CC: 148-9013-16917

#### Administrative Service Officer Class 6

**\$44504-51121**

**Michael John McGovern:** 734-56404, Section 68(1), 1 August 2000  
CC: 148-9013-16917

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## Promotions

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### Promotions under the Public Sector Management Act 1994

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

#### A. APPEALS

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

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

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

#### YOU MAY ALSO APPEAL IF:

- \* the vacancy that has been filled was not advertised and you are eligible for

- promotion to that position (generally identified by a footnote in the *Gazette*); or
- \* you are an excess officer, the advertised position is at a classification equivalent to or lower than your own and you were an applicant for that position; or
- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

#### YOU CAN NOT APPEAL WHEN:

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

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

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

#### 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:

## EMPLOYMENT (Continued)

- (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.

### 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

## EMPLOYMENT (Continued)

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;

- (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



## EMPLOYMENT (Continued)

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;
- \* 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 AND COMMUNITY CARE

**Central Office**  
**Health Outcomes and Service Performance**  
**Mental Health and Corrections Health**

**Gail Byron: 738-45231**

From: Administrative Service Officer Class 5 DOH

\$41,207-43,694 Health and Community Care

To: Administrative Service Officer Class 6 DOH  
\$44,503-\$51,121

Mental Health and Corrections Health, Health Outcomes and Service Performance, Canberra (PN.11218) (No 22 1.6.00)

CC: 148-9011-16888

## EMPLOYMENT (Continued)

**Richard Bromhead: 760-08289**  
 From: Registered Nurse Level 2 CH  
 \$ 43,1507-45,877 Mental Health, The Canberra Hospital  
 To: Administrative Service Officer Class 6 DOH  
 \$44,503-\$51,121  
 Mental Health and Corrections Health, Health Outcomes and Service Performance, Canberra (PN.27078) (No 22 1.6.00)  
 CC: 148-9011-16888

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

**Sport and Corporate Resources  
 Financial Services Section**

**Paul Louis Sheehan: 734-46599**  
 From: Administrative Service Officer Class 6  
 \$44503-51121  
 Treasury and Infrastructure  
 To: † Senior Officer Grade C \$56347-60755  
 Financial Services Section, Education and Community Services, Canberra (PN. 292) (PS25, 22 June 2000)  
 CC: 148-9013-16917

**DEPARTMENT OF URBAN SERVICES**

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

**Corporate Group  
 Human Resources Section  
 Recruitment Subsection**

**J. Simpson: AGS No 517-42039**  
 From: Administrative Service Officer Class 3  
 \$33,147-\$35,774  
 Urban Services  
 To: Administrative Service Officer Class 4  
 \$36,945 - \$40,113  
 Human Resources Section Urban Services, Canberra (PN. 10057) (Gazette No. 22, 1/6/2000)

Note: This position was advertised as Personnel Operations Section. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7<sup>th</sup> day after notification in the Gazette.  
 CC: 148-9017 16954

**Corporate Group  
 Corporate Finance Branch  
 Corporate Accounting Section**

**E. Wong: AGS No 711-74008**  
 From: Executive Level 1  
 Australian Bureau of Statistics  
 To: † Senior Officer Grade B \$66,577-\$74,949  
 Corporate Accounting Section Urban Services, Canberra (PN. 46015) (Gazette No. 22, 1/6/2000)  
 CC: 148-9017 16954

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### Retirements and dismissals

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**DEPARTMENT OF URBAN SERVICES**

*Section 143 Public Sector Management Act:*  
**Miroslav Jovanovic**, Senior Professional Officer Grade C, 22/6/2000  
 CC: 148-9019 17040

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### ACT Public Service Index of addresses

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

**EMPLOYMENT (Continued)**

- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Administrative Officer, Central Office, Department of Health and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608
- 34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra 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>

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<b>Gazette Number</b>	<b>Date</b>	<b>Title</b>
<b>S40</b>	1 August	Regulation No. 32 of 2000 ~ <i>Road Transport (Driver Licensing) Act 1999 and Road Transport (General) Act 1999</i>
<b>S41</b>	2 August	Regulation No. 33 of 2000 ~ <i>Road Transport (General) Act 1999 and Road Transport (Safety and Traffic Management) Act 1999</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>Parole Act 1976</i>	Appointment of The Honourable Justice John Foster Gallop AM RFD to act as Chairperson of the Parole Board of the ACT.	No. 273 of 2000

