



Australian Capital Territory

# Gazette

No. 16, Thursday 19 April, 2001

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

## GENERAL INFORMATION

### ACT GOVERNMENT GAZETTE

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

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

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### Notices for Publications

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

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

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

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

### Private Notices

The fee for a private notice is as follows:

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

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

### Purchasing and Subscriptions

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

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## EMPLOYMENT

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### ACT Public Service

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### Executive Contracts

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#### DEPARTMENT OF TREASURY

#### Appointment

Megan Smithies  
 Director, Financial and Budgetary Management  
 (E208)  
 Section 72, Public Sector Management Act 1994

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### General Information

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#### Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

Excess Officers – ACTPS Officers who have been formally declared excess and who apply for transfer to any advertised permanent vacancy must be considered for in isolation

from, and not in competition with, other applicants. Where more than one excess officer applies, a merit selection process should first be conducted between the excess officers.

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

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

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

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### Vacancies

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#### THE CANBERRA HOSPITAL

#### The Canberra Hospital Mental Health Services Clinical Support

#### Information Technology Officer Grade 1 \$34,900 - \$39,904, Canberra (2 positions)

Closing date: 3<sup>rd</sup> May 2001  
 Duties: Prepare monthly, quarterly, add hoc and annual statistical reports for Mental Health Services, in accordance with the set requirements; provide assistance to the staff of Mental Health Services to ensure accurate and timely provision of statistical data.

Note: The successful applicants will be required to participate in an after hours on-call roster. Applicants will be shortlisted on the basis of their written application and referee report, which addresses the selection criteria. Shortlisted applicants will be required to attend for further assessment.

Contact Officer: David Althorp (02) 6205 2777 or 0418 220 345  
 Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580  
 Apply: 16  
 CC: (2212)

#### The Canberra Hospital Mental Health Services Crisis Assessment and Treatment Team (CATT)

#### Senior Professional Officer C - Team Leader \$54,969 - \$59,270, Canberra (PN. 25683)

Closing date: 3<sup>rd</sup> May 2001  
 Duties: Provide leadership and supervision to a multidisciplinary team providing community psychiatric services to clients of the Mental Health Service; ensure that effective

## EMPLOYMENT (Continued)

assessment of clients within the region are undertaken and contribute to the implementation, monitoring and evaluation of Individual Management Plans; undertake a limited clinical case load within the Community Mental Health Service. Eligibility/other requirements: Qualification in Social Work, Psychology, Mental Health Nursing or Occupational Therapy; eligible for membership to the appropriate professional association and/or registration board.

Contact Officer: Amanda Urbanc (02) 6205 1048  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: (2233)

### **The Canberra Hospital Corporate Services, Information Management Medical Records**

#### **Professional Officer Class 2 \$43,416 – \$48,520, Canberra (PN. 25555)**

Closing date: 3<sup>rd</sup> May 2001  
Duties: Perform morbidity coding using ICD-10-AM and associated Australian Coding Standards; assist in the management of the Medical Records Department; evaluate and undertake provision of records or data for research purposes.  
Eligibility/other requirements: Bachelor Applied Science (Health Information Management) or a Diploma in Medical Record Administration or eligibility for admission to full membership of the Health Information Management Association of Australia or equivalent.  
Note: This is a permanent part time vacancy 22:30 per week.

Contact Officer: Jenny Elliott (02) 6244 2127  
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580  
Apply: 16  
CC: (2337)

### **ACT COMMUNITY CARE**

#### **Child, Youth and Women's Health Program ACT BreastScreen Data Manager**

#### **Senior Officer Grade C \$55,133 - \$59,446, Canberra (PN. 29199)**

(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).

Closing date: 3 May 2001  
We are looking for a person to manage the computerised data system for the operation of the BreastScreen program. The position is

required to lead and manage a team of administration and data entry officers, supervise clinicians involved in data management and monitor quality assurance processes related to the collection of data for the program.

The person should also have excellent interpersonal skills with experience in database and managing teams in a dynamic environment.

Further Information: Alice Jones (02) 6205 1540  
Selection Documentation may be obtained from: Danielle May (02) 6205 1085

Apply: 21  
CC: 148-9009-16857

#### **Child, Youth and Women's Health Program Cervical and BreastScreen Program Health Promotion/Recruitment Officer**

#### **Administrative Service Officer Class 5 \$40,319 - \$42,753, Canberra (PN. 22617)** (Salary packaging with FBT exemption under PBI conditions is available to permanent staff)

Closing date: 3 May 2001  
This position will be responsible for health promotion activities that promote the participation of women in the national screening programs. We are looking for a person with experience in design, implementation and evaluation of health promotion activities and an understanding of women's health issues.  
Note: Permanent part-time position, 28 hours per week

Further Information: Alice Jones (02) 6205 1540  
Selection Documentation may be obtained from: Danielle May (02) 6205 1085

Apply: 21  
CC: 148-9009-16857

#### **ACT Community Care Disability Program**

#### **Disability Support Officer Level 2 \$34,240 - \$38,329, Canberra (PN. several positions)**

Closing date: 4 May 2001  
The Disability Program is seeking applications for staff to work as a team leader in supporting people with a wide range of disabilities. Opportunities exist for you to work with both adults and children with disabilities. As a team leader, a Disability Support Officer Level 2 (DSO2) will be responsible for implementing an overall support program for a group of clients with disabilities and for developing and implementing individual plans. A DSO2 will be required to demonstrate and promote an understanding of the valued status of people with disabilities and respect their need for privacy, dignity and confidentiality. A DSO2 will assume responsibility for the day to day administration of resources and the allocation and supervision of staff.

**EMPLOYMENT (Continued)**

Eligibility/other requirements: Certificate IV in Community Services (Disability Support), equivalent qualification or demonstrated knowledge, skills and attitudes related to disability support at this level. Successful applicants must possess a current driver's licence and a First Aid Level 1 Certificate. Note: Several permanent positions are available (full-time and part-time). Applicants must be prepared to work shift work (penalty rates apply). All applicants must satisfy the selection criteria. Applications will not be acknowledged on receipt.

Contact Officer: Annette Gilmour (02) 6207 1086  
To obtain an application kit please call (02) 6205 0971 (Answering Machine)

Apply: 21  
CC: 148-9009-16861

**CALVARY HOSPITAL INC.****Administrative Services  
Finance**

\* **Calvary Administrative Officer 2**  
**\$ 28,475 - 31,576, Canberra (PN. 9016)**

Closing date: 3 May 2001  
Duties: Operate, answer and respond to telephone calls on the main switchboard and emergency telephone extensions, operate internal and external paging systems and program units as required.

