



Australian Capital Territory

Gazette

No. 8, Thursday 24 February, 2000

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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 \$1.00 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 may be 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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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 AND COMMUNITY CARE

**Business Services Bureau
Payroll Services
Administrative Service Officer Class 3,
\$32017 - \$34554, Position No. 24221, Canberra**

Closing date: 9.3.2000

Duties: Under general direction perform a range of duties within a payroll team and undertake more complex work including calculating, checking and processing salaries and compensation payments using Perspect and the Department of Finance pay system

Contact Officer: Karen Townsend (02) 62444103
Selection documentation may be obtained from Karen Townsend (02) 62444103

**Department of Health and Community Care
Business Services Bureau
Payroll Services
Administrative Service Officer Class 4,
\$35685 – 38745, Position No. 28846, Canberra**

Closing date: 9.3.2000

Duties: Supervise and monitor staff performing a range of work within a payroll team including processing salaries, compensation payments and superannuation using Perspect and Department of Finance pay system.
Eligibility/other requirements:

Contact Officer: Karen Townsend (02) 62444103
Selection documentation may be obtained from Karen Townsend (02) 62444103

EMPLOYMENT (Continued)

THE CANBERRA HOSPITAL

**Medical SMT
Emergency, Clerical Support
Administrative Service Officer Class 2
\$28,110-\$31,171, Canberra (PN. 20958 & 20962)
(Expected Vacancy)**

Closing date: 9 March 2000

Duties: Undertake a range of clerical and keyboard duties:

- Maintain patient information and billing systems;
- Perform admission and discharge procedures;
- Provide reception services; Cashier services;
- Participate in shift roster;
- Provide related office services; and
- Participate in the training of staff.

Note: Selection may be made on the basis of application and referee reports only, all of which must be in writing and address the selection criteria. All documentation must be received by the nominated closing date. If further assessment is required shortlisted candidates will be contacted.

Contact Officer: Ms Debbie McArthur or Ms Roseanne Grace (02) 6244 2426
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
Apply: 16
CC: 8430

**Finance and Information Management
Financial Strategy and Planning
Administrative Service Officer Class 4
\$42,986 - \$49,378, Canberra (PN. 29820)**

Closing date: 9 March 2000

Duties: Contribute to the development of Hospital budget allocations that reflect Act Government policies and future directions and priorities for the health portfolio. Contribute to the development of maintenance of internal budget allocations for effective performance monitoring and financial control.

Eligibility/other requirements: Tertiary qualifications in accounting, eligible for ASCPA or ICA membership is highly desirable.

Note: Please provide the names and phone numbers of at least two referees with your application.

Contact Officer: Godfrey Lawrence (02) 6244 3583
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3139
Apply: 16
CC: 8339

**Corporate Services
Human Resource Management Group
Senior Officer Grade A \$74,685.00,
Canberra (PN. 28965)**

Closing date: 9 March 2000

Duties: Provide leadership and strategic advice on HRM matters to the Hospital Executive. Provide operational management of the HRM Group which is responsible for:-

- HRM Advisory services
- Recruitment and Establishment services
- Case Management and OH&S services; and
- Clinical Support services.

Eligibility/other requirements: Recent extensive experience and proven ability in Human Resource Management particularly in large and complex health organisation. High-level management skills important. Tertiary and/or post tertiary qualifications or working towards same in a relevant discipline an advantage.

Contact Officer: Gordon Lee Koo (02) 6244 2608
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
Apply: 16
CC: 8301

ACT COMMUNITY CARE

Primary and Integrated Health Care

Closing date: 4 March 2000

Duties: The Organisation: ACT Community Care is the major provider of community based health and disability services in the ACT. Services are provided for all sections of the community, individuals, families and groups with special needs and are provided in primary, secondary and tertiary settings. ACT Community Care has 1200 employees, located in 83 facilities across the ACT and has an expenditure budget of \$74 million.

The Job: The successful person will be part of the senior executive team, directing and supporting the strategic management of ACT Community Care. Specifically the person will provide leadership, management and strategic direction for the health and disability services of ACT Community Care consisting of the following services:

- Alcohol and Drug Program
- Child, Women's and Family Health Program
- Correction Health Program
- Disability Program
- Dental Health Program
- Integrated Health Care Program
- Rehabilitation Program
- Victims of Crime Support Service
- Clinical Quality and Health Promotion Support

Note: Appointment to the position is for five years on a performance based contract and

EMPLOYMENT (Continued)

offers a very attractive salary package with great opportunities for career advancement.

Contact Officer: Michael Szwarcbord
(02) 62051937

Selection documentation may be obtained from Michael Szwarcbord (02) 62051937
Apply: 21
CC: G00243

Corporate and Business Development Facility Services

Administrative Service Officer Class 4
\$35,685-\$38,745, Canberra (PN. 27795)

Closing date: 1 March 2000

Duties: This position involves assisting, monitoring and coordinating all facets of facilities and accommodation, fleet management, account payments and financial reporting. The occupant of this position requires a wide range of interpersonal skills with a strong focus on customer service. Previous experience in a similar environment would be a definite advantage. A current ACT drivers licence is essential.

Note: Selection could be based on applications and associated referees reports.

Contact Officer: Simon Owens (02) 62051769
Selection documentation may be obtained from Simon Owens (02) 62051769
Apply: 21
CC: G00243

Corporate and Business Development Facility Services

Administrative Service Officer Class 2
\$28,110-\$31,171, Canberra (PN. 20726 & 20747)

Closing Date: 1 March 2000

Duties: These positions involve providing central switchboard and general information services for clients, staff and visitors to ACT Community Care's premises and are located in the Moore Street Health Building. Other duties include undertaking a range of clerical and keyboard duties, coordinating meeting room and promotional equipment bookings, coordinating a range of fleet issues and other general duties as required from time to time. The occupants of these positions require a wide range of interpersonal skills with a strong focus on customer service. Previous experience in a similar environment would be a definite advantage. A current ACT driver's licence is important.

