



Australian Capital Territory

Gazette

No. 22, Thursday 31 May, 2001

Contents

General Information	ii
Employment	583
Gazette Information	599
Government Notices	600
Private Notices	608

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

Printed for the ACT Executive by Publishing Services.
© Australian Capital Territory, Canberra, 2001.

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 0254

Fax: (02) 6205 0266

e-mail: 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.

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

Copies of the ACT Government Gazette may be purchased at a cost of \$5.50 (or \$2.20 for a Special Gazette) from the ACT Government shopfront, Legislation/Gazette sales counter, Ground Floor, FAI House, Corner of London Circuit and Akuna Street, Canberra City. Subscriptions to the Gazette 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.

Copyright Notice - Australian Capital Territory

This work is copyright. Apart from any use as permitted under the Copyright Act 1968, no part may be reproduced by any process without written permission from Library and Information Management, Department of Urban Services, ACT Government, GPO Box 158, Canberra ACT 2601.

Products and Services advertised in this publication are not necessarily endorsed by the ACT Government

EMPLOYMENT

ACT Public Service

General Information

Eligibility to apply for advertised vacancies

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

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

Groups with eligibility rights are:

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

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

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

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

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

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

Vacancies

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE

**Central Office
Financial Management and Support Services
Corporate Administration and Capital Works**

**Senior Officer Grade C
\$56,346-\$60,755 Canberra (PN. 29509)**

Closing date: 14 June 2001

Unit Profile: The Corporate Administration and Capital Works Unit is a small team that is responsible for high level procurement and corporate administration support to the Department of Health Housing and Community Care. In this role the unit is responsible for the development of policy in accordance with ACT Government procurement reforms.

Duties: This unit requires a senior officer to take responsibility for the development, implementation and management of procurement policy, control and monitoring for the Department. This will also be a leadership role to support officers responsible for devolved procurement and other administration tasks at unit and group level. This position will also support the daily responsibilities of the Unit in other policy development and monitoring, property management and financial management tasks.

Eligibility/other requirements: The successful candidate will have an extensive background in public sector procurement, with skills in resource management and policy development and hold certified competencies in Procurement to AQF Level 4 or better. A knowledge and understanding of Workplace Diversity, a Participative Workplace, a Safe Working Environment and Access and Equity is also required.

Contact Officer: Mark Kendall (02) 6205 0867
Selection documentation may be obtained from Dario Gomes (02) 6205 1207 E-mail: dario.gomes@act.gov.au

Apply: 23
CC: 148-9011-17925

EMPLOYMENT (Continued)**THE CANBERRA HOSPITAL****The Canberra Hospital
Medical Service Management Team****Senior Officer Grade B \$64,950 - \$73,117,
Canberra (PN. 24780)**Closing date: 14th June 2001

Duties: Control daily financial processing for the Service Management Team, including journalling, invoice payments, purchase orders and capital expenditure; provide high level advice to the Executive Director of the SMT on such matters as planning, priority-setting resource allocation and management, and other business of the SMT; monitor and undertake analysis of all aspects of the SMT business performance.

Eligibility/other requirements: Tertiary qualifications in accounting, management or a related discipline; management experience in a health organisation would be highly regarded.

Contact Officer: Joanna Holt, Executive Director Medical SMT (02) 6244 3603 or e-mail joanna.holt@act.gov.au

Selection Documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16
CC: (1711)

**The Canberra Hospital
Financial Management
Patients Office and Accounts****Senior Officer Grade C \$54,969 - \$59,270,
Canberra (PN. 25977)**Closing date: 14th June 2001

Duties: Coordinate billing activities and other revenue collection activities for The Canberra Hospital; analyse and report on revenue performance; manage the work of the Patients Office and Accounts Section.

Eligibility/other requirements: Tertiary qualification in accounting with eligibility for ASCPA or ICA membership is preferred but not essential.

Contact Officer: Peter Hade (02) 6244 2992
Selection documentation may be obtained from the Human Resource Management Group (02) 6244 3580

Apply: 16
CC: (1322)

**The Canberra Hospital
Business & Infrastructure
Support Services & Contracts****Administrative Service Officer Class 6
\$43,416- \$49,872, Canberra (PN. TBA)**

Closing date: 14 June 2001

Duties: Assist in the development and implementation of systems, policies, procedures and best practices in tendering and contract management for TCH. Provide advice on policy and procedural matters associated with tendering and contract management. Assist client areas in preparation of tender and contract documents ensuring compliance with ACT Government and Hospital policies and procedures.

Eligibility/other requirements: Accreditation to, or substantial progress towards achievement of, Australian Qualifications Framework (AQF) Level 4 in Contract Management (or the equivalent) is highly desirable.

Contact Officer: Mark Bonato (02) 6244 2644
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168

Apply: 16
CC: (1331)

**The Canberra Hospital
Business & Infrastructure
Support Services & Contracts****Senior Officer Grade C \$54,969 - \$59,270,
Canberra (PN. TBA)**

Closing date: 14 June 2001

Duties: Provide leadership in the development and implementation of systems, policies, procedures and best practices in tendering and contract management for TCH. Provide advice on policy and procedural matters associated with tendering and contract management. Assist client areas in the preparation of tender and contract documents ensuring compliance with ACT Government and Hospital policies and procedures.

Eligibility/other requirements: Accreditation to, or substantial progress towards achievement of, Australian Qualifications Framework (AQF) Level 6 in Contract Management (or the equivalent).

Contact Officer: Mark Bonato (02) 6244 2644
Selection documentation may be obtained from Human Resource Management Group (02) 6244 4168

Apply: 16
CC: (1331)

**The Canberra Hospital
Pathology Services Branch
Anatomical Pathology/Cytopathology****Technical Officer Level 2/Technical Officer
Level 3/Professional Officer Class 1
\$31,884 - \$42,475, Canberra (PN. 21309)**

Closing date: 14 June 2001

Duties: ACT Pathology provides public pathology services to GP's, Specialists and Hospitals in the ACT and South Eastern NSW region. There is a vacancy in the Cytology section of the Anatomical Pathology Department for a highly motivated cytotechnologist. The Cytology section receives a diverse mix of gynaecological, non-gynaecological and FNA specimens.

Eligibility/other requirements: Relevant tertiary qualification or equivalent.

Note: The position will be filled at either TO2, TO3 or PO1 level depending on the qualifications and experience of the successful applicant.

EMPLOYMENT (Continued)

Contact Officer: Janice Holdsworth
(02) 6244 2876
Selection Documentation may be obtained from
Human Resource Management Group
(02) 6244 3139.
Apply: 16
CC: (3124)

**The Canberra Hospital
Pathology Services Branch
Pathology Reception**

**Technical Officer Level 1 \$29,358 - \$30,841,
Canberra (PN. 27063 & 21501)**

Closing date: 14 June 2001
Duties: In accordance with relevant procedures
and NATA standards, collect, identify and
register all specimens received from within the
hospital and Canberra region. Prioritise urgent
requests before submitting to the appropriate
laboratories. Maintain and update a patient
information computerised system.
Note: PN 27063 is a permanent full-time position
and PN 21501 is a temporary full-time position
available from mid June until mid January 2002.

