



Australian Capital Territory

Gazette

No. 14, Thursday 5 April, 2001

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GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Central Office Community Health and Housing Housing Policy and Planning

Senior Officer Grade C – DoH \$56,346-\$60,755 Canberra (PN. 29608 and 29739)

Closing date: 19 April 2001

An exciting opportunity exists to contribute to development of housing policy in the ACT. Areas of interest include Public, Community for Indigenous, Youth, and Disability housing issues. This position also includes liaising with the Commonwealth and other States/Territories on housing assistance matters. The area provides research and support for the Minister's Housing Advisory Committee.

Duties: As a team leader and/or team member undertake housing policy and program development, analysis, evaluation and reporting. Undertake high level liaison with representatives of the Commonwealth Government, other ACT Government Agencies, representatives of industry and the community sector. Provide policy and program advice to the Minister and departmental senior management through the preparation of replies to correspondence, briefings, cabinet submissions, policy papers, estimate briefs and Prepared Assembly Questions.

Eligibility/other requirements: Relevant tertiary qualifications such as in public policy, economics, accounting, statistics, urban and regional planning or law would be highly regarded and advantageous. Word processing skills and knowledge of electronic data manipulation packages are desirable and would be advantageous. A knowledge and understanding of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Alan Franklin (02) 6207 1336
Selection documentation may be obtained from Deborah Duff (02) 6207 2323 E-mail: deborah.duff@act.gov.au

Apply: 23
CC: 148-9011-17913

EMPLOYMENT (Continued)**Central Office
Community Health and Housing
Housing Policy and Planning****Administrative Service Officer Class 6 - DoH
\$44,503-\$51,121 Canberra (PN. 10685 and
24909)**

Closing Date: 19 April 2001

An exciting opportunity exists to contribute to development of housing policy in the ACT. Areas of interest include Public, Community for Indigenous, Youth, and Disability housing issues. This position also includes liaising with the Commonwealth and other States/Territories on housing assistance matters.

Duties: As a team member undertake housing policy and program development, analysis, evaluation and reporting. Liaise with representatives of the Commonwealth Government, other ACT Government agencies, representatives of industry and the community sector on housing issues. Provide policy and program advice to the Minister and departmental senior management through the preparation of replies to correspondence, briefings, cabinet submissions, policy papers, estimate briefs and Prepared Assembly Questions (PAQs).

Eligibility/other requirements: Relevant tertiary qualifications such as in public policy, economics, accounting, statistics, urban and regional planning or law would be highly regarded and advantageous. Word processing skills and knowledge of electronic data manipulation packages are desirable and would be advantageous. A knowledge and understanding of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity.

Contact Officer: Alan Franklin (02) 6207 1336
Selection documentation may be obtained from Deborah Duff (02) 6207 2323 E-mail: deborah.duff@act.gov.au

Apply: 23
CC: 148-9011-17913

**ACT Housing
Strategic Corporate Services Section****Senior Officer Grade C
\$56,346-\$60,755 PN 10628
Canberra**

Closing Date: 19-Apr-01

Duties:

Lead and manage the Strategic Corporate Service Unit in ACT Housing. Manage, coordinate, monitor, and provide strategic advice on ACT Housing corporate human resource management and corporate benchmarks and performance indicators. Undertake strategic projects as required by the Executive Director. Negotiate and manage contracts for corporate outsourced services and internal Service Level Agreements.

Contact Officer: Bob Hutchison (02) 62071523
Selection documentation may be obtained from Maria Arganese (02) 62071259.

Or from the recruitment home page:

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

Apply: 34
CC: 148-9021 17560

THE CANBERRA HOSPITAL**The Canberra Hospital
Nursing Branch
Emergency Department****Registered Nurse Level 2 \$43,150 - \$45,877,
Canberra (PN. 22208 and 22462)**

Closing date: 19 April 2001

Duties: Provide comprehensive direct patient care by utilising the nursing process. Eligibility/other requirements: Registered as a general nurse with the ACT Nurses Registration Board. Minimum of three years recent full time or equivalent experience at an advanced level, including triage, in a metropolitan emergency department or equivalent environment which treats both adult and paediatric cases.

Note: PN 22208 is part-time 64:00 hours per fortnight and PN 22462 is full-time 76:00 hours per fortnight.

Contact Officer: Isobel Harvey (02) 6244 2326
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139

Apply: 16
CC: 148-9010-16875 (1612)

**The Canberra Hospital
Financial Management
Financial Accounting and Budgets****Senior Officer Grade C \$54,969-\$59,270,
Canberra (PN. 23992)**

Closing date: 19 April 2001

Duties: The successful applicant will be required to supervise the preparation of the Hospital's external monthly financial statements and to complete the Treasury Workbook; participate in the preparation of the annual financial statements; complete the Business Activity Statement each month on a timely basis; provide ongoing accounting and tax support (including training and research) to Business Units and Clinical Services; contribute to the ongoing development of accounting and tax policies, practices and procedures; assist in the undertaking of more complex periodic ledger reconciliations, maintenance and reviews and undertake supervisory duties with Financial Accounting and Tax Section.

Eligibility/other requirements: Tertiary qualifications in accounting is desirable and a proven performance as an accountant with a

EMPLOYMENT (Continued)

highly developed technical ability is essential. Strong communication and interpersonal skills are also necessary to be successful in this role.

Contact Officer: Ron McNeilly (02) 6244 3656
 Selection documentation may be obtained from Human Resources Management Group (02) 6244 4168
 Apply: 16
 CC: 1321

**The Canberra Hospital
 Financial Management
 Financial Accounting and Budgets**

**Administrative Service Officer Class 5
 \$40,200-\$42,626, Canberra (PN. TBA)**

Closing date: 19 April 2001
 Duties: The successful applicant will be required to provide accounting support to the Assistant Financial Accountant including journal preparation, transaction analysis, data base manipulation and maintenance of financial schedules; assist with work leading to the preparation of external monthly and annual financial statements; carry out a range of general ledger reconciliations and associated end of month work; be responsible for cash management; liaise with, and assist, Business Unit and Clinical Service accountants in day to day accounting and procedural matters and assist in the preparation of ad hoc financial reports and analyses.

Eligibility/other requirements: Tertiary qualifications in accounting is desirable. Experience in all accrual accounting processes leading to the preparation of financial statement is essential. Experience in working with Oracle Financials would be an advantage.

Contact Officer: Ron McNeilly (02) 6244 3656
 Selection documentation may be obtained from Human Resources Management Group (02) 6244 4168
 Apply: 16
 CC: 1321

ACT COMMUNITY CARE

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

**Administrative Service Officer Class 6
 \$43,545 - \$50,020, Canberra (PN. 28898)
 Finance Manager
 (Salary packaging with FBT exemption under PBI conditions is available to permanent staff)**

Closing date: 19 April 2001
 ACT Community Care is a major provider of community based health and disability services in the ACT. The organisation provides a supportive and learning environment for its staff. The program is seeking a highly motivated person with experience in financial management, who is able to work independently as well as within a team.

This is a challenging position that offers the opportunity to work as part of a senior team in program strategic management, implementing new information financial management systems and innovative work practices.

Eligibility: Qualifications in accounting are desirable.

Contact Officer: Giovanna Richmond (02) 6205 5471
 Selection documentation may be obtained from Gayle Harding (02) 6205 1197
 Apply: 21
 CC: 148-9009-16857

**ACT Community Care
 Community Rehabilitation Program**

The Community Rehabilitation Program has recently been established in ACT Community Care through merging the rehabilitation allied health staff at The Canberra Hospital with allied health staff in community locations. The nurses at the Rehabilitation Independent Living Unit (RILU) have also been transferred to ACT Community Care.

An exciting and satisfying employment opportunity has recently become available in the Community Rehabilitation Program.

Professional Officer Class 3 \$53,236, Canberra (PN. 29123)

**Senior Social Worker
 (Salary packaging with FBT exemption under PBI conditions is available to permanent staff)**

Closing date: 19 April 2001
 Duties: The successful applicant will be required to coordinate the social worker services for the program, and would be directly involved with providing clinical care on the rehabilitation wards.

Eligibility: Mandatory qualifications apply and recent experience in the healthcare setting, preferably in a rehabilitation setting, is highly desirable.

Note: If applying, please address the Selection Criteria and include name and phone numbers of two referees.

For further information please call Linda Kohlhagen (02) 6244 4159
 Selection documentation can be obtained from Lynne MacNamara (02) 6244 2855
 Apply: 21
 CC: 148-9009-18269

**ACT Community Care
 Dental Health Program**

**Administrative Service Officer Class 6
 \$44,018 - \$50,563, Canberra (PN. 28290)
 Financial Manager**

Closing date 19 April 2001
 ACT Community Care is a major provider of community based health and disability services in the ACT. The organisation provides a supportive and learning environment for its staff.

EMPLOYMENT (Continued)

The Program is seeking a highly motivated person with experience in financial management and who is able to work independently as well as in a team. This is a challenging position that includes a significant accounts receivable function and offers an opportunity to work as part of a senior team in Program strategic planning. The duties involve working with a new financial management information system, building new partnerships and contributing to the development of innovative work practices. Eligibility: Qualifications in accounting are desirable.

Contact Officer: Brian Dorning (02) 6205 0989
 Selection documentation may be obtained from Jantsen Lam (02) 6205 1088
 Apply: 21
 CC: 148-9009-16860

**ACT Community Care
 Corporate and Business Development
 Organisation and Business Development (OBD)**

**Administrative Service Officer Class 3
 \$32,785 - \$35,383, Canberra (PN. 29200)
 Technical/Administrative Support Officer**

Closing date: 19 April 2001
 The Organisation & Business Development Section of ACT Community Care is seeking applications for a Technical/Administration Support Officer. As a member of a Project Team, this position will provide technical assistance and administrative support for small scale applications including Internet web sites, as required by various projects. Note: Applicants should address a response to the Selection Criteria and include a copy of their resume. Names of referees can be supplied upon selection for interview.

Contact Officer: Michael Chisnall (02) 6207 5076
 Selection Documentation may be obtained from: Nanette Bonato (02) 6205 1398
 Apply: 21
 CC: 148-9009-18270

**ACT Community Care
 Corporate and Business Development
 Organisation and Business Development (OBD)**

**Senior Officer Grade C \$55,731 - \$60,091,
 Canberra (PN. 29181)
 Information Technology Manager**
 (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).

Applications close: 19 April 2001
 The Organisation & Business Development Section of ACT Community Care is seeking applications for an Information Technology Manager. The position will manage the development and maintenance of all OBD developed solutions including databases,

Internet and intranet web sites. The position will also represent ACT Community Care in technical forums including undertaking technical liaison with InTACT and other whole of government initiatives. Note: Applicants should address a response to the Selection Criteria and include a copy of their resume. Names of referees can be supplied upon selection for interview.

Contact Officer: Michael Chisnall (02) 6207 5076
 Selection Documentation may be obtained from: Nanette Bonato (02) 6205 1398
 Apply: 21
 CC: 148-9009-18270

**ACT Community Care
 Corporate and Business Development
 Organisation and Business Development (OBD)**

**Senior Officer Grade C \$55,731 - \$60,091,
 Canberra (PN. 29180)
 Business Manager**

(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).

Applications close: 19 April 2001
 The Organisation & Business Development Section of ACT Community Care is seeking applications for a Business Manager. This position will support ACT Community Care in its business planning processes including activity/progress reporting for the OBD section, ACT Community Care and a range of projects undertaken by the OBD group. This will include the management of ACT Community Care's account and business relationship with InTACT and other suppliers. Note: Applicants should address a response to the Selection Criteria and include a copy of their resume. Names of referees can be supplied upon selection for interview.

Contact Officer: Michael Chisnall (02) 6207 5076
 Selection Documentation may be obtained from: Nanette Bonato (02) 6205 1398
 Apply: 21
 CC: 148-9009-18270

**ACT Community Care
 Corporate and Business Development
 Organisation and Business Development (OBD)**

**Senior Officer Grade C \$55,731 - \$60,091,
 Canberra (PN. 29184)
 Project Manager**

(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).

Applications close: 19 April 2001

EMPLOYMENT (Continued)

The Organisation & Business Development Section of ACT Community Care is seeking applications for a Project Manager. This position will plan, design, cost, implement, evaluate, manage and report on a range of projects in line with the strategic direction of the ODB group and ACT Community Care. This position will provide leadership and promote a commitment to high quality customer service principles and practices particularly in a complex community health and service environment.

Note: Applicants should address a response to the Selection Criteria and include a copy of their resume. Names of referees can be supplied upon selection for interview.

Contact Officer: Michael Chisnall (02) 6207 5076
 Selection Documentation may be obtained from:
 Nanette Bonato (02) 6205 1398
 Apply: 21
 CC: 148-9009-18270

CALVARY HOSPITAL INC.