Note: Selection could be based on applications and associated referees reports.

Contact Officer: Simon Owens (02) 62051769
Selection documentation may be obtained from Simon Owens (02) 62051769
Apply: 21
CC: G00243

Integrated Health Care Program South Multidisciplinary Team Administrative Service Officer Class 5
\$39,802-\$42,204, Canberra (PN. 28399)

Closing date: 8 March 2000

Duties: A part time vacancy exists within the Integrated Health Care Program for a Health Promotion Officer. It involves responsibility for designing, implementing and evaluating health promotion programs in conjunction with health care professionals, and includes support and co-ordination of programs. The target group of the program includes older people, people with disabilities and chronic illness and well adults.

The successful applicant will have demonstrated ability and experience in managing health promotion programs, sound written, oral and presentation skills, and the ability to work collaboratively and participate effectively in a team environment.

Note: 18:22 hours per week. Hours of work are negotiable, but will include Wednesdays.

Contact Officer: Jenny Brogan (02) 62051370
Selection documentation may be obtained from Jusitne Spina (02) 62051357
Apply: 21
CC: G00243

CHIEF MINISTER'S DEPARTMENT

Human Resources and Corporate Corporate Services

CMD Manager \$74,563-\$74,563 pa. PN: 55299, Canberra

Closing date: 9 March 2000

Duties: As a senior manager with a high degree of independence: Be responsible for providing a client focussed, range of corporate support services including: corporate and business planning; HR, personnel and corporate development and reporting; Customer services; and executive support functions for the Department and associated agencies. Develop, and implement a broad range Of complex change management initiatives including implementation of e-commerce solutions.

NOTE: The terms and conditions of this position will be regulated under an Australian Workplace Agreement. Interviews will be held week commencing 20 March 2000.

Contact for selection documentation:
Carmen Cassar (02)62050610
Contact Officer: Bronwen Overton-Clarke (02)62050223
Apply: 06
CC: 03A370

EMPLOYMENT (Continued)

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Duty statements, selection criteria and Form SA111 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.

Applications will not be acknowledged on receipt. Applicants may be assessed on application and referee reports only. Applicants should submit 2 referee reports with their application. Only shortlisted applicants will be contacted if required regarding the next phase in the selection process. To those applicants who are not shortlisted your interest in the department is appreciated. Unsuccessful applicants will be notified verbally of the outcome of the selection process. There will be no written correspondence notifying unsuccessful applicants.

**Education and Training
Schools Programs
Curriculum Initiatives Section
Administrative Service Officer Class 6
\$43846-50366, Canberra (PN. 33372)**

Closing date: 9 March 2000

Duties: Develop and implement a "Parents as Tutors" program in consultation with the University of Canberra and the ACT Indigenous Education Consultative Body (ACT IECB). Provide a costing and budget to run the program. Consult with and enlist parents of Indigenous students to participate in the "Parents as Tutors" program.

Note: This is an Aboriginal identified position. This is a short term fixed term temporary position available for up to 12 months.

Contact Officer: Chris Harris (02) 62059189
Selection documentation may be obtained from Julie Butler (02) 62059295
Apply: 12
CC: 01

**Sport and Corporate Resources
Bureau of Sport and Recreation
ACT Academy of Sport (ACTAS)
Administrative Service Officer Class 6
\$43846-50366, Canberra (PN. 13975)**

Closing date: 9 March 2000

Duties: Plan, coordinate and evaluate the Academy's Team Squad programs and Individual Athlete program. Develop an effective working relationship with National and Territory sporting organisations on matters relating to the operation of athlete support programs provided by ACTAS. In conjunction with the ACTAS Manager, evaluate the annual sports plan and determine appropriate funding levels.

Contact Officer: Ken Norris (02) 62074410
Selection documentation may be obtained from Garvin Francis (02) 62074388
Apply: 12
CC: 01

**Education and Training Division
School Programs Branch
Assessment and Reporting Section
Teacher Level 2 \$52456-54390, Canberra
(PN. 2194)**

Closing date: 16 March 2000

Duties: As part of a team contribute professionally and administratively to the development of an ACT approach to reporting of student outcomes to parents and to the system, in particular Information Technology. Assist the Manager in on-going policy advice on reporting outcomes for the Department's Senior Executive. Either individually or as a team member, prepare research papers related to outcomes based education and student reporting.

Contact Officer: Jeff Mason (02) 62057374
Selection documentation may be obtained from Sherridan Steele (02) 62059358
Apply: 12
CC: 01

**Education and Training Division
School Programs Branch
Assessment and Reporting Section
Teacher Level 2 \$52456-54390, Canberra
(PN. 2010 and 2015)**

Closing date: 16 March 2000

Duties: As part of a team contribute professionally and administratively to the development of an ACT approach to reporting of student outcomes to parents and to the system. Assist the Manager in on-going policy advice on reporting outcomes for the Department's Senior Executive. Either individually or as a team member, prepare research papers related to outcomes based education and student reporting.

Contact Officer: Jeff Mason (02) 62057374
Selection documentation may be obtained from Sherridan Steele (02) 62059358
Apply: 12
CC: 01

**Education and Training Division
School Programs Branch
Assessment and Reporting Section
Senior Officer Grade C \$55514-59857,
Canberra (PN. 13746)**

Closing date: 16 March 2000

Duties: In accordance with the goals of the Department, provide advice on aspects of outcomes based education and reporting of student achievement including policy, directions and recommended models. Manage, direct and supervise administrative staff of the Section. Develop and prepare models for student

EMPLOYMENT (Continued)

reporting and implementation of outcomes based education, including documentation and software.

