



Australian Capital Territory

# Gazette

No. 2, Thursday 13 January, 2000

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

## GENERAL INFORMATION

### ACT GOVERNMENT GAZETTE

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

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

### CONTACT DETAILS

ACT Gazette Officer  
Publishing and Shopfront Services  
GPO Box 158  
Canberra ACT 2601

ACT Gazette Office  
Level 7, Macarthur House  
12 Wattle Street  
Lyneham ACT 2602

Phone: (02) 6205 0484

Fax: (02) 6205 0266

e-mail: [gazette.office@act.gov.au](mailto:gazette.office@act.gov.au)

### 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 \$1.00 per word or \$100.00 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 \$5.00 (or \$2.00 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, East Row, Canberra City.

Subscriptions to the Gazette maybe arranged through the Gazette Office at a price of \$360.00 (1 July 1999 - 30 June 2000) 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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**Products and Services advertised in this publication are not necessarily endorsed by the ACT Government**

## EMPLOYMENT

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### ACT Public Service

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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

##### Mental Health Services

##### Forensic Mental Health Service

##### Professional Officer Class 2/Registered Mental Health Nurse Level 3 \$42,986-50,147, Canberra (NP)

**Closing date:** 27 January 2000

**Duties:** The ACT Mental Health Service requires the full time services of a suitably qualified Court Liaison Child and Adolescent Officer. The position will require the occupant to conduct assessments and provide reports to the ACT Children's Court and Mental Health Tribunal. In addition, the successful applicant will be required to provide community based assessments and case management for children and adolescents with complex, acute or long-term, moderate to severe mental illness.

Eligibility/other requirements: Tertiary qualifications or equivalent in Psychology, Social Work, Occupational Therapy or Mental Health Nursing, with current registration and/or eligibility for membership of the appropriate professional organisation where applicable.

**Contact Officer:** David Dennis (02) 62051551  
Selection documentation may be obtained from Human Resource Management Unit (02) 62443580  
Apply: 16  
CC: 2234

##### Mental Health Services

##### Older Persons Mental Health Service

##### Professional Officer Class 2/ Registered Nurse Level 3 \$42,986-50,147, Canberra (NP)

**Closing date:** 27 January 2000

**Duties:** Undertake complex assessment, treatment and case management of older persons with moderate to severe acute and long term mental illness.

Eligibility/other requirements: Tertiary qualifications or equivalent in Psychology, Social Work, Occupational Therapy or Mental Health Nursing, with current registration and/or eligibility for membership of the appropriate professional organisation where applicable.

**Contact Officer:** Amanda Urbanc (02) 62051488

## EMPLOYMENT (Continued)

Selection documentation may be obtained from Human Resource Management Unit (02) 62443580  
Apply: 16  
CC: 8961

### AUDIT OFFICE

The ACT Auditor General's Office is responsible for undertaking a wide range of financial and performance audits of all Australian Capital Territory Government entities. Audits include clients in the health, education, treasury, electricity, water and municipal sectors. The Office is looking to increase its audit capacity at the graduate to auditor levels.

**\$30,200-\$41,300, Canberra  
(PN. Several Positions)**

**Closing date:** 28/01/2000

**Duties:** The main duties of the position 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 Professional year and the CPA Programs.

Eligibility/other requirements: 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 at least one to three years experience in audit of accounting.

**Contact Officer:** Malcolm Prentice (02) 6207 0820.  
Selection documentation may be obtained from Alberto De Jesus (02) 6207 0825  
Apply: 31

### CHIEF MINISTER'S DEPARTMENT

**Public Sector Management Group  
Productivity Bargaining  
Administrative Service Officer Class 6  
\$43,846-\$50,366p.a (PN. 42244)**

**Closing date:** 27 January 2000

Under limited supervision and as part of a team, monitor and assess the operation of enterprise bargaining agreements with the ACT Public Sector. Provide information and advice to agencies where appropriate to assist them in the process of implementing enterprise bargaining agreements.

**Contact Officer:** Pam Davoren (02)62076136  
Selection documentation: Vicky Zanetti (02)62050214  
Apply: 06  
CC: 038370

**Public Sector Management Group  
Employment Legislation Unit  
Administrative Service Officer Class 5  
\$40,598-\$43 048p.a (PN. 42054)**

**Closing date:** 27 January 2000

Undertake research projects on ACTPS human resource management matters and prepare related reports. Assist in developing proposals for change to the ACTPS legislative framework and advise ACTPS agencies on the application of the Public Sector management Act 1994 and Management Standards.

**Contact Officer:** Clayton Conquest (02)62078700  
Selection documentation: John Duffy (02)62075365  
Apply: 06  
CC: 038370

### DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Duty statements and selection criteria are accessible on the Internet at the following address: <http://www.decs.act.gov.au/home/wfpm> or may be requested using email to [wfpm.webmaster@decs.act.gov.au](mailto:wfpm.webmaster@decs.act.gov.au). Applicants may be assessed on application and referee reports only. Applicants should submit two written referee reports with their application.

**Children's, Youth and Family Services Division  
Child Health and Development Section  
Professional Officer Class 2 – Speech Pathologist \$42986-48040, Canberra  
(PN. 27671 expected vacancy)**

**Closing date:** 27 January 2000

**Duties:** 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. Assess, diagnose and treat children with communication impairment individually and within a team setting, maximising parental involvement in the process. Arrange for, and carry out, consultative and educational contact with teachers and other relevant groups. Prepare speech pathology case notes and other records. Provide supervision of PO1's and speech pathology students as necessary.

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

**Note:** This is a permanent part-time position at 29:24 hours per week.

**Contact Officer:** Wendy Saclier (02) 62051274  
Selection documentation may be obtained from Kim Gardiner (02) 62051277  
Apply: 12  
CC: 01

**Education and Training Division  
School Programs Branch  
Non-Government Schools Office  
Administrative Service Officer Class 6  
\$42986-49378, Canberra (PN. 119)**

## EMPLOYMENT (Continued)

Closing date: 27 January 2000

Duties: Liaise on a day to day basis with non government schools, other officers within the organisation and the ACT Treasury, regarding budget and finance issues. Assist in the administration of Territorial and Commonwealth assistance to schools. This entails making payments, budget control, interpretation of and advice on grant guidelines. Verify financial data for our auditors.