Medical Services Occupational Therapy

**PO 2 / CAO 6 / RN Level 2 \$ 43,545 - 50,020,
 Canberra (PN. 8609)**

Closing date: 19 April 2001
 Duties: Under limited direction, implement the administrative and monitoring arrangements for the Youth Suicide Awareness and Prevention Education Program, including office and administrative procedures to ensure deadlines are met.

Eligibility/other requirements: Relevant allied health or education qualification
 Note: Temporary vacancy for a period of twelve months TTY 6201 6127

Contact Officer: Dagmar Janecek
 (02) 6201 6087
 Selection documentation may be obtained from
 Dagmar Janecek (02) 6201 6087
 Apply: 07
 CC: 148-9094-17781

Medical Services Medical Administration

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

Closing date: 19 April 2001
 Duties: Provide continuity to the Health Promoting Hospital infrastructure within Calvary Hospital. Co-ordinate the planning, facilitation and evaluation of the Health Promoting Hospitals process at Calvary Hospital.

Eligibility/other requirements:
 Note: 44.06 temporary part time position until June 2002. TTY 6201 6127

Contact Officer: Dr Elizabeth O'Leary
 (02) 6201 6336

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

ACT AUDITOR-GENERAL'S OFFICE

**Auditor-Band 1 (including recent Graduates)
 \$30,200 to \$41,300, Canberra (PN. several)**

Closing date: 27 April 2001
 Duties: The main duties are assisting Audit Managers and Audit Seniors in the conduct of financial audits. Opportunities will also be available for involvement in performance auditing. Opportunities exist for the completion of the Chartered Accounting, CPA or other relevant training/educational programs.

Recent graduates appointed to the lower end of the salary range will be provided with appropriate training. Appointees to the higher salaries will be expected to have relevant tertiary qualifications and experience in audit, accounting and/or economics.

Note: Applicants should note that set selection criteria exist for this position.

Contact Officer: Mr Bernie Sheville,
 (02) 6207 0821
 Selection-documentation may be obtained from
 Mr Bernie Sheville (02) 6207 0821
 Apply: 31
 CC: 148-9000-16831

ACT Auditor-General's Office

**Audit Senior Band 1
 \$44,000 to \$56,700, Canberra (PN. several)**

Closing date: 27 April 2001
 Duties: The main duties include assisting Audit Managers with the management and conduct of financial audits. Opportunities will also be available for involvement in performance audits. Opportunities exist for the completion of the Chartered Accounting, CPA or other relevant training/educational programs.

Note: Applicants should note that set selection criteria exist for this position

Contact Officer: Mr Bernie Sheville,
 (02) 6207 0821
 Selection documentation may be obtained from
 Mr Bernie Sheville (02) 6207 0821
 Apply: 31
 CC: 148-9000-16831

CULTURAL FACILITIES CORPORATION

Finance Section

**Senior Officer Grade A, \$79,234, Canberra
 (PN.001)**

Closing date: 19 April 2001
 Duties: Provide high level financial, accounting and commercial business management advice to the Chief Executive Officer and Board of the

EMPLOYMENT (Continued)

Cultural Facilities Corporation. Control the finance and accounting functions of the Corporation and its operating commercial businesses, programs and activities including: prepare the Corporation's annual budgets estimates, and constantly monitor and report on financial performance against budget; provide analyses/assessments of commercial viability of proposed business ventures, including performing arts presentations; provide and maintain a full set of computerised accounts to audit stage; supervise all Corporation financial transactions and activities (including purchases, payments, payroll processes, assets management, insurances, capital works payments); prepare annual Financial Statements, and monthly income, expenditure, and other financial reports. Manage a small team responsible for financial and personnel management.

Eligibility/other requirements: Possession of tertiary qualifications in accounting or commercial business management with a substantial accounting/financial management component is essential.

Contact Officer: Harriet Elvin (02) 6207 3976
Selection documentation may be obtained from Jody Newett (02) 6205 0340
Apply: The Recruitment Officer, Cultural Facilities Corporation, PO Box 226, Civic Square, ACT, 2608
CC: 148-9008-16850

CHIEF MINISTER'S DEPARTMENT

Corporate Finance

Administrative Service Officer Class 4,
(PN: 10883), \$36,945-\$40,113p.a
Closing Date: 19 April 2001
Canberra

Duties: Carry out the day to day management of revenue received from Shopfronts, Australia Post, Austouch Kiosks and Internal Payment Service and other banking related activities.
(02) 6207 6367

Selection documentation: Carmen Cassar on (02) 6205 0610 and is also available from <http://www.act.gov.au/recruitment/cmdindex.asp>

Please note that applications will not be acknowledged

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17429

ACT Information Services

Canberra Connect

Channel, Portals and Kiosks
Online Services Manager

Senior Officer Grade B (PN: 55714)
Salary Range \$66,577 - \$92,620p.a
Closing Date: 19 April 2001
Canberra

Job Profile: The Online Services Manager is primarily responsible and accountable, under broad direction, for managing a team responsible for the development, maintenance,

and support of online service delivery facilities for Canberra Connect.

Duties: Manage the development, maintenance, and support of online service delivery facilities. Provide high level technical and strategic advice to the unit and other agencies.

Qualifications: Tertiary qualifications in a discipline relevant to this role is desirable. Membership of, or eligibility for membership of, the Australian Computer Society or AMIA is desirable.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contacts: Enquiries about these positions should be directed to Mr Olaf Moon, Executive Director, ACT Information Services, on (02) 6207 9944. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from

www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

Content Manager

Senior Officer Grade B (PN: 55479)
Salary Range \$66,577 - \$92,620p.a
Closing Date: 19 April 2001
Canberra

Job Profile: The Content Manager's position is primarily responsible, under broad direction, for co-ordinating the content management requirements of the various internet facilities managed by the Online Service of Canberra Connect.

Duties: Promote, design and facilitate the management requirements of online content management systems, to an agreed National or International Standard. Manage the duties of the content management team including: The development and maintenance of the Canberra Connect internet sites, in particular focusing on content, information architecture, metadata and searching requirements.

Qualifications: Tertiary qualifications in a discipline relevant to this role is desirable.
Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contacts: Enquiries about these positions should be directed to Mr Mark Mathieson on (02) 6207 0239. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

EMPLOYMENT (Continued)**Online Systems Analyst****Senior Information Technology Officer****Grade B (PN: 55716)****Salary Range \$66,577 - \$92,620p.a****Closing Date: 19 April 2001****Canberra**

Job Profile: The Online System Analyst is primarily responsible, under broad direction, for assisting in the development, maintenance, and support of online service delivery systems.

Duties: Assist in the development, maintenance, and support of online service delivery facilities managed by Canberra Connect. Liaise with stakeholders including ACT Government Agencies and service providers to facilitate the delivery of agency information and transactions online.

Qualifications: Tertiary qualifications or eligibility for membership of the Australian Computer Society. Knowledge of software and project management methodologies.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contacts: Enquiries about these positions should be directed to Mark Mathieson, on (02) 6207 0239. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

Online Editor**Senior Officer Grade C (PN: 55715)****Salary Range \$56,346-\$60,755p.a****Closing Date: 19 April 2001****Canberra**

Job Profile: The Online Editor position is primarily responsible, under broad direction, for co-ordinating the editorial requirements of the various online (eg websites and electronic kiosks) facilities managed by Canberra Connect.

Duties: Liaise with ACT Government Agencies to ensure a timely flow of information and items for inclusion on the online facilities managed by Canberra Connect. Assist in the development, on-going maintenance and enforcement of online policies, standards and guidelines for electronic publishing.

Qualifications: Tertiary qualifications in communications, media, or information management are desirable. Knowledge of information management principles and metadata standards is desirable.

Note: For specialist skills, a higher salary may be negotiated under an Australian Workplace Agreement.

Contacts: Enquiries about these positions should be directed to Mark Mathieson, on (02) 6207 0239. Selection criteria and

information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

Information Management**Manager, Co-ordination of Major Projects****Senior Officer Grade B (PN: 55480 & 55481)****Salary Range \$66,577 - \$92,620p.a****Closing Date: 19 April 2001****Canberra**

Job Profile: These positions are primarily responsible and accountable, under broad direction, for the co-ordination of major Information Technology and Information Systems projects across the Whole of Government. Other key functions, including the development of an Information Management Strategic Plan and business analysis, may be undertaken as part of a multi-functional team delivering a range of high quality strategic services and advice.

Duties: Facilitate the leveraging of skills, experience, technologies and processes across major Information Technology (Information Systems projects for ACT) Government Agencies, through formal Program Management methodologies.

Qualifications: Tertiary qualifications desirable. Formal Project Management training and/or experience in managing IT related projects desirable.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contacts: Enquiries about these positions should be directed to Mr Michael Vanderheide, on (02) 6207 6469. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

**Canberra Connect
Business Management****Manager, Marketing and Media****Senior Officer Grade B (PN: 55704)****Salary Range \$66,577 - \$92,620p.a****Closing Date: 19 April 2001****Canberra**

Job Profile: The Marketing and Media Manager is primarily responsible, under broad direction, for the development and on going management of a marketing and media image program for Canberra Connect.

Duties: Develop and manage a marketing strategy aimed at: developing strong brand awareness for Canberra Connect to the

EMPLOYMENT (Continued)

ACT Community, small business and non government organisations; and promoting the ways Canberra Connect can support agency services. **Qualifications:** Tertiary qualifications in communication and media/public relations desirable.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contacts: Enquiries about these positions should be directed to Robyn Calder, on (02) 6207 6492. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

Contract Management

Senior Officer Grade B (PN: 55707)
Salary Range \$66,577 - \$92,620p.a
Closing Date: 19 April 2001
Canberra

Job Profile: The Manager, Contracts, is primarily responsible, under broad direction, for the negotiation, preparation, organisation and management of any contracts Canberra Connect enters into with commercial providers and strategic partners, and for the development and management of Service Level Agreements entered into with ACT Government agencies.

Duties: Negotiate and implement service levels including performance review, evaluation and effective resolution of any disputes that may arise. Assist, negotiate and manage commercial contracts with suppliers and strategic partners, in particular performance review and evaluation of these contracts.
Qualifications: Tertiary qualifications desirable and/or relevant work experience in an IT environment. Knowledge of GITEC V3.Ot's C's is highly desirable. Para legal experience desirable.

Note: This position will be subject to job sizing and may result in an Australian Workplace Agreement, which will determine the remuneration.

Contacts: Enquiries about these positions should be directed to Robyn Calder, on (02) 6207 6492. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

Canberra Connect Business Management Customer Relations

Senior Officer Grade C (PN: 55705)
Salary Range \$56,346-\$60,755p.a
Closing Date: 19 April 2001
Canberra

Job Profile: The Customer Relations position is primarily responsible, under broad direction, for managing and developing activities related to consultation and feedback with the ACT Community, small business and non government organisations consistent with the business objectives of Canberra Connect.

Duties: Develop and manage a customer relations program for residents, Non Government Organisations and Small to Medium Enterprises including consulting with stakeholders on services delivered and aspects of delivery.

Qualifications: Tertiary qualifications desirable and/or experience in delivering customer service.

Note: For specialist skills, a higher salary may be negotiated under an Australian Workplace Agreement.

Contacts: Enquiries about these positions should be directed to Robyn Calder, on (02) 6207 6492. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

Budget and Planning

Senior Officer Grade C (PN: 55708)
Salary Range \$56,346-\$60,755p.a
Closing Date: 19 April 2001
Canberra

Job Profile: This position is responsible and accountable, under broad direction, for development, implementation and on-going management of a costing strategy and structure for channel services delivered by Canberra Connect for ACT Government Agencies.

Duties: Take overall responsibility for the ACT Information Service (ACTIS) budget and related business planning. Undertake activity-based costings of new projects and services to be delivered by Canberra Connect.

Qualifications: Tertiary qualifications desirable. Formal financial skills or experience. Experience in developing Service Level Agreements.

Note: For specialist skills, a higher salary may be negotiated under an Australian Workplace Agreement.

Contacts: Enquiries about these positions should be directed to Robyn Calder, on (02) 6207 6492. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

EMPLOYMENT (Continued)

**Information Management
Information Management Planning
Policy Development**

**Senior Officer Grade C (PN: 55717)
Salary Range \$56,346-\$60,755p.a
Closing Date: 19 April 2001**

Canberra

Job Profile: The position reports directly to the Manager, Information Management Policy, and is primarily responsible for assisting in the development of Information Management policies, standards and guidelines for the Whole of Government.

Duties: Undertake high level research and analysis on Information Technology related issues. Prepare complex reports, briefs submissions and other documents in relation to strategic information technology issues across the Whole of Government.

Qualifications: Tertiary qualifications desirable.

Note: For specialist skills, a higher salary may be negotiated under an Australian Workplace Agreement.

Contacts: Enquiries about these positions should be directed to Ken Douglas, on (02) 6207 5014. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (02) 6205 0477 and is also available from www.act.gov.au/recruitment/cmdindex.asp
Apply 06 or via email recruitment@act.gov.au
CC: 148-9031-19558

**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/departm ent.htm> or may be requested using email to decs.jobs@act.gov.au.