Contact Officer: Jeff Mason (02) 62057374
Selection documentation may be obtained from Sherridan Steele (02) 62059358
Apply: 12
CC: 01

CANBERRA INSTITUTE OF TECHNOLOGY

**Education Delivery Program
Faculty of Applied Science
Horticulture
Teacher Band 1 \$34394-\$46942, Canberra
(PN. 51281 & 51171)**

Closing date: 9/3/00

Duties: Teach a broad range of competencies identified in the National Horticultural Training Package.

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

Note: These positions are available for temporary employment or temporary transfer for a period of up to 5 years. Both positions are at 0.7 of a full-time load.

Contact Officer: Mike Clune (02) 62074604
Selection documentation may be obtained from Wendy Duncan (02) 62074600
Apply: 11
CC: G00193

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and 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

**Policy and Regulatory Division
Legal Policy Officers
Canberra**

Closing date: 9 March 2000

The Policy and Regulatory Division is seeking to employ suitably qualified professionals to join its dynamic team of legal policy officers in the Legislation and Policy Branch. Positions are available at the following levels:

Senior Officer Grade B (\$64,307 - \$72,393)
Senior Officer Grade C (\$54,425 - \$58,683)
Administrative Service Officer Class 6 (\$42,986 - \$49,378)
Administrative Service Officer Class 5 (\$39,802 - \$42,204)

The Legislation and Policy Branch provides the Minister and Cabinet with high quality legal policy advice; and develops and implements the Minister's legislative and law reform program.

Occupants of these positions will be required to perform research and legal policy work; provide advice to government on questions of law, practice and policy; develop legislation on matters relevant to the portfolio; and prepare related correspondence, reports and submissions.

Eligibility and other requirements: Most of these positions require legal qualifications. However, some positions are available for non-legally qualified people with experience and qualifications relevant to criminological research, crime prevention and community safety project work.

Note: These are permanent vacancies but some may be offered initially on a temporary contract basis.

Contact officer and selection documentation: The duty statement and selection criteria for each of the four levels, may be obtained from Adriana Lulic on (02) 6207 0523 or adriana.lulic@act.gov.au

Applications stating complete details of qualifications, experience and responses to the selection criteria for each of the four levels will be considered and should be forwarded to: Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square, ACT 2608

Apply: 28
CC: 03A373

**ACT Corrective Services
Belconnen Remand Centre
Case Officers
Administrative Service Officer Class 5
\$39,802 - \$42,204
Canberra (PN 43605 43606)**

Closing date: 9/3/00

Duties: Provide case management services to detainees at the Belconnen Remand Centre. Liaise with detainees, custodial officers, program staff and interstate correctional agencies to ensure case management objectives are met. Prepare reports or case management outcomes. Undertake administrative monitoring and follow-up action.

Eligibility/other requirements: Relevant tertiary qualifications in Social/Behavioural Sciences or related disciplines are highly desirable.

Contact: Gordon Collins (02) 6207 0797

EMPLOYMENT (Continued)

Selection documentation: Jeanette Atkins
(02) 6207 0853
Note: Two positions - Each 15 hours per week
Apply: 28
CC: 03A168

DEPARTMENT OF URBAN SERVICES**ACT Housing****Housing Services Group
Customer Services Section**

**Senior Officer Grade B \$65,593-\$73,841,
Canberra (PN. 4270)**

Closing date: 9/3/2000

Duties: Under broad direction provide strategic development of tenancy customer services. Provide high level advice to senior management and the responsible Minister on matters relating to Customer Services Section and complex client issues. Prepare briefs, correspondence and reports for the Minister and senior management. Represent ACT Housing in dealings with stakeholders. Provide strategic and operational policy development.
Eligibility/other requirements: Relevant tertiary qualifications in Business Management would be desirable.

Contact Officer: Helen Fletcher (02) 62071410
Selection documentation may be obtained from Janet Feltman (02) 62071537
Apply: 34
CC: 184

**Administrative Service Officer Class 4
\$36,399-\$39,520, Canberra (Several positions)**

Closing date: 9/3/2000

Duties: Manage and report on a group of properties including inspections, repairs and maintenance and tenancy issues. Maintain budgets, prepare reports and correspondence, interpret legislation and apply ACT Housing policy and guidelines.
Eligibility/other requirements: Possession of a current driver's licence and the ability to drive is essential. The occupant is required to rotate at level in any of ACT Housings Offices. The occupant should be physically able to inspect properties, including roof and sub-floor cavities and climb stairs/ladders when required.
Note: Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact officer: Peter Reiman (02) 62071476
Selection documentation: Kay Power:
(02) 62071188
Apply: 34
CC: 148-9021 16944

**Administrative Service Officer Class 3
\$32,657-\$35,245, Canberra (Several positions)**

Closing date: 9/3/2000

Duties: Under general direction deliver a high quality customer service by providing information, advice and assistance to customers of ACT Housing. The position requires telephone and counter contact with members of the public.
Eligibility/other requirements: Possession of a current driver's licence and the ability to drive is desirable. The occupant is required to rotate at level in any of ACT Housings Offices.
Note: Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact officer: Peter Reiman (02) 62071476
Selection documentation: Kay Power
(02) 62071188
Apply: 34
CC: 148-9021 16944

**Corporate Group
Personnel Operations Section
Administrative Service Officer Class 5
\$40,598-\$43,048, Canberra (PN. 10055),
Expected Vacancy**

Closing date: 2/3/2000

Duties: Manage the operations of a payteam involved in administering and applying conditions of service entitlements to Urban Services staff. Ensure payteam staff are trained in all areas of responsibility, including PERSPECT and current Personnel legislation, guidelines, policy and practices.

Contact Officer: Greg MacLean (02) 62075857
Selection documentation: Julie Simpson
(02) 62075910
Apply: 34
CC: 183

**Corporate Group
ACT Registry Section
Administrative Service Officer Class 4
\$36,399-\$39,520, Canberra (PN. 5755)**

Closing date: 9/3/2000

Duties: Under general direction: As the Customer Service Officer/Accounts Manager for ACT Registry, establish and maintain good working relationships with ACT Registry clients in a commercially structured and customer focussed service delivery environment. Liaise with ACT Registry clients regarding more complex enquiries on records management and mail services.