**Contact Officer:** Allan Hird (02) 62059205  
Selection documentation may be obtained from Carmel McGaughey (02) 62059204  
Apply: 12  
CC: 01

**Education and Training Division  
Office of Training and Adult Education  
Quality, Planning and Reporting Section  
Senior Officer Grade C \$54425-58683, Canberra  
(PN. 2371, expected vacancy)**

**Closing date:** 27 January 2000

Duties: Manage the staff, resources and operations of the Unit, including the supervision and development of staff, management of financial and other resources and the exercise of appropriate delegations. Provide advice to senior officers, the Vocational Education and Training Authority and the Government on matters relating to vocational education and training systems, legislation, policies and practices in the ACT. Interpret relevant legislation and awards and provide advice on vocational education and training systems to existing and prospective apprentices and trainees, employers and industry parties.

**Contact Officer:** Anne Houghton (02) 62057066  
Selection documentation may be obtained from The Contact Officer (02) 62057066  
Apply: 12  
CC: 01

### CANBERRA INSTITUTE OF TECHNOLOGY

**Education Delivery  
Faculty of Applied Science  
Laboratory Sciences  
\*\*Teacher Band 1, \$34,394 - \$46,942, Canberra,  
(PN. 51265)**

**Closing date:** 27.1.00

**Duties:** Teach aspects of biology, Microbiology, Medical Laboratory Technology and one or more of the following: -  
Anatomy and Physiology  
Invertebrate and/or Vertebrate Zoology  
Laboratory Instrumentation

Eligibility/other requirements: MANDATORY: Tertiary qualifications appropriate to the teaching of Biology, Microbiology and Medical Laboratory Technology.

Five or more years of relevant industrial/professional/vocational experience.  
Note: This position is available for temporary transfer or temporary employment from as soon as possible for a period of up to 5 years.

**Contact Officer:** Dr Ron Boulton (02) 62074175  
Selection documentation may be obtained from Paul Heinemann (02) 62074093  
Apply: 11  
CC: G00193

**Education Delivery  
Faculty of Engineering and Construction  
Construction Worker  
\*\*Teacher Band 1 \$34,394 - \$46,942  
Canberra, (PN. 51354)**

**Closing date:** 27.1.00

**Duties:** Teach modules relating to the carpentry and joinery disciplines. Prepare teaching and assessment materials, undertake related administration and reporting functions, mentoring structured industry base training, conduct on-campus training or managing alternative learning processes.

Eligibility/other requirements: MANDATORY: Tertiary qualifications appropriate to the teaching of carpentry and joinery.  
Five or more years of relevant industrial/professional experience.  
OTHER: Possess or eligible to obtain a degree or diploma in adult education  
Note: This position is available for temporary transfer or temporary employment from as soon as possible for a period of up to 3 years.

**Contact Officer:** Bob Stone (02) 62073827  
Selection documentation may be obtained from Megan Bolitho (02) 62074132  
Apply: 11  
CC: G00193

**Education Delivery  
Faculty of Communication and Community  
Services  
Faculty Management Unit  
Administrative Service Officer Class 3,  
\$32,017 – 34,554, Canberra, (PN. 55033)**

**Closing date:** 27.1.00

**Duties:** As Campus Cashier collect student fees and revenue from Receipting Officers. Maintain daily banking in accordance with the Finance Management Act 1996. Train Receipting Officers and provide general administrative support to the Faculty. Answer student enquiries and process student enrolments on our Student Information Management System.

**Contact Officer:** Ms P Cook (02) 6207 4923  
Selection documentation may be obtained from Ms E Boutzios (02) 6207 4960  
Apply: 11  
CC: G00193

## EMPLOYMENT (Continued)

### DEPARTMENT OF URBAN SERVICES

**Policy Co-ordination Group  
Infrastructure Policy Branch  
Canberra Urban Parks and Places Section  
Technical Office Level 2 \$32,199-\$37,060,  
Canberra (PN. 3672)**

**Closing date:** 27/1/2000

**Duties:** Receive telephone enquiries/complaints and provide technical responses on aspects of urban open space landscape management. Under general direction, carry out contract and asset condition assessment, performance monitoring, investigations and surveys.

Eligibility/other requirements: Approved technical certificate or diploma in horticulture desirable and/or relevant experience. Class CA drivers' licence.

**Contact Officer:** John Clark (02) 62072508  
Selection documentation may be obtained from  
Debbie Scattergood (02) 62072307  
Apply: 34  
CC: 181

**Corporate Group  
Budgets and Asset Management Section  
Senior Officer Grade B \$65,593-\$73,841,  
Canberra (PN. 11703)**

**Closing date:** 27/1/2000

**Duties:** Under broad direction; Coordinate the Purchase Agreements and Statements of Intent for the Department of Urban Services. Liaise with senior management, the Government Audit Office and the Department of Treasury and Infrastructure on the sign off of these agreements. Undertake Purchase Monitoring of the Department's outputs and provide accurate and comprehensive advice to management on output delivery and performance measures.

Eligibility/other requirements: Tertiary qualifications in Accounting, Commerce or Economics essential. Note: This position will be filled at the Senior Officer Grade B or Senior Officer Grade C level depending on qualifications and experience of the successful applicant.