Contact Officer: Charmaine Gray (02) 6244 2835
Selection Documentation may be obtained from
Human Resource Management Group
(02) 6244 3139.
Apply: 16
CC: (3133)

ACT COMMUNITY CARE

ACT COMMUNITY CARE
Dental Health Program
Dentists

ACT Community Care's Dental Health Program
has several vacancies for Dentists based in
Canberra. The range of vacancies comprehends
experienced dentists or new graduates and
offers the opportunity to work in a medium sized
organisation with full administrative and clinical
support. The Dental Health Program provides
its services through modern, well-equipped
clinics located at Canberra's major public
transport nodes. The program embraces
advances in dentistry and supports the
continuing professional development of its staff.

Successful appointees will be offered an
Australian Workplace Agreement. Salaries for
the positions range from \$48,000 to \$75,000
(Dental Officer Grade 1/2) and \$79,000 (Dental
Officer Grade 3) depending on experience. In
addition, a retention/performance bonus is
payable on each anniversary of appointment
amounting to 10% of salary. Dental Officer
Grade 3 posts include both clinical and
management roles

If you would like to know more about these
opportunities, Dr Raju, our Principal Dentist
telephone (02) 6205 0979 would be pleased to
discuss them in more detail. Selection
documentation and application forms may be
obtained from Jantsen Lam on
(02) 6205 1088.

Applications close on 22 June 2001.
Apply 21
CC: 148-9009-16860

**ACT Community Care
Corporate and Business Development
Finance and Contract Management**

**Administrative Service Officer Class 5
\$40,757 - \$43,217, Canberra
(PN. 29009 expected vacancy)**

Closing date: 14 June 2001
Duties: We are looking for a capable and
enthusiastic person to join our team. The
position offers opportunities to gain experience
in systems, financial and accounting functions.
The successful applicant will be responsible for
managing the Oracle accounts receivable
system for the organisation and providing
ongoing training. He/she will also be
responsible for preparing ACT Community
Care's FBT and GST returns and will assist in
budget development, financial management and
preparation of financial statements and reports.
Eligibility: Accounting qualifications or progress
towards accounting qualifications is highly
desirable.

Contact Officer: Robyn Toohey (02) 6205 1614
Selection Documentation: Ron Rankin
(02) 6207 1055
Apply: 21
CC: 148-9009-18270

**ACT Community Care
Dental Health Program
Dental Laboratory**

**Technical Officer Level 2 \$32,326 - \$37,205,
Canberra (PN 25517)**

Closing date: 14 June 2001
Duties: As a technician, the position is
responsible for performing tasks, activities and
functions associated with fabrication of dental
protheses, orthodontic and therapeutic
appliances, ranging from the straight forward to
the moderately complex.

Eligibility/other requirements: Registered as a
dental technician in the ACT.

Contact Officer: Larry Vaughan (02) 6205 2184
Selection documentation may be obtained from
Kristy Dyball (02) 6205 2185
Apply: 21
CC: 148-9009-16860

**ACT Community Care
Corporate and Business Development
Facility Services - Operations**

**Administrative Service Officer Class 4
\$36,541 - \$39,675, Canberra (PN. 27795)**

Closing date: 14 June 2001
Duties: The successful applicant will work as
part of a small team and provide high quality
financial support services associated with the
management of Health Centres and an
extensive vehicle fleet. A well developed
knowledge of general accounting procedures

EMPLOYMENT (Continued)

and the ability to work in a team environment are essential.

Contact Officer: John Dowse (02) 6205 1769
 Selection documentation may be obtained from Yasmin Barrington-Knight (02) 6205 1433
 Apply: 21
 CC: 148-9009-18270

ACT COMMUNITY CARE DISABILITY PROGRAM

Disability Support Officer Level 3 – Support Manager
Salary \$43,096 - \$45,760 per annum

Position number 27413

The Disability Program is seeking applications from individuals to work as a disability support manager for a residential respite program. This service provides short term centre based respite for people with disabilities.

The Support Manager will be responsible for: Planning, supporting and providing advice on skill development for clients which may include activities of daily living, recreation and leisure. Planning and managing resources including human resources, finances, facilities and equipment. Reviewing client needs, planning and evaluating individual support and other services against the Disability Service Standards, 1994. Providing leadership and promoting a commitment to high quality customer service principles, practices and attributes.

Relevant qualifications and experience: Diploma Level studies in Disability Services or equivalent qualification; or demonstrated knowledge, skills, attitudes and experience related to disability support at this level. A current driver's licence is required.

Note: This position is located at the Phillip Health Centre, Woden and entails management of 2 respite services in the Northern and Southern regions of Canberra. The successful applicant will be required to participate in a rotating on-call roster with other support managers. Respite Managers may be required to rotate to a comparable position within Accommodation Support after a length of time in Respite.

Contact Officer: Annette Gilmour (02) 6207 7778
 Applications Close: 8 June 2001
 To obtain an application kit please call (02) 6205 0971 (Answering Machine)
 Applications will not be acknowledged on receipt
 Apply: 21
 CC: 148-9009-16861

ACT COMMUNITY CARE DISABILITY PROGRAM

Social Worker - Professional Officer Class 2
Part time 18:23 hours per week

Position number 33698
\$44,018 - \$49,193 per annum
(based on full time hours)

A position exists for a qualified social worker to work as part of a multi-disciplinary team, providing services to Disability Program clients.

Duties include:

Planning, implementing and evaluating group and individual assistance for people with disabilities including assistance in the area of assessment, counselling, representation and crisis intervention.

Coordinating individuals, groups and projects to assist people with disabilities, their families, guardians, advocates and care-givers.

Providing case management support.

Ability to train staff and clients in matters related to social work.

Excellent team, client and communication skills are required. Experience working with people with disabilities is essential.

Eligibility: A degree in Social Work or equivalent. Eligibility for full membership of the Australian Association of Social Workers.

Contact Officer: Jason Hitchcock (02) 6207 1121
 Selection Documentation: (02) 6205 0971 (Answering Machine)
 Applications Close: 14 June 2001
 Apply: 21
 CC: 148-9009-16861

ACT COMMUNITY CARE TEMPORARY EMPLOYMENT REGISTERS

ACT COMMUNITY CARE is the major provider of community-based health and disability services in the ACT.