Contact officer and Selection documentation:
Jenny Sheard (02) 62075798
Apply: 34
CC: 183

EMPLOYMENT (Continued)

Administrative Service Officer Class 1 \$15,200-\$27,999, Canberra (Several positions)

Closing date: 9/3/2000

Duties: Under general direction, process, sort and deliver mail to Government and agencies within the Canberra region. Attend to telephone enquiries relating to routine mail matters. Eligibility/other requirements: Possession of a current driver's licence. A level of fitness suited to courier work including: ability to lift weights up to 20kg; ability to bend repeatedly; and ability to walk extensively.

Contact officer and Selection documentation:
Olwen Conran (02) 62075780
Apply: 34
CC: 183

Environment ACT Environment Policy and Legislation Section ACT Greenhouse Strategy – Implementation Coordinator

**Administrative Service Officer Class 6
\$42,986-\$49,378, Canberra (PN. 10617)**

Closing date: 9/3/2000

Would you like to make a real contribution to improving the environment?

The ACT Government has made the reduction of greenhouse emissions its top environmental priority and will provide significant funding for implementation of the recently released ACT Greenhouse Strategy. Environment ACT is looking for a suitably qualified implementation coordinator to make sure this happens.

The successful applicant will have sound knowledge of issues related to the reduction of greenhouse gas emissions across all sectors of the economy, will have highly developed communication skills and must be capable of managing multiple tasks within agreed deadlines. Previous experience of inter-agency coordination processes would be an advantage. Note: This position is available for temporary filling until 30 June 2001 with possible extension.

Contact officer and selection documentation:
Terence Uren (02) 62072237
Apply: 34
CC: 188

Environment ACT Environment Protection Section Manager, Environment Regulation Senior Officer Grade C \$54,425-\$58,683, Canberra (PN. 15214)

Closing date: 9/3/2000

Duties: Manage a team of regulatory officers who investigate environment protection issues involving mainly noise, air and water; and nature

conservation issues such as wildlife protection and undesirable activities in nature conservation areas. The team also handles the licensing of keeping of native and exotic animals.

The vacancy will be for a period of one year from 20 March 2000. During this time a number of changes are expected to take place in the way the team works and the successful candidate will need to demonstrate a capacity to implement such change in addition to the skills needed to manage an enforcement activity.

Contact officer: Gary Croston (02) 62072332 or gary.croston@act.gov.au.
Selection documentation: Rodney Dix (02) 62071819 or rodney.dix@act.gov.au.
Apply: 34
CC: 188

Environment ACT Executive Unit 3 Year Fixed Term Contract Senior Officer Grade C \$54,425-\$58,683, Canberra (PN. 44067)

Closing date: 9/3/2000

Duties: The Executive Unit – Environment ACT is seeking a dynamic executive officer to provide advice to Senior Officers and customers on programs and other activities. The position involves managing and monitoring ministerial communications for the agency as well as promoting the activities of the agency to both internal and external stakeholders. This position will involve management of projects and liaison with internal and external agencies. It is also likely that the holder of this position will be required to participate in a range of activities in cooperation with other sections of the Department in order to progress Departmental Goals.

Contact Officer: Mike Roberts (02) 62072228
Selection documentation may be obtained from Katie Jennings (02) 62075437
Apply: 34
CC: 191

Environment ACT Heritage Unit Aboriginal Heritage Liaison Officer Administrative Service Officer Class 5 \$39,802-\$42,204, Canberra (PN. 13909)

Closing date: 9/3/2000

Duties: The Heritage Unit, Environment ACT, Department of Urban Services, has a temporary vacancy to November 2000 (with possible extension). The position involves liaison with local Aboriginal communities, heritage consultants and other government agencies on Aboriginal heritage issues including proposed development that may affect Aboriginal cultural heritage. The position will also be involved in the administration of the

EMPLOYMENT (Continued)

Aboriginal heritage sections of the relevant legislation, including the preparation of entries to the ACT Heritage Registers.

Contact Officer: David Scott (02) 62072166 or david.scott@act.gov.au
Selection documentation may be obtained from Rhonda Robinson (02) 62072163
Apply: 34
CC: 191

**Operations Group
Information Planning and Service Branch
Information Management Section
Administrative Service Officer Class 4
\$36,399-\$39,520, Canberra (PN. 10883)**

Closing date: 9/3/2000
Duties: Undertake the duties of Banking Officer within Information Management and Libraries Section's Finance Unit including the analysis, subsequent disbursement and reconciliation of revenue received through ACT Government Shopfronts, Australia Post, Austouch Kiosks, Internet Payment Service and BLIS (Business Licence Information Service). Prepare and process receipting journals for revenue received through ACT Government Shopfronts and other sources in Oracle Government Financials.

Contact officer and Selection documentation:
Yvette Jacob (02) 62075496
Apply: 34
CC: 148-9032 16952

**Planning and Land Management Group
Building and Services Branch
Building, Electrical and Plumbing Control Section
Senior Officer Grade C \$55,514-\$59,857,
Canberra (PN. 43599)**

Closing date: 9/3/2000
Duties: The successful applicant will be responsible for a range of activities related to the administrative regulation of building, electrical and plumbing work in the ACT. This will include: the management of complex policy development and the review of all legislation for which the section has responsibility; liaison with other agencies in relation to proposed and draft legislation; the preparation of advice, briefings and submissions to government on amendments to legislation; and the provision of advice to industry and the public on the application of legislation.