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Declaration of Public Roads – Division of Gungahlin.	No. R31/00 of 2000

## **GOVERNMENT NOTICES (Continued)**

### **ACT GOVERNMENT PLANNING AND LAND MANAGEMENT GROUP**

#### **DRAFT VARIATION NO.159 TO THE TERRITORY PLAN HERITAGE PLACES REGISTER**

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

- **draft Variation No.159 to the Territory Plan relating to the Heritage Places Register - Albert Hall, Yarralumla.**

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

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

## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY

#### *PUBLIC HEALTH (MISCELLANEOUS PROVISIONS) ACT 1997*

#### NOTICE OF COMMENCEMENT

I, Michael Moore, Minister for Health and Community Care, fix August 1 2000 as the day PART II of the Act commences.

Dated 1<sup>st</sup> August 2000

**Michael Moore**  
Minister for Health and Community Care

## GOVERNMENT NOTICES (Continued)

### AUSTRALIAN CAPITAL TERRITORY

### ROAD TRANSPORT (ALCOHOL AND DRUGS) ACT 1977

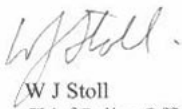
#### NOTICE OF APPROVAL OF OPERATORS

In pursuance of subsection 6(1) of the *Road Transport (Alcohol and Drugs) Act 1977* (the Act), I hereby authorise the Police Officers listed in the attached Schedule (Attachment A), who have:-

- (a) undergone a course approved by the Minister as a course for the instruction of Police Officers in the carrying out of breath analyses; and
- (b) completed the course to my satisfaction

to carry out breath analyses under the Act.

Dated this 21 day of July 2000



W J Stoll  
Chief Police Officer for the ACT



**GOVERNMENT NOTICES (Continued)**

ATTACHMENT A

**THE SCHEDULE**

APPS	Linda	Constable	10105
BROWN	Jason Wayne	Constable	10686
COBLE	Peter	Constable	10634
DAVENPORT	Kerry	Constable	10637
GARRARD	Kim	Constable	10645
GREEN	Paul Thomas	Constable	10648
MARSHALL	Andrew Augustine	Constable	10659
MATTERS	Kylie	Constable	10660
MOORE	Simon Charles	Constable	10662
NINYETT	Donna Marie	Constable	10664
O'MEAGHER	Hall	Constable	10665
RICHARDS	Brad Aaron	Constable	10687
SIMS	Kylie	Constable	10674
STONE	Vanessa Louise	Constable	8148
TOZER	David	Constable	10677
TRAVERS	Letitia Joan	Constable	10678
TURNER	Philip James	Constable	10547
WHITTAKER	Tony Richard	Constable	10680
YOUNG	Amanda	Constable	10682

## **GOVERNMENT NOTICES (Continued)**

### **AUSTRALIAN CAPITAL TERRITORY**

### **AGENTS AMENDMENT ACT 2000**

### **NOTICE OF COMMENCEMENT**

Pursuant to subsection 2(2) of the *Agents Amendment Act 2000*, I fix the date of gazettal of this instrument as the date on which section 9 of the Act shall commence.

Dated this 1st day of August 2000.

**Gary Humphries**  
Minister for Justice and Community  
Safety

## GOVERNMENT NOTICES (Continued)

### AUSTRALIAN CAPITAL TERRITORY

#### AGENTS AMENDMENT ACT 2000

#### NEW SECTION 17A

#### EXPLANATORY STATEMENT

##### Overview

This Instrument replaces an Instrument notified in Australian Capital Territory Gazette No. 29 of 20 July 2000 and makes a formal correction to the earlier Instrument. The reference to *Agents Amendment Act 1999* in the body of the text of the earlier Instrument should have read *Agents Amendment Act 2000*. No consequences flow from the need to regazette this commencement.

Section 9 of the *Agents Amendment Act 2000* inserts a new section 17A into the Agents Act that requires the Agents Board to include in its Annual Report additional information which supplements the material already provided by the Agents Board. The Board is now required to include in its end of financial year Annual Report details of:

- the number, nature and outcome of complaints received;
- the names of people who were the subject of a Board inquiry (the Board's annual report already includes details of the nature and outcome of inquiries);
- the number of agents licensed or registered during the financial year;
- educational activities undertaken by the Board informing consumers of their rights under the Act; and
- a list of licensed employment agents.

##### Retrospective Effect

While the provision will, in principle, apply to any complaints referred to the Agents Board from 1 July 2000, it is understood that no complaints will be referred to the Board prior to the notification of this commencement. Accordingly, the provision will have no retrospective effect.