**Contact Officer:** Alan Phillips (02) 62076230  
Selection documentation may be obtained from  
John McMaster (02) 62076233  
Apply: 34  
CC: 183

**ACT Housing  
Business Management Group  
Portfolio Management Section  
Strategic Property Subsection**

Business Management Group (BMG) is responsible for the management and provision of public housing stock to meet client needs and Government and corporate outcomes. It does this through strategic planning, project planning and the

delivery of programs for acquisitions, operations, maintenance and disposal. BMG manages an asset portfolio of approximately 12,000 properties, value at \$1.2bn. The portfolio management section is responsible for developing asset management strategies for stock of public rental housing. The section is also responsible for: Analysing investment proposals to assess the best way of providing the required stock, eg, purchasing, building, leasing; Longer term stock planning needs; and Providing financial management services. ACT Housing is committed to continuous improvement and best practice and promotes work excellence.

**Administrative Service Officer Class 6  
\$43,846-\$50,366, Canberra (PN 89)**

**Closing date:** 27/1/2000

**Duties:** Developing strategies to manage the economic performance of the portfolio of housing stock. Analysing and evaluating market trends, investments and programs. Preparing business plans and business cases.

**Administrative Service Officer Class 5  
\$40,598-\$43,048 Canberra (PN. Several)**

**Closing date:** 27/1/2000

**Duties:** Assist in developing strategies to manage the economic performance of the portfolio of housing stock. Assist in analysing and evaluating market trends, investments and programs. Assist in preparing business plans and business cases. Developing and maintaining internal information and reporting system.

Eligibility/other requirements for the above two positions: Tertiary qualifications in Commerce, Economics or a related field would be an advantage.

**Contact Officer:** Geoff McDonald (02) 62075448  
Selection documentation may be obtained from  
Sue Hewett (02) 62071211  
Apply: 34  
CC: 184

**Policy Co-ordination Group  
Infrastructure Policy Branch  
ACT Roads and Stormwater Section  
Senior Professional Officer Grade B and/or  
Senior Officer Grade B \$65,593-\$73,841,  
Canberra (PN. Several)**

**Closing date:** 27/1/2000

Applications are invited for a variety of Senior Professional Officer Grade B and/or Senior Officer Grade B positions within the ACT Department of Urban Services, ACT Roads and Stormwater Business Unit. ACT Roads and Stormwater is a Purchaser business with responsibility for managing the use and maintenance of the ACT

## EMPLOYMENT (Continued)

roads, bridges, paths, street lighting and stormwater infrastructure asset base, which has a current replacement value of approximately \$5.1 bn.

The vacant positions are:  
 ASSET MANAGER - ROADS  
 ASSET MANAGER - TRAFFIC  
 ASSET MANAGER – BRIDGES & STRUCTURES  
 ASSET MANAGER - STORMWATER  
 MANAGER, QUALITY CO-ORDINATION

Engineering qualifications are essential to be eligible for the above positions.

### **MANAGER, ASSET MANAGEMENT SYSTEMS & IT STRATEGY;**

Tertiary qualifications in Computing/information Systems essential, experience in an Engineering field desirable.

### **MANAGER, POLICY AND PLANNING UNIT**

Tertiary qualifications and/or extensive experience in relevant fields such as engineering, planning, economics, Management and policy advice.

**Contact Officer:** Hamish McNulty (02) 62076588  
 Selection documentation may be obtained from Robyn Wynants (02) 62076868  
 Apply: 34  
 CC: 176

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## Appointments

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### **CHIEF MINISTER'S DEPARTMENT**

**Administrative Service Officer Class 4,  
 \$36,399-\$39,520p.a**

Cuc Diep Thu Lam: AGS No: 760-74524  
 Executive Section, Government Coordination  
 Branch, Chief Minister's Department 68(1) ,  
 04/01/2000  
 03A350

### **DEPARTMENT OF URBAN SERVICES**

**Administrative Service Officer Class 2  
 \$28,110-\$31,171**

Helle Brix Weir: AGS No 753-52414, Section 68(1),  
 24/12/1999  
 CC: 182

**Senior Officer Grade C  
 \$55,514-\$59,857**

David Thomas McDonald: AGS No 757-51247,  
 Section 68(1), 4/1/2000  
 CC: 183

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## Transfer

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### **DEPARTMENT OF URBAN SERVICES**

**S.L Burns: AGS No 719-32470**

From: Administrative Service Officer Class 3  
 \$32,743-\$35,339

Department of Defence

To: Administrative Service Officer Class 3

\$32,017-\$34,554

Yarralumla Nursery Urban Services, Canberra

(PN. 13967) (PS 45 11/11/1999)

CC: 181

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## Promotions

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

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This preamble applies to promotions made under the old PS Act. A new Preamble printed after this Preamble has been added to describe the requirements for promotion review in the new PS Act

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'.

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

## EMPLOYMENT (Continued)

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.

### 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



## EMPLOYMENT (Continued)

APS officer or someone working for a statutory authority, details of your former ACTPS position, the current position you hold in the APS or the statutory authority);

- Office/branch and department or agency; and
- AGS number.

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

### WHEN TO LODGE APPEALS

Appeals must be received by the Office of the Merit Protection Commission (MPC) at the address below, **by 4.51 p.m. on the 14th day after** the date of notification in the *Gazette*.

(In the case of temporary performance appeals, the 14 day deadlines relates to the date on which the direction was first notified in the department.)

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

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

### WHERE TO LODGE APPEALS

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

### ADVICE TO PROMOTEES AND APPELLANTS

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

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

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

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

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

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

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

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

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

### CONTENT OF STATEMENTS

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

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

## EMPLOYMENT (Continued)

and most importantly:

**(f) reasons for your claim that you are more efficient than the other party or parties.**

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

### PAC PROCEDURES

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

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

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

At the hearing, you may be asked to clarify points from your statement, to respond to questions which test you against the requirements of the position, and to summarise why you are the more efficient officer. You should use this opportunity to elaborate on the claims in your written statement as to why you believe you are more efficient.

Promotees and selectees **must** be prepared to discuss their own efficiency compared with that of the appellant(s). It is not enough to take refuge in the fact that the department chose you in the selection exercise.

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

of the material and give you the chance to comment.