Contact Officer: Keith Hatfield (02) 62076360
Selection documentation: Leona Hardman (02) 62076400
Apply: 34
CC: 178

**Administrative Service Officer Class 5
\$40,598-\$43,048**

Closing date: 9/3/2000
Duties: The successful applicant will, as part of a team, be involved in a range of activities related to the administration and technical regulation of building, electrical and plumbing work in the ACT. This will include: the analysis of technical reports, codes and standards; research for and the preparation of draft briefings, submissions and responses; and the provision of technical advice to the industry and the public. The main emphasis will be on electrical matters. The successful applicant will also be the Registrar of Electrical Contractors and Electricians.
Eligibility/other requirements: Tertiary qualifications in the electrical field, or an electrician's licence desirable and/or possession of other construction technical qualifications an advantage.

Contact officer: Keith Hatfield (02) 62076360
Selection documentation: Leona Hardman (02) 62076400
Apply: 34
CC: 178

Appointments

ACT COMMUNITY CARE

Registered Nurse Level 2, \$42,723-45,423
Jodie Huet: 252-27496, Child, Youth and Women's Health Program 68(1), 31/1/00
CC: G00243

CALVARY HOSPITAL INC.

Career Medical Officer Grade 2 \$75,031 - 83,728
Gary Jones: 609-27035, Section 68, 04/01/00

Registered Nurse Level 1 \$31,926 - 41,375
Bernadette Jones: 609-27115, Section 68, 17/01/00

**Calvary Administrative Officer 5
\$39,802 - 42,204**
John Berry: 609-26702, Section 68, 20/01/00

Calvary Professional Officer 1 \$29,976 - 42,053
Margaret Haas: 609-27123, Section 68, 17/01/00

Registered Nurse Level 1 \$31,926 - 41,375
Pik Hong: 609-27166, Section 68, 20/01/00

Registered Nurse Level 1 \$31,926 - 41,375
Catherine Mabey: 609-27174, Section 68, 31/01/00

Career Medical Officer 2 \$75,031 - 83,728
Frank Piscioneri: 609-27182, Section 68, 17/02/00

Registered Nurse Level 1 \$31,926 - 41,375
Edyta Baraniecki: 609-27238, Section 68, 06/02/00

EMPLOYMENT (Continued)

Registered Nurse Level 1 \$31,926 - 41,375

Vicki Brown: 609-27246, Section 68, 08/02/00

Calvary Technical Officer 2 \$31,898 - 36,210

Daniel Fothergill: 609-27203, Section 68, 17/02/00

Enrolled Nurse \$29,497 - 31,656

Nicole Smith: 609-27270, Section 68, 14/02/00

Registered Nurse Level 1 \$31,926 - 41,375

Dianne Ware: 609-27254, Section 68, 17/02/00

Registered Nurse Level 1 \$31,926 - 41,375

Jo Anne Gibson: 609-27262, Section 68, 17/02/00

CHIEF MINISTER'S DEPARTMENT

Graduate Administrative Assistant

\$24,744-31,794 p.a

Elizabeth Warren, 760-74559, Section 68,

01/02/2000

CC: 03A370

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 3

\$32,017 - 34,554

Charles Alexander Devine: 745-74226, Section 68,

20/1/00

CC: 03A168

Senior Officer Grade B - \$64,307 - 72,393

Louise Anne McSorley: 753-52502, Section 68,

3/2/00

CC: 03A373

Administrative Service Officer Class 2

\$28,110 - 31,171

Leoni-Kim Shoemsmith: 747-84987, Section 68,

11/2/00

CC: 03A379

Graduate Administrative Assistant

\$24,259 - 31,171

Kylie Kristie SAUNDERS; 747-87483

Section 68, 1/2/00

CC: 03A168

Promotions

Promotions under the *Public Sector Management Act 1994*

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

A. APPEALS

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

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

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

YOU MAY ALSO APPEAL IF:

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

YOU CAN NOT APPEAL WHEN:

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

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

If you are a promotee, where your promotion is one of a number of promotions at the same level made in a selection exercise, and you feel someone may lodge an appeal against your promotion, you may appeal against all or any of the **other** promotees. These appeals are usually called '**protective appeals**', and are treated the same as other appeals. You must still make sure

EMPLOYMENT (Continued)

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:

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

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

WHEN TO LODGE APPEALS

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

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

Appeals not lodged by the prescribed time **cannot be accepted**. Delays can occur in departmental mail systems, and you are advised to use Australia

EMPLOYMENT (Continued)

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; *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

EMPLOYMENT (Continued)

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 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.

EMPLOYMENT (Continued)

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 Section

Genine Sutton: 607-73945

From: Administrative Service Officer Class 4 \$35,685 - \$38,745
The Canberra Hospital
To: Administrative Service Officer Class 5 \$39,802 - \$42,204
Executive Section, The Canberra Hospital, Canberra (PN. 20007) (PS 49 9/12/1999)
CC: 8338

ACT COMMUNITY CARE

Child, Youth and Women's Health Program Multidisciplinary Team

Irangani Rajapaksa: 242-31030

From: Unattached Officer
ACT Community Care
To: Child, Youth and Women's Health Program
ACT Community Care, Canberra (PN. 25783) (6/1/200)
CC: G00243

Alcohol and Drug Program South Region Team

Joanne Taylor: 259-93715

From: Registered Nurse Level 1 \$31,926-\$41,375
Act Community Care
To: Registered Nurse Level 2 (Multiclassified position) \$42,986-\$49,378
Alcohol and Drug Program, ACT Community Care, Canberra (PN. 28508) (PS32 12/8/99)
CC: G00243

CHIEF MINISTER'S DEPARTMENT

C. Haase AGS NO.: 716-01516

From: Senior Officer Grade C \$55,514-\$59,857p.a
From: ACT Department of Education and Community Services
To: Senior Officer Grade B , \$65,593-\$73,841p.a
Public Sector Management Group., Chief Minister's Department, Canberra (PN. 42127)
Gazette No 44: 04/112/99 ()
CC: 03A370

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Policy & Regulatory Division Legislation & Policy Branch

Shayne Robert Howard: 738-48678

From: Administrative Service Officer Class 6 \$42,986 - \$49,378
Department of Justice & Community Safety
To: Senior Officer Grade C - \$54,425 - \$58,683
Policy & Regulatory Division, Department of Justice & Community Safety, Canberra (PN.03888)
(27 of 8/7/99) CC: 03A373

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.