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

**Human Resources Branch
Communication and Liaison Section**

**Senior Officer Grade C \$56,347- \$60,755,
Canberra (PN. 3116)**

Closing date: 19 April 2001
Duties: Co-ordinate, monitor, and participate in, the preparation of high quality advice and media statements, speeches, briefs and correspondence for the Ministers and Chief Executive. Undertake policy research and development projects as directed.

Contact Officer: Karen Churchill (02) 6205 9401
Selection documentation may be obtained from Liz Norris (02) 6205 9207
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

Teloepa Park School

**Teacher Level 2 \$56,100, Canberra
(PN. 2832, expected vacancy)**

Closing date: 12 April 2001
Duties: Assist with developmental and implementation of overall policy in accordance with the terms of the Binational Agreement, Board policy and the policies of the ACT Department of Education and the French Government.
Eligibility/other requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised teaching qualification.

Contact Officer: Trish Wilks on (02) 6205 5599
Selection documentation may be obtained from Carolene Sanderson (02) 620 55599
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

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

**Administrative Services Officer Class 6
\$445,04-\$51,121, Canberra (PN. 32041)**

Closing date: 19 April 2001
Duties: Manage the more complex capital works projects through each phase including: preparation of functional briefs; liaison with design/construction agents; monitoring progress and expenditure; and monitoring projects through their commissioning/defects phases.

Contact Officer: Mr Kevin Gill (02) 6205 9131
Selection documentation may be obtained from Contact Officer (02) 6205 9131
Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Children's Youth and Family Services Division
Child Health and Development Service**

**Professional Officer Class 2 \$44 504-\$51,121,
Canberra (PN. 27425)**

Closing date: 19 April 2001
Duties: Undertake to provide and organise Speech Pathology services for children attending Child Health and Development programs based in homes, CHADS facilities, health centres, schools and community settings.

EMPLOYMENT (Continued)

Eligibility/other requirements: Tertiary qualifications in Speech Pathology. Eligibility for full membership of Speech Pathology Australia

Note: This is a part-time position 22.03 hours per week.

Contact Officer: Wendy Saclier (02) 6205 1277
 Selection documentation may be obtained from Kim Gardiner (02) 6205 1277
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

**Children’s Youth and Family Services Division
 Child Health and Development Service Section**

**Professional Officer Class 2 \$44,504 - \$51,121,
 Canberra (PN. 21763), Speech Pathologist**

Closing date: 19 April 2001
 Duties: Undertake to provide and organise Speech Pathology services for children attending Child Health and Development programs, in homes, CHADS facilities, health centres, schools and community settings.
 Eligibility/other requirements: Tertiary qualifications in Speech Pathology. Eligibility for full membership of Speech Pathology Australia.

Contact Officer: Wendy Saclier (02) 6205 1277
 Selection documentation may be obtained from Kim Gardiner (02) 6205 1277
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

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

**Administrative Service Officer Class 5
 \$41,207-\$43,694, Canberra (PN. 183)**

Closing date: 19 April 2001
 Duties: Assess requirements for capital works in schools through contact with schools, annual returns etc. Manage less complex capital works projects through the preparation of functional briefs, liaison with design/construction agents, monitoring of projects through their various construction phases, and monitoring of projects through their commissioning/defects phases.

Contact Officer: Kevin Gill (02) 6205 9131
 Selection documentation may be obtained from The Contact Officer (02) 6205 9131
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

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

**Administrative Service Officer Class 5
 \$41,207-\$43,694, Canberra (PN. 32255)**

Closing date: 19 April 2001
 Duties: Manage specific capital and maintenance projects and programs for schools, preschools and community facilities, including project and program development and implementation, liaison and consultation with clients including schools, community groups, agents, and other government agencies, and monitor progress and expenditure.

Contact Officer: John Richards (02) 6207 1053

Selection documentation may be obtained from The Contact Officer (02) 6207 1053
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

**Human Resources Branch
 Staff Development Section**

**Administrative Service Officer Class 3
 \$33,147-\$35,774, Canberra (PN. 33657)**

Closing date: 19 April 2001
 Duties: Support the design of an information system to support the business of the section. Provide administrative support to the Quality Teacher Program. Liaise with potential IT consultancy clients and provide statistical data on IT consultancies.

Contact Officer: Roz Morton (02) 6205 8224
 Selection documentation may be obtained from Carol Dutkiewicz (02) 6205 8257
 Apply: 12 or via email:
 decs.employment@act.gov.au
 CC: 148-9013-16917

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

CANBERRA INSTITUTE OF TECHNOLOGY

**Education Delivery
 Faculty of Business and
 Information Technology
 Faculty Management Unit**

**Administrative Service Office Class 3
 \$33,147.00 to \$35,774.00, Canberra (PN. 55050)**

Closing date: 19 April 2001
 Duties: Under general direction maintain the full time and casual teacher allocation and payment systems. Maintain relevant electronic and manual records relating to Casual Teacher contracts and Full Time Teacher program loads. Undertake recruitment activities as directed satisfying appropriate delegations and

EMPLOYMENT (Continued)

employment checks. Assist in the enrolment process of the faculties of Design and Business and Information Technology.

Contact Officer: Ian Seaman (02) 6207 3160
 Selection documentation may be obtained from Ian Seaman (02) 6207 3160 or via email: ian.seaman@act.gov.au
 Apply: 11
 CC: 148/9024/18554

**Education Delivery
 Faculty of Business and Information Technology
 Faculty Management Team**

**Administrative Service Office Class 4
 \$36,945.00 to \$40,113.00, Canberra (PN. 55443)**

Closing date: 12 April 2001
 Duties: Under general direction market faculty programs including, managing and maintaining faculty information on the CIT web site and ensuring currency and accuracy of all faculty promotional material. Consult and support departments in preparing promotional material. Represent and co ordinate faculty representation on the CIT Marketing Committee, Career markets and Open Days. Assist and/or conduct information sessions for industry, schools and Government Agencies.

Note: This position is for a 12 month contract.

Contact Officer: Elizabeth McPherson (02) 6207 3271
 Selection documentation may be obtained from Steve Greig (02) 6207 3447 or via email: steve.greig@act.gov.au
 Apply: 11
 CC: 148/9024/18554

**Canberra Institute of Technology
 Faculty of Science & Technology
 Department of Automotive, Metals & Logistics**

**Technical Officer Level 2 \$32,682 - \$37,616,
 Canberra (PN. 54434)**

Closing date: 19 April 2001
 Duties: Perform technical work and provide classroom support. Prepare specifications, purchase equipment and consumables. Organise and conduct a program of preventative maintenance for the Department. Eligibility/other requirements: Minimum 6 years experience supporting Automotive, Panel Beating, Spray Painting, Metals & Logistics. Current fork lift drivers licence, heavy vehicle licence and first aid certificate.

Contact Officer: Ross Skins (02) 6207 3808
 Selection documentation may be obtained from Di Chivers (02) 6207 3808
 Apply: 11
 CC: 148-9024-18551

**Canberra Institute of Technology
 Faculty of Science & Technology
 Department of Horticulture**

**Technical Officer Level 1 \$30,093 - \$31,122,
 Canberra (PN. 54421)**

Closing date: 19 April 2001
 Duties: Prepare audio-visual, safety, classroom equipment and plant and machinery for the horticulture department, assist with classroom exercises, assist in spraying program, assist in maintenance of tractors and equipment, general landscape construction and maintenance duties. Eligibility/other requirements: Current Driver's Licence, certificate in Horticulture, Arboriculture or equivalent and experience appropriate to the duties of the position. Highly desirable Front-end Loader, Forklift and Back Hoe licences, Amenity Horticulture field experience an advantage. Note: This position is for Temporary Employment or Temporary Transfer for a period of up to five years

Contact Officer: Michael Clune (02) 6207 4604
 Selection documentation may be obtained from Wendy Duncan (02) 6207 4600
 Apply: 11
 CC: 148-9024-18551

**Division of Learning Services
 Student Services
 Counselling Department**

**Professional Officer Class 2 \$44,503 - \$49,736,
 Canberra (PN. 54351)**

Closing date: 19/4/01
 Duties: Provide psychological, educational and personal counselling to students of the Canberra Institute of Technology. Provide diagnostic testing for identifying students at risk and the appropriate strategies to assist them in their studies. Assist in the development and implementation of group programs in relation to educational and personal development. Eligibility/other requirements: Tertiary qualification in Psychology. Registration under ACT Psychologist Act (1994).

Contact Officer: Donna Christie (02) 6207 3290
 Selection documentation may be obtained from Gloria Malone (02) 6207 3290
 Apply: 11
 CC: 148-9024-18549

**Division of Learning Services
 Education Development Centre
 Teacher Education and Learning Solutions**

**Administrative Service Officer Class 2
 \$29,102 - \$32,271, Canberra (PN. 54606)**

Closing date: 19/4/01
 Duties: Under general direction, provide administrative and secretarial support:

EMPLOYMENT (Continued)

reception; routine administrative tasks including word processing and filing; attend to general enquires and less complex program enquiries; organise/coordinate and support workshops and meetings; maintain and update course registrations and Banner student records; undertake less complex desktop publishing tasks; perform other appropriate administrative tasks and incidental duties as required.

Contact Officer: John Smith (02) 6207 4819
Selection documentation may be obtained from Lynn Bell-Towers (02) 6207 3330
Apply: 11
CC: 148-9024-18549

**Division of Learning Services
Education Development Centre
Curriculum and Accreditation Services**

**Administrative Service Officer Class 5
\$41,207 - \$43,694, Canberra (PN. 54455)**

Closing date: 19/4/01
Duties: Under limited direction, undertake a range of duties to maintain the Institute's curriculum records and information management systems. This will involve, as leader of the Banner team, managing course and program data on Banner and managing the quality control process for the production and approval of curriculum documents and maintenance of hardcopy file/record systems.

Contact Officer Ann Goleby (02) 6207 4842
Selection documentation may be obtained from Greg Levett (02) 6207 4801
Apply: 11
CC: 148-9024-18549

**Division of Learning Services
Education Development Centre
Teacher Education and Learning Solutions**

**Teacher Band 1 – Senior Teaching Post
(Educational Development and Support)
\$56,104-\$56,104, Canberra (PN. 51629)
Educational Technologist**

Closing date: 19/4/01
Duties: Lead flexible learning and new teaching and learning technology initiatives; provide an educational design service; design, develop and maintain Web and Multi-media teaching and learning resources; provide professional development programs for CIT staff; locate and evaluate teaching and learning resources; design, develop and maintain assessment and evaluation tools for use with technology-based instructional approaches.
Eligibility/other requirements: A Degree in the Adult Education field with a major or graduate study in Instructional Design and Technology or equivalent. Experience in an Institute of Technology or similar environment.
Note: This position is available for temporary transfer or temporary employment for 5 years and will be interviewed by a Joint Selection Committee, therefore is not subject to appeals.

Contact Officer: John Smith (02) 6207 4819
Selection documentation may be obtained from Julia Nimmo (02) 6207 4956
Apply: 11
CC: 148-9024-18549

**Division of Learning Services
Education Development Centre
Teacher Education and Learning Solutions**

**Teacher Band 1 – Senior Teaching Post
(Educational Development and Support)
\$56,104-\$56,104, Canberra (PN. 51637)
Educational Technologist**

Closing date: 19/4/01
Duties: Lead flexible learning and new teaching and learning technology initiatives; provide an educational design service; design, develop and maintain Web and Multi-media teaching and learning resources; provide professional development programs for CIT staff; locate and evaluate teaching and learning resources; design, develop and maintain assessment and evaluation tools for use with technology-based instructional approaches.
Eligibility/other requirements: A Degree in the Adult Education field with a major or graduate study in Instructional Design and Technology or equivalent. Experience in an Institute of Technology or similar environment.
Note: This position is available for temporary transfer or temporary employment from a.s.a.p. to 30 June 2002 and will be interviewed by a Joint Selection Committee, therefore is not subject to appeals.

Contact Officer: John Smith (02) 6207 4819
Selection documentation may be obtained from Julia Nimmo (02) 6207 4956
Apply: 11
CC: 148-9024-18549

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

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

**ACT Magistrate Court
Executive
Personal Staff**

**Administrative Service Officer Class 4
\$36,945 – 40,113, Canberra (PN. 42322)**

Closing date: 19 April 2001
Duties: Under general direction, maintain liaison on behalf of Chief Magistrate with the Legal Profession, Court Staff and the public. Undertake research and investigation duties for

EMPLOYMENT (Continued)

the Chief Magistrate and Magistrates. Prepare minor correspondence and check drafts of judgements.