ACT Community Care is currently updating Temporary Employment Registers for a range of classifications and is seeking applications from people who are interested in being included on these Registers from which short term temporary employment may be offered. A separate application and resume will need to be lodged **for each register** and *Previous applicants who are already on the registers will need to reapply.*

Eligibility/Other requirements: To be eligible for employment, applicants must be Australian citizens, permanent residents or have a current permit to work in Australia.

ALL PROGRAMS

Administrative Service Officers (all levels)
 Applicants should nominate the classification levels for which they wish to be considered.

Nurses (all levels), Enrolled Nurses and Professional Officers

Applicants should provide details of their qualifications and experience.

Case Managers in the Alcohol and Drug Program. Multiclassified positions at either ASO 6, PO 2 or Registered Nurse Level 2.

EMPLOYMENT (Continued)

Enrolled Nurses to provide clinical care to clients primarily in the delivery of drug withdrawal services. Suitably qualified and registered

Pharmacists (Professional Officer stream) to undertake the provision of the pharmacotherapy service to clients in the Alcohol and Drug Program.

Career Medical Officer Grade 2. The role involves the assessment, diagnosis and treatment of people who are alcohol and/or drug dependent.

Mandatory qualifications apply to the above four classifications.

If applicants wish to work part time hours this should be clearly stated and include the number of days and the hours they are available to work.

Please note: If you have received a voluntary redundancy from the ACT Public Service in the past 2 years you are not eligible to apply.

The Registers will operate for a period of twelve months. Applicants can apply via the "Jobs" section of the ACT Community Care Internet site at www.communitycare.act.gov.au or by requesting an application form (phone (02) 6205 1433).

A resume should be attached and the application can be emailed to actcc.employment@act.gov.au or posted to:

Temporary Employment Registers
Human Resource Support Team
ACT Community Care
GPO Box 825
CANBERRA ACT 2601

Applications close: 14 June 2001
CC: 148-9009-18270

**ACT Community Care
Corporate and Business Development
Executive
Administrative Service Officer Class 4
\$36,541-\$39,675, Canberra (PN. 23102)**

Closing date: 14 June 2001
Duties: Provide executive support to the Chief Executive and two Executive Directors in ACT Community Care.

Contact Officer and Selection Documentation
Carmel Markham (02) 6205 1640
Apply: 21
CC: 148-9009-18270

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

The ACT BreastScreen program screens 20,000 women a year from the ACT and SE NSW region and operates within the National BreastScreen Accreditation Guidelines.

Registered Nurse Level 2 \$43,278-\$46,013, Canberra (Expected vacancy - permanent part time /full time)
(Salary packaging with FBT exemption under PBI conditions is available)

Closing date: 14 June 2001
Nurse/nurses are required for the BreastScreen Program. We are looking for individuals with experience in women's health and in particular breast cancer. Duties include clinical assessment, support and counselling of women who attend the BreastScreen clinic.
Eligibility/other requirements: Registered as a General Nurse by ACT Registration Board.
Current drivers licence.

Contact Officer: Alice Jones (02) 6205 1540
Selection Documentation may be obtained from: Danielle May (02) 6205 1085
Apply: 21
CC: 148-9009-16857

CALVARY HOSPITAL INC.**Medical Services
Library**

***Calvary Administrative Officer 4
\$36,149 - \$39,249, Canberra (PN. 8741)**

Closing date: 14 June 2001
Duties: Provide reference services and undertake Literature searches utilising a wide range of resources, including the Internet, CD-ROM and online databases.
Eligibility/other requirements: Completion of a diploma in library and information science, or equivalent, conferring eligibility for technical membership of the Australian Library and Information Association.
Note: TTY 6201 6127

Contact Officer: Sue Brudenall (02) 6201 6090
Selection documentation may be obtained from (02) 6201 6090
Apply: 07
CC: 148-9094-17781

**Administrative Services
Finance**

**Calvary Senior Officer Package in the order of
\$70,000, Canberra (PN. 8033)**

Closing date: 7 June 2001
Duties: Manage the external monthly and annual financial and statutory reporting function for Calvary Health Care ACT. Manage Calvary's financial software solutions and co-ordinate further developments.
Eligibility/other requirements:
Note: TTY 6201 6127

Contact Officer: Brett Streatfeild (02) 6201 6204
Selection documentation may be obtained from Brett Streatfeild (02) 6201 6204
Apply: 07
CC: 148-9094-17781

EMPLOYMENT (Continued)

INDEPENDENT COMPETITION AND REGULATORY COMMISSION

The Independent Competition and Regulatory Commission (ICRC) is established under the Independent Competition and Regulatory Commission Act 1997 to regulate pricing, access and other matters in relation to industries, and to independently investigate competitive neutrality complaints and regulated government activities. In addition, under the *Utilities Act 2000*, the ICRC is responsible for issuing operating licences for utilities (electricity, gas, water and sewerage) and industry codes of practice and the periodic review of those codes and any licence conditions.

Senior Officer Grade C, (PN: 55691)
Salary Range: \$56,343-\$68,196p.a
Closing Date: 14 June 2001
Canberra

Duties Under limited supervision manage the following: Undertake complex research and policy development tasks associated with a range of utility and other regulatory issues. Provide associated reports, recommendations and submissions. Prepare correspondence, reports and advice for the commission.
 Note: Salary point may be negotiable under an Australian Workplace Agreement depending on qualifications and experience.

Contact Officer: Susan Faulbaum on (02) 6205 2773

Selection criteria: Katie Tsiagalis on (02) 6205 0799

Apply 06 or via email
 recruitment.officer@act.gov.au
 CC: 148-9031-18555

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. Applications may also be sent via email to: decs.employment@act.gov.au

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

All teacher level 2, 3 and 4 promotions and transfers are for a maximum of six years, except for central office-based positions which require a teaching qualification, where the tenure is three years.

Theodore Primary School

Teacher Level 2 \$56,100, Canberra (PN. 3748)

Closing date: 7 June 2001

Duties: Ability to provide leadership in outcomes based curriculum development, student management and school wide projects. Operate in a devolved decision-making process and teach an appropriate load, providing exemplar for others.

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

Contact Officer: Ross Butlin (02) 6205 7399

Selection documentation may be obtained from Ross Butlin (02) 6205 7399

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

Chapman Primary School

TEACHER LEVEL 2 \$56,100, CANBERRA (PN. 3578)

Closing date: 7 June 2001

Duties: Ability to undertake an appropriate teaching load from K-6 and provide an exemplar for other staff. Provide leadership to teaching curriculum teams and assist with the development and implementation of school policies and procedures. Leadership and expertise in Literacy and Numeracy and Information Communication Technology.
Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to award of a recognised teaching qualification.