Note: Part time 63 hours per fortnight, night duty. TTY 6201 6127

Contact Officer: Eileen Muscat (02) 62016900  
Selection documentation may be obtained from Eileen Muscat (02) 62016900  
Apply: 07  
CC: 148-9094-17781

**Nursing Services  
Emergency**

**Registered Nurse Level 2 \$ 44,731 - 47,558,  
Canberra (PN. Several)**

Closing date: 3 May 2001  
Duties: Provide direct care to Emergency Department patients, including triaging according to NTS.

Eligibility/other requirements: Current registration with the ACT Nurses Board.  
Note: TTY 6201 6127

Contact Officer: Susan Gosling (02) 62016166  
Selection documentation may be obtained from Jan Smith (02) 62016160  
Apply: 07  
CC: 148-9094-17781

**Clare Holland House**

**Calvary Administrative Officer 2**  
**\$ 28,475 - 31,576, Canberra (PN. 8473)**

Closing date: 26 April 2001  
Duties: Provide reception services and general assistance to patients, visitors and Hospice staff, including receiving and forwarding incoming telephone calls and answering telephone enquiries.

Eligibility/other requirements:  
Note: Temporary vacancy for a period of 5 months, 40 hours per fortnight. TTY 6201 6127

Contact Officer: Susan Granger (02) 62730336  
Selection documentation may be obtained from Susan Granger (02) 62730336

Apply: 07  
CC: 148-9094-17781

**CHIEF MINISTER'S DEPARTMENT****The InTACT Group**

**ADMINISTRATIVE SERVICE OFFICER CLASS 6  
MANAGEMENT ACCOUNTANT, PN 14312  
PERMANENT  
SALARY \$44,503 to \$51,121  
LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:  
3 May 2001**

**Applications to be forwarded to:**  
Recruitment Officer  
GPO Box 158  
Canberra City ACT 2601  
**or email to:** [intact.recruitment@act.gov.au](mailto:intact.recruitment@act.gov.au)

**Position Description**

InTACT is seeking an enthusiastic person to join the organisation to fill the position of Management Accountant who is responsible to the Senior Management Accountant, SOGB, for the day to day operations of InTACT's financial management and accounting areas. Specifically the person will need to manage the General Ledger Accounting Team, including ensuring that development and training of staff is provided, prepare timely, relevant and accurate financial and management reports and all associated correspondence for both internal and external stakeholders. In addition they will need to ensure all relevant reconciliations are undertaken and performed accurately and timely including GL, FBT, GST, Modernisation etc, prepare and manage InTACT's external and internal budgets and forecasts, assist the SMA in the performance of his/her duties and responsibilities as directed including ensuring InTACT meets its financial responsibilities (i.e. FBT, GST, etc.) and assist in the development, documentation and management of financial models. Candidates should have the ability to work effectively and contribute to the outcomes of a team, be practical, have initiative and drive

## EMPLOYMENT (Continued)

and be genuinely motivated and interested in the position. In addition they should have a comprehensive knowledge and experience in financial management, including accrual accounting principles, standards and practices, applicable to public sector and commercial environments and demonstrated experience in, and a sound knowledge of, financial management systems and procedures, particularly Oracle Financials.

Contact Officer's name and telephone number for queries regarding position

Ross Burton on (02) 62075863 or via

[www.intact.act.gov.au](http://www.intact.act.gov.au)

Selection Documentation may be obtained from

Donna Burns on (02) 62076224

CC: 148-9043-17177

**ADMINISTRATIVE SERVICE OFFICER CLASS 4  
PN 14307, ACCOUNTS RECEIVABLE  
PERMANENT**

**SALARY \$36,945 to \$40,113**

**LOCATION: CALLAM OFFICES, WODEN, ACT**

**Applications Close:**

**3 May 2001**

**Applications to be forwarded to:**

Recruitment Officer

GPO Box 158

Canberra City ACT 2601

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

**Position Description**

InTACT is seeking an enthusiastic person to join the organisation as an Accounts Receivable Clerk, ASO4, who will be responsible to the Team Leader Accounts Receivable, ASO6, for the efficient day-to-day operations of InTACT's Accounts Receivable function.

Candidates will also be required to prepare and despatch monthly invoices and statements to the Section's clients, and act as the first point of contact for all billing matters and resolve less complex billing enquiries.

In addition they will need to prepare credit memos and receipt and reconcile payments in the Financial Management Reporting System (Oracle) and assist in the preparation and monitoring of reports as well as maintain whole of government software licence records.

Candidates should have the ability to work effectively and contribute to the outcomes of a team, be practical, have initiative and drive and be genuinely motivated and interested in the position.

Good communication skills and the ability to develop and maintain customer relationships is essential.

Contact Officer's name and telephone number for queries regarding position

Aileen Harrison on (02) 62075077.

Selection Documentation may be obtained from Donna Burns on (02) 62076224 or via the InTACT we site at [www.intact.act.gov.au](http://www.intact.act.gov.au)  
CC: 148-9043-17177

**Corporate Finance  
Senior Officer Grade C, (PN: 43347)  
\$56,346-\$70,242p.a  
Closing Date: 3 May 2001  
Canberra**

Duties: Under limited supervision: Manage monthly financial statements process; manage completion of annual financial statements; complete monthly internal management reports and prepare monthly Business Activity Statements and annual FBT return.

Contact Officer: Karl Phillips(02)62076367

Selection documentation: Carmen Cassar on

(02)62050610 and is also available from

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

Please note that applications will not be acknowledged

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

**Apply:** 06 or via email:

[recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)

CC: 148-9031-17429

**Corporate Services  
Corporate Development  
Senior Officer Grade C, (PN: 55316) \$56,346-\$60,755p.a  
Closing Date: 3 May 2001  
Canberra**

Duties: The person will be : managing a small team engaged in the coordination of key strategies corporate policies and projects; managing and cordinating strategic budget development documents and related issues including the Purchase and Ownership Agreements and budget.

Contact Officer: Meredith Whitten

(02) 62050 223

Selection documentation: Carmen Cassar on

(02)62050610 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](mailto:recruitment.officer@act.gov.au)

CC: 148-9031-17429

**ACT Information Services  
Canberra Connect  
Channels**

**Call Centre Manager  
Senior Officer Grade B (PN: 55713)  
Salary Range \$66577 - \$95,524p.a  
Closing Date: 3 May 2001  
Canberra**

**Job Profile:** The Call Centre Manger is primarily responsible and accountable, under broad direction, for the development and management of a Call Centre providing

**EMPLOYMENT (Continued)**

excellence in customer service and efficient operations.

**Duties:** Under broad direction manage the operation of the Call Centre, including financial and staffing resources. Establish the Call Centre, including establishing and managing tenders and contractual agreements with external service providers in relation to the provision of technical and physical resources.

**Qualifications:** Tertiary qualifications desirable. Experience in Call Centre management desirable. A minimum of 5 years experience in people management.