ACT Housing Executive Group Service Improvement Section

C. L. Guild: AGS No 715-99743

From: Administrative Service Officer Class 4 \$36,399-\$39,520
Urban Services
To: Administrative Service Officer Class 6 \$43,846-\$50,366
Service Improvement Section Urban Services, Canberra (PN. 3147) (PS 42, 21/10/99)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the gazette.
CC: 184

C. L. Guild: AGS No 715-99743

From: Administrative Service Officer Class 4 \$36,399-\$39,520
Urban Services
To: Administrative Service Officer Class 5 \$40,598 \$43,048
Service Improvement Section, Urban Services, Canberra (PN. 3152) (PS 42, 21/10/99)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the gazette.
CC: 184

EMPLOYMENT (Continued)

Housing Services Group Legal and Debt Management Unit

M. Collins: AGS No 608-08079

From: Administrative Service Officer Class 3
\$32,657-\$35,245
Urban Services
To: Administrative Service Officer Class 4
\$36,399-\$39,250
Legal and Debt Management Unit, Urban
Services, Canberra (PN. 3358) (PS 34, 26/8/99)
Note: This promotion is to a non-advertised
position but is identical to position number 3356
advertised in the Commonwealth Gazette on
26/8/99. In accordance with current EBA
provisions, appeals must be received at the
Personnel counter on Level 1 Annexe Macarthur
House 12 Wattle Street Lyneham by close of
business on the 7th day after notification in the
ACT Gazette.
CC: 148-9021 16944

Policy Co-ordination Group Housing Policy Section

J. H. Wynants: AGS No 310-99242

From: Senior Officer Grade B \$65,593-\$73,841
Urban Services
To: † Senior Officer Grade A \$76,179
Housing Policy Section, Urban Services, Canberra
(PN. 46115) (PS 40, 7/10/99)
Note: This position was advertised as Housing
Policy Section, Transport and Housing Policy
Branch.
CC: 181

Transport Policy Section

B. J. MacDonald: AGS No 304-82493

From: Senior Officer Grade B \$65,593-\$73,841
Urban Services
To: † Senior Officer Grade A \$76,179
Transport Policy Section, Urban Services,
Canberra (PN. 46114) (PS 40, 7/10/99)
Note: This position was advertised as Transport
Policy Section, Transport and Housing Policy
Branch
CC: 181

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Budget Strategy and Coordination

M. A. Guthrie 735-12314

From: Administrative Service Officer Class 6,
\$43,846-\$50,366p.a
From: Department of Treasury and Infrastructure
To: Senior Officer Grade C , \$55,514-\$59,857p.a
Financial and Budgetary Management.,
Department of Treasury and Infrastructure,
(Canberra) 42864
Gazette No 37: 16/09/1999 ()
CC: 03A144

Ownership Monitoring

M. G. Harrigan 738-49224

From: Administrative Service Officer Class 6,
\$43,846-\$50,366p.a
From: Department of Treasury and Infrastructure
To: Senior Officer Grade C, \$55,514-\$59,857p.a
Financial and Budgetary
Management., Department of Treasury and
Infrastructure,
(Canberra) 42765
Gazette No 37: 16/09/1999
CC: 03A144

Retirements and dismissals

THE CANBERRA HOSPITAL

Section 141(1) Public Sector Management Act:

Colleen Owens, Administrative Service Officer
Class 2, 24 January 2000
CC: 8437

Section 70 Subsection 9 Public Sector Management Act

Yvonne Galli, Registered Nurse Level 1,
01 February 2000
CC: 8301

Section 70 Subsection 9 Public Sector Management Act:

Thomas Syers, Registered Nurse Level 1,
14 February 2000
CC: 8301

CANBERRA INSTITUTE OF TECHNOLOGY

SECTION 143 PUBLIC SECTOR MANAGEMENT ACT:

John Maxwell Cowley, Teacher Band 1,
14 January 2000
CC: G00193

Section 143 Public Sector Management Act:

Donald Campbell Stuart, Teacher Band 1,
17 December 1999
CC: G00193

Section 143 Public Sector Management Act:

Lisbeth Henderson-Kelly, Teacher Band 1,
11 February 2000
CC: G00193

Section 143 Public Sector Management Act:

Annette Elizabeth Burgess, Teacher Band 1,
9 February 2000
CC: G00193

Section 143 Public Sector Management Act:

Barbara Elizabeth Miller, Teacher Band 1,
9 February 2000
CC: G00193

EMPLOYMENT (Continued)

Section 143 Public Sector Management Act:

Anmaree Patricia Stewart-Douch,
Administrative Service Officer Class 3,
4 February 2000
CC: G00193

Section 143 Public Sector Management Act:

Dennis Powles Lassam, Advanced Skills Teacher,
11 February 2000
CC: G00193

Section 143 Public Sector Management Act:

Margaret Ety Janssens, Teacher Band 1,
11 February 2000
CC: G00193

ACT Public Service Index of addresses

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

ISSUE OF ACT SPECIAL GAZETTES

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

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

Gazette Number	Date	Title
S4	14 February	<i>Land (Planning and Environment) Regulations Amendment</i>

GOVERNMENT NOTICES

NOTIFICATION OF THE MAKING OF AN INSTRUMENT

NOTICE is hereby given that the undermentioned Instrument of the Australian Capital Territory has been made. Copies of the Instrument may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, 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>Taxation Administration Act 1999</i>	Determination for the purposes of the calculation of the ambulance levy payable by health benefits organisations.	No. 63 of 2000
<i>Mediation Act 1997</i>	Declaration of approved agencies.	No. 64 of 2000
<i>Mediation Act 1997</i>	Declaration of standards of competency.	No. 65 of 2000
<i>Nature Conservation Act 1980</i>	Act Flora and Fauna Committee – Appointment of Dr Geoffrey Clarke as a new member.	No. 66 of 2000

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

TAXATION ADMINISTRATION ACT 1999

INSTRUMENT NO. 63 OF 2000

Under section 139 of the *Taxation Administration Act 1999* I determine that, for the purposes of section 64 of the *Emergency Management Act 1999*, the relevant amount shall be 86 cents, from 1 March 2000.