Contact Officer: Danice Duffield (02) 6205 7300

Selection documentation may be obtained from Danice Duffield (02) 6205 7300

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

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

EMPLOYMENT (Continued)**TEMPORARY REGISTER
ACT Corrective Services
Probation and Parole Unit
Probation and Parole Officer****Administrative Service Officer Class 5
\$41,207 – \$43,694, Canberra (PN. Various)**

Closing date: 14 June 2001
 Duties: The Probation and Parole Unit of ACT Corrective Services is seeking expressions of interest from people interested in becoming Case Managers. A number of temporary vacancies exist for motivated, enthusiastic and professional staff wanting to work in an exciting, dynamic workplace committed to achieving standards of excellence. The focus is on evidence based practice and a case management approach has been implemented which incorporates a thorough assessment process. Case Managers are required to manage a caseload of high to medium risk offenders and write reports for the Courts to assist with sentencing. The aim of intervention is to achieve community safety by addressing factors that contribute to offending behaviour. Applicants will be required to have well-developed counselling and negotiation skills and written skills of a high standard.
 Eligibility/other requirements: Tertiary qualifications in psychology, social work or welfare are highly desirable. Experience in a case management role with a challenging client group would be particularly useful.
 Note: Eligibility for these positions will be subject to a satisfactory criminal history check.

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

**ACT Corrective Services
Operations Support****Administrative Service Officer Class 2
\$29,102 – \$32,271, Canberra (PN. 14177)**

Closing date: 14 June 2001
 Duties: Prepare and register Section purchase requests, petty cash transactions and record commitments on finance database. Match invoices with purchase orders, prepare invoice cover sheets and register claims for payments. Assist with investigation and resolution of financial claims and enquiries and assist in the Human Resources and Business Systems function of the Unit.
 Eligibility/other requirements: Current ACT Driver's Licence

Contact Officer: Glen Newbown (02) 6207 0843
 Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
 Apply: 28
 CC: 148-9012-16898

**ACT Corrective Services
Operations Support
Facilities and Service Manager****Administrative Service Officer Class 6
\$41,207 – \$43,694, Canberra (PN. 43743)**

Closing date: 14 June 2001
 Duties: Review, implement and monitor arrangements for the provision of services including general maintenance, cleaning, electrical, plumbing, air-conditioning, fire control and security systems to the Quamby Youth Detention Centre, Belconnen Remand Centre and Periodic Detention centre. Develop, implement and coordinate minor works in each facility and liaise with organisational staff and external contractors and suppliers to ensure work is undertaken in accordance with contracts and agreements. Conduct and coordinate contractual and tendering arrangements and arrange for the provision of goods and services.
 Eligibility/other requirements: Trade and/or building related qualifications would be highly desirable. Current ACT Driver's Licence essential.

Contact Officer: Matthew Willis (02) 6205 1754
 Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
 Apply: 28
 CC: 148-901216898

**ACT Corrective Services
Custodial Officer Grade 1**

Closing date: 22 June 2001

Approximately \$16.00 - \$19.00 per hour (Hourly rate includes loading in lieu of leave but excludes applicable shift penalties)

Applications are sought from highly motivated persons to apply for employment as Custodial Officers Grade 1 with ACT Corrective Services.

A pool of suitable persons will be recruited to be available for casual work within ACT Corrective Services at any one of the three adult custodial facilities within the Territory. The relief pool is also used as the basis for engaging custodial officers on longer-term temporary employment contracts, when positions become available.

The positions require persons to have sound interpersonal skills, a keen sense of responsibility, the ability to work well with others and the capacity to be flexible to meet changing demands. Applicants will be required to undergo the following:

- A police background check;
- Pre interview aptitude testing;
- A selection interview; and
- A medical examination; to demonstrate an appropriate level of health and fitness for safety and security purposes.

EMPLOYMENT (Continued)

Note: Successful applicants must undergo a training course of approximately 9 weeks duration. After successful completion of the training course and further on the job training casual custodial officers will receive the nationally recognised Certificate III in Correctional Practice. Payment during the course will be on the basis of a National Training Wage.

Progression to the Casual Relief Pool will be dependent on successful completion of all components of training.

Interested applicants are invited to attend an information session on either Wednesday 13th June 2001 or Wednesday 20th June at the Periodic Detention Centre, Cnr Mugga Lane and Hindmarsh Drive. The sessions will be conducted between the hours of 1.00pm and 2.00pm and 6.00pm and 7.00pm on both days.

For selection documentation please leave a message on (02) 6207 0023 (24 hour answering machine)
For additional information contact Matthew Willis (02) 6205 1754 or Jeanette Barnes (02) 6207 0853

Apply: 28
CC: 148-9012-16898

**ACT Corrective Services
Policy Unit
Senior Policy Officer – Women's Correctional
Issues**

**Administrative Service Officer Class 6
\$44,503 – 51,121, Canberra (PN. 45889)**

Closing date: 14 June 2001
Duties: The successful applicant will be responsible for the development of policies relating to correctional issues, particularly women's correctional issues.
The successful applicant will be responsible for the preparation of briefs, papers and submissions for departmental representatives at various conferences and will participate in or represent the Department at meetings and conferences, especially those concerned with women's issues.
This position requires someone who is experienced in developing policies and providing policy advice particularly those relating to women's correctional issues. Well developed research, analytical and communication skills are essential. An understanding of the key issues affecting women's correctional issues would be an advantage.
Eligibility/other requirements: Tertiary qualifications in a relevant field, eg. Law, Criminology, Social Sciences would be an advantage.

Contact Officer: John Hlnchey (02) 6207 0856
Selection documentation may be obtained from Jeanette Barnes (02) 6207 0853
Apply: 28
CC: 148-9012-16898

DEPARTMENT OF URBAN SERVICES

**Corporate Group
Human Resources Section
Canberra
Closing Date: 14 June 2001**

MANAGER, LEARNING AND DEVELOPMENT

Urban Services is an organisation that takes pride in delivering the services the ACT community relies on every day. We are continually looking for ways to improve our service delivery through our focus on quality customer service and innovation.

Within this exciting local government environment, our Human Resources area is seeking an experienced HRD professional who can tailor HR solutions to the needs of our diverse range of businesses. We are looking for an enthusiastic person with strong strategic planning capabilities and proven experience in influencing significant organisational change through the delivery of innovative learning solutions.

The person will be responsible for a small team involved in the development and implementation of a broad range of training and development initiatives. Improving our capacity in the areas of leadership, performance management, and management development will be a major focus of the position.

Remuneration: This position will be filled at either the Senior Officer Grade C \$56,346-\$60,755 or Senior Officer Grade B \$66,577-\$74,949 level depending on qualifications and/or relevant experience.

Qualifications/other requirements: Qualifications in human resource development and/or relevant experience in HRD is desirable.

Note: This position may be filled permanently or on a short term contract. An Australian Workplace Agreement (AWA) may be offered.