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

**Contact Officer:** Robyn Calder, on (02)62076497. Selection criteria and information pack may be obtained by calling Sandy Schumacher on (0262050477 and is also available from [www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

**Apply 06** or via email [recruitment.officer@act.gov.au](mailto:recruitment.officer@act.gov.au)  
CC: 148-9031-19558

**Public Sector Management Group  
Corporate Strategy**

**Senior Officer Grade B (PN: 42127)**

**Salary Range \$66577 - \$84,761p.a**

**Closing Date:** 3 May 2001

**Canberra**

**Duties:** Provide leadership and expert advice and formulate high level policy advice on strategic issues relating to HR and public sector reform. Develop, oversee service-wide implementation and review best practice people management initiatives and strategies.

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

**Contact Officer:**, Pam Davoren (02)62076136. Selection documentation: Vicky Zanetti on (02)62050214

and is also available from [www.act.gov.au/recruitment/cmdindex.asp](http://www.act.gov.au/recruitment/cmdindex.asp)

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

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES**

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

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

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

**Sport and Corporate Resources Division  
Financial Services Section  
Internal Audit Unit**

**Administrative Service Officer Class 5  
\$41207-43694, Canberra (PN. 426)**

Closing date: 3 May 2001

**Duties:** Using appropriate methodology: individually undertake systems based audits of school financial and administrative systems, with particular focus on compliance matters; and individually or as a team member undertake or assist with reviews of programs or systems including computer based systems.

**Contact Officer:** Neil Mansini (02) 62050376  
Selection documentation may be obtained from the Contact Officer (02) 62050376

Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

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

**Administrative Service Officer Class 4  
\$36945-40113, Canberra (PN. 13996)**

Closing date: 3 May 2001

**Duties:** Manage the office of the General Manager, acting as first point of contact for personal and telephone enquiries for both the General Manager and the Agency, providing appropriate responses in the General Manager's absence.

**Contact Officer:** Sue Marriage (02) 62072070  
Selection documentation may be obtained from Jan Wyatt (02) 62072184

Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

**Human Resources Branch  
Staff Development Section**

**Administrative Services Officer Class 3  
\$33147-35774, Canberra (PN. 174)**

Closing date: 3 May 2001

**Duties:** Assist with the administration of Awards and Scholarship and Teacher Exchange Programs. Perform administrative duties to support the Manager and provide operational support to the Section.

**Contact Officer:** Carol Dutkiewicz (02) 6205 8257  
Selection documentation may be obtained from the Contact Officer (02) 620 58257

Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

## EMPLOYMENT (Continued)

**Human Resources Branch  
Staff Development Section**

**Administrative Service Officer Class 3  
\$33147-35774, Canberra (PN. 14449)**

Closing date: 3 May 2001  
Duties: Co-ordinate central course enrolments; conduct research and analyse data; prepare finance documents and banking; answer the more complex enquiries from clients relating to the business of the centre.

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

**Children's, Youth and Family Services  
Family Services  
Child Protection, Court Services**

**Administrative Service Officer Class 3  
\$33147-35774, Canberra (PN. 13949)**

Closing date: 3 May 2001  
Duties: Provide general administrative support to officers of the Unit. Provide a reception service for the Court Unit and across sections as necessary.

Contact Officer: Janet Feldtmann (02) 62071088  
Selection documentation may be obtained from the Contact Officer (02) 62071088  
Apply: 12 or via email:  
[decs.employment@act.gov.au](mailto:decs.employment@act.gov.au)  
CC: 148-9013-16917

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

**CANBERRA INSTITUTE OF TECHNOLOGY**

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

**Teacher Band 3 \$75,264.00  
Canberra (PN. 51904)**

Closing date: 4 May 2001  
Duties: Assist the Head of Faculty in achieving agreed performance targets. Manage and co-ordinate specified operational activities in accordance with guidelines issued by the Head of Faculty and develop, review and evaluate education programs offered by the Faculty. Provide professional leadership over the Faculty's involvement in curriculum development and accreditation procedures, identification of community and industrial training requirements, quality education delivery and staff development and student equity issues.

Eligibility/other requirements: Degree, Diploma or Certificate IV in Adult Education or at least equivalent studies. Experience relevant to the position. Three years experience in CIT or similar environment.

Contact Officer: Peter Le Cornu (02) 62073116  
Selection documentation may be obtained from Steve Greig (02) 62073447 or via email:  
[steve.greig@act.gov.au](mailto:steve.greig@act.gov.au)  
Apply: 11  
CC: 148/9024/18554

**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

**Ministerial and Corporate Services  
Internal Audit**

**Senior Officer Grade C \$56,346 – 60,755,  
Canberra (PN. 42911)**

Closing date: 3 May 2001  
Duties: The Ministerial and Corporate Services Unit is seeking applications from suitably experienced and qualified people interested in becoming the Department's Internal Auditor and Fraud Control Officer. The position will report to the Department's Internal Audit Committee and will be responsible for developing the Internal Audit Plan conducting audits, preparing reports for the Committee and co-ordinating the implementation of the Fraud Control Plan and investigating fraud incidents. The position will also be heavily involved in change management review and processes

Contact Officer: Ron Shaw (02) 62070518  
Selection documentation may be obtained from Alison Worth (02) 62070511  
Apply: 28  
CC: 148-9012-16911

**ACT Corrective Services  
Youth Justice Services  
Director**

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

Closing date: 7 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 practice programs,



**EMPLOYMENT (Continued)**

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, and represent ACT Corrective Services and the Department at various high level forums.

Eligibility/other requirements: Tertiary qualifications in management or youth justice related disciplines are desirable.

Note: This position is being readvertised.

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  
Industry Policy and Regulation Branch  
Insurance and Workplace Safety Policy Section**

**Senior Officer Grade B  
\$66,577-\$74,949 PN 178  
Canberra**

**Closing Date:** 03-May-01

**Duties:**

As a senior manager, be responsible for developing and implementing workplace safety, workers' compensation or related policies for the ACT. Provide high level strategic policy advice and expertise to Senior Executives, the Minister and Government.

**Other requirements / Qualifications**

Tertiary qualifications in a relevant discipline and/or relevant experience.

**Contact Officer:** Tony Thew (02) 62076150 or tony.thew@act.gov.au  
Selection documentation may be obtained from Belinda Willis(02) 62072270 or belinda.willis@act.gov.au  
Or from the recruitment home page:  
<http://www.act.gov.au/urbanservices/recruit.html>

**Apply Code:** 34

**CC:** 148-9030 16941

**Operations Group  
City Operations Branch  
Road User Services Section  
Client Services/Driving Examiner Subsection**

**Administrative Service Officer Class 3  
\$33,147-\$35,774 PN 4687  
Canberra**

**Closing Date:** 03-May-01

**Duties:**

Under general direction, conduct practical CA class driving assessments and document results in accordance with standards approved by the purchaser. Provide feedback to clients on the results of assessments. Prepare and

maintain reports including the recording of results on an online database.

**Other requirements / Qualifications**

Current CA class full licence or higher classification.