Contact Officer: Annette Wright (02) 6217 4227
 Selection documentation may be obtained from 24 hour recruitment line (02) 6217 4229
 Apply: 28
 CC: 148-9012-16939

**ACT Corrective Services
 Youth Justice Services
 Director**

Senior Officer Grade A \$77,321, Canberra (PN. 44489)

Closing date: 3 May 2001
 Duties: Plan, co-ordinate and direct the provision of Youth Justice Services in the ACT. Ensure that appropriate policy frameworks, budgetary arrangements and physical and human resources are available to allow Youth Justice Services to meet all necessary obligations. Develop best practices programs, alternatives to sentencing, options for education and rehabilitation and develop policy frameworks to address the needs of young offenders including ATSI young offenders. Provide advice to the Director ACT Corrective Services, Chief Executive and the Minister. Represent ACT Corrective Services and the Department at various high level forums and in the absence of the Director ACT Corrective Services, exercise certain delegations in relation to adult correctional matters.
 Eligibility/other requirements: Tertiary qualifications in management or youth justice related disciplines are desirable.
 Note: This is a temporary vacancy of 3 years.

Contact Officer: James Ryan (02) 6207 0847
 Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
 Apply: 28
 CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

**Policy Coordination Group
 Executive Unit**

**Senior Officer Grade C
 \$56,346-\$60,755 PN 28941
 Canberra**

Closing Date: 19-Apr-01

Duties:

Undertake complex policy coordination for the Department of Urban Services including management of the Department's social capital program; Provide high level advice and expertise on social policy issues to senior executives, the Minister, the Assembly and other areas of the ACT Government.

Other requirements / Qualifications

Tertiary qualifications in law or legal studies or

extensive experience in the management of legislative programs.

Contact Officer: Brad Page (02) 6207 6256 or brad.page@act.gov.au
 Selection documentation may be obtained from Belinda Willis (02) 6207 2270
 Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9018 16922

**Planning and Land Management Group
 Territory Planning Branch
 Structure Planning and Design Section**

**Administrative Service Officer Class 4
 \$36,945-\$40,113 PN 2178
 Canberra**

Closing Date: 19-Apr-01

Duties:

Undertake research and analysis of issues in relation to urban and rural structure. Assist in planning and management of structure planning projects. Assist in providing general advice to clients, management and the Government as required.

Other requirements / Qualifications

Experience and/or qualifications in at least one of the land management, planning, lease administration or administrative law is highly desirable.

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

Contact Officer: Anne Moroney (02) 6207 2532
 Selection documentation may be obtained from Cheryl Pech (02) 6207 2370
 Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9020 16924

**Planning and Land Management Group
 Land Information & Building Services Section
 Building Electrical and
 Plumbing Control Section**

**Senior Professional Officer Grade C
 \$56,346-\$60,755 PN New Positions
 Canberra**

Closing Date: 19-Apr-01

Duties:

**Senior Professional Officer Class C
 Technical Electrical Utilities Regulator**

Duties: Provide advice to government on electrical utility compliance with technical codes and standards and other technical aspects of electricity utilities regulation. Undertake audits and inspections to monitor utility compliance as required. Participate in the development of technical codes and standards relating to the provision of services by electricity utilities.

EMPLOYMENT (Continued)

Qualifications/other requirements: Tertiary qualifications in Electrical Engineering with experience in electricity reticulation as undertaken by utility network operators.

Senior Professional Officer Class C Technical Water and Sewerage Utilities Regulator

Duties: Provide advice to government on water and sewerage utility compliance with technical codes and standards and other technical aspects of water and sewerage utilities regulation. Undertake audits and inspections to monitor utility compliance as required. Participate in the development of technical codes and standards relating to the provision of services by water and sewerage utilities.

Qualifications/other requirements: Tertiary qualifications in Civil Engineering with experience in water and sewerage reticulation and treatment as undertaken by utility network operators.

Contact Officer and selection documentation:

Keith Hatfield (02) 6207 6947 or
keith.hatfield@act.gov.au
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9020 17031

Operations Group Information Planning and Services Branch ACT Library and Information Services Section

Administrative Service Officer Class 2

\$29,102-\$32,271 PN 18848

Canberra

Closing Date: 19-Apr-01

The ACT Public Library, Canberra, has a vacancy for an Administrative Service Officer Class 2.

Duties include:

- Provide assistance to library customers in the use of collections and services.
- Maintain library processes including undertaking the loans and returns of library materials.
- Driving the library courier van.

Eligibility/ other requirements: Para-professional qualifications in library and information studies, such as Associate Diploma of Arts in Library Studies, or equivalent, highly desirable. Applicants without relevant qualifications or work experience are unlikely to be short-listed for interview. Occupant may be required to work weekend and evening shifts. Also must have ability to operate a courier van and undertake tasks of a physical nature requiring repetitive bending, lifting, pushing, arm and wrist movements, such as pushing trolleys and shelving library

materials. A heavy truck licence would be an advantage.

Contact Officer: Catherine Panich (02) 6205 9000 or catherine.panich@act.g
Selection documentation may be obtained from Leigh Dennis (02) 6207 5002 or leigh.dennis@act.gov.au
Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34

CC: 148-9037 17018

Operations Group Information and Planning Services Branch ACT Library and Information Services Section

Professional Officer Class 1

\$31,034-\$43,539 PN 46057

Canberra

Closing Date: 19-Apr-01

The ACT Public Library is seeking a highly motivated person for the position of Professional Officer Class 1 to work within a customer service area, initially located at Tuggeranong Library.

Duties include:

- Under professional supervision provide services that reflect a commitment to quality library and information services.
- Provision of a reference and information service using hard copy, electronic and external sources of information
- Training and the education of customers in the use of collections and electronic sources of information.

Skills/knowledge/personal qualities:

To be considered for employment it is expected the applicant will have:

- Sound communication and interpersonal skills
- Effective oral and written communication skills
- The ability to work effectively as a member of a team
- The ability to deliver quality customer service

Eligibility/ other requirements:

Mandatory qualifications apply. Eligibility for professional membership of the Australian Library and Information Association or recognised professional qualifications in library and information studies or a related discipline. Ability to undertake tasks of a physical nature requiring repetitive bending, lifting, pushing, arm and wrist movements, for example pushing trolleys and shelving library materials. The occupant of this position may be required to work at any site on an "as needs" basis and may be required to work weekend and evening shifts.

Contact Officer: Trish Barron (02) 6205 9000 or trish.barron@act.gov.au
Selection documentation may be obtained from Leigh Dennis (02) 6207 5002 or leigh.dennis@act.gov.au

EMPLOYMENT (Continued)

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

Apply: 34
CC: 148-9037 17018

Operations Group
City Operations Branch
Urban Ranger and Approval Services Section
City Rangers Subsection

Administrative Service Officer Class 5
\$41,410-\$43,909 PN 13681
Canberra

Closing Date: 19-Apr-01

Duties:

Under general direction, manage the operations of the City Rangers Unit, including: lead and develop staff; assist with the development and achievement of budgetary goals; and undertake projects, complex investigations, make recommendations and prepare reports on relevant matters.

Other requirements / Qualifications

Ability to work rostered hours regularly and possession of a current drivers licence.

Contact Officer and selection documentation:

Fran Stevens (02) 6207 6901 or frances.stevens@act.gov.au
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9015 17771

Operations Group
City Operations Branch
Urban Ranger and Approval Services Section
City Rangers Subsection

Administrative Service Officer Class 4
\$37,127-\$40,310 PN 32126 Expected Vacancy
Canberra

Closing Date: 19-Apr-01

Duties:

Act as an Authorised Officer and Inspector under existing and any future legislation administered by the Unit, including: Land (Planning and Environment Act); Roads and Public Places Act; Protection of Lands Act; Trespass on Territory Land Act; Uncollected Goods Act; Nature Conservation Act; and Litter Act. Undertake projects, investigations, make recommendations and prepare reports on relevant matters.

Other requirements / Qualifications

Current drivers licence and the ability to work rostered hours regularly.

Contact Officer and selection documentation:

Fran Stevens (02) 6207 6901 or frances.stevens@act.gov.au
 Or from the recruitment home page:
<http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9015 17771

Operations Group
City Operations Branch
Road User Services Section

Administrative Service Officer Class 3
\$33,147-\$35,774 PN Several
Canberra

Closing Date: 19-Apr-01

Duties:

As a client service officer provide high quality service to customers, particularly in a Call Centre or public counter service environment. Account for the collection of public monies, including checking, balancing and banking.

Note: These positions are permanent part time.

Contact Officer: Elaine Horsburgh

(02) 6207 7109 or elaine.horsburgh@act.gov.au
 Selection documentation may be obtained from Helen Williams (02) 6207 7033 or helen.williams@act.gov.au

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

Apply: 34
CC: 148-9015 17013

Environment ACT
Parks and Conservation Service

Ranger 2
\$33,310-\$35,950 PN Several
Canberra

Closing Date: 19-Apr-01

Duties:

Within broad guidelines, undertake one or more of the following duties: Direct, coordinate and control the field operations for park, reserve or geographic area which involves a range of management activities, including: supervise one or more Ranger Class 1 engaged in these activities; participate in the development and implementation of interpretative programs relating to ecological processes, and natural and cultural heritage.

Other requirements / Qualifications

Current First Aid Certificate, drivers licence and a willingness to work regular weekend and shift duty.

Notes: Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions. Applicants may not be interviewed. Selection may be based solely on application and referee's reports. Applicants should submit two referee reports addressing the selection criteria with their application.

Contact Officer: Brett McNamara (02) 6207 2925
 Selection documentation may be obtained from George Dumetz (02) 6207 2262.

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

EMPLOYMENT (Continued)

Apply: 34
CC: 148-9028 17218

**Environment ACT
 Parks and Conservation Service**

General Service Officer Level 4
\$26,852-\$28,082 PN 41569
Canberra

Closing Date: 29-Apr-01

Duties:

Under general supervision carry out a wide range of duties including feral animal and weed control, minor construction using hand tools and minor plant and equipment, and general park maintenance duties such as cleaning and litter collection.

Other requirements / Qualifications

Current basic First Aid. Current relevant licences to operate vehicles and equipment and a willingness to work outside normal working hours.

Notes: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions. Applicants may not be interviewed. Selection may be based solely on application and referee's reports. Applicants should submit two referee reports addressing the selection criteria with their application.

Contact Officer: Geoff Webb (02) 6207 2425
 Selection documentation may be obtained from George Dumetz (02) 3207 2262.

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

Apply: 34
CC: 148-9028 17218

**City Management Group
 ACT Roads and Stormwater Branch**

Senior Professional Officer
Grade A/B PN Several
Canberra Management Opportunities

An opportunity to lead change in the management and maintenance of infrastructure assets.

ACT Roads and Stormwater is a Purchaser business with responsibility for the management, use and maintenance of the ACT roads, bridges, traffic/street lighting, footpaths and stormwater infrastructure asset base.

Ideally you will have extensive knowledge of the operation of roads, bridges, stormwater and related assets; traffic and transport planning issues; capital works and asset creation processes; or expertise in development and management of comprehensive asset management systems.

Other requirements / Qualifications

Eligibility/other requirements: Tertiary qualifications in an Engineering field, and for the position of Manager, Asset Information

Qualifications in Computing/Information Systems are essential.

Remuneration: SPO B = \$66,577-\$68,404 and SPO A = \$70,019-\$100,889

Access to the higher levels of the range are subject to the negotiation of an Australian Workplace Agreement. Generous Superannuation (valued at approximately 14% of salary).

Contact Officer: Hamish McNulty (02) 6207 6588 or hamish.mculty@act.gov.au
 Selection documentation may be obtained from: Josephine Cornell (02) 6284 6999

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

CC: 148-9019 17040

All shortlisting will be done by Josephine Cornell at Adecco and all applications addressing the selection criteria must be received by close of business 19 April 2001 and should be forwarded to:

Josephine Cornell
Adecco Personnel
PO Box 300
FYSHWICK ACT 2609
or lodged electronically through
canberra@adecco.com.au

DEPARTMENT OF TREASURY

**Government Business Enterprises (GBE)
 Management Branch**

DT Manager, (PN: 55225)
Salary Range: \$77,321-\$95,524p.a
Closing Date: 19 April 2001
Canberra

Duties: Lead a small team in providing timely and analytical reports on the Business strategic, plans, budgets and financial performance of various Government business enterprises and on particular proposals of special significance. Ensure that there is a timely, comprehensive and relevant flow of information from Government business enterprises to enable their business performance and compliance with prudential requirements to be assessed and timely advice to be provided to Ministers and Departmental executives.

Qualifications: Tertiary qualifications in economics, accounting or related discipline highly desirable.

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

Contact Office: Nikki Pulford (02) 6207 0214
 Selection documentation Shelley Rodge (02) 6207 2551 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp>
 Please note that applications will not be acknowledged.

EMPLOYMENT (Continued)

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9042-17578

Senior Officer Grade C, (several positions)
Salary Range: \$56,346-\$68,196p.a
Closing Date: 19 April 2001
Canberra

Duties: Manage, individually or as a member of a team, analysis of policy and financial management issues relating to Government Business Enterprises (GBE). Provide high level strategic advice and support on issues concerning GBE's.