##### Financial Impact

There is no appreciable financial impact.

**GOVERNMENT NOTICES (Continued)**

**DEPARTMENT OF URBAN SERVICES**

**ENVIRONMENT ACT**

**AUSTRALIAN CAPITAL TERRITORY**

**ENVIRONMENT PROTECTION ACT 1997**

**Application for an Environmental Authorisation**

Notice is hereby given under Section 48 of the *Environment Protection Act 1997*, that an application for an Environmental Authorisations to conduct activities have been received from the organisation set out below:

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
John Guth Trading as Stromlo Equestrian Centre	Placement of earth banks adjacent to the northern aspect of the house for tree planting.	"Bibarina" Homestead, 118 Cotter Road, Canberra.

Under Section 48(1) of the *Environment Protection Act 1997*, any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 01 October 2000. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

A copy of the application is available for public inspection, during business hours at the office of the Environment Management Authority, at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the third day of August 2000

**B. Wilkinson**  
Environment Management Authority

**GOVERNMENT NOTICES (Continued)**

**DEPARTMENT OF URBAN SERVICES**

**ENVIRONMENT ACT**

**AUSTRALIAN CAPITAL TERRITORY**

**ENVIRONMENT PROTECTION ACT 1997**

**ENVIRONMENT PROTECTION AGREEMENTS**

Notice is hereby given that under Section 41 of the Environment Protection Act 1997, environment protection agreements to conduct activities have been reached with the organisations set out below:

<b>Organisation</b>	<b>Brief Description of Activity</b>	<b>Location</b>
Base Band Pty Ltd	Land Development	14 Gooreen St REID ACT 2612
Canberra Sand and Gravel Pty Ltd	Land Development	PO Box 110 FYSHWICK ACT 2609
Koundouris Project	Land Development	Level 9, Colonial Building 171 London Circuit CANBERRA CITY ACT 2601

A copy of the environment protection agreements is 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 third day of August 2000

**B. Wilkinson**  
Environment Management Authority

**CONTRACTS ARRANGED****Department or Agency: ACT Waste****Urban Services****Contact Officer: Don  
McConnell****Telephone: 62076347**

<b>Order number</b>	<b>Description of Supplies</b>	<b>Value (\$A)</b>	<b>P/o y/n</b>	<b>Contractor (Include postcode at end of address)</b>
127WM194	Publication "Pyrolysis & Gasification of Waste" Vol 1 & 2	4419.00	n	Juniper Consultancy Services Ltd Sheppards Mill, Unley GZ11 55P England
127WM197	Prepare & produce 200 copies of Scrap - Avoid - reduce - reuse program for ACT schools	3,000.00	N	Scrap-C/- Holsworthy High School, Huon Crescent, Holdsworthy NSW 2173
127WM198	Removal of chemical waste from Belconnen Landfill	3,640.00	N	Chemisal P/L PO Box 240 Altona North, Vic 3025
127WM199	Septic waste discharge fee. Receiving of waste from Copins Crossing sludge lagoons	4,500.00	N	ACTEW Corporation PO Box 366 Canberra ACT 2601
127WM200	Removal & transport of tyres from Belconnen Estate to Belconnen Landfill	6,400.00	N	Allbulk Landscape Supplies PO Box 7223 Canberra Mail Centre ACT 2610
127WM201	Support maintenance services for Landfill charging system	9,334.00	N	General Data System PO Box 611 Newport Beach NSW 2106