**Notes:** Occupant of the Driving Examiner position will be required to rotate between all testing locations on a regular basis.

**Contact Officer:** Elaine Horsburgh (02) 62077109 or elaine.horsburgh@act.gov.au  
Selection documentation may be obtained from Helen Williams(02) 62077033 or helen.williams@act.gov.au

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

**Apply Code:** 34

**CC:** 148-9015 17013

**Environment ACT  
Environment Protection Unit**

**Administrative Service Officer Class 5  
\$41,410-\$43,909 PN 15046  
Canberra**

**Closing Date:** 03-May-01

**Duties:**

Environment ACT's Environment Protection Unit is responsible for the management of air and water quality, hazardous materials, contaminated sites and environmental noise. This is mainly accomplished through the administration of the Environment Protection Act 1997. The duties of this position will be divided between the provision of administrative support to the business unit and duties in support of environment protection. Some field work and public education programs may be involved. The successful applicant will be expected to have an understanding of government administrative procedures and a knowledge/interest in environment protection activities.

**Other requirements / Qualifications**

Current drivers licence.

**Contact Officer and Selection documentation:**

Peter Donnelly (02) 62072329 or peter.donnelly@act.gov.au

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

**Apply Code:** 34

**CC:** 148-9028 16937

**EMPLOYMENT (Continued)****Environment ACT  
Environment Protection Unit****Professional Officer Class 1**  
**\$31,18--\$43,753 PN 16045**  
**Canberra****Closing Date:** 26-Apr-01**Duties:**

The Upper Murrumbidgee Catchment Coordinating Committee (UMCCC) is non-statutory forum of Local, State, Territory Government, non-government and community groups. It promotes Integrated Catchment Management in the Upper Murrumbidgee Catchment by addressing a range of natural resource issues. The successful applicant will provide administrative and technical support to the Committee.

**Other requirements / Qualifications**

Possession of tertiary qualifications in natural resource management and a current drivers licence. A willingness to work variable hours including weekends and travel within the region.

**Notes:** This position is part time working 22.03 hours per week. The position is initially for a period of three years with possible extension and subject to continued external funding.

**Contact Officer and Selection documentation:**

Peter Donnelly (02) 6207 2329 or  
peter.donnelly@act.gov.au

Or from the recruitment home page:  
[http://www.act.gov.au/urbanservices/  
recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

**Apply Code:** 34**CC:** 148-9028 16937**Environment ACT  
Parks and Conservation Service  
Community and Resource Service****Technical Officer Level 1**  
**\$30,241-\$31,770 PN 15254 Expected Vacancy**  
**Canberra****Closing Date:** 03-May-01**Duties:**

With close technical guidance, assist in the development of interpretation, education and tourism activities and programs promoting Aboriginal heritage in the ACT. Liaise with tourism operators to assist in the appropriate interpretation of Aboriginal heritage sites and undertake other duties related to Aboriginal heritage assessment and protection as required under legislation.

**Other requirements / Qualifications**

Current drivers licence; must be physically fit.

**Notes:** This is an Aboriginal identified position and indigenous applicants are encouraged to apply. This position was advertised in the Gazette of 12 April 2001.

**Contact Officer:** Sharon Lane (02) 62072206 or  
sharon.lane@act.gov.au  
Selection documentation may be obtained from  
George Dumetz(02) 62072262 or  
george.dumetz@act.gov.au

Or from the recruitment home page:  
[http://www.act.gov.au/urbanservices/  
recruit.html](http://www.act.gov.au/urbanservices/recruit.html)

**Apply Code:** 34**CC:** 148-9028 17218**DEPARTMENT OF TREASURY****Financial and Budgetary Management  
Accounting Policy****(Expected vacancy) Senior Officer Grade C,**  
**(PN: 42965) \$56,346-\$72,349p.a**  
**Closing Date: 3 May 2001**  
**Canberra**

**Duties:** Manage and lead, individually or in a team environment, analysis of the most complex accounting policy or financial management policy issues. Provide high level specialist skills/expertise/advice and support on public sector accounting and financial management issues.

**Qualifications:** A degree majoring in accounting and CPA or ACA qualifications is highly desirable

**Contact Officer/Selection documentation:** Adam Cooper (02)62070299 and is also available from  
<http://www.act.gov.au/recruitment/tiindex.asp>

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

**Apply:** 35 or via email:  
recruitment.officer@act.gov.au  
**CC:** 148-9042-17765

**Accounting Policy****Administrative Service Officer Class 6**  
**(PN: 3000) \$44,503-\$51,121p.a****Closing Date:** 3 May 2001

**Duties:** Assist individually or in a team environment, in analysis of accounting policy or financial management issues. Provide specialist skills/expertise/advice and support on public sector accounting and financial management issues.

**Qualifications:** Qualifications in accounting, or financial management would be highly desirable.

**Contact Officer/Selection documentation:** Adam Cooper (02)62070299 and is also available from  
<http://www.act.gov.au/recruitment/tiindex.asp>

**Apply:** 35 or via email:  
recruitment.officer@act.gov.au  
**CC:** 148-9042-17765

## EMPLOYMENT (Continued)

### Appointments

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

**Professional Officer Class 2, \$44503-49736**

Vojkan Stefanovic: 741-20750, Section 68, 19/4/01  
 CC: 148-9011-16889

**ACT COMMUNITY CARE**

**Registered Nurse Level 1 \$32,341 - \$41,913**

Grace Papin: 740-98303, Section 68 and 70(1), 30 March 2001  
 CC: 148-9009-17798

**Administrative Service Officer Class 3 \$32,433 - \$35,003**

Surangani Luck: 740-96519, Section 68 and 70(1), 5 April 2001  
 CC: 148-9009-17798

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

Kate Murray: 740-99007, Section 68 and 70(1), 5 April 2001  
 CC: 148-9009-16852

**Senior Officer Grade C \$55,731 - \$60,091**

John Dowse: 741-03299, Section 68 and 70(1), 9 April 2001  
 CC: 148-9009-18270

**ACTION**

**General Service Officer Level 6 (Bus Operator) (Part time) \$40638**

Morris Lonnie: AGS 609-12802, Section 68, 15 March 2001  
 CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator) (Part-time) \$40638**

Paul Jansen: AGS 609-12327, Section 68, 16 March 2001  
 CC: 148-9027-17791

**General Service Officer Level 5 (Part-time) \$29179**

Zenon Lewkowicz: AGS 765-49024, Section 68, 19 March 2001  
 CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator) (Part-time) \$40638**

Roderick Stacker: AGS 609-12239, Section 68, 20 March 2001  
 CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator) (Part-time) \$40638**

Clyde Hunt: AGS 765-49032, Section 68, 22 March 2001  
 CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator) (Part-time) \$40638**

Rebecca Jarvis: AGS 609-13151, Section 68, 22 March 2001  
 CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator) (Part-time) \$40638**