Date: 14 February 2000

Gary Humphries
Treasurer

GOVERNMENT NOTICES (Continued)**AUSTRALIAN CAPITAL TERRITORY*****TAXATION ADMINISTRATION ACT 1999*****INSTRUMENT NO. 63 OF 2000****EXPLANATORY STATEMENT**

The *Taxation Administration Act 1999* (the Tax Admin Act) deals with the administration of various tax laws relating to the imposition and collection of certain taxes, duties and fees. These tax laws are specified in section 4 of the Tax Admin Act, and include Division 3 of Part VI of the *Emergency Management Act 1999* (Emergency Management Act). Section 139 of the Tax Admin Act empowers the Minister to determine taxes, duties and levies under various tax laws, including Division 3 of Part VI of the Emergency Management Act.

Division 3 of Part VI of the Emergency Management Act imposes a liability on health benefits organisations to pay a monthly ambulance levy. Section 64 contains the formula for the calculation of the levy. It allows the Minister to determine the relevant amount used in this formula, where this amount is varied from 83 cents, which is the current relevant amount.

The purpose of this instrument is the determination of the relevant amount at 86 cents from 1 March 2000. This amount is the same as that used by NSW in the calculation of its health insurances levy since 1 February 2000.

Authorised by the Treasurer

GOVERNMENT NOTICES (Continued)

Environment ACT

Environment Protection Act 1997

Environmental Authorisations

Notice is hereby given that under Section 49 of the *Environment Protection Act 1997* (the Act), environmental authorisations to conduct activities have been granted to the organisations set out below:

Organisation	Brief Description of Activity	Location
PW Keogh Commercial Refrigeration PRECI-SPRAY	Use of CFCs and HCFCs Pest Control	98 Darwinia Terrace Chapman 33 Reign St Goulburn NSW

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

Copies of environmental authorisations and review documents are available for public inspection, during business hours, at the office of the Environment Management Authority, Level 2, South Wing, Macarthur House, Wattle Street Lyneham ACT.

Dated the 15th day of February 2000
Environment Management Authority

ACTFB PROMOTIONS AMENDMENT

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

These promotions are 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 April 1999

Previously advised as effective 19 September 1999

RJ Dance
Fire Commissioner

9 Feb 00

GOVERNMENT NOTICES (Continued)

URBAN SERVICES

PLANNING AND LAND MANAGEMENT GROUP

BLOCK 13, SECTION 71 McKELLAR – CONSTRUCTION OF A RETARDATION BASIN 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 – 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 \$1.05 per copy.

Written submissions on the DA and PA should be forwarded by 10 March 2000 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)**AUSTRALIAN CAPITAL TERRITORY*****LAND (PLANNING AND ENVIRONMENT) ACT 1991*****NOTICE**

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

- **approved on 22 November 1999 Variation to the Territory Plan No.96 entitled Northbourne Avenue Precinct; and**
- **approved on 24 November 1999 Variation to the Territory Plan No.102 entitled Heritage Places Register.**

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

- Plan Variation No.96 was tabled before the Legislative Assembly and had not been disallowed or deemed to be disallowed as at 15 February 2000; and
- Plan Variation No.102 was tabled before the Legislative Assembly and had not been disallowed or deemed to be disallowed as at 16 February 2000.

Now therefore pursuant to subsection 29(6) of the *Land (Planning and Environment) Act 1991*, I specify that the date of commencement of Variations No.96 and No.102 to the Territory Plan will be 24 February 2000.

Copies of Variations No.96 and No.102 to the Territory Plan:

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

Brendan Smyth

Minister for Urban Services

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

CASINO CONTROL ACT 1988

ALTERATION

Under sub-section 72(3) of the *Casino Control Act 1988*, the Commission HEREBY ALTERS the approved rules as set out in the attached schedule for the authorised game of Blackjack.

Dated this 15th day of February 2000.

John Broome
Chairman

for and on behalf of
The ACT Gambling and Racing Commission

GOVERNMENT NOTICES (Continued)

SCHEDULE

This is the accompanying schedule to the Instrument of Alteration under sub-section 72(3) of the *Casino Control Act 1988* signed by John Broome, Chairman of the ACT Gambling and Racing Commission, on the 15th day of February 2000.

ALTERATIONS TO THE APPROVED RULES OF THE AUTHORISED GAME OF BLACKJACK

Delete existing rules 18 and 19.

Insert the following:

“18. PERFECT PAIRS

- 18.1 Where the game played includes the Perfect Pairs option, the approved rules of Blackjack shall apply except where they are inconsistent with the rules of Perfect Pairs in which case the rules of Perfect Pairs will prevail to the extent of the inconsistency.
- 18.2 The Perfect Pairs table shall be approved prior to use.
- 18.3 For the purposes of this section **face value** of a card shall mean:
- (a) the number indicated on the card, namely, 2, 3, 4, 5, 6, 7, 8, 9 or 10; or
 - (b) the type of card, namely, Jack, Queen, King or Ace.
- 18.4 For the purposes of this section **pair** shall mean two cards with the same face value.
- 18.5 For the purposes of this section **mixed pair** shall mean a pair comprised of one red suited card and one black suited card.