**CONTRACTS ARRANGED (Continued)**

**Department or Agency: ACT Waste**

**Urban Services**

**Contact Officer:** Don  
McConnell

**Telephone:** 62076347

<b>Order number</b>	<b>Description of Supplies</b>	<b>Value (\$A)</b>	<b>P/o y/n</b>	<b>Contractor (Include postcode at end of address)</b>
127WM001	Provide 1200 bench top tidies	2,400.00	n	Australian Housewares, 25 Linton Lane, Highton VIC 3216
127WM003	Provide stationery as and when required for 1 July 2000 to 30 June 2001	10,000.00	y	Corporate Express, Locked Bag 1066, Waterloo DC NSW 2017
127WM006	Provide leachate disposal at Mugga Lane landfill for 1 July 2000 to 31 January 2001	20,000.00	y	ACTEW Corporation, GPO Box 366, Canberra ACT 2601
127WM008	Supply domestic recycling services as per contract C94080	2,288,506.00	y	Pacific Waste Management, PO Box 592, Flemington Market NSW 2129
127WM009	Supply domestic garbage services as per contract C94080	2,984,779.00	y	Thiess Environmental Services, PO Box 9, Fyshwick ACT 2609
127WM0010	Supply domestic garbage services for multi unit dwellings	514,311.00	y	Cleanaway PO Box 4255 Kingston ACT 2604
127WM0011	Provide electricity to ACT Landfills at Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	10,000.00	y	ACTEW Corporation, Locked Bag 465, Canberra ACT 2601
127WM0012	Provide water to ACT Landfills at Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	15,000.00	y	ACTEW Corporation, Locked Bag 465, Canberra ACT 2601
127WM0012	Provide water to ACT Landfills at Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	15,000.00	y	ACTEW Corporation, Locked Bag 465, Canberra ACT 2601

**CONTRACTS ARRANGED (Continued)**

**Department or Agency: ACT Waste**

**Urban Services**

**Contact Officer:** Don  
McConnell

**Telephone:** 62076347

Order number	Description of Supplies	Value (\$A)	P/o y/n	Contractor (Include postcode at end of address)
127WM0013	To supply various cleaning products as and when required for 1 July 2000 to 31 January 2001	3,000.00	y	ACT Hygiene Products PO Box 100 Queanbeyan NSW 2620
127WM0014	To supply safes and collection of monies for 1 July 2000 to 31 January 2001	7,000.00	y	Armaguard PO Box 97 Strathfield NSW 2135
127WM0015	Dismantle and erect 1.8 metre fence and chain wire fences as and when required at Belconnen and Mugga Land landfills from 1 July 2000 to 31 January 2001	10,000.00	y	Broadline Contractors PO Box 122 Bungendore NSW 2621
127WM0016	Supply pump maintenance and servicing to Belconnen and Mugga Lane landfills as and when required for 1 July 2000 to 31 January 2001	5,000.00	y	Bungendore Rural Services PO Box 50 Bungendore NSW 2621
127WM0017	Provide fencing supplies as and when required to Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	5,000.00	y	Bungendore Rural Services PO Box 50 Bungendore NSW 2621
127WM0018	Supply hardware items as and when required to Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	5,000.00	y	Bungendore Rural Services PO Box 50 Bungendore NSW 2621
127WM0019	Supply road base to Belconnen and Mugga Lane landfills as and when required for 1 July 2000 to 31 January 2001	5,000.00	y	Canberra Concrete Recyclers PO Box 200 Campbell ACT 2612



**CONTRACTS ARRANGED (Continued)**

**Department or Agency: ACT Waste**

**Urban Services**

**Contact Officer:** Don  
McConnell

**Telephone:** 62076347

Order number	Description of Supplies	Value (\$A)	P/o y/n	Contractor (Include postcode at end of address)
127WM0020	Supply garden maintenance for Belconnen and Mugga Lane landfills as and when required for 1 July 2000 to 31 January 2001	5,000.00	y	City Scope Services PO Box 7335 Canberra Mail Centre Canberra ACT 2610
127WM0021	Pump and dispose of sewerage from Belconnen and Mugga Lane landfills as and when required for 1 July 2000 to 31 January 2001	4,000.00	y	Cleanaway PO Box 4255 Kingston ACT 2604
127WM0022	Provide stationery as and when required ACT Landfill Unit at Belconnen and Mugga Lane landfills for 1 July 2000 to 30 June 2001	3,000.00	y	Corporate Express, Locked Bag 1066, Waterloo DC NSW 2017
127WM0023	Provide per M2 to rake aqua seed and straw/bitument mulch for 1 July 2000 to 30 June 2001	15,000.00	y	CSP Landscaping PO Box 88 Lyneham ACT 2602
127WM0024	Provide cleaning services for Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	5,000.00	y	Endoxos Cleaning Service PO Box 1534 Fyshwick ACT 2609
127WM0025	Provide security patrols, monitor alarms and maintain, repair alarm systems at Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	3,000.00	y	ADT/MIL Security PO Box 720 Fyshwick ACT 2609
127WM0026	Provide 2 way radio network to Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	2,500.00	y	Motorola Private Bag 225 MDC Knoxfield VIC 3180