Tony Arganese: AGS 609-12298, Section 68, 26 March 2001  
 CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator) (Part-time) \$40638**

Allen Clifford: AGS 765-49040, Section 68, 23 March 2001  
 CC: 148-9027-17791

**Administrative Service Officer Class 6 \$44,728-51,379**

Bruce Parnell: AGS 707-11924, Section 68, 17 April 2001  
 CC: 148-9027-17791

**General Service Officer Level 6 (Bus Operator) (Part-time) \$40638**

Christopher Gonzales: AGS 609-12482, Section 68, 9 April 2000  
 CC: 148-9027-17791

**DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**

**Administrative Service Officer Class 6 \$44504-51121**

Craig Anthony Baxter: 766-15722, Section 68(1), 3 April 2001  
 CC: 148-9013-16917

**Administrative Service Officer Class 6 \$44504-51121**

Karen Louise Moloney: 766-15714, Section 68(1), 3 April 2001  
 CC: 148-9013-16917

**School Assistant Class 2 \$24747-27442**

Janice Ellen Auld: 729-15525, Section 68(1), 10 April 2001  
 CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

**Administrative Service Officer Class 6 \$44,503 – 51,131**

Jenny Gosch: 765-86255, Section 68/70, 5/4/01  
 CC: 148-9012-16911

**Administrative Service Officer Class 3 \$33,147 – 35,774**

Colin West: 765-86466, Section 68/70, 30/3/01  
 CC: 148-9012-16898

## EMPLOYMENT (Continued)

**Administrative Service Officer Class 3**

**\$33,147 – 35,774**

Mark Mareudy: 761-21175, Section 68/70,  
30/3/01  
CC: 148-9012-16898

**Administrative Service Officer Class 3**

**\$33,147 – 35,774**

James Thompson: 747-87651, Section 68/70,  
30/3/01  
CC: 148-9012-16898

**Administrative Service Officer Class 3**

**\$33,147 – 35,774**

Michael Ferguson: 747-87643, Section 68/70,  
30/3/01  
CC: 148-9012-16898

**Administrative Service Officer Class 3**

**\$33,147 – 35,774**

Gabrielle Argento: 765-86474, Section 68/70,  
30/3/01  
CC: 148-9012-16898

**Administrative Service Officer Class 3**

**\$33,147 – 35,774**

Edward Longford: 751-77241, Section 68/70,  
30/3/01  
CC: 148-9012-16898

**Administrative Service Officer Class 3**

**\$33,147 – 35,774**

Mark Carn: 755-70673, Section 68/70, 30/3/01  
CC: 148-9012-16898

**DEPARTMENT OF TREASURY**

**Financial and Budgetary Management**

**Lucas Alexander Nicholls AGS NO 757-48873**

Administrative Service Officer Class 4,  
\$36,945-\$40,113p.a  
Section 68  
11 April 2001  
CC: 148-9042-17765

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### Transfer

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

**Rebecca May Davey 739-65866**

From: APS Level 6 \$45,724-53,303  
Commonwealth Department of Health and Aged Care  
To: Administrative Service Officer Class 6 –  
DoH \$44,503-51,121  
Community Priorities Unit, Community Health  
and Housing Group ACT Department of Health,  
Housing and Community Care Canberra  
(PN.23951) ( ACT Gov Gazette No 3 of 18  
January 2001)  
CC: 148-9011-17913

**THE CANBERRA HOSPITAL**

**Rendry Del Rosario: 735-28164**

From: Registered Nurse Level 1 \$32,245 -  
\$41,789  
Emergency Department The Canberra Hospital  
To: Registered Nurse Level 1 \$32,245 - \$41,789  
Pathology Services The Canberra Hospital,  
Canberra (PN. 28852) (15/2/01)  
CC: (3141)

**ACT COMMUNITY CARE**

**Melinda Charlesworth: 607-99950**

From: Professional Officer Class 2  
\$44,504 - \$51,121  
Dept of Education and Community Services  
To: Professional Officer Class 2 \$43,545 -  
\$48,665  
Integrated Health Care Program, ACT  
Community Care, Canberra (PN. 21029) (2  
November 2000))  
CC: 148-9009-16852

**DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**

**Transfer on Reduction**

Julie Halse: 747-85467  
From: Senior Professional Officer Grade C  
\$57,191 – 61,666  
ACT Corrective Services, Youth Justice  
Services  
To: Administrative Service Officer Class 5  
\$41,207 – 43,694  
Probation and Parole Unit, Canberra (PN. 11235)  
(No. 4 25/1/01)  
CC: 148-9012-16898

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### Promotions

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

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

**A. APPEALS**

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

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

## EMPLOYMENT (Continued)

88 of the Act, or the unanimous recommendation of a JSC established under section 89 of the Act; or

- \* promotions made as a result of officers passing certain exams or completing certain training, as defined in section 97 or 98 of the Act.

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

### YOU MAY ALSO APPEAL IF:

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

### YOU CAN NOT APPEAL WHEN:

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

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

### ADVICE TO POTENTIAL APPELLANTS

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

### GROUND OF APPEAL

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

### EFFICIENCY

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

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

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

### ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

- \* 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

## EMPLOYMENT (Continued)

appeal, you must comply with the following instructions.

### FORM OF APPEAL

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

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

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

### WHEN TO LODGE APPEALS

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

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

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

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

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

### 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

## EMPLOYMENT (Continued)

information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;

- (iv) date of permanent appointment; and
- (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see section below for further advice on who should be nominated);
- (c) a brief outline of your employment history;
- (d) a statement of claims to the position addressing the selection criteria;
- (e) any views you may have about the departmental assessment of you; *and most importantly:*
- (f) **reasons for your claim that you are more efficient than the other party or parties.**

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations. You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

### PAC PROCEDURES

The PAC does not have to interview all or any of the parties to an appeal. Therefore, you should not rely on being granted an interview as the main opportunity to make your case. You should instead state your case as fully and as openly as possible in your written statement. If a PAC decides that parties are to be interviewed, you will be advised as early as possible of the date and place, usually through the recruitment/personnel area of your department.

Once you have lodged an appeal or are aware an appeal has been lodged against your promotions, you will be considered available for interview at any time. Wherever possible, at least seven-(7) days notice of the interview will be given. As a general rule the PAC will expect you to attend for any interview at the time it determines, and will not delay or reschedule hearings without good reason.

The PAC will determine its procedures according to the circumstances of the case before it, but will normally consider the following:

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

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise

why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient. Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise. If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment. If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

### SUPERVISORS/REFEREES

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

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

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

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

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

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
- (b) a serious defect in the selection process (a breach of section 65 of the PSMA), 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*.