Qualifications: Qualifications in accounting or related discipline highly desirable.

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

Contact Office: Nikki Pulford (02) 6207 0214
Selection documentation Shelley Rodge (02) 6207 2551 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp>
Please note that applications will not be acknowledged.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9042-17578

Administrative Service Officer Class 6 (PN: 55229)
Salary Range: \$44,503-\$51,121p.a
Closing Date: 19 April 2001
Canberra

Duties: Work as part of a team, providing analysis of policy and financial management issues relating to Government Business Enterprises (GBE). Provide strategic advice and support on issues concerning GBE's.

Qualifications: Qualifications in accounting, economics or other related discipline desirable.

Contact Office: Nikki Pulford (02) 6207 0214
Selection documentation Shelley Rodge (02) 6207 2551 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp>
Please note that applications will not be acknowledged.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9042-17578

Appointments

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

Professional Officer Class 2 \$44,503-\$49,736
Petri Laajoki: 741-18466, Section 68, 26/3/01
CC: 148-9011-16889

THE CANBERRA HOSPITAL

Administrative Service Officer Class 4
\$36,042-\$39,132

Jean Scheckenbach: 762-90091, Section 68,
22/3/01
CC: 1321

Technical Officer Level 3 \$37,438-\$42,475
Peter Lyons: 762-84126, Section 68, 26/3/01
CC: 1391

ACT COMMUNITY CARE

Administrative Service Officer Class 2
\$28,475 - \$31,576

Barbara Roche: 741-01322, Section 68 and
70(1), 14 March 2001.
CC: 148-9009-16852

Disability Support Officer Level 3
\$43,096 - \$45,760

Wendy Dek: 741-03045, Section 68 and 70(1),
22 March 2001
CC: 148-9009-16861

Disability Support Officer Level 3
\$43,096 - \$45,760

Gayle Deel: 741-03037, Section 68 and 70(1),
22 March 2001
CC: 148-9009-16861

CHIEF MINISTER'S DEPARTMENT**Corporate Finance**

In Man Chan AGS NO 761-65821
Senior Officer Grade C
Chief Minister's Department
Section 68 27 March 2001
CC: 148-9031-17429

Cabinet Coordination

Robert John Webb AGS NO 757-47811
Senior Officer Grade C, \$56,346-\$60,755p.a
Chief Minister's Department
Section 68
22 March 2001
CC: 148-9031-17370

CANBERRA TOURISM AND EVENTS CORPORATION

Joanne Nerida Barges AGS NO 757-48785
Public Relations Adviser Class 2, \$52,937p.a
Canberra Tourism and Events Corporation
Section 68
26 March 2001
CC: 148-9031-17748

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Information Technology Officer Class 1 \$35 774-\$40 904

Rowan Michael McLachlan 751-77353, Section 68(1), 21 March 2001
CC: 148-9013-16917

Building Service Officer 1 \$26,313

Victor William Tarrant: 751-76895, Section 68(1), 21 March 2001
CC: 148-9013-16917

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 1 \$15,428 – \$28,419

Timothy McCreath: 747-86173, Section 68/70, 22 March 2001
CC: 148-9012-16909

DEPARTMENT OF URBAN SERVICES

Administrative Service Officer Class 5
\$41,207-\$43,694
Michele Gorman AGS Number 757 53904.
Section 68(1) 22-Mar-01
CC: 148-9017 16933

Transfer

ACT COMMUNITY CARE

Denise Lamb: 740-89378

From: Registered Nurse Level 4.2 \$60,257
Child, Youth and Women's Health Program ACT Community Care
To: Registered Nurse Level 4.2 \$60,257
Integrated Health Care Program ACT Community Care, Canberra (PN. 29187) (8 February 2001)
CC: 148-9009-17798

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

- * 'non-appealable promotions' which generally are promotions to classifications where the maximum salary of the position is equal to or greater than the minimum salary of a

Senior Officer Grade C (these should be identified with a dagger symbol (†) in the 'Promotions' section of the *Gazette*);

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

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.

EMPLOYMENT (Continued)

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

The following advice applies to appeals against both promotions and temporary performance directions. Before lodging an appeal, you should consider carefully whether you can demonstrate that you are more efficient at doing the job than the person(s) you are appealing against. To help you determine whether you can

demonstrate your greater efficiency, it is important that you obtain from the promoting department:

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

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".

EMPLOYMENT (Continued)

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

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

late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

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

- (a) at the top:
 - (i) PAC reference number;
 - (ii) full name;
 - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
 - (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;

EMPLOYMENT (Continued)

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

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient. Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

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

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

SUPERVISORS/REFEREES

As mentioned above, each PAC is free to determine its own procedures, and may or may not feel a need to consult with supervisors, referees, or other people. If you wish the PAC to have regard to the comments of a particular person, it is in your best interests to obtain such comments in writing and submit them with your statement. You should also speak to anyone you intend to nominate as a referee, to find out what they will say about you if contacted, and how they rate you against the other party/parties if they know them.

The most appropriate person to nominate as your referee is your current supervisor, provided that he/she has supervised you for a reasonable period. Past supervisors are also appropriate if their knowledge of you is reasonably recent. The PAC will also be particularly interested in the views of referees who can give well-founded comments comparing two or more of the parties. You are not limited to nominating your supervisors for referee comments (and indeed you may nominate anyone you wish to) but supervisor's opinions are usually perceived as most useful by PACs.

Additional information on lodging appeals is contained in the MPRA brochure, *Appeals against promotions and temporary performance directions*, which you should be able to obtain from your Personnel section.

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

An unsuccessful applicant for a non-appealable promotion who believes that the promotion should not stand because there was:

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or

- (b) a serious defect in the selection process (a breach of section 65 of the PSMA), may apply to the MPC for a review of that promotion.

A request for review must be made in writing to the Director, MPC, at the address given below and must be received by the end of the 13th day after the day on which the promotion appeared in the *Gazette*.

An applicant must provide the following details:

- * full name and AGS number;
- * classification, position number and location of the promotion in question;
- * 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

EMPLOYMENT (Continued)

THE CANBERRA HOSPITAL

The Canberra Clinical School Library and Multimedia Services

Sandie (Ang Swan) Liew: 739-66682

From: Administrative Service Officer Class 3
\$32,337 - \$34,900
Library and Multimedia Services
To: Professional Officer Class 2 \$43,416 -
\$48,520
The Canberra Clinical School, Library and
Multimedia Services, Canberra (PN. 26259)
(22/02/01)

CC: (1512)

Corporate Services Executive

Deborah Morrison: 261-15260

From: Administrative Service Officer Class 6
\$43,416-\$49,872 Community Care
To: = Senior Officer Grade C
\$54,969-\$59,270
Health and Community Care Service Board,
Executive, Canberra (PN. 29168) (25/1/01)

CC: 8338

ACT COMMUNITY CARE

ACT Community Care Corporate and Business Development Facility Services

Allan Bendall: 740-90010

From: Administrative Service Officer Class 4
\$36,541 - \$39,675
ACT Community Care
To: Administrative Service Officer Class 6
\$44,018 - \$50,563
Corporate and Business Development, ACT
Community Care Canberra (PN. 27794)
(18 January 2001)
CC: 148-9009-18290

ACTION

Finance and Corporate Services Finance

Craig Nicholls: AGS No 609-11527

From: Administrative Service Officer Class 2
\$29,249-32,434
Department of Urban Services
To: Administrative Service Officer Class 3
\$33,314-35,954
Finance Section, Department of Urban Services,
Canberra (PN. A10915) (No 5, 1 February 2001)

CC: 148-9027-17791

South Region Business Unit Administration

Stephen Colbert: AGS No 259-42483

From: Administrative Service Officer Class 5
\$41,207-43,694
Department of Health, Housing and Community
Care
To: Administrative Service Officer Class 6
\$44,728-51,379
South Region Business Unit, Department of
Urban Services, Canberra (PN. A20190)
(No 3, 18 January 2001)

CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT

Promotions to non-advertised vacancies

Government Support Unit

C. L. Dixon 760-74639, Graduate Administrative

Assistant \$25,115-\$32,271p.a
Chief Minister's Department
Administrative Service Officer Class 6,
(PN: 55605), \$44,503-\$51,121p.a
Chief Minister's Department

Duties: Provide policy advice to the Chief
Minister on intergovernmental relations issues.
Assist with the coordination of the ACT's
relations with the Commonwealth, States and
Northern Territory. Under direction, undertake
research, analysis and policy development in
relation to intergovernmental matters and other
policies or coordination of projects. Prepare
routine briefings and correspondence on
intergovernmental matters and other policies or
coordination of projects.

Note: This promotion is made under section 83
of the Public Sector Management Act 1994
and is to an non-advertised vacancy. Any
suitable qualified officers may appeal.

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749
CC 148-9031-17346

ACT GAMBLING AND RACING COMMISSION

J. G. Sloan AGS No: 710-43569

From: Administrative Service Officer 5,
\$41,207-\$43,694p.a
ACT Gambling and Racing Commission
To: Administrative Service Officer Class 6,
\$44,503-\$51,121p.a (PN: 55365)
ACT Gambling and Racing Commission
8 March 2001

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749
Civic Square ACT 2608
CC: 148-9085-17763

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Sport and Corporate Resources Division Information Management Branch Information Technology Support Section

Robert Schaidreiter: 314-41757

From: Administrative Service Officer Class 4
\$36 945-\$40 113
Department of Education and Community Services

To: Administrative Service Officer Class 6
\$445 04-\$51 121

Information Technology Support Section,
Department of Education and Community Services, Canberra (PN.3753) (PS 43, 26/10/00)
CC: 148-9013-16917

Calwell High School

Judith Sindel: 716-21621

From: School Assistant 2 \$24 747-\$27 442
Department of Education and Community Services

To: Administrative Service Officer Class 5
\$41 207-\$43 694

Calwell High School, Department of Education and Community Services, Canberra (PN. 519) (PS 7, 15/2/01)
CC: 148-9013-16917.

CANBERRA INSTITUTE OF TECHNOLOGY

Division of Corporate Services Finance Unit

Lisa Caling: 715 - 72989

From: Administrative Service Officer Class 5
\$41,207- \$43,694

Canberra Institute of Technology

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

Finance Unit, Corporate Services Division, Canberra Institute of Technology (PN. 54977) (Gazette No.1, 4 January 2001)

Note: This position is made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non-teaching Staff) Certified Agreement 2000-2002.

Officers wishing to appeal this promotion should address their appeal to the Manager, Human Resource Management Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of this promotion.
CC: 148-9024-16930

Division of Corporate Services Facilities Unit

Jennifer Robin Trudinger: 744-90882

From: Administrative Service Officer Class 4
\$36,945 - \$40,113

Canberra Institute of Technology

To: Administrative Service Office Class 5
\$41,207 - \$43,694

Facilities Unit, Corporate Services Division, Canberra Institute of Technology (PN. 55106) (Gazette No 7, 15 February, 2001)

Note: This position is made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non-teaching Staff) Certified Agreement 2000-2002.

Officers wishing to appeal this promotion should address their appeal to the Manager, Human Resource Management Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of this promotion.
CC: 148-9024-16930

Division of Corporate Services Facilities Unit

Carol Krawczyk: 543-33505

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

Canberra Institute of Technology

To: Administrative Service Office Class 4
\$36,945 - \$40,113

Facilities Unit, Corporate Services Division, Canberra Institute of Technology (PN. 55106) (Gazette No. 33, 24 August 2000)

Note: This position is made subject to the appeal provisions under Clause 8 of the Canberra Institute of Technology (Non-teaching Staff) Certified Agreement 2000-2002.