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

### SUPERVISORS/REFEREES

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

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

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

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

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

- (a) patronage, favouritism or unlawful discrimination in the making of the promotion (prescribed by section 8 of the PSMA); and/or
- (b) a serious defect in the selection process (a breach of section 65 of the PSMA), may apply to the MPC for a review of that promotion.

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

An applicant must provide the following details:

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

## EMPLOYMENT (Continued)

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

#### Executive

#### **Graeme Shields: AGS No: 260-74438**

From: Senior Officer Grade C \$54,425-\$58,683  
Department of Health & Community Care, Central Office, Executive Co-ordination  
To: † Senior Officer Grade B \$64,307-\$72,398  
Executive, The Canberra Hospital, Canberra (PN.29851)  
(The Commonwealth Gazette 9 December 1999)  
CC: 1111

#### **Rosemary O'Donnell AGS No: 749-67740**

From: Registered Nurse Level 5.3 \$63,419  
The Canberra Hospital  
To: † Registered Nurse Level 5.6 \$83,665  
Executive The Canberra Hospital, Canberra (PN. NP) (48, 2/12/99)

Note: This position was advertised as several.  
CC: 1111

### CHIEF MINISTER'S DEPARTMENT

#### Community Liaison and Indigenous Affairs

**S. C. Pribil:** AGS No: 735-13085  
From: Administrative Service Officer Class 5  
\$40,598-\$43,048p.a

Chief Minister's Department:  
To: Administrative Service Officer Class 6  
\$43,848p.a-\$50,366 p.a  
Community Liaison,  
Chief Minister's Department, Canberra  
(PN. 55249) (PS 44)

### 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.

#### **Policy Co-ordination Group Infrastructure Policy Branch ACT Roads and Stormwater Section**

#### **R. J. Davey: AGS No 713-78991**

From: Senior Officer Grade C \$55,514-\$59,857  
Urban Services  
To: † Senior Officer Grade B \$65,593-\$73,841  
ACT Roads and Stormwater Section Urban Service, Canberra (PN. 46693) (PS No 49, 9/12/99)  
CC: 176

#### **ACT Housing Housing Services Group Legal and Debt Management Unit**

#### **K. L. Hay: AGS No 754-53194**

From: Administrative Service Officer Class 2  
\$28,746-\$31,878  
Department of Defence  
To: Administrative Service Officer Class 4  
\$36,399-\$39,520  
Legal and Debt Management Unit Urban Services, Canberra (PN. 3356) (PS34, 26/8/1999)

Note: This promotion is made as an appointment under Section 115 of the Public Sector Management Act 19994 and is a deemed promotion. All eligible officers may appeal against this decision in accordance with the provisions of the Public Sector Management Act 19994. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7<sup>th</sup> day after notification in the Gazette.  
CC: 184

### DEPARTMENT OF URBAN SERVICES

*Section 143 Public Sector Management Act.*  
Timor Oscar Savimaki, SOGB, 22/12/99  
CC: 183

*Section 143 Public Sector Management Act.*  
Hilton Edward Fisher, Ranger Grade 1, 4/1/2000  
CC: 192

## EMPLOYMENT (Continued)

*Section 143 Public Sector Management Act*  
 Matthew Phillip Jackson, ASO5, 16/12/99  
 CC: 183

*Section 143 Public Sector Management Act*  
 Svetislav Pantic, GSO6, 21/12/99  
 CC: 177

*Section 143 Public Sector Management Act*  
 John Nurmi, GSO5, 16/12/99  
 CC: 182

*Section 143 Public Sector Management Act*  
 Kendall Robert Richmond, GSO3, 23/12/99  
 CC: 177

*Section 143 Public Sector Management Act*  
 Warren Ashley Bennitt, GSO4, 17/12/99  
 CC: 177

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### ACT Public Service Index of addresses

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- 05 The Recruitment Officer, Director of Public Prosecutions, GPO Box 595, Canberra ACT 2601
- 06 Recruitment Officer, Chief Minister's Department, GPO Box 158, Level 3, Canberra Nara Centre, Canberra ACT 2601
- 07 Recruitment Officer, Calvary Public Hospital. PO Box 254, Jamison Centre, ACT 2614
- 08 Personnel Manager, ACTION, PO Box 1155, Tuggeranong, ACT 2901
- 09 Personnel Officer, Totalcare, PO Box 56, Mitchell ACT 2911
- 11 The Recruitment Officer, Canberra Institute of Technology, GPO Box 826, Canberra City ACT 2601

- 12 Customer Service Supervisor, Department of Education and Community Services, PO Box 1584, Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative Branch, Emergency Services Bureau, PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit, The Canberra Hospital, PO Box 11, Woden ACT 2606
- 17 Resource Advisor, Business Services Bureau, Department of Health and Community Care, PO Box 11, Woden ACT 2606
- 18 The Administrative Officer, Legislative Assembly for the ACT, GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection Service, Locked Bag 5, Weston Creek ACT 2611
- 21 Recruitment Officer, ACT Community Care, GPO Box 825, Canberra City ACT 2601
- 23 Administrative Officer, Central Office, Department of Health and Community Care, GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT, GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-General's Office ACT, GPO 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.

## GOVERNMENT NOTICES

### ACT GOVERNMENT PLANNING AND LAND MANAGEMENT GROUP

#### DRAFT VARIATION NO.145 TO THE TERRITORY PLAN HERITAGE PLACES REGISTER

In accordance with Section 24(2) of the *Land (Planning and Environment) Act 1991*, the Planning and Land Management Group of Urban Services is making available for public inspection the documents submitted to the Minister in relation to **draft Variation No.145 for the Heritage Places Register**.

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

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

## GOVERNMENT NOTICES (Continued)

### 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, Corner of City Walk and East Row Canberra City ACT 2601.

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Justices of the Peace Act 1989</i>	Appointment of Justices of the Peace.	No. 304 of 1999

### CORRIGENDUM

In Special Gazette No. S68, dated 22 December 1999, under Notification of the making of an Instrument, Instrument No. 295 of 1999 was incorrectly published as a duplicate of Instrument No. 297 of 1999. Instrument No. 295 of 1999 has been deleted.