**EMPLOYMENT (Continued)**

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

**THE CANBERRA HOSPITAL****Nursing Branch  
Women & Children's SMT  
Ward 5A Paediatrics****Janet Ryan: 261-23025**

From: Registered Nurse Level 1 \$32,245-41,789  
The Canberra Hospital  
To: Registered Nurse Level 2 \$43,150-45,877  
Women & Children's SMT The Canberra Hospital,  
Canberra (PN. 22543)

CC: 2155

**The Canberra Hospital  
Mental Health Services  
Child and Adolescent Mental Health Services****Yvonne Annette Poels: 545-06357**

From: Professional Officer Class 2  
\$43,416 - \$48,520  
Child and Adolescent Mental Health Services  
To: Senior Professional Officer Class C  
\$54,969 - \$59,270  
Child and Adolescent Mental Health Services,  
Canberra (PN. 25988) (22.2.01)

Note: This is a non-appealable promotion  
CC: (2231)

**The Canberra Hospital  
Corporate Services  
Staff Development Unit****Frances Le Pavoux: 260-17476**

From: Registered Nurse Level 2 \$43,150 -  
\$45,877  
Intensive Care Unit  
To: Registered Nurse Level 3 \$47,481 - \$50,648  
Staff Development Unit, Canberra (PN. 26328)  
(18.5.00)

CC: (1521)

**ACT COMMUNITY CARE****ACT Community Care  
Clinical Effectiveness and Quality Management****Frances Le Pavoux: 260-17476**

From: Registered Nurse Level 2 \$43,150 -  
\$45,877  
The Canberra Hospital  
To: † Registered Nurse Level 4.2 \$60,257  
Clinical Effectiveness and Quality Management,  
ACT Community Care, Canberra (PN. 29176)  
(25 January 2001)  
CC: 148-9009-18270

**ACT Community Care  
Disability Program****Peter Ellis: 740-90854**

From: Disability Support Officer Level 2  
\$34,240 - \$38,329  
ACT Community Care  
To: Disability Support Officer Level 3  
\$43,096 - \$45,760  
Disability Program, ACT Community Care,  
Canberra (PN.27410) (7 December 2000)  
CC: 148-9009-16861

**ACT Community Care  
Integrated Health Care Program****Carolyn Banks: 607-95431**

From: Registered Nurse Level 1 \$32,245 -  
\$41,789  
The Canberra Hospital  
To: Registered Nurse Level 2 \$43,278 - \$46,013  
Integrated Health Care Program,  
ACT Community Care (PN 29190)  
(15 February 2001)  
CC: 148-9009-17798



## EMPLOYMENT (Continued)

**ACT Community Care  
Community Rehabilitation Program**

**Bernadette Ingram: 735-30870**  
From: Dental Assistant Level 2 \$25,432 - \$31,918

ACT Community Care  
To: Administrative Service Officer Class 3  
\$32,433 - \$35,003  
Community Rehabilitation Program,  
ACT Community Care (PN 22878)  
(22 February 2001)  
CC: 148-9009-18269

**ACT Community Care  
Clinical Effectiveness and Quality Management**

**Claire McGurk: 740-98004**  
From: Graduate Administrative Assistant  
\$24,841 - \$31,919 ACT Community Care  
To: Administrative Service Officer Class 5  
\$40,757 - \$43,217  
Clinical Effectiveness and Quality Management,  
ACT Community Care (PN 22005)  
Note: This position was not advertised, the  
promotion is appealable.  
148-9009-18270

**CHIEF MINISTER'S DEPARTMENT**

**Office of Business, Tourism and the Arts  
Business ACT**

**A. Aguilera AGS No: 735-16251**  
From: Administrative Service Officer Class 3,  
\$33,147-\$35,774p.a  
Chief Minister's Department  
To: Administrative Service Officer Class 4,  
\$36,945-\$40,113p.a  
Business Information Services, Chief Minister's  
Department  
8 March 2001

All appeal applications should be addressed to:  
Convenor of the Appeal Panel  
PO Box 749  
Civic Square ACT 2608  
CC 148-9031-17022

**Stadiums Authority**

**J. Roberston AGS No: 261-49276**  
From: Administrative Service Officer Class 3,  
\$33,147-\$35,774p.a  
ACT Health, Housing and Community Care  
To: Administrative Service Officer Class 4,  
\$36,945-\$40,113p.a  
Finance Section, Stadiums Authority  
Note: This promotion was made by a  
unanimous decision of an Internal Joint  
Selection Committee and is not appealable.  
7 December 2000

**DEPARTMENT OF EDUCATION AND  
COMMUNITY SERVICES**

**Education and Training Division  
Schools Program Branch  
Year 11/12 Assessment and Certification  
Section**

**Margaret Aileen Ford: 509-24121**  
From: Administrative Service Officer Class 4  
\$36945-40113  
Department of Education and Community  
Services  
To: Administrative Service Officer Class 5  
\$41207-43694  
Year 11/12 Assessment and Certification  
Section, Department of Education and  
Community Services, Canberra (PN. 3164) (No  
5, 1 February 2001)  
CC: 148-9013-16917

**DEPARTMENT OF JUSTICE AND COMMUNITY  
SAFETY**

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

**Ministerial and Corporate Services  
Human Services**

**Kristy Hayes: 738-49080**  
From: Administrative Service Officer Class 1  
\$15,428 – 28,419  
Department of Justice and Community Safety  
To: Administrative Service Officer Class 3  
\$33,147 – 35,774  
Ministerial and Corporate Services, Canberra  
(PN. 42717) (No 45 16/11/00)  
CC: 148-9012-16911

**ACT Corrective Services  
Belconnen Remand Centre**

**Glen Heidtmann: 260-74411**  
From: Custodial Officer Grade 1 \$28,419 –  
33,147  
Department of Justice and Community Safety  
To: Custodial Officer Grade 2 \$34,869 – 36,945  
Belconnen Remand Centre, Canberra (PN.  
10089)  
(No 3 18/1/01)

Note: This promotion is made under a Joint  
Selection Committee and is not subject to  
appeals  
CC: 148-9012-16898

**ACT Corrective Services  
Belconnen Remand Centre**

**Ian Frame: 713-75264**  
From: Custodial Officer Grade 1 \$28,419 –  
33,147  
Department of Justice and Community Safety  
To: Custodial Officer Grade 2 \$34,869 – 36,945  
Belconnen Remand Centre, Canberra (PN.  
11329)  
(No 3 18/1/01)

## EMPLOYMENT (Continued)

Note: This promotion is made under a Joint Selection Committee and is not subject to appeals  
 CC: 148-9012-16898

### **DEPARTMENT OF URBAN SERVICES**

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

**Corporate Group**  
**Duncan Sheppard AGS Number 735 15371.**  
**From** Administrative Service Officer Class 5  
 \$41,207-\$43,694  
 Communications Unit  
**To:** Public Affairs Officer Grade 2  
 \$46,356-\$52,677  
 Communications Section  
**PN 24502 Gazette** 21-Dec-00