Contact Officer: John Mikus (02) 6207 5855 or john.mikus@act.gov.au
Selection documentation: Rachal Fayle (02) 6207 3667 or rachal.fayle@act.gov.au

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

Apply Code: 34
CC: 148-9017 16954

EMPLOYMENT (Continued)**Corporate Group
Human Resources Section
Business Support****Administrative Service Officer Class 4**
\$36,945-\$40,113 PN 46004
Canberra**Closing Date:** 14 June 2001**Duties:**

Under general direction, provide administrative support to the Manager, Human Resources. Provide assistance to the Executive Support Unit. Assist the Human Resources Business Manager with the financial management functions of the Section, including purchasing, accounts payable, invoicing and reporting.

Contact Officer and Selection documentation:

John Mikus (02) 6207 5855 or
john.mikus@act.gov.au

Or from the recruitment home page:

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

Apply Code: 34**CC:** 148-9017 16954**Urban Services
Environment ACT
Resource Management Section****Senior Officer Grade C**
\$56,624-\$61,054 PN 3897
Canberra**Closing Date:** 14 June 2001**Duties:**

Assist in managing day to day operations of the Finance Sub-unit including cash management, bank reconciliation, accounts payable and general ledger. Assist in developing, analysing and monitoring annual budgets of Environment ACT. Prepare financial and output reports on revenue expenditure, capital works and key performance indicators.

Other requirements / Qualifications

Tertiary qualifications in accounting, commerce, economics or business and eligibility for membership of CPA Australia or ICA are highly desirable.

Contact Officer: John Heinemann
(02) 6207 2238 or john.heinemann@act.gov.au

Selection documentation may be obtained from Margherita Milkovits(02) 6207 2414 or margherita.milkovits@act.gov.au.

Or from the recruitment home page:

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

Apply Code: 34**CC:** 148-9028 17030**Executive Director – Environment ACT****The ACT Department of Urban Services is seeking to appoint a senior executive to lead Environment ACT.**

The Position: The Executive Director is responsible for environmental management, resource protection and nature and heritage conservation and for developing new policy and legislation in these areas.

The position reports to the Chief Executive Officer, Urban Services Department.

Applicants must possess leadership and executive management skills of a very high order, and a demonstrated record of achievement in the management of human, financial and strategic resources within a large service oriented organisation. Experience in environmental, natural resource or land-use planning, management and regulation is desirable.

Remuneration: The remuneration package of \$157,625 per annum includes a cash component of \$119,362. Employer provided benefits include generous superannuation, spouse travel and a privately plated car.

Contracts: The successful applicant will be employed under a performance based contract for a period of up to five years. Prospective applicants should be aware that individual contracts and performance agreements are tabled in the ACT Legislative Assembly.

Contacts: Enquiries about the position to Dr Colin Adrian, Executive Director, Policy Coordination on (02) 6207 6256, or by email: colin.adrian@act.gov.au
Selection documentation may be obtained from Lisa Murphy on (02) 6207 5805, or by email: lisa.murphy@act.gov.au

Applications addressing the selection criteria should be forwarded by close of business Friday, 8 June 2001 to Lisa Murphy, Executive Support Unit, Human Resources, Urban Services Department, GPO Box 158, CANBERRA ACT 2601.

Charge Code: 148-9028 17030

EMPLOYMENT (Continued)

DEPARTMENT OF TREASURY

**Revenue Management Branch
Rates and Land Tax
Administrative Service Officer Class 3,
(PN: 5776)
Salary \$33,147-\$35,774p.a
Closing Date: 14 June 2001
Canberra**

Duties: As a team member, undertake a range of operational and administrative tasks relating to the assessment of land tax, maintenance of accurate rates and land tax accounts, including the negotiation of time payment arrangements. Assist with the assessment of liability for rates and land tax. Prepare and issue rates and land tax assessments as necessary.

Note: Selection for this position may be based on applications and referee reports and may not include an interview. The occupant of this position will be expected to be able to perform at the level of an Administrative Service Officer Class 3, and may be rotated to equivalently classified positions within the agency. Contact Officer/Selection Documentation Jukka Siteri (02) 6207 0042 and is also available from <http://www.act.gov.au/recruitment/tiindex.asp>
Apply 35 or via email recruitment.officer@act.gov.au
CC: 148-9042-17176

Appointments

ACT COMMUNITY CARE

**Disability Support Officer Level 1
\$27,437 - \$28,536**
Wendy Tompkins: 741-03563,
Section 68 and 70(1), 10 May 2001
CC: 148-9009-16861

**Disability Support Officer Level 1
\$27,437 - \$28,536**
Philip Burgoyne: 741-03651, Section 68 and
70(1), 10 May 2001
CC: 148-9009-16861

Professional Officer Class 2 \$43,545 - \$48,665
Susan Rodda: 740-96826, Section 68 and 70(1),
18 May 2001
CC: 148-9009-16857

Registered Nurse Level 2 \$43,278 - \$46,013
Wendy Venn: 741-03264, Section 68 and 70(1),
17 May 2001
CC: 148-9009-17798

**Administrative Service Officer Class 6
\$44,018 - \$50,663**
Ronald Rankin: 741-02026, Section 68 and
70(1),
8 May 2001
This position is identical to PN 20004, which
was advertised 9 November 2000
CC: 148-9009-18270

CANBERRA INSTITUTE OF TECHNOLOGY

Teacher Band 1 \$51,432
Agi De Simone: 715-86061, Section 68(1),
28 May 2001
CC: 048-9024-18554

Transfer

ACT COMMUNITY CARE

Judith Barker: 258-97379
From: Registered Nurse Level 3
\$47,581 - \$50,648
The Canberra Hospital
To: Registered Nurse Level 3 \$47,722 - \$50,799
Integrated Health Care Program, ACT Community
Care, Canberra (PN.26330) (1 February 2001)
CC: 148-9009-17798

**Transfer on reduction
Sarah Willoughby: 260-86762**
From: Registered Nurse Level 3 \$49,324 -
\$53,723
Calvary Hospital
To: Registered Nurse Level 2 \$43,278 - \$46,013
Integrated Health Care Program, ACT
Community Care, Canberra (PN.27913) (1 March
2001)
CC: 148-9009-17798

Promotions

Promotions under the Public Sector Management Act 1994

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

A. APPEALS

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

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

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

EMPLOYMENT (Continued)

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

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

ADVICE TO POTENTIAL APPELLANTS

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

GROUND OF APPEAL

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

EFFICIENCY

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

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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

The PAC will consider the appeal only on the basis of who is the **more efficient**. PACs should not be used as a forum to air grievances about how a selection was conducted. If you decide to appeal, you must comply with the following instructions.

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:

EMPLOYMENT (Continued)

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

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

WHEN TO LODGE APPEALS

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

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia Post, facsimile, or better still, hand delivery if possible, to be sure of meeting the deadline. Hearing or speech impaired staff can make inquiries via the TTY telephone located in MPC's Melbourne office, on 1800 812 578 (free call) from anywhere in Australia, but only from another TTY phone. These **must** be clearly marked as "ACTPS appeal – for transfer to the MPC Office in Canberra".