**CONTRACTS ARRANGED (Continued)**

**Department or Agency: ACT Waste**

**Urban Services**

**Contact Officer:** Don  
McConnell

**Telephone:** 62076347

Order number	Description of Supplies	Value (\$A)	P/o y/n	Contractor (Include postcode at end of address)
127WM0028	Service and repair weighbridges at Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	2,000.00	y	Queensland Weighing Machines PO Box 50 Banyo NSW 4014
127WM0029	Supply protective clothing to Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	5,000.00	y	Safety Centre PO Box 873 Fyshwick ACT 2609
127WM0030	Install and dismantle road signs as and when required at Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	5,000.00	y	Signworks PO Box 53 Hughes ACT 2605
127WM0031	Provide mobile phone services for landfill phones	3,000.00	y	Telstra GPO Box 9901 Brisbane QLD 9008
127WM0032	Provide road maintenance for Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	15,000.00	y	Totalcare Industries PO Box 56 Mitchell ACT 2911
127WM0033	Provide building maintenance as and when required at Belconnen and Mugga Lane landfills for 1 July 2000 to 31 January 2001	5,000.00	y	Totalcare Industries PO Box 56 Mitchell ACT 2911
127WM0036	To operate the organic garden waste at Belconnen landfill as per contract C96548 for	114,885.00	y	Canberra Sand and Gravel, PO Box 110, Fyshwick ACT 2609

**CONTRACTS ARRANGED (Continued)**

**Department or Agency: ACT Waste**

**Urban Services**

**Contact Officer:** Don  
McConnell

**Telephone:** 62076347

Order number	Description of Supplies	Value (\$A)	P/o y/n	Contractor (Include postcode at end of address)
127WM0037	To operate the organic garden waste at Mugga Lane landfill as per contract C96548 for	132,700.00	y	Corkhill Bros, PO Box 326, Fyshwick ACT 2609
127WM0038	Modifications to Waste Management software for GST transaction data	6,081.00	n	General Data Systems Pty Ltd PO Box 611, Newport Beach NSW 2106
127WM0039	Analysis on various research materials as and when required for 1 July 2000 to 30 June 2001	5,000.00	y	ECOWISE Environmental Ltd PO Box 1834 Fyshwick ACT 2609
127WM0040	Supply of staff for June 2000	2,495.92	n	Allstaff Australia, PO Box 1033, Tuggeranong ACT 2901
127WM0041	Leachate irrigation system at Belconnen	9,840.00	n	Bungendore Rural Services PO Box 50 Bungendore NSW 2621
127WM0043	Assistance with request for tender for Mitchell Transfer Station and Mugga Lane Waste Facility	9,320.00	n	Deloitte Touche Tohmatsu
127WM0044	Mowing of decommissioned sewage treatment works sites at Coppins Crossing and West Belconnen from 1/7/2000 to 30/6/2001	3,520.00	y	City Scape Services PO Box 7335 Canberra Mail Centre Canberra ACT 2610
127WM0045	Cleaning of buildings at Mugga Lane and West Belconnen landfills	8,000.00	y	Montero's Cleaning Services PO Box 621 Dickson ACT 2602

### CONTRACTS ARRANGED (Continued)

**Department or Agency: ACT Waste**

**Urban Services**

**Contact Officer:** Don  
McConnell

**Telephone:** **62076347**

Order number	Description of Supplies	Value (\$A)	P/o y/n	Contractor (Include postcode at end of address)
127WM0050	Maintenance of earthworks site and various material for earthworks site for 1 July 2000 to 30 June 2001	2,800.00	y	Organic Origins 32 Keys Crescent Wanniassa ACT 2903
127WM0051	Staff Contract services from 24/7/2000 to 22/2/2001	32,200.00	y	Allstaff Australia, PO Box 1033, Tuggeranong ACT 2901
127WM0052	Provision of funding to cover the supervision of the drop off area for a trial period of three months starting from 1 August 2000 at a rate of of \$1700 per month	5,100.00	y	Canberra Sand and Gravel PO Box 110, Fyshwick ACT 2609
127WM0053	Review of EOI evaluation report and provision of advice regarding RFT evaluation until 30 June 2000	9,884.00	y	Ernst & Young GPO Box 281 Canberra ACT 2601
127WM0054	Water monitoring of West Belconnen and Mugga Lane landfills for 1 July 2000 to 30 June 2001	35,000.00	y	ECOWISE Environmental Ltd PO Box 1834 Fyshwick ACT 2609
127WM0055	Excavation hire for Belconnen landfill to cover flock	5,639.75	n	Canberra Sand and Gravel, PO Box 110, Fyshwick ACT 2609