## 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 996759, which was referred to the Commissioner for Land and Planning on the 3rd day of December 1999.

*Dated this 21st day of December 1999*

**Brendan Smyth** MLA  
Minister for Urban Services

#### ACTFB PROMOTIONS

I, Ronald James Dance, Fire Commissioner, hereby promote the following member under Section 29(1) of the Fire Brigade (Administration) Act 1974.

The promotion is provisional and may be subject to appeal under Section 33 of the Act. Members of the Brigade who wish to lodge an appeal against these provisional promotions may obtain written information on the appeal process by contacting the Recruitment officer at ACT Emergency Services Bureau Headquarters, 123 Carruthers Street, Curtin or by telephoning (02) 6207 8418 during business hours.

The only ground for appeal is greater efficiency. Appeals must be lodged by 4:51pm on the fourteenth day after the date of this Gazette with the Convenor, ACT Fire Brigade Promotion Appeals Committee, Merit Protection and Review Agency, Level 3, 65-67 Constitution Avenue, Campbell ACT 2601.

Number	Name & Init	Promoted From	Promoted To	Effective Date
333-69234	R.Whitmore	First Class Firefighter Grade A	Senior Firefighter	19 September 1999
517-12059	P.O'Brien	First Class Firefighter Grade A	Senior Firefighter	14 October 1999
326-68208	C.Lind	First Class Firefighter Grade A	Senior Firefighter	3 September 1999

RJ Dance  
Fire Commissioner

4 January 2000

**CONTRACTS ARRANGED**

Department or Agency: Faculty of Tourism and Hotel Management  
 Canberra Institute of Technology  
 Authorising Officer: Andre Penders  
 Contact Officer: Carol Krawczyk  
 Phone: (02) 6207 3192

Purchase Reference	Description of Supplies	Value \$Aus	Period Contract No.	Contractor Name & Address	P & S Code
990023	Supply of gas to the Hidden Agenda Cafe 1/1/99 to 31/12/99	3'500.00		AGL Gas Company GPO Box 2632 Sydney NSW 1173	21
990024	Supply of eggs and egg products to Hidden Agenda Café from 1/1/99 to 31/12/99	4'095.00	Quote 4/98	Bartter Enterprises PO Box 84 Kippax ACT 2615	07
990025	Supply of bread products and pastries for Hidden Agenda Café from 1/1/99 to 31/12/99	31'500.00		The Brothers Oven PO Box 1046 Tuggeranong ACT 2901	07
990026	Supply of Juices, drinks and soft drinks for Hidden Agenda Café from 1/1/99 to 31/12/99	10'560.40		Berri Limited PO Box 6380 Blacktown NSW 2148	07
990028	Supply of electricity, cleaning and telephone for the Hidden Agenda Café from 1/1/99 to 31/12/99	10'000.00		Centrelink PO Box 7788 Canberra Mail Centre ACT 2610	21
990029	Supply of seafood, cheese, fish and dry goods to Hidden Agenda Café from 1/1/99 to 31/12/99	20'143.30		Cold Seas PO Box 7004 Canberra Mail Centre ACT 2610	07
9990030	Supply of soft drinks and bottled water to Hidden Agenda Café from 1/1/99 to 31/12/99	25'640.45		Coca Cola Amatil(NSW) Private Bag 18 Wentworthville NSW 2145	07
990031	Supply of coffee and associated items to Hidden Agenda Café from 1/1/99 to 31/12/99	25'975.45	Quote No 2/98	The Canberra Coffee Co PO Box 568 Fyshwick ACT 2609	07
990032	Supply of Milk and associated items to Hidden Agenda Café from 1/1/99 to 31/12/99	57'437.27		Capitol Chilled Foods PO Box 4154 Kingston ACT 2604	07
990033	Supply of grocery and sundry items to Hidden Agenda Café from 1/1/99 to 31/12/99	43'000.00		Dawes Wholesale Foods PO Box 603 Fyshwick ACT 2609	07



**CONTRACTS ARRANGED (Continued)**

990034	Supply of packaging items to Hidden Agenda Café from 1/1/99 to 31/12/99	11'569.73		Daltons Packaging Materials PO Box 304 Fyshwick ACT 2609	20
990035	Supply of Canberra Times to Hidden Agenda Café from 1/1/99 to 31/12/99	5'000.00		Federal Capital Press GPO Box 7275 Canberra Mail Centre Canberra ACT 2610	10
990036	Supply of Groceries to Hidden Agenda Café from 1/1/99 to 31/12/99	20'000.00		F.F.D. PO Box 456 Fyshwick ACT 2609	07
990038	Supply of newspapers to Hidden Agenda Café from 1/1/99 to 31/12/99	5'000.00		Hyperdome Newsagency Shope 15A Hyperdome Shopping Ctr Tuggeranong ACT 2900	10
990040	Supply of cut meat to Hidden Agenda Café from 1/1/99 to 31/12/99	17'955.57		Lachlan Valley Meats PO Box 4670 Kingston ACT 2604	07
990041	Supply poultry and assorted groceries to Hidden Agenda Café from 1/1/99 to 31/12/99	18'508.58		Market Poultry and Game Fyshwick Fresh Food Markets Fyshwick ACT 2609	07
990042	Supply of fresh fruit and vegetables to Hidden Agenda Café from 1/1/99 to 31/12/99	48'270.90		MIA Investments PO Box 1724 Tuggeranong ACT 2900	01
990043	Supply of confectionery items to Hidden Agenda Café from 1/1/99 to 31/12/99	19'329.81		Network Foods PO Box 362 Fyshwick ACT 2609	07
990045	Supply of muesli bars, biscuits and healthy snacks to Hidden Agenda Café from 1/1/99 to 31/12/99	4'017.80		Steven's Healthy Snacks PO Box 2961 Civic ACT 2961	07
990048	Supply of Linen and provide laundering services to Hidden Agenda Café from 1/1/99 to 31/12/99	5'500.00	C 98133	Totalcare Accounts Receivable PO Box 777 Fyshwick ACT 2609	27
990049	Supply of pastry products to Hidden Agenda Café from 1/1/99 to 31/12/99	14'000.00		V.I.P. Pies 31 Dundas Court Phillip ACT 2606	07
990052	Supply of hairdressing goods from 1/1/99 to 31/12/99	29'122.63		Dateline Imports 16/33 Maddox Street Alexandria, NSW 2015	11
990053	Supply of hairdressing goods from 1/1/99 to 31/12/99	4'856.48		Goldwell Cosmetics P/L PO Box 318 Lakemba NSW 2195	110
990055	Supply of hairdressing goods from 1/1/99 to 31/12/99	2'873.36		L'Oreal PO Box 25 Sandringham VIC 3191	11