WHERE TO LODGE APPEALS

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

ADVICE TO PROMOTEES AND APPELLANTS

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

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

Your statement in support of your case is a significant document in PAC deliberations, and is used to decide whether personal hearings

will be necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews. As a party to an appeal, you are entitled to access to:

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

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

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

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

CONTENT OF STATEMENTS

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

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

EMPLOYMENT (Continued)

- (c) a brief outline of your employment history;
- (d) a statement of claims to the position addressing the selection criteria;
- (e) any views you may have about the departmental assessment of you; *and most importantly:*
- (f) **reasons for your claim that you are more efficient than the other party or parties.**

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

PAC PROCEDURES

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

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

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

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

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

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

If the PAC becomes aware of new material which relates to your work, which is significantly adverse to you, and could affect your success in the appeal adversely, the PAC will inform you of the substance of the material and give you the chance to comment. If the PAC decides that it needs more information, it may also contact the department, any of the parties to the appeal, or referees or supervisors of the parties.

SUPERVISORS/REFEREES

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

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

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

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

EMPLOYMENT (Continued)

after the lodging of an application for review, for the provision of such documentation. However, the grounds for an application for review are required in the initial application.

Before lodging an application for review of a non-appealable promotion, you should:

- (1) consider carefully the basis on which the application is to be made and your reasons for believing that the promotion should be reviewed; and
- (2) obtain feedback from the convener of the selection advisory committee and discuss your concerns with the delegate who made the promotion.

Note that the review process is not a means by which the merits of applicants for a promotion can be reviewed. It is not comparable with the right of appeal to a PAC. Section 87 provides for a review of a promotion solely on the ground that it would be unreasonable for the promotion to stand because of a breach of section 8 or a serious defect under section 65, and is **directed at the process and not the merits of the decision.**

Additional information on lodging an application for review is contained in the MPC brochure, *Review of non-appealable promotions*, which you should be able to obtain from your Personnel Section.

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH, HOUSING AND COMMUNITY CARE**ACT Housing****Leanne Bush AGS Number 527 65654.**

From Administrative Service Officer Class 6
\$44,504-\$51,121

Strategic Corporate Services Section

To: = Senior Officer Grade C

\$56,346-\$60,755

Strategic Corporate Services Section

PN 10628 Gazette 31-May-01

CC: 148-9021 17560

THE CANBERRA HOSPITAL**The Canberra Hospital
Pathology Services
Haematology Section****Kerrie Andriolo: 261-52547**

From: Technical Officer Level 2 \$31,884 -
\$36,696

The Canberra Hospital

To: Technical Officer Level 3 \$37,438 - \$42,475

Pathology Service, The Canberra Hospital,

Canberra (PN. 21293) (14/4/01) **CC:** 3125

Nursing Branch**Medical SMT/Renal Ambulatory****Mary Brammal: 030-35057**

From: Registered Nurse Level 1 \$32,245-41,789
The Canberra Hospital

To: Registered Nurse Level 2 \$43,150-45,877
Medical SMT The Canberra Hospital, Canberra
(PN. 22316) (7/12/00)

CC: 1748

ACT COMMUNITY CARE**ACT Community Care
Child, Youth and Women's Health Program****Debbie Johnson: 542-05941**

From: Administrative Service Officer Class 5
\$40,757 - \$43,217

ACT Community Care

To: Administrative Service Officer Class 6

\$44,018 - \$50,563

Dental Health Program ACT Community Care,

Canberra (PN.28290) (5 April 2001)

CC: 148-9009-16860

CULTURAL FACILITIES CORPORATION**Cultural Facilities Corporation
Finance Section****Adam Cooper: 735-14627**

From: CMA Senior Officer, \$57,361-\$61,791
Chief Minister's Department

To: Senior Officer Grade A, \$79,234

Finance Section, Cultural Facilities Corporation,
Canberra (PN. 001)

(PS Gazette No. 14, 5 April 2001)

CC: 148-9008-16850

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES**Financial Services Section
Internal Audit Unit****Vicki Goulder: 713-07616**

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

Urambi Primary School

To: Administrative Service Officer Class 5

\$41,207 - \$43,694

Financial Services Section, Department of

Education and Community Services, Canberra

(PN.426) (No.15, 19 April 2001)

CC: 148-9013-16917

EMPLOYMENT (Continued)**Schools Directorate Branch
Student Participation Section****Ruth Kelly: 539-81674**

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

Department of Education and Community
Services

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

Schools Directorate Section, Department of
Education and Community Services, Canberra
(PN. 34458 expected vacancy) (No. 10,
8 March 2001)

CC: 148-9013-16917

**Budget Facilities Branch
Financial Services Section****Mark Whybrow: 545-65672**

From: Senior Professional Officer Grade B
\$66,577-\$74,949.

ACT Cultural Facilities Corporation

To: Senior Professional Officer Grade A \$77,322

Financial Services Section, Department of
Education and Community Services, Canberra
(PN.6822) (No. 12, 22 March 2001)

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Learning Services
Library and Learning Centre****Heather JAMIESON: 505-76745**

From: Professional Officer Class 1,
\$31,034-\$43,539

O'Connell Education Centre Library, ACT
Department of Education and Community
Services, Canberra

To: Professional Officer Class 2, \$44,503-
\$49,736

Technical Services, CIT Library and Learning
Centre, Canberra (PN. 54587), (Gazette No.214,
22 March 2001)

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

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

CC: 148-9024-18549

**Division of Learning Services
Education Development Centre
Curriculum and Accreditation Services****Jyothi ARUN: 715-72356**

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

Curriculum and Accreditation Services

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

Curriculum and Accreditation Services,
Canberra

(PN. 54455) (Gazette No.368, 5 April 2001)

Note: This promotion is made subject to the
appeal provisions under Clause 8 of the

Canberra Institute of Technology (Non-teaching
Staff) Certified Agreement 2000-2002. Officers
wishing to appeal this promotion should
address their appeal to the Manager, Human
Resource Management Unit, Canberra Institute
of Technology, PO Box 826, Canberra ACT
2601 within 14 days of gazettal of this
promotion.

CC: 148-9024-18549

DEPARTMENT OF URBAN SERVICES

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

**Land and Property
Business Analysis****M. Mannion AGS No 736-53627**

From, DOFA Band B \$63,000-\$82,400p.a
From: Department Of Finance and
Administration

Senior Officer Grade A, (PN: 42030)
Land and Property, Business Analysis,
Department of Urban Services
23 November 2000

Note: This promotion is made as an
appointment under section 115 of the Public
Sector Management Act 1994 and is a
deemed promotion.