Officers wishing to appeal this promotion should address their appeal to the Manager, Human Resource Management Unit, Canberra Institute of Technology, PO Box 826, Canberra ACT 2601 within 14 days of gazettal of this promotion.
CC: 148-9024-16930

DEPARTMENT OF URBAN SERVICES

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

Operations Group City Operations Branch

V. R. Osborne AGS Number 715 95507.

From Administrative Service Officer Class 4
\$36,945-\$40,113

Road User Services

To: Administrative Service Officer Class 5
\$41,207-\$43,694

Road User Services Section

PN 1870 Gazette 22-Feb-01

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

CC: 148-9015 17013

EMPLOYMENT (Continued)

**Planning and Land Management Group
Development Management Branch**

M. Carroll AGS Number 704 24546.
From Administrative Service Officer Class 4
 \$36,945-\$40,113
 Housing Services Group
To: Administrative Officer Class 6
 \$44,504-\$51,121
 Procedures and Leasing Section
PN 3083 Gazette 11-Jan-01

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9020 17776

**Policy Coordination Group
Industry Policy and Regulation Branch**

A. P. S. Thew AGS Number 757 51036.
From Senior Officer Grade B
 \$66,577-\$74,949
 Industry Policy and Regulation
To: Senior Officer Grade A
 \$77,321
 Insurance and Workplace Safety Policy Section
PN 17778 Gazette 08-Mar-01
CC: 148-9030 16941

**Corporate Group
Communications Branch**

M. D. Roberts AGS Number 324 43826.
From Senior Officer Grade B
 \$66,905-\$75,318
 Environment ACT
To: Senior Officer Grade A
 \$77,322
PN 24921 Gazette 08-Mar-01
CC: 148-9017 17086

DEPARTMENT OF TREASURY

Revenue Management

L. J. Morgan AGS No: 760-74460
From: Administrative Service Officer Class 3,
 \$33,147-\$35,774p.a
 Department of Treasury
To: Administrative Service Officer Class 4,
 \$36,945-\$40,113p.a
 Compliance Section, Department of Treasury
 15 February 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
CC 148-9042-17176

Promotions to non-advertised vacancies

E. J. Murphy 748-40328, Administrative Service Officer Class 3, \$33,147-\$35,774p.a
 Department of Treasury
 Administrative Service Officer Class 4,
 (PN: 55103), \$36,945- \$40,113p.a
 Compliance, Department of Treasury

Duties: On an individual basis undertake straight forward inspections and as a team member assist in the undertaking of more demanding inspections and investigations into ACT revenue matters. Provide administrative support to the Section. Prepare appropriate reports, assessments, reassessments and adjustments to computer records arising from inspections and investigations.
 Note: This position is identical to (PN: 27) which was advertised in the ACTGS Gazette dated 15 February 2001. This promotion is made under section 83 of the Public Sector Management Act 1994 and is to an non-advertised vacancy. Any suitable qualified officers may appeal.
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
CC 148-9042-17176

Forfeiture of Office

ACT COMMUNITY CARE

Section 221(2) Public Sector Management Act :
 Rhys Campbell Disher, Disability Support
 Officer Level 1, 26 March 2001
CC: 148-9009-16861

ACT Public Service Index of addresses

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

EMPLOYMENT (Continued)

- 17 Resource Advisor, Business Services
Bureau, Department of Health, Housing
and Community Care,
PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer,
ACT Legislative Assembly Secretariat,
GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health
Protection Service, Locked Bag 5,
Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community
Care, GPO Box 825, Canberra City ACT
2601
- 23 Recruitment Officer, Central Office,
(Level 2 North Building) Department of
Health, Housing and Community Care,
GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services
Unit, Department of Justice and
Community Safety, PO Box 921, Civic
Square ACT 2608
- 30 The Secretary, Milk Authority of the
ACT, GPO Box 1110, Canberra ACT
2601
- 31 The Recruitment Officer, Auditor-
General's Office ACT, PO Box 275
Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office,
GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer
Faculty of Communication and
Community Services
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S13	23 March	Instrument No. 36 of 2001 ~ <i>Taxation Administration Act 1999</i>
S14	23 March	Notice ~ Environmental Authorisation ~ <i>Environment Protection Act 1997</i>
S15	27 March	Instrument No. 50 of 2001 ~ <i>Legislative Assembly (Members' Staff) Act 1989</i> Instrument No. 51 of 2001 ~ <i>Legislative Assembly (Members' Staff) Act 1989</i>

GOVERNMENT NOTICES

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

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

Date 29 March 2001

Gary Humphries
Chief Minister

Short Title

No. and Year

Law Reform (Miscellaneous Provisions) Amendment Act 2001	12 of 2001
Sale of Motor Vehicles Amendment Act 2001	13 of 2001
Legislation Act 2001	14 of 2001
Legislation (Consequential Provisions) Act 2001	15 of 2001
Unit Titles Act 2001	16 of 2001
Unit Titles Consequential Amendments Act 2001	17 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) REGULATIONS AMENDMENT

COMMENCEMENT NOTICE

Pursuant to regulation 1 of the Land (Planning and Environment) Regulations Amendment I fix the date of gazettal of this notice in the Gazette as the date the Regulations commence.

Dated this 29th day of March 2001

Brendan Smyth
Minister for Urban Services

AUSTRALIAN CAPITAL TERRITORY

NOTICE OF COMMENCEMENT

ELECTORAL AMENDMENT ACT 2000 NO 2

Under section 2 of the *Electoral Amendment Act 2000 No 2* I fix 11 April 2001 as the date of commencement of the Act.

Dated: 19 March 2001

Bill Stefaniak
Attorney-General

GOVERNMENT NOTICES (Continued)

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
Dentists Act 1931	Appointment of Stephen Herrick as a member of the Dental Board of the ACT.	No. 52 of 2001
Kingston Foreshore Development Authority Act 1999	Appointment of Ms Jennifer Morison as a Member of the Kingston Foreshore Development Authority Board.	No. 53 of 2001
Insurance Authority Act 2000	Appointment of Julie Elizabeth McKinnon to the Board of the Insurance Authority.	No. 54 of 2001
Insurance Authority Act 2000	Appointment of Dr Penelope Ann Gregory to the Board of the Insurance Authority.	No. 55 of 2001
Insurance Authority Act 2000	Appointment of Roger John Broughton to the Board of the Insurance Authority.	No. 56 of 2001
Insurance Authority Act 2000	Appointment of Susan Kate Clark to the Board of the Insurance Authority.	No. 57 of 2001
Insurance Authority Act 2000	Appointment of Rex Martin Spinley to the Board of the Insurance Authority.	No. 58 of 2001

NOTIFICATION OF THE MAKING OF A REGULATION

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

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Environment Protection Act 1997</i>	Environment Protection Regulations Amendment	No. 9 of 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

TRANS-TASMAN MUTUAL RECOGNITION ACT 1997 (CWLTH)

NOTICE UNDER SECTION 48 (5)

I, GARY HUMPHRIES, the Chief Minister and the designated person for the Australian Capital Territory under the *Trans-Tasman Mutual Recognition Act 1997* (Cwlth), endorse under section 48 (5) of that Act, the proposed regulations set out below.

Dated 30 March 2001

Gary Humphries
CHIEF MINISTER

GOVERNMENT NOTICES (Continued)



Trans-Tasman Mutual Recognition Amendment Regulations 2001 (No.)¹

Statutory Rules 2001 No. ²

I, WILLIAM PATRICK DEANE, Governor-General of the Commonwealth of Australia, acting with the advice of the Federal Executive Council, make the following Regulations under the *Trans-Tasman Mutual Recognition Act 1997*.

Dated 2001

Governor-General

By His Excellency's Command

[DRAFT ONLY – NOT FOR SIGNATURE]
Minister for Industry, Science and Resources

GOVERNMENT NOTICES (Continued)

1 **Name of Regulations**

These Regulations are the *Trans-Tasman Mutual Recognition Amendment Regulations 2001 (No.)*.

2 **Commencement**

These Regulations commence on gazettal.

3 **Amendment of *Trans-Tasman Mutual Recognition Regulations 1999***

Schedule 1 amends the *Trans-Tasman Mutual Recognition Regulations 1999*.

4 **Amendment of *Trans-Tasman Mutual Recognition Act 1997***

Schedule 2 amends the *Trans-Tasman Mutual Recognition Act 1997*.

Schedule 1 **Amendments of *Trans-Tasman Mutual Recognition Regulations 1999***
(regulation 3)

[1] **Regulation 5**

omit

30 April 2001.

insert

30 April 2002.

GOVERNMENT NOTICES (Continued)

Schedule 2 **Amendments of *Trans-Tasman Mutual Recognition Act 1997***
(regulation 4)

[1] Schedule 3, clause 2

omit everything after

Occupational Health and Safety Regulations of the Australian Capital Territory

insert

Trade Practices Act 1974 of the Commonwealth, Division 1A of Part V, to the extent that it relates to the regulation of the following goods or issues in relation to goods:

- (i) child restraints for motor vehicles;
- (ii) labelling of cosmetics ingredients;
- (iii) flotation toys and swimming aids;
- (iv) portable fire extinguishers;
- (v) sunglasses and fashion spectacles;
- (vi) health warnings on tobacco products;
- (vii) vehicle jacks

Fair Trading Act 1987 of New South Wales, sections 26, 30, 31 and 38, to the extent that those sections relate to the regulation of the following goods:

- (i) child restraints for motor vehicles;
- (ii) flotation toys and swimming aids;
- (iii) sunglasses and fashion spectacles

Fair Trading Act 1989 of Queensland, sections 81, 83, 85 and 85A, to the extent that those sections relate to the regulation of the following goods:

- (i) child restraints for motor vehicles;
- (ii) flotation toys and swimming aids;
- (iii) portable fire extinguishers;
- (iv) sunglasses and fashion spectacles;
- (v) vehicle jacks

GOVERNMENT NOTICES (Continued)

Trade Standards Act 1979 of South Australia, sections 23, 26A and 33, to the extent that those sections relate to the regulation of the following goods:

- (i) flotation toys and swimming aids;
- (ii) sunglasses and fashion spectacles;
- (iii) vehicle jacks

Consumer Affairs Act 1971 of Western Australia, sections 23Q, 23R and 23U, to the extent that those sections relate to the regulation of the following goods:

- (i) child restraints for motor vehicles;
- (ii) flotation toys and swimming aids;
- (iii) portable fire extinguishers;
- (iv) sunglasses and fashion spectacles;
- (v) vehicle jacks

Fair Trading Act 1987 of Western Australia, sections 50 and 59, to the extent that those sections relate to the regulation of the following goods:

- (i) child restraints for motor vehicles;
- (ii) flotation toys and swimming aids;
- (iii) portable fire extinguishers;
- (iv) sunglasses and fashion spectacles;
- (v) vehicle jacks

Notes

1. These Regulations amend Statutory Rules ^year^ No. , as amended by ^year^ No. .
2. Notified in the *Commonwealth of Australia Gazette* on 2001.

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

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Public Roads Act 1902 (NSW)</i>	Notice of Intention to Close a Public Road – District of Paddys River.	No. R14/01 of 2001

**AUSTRALIAN CAPITAL TERRITORY
GOVERNMENT SOLICITOR ACT 1989**

AUTHORITY

I, PHILIP JULIAN MITCHELL, Chief Solicitor, for the purposes of sub-section 5(4) of the Government Solicitor Act 1989 HEREBY AUTHORISE:

NHA NGUYEN

Legal Practitioner of the Supreme Court of the Australian Capital Territory to act in the name of the Government Solicitor for the Australian Capital Territory.

P J Mitchell

27 March 2001

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

REVOCATION

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **REVOKE** the appointment of

BRUCE TUNKS

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 20th day of March 2001

RICHARD ANTHONY CLARKE
EXECUTIVE DIRECTOR
MENTAL HEALTH SERVICES

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

REVOCAION

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **REVOKE** the appointment of

RUTH PURDON

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 20th day of March 2001

RICHARD ANTHONY CLARKE
EXECUTIVE DIRECTOR
MENTAL HEALTH SERVICES

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994* *INTERPRETATION ACT 1967

REVOCATION OF APPOINTMENTS FOR MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Part X Section 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows for the appointment of Mental Health Officers. The power to revoke an appointment is at Section 28 of the *Interpretation Act 1967*.

The signed Instruments revoking the appointments of two Mental Health Officers are attached. These Instruments are required as the officers have left Mental Health Services and they are now not required to apply for Treatment Orders under the *Mental Health (Treatment and Care) Act 1994*. Their appointments have been revoked under Section 28 of the *Interpretation Act 1967*.

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

MENTAL HEALTH (TREATMENT AND CARE) ACT 1994

APPOINTMENT

Under subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994*, I hereby **APPOINT**

MARET REBANE

as a mental health officer for the purposes of the *Mental Health (Treatment and Care) Act 1994*.

Dated this 20th day of March 2001

RICHARD ANTHONY CLARKE
EXECUTIVE DIRECTOR
MENTAL HEALTH SERVICES

AUSTRALIAN CAPITAL TERRITORY

Mental Health (Treatment and Care) Act 1994

APPOINTMENT OF MENTAL HEALTH OFFICERS

EXPLANATORY STATEMENT

Subsection 119(1) of the *Mental Health (Treatment and Care) Act 1994* allows the appointment of Mental Health Officers. Under subsection 5(1) of the *Administration Act 1989* the Minister, on 14 December 2000, delegated his powers and functions under Section 119 of the *Mental Health (Treatment and Care) Act 1994* to the Executive Director of Mental Health Services, The Canberra Hospital.

The attached Instrument appointing one Mental Health Officer is attached. This Instrument has been signed by the Executive Director, Mental Health Services, The Canberra Hospital.

This appointment is required to enable the officer to perform duties as a Mental Health Officer under the *Mental Health (Treatment and Care) Act 1994*.

The appointed Mental Health Officer is a public servant, and therefore, under paragraph 6 (a) of the *Statutory Appointments Act 1994*, the instruments appointing the Mental Health Officer is not a disallowable instrument.