**CONTRACTS ARRANGED (Continued)**

990057	Supply of hairdressing goods from 1/1/99 to 31/12/99	2'162.48		Schwarzkopf P/L 431 Warringah Road Frenchs Forest NSW 2086	11
990058	Supply of dry goods, groceries and sundry items from 1/1/99 to 31/12/99	8'444.89		Australian Independent W'S 34 – 42 Sheppard st Hume ACT 2620	07
990059	Supply of alcohol from 1/1/99 to 31/12/99	17'905.74		Australian Independent W'S 34 – 42 Sheppard St Hume ACT 2620	07
990060	Supply of alcohol from 1/1/99 to 31/12/99	24'728.44		Australian Liquor Marketers PO Box 7006 Canberra Mail Centre Fyshwick ACT 2610	07
990063	Supply of liquor, wine and spirits from 1/1/99 to 31/12/99	3'008.68		Appellation Wines & Spirits PO Box 680 Wahroonga NSW 2076	07
990064	Supply of food grade gas and other gas as required from 1/1/99 to 31/12/99	2'000.00	NSW C No. 312	BOC Gases Aust 9 Barrier St Fyshwick ACT 2609	21
990065	Supply of fresh and frozen poultry from 1/1/99 to 31/12/99	20'955.46	NSW Gov 822	Baiada Poultry P/L 642 Great Western Highway Pendle Hill NSW 2145	07
990066	Supply of eggs and egg products from 1/1/99 to 31/12/99	10'964.00	Quote No 4/98	Barrer Parkwood Eggs PO Box 84 Kippax ACT 2615	07
990067	Supply of Cheese and Sundry items from 1/1/99 to 31/12/99	8'813.16		C.C.Wholesale P/L PO Box 7153 Canberra Mail Centre Canberra ACT 2610	07
990068	Supply of dairy products from 1/1/99 to 31/12/99	21'269.74		Capitol Chilled Foods PO Box 4154 Kingston ACT 2604	07
990069	Supply of cheese and sundry items from 1/1/99 to 31/12/99	2'306.10		Canberra Combined Buyers PO Box 1072 Fyshwick ACT 2609	07
990071	Maintenance and copy charges on photocopiers from 1/1/99 to 31/12/99	4'340.63		Canon Australia P/L PO Box 65 Fyshwick ACT 2609	10
990072	Supply of coffee and filters from 1/1/99 to 31/12/99	9'816.60	Quote No 2/98	The Canberra Coffee Co PO Box 568 Fyshwick ACT 2609	07
990073	Supply of fresh and frozen seafood, fish and Unichef products from 1/1/99 to 31/12/99	92'100.17		Cold Seas PO Box 7004 Canberra Mail Centre Canberra ACT 2610	07
990074	Supply of fresh fruit and vegetables from 1/1/99 to 31/12/99	32'300.00		Canberra Fresh F&V Merch Shop 17 City Markets Bunda St, Civic ACT 2601	07
990075	Supply of softdrink, postmix and cordials from 1/1/99 to 31/12/99	9'999.00		Cadbury Schweppes PO Box104 Mitchell ACT 2911	07

**CONTRACTS ARRANGED (Continued)**

990076	Supply of beer products from 1/1/99 to 31/12/99	9'484.10		Carlton United Breweries PO Box 404 Queanbeyan NSW 2620	07
990077	Supply cabcharge service from 1/1/99 to 31/12/99	5'000.00		Cabcharge Aust. P/L PO Box 600 Paddington NSW 2021	24
990078	Supply of dry goods, groceries and sundry items from 1/1/99 to 31/12/99	48'361.85		Dawes Wholesale Foods PO Box 603 Fyshwick ACT 2609	07
990079	Supply of packaging items from 1/1/99 to 31/12/99	6'298.89		Daltons Packaging P/L PO Box 304 Fyshwick ACT 2609	20
990081	Supply of carcass meats from 1/1/99 to 31/12/99	40'346.42	Contract 98215	F & M Vodusek PO Box 7127 Canberra Mail Centre Canberra ACT 2610	07
990082	Provide electrical service from 1/1/99 to 31/12/99	30'000.00	Quote No 1/99	Five Star Electrical (ACT) PO Box 48 Fyshwick ACT 2609	24
990083	Supply fresh herbs from 1/1/99 to 31/12/99	3'092.75		Herb and Spice Garden Factory 3 2 – 16 Warner St Huntingdale VIC 3167	07
990084	Supply Nuts, Chocolates, Dried Fruits & Sundry items from 1/1/99 to 31/12/99	10'911.96		Hansel and Gretel 40 Townshend Street Phillip ACT 2606	07
990085	Supply edible butchery products from 1/1/99 to 31/12/99	3'698.45		Harry Lesnie P/L PO Box 61 Homebush NSW 2140	07
990086	Supply of wines from 1/1/99 to 31/12/99	2'630.39		Helm's Wines Yass River Road Murrumbateman NSW 2582	07
990088	Supply of fresh fruit and vegetables from 1/1/99 to 31/12/99	28'876.80		L.Y.HOOK T/A Kaleen Fruit Market Shop 12, Kaleen Village Georcina Crescent Kaleen ACT 2617	07
990089	Supply asian groceries from 1/1/99 to 31/12/99	3'545.05		Kan Foods Unit 1 Dundas Court Phillip ACT 2606	07
990091	Supply carcass meats from 1/1/99 to 31/12/99	30'584.03	C 98216	Lachlan Valley Meats PO Box 4670 Kingston ACT 2604	07
990092	Supply of Wines from 1/1/99 to 31/12/99	3'066.75		Lark Hill Winery RMB 281 Bungendore NSW 2621	07
990093	Supply of fresh fruit and vegetables from 1/1/99 to 31/12/99	20'994.98		MIA Investments P/L PO Box 1724 Tuggeranong ACT 2900	07