CC: 148-9042-17578

**Policy Coordination Group
Industry Policy and Regulation Branch****Craig Simmons AGS Number 748 39757.**

From Senior Officer Grade C

\$56,346-\$60,755

Industry Policy and Regulation Branch

To: Senior Officer Grade B

\$66,577-\$74,494

Insurance and Workplace Safety Policy Section

PN 178 Gazette 31-May-01

CC: 148-9030 16941

**Planning and Land Management Group
Territory Planning Branch****Jane Fielding AGS Number 757 51239.**

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

Urban Projects Section

To: Administrative Service Officer Class 4

\$36,945-\$40,113

Structure Planning and Design Section

PN 2178 Gazette 31-May-01

Note: This promotion was made by a unanimous
decision of an internal Joint Selection
Committee established in accordance with
current EBA provisions and is not appellable.

CC: 148-9020 16924

EMPLOYMENT (Continued)

DEPARTMENT OF TREASURY

Accounting Policy
K.J. Nesor AGS No 545-63378

Senior Officer Grade C, \$56,346-\$60,755p.a
 From: Department of Treasury
 Senior Officer Grade A, (Manager Level 4),
 (PN: 43387)
 Department of Treasury
 26 April 2001
 CC: 148-9042-17765

Accounting Policy
H Palfreyman AGS No: 757-48558

Administrative Service Officer Class 5
 \$41,207-\$43,694p.a
 Accounting Policy, Department of Treasury
 To: Administrative Service Officer Class 6,
 \$44,503-\$51,121p.a, (PN: 3000)
 Accounting Policy, Department of Treasury
 19 April 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
 CC:148-9042-17765

Retirements and dismissals

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Section 221 (1) Public Sector Management Act:
 Inga Mara Eversons, Teacher Level 1,
 14 May 2001
 CC: 148-9013-16917

ACT Public Service Index of addresses

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

- Community Services, PO Box 1584,
 Tuggeranong ACT 2901
- 13 Recruitment Officer, Administrative
 Branch, Emergency Services Bureau,
 PO Box 104, Curtin ACT 2605
- 16 Human Resource Management Unit,
 The Canberra Hospital, PO Box 11,
 Woden ACT 2606
- 17 Resource Advisor, Business Services
 Bureau, Department of Health, Housing
 and Community Care,
 PO Box 11, Woden ACT 2606
- 18 The Personnel/ HR Officer,
 ACT Legislative Assembly Secretariat,
 GPO Box 1020, Canberra ACT 2601
- 20 Administrative Officer, Health Protection
 Service, Locked Bag 5, Weston Creek
 ACT 2611
- 21 Recruitment Officer, ACT Community
 Care, GPO Box 825, Canberra City
 ACT 2601
- 23 Recruitment Officer, Central Office,
 (Level 2 North Building) Department of
 Health, Housing and Community Care,
 GPO Box 825, Canberra City ACT 2601
- 28 Recruitment Officer, Human Services
 Unit, Department of Justice and
 Community Safety, PO Box 921, Civic
 Square ACT 2608
- 30 The Secretary, Milk Authority of the ACT,
 GPO Box 1110, Canberra ACT 2601
- 31 The Recruitment Officer, Auditor-
 General's Office ACT, PO Box 275
 Civic Square ACT 2608
- 32 Canberra Theatre Trust, PO Box 226,
 Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
 GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
 Treasury and Infrastructure, GPO Box
 158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
 Community and Health Services
 Complaints Commissioner's Office, GPO
 Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer
 Faculty of Communication and
 Community Services
 Canberra Institute of Technology
 GPO Box 826
 Canberra City ACT 2601

GAZETTE INFORMATION

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S27	21 May	Instrument No. 99 of 2001 ~ <i>Road Transport (General) Act 1999</i> Regulation No. 13 of 2001 ~ <i>Road Transport (General) Act 1999</i>
S28	23 May	Regulation No. 14 of 2001 ~ <i>Dangerous Goods Act 1975</i>
S29	25 May	Alteration of Rules of Casino Games ~ <i>Casino Control Act 1988</i>

GOVERNMENT NOTICES



AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) AMENDMENT ACT 2001 (No 1)

COMMENCEMENT NOTICE

Pursuant to section 2 of the Land (Planning and Environment) Amendment Act 2001 (No 1) I fix the date of gazettal of this notice in the Gazette as the date the Act commences.

Dated this 21 day of May 2001

Brendan Smyth
Minister for Urban Services

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 20010865 to the Commissioner for Land and Planning on the 18 of May 2001.

Dated this 18 day of May 2001

Brendan Smyth MLA
Minister for Urban Services

GOVERNMENT NOTICES (Continued)**NOTIFICATION OF THE MAKING OF AN INSTRUMENT**

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

Act under which Instrument made	Description of Instrument	Number and year of Instrument
<i>Dog Control Act 1975</i>	Determination of Fees.	No. 100 of 2001
<i>Public Place Names Act 1989</i>	Determination of nomenclature in the Division of O'Connor.	No. 101 of 2001
<i>Dentists Act 1931</i>	Determination of Fees.	No. 102 of 2001

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

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

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Liquor Act 1975</i>	Liquor Regulations Amendment	No. 11 of 2001
<i>Liquor Act 1975</i>	Liquor Regulations Amendment	No. 12 of 2001

GOVERNMENT NOTICES (Continued)**URBAN SERVICES****PLANNING AND LAND MANAGEMENT GROUP****CONSTRUCTED URBAN WETLAND - SULLIVANS CREEK, O'CONNOR
DEVELOPMENT APPLICATION AND PRELIMINARY ASSESSMENT**

Public comment is invited on the above Development Application (DA) and Preliminary Assessment (PA). To avoid duplicate submissions being lodged, the Public Notification is being combined into a single process.

Copies of the DA and PA may be inspected:

- at the Applications Secretariat (PALM Shopfront), Dame Pattie Menzies House, 16 Challis Street, Dickson, between 8.30am and 4.30pm weekdays;
- at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours.

The PA can be purchased from the Applications Secretariat at a cost of \$2.30 per copy.

Written submissions on the DA and PA should be forwarded by 18 June 2001 to:

Applications Secretariat
Planning and Land Management
PO Box 395
MITCHELL ACT 2911

Alternately submissions may be made via email (app.sec@act.gov.au) or faxed to 6207 7762. All submissions will go on a public register and access to submissions will be granted on request.

GOVERNMENT NOTICES (Continued)**ACT GOVERNMENT
PLANNING AND LAND MANAGEMENT GROUP****DRAFT VARIATION NO.119 TO THE TERRITORY PLAN
FOR THE HERITAGE PLACES REGISTER**

Draft Variation No.119 to the Territory Plan has been prepared by the Planning and Land Management Group (PALM) of Urban Services (incorporating the functions of the ACT Planning Authority). This draft Variation proposes placing Aboriginal Places in Symonston and the District of Majura on the Heritage Places Register.