**Note:** In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.  
 CC: 148-9017 17086

**Corporate Group**  
**Natalie Soltyszewski AGS Number 710 42048.**  
**From** Administrative Service Officer Class 4  
 \$36,945-\$40,113  
 Land Information and Building Services  
**To:** Public Affairs Officer Grade 2  
 \$46,356-\$52,677  
 Communications Unit  
**PN 10398 Gazette** 21-Dec-00

**Note:** In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.  
 CC: 148-9017 17086

### **Operations Group**

#### **City Operations Branch**

**Michael Cameron AGS Number 548 36938.**  
**From** Technical Officer Level 4  
 \$44,723-\$49,981  
 CityScope Services  
**To:** Administrative Service Officer Class 6  
 \$44,723-\$51,373  
 CityScope Services Section  
**PN 25860 Gazette** 23-Nov-00

**Note:** This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is non-appellable..  
 CC: 148-9015 17777

### **Planning and Land Management Group**

#### **PALM Executive**

**Winnie Tse AGS Number 739 78800.**  
**From** APS 6  
 \$45,703-\$52,500  
 Australian Centre of International Agricultural Research  
**To:** = Senior Officer Grade C  
 \$56,346-\$60,755  
 Corporate Resources Section  
**PN 13830 Gazette** 15-Feb-01  
**CC:** 148-9020 1649

**Policy Coordination Group**  
**David Curry AGS Number 543 42620.**  
**From** Administrative Service Officer Class 3  
 \$33,147-\$35,774  
 Road User Services  
**To:** Administrative Service Officer Class 6  
 \$44,504-\$51,121  
 Road Transport Section  
**PN 1856 Gazette** 08-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:** 148-9023 17217

### **DEPARTMENT OF TREASURY**

#### **Promotions to non-advertised vacancies**

#### **Government Business Enterprises Management Branch**

**E. M. Nelson 760-74575,**  
**From:** Graduate Administrative Assistant  
 \$25,115\_-\$32,271p.a  
 Department of Treasury  
**To:** Administrative Service Officer Class 5,  
 (PN: 55226), \$41,207-\$43,694p.a  
 Department of Treasury

**Duties:** Under general direction conduct research and assist with the developing policy advice relating to Government Business Enterprises (GBE). Negotiate and liaise with other government agencies (GBE). Facilitate GBE compliance with statutory and other Legislative Assembly requirements. Establish and maintain effective working relationships with GBEs and other government agencies including regulatory bodies.

**Note:** This promotion is made under section 83 of the Public Sector Management Act 1994 and is to a 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:** 148-19042-175784

## EMPLOYMENT (Continued)

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### Retirements and dismissals

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#### DEPARTMENT OF URBAN SERVICES

143

**Kevin Laurence Doyle.**

General Service Officer Level 4

30/03/2001

CC: 148-9019 17278

**Ian Norman Douglas**

Senior Information Technology Officer Grade C

6/04/2001

CC: 148-9023 17217

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### ACT Public Service Index of addresses

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<p>05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601</p> <p>06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601</p> <p>07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614</p> <p>08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901</p> <p>09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911</p> <p>11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601</p> <p>12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901</p> <p>13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605</p> <p>16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606</p> <p>17 Resource Advisor, Business Services Bureau, Department of Health, Housing and Community Care, PO Box 11, Woden ACT 2606</p> <p>18 The Personnel/ HR Officer, ACT Legislative Assembly Secretariat, GPO Box 1020, Canberra ACT 2601</p> <p>20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611</p> <p>21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601</p> <p>23 Recruitment Officer, Central Office, (Level 2 North Building) Department of Health, Housing and Community Care, GPO Box 825, Canberra City ACT 2601</p>	<p>28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608</p> <p>30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601</p> <p>31 The Recruitment Officer, Auditor-General's Office ACT, PO Box 275 Civic Square ACT 2608</p> <p>32 Canberra Theatre Trust, PO Box 226, Civic Square ACT 2608</p> <p>34 Applications Officer, Urban Services, GPO Box 158, Canberra ACT 2601</p> <p>35 Recruitment Officer, Department of Treasury and Infrastructure, GPO Box 158, Canberra ACT 2601.</p> <p>36 Recruitment/Executive Officer Community and Health Services Complaints Commissioner's Office, GPO Box 1321, Canberra ACT 2601.</p> <p>37 The Recruitment Officer Faculty of Communication and Community Services Canberra Institute of Technology GPO Box 826 Canberra City ACT 2601</p>
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## GAZETTE INFORMATION

### ISSUE OF ACT SPECIAL GAZETTES

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

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

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<b>Gazette Number</b>	<b>Date</b>	<b>Title</b>
<b>S18</b>	12 April	Declaration ~ <i>Public Sector Management Act 1994</i>

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# 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 12<sup>th</sup> April 2001

**Gary Humphries**  
Chief Minister

**Short Title**

**No. and Year**

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Leases (Commercial and Retail) Act 2001	18 of 2001
Occupational Health and Safety Amendment Act 2001	21 of 2001
Insurance Levy Legislation Repeal Act 2001	22 of 2001

**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.

<b>Act under which Instrument made</b>	<b>Description of Instrument</b>	<b>Number and year of Instrument</b>
<i>Independent Pricing and Regulatory Commission Act 1997</i>	Reference for an Investigation under Section 15 and Specified Requirements in Relation to Investigation under Section 16.	No. 65 of 2001
<i>Land (Planning and Environment) Act 1991</i>	Determination of Criteria for Exemption of Signs from Part 6 of the Act.	No. 66 of 2001

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

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

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<b>Act under which Regulation made</b>	<b>Description of Regulation</b>	<b>Number and year of Regulation</b>
<i>Supreme Court Act 1933</i>	Supreme Court Rules Amendment	No. 10 of 2001

## GOVERNMENT NOTICES (Continued)

### NOTIFICATION OF THE MAKING OF A SUBORDINATE LAW

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 Subordinate Law made	Description of Subordinate Law	Number and year of Management Standard
<i>Public Sector Management Act 1994</i>	Management Standards	No. 2 of 2001

### *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
Western Firewood Supplier – O'Rourkes Firewood IA & VP Robertson	Sale, supply, or preparation of firewood  Sale, supply, or preparation of firewood	Sheppard St Hume ACT  Waroo Rd Queanbeyan NSW

Any person who wishes to make a written submission to the Environment Management Authority (EMA) concerning the above applications may do so by COB 8 May 2001. Submissions should be addressed to:

Environment Management Authority, PO Box 144, Lyneham ACT 2602

Copies of the application 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 5th day of April 2001  
Environment Management Authority



## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY

### LAND (PLANNING AND ENVIRONMENT) ACT 1991

### NOTICE OF REVOCATION OF REFERRAL OF AN APPLICATION TO THE COMMISSIONER FOR LAND AND PLANNING

Under subsection 229A(6) of the *Land (Planning and Environment) Act 1991* I revoke the referral of Application Number 20006895 to the Commissioner for Land and Planning on the 10 of April 2001.