**CONTRACTS ARRANGED (Continued)**

990094	Supply domestic travel from 1/1/99 to 31/12/99	7'402.65	ACT Gov	Qantas Airways Ltd. GPO Box 933 Canberra ACT 2601	24
990096	Monthly software maintenance & modem charges for Maxial from 1/1/99 to 31/12/99	17'435.52		Sandersons PO Box 1792 Maquarie Centre NSW 2113	18
990098	Supply bakery products from 1/1/99 to 31/12/99	17'460.20		J.L. Stewart & Son P/L PO Box 41 Wentworthville NSW 2145	07
990100	Supply fresh herbs and spices from 1/1/99 to 31/12/99	2'854.40		Summerlands Herbs RMB 3161 Captains Flat Rd Queanbeyan NSW 2620	07
990102	Supply napkins, candles, garbage bags, straws & Soaker pads from 1/1/99 to 31/12/99	11'824.04	NSW Contract 407	Steven Salgo (sales) P/L PO Box 462 Matraville NSW 2036	20
990104	Service of Blue phone, PABX, mobile phones from 1/1/99 to 31/12/99	2'572.75		Telstra GPO Box 9901 Sydney NSW 2001	25
990105	Supply of beer products from 1/1/99 to 31/12/99	4'825.61		Tooheys Brewery Locked Bag 58 Silverwater NSW 2128	07
990106	Supply bread, buns & Rolls from 1/1/99 to 31/12/99	2'500.00		Tip Top Bakery PO Box 4160 Kingston ACT 2604	07
990108	Laundering and linen hire from 1/1/99 to 31/12/99	44'182.20	Contract 98133	Totalcare Accounts Receivable PO Box 777 Fyshwick ACT 2609	27
990109	Supply of house wines from 1/1/99 to 31/12/99	28'605.85		Yalumba Winery PO Box 10 Angaston SA 5353	07
990112	Supply of cut meats from 4/1/99 to 31/12/99	66'501.95	Contract 98306	F & M Vodusek PO Box 7127 Canberra Mail Centre Canberra ACT 2610	07
990113	Supply cleaning chemicals from 1/1/99 to 31/12/99	9'910.97	Quote number 3/98	DiverseyLever Aust P/L Locked Bag 61 Wetherill Park NSW 2164	11
990230	Electrical service for renovation in Faculty	11'980.00	Quote Number 1/99	Five Star Electrical (ACT) PO Box 48 Fyshwick ACT 2609	22
990240	Beauty therapy goods for classes	3'174.04		Natural Compatibles (Aust) PO Box 1191 Mountain Gate VIC 3156	11
990251	Beauty therapy goods for classes	3'751.90		The Beauty Warehouse Suite 1, 77 Boundary Road Mordale NSW 2223	11
990257	Supply of waistcoat & bow ties for students	3'945.00		Best Dressed Chef 3 Barrier Street Fyshwick Act 2609	08

**CONTRACTS ARRANGED (Continued)**

990293	Beauty therapy goods for classes	2'362.92		Donaldson Cosmetic Labs 52 Second Street Parkdale VIC 3195	11
990739	Lease charges for computers	3'053.96	ACT Gov	Chief Ministers Dept Intact Group PO Box 245 Civic Square ACT 2608	18
990743	Television advertisement campaign	4'800.00		Prime Television (Southern) PO Box 878 Dickson ACT 2602	27
990971	Lease charges for computers	2'869.58	ACT Gov	Chief Ministers Dept Intact Group PO Box 245 Civic Square ACT 2608	18
990974	Supply of kitchenware	2'234.00	NSW Gov 407	Steven Salgo (Sales) PO Box 462 Matra ville NSW 2036	20
990989	Espresso machine and coffee grinder	5'750.00	Quote number 3/99	The Canberra Coffee Co PO Box 568 Fyshwick ACT 2609	17
990990	2 Cash registers and additional drawer unit	2'220.00		Allied Business Systems PO Box 75 Mawson ACT 2607	17
990996	Supply coffee and grocery items to the Discovery Café from 30/4/99 to 31/12/99	5'831.47	Quote number 2/98	The Canberra Coffee Co PO Box 568 Fyshwick ACT 2609	07
990999	Supply of dairy goods and associated products to the Discovery Café from 30/4/99 to 31/12/99	14'576.78		Capitol Chilled Foods PO Box 4154 Kingston ACT 2604	07
991000	Supply of coca cola and other beverages to the Discovery Café from 30/4/99 to 31/12/99	7'678.17		Coca Cola Amatil (NSW) P/L Locked Bag 2030 Wentworthville NSW 2145	07
991001	Supply of fresh & frozen fish & seafood products to the Discovery Café from 30/4/99 to 31/12/99	5'851.63		Cold Seas P/L PO Box 7004 Canberra Mail Centre Canberra ACT 2610	07
991002	Supply of packaging containers to the Discovery Café from 30/4/99 to 31/12/99	2'611.62		Dalton Packaging P/L PO Box 304 Fyshwick ACT 2609	20
991003	Supply of grocery items to the Discovery Café from 30/4/99 to 31/12/99	16'357.25		Dawes Wholesale Foods PO Box 603 Fyshwick ACT 2609	07
991004	Supply of "The Canberra Times" to the Discovery Café from 30/4/99 to 31/12/99	2'279.76		The Federal Capital Press PO Box 7155 Canberra Mail Centre Canberra ACT 2610	10