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY****LAND (PLANNING AND ENVIRONMENT) ACT 1991****NOTICE**

The ACT Executive, pursuant to paragraph 26(1)(a) of the *Land (Planning and Environment) Act 1991*:

- **approved on 19 February 2001 Variation to the Territory Plan No.166 entitled Lower Molonglo Water Quality Control Centre – Clearance Zone Policies.**

In accordance with subsection 29(1) of the *Land (Planning and Environment) Act 1991*:

- Plan Variation No.166 was tabled before the Legislative Assembly and had not been disallowed, or deemed to be disallowed, as at 28 March 2001.

Now therefore pursuant to subsection 29(6) of the *Land (Planning and Environment) Act 1991*, I specify that the date of commencement of Variation No.166 to the Territory Plan will be 5 April 2001.

Copies of Variation No.166 to the Territory Plan:

- are available for inspection at libraries of the ACT Government Library Service at Belconnen, Civic, Dickson, Erindale, Kingston, Kippax, Tuggeranong and Woden during normal opening hours;
- are available free of charge at the Shopfront, Dame Pattie Menzies House, 16 Challis Street, Dickson during normal office hours; and
- are available for inspection on the PALM Website at:
<http://www.palm.act.gov.au/tplan>

Brendan Smyth

Deputy Chief Minister and
Minister for Urban Services

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Application for an Environmental Authorisation

Applications for environmental authorisations under Section 48 of the Act have been received from the organisations set out below:

Organisation	Brief Description of Activity	Location
Stonehenge (ACT) Pty Ltd	Sale or supply, or cutting, storing or seasoning in the preparation for the sale or supply, of firewood.	Beltana Rd Pialligo ACT
Outback Firewood	Sale or supply, or cutting, storing or seasoning in the preparation for the sale or supply, of firewood.	Majura Rd Pialligo ACT
John's Quality Firewood	Sale or supply, or cutting, storing or seasoning in the preparation for the sale or supply, of firewood.	Whyalla St Fyshwick ACT
Woodstock Firewood	Sale or supply, or cutting, storing or seasoning in the preparation for the sale or supply, of firewood.	Whyalla St Fyshwick ACT
Ezyburn Firewood Supplies	Sale or supply, or cutting, storing or seasoning in the preparation for the sale or supply, of firewood.	Peak View Jerangle Rd Jerangle NSW
Yass Firewood Supplies	Sale or supply, or cutting, storing or seasoning in the preparation for the sale or supply, of firewood.	Waroo Rd Yass NSW

Any person who wishes to make a written submission to the Environment Management Authority concerning the above application may do so by COB 27 April 2001. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Environmental Authorisation

Environmental authorisation(s) to conduct activities have been granted under Section 49 of the Act to the organisation(s) set out below:

Organisation	Brief Description of Activity	Location
Joshua Ingram	Use of CFCs and HCFCs	Turnbull PI Wanniasa ACT
Class Auto Electrics	Use of CFCs and HCFCs	Shropshire St Queanbeyan NSW

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

Copies of the application and authorisation documents may be obtained from the Environment Management Authority by telephoning the Environment ACT Helpline on (02) 6207 9777 or at Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 28th day of March 2001
 Environment Management Author

CONTRACTS ARRANGED

CONTRACTS ARRANGED

Department or Agency: Canberra Institute of Technology
 Authorisation Officer: Jenny Trudinger
 Contact Officer: Jenny Trudinger
 Telephone: 6207 3520

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code 24
20000199	Removalist Services for CIT, 1/1 to 31/12/2000	91,000.00	C97045	FIVE STAR ELECTRICAL (ACT)P/L FYSHWICK ACT 2609	
20000243	Maintenance of Sprinkler & General Ground Repairs to all CIT Childcare centres, 1/1 - 31/12/2000.	10,000.00		THE ANGLE NURSERY THARWA ACT 2620	27
20000244	Fire Protection Services, Inspection, Test & Maintenance to all CIT Campuses, 1/1 - 31/12/2000	45,000.00		NATIONAL FIRE SOLUTIONS P/L QUEANBEYAN NSW 2620	27
20000245	Removal of Trade Waste from all CIT Campuses, 1/1 - 31/12/2000	32,000.00		PACIFIC WASTE MANAGEMENT SYDNEY NSW 2129	31
20000246	Fire Monitoring & Kew Lock Maintenance, 1/1 - 31/12/2000	45,000.00		TOTALCARE FYSHWICK ACT 2609	27
20000303	Repairs to Gas Lift Chairs, 1/1 - 31/12/2000.	3,000.00		AURORA FURNITURE FYSHWICK ACT 2609	14
20000304	Repairs to Gas Lift Chairs 1/1 - 31/12/2000	2,500.00		ABC FABRICATIONS BELCONNEN ACT 2617	14
20000305	Furniture Removal for all CIT Campuses, 1/1 - 31/12/2000	7,000.00		DUNRITE CHISHOLM ACT 2905	24
20000310	Provision of Security Services to all CIT Campuses, 1/1 - 31/12/2000	16,000.00		ASSET MANAGEMENT SERVICE FYSHWICK ACT 2609	27
20000311	Repairs & Maintenance to all Video Equipment, 1/1 - 31/12/2000	7,000.00		MAYDAY ELECTRONICS CANB HIGGINS ACT 2615	27
20000312	Horticulture Maintenance on all CIT Campuses including Tuggeranong Flexible Learning Centre, 1/1 - 31/12 2000	34,000.00		IKANDOO KIPPAX ACT 2615	27
20000315	Collection of Co-mingled Waste, for Recycling, Rental of Bins, 1/1 - 31/12 2000	3,000.00		SITA, BFI WASTE SERVICES P/L HUME ACT 2620	31

CONTRACTS ARRANGED (Continued)

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code
20000320	Annual Fee for Pest Control Treatments & Callouts, 1/1 - 31/12/2000	6,000.00		CAPITAL PEST CONTROL FYSHWICK ACT 2609	27
20000321	Pest Bird Control for all CIT campuses, 1/1 - 31/12/2000	15,000.00	5CQ 99001	AAA BIRD CONTROL SERVICES CHESTER HILL NSW 2162	27
20000324	Cleaning of Grease Traps on CIT Campuses, 1/1 - 31/12/2000	3,600.00		CLEANAWAY KINGSTON ACT 2604	31
20000341	Supply of repairs and maintenance, 1/1 - 31/12/2000	5,000.00		KANGAROO ENTERPRISES KAMBAH ACT 2902	27
20000342	Supply of Light Fittings & Associated Electrical Items	17,000.00		REXEL AUSTRALIA NORTH RYDE NSW 2113	17
20000343	Supply & maintenance of Signage, all CIT campuses, 1/1 - 31/12/2000	2,000.00		ALL IN ONE SIGNS MOOROOLBARK VIC 3138	14
20000375	Supply of Maintenance Consumables	2,000.00		SPECIALITY FASTENERS FYSHWICK ACT 2609	13/ 14
20000376	Supply of Plumbing Consumables 1/1 - 31/12/2000	6,000.00		SOUTHERN PLUMBING SUP.P/L FYSHWICK ACT 2609	12, 13
20000377	Supply of Maintenance consumables 1/1 - 31/12/2000	5,000.00		KEELER HARDWARE (ACT) P/L FYSHWICK ACT 2609	13/ 14
20000380	Repairs and Maintenance to all CIT Campuses, 1/1 - 31/12/2000	38,000.00		PHIL'S HOUSE & GARDEN MAINTENANCE CHARNWOOD ACT 2615	27
20000633	Inspect, Test & Maintain Fire Protection services at Fyshwick & Southside Childcare centres, 1/1 - 31/12/2000	4,500.00		FFE BUILDING SERVICES LIMITED FYSHWICK ACT 2609	27
20000753	Sanitary Napkin & Medical Waste Disposal, 1/1 - 31/12/2000	10,035.00		LADYSAN WASHROOM SERVICES HUME ACT 2620	27
20000817	Supply of Paint & Consumables, 1/1 - 31/12/2000	10,000.00		THE DECORATION CENTRE MITCHELL ACT 2911	11
20000896	Supply of Light Fittings & Associated Electrical Consumables, 1/1 - 31/12/2000	20,000.00		PROJECT LIGHTING P/L CURTIN ACT 2605	17
20001125	Laying & Maintenance Service to Carpet at all CIT, 1/1 - 31/12/2000	7,000.00		TOP CLASS CARPETLAYING SER BANKS ACT 2906	17

CONTRACTS ARRANGED (Continued)

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code 22
20000820	Partition & door alterations	19,791.00		GRIDLINE CONSTRUCTIONS DICKSON ACT 2602	
20000818	25 mm venetian blinds	2,534.00		APOLLO BLINDS FYSHWICK ACT 2609	14
20000815	4450 Reams of A4 photocopy paper	16,687.50		COMMONWEALTH PAPER CO FYSHWICK ACT 2609	10
20000775	Cyrix 333 complete system & agate frame & carries	34,544.00		INTACT WODEN ACT 2606	18
20000774	Non standard software, ALA base pk Novell Licence & ALA Border Manager add on Novell Lic.	61,500.00		INTACT WODEN ACT 2606	18
20000741	Upgrade of the EWIS system	13,643.00		NATIONAL FIRE SOLUTIONS QUEANBEYAN NSW 2620	17
20000674	Supply, deliver & install mechanically assisted compactus	12,964.00		BROWNBUILT P/L FYSHWICK ACT 2609	14
20000628	Purchase of computer parts & an open LX-45 250w case	6,642.00		COUGAR COMPUTERS CANB MITCHELL ACT 2911	18
20000627	Shopfront alterations	19,615.00		GRIDLINE CONSTRUCTIONS DICKSON ACT 2602	22
20000626	Partition alterations	14,745.00		GRIDLINE CONSTRUCTIONS DICKSON ACT 2602	22
20000625	Partition alterations	18,330.00		GRIDLINE CONSTRUCTIONS DICKSON ACT 2602	22
20000608	Partition alterations	6,748.00		GRIDLINE CONSTRUCTIONS DICKSON ACT 2602	22
20000607	Partition alterations	9,142.00		GRIDLINE CONSTRUCTIONS DICKSON ACT 2602	22
20000513	Seagate 4.3 gb hard drives	3,610.00		SELECT APPROACH MITCHELL ACT 2911	18
20001483	Supply & install Simons SB/2 steam generator & pump	5,775.00		ACT BOILER & BURNER TUGGERANONG ACT 2900	19
20001239	Supply reception counter & forms counter	6,645.00		DESIGN SYSTEMS KINGSTON ACT 2604	14

CONTRACTS ARRANGED (Continued)

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code 22
20001114	Supply & install 1 auto door	5,985.00	C96547	PROGRESSIVE CONTROLS FYSHWICK ACT 2609	
20000298	Digital mobile phone charges	3,000.00		TELSTRA BRISBANE QLD 9008	25
20000281	Caretaker services 1/1 - 31/12/2000	34,000.00	5CQ 98006	AUST. PROPERTY SERVICES BELCONNEN MALL ACT 2617	27
20000280	Caretaker services 1/1 - 31/12/2000	35,000.00	5CQ 97010	CHUBB SECURITY SYDNEY NSW 2001	27
20000279	Travel expenses, 1/1 - 31/12/2000	3,000.00		QANTAS AIRWAYS CANBERRA ACT 2601	24
20000278	Cabcharge Service, 1/1 - 31/12/2000	3,000.00		CABCHARGE AUSTRALIA PADDINGTON NSW 2021	24
20000277	Rental of Industrial gas bottles, 1/1 - 31/12/2000	3,500.00		BOC GASES FYSHWICK ACT 2609	5
20000265	Supply of stationery, 1/1 - 31/12/2000	4,000.00		CORPORATE EXPRESS HUME ACT 2620	10/ 20
20000262	Caretaker services 1/1 - 31/12/2000	47,000.00	5CQ 98004	WM PROPERTY SERVICES NICHOLLS ACT 2913	27
20000260	Caretaker services 1/1 - 31/12/2000	45,000.00	5CQ 98001	GENERAL CARE & SERVICES NTH LYNEHAM ACT 2602	27
20001291	Printing & delivery of CIT communications directory	3,480.40		PANTHER PUBLISHING & PRINT FYSHWICK ACT 2609	10
20000124	Supply of Telephonist Services to CIT, 1/1 - 31/12/2000	72,000.00	C98039	WESTAFF STH MELBOURNE VIC 3205	27
20000125	Cleaning service for Southside Campus, 1/1 - 31/12/2000	132,000.00	C97051	AUST. PROPERTY SERVICES BELCONNEN MALL ACT 2617	27
20000126	Cleaning service for Fyshwick Campus, 1/1 - 31/12/2000	107,500.00	C990375	CLEARGLASS BUILDING MAINT FYSHWICK ACT 2609	27
20000129	Sewerage charges for all CIT campuses, 1/1 - 31/12/2000	150,000.00		ACTEW CORPORATION CANBERRA ACT 2601	21
20000129	Water charges for all campuses, 1/1 - 31/12/2000	100,000.00		ACTEW CORPORATION CANBERRA ACT 2601	21