*Dated this 10 day of April 2001*

**Brendan Smyth** MLA  
Minister for Urban Services

## GOVERNMENT NOTICES (Continued)



### AUSTRALIAN CAPITAL TERRITORY

### LAND (PLANNING AND ENVIRONMENT) ACT 1991

### NOTICE

### VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

### DIVISION OF WATSON

**(Variation No. 186)**

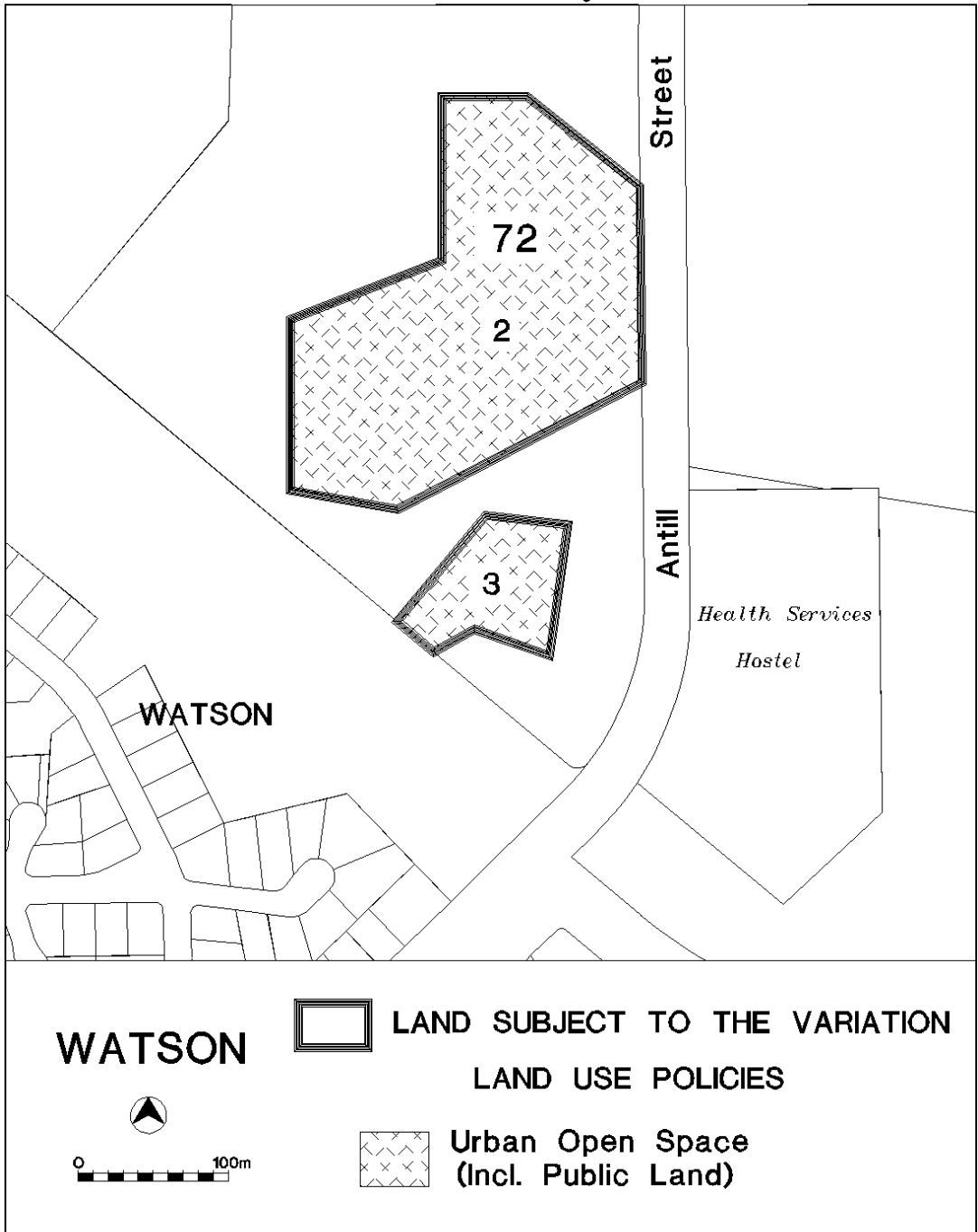
Under subsection 32(1) of the *Land (Planning and Environment) Act 1991*, I vary the Territory Plan to specify that the land identified on the map at Annexure A, being land within the Division of Watson, may be used for the purposes indicated in the Annexure.

***Lincoln James Hawkins***  
Australian Capital Territory Planning Authority

Dated the 9th day of April 2001

### GOVERNMENT NOTICES (Continued)

This is Annexure A to  
Territory Plan Variation No. 186



# CONTRACTS ARRANGED

## CONTRACTS ARRANGED

Department or Agency: Canberra Institute of Technology  
 Authorisation Officer: Elza Gillogly  
 Contact Officer: Elza Gillogly  
 Telephone: 6207 4809

Purchase Reference Number	Description of Supplies	Value (\$A)	Period Contract	Contractor (Including postcode at end of address)	P & S Code
20001777	Barcode Scanners	2,800.00		Barcode Direct GALSTON NSW 2159	63254
20010420	Serials	57,900.00		Rowecom Australia TOOWONG QLD 4066	63253
20010421	Books	11,000.00		University Co Op Bookshop BROADWAY NSW 2007	63253
20010422	Books	6,000.00		Baker & Taylor Intl Ltd THORNLEIGH NSW 2120	63253
20010423	Audiovisuals				63254
20010423	Books	3,000.00		DA Information Serv P/L MITCHAM VIC 3132	63253
20010424	Books	4,000.00		Lamella Art Books LEURA NSW 2780	63253
20010425	Audiovisuals				63254
20010425	Books	18,000.00		James Bennett Library Serv FRENCHS FOREST NSW 2086	63253
20010428	Audiovisuals				63254
20010428	Newspapers/Journals	2,000.00		Convention Centre Newsagency CIVIC SQUARE ACT 2608	63253
20010431	Books(standing orders)	8,700.00		James Bennett Library Serv FRENCHS FOREST NSW 2086	63253
20010432	Videos	2,000.00		Video Education Australasia BENDIGO VIC 3550	63254
20010433	Electronic Info Services	9,000.00		Standards Australia SYDNEY NSW 2001	75232
20010434	Videos	2,000.00		Marcom Projects P/L LOGANHOLME QLD 4129	63254
20010462	Books	7,000.00		Australian Educ Supplies PENRITH NSW 2750	63253
20010462	Audiovisuals				63254
20010760	Electronic Info Services	4,456.36		RMIT Publishing MELBOURNE VIC 3006	75232
3F031100LB	Electronic Info Services	2,061.00		National Library of Aust CANBERRA ACT 2600	75232