**CONTRACTS ARRANGED (Continued)**

991005	Supply of frozen goods and grocery items to the Discovery Café from 30/4/99 to 31/12/99	10'626.00		F.F.D. PO Box 456 Fyshwick ACT 2609	07
991008	Supply of meat and smallgoods products to the Discovery Café from 30/4/99 to 31/12/99	2'795.33		Lachlan Valley Meats PO Box 4670 Kingston ACT 2604	07
991009	Supply of poultry and game products to the Discovery Café from 30/4/99 to 31/12/99	3'622.90		Market Poultry and Game PO Box 351 Fyshwick ACT 2609	07
991010	Supply of fresh fruit and vegetables to the Discovery Café from 30/4/99 to 31/12/99	15'094.22		MIA Investments PO Box 1724 Tuggeranong ACT 2900	07
991011	Supply of confectionery items to the Discovery Café from 30/4/99 to 31/12/99	4'343.82		Network Foods PO Box 362 Fyshwick ACT 2609	07
991015	Supply of breads, pastries and associated products to the Discovery Café from 30/4/99 to 31/12/99	4'125.53		Tip Top Bakeries PO Box 4160 Kingston ACT 2604	07
991018	Supply of pastry goods to the Discovery Café from 30/4/99 to 31/12/99	7'583.05		V.I.P.Pies 31 Dundas Court Phillip ACT 2606	07
991136	Coach hire for student excursion.	2'600.00		Canberra Sightseeing PO Box 5007 Chisholm ACT 2905	24
991160	Lease charges for computes	2'458.00	ACT Gov	Chief Ministers Dept Intact Group PO Box 245 Civic Square ACT 2608	18
991226	Supply of newspapers to Discovery Café till 31/12/99	3'000.00		Canberra House Newsagency GPO Box 1281 Canberra ACT 2601	10
991235	Accommodation charges for students and teachers on excursion	2'366.30		Y on the Park 5 – 11 Wentworth Ave Sydney NSW 2010	24
991265	Repair of smokehouse, parts from overseas.	3'437.00		Roddan Electrical Service 8 Fortescue Street Bexley North NSW 2207	27
991441	Monthly rental lease charges for Discovery Café till 31/12/99	25'000.00		CSIRO Plant Science Centre Division of Plant Industry PO Box 1600 Canberra City ACT 2601	27
991526	Supply of cookies to the Discovery Café from 30/4/99 to 31/12/99	2'723.00		Kiwi Cookies PO Box 1013 Queanbeyan NSW 2620	07

**CONTRACTS ARRANGED (Continued)**

991533	Beauty therapy items for students packages for classes.	2'535.16		Dateline Imports 16/33 Maddox Street Alexandria NSW 2015	11 10
991534	Hairdressing goods for students packages for classes	12'969.00		Dateline Imports 16/33 Maddox Street Alexandria NSW 2015	11 10
991794	Research project for Aust. Culinary Diploma in USA	2'500.00		Austrade Austrade Los Angeles 2049 Century Park East 19 th Floor Los Angeles CA 90067	30
991800	Supply and delivery of 5 drawer Opitiplan unit and Inserts.	2'158.75		Opitiplan P/L PO Box 503 St Ives NSW 2075	18
991825	Workstations, hutches, mobile drawer units and bookshelves.	3'895.00		Ex Government Furniture PO Box 1277 Fyshwick ACT 2609	18
991876	Hire of hospitality items needed for function.	3'482.85		Stewart Barlen Hire Services PO Box 248 Fyshwick ACT 2609	28
991882	Supply of packaging items to Hidden Agenda Café from 31/9/99 to 31/12/99	2'876.83		Dowlings Canberra P/L PO Box 1416 Fyshwick ACT 2609	20
992131	Supply and position a dishwasher.	4'120.00		Border Stainless Steel PO Box 1875 Queanbeyan NSW 2620	17
992212	Supply and install tape drive (yr 2000 comp) for Maxial system	5'229.00		Sanderson PO Box 1792 Macquarie Centre NSW 2113	18 27
992287	Supply tables and chairs	13'450.00		Club Décor 28 Industry Place Malvern Street Bayswater VIC 3153	09
992290	Supply of Mixers (4)	11'420.00		AC & R 10 Kembla Street Fyshwick ACT 2609	17
992297	Supply of Hobart Mixers (4)	13'163.64		Albert Crocker and Son Locked Bag 113 Silverwater NSW 1811	17
992297	Ink and toner cartridges.	2'547.25		Olympia Office & Computer Consumables PO Box 46 Panania NSW 2213	18
992299	Name badge blanks and badge pins.	2'750.00		Canberra Rubber Stamps PO Box 343 Fyshwick ACT 2609	20
992308	Supply of Hobart glass washer	2'548.30		Albert Crocker and Son Locked Bag 113 Silverwater NSW 1811	17
992309	Supply of cutlery items	7'390.90		AC & R 10 Kembla Street Fyshwick ACT 2609	14

**CONTRACTS ARRANGED (Continued)**

992310	Supply of glassware items	5'172.00		AC & R 10 Kembla Street Fyshwick ACT 2609	12
992314	Supply of crockery items	7'141.32	NSW Gov 407	Albert Crocker and Son Locked Bag 113 Silverwater NSW 1811	12
Non Req	6 months rent for Café at Visitors Information Centre, Oct 98 to Mar 99	7'000.00		Canb.Tourism & Events Corp Locked Bag 2001 Civic Square ACT 2608	27
Non Req	Hairdressing manequins	3'442.00		Dateline Imports 16/33 Maddox Street Alexandria NSW 2015	20
Non Req	Remove and replace freezer room roof	9'807.00		AC & R 10 Kembla Street Fyshwick ACT 2609	22