CONTRACTS ARRANGED (Continued)

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code 25
20000138	Telstra accounts, including security, data & public phone lines, 1/1-31/12/2000	15,118.00		TELSTRA MELBOURNE VIC 3001	
20000139	Electricity & Gas monitoring on all CIT campuses, 1/1 - 31/12/2000	35,496.00		BUILDING CONTROLS MANGMT WANNIASSA ACT 2903	27
20000140	Short term vehicle hire, 1/1 - 31/12/2000	8,000.00		NATIONAL CAR RENTAL SYDNEY NSW 2001	24
20000141	Cleaning services for Watson campus, 1/1 - 31/12/2000	101,222.00	C95155	BERKELEY CHALLENGE FYSHWICK ACT 2609	27
20000142	Cleaning service for Weston campus, 1/1 - 31/3/2000	7,481.00	C95157	HYGIENE PLUS CLEANING SERV QUEANBEYAN NSW 2620	27
20000143	Cleaning services for Woden Child-care centre, 1/1 - 31/12/2000	14,200.00	C97083	MENZIES PROPERTY SERVICES WAGGA WAGGA NSW 2650	27
20000144	Cleaning services for the Bruce Cottage, 1/1 - 31/12/2000	9,200.00	C97013	SALLOUM CLEANING CONTRACT PALMERSTON ACT 2913	27
20000149	Cleaning services for Bruce Child-care centre, 1/1 - 31/12/2000	12,000.00	C97014	SALLOUM CLEANING CONTRACT PALMERSTON ACT 2913	27
20000150	Cleaning of Buildings C & K, Reid Campus, 1/1 - 31/12/2000	147,480.90	C96614	CITY GROUP P/L MITCHELL ACT 2911	27
20000217	Replacement of Curtains at Woden Childcare Centre	2,246.50		CROWES CURTAINS FYSHWICK ACT 2609	8
20000503	Supply & Install Data Points/Cabling E103, Fyshwick Campus	4,390.00		FIVE STAR ELECTRICAL FYSHWICK ACT 2609	17/ 27
20001247	Renewal of Topclass Licence, 4/7/2000 to 3/2/2002	6,403.42		WBT SYSTEMS DUBLIN IRELAND	27
20001323	Supply & Installation of equipment for electricity sub-billing for Bruce Childcare Centre & Oval Lighting	3,850.00		BUILDINGS CONTROL MANGMT WANNIASSA ACT 2903	17/ 27
20001330	Supply of AOPEN A0450 PC's with 64 mb RAM.	5,874.00		SELECT APPROACH P/L CANBERRA ACT 2601	18
20001273	NEC Projector & projector lamp	17,138.00		B & H AUST FYSHWICK ACT 2609	18

CONTRACTS ARRANGED (Continued)

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code
20001246	Supply and deliver 1000 x V-Based hook files with tabs and inserts	3,355.00		BROWNBUILT P/L FYSHWICK ACT 2609	18
20001214	Sanyo LCD projector	18,500.00		MILLENNIUM AUDIO VISUAL PHILLIP ACT 2606	18
20001158	Supply site tags	2,100.00		SL & CS PROMOTIONS CHARMHAVEN NSW 2259	18
20001124	Repair power factor unit	2,500.00		ECOWISE SERVICES LTD FYSHWICK ACT 2609	22
20001111	Supply & deliver tablet arm chairs	2,040.00		CORPORATE EXPRESS HUME ACT 2620	22
20001054	Supply and deliver 10 x work stations	5,020.00		INTERLINK COMMERCIAL INT FYSHWICK ACT 2609	22
20001046	Supply HP4 / EPE toners	6,960.00		TONER EXPRESS A/ASIA FYSHWICK ACT 2609	18
20001044	Casablanca II, AVIO 20 Gb with software	2,893.66		DIGITAL VIDEO SYSTEMS KAMBAH ACT 2902	18
20000992	Data / Video projector and electric whiteboard	6,100.00		ELECTROBOARD P/L AUST DEAKIN ACT 2600	18
20000910	12 Mths technical support for MPS2 software	4,140.00		DATASTREAM SYSTEMS SPRING HILL QLD 4000	27
20000879	Relocate motorised screen, change hardware etc	2,565.00		MILLENNIUM AUDIO VISUAL PHILLIP ACT 2606	22
20000860	Stage "A" energy audit	6,520.00		CONSTREAM AUST P/L ROSEBERY NSW 2018	27
20000842	Supply and Install 16 A OPEN PIII 550 Mhz PC's	29,760.00		SELECT APPROACH P/L MITCHELL ACT 2911	18
20000867	Cleaning of Weston Campus, 1/4 to 31/12/2000	17,000.00	C00085	MCKELLAR PROPERTY SERVICE FYSHWICK ACT 2609	27
20000946	MYOB Training Edition V3 Update & 2 yrs cover subscription for Bruce, Reid, Woden & TFLC.	2,020.00		MYOB AUSTRALIA BLACKBURN VIC 3130	18
20000502	Gilkon OHP trolley's x 150	18,000.00		CANB PROFESSIONAL EQUIP FYSHWICK ACT 2609	18

CONTRACTS ARRANGED (Continued)

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code 10
20000302	Sanitary disposal service 1/1/2000 to 31/3/2000	3,752.32		CAREFREE HYGIENE SERVICES FYSHWICK ACT 2609	
20000274	IBM Maintenance contract 1/1/2000 to 31/12/2000	5,807.51		CHIEF MINISTERS DEPT WODEN ACT 2606	18
20000214	Supply and deliver 5 HP 17" colour monitors	2,290.00		CES COMPUTERS FYSHWICK ACT 2609	18
20000188	Remove old roller shutter drum and install new one	2,488.00		ACT DOORLAND FYSHWICK ACT 2609	14
20000173	60m skirting duct and cover - double GPO kits and power points	2,130.00		DUCTALL SYSTEMS P/L FYSHWICK ACT 2609	18
20000172	New partitions	64,717.00		GRIDLINE CONSTRUCTIONS DICKSON ACT 2602	22
20000170	Supply and install category 5 UTP cabling	6,796.00		SYNERGY TECHNOLOGIES ERINDALE CENTRE ACT 2903	18
20000160	Purchase Arcserveit Single Server for network version 6.6 OPL level D	15,449.37		CHIEF MINISTERS DEPT WODEN ACT 2606	18
5c2000 0301cc	Skirting duct	2,832.00		DUCTALL SYSTEMS P/L FYSHWICK ACT 2609	18
5c2000 0301cc	Disposable filters	3,096.00		CANBERRRA FILTER SERVICES FYSHWICK ACT 2609	17
5c2000 0301cc	Paint	2,860.25		THE DECORATION CENTER MITCHELL ACT 2911	11
5c2000 0302cc	Paint	2,964.72		DULUX TRADE CENTRE FYSHWICK ACT 2609	11
20000151	Cleaning of the Reid Childcare 1/1 to 16/9 2000	11,495.00	C96615	CITY GROUP P/L MITCHELL ACT 2911	27
20000152	Provision of Contract & Tender Management Services, 1/1 - 31/12/00	35,261.70		ACT DEPT OF URBAN SERVICES CANBERRA ACT 2601	27
20000153	Electricity charges, Reid, Woden Childcare and International House 1/1 - 31/12/2000	17,500.00		ACTEW CORPORATION CANBERRA ACT 2601	21
20000162	Data link to Black Mountain Tower, 1/1 - 31/12/2000	22,986.00		TELSTRA MELBOURNE VIC 3001	25

CONTRACTS ARRANGED (Continued)

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code
20000163	Electricity charges all campuses, 1/1 - 31/12/2000	780,564.00		ACTEW ENERGY CIVIC SQUARE ACT 2608	21
20000165	Gas charges, all campuses, 1/1 - 31/12/2000	388,000.00		AGL CANBERRA LTD FIVE DOCK NSW 2046	21
20000166	Cleaning of Bruce Campus, 1/1 to 31/12/2000	400,000.00	C97010	GRASSIA INVESTMENTS P/L WESTON ACT 2611	27
20000167	Cleaning of Reid Campus (except for buildings C, K & M)1/1-31/12/2000	317,000.00	C98007	AUST PROPERTY SERVICES BELCONNEN MALL ACT 2617	27
20000168	Vehicle Hire & Fuel charges, for 1/1 - 31/12/2000	350,000.00		TOTALCARE FYSHWICK ACT 2609	24
20000200	Telephone and Date Services for 1/1 to 31/12/2000	840,000.00		CHIEF MINISTERS DEPT WODEN ACT 2606	25
20000350	Postal Services, 1/1 - 31/12/2000	150,000.00		AUSTRALIA POST MELBOURNE VIC 3001	25
20000507	Service Level Agreement & Charges for 1/1 to 31/12/2000	888,493.50		CHIEF MINISTERS DEPT WODEN ACT 2606	27
20000344	Repair & Maintenance of Air Compressors, 1/1 - 31/12/2000	8,000.00		AIR PLANT SALES P/L FYSHWICK ACT 2609	22
20000345	Supply Parts and Materials, Maintenance Consumables,1/1-31/12	15,000.00		M & G INDUSTRIAL SUPPLIES P/L FYSHWICK ACT 2609	14
20000346	General Painting Services for 1/1 to 31/12/2000	45,000.00		REGIONAL PAINTERS MACGREGOR ACT 2615	22
20000347	Treatment of water heating systems for all CIT, 1/1 - 31/12/2000	4,000.00		MAXWELL CHEMICAL P/L FYSHWICK ACT 2609	27
20000348	Replacement of Glass & Mirrors on all CIT campuses, 1/1 - 31/12/2000	7,000.00		O'BRIEN GLASS FYSHWICK ACT 2609	14
20000355	Daily Interrogation of BAS 2000 Building Management System & Upgrading of Graphics, 1/1-31/12	15,000.00		THERMAL & MECHANICAL P/L FYSHWICK ACT 2609	27
20000356	Supply of Air-conditioning Filters & Consumables, 1/1 - 31/12/2000	4,000.00		BTR ENVIROMENTAL P/L QUEANBEYAN NSW 2620	17
20000362	Maintenance of Lifts on all CIT campuses, 1/1 - 31/12/2000	28,000.00		SCHINDLER LIFTS AUST P/L WATERLOO NSW 2017	22

CONTRACTS ARRANGED (Continued)

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code
20000363	Inspect, Test & Maintain Automated Doors & Gates, 1/1 - 31/12/2000	21,179.00		PROGRESSIVE CONTROLS FYSHWICK ACT 2609	22
20000373	Maintenance of Boilers & Burners on all CIT campuses, 1/1 - 31/12/2000	32,000.00		ACT BOILER & BURNER SERVICE TUGGERANONG ACT 2900	22
20000187	Plumbing Maintenance Service to all CIT campuses, 1/1 - 31/12/2000	40,000.00		MILLSWEST PLUMBING SERVICE TUGGERANONG ACT 2900	22
20000189	Repairs & Maintenance on all CIT campuses, 1/1-31/12/2000	40,000.00	C99349	GRIDLINE CONSTRUCTIONS DICKSON ACT 2602	22
20000191	Air-conditioning Maintenance for all CIT campuses for 1/1-31/12/2000	81,000.00	C96606	YORK INTERNATIONAL FYSHWICK ACT 2609	19
20000192	Security Services, all CIT campuses for 1/1-31/12/2000	76,000.00	C98198	M.I.L. SERVICES P/L FYSHWICK ACT 2609	22
20000193	Electrical Maintenance 1/1-31/12/00	57,000.00	C99471	TRUE BLUE ELECTRICAL MURRUMBATEMAN NSW 2582	22
20000194	Electrical Maintenance & Minor New Works 1/1-31/12/2000	46,810.50	C99470	FIVE STAR ELECTRICAL FYSHWICK ACT 2609	22
20000195	Minor New Works of DDC Controls to CIT 1/1-31/12/2000	110,000.00	C96607	AC CONTROL CANBERRA CITY ACT 2601	19
20000196	General Building & Mechanical Maintenance 1/1-31/12/2000	112,000.00	C99454	GENEVEVE P/L MACGREGOR ACT 2615	22
20000197	Installation & Maintenance of Security systems, 1/1-31/12/2000	73,000.00	C98200	TENNANT CABLING & SECURITY SERVICES GILMORE ACT 2905	18
20000198	General building & Mechanical Maintenance, 1/1-31/12/2000	63,000.00	C99455	PALIC'S MAINTENANCE SERVICE QUEANBEYAN NSW 2620	22
5C2000 0603CC	MYOB Software	2,020.00		MYOB AUSTRALIA BLACKBURN VIC 3130	18
5C2000 0703CC	Double GPO kits ducting	3,681.00		DUCTALL SYSTEMS P/L FYSHWICK ACT 2609	18
6A2000 0825A	Super chemzyme	3,800.50		CHEMSEARCH AUST.	11