Under the provision of section 11 of the *Land (Planning and Environment) Act 1991* (the Land Act), these draft Variations have no interim effect as prescribed by section 9 of the Land Act.

From Monday 4 June 2001 until Monday 25 June 2001, copies of the draft Variation may be:

inspected at ACT Government Libraries at Belconnen, Civic, Dickson, Erindale, Griffith, Kippax, Tuggeranong and Woden during normal opening hours;

inspected at, or obtained from, the PALM Shopfront at Dame Pattie Menzies House, 16 Challis Street, Dickson, during normal office hours; and

inspected on the PALM Website at <http://www.palm.act.gov.au/tplan>

Written comments on the draft Variation should be submitted, by **Monday 16 July 2001**, to:

**The Executive Director
Planning and Land Management Group
Urban Services Department
GPO Box 1908
CANBERRA ACT 2601
Attention: Mr P Harris.**

Comments can also be sent via Email to:
or by Facsimile to:

**terrplan@act.gov.au
6207 1710.**

Copies of all written comments received in response to the draft Variation, including those from the National Capital Authority (NCA), will be made available for public inspection during normal office hours from Tuesday 17 July 2001 until Tuesday 7 August 2001, at the PALM Shopfront in Dame Pattie Menzies House, 16 Challis Street, Dickson. Any comments received from the NCA after Tuesday 17 July 2001 will be available for perusal for 21 days from the date of receipt.

GOVERNMENT NOTICES (Continued)**Environmental Authorisation**

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

Organisation	Brief Description of Activity	Location
Canberra Tourism & Events Corporation	Motor sports	Langlon Crescent, Queen Victoria Terrace, Kings Avenue, State Circle - PARKES & Flynn Drive - YARRALUMLA
Rocla Pavers & Masonry	Production of concrete or concrete products	6 Tennant Street, FYSHWICK

Annual Review of Authorisations

Under Section 57 of the Act the following environmental authorisations have been reviewed, and the EMA decided not to take any action under the ACT in respect of these authorisations.

Organisation	Brief Description of Activity	Location
Elite Air	Use of CFCs and HCFCs	Guerin Pl Chisholm ACT
BOC Gases Australia Ltd	Use of CFCs and HCFCs	Barrier St Fyshwick ACT
Domestic Fridge and Freezer Repair	Use of CFCs and HCFCs	Colbee Crt Phillip ACT
Elias Noja	Use of CFCs and HCFCs	Cremorne Pl Conder ACT
Peter Kelly Commercial Refrigeration Service	Use of CFCs and HCFCs	Bell St Griffith ACT
CSIRO Entomology	Use of CFCs and HCFCs	Clunies Ross St Action ACT
Dr Maks Pest Control and Carpet Cleaning	Pest Control	4 Thomas Place Macgregor ACT
Excell Corporation Pty Ltd	Pest Control	PO Box 3700 Weston ACT
ACT Forests	Pest Control	RMB 113 Cotter Rd ACT
First Choice Pest Management	Pest Control	PO Box 178 Calwell ACT
Check Pest Control ASKNA Pty Ltd	Pest Control	Unit 4 Oatley Lane Belconnen ACT
Turfco	Pest Control	70 Woodhill Mtn Road Berry NSW
ACT Parks and Conservation Service	Pest Control	Athlon Drive Headquarters ACT
Totalcare Industries	Pest Control	255 Canberra Ave ACT
CityScape Services	Pest Control	141 Canberra Ave Fyshwick ACT
Pestkil Pty Ltd	Pest Control	25 Mecca Lane Bungendore
Australian Pest Control Pty Ltd	Pest Control	32 Jacobs St Evatt ACT
Canberra Pest Control	Pest Control	84 Allchin Crt Kambah ACT
Fumapest Monaro Pty Ltd	Pest Control	6 Woodridge Pl Queanbeyan NSW
Wilki Weed and Pest Control	Pest Control	RMB 1755 Ginninderra Rd Via Sutton NSW
The Critter Ridder (Group) ACT Pty Ltd	Pest Control	2 Mollee Cres Isabella Plains ACT
Act Personalised Pest Control	Pest Control	13 Packer St Weetangra ACT
Dysus Pty Ltd (Trading as EasyRid Pest Control)	Pest Control	57 Crawford Street Queanbeyan NSW

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

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

Dated the 14th day of May 2001
Environment Management Authority

GOVERNMENT NOTICES (Continued)

NOTICE OF CANCELLATION OF ASSOCIATION UNDER SECTION 93 OF THE *ASSOCIATIONS INCORPORATION ACT 1991*

Notice has been sent to the associations listed in the schedule below in accordance with Paragraph 93(1)(f) of the *Associations Incorporation Act 1991*. Notice has also been published in the Canberra Times in accordance with Paragraph 93(1)(g) of the *Associations Incorporation Act 1991*, being notice to show cause why incorporation of the association listed in the schedule below should not be cancelled.

Pursuant to Sub-Section 93(3) of the *Associations Incorporation Act 1991*, the incorporation of the associations listed in the schedule below have been cancelled.

Schedule

- Acme Performance Group Incorporated
- Australian Association for Marriage Education Incorporated
- Australian Capital Territory Gridiron Officials Association Incorporated
- Australian Modern Pentathlon and Biathlon Union Incorporated
- Australian Society for Educational Technology Incorporated
- Australian Society of Usui Reiki Channels Incorporated
- Australian South Sea Islanders United Council Incorporated
- Australian Womens Hockey Association Incorporated
- Capital Territory Division Endurance Riders Association Incorporated
- Croatian Fishing Association Incorporated
- Eureka Theatre Company Incorporated
- Hrvatska Stranka Prava-HSP Croatia Party of Rights HSP Incorporated
- Medea Incorporated
- Private Sector Casemix Unit Incorporated
- Rupert Public Interest Movement Incorporated
- Society for Creative Anachronism Incorporated
- SOS (Survivors of Suicide) Incorporated
- The Cue Sports Association of the Australian Capital Territory Incorporated
- The Opera Factory Incorporated
- V6 Incorporated

Dated this 16th May 2001

Andrew Taylor
Registrar-General

PRIVATE NOTICES

Who's Who in ACT Government? ACT Government Telephone Directory

Carry all your Government contacts in a convenient pocket book

Includes phone and fax numbers for:

- ACT Legislative Assembly Members and their staff
- ACT Government Executive Members and their staff
- Senior Executives in ACT Government Departments & Agencies

March 2001 edition - only \$11, postage paid

Available at the sales counter at the Civic Shopfront

(9am to 5pm Monday to Friday)

Pay by cash, cheque or EFTPOS

ACT Government Publishing Services

ACT Government Shopfront
Ground Floor, FAI House
Cnr London Circuit & Akuna Street, Canberra City 2601
Ph: (02) 6205 0268
Fax: (02) 6207 5640