GOVERNMENT NOTICES (Continued)

- 18.6 For the purposes of this section **coloured pair** shall mean a pair comprised of two cards of different suits where either:
- (a) both cards are red suited cards; or
 - (b) both cards are black suited cards.
- 18.7 For the purposes of this section **perfect pair** shall mean a pair with both cards the same suit.
- 18.8 Prior to the first card being dealt by the Dealer, each player shall be given the opportunity to place a wager on the Perfect Pairs Box. All wagers shall be made by placing gaming chips on the Perfect Pairs Box.
- 18.9 The Casino Operator shall display the minimum and maximum wagers for Perfect Pairs on a sign at or near the table.
- 18.10 A Perfect Pairs wager not accompanied by a Blackjack wager shall be deemed Void.
- 18.11 A Perfect Pairs wager shall:
- (a) win, if the first two cards dealt to a player placing the wager are a mixed pair;
 - (b) win, if the first two cards dealt to a player placing the wager are a coloured pair;
 - (c) win, if the first two cards dealt to a player placing the wager are a perfect pair; and
 - (d) lose, if the first two cards dealt to a player placing the wager are not a pair.
- 18.12 Only the highest valid Perfect Pairs payout will be paid.
- 18.13 On completion of the Initial Deal and before the Subsequent Deal, the Dealer shall:
- (a) remove all losing wagers on the Perfect Pairs Boxes; and
 - (b) pay all Perfect Pair winners.

GOVERNMENT NOTICES (Continued)

18.14 Perfect Pairs payout odds shall be as follows:

- (a) a mixed pair shall be paid at odds of 6 to 1;
- (b) a coloured pair shall be paid at odds of 12 to 1; and
- (c) a perfect pair shall be paid at odds of 25 to 1.

18.15 The Dealer shall then continue with the subsequent deal as per Rule 9.

19. TOURNAMENT PLAY

19.1 In addition to the rules set out in the preceding paragraphs, the rules of this section shall apply only to tournament play.

19.2 The conditions of entry and of play for each Blackjack tournament shall be approved.

19.3 Where the conditions of entry and play for tournament play approved under Rule 19.2 are inconsistent with the rules set out in the preceding paragraphs, the conditions approved under Rule 19.2 shall prevail to the extent of the inconsistency for the duration of the tournament.

19.4 The Casino Operator may charge an entry fee for the tournament and may retain up to 10% of the total entry fees as an administrative charge. The Casino Operator shall offer the balance of the entry fees as prize money in accordance with the approved conditions of tournament play.

20. AUTOMATED SHUFFLING SHOE

20.1 When an automated shuffling Shoe is in use Rule 5 shall be replaced by Rule 20.2.

20.2 The Dealer shall shuffle the cards. The cards will then be placed into the automated shuffling Shoe in preparation for the first Round of Play.

20.3 In the event that the automated shuffling Shoe malfunctions the Round of Play shall be completed. The Dealer shall either:

- (a) insert a cutting card in a position approximately one deck in from the back of the stack and continue to deal; or
- (b) shuffle the remaining cards in the Shoe and cut in accordance with these rules.

GOVERNMENT NOTICES (Continued)

At the completion of that Shoe, the automated shuffling Shoe shall be replaced and new cards shall be used in accordance with these rules. If the new Shoe is not an automated shuffling Shoe Rule 20 shall no longer apply.

For the purposes of this section, *malfunction* means any mechanical or electrical fault that either prevents or impedes the automated shuffling process or renders the cards unfit for use."

PRIVATE NOTICES

Act Hospitals & Health Employees Credit Union Co op Ltd PO Box 41 Garran ACT 2605

In accordance with the requirements of the Unclaimed Moneys Act the Credit Union is publishing a list of accounts where funds have been unclaimed.
Enquiries call 6285 3144

Member No.	Name	Last Known Address	Amount \$	Description of Unclaimed Money	Last claim date
3139	E B Rudder	Unknown	36.54	Share Value	30 Nov 88
				Savings A/C Balances	
6719	C Jayawardene	Unknown	38.65	Share Value	30 Nov 88
				Savings A/C Balances	
2502	M Dadswell	Unknown	343.45	Share Value	29 Aug 90
				Savings A/C Balances	
2889	D A Buckley	7 Beard Street Queanbeyan NSW 2620	63.36	Share Value	07 Mar 91
				Savings A/C Balances	
3364	P J Quinn	Unknown	132.76	Share Value	17 Jan 91
				Savings A/C Balances	
6914	S L Luxton	Unknown	739.49	Share Value	17 Mar 88
				Savings A/C Balances	
7043	C A Rivett	Unknown	558.52	Share Value	10 Apr 92
				Savings A/C Balances	
Members 7			Grand Total	1912.77	

PRIVATE NOTICES (Continued)

STATEMENT OF UNCLAIMED TRUST MONEYS HELD BY THE AUSTRALIAN CAPITAL TERRITORY AT 1 JANUARY 2000

In accordance with section 53A(3) of the Financial Management Act 1996, the following statement provides details of moneys held by the Australian Capital Territory that have been declared as unclaimed trust moneys.

These moneys are held in the Territory banking account, currently maintained at the Government Banking Centre, ACT Branch of the Commonwealth Bank of Australia.

Information concerning the process for lodging claims is obtainable from:

Unclaimed Trust Moneys Officer
Central Financing Unit
Chief Minister's Department
Telephone: (02) 6207 0170
Fax: (02) 6207 0183

Individual transaction details and processes for claimants are provided on the ACT Government's website at ***www.act.gov.au/unclaimedmoneys***

PRIVATE NOTICES (Continued)**CONSOLIDATED STATEMENT OF UNCLAIMED TRUST MONEYS JANUARY 2000**

NAME OF BENEFICIARY	INITIALS	SUBURB/TOWN/CITY	STATE	AMOUNT\$
Abrumchuck	C	Farrer	ACT	300.00
Ahn	S	Hughes	ACT	160.00
Aistrope	L	Stirling	ACT	62.50
Allan	B	Aranda	ACT	31.07
Allan	J	Aranda	ACT	31.07
Am You	C	Torrens	ACT	20.00
Anderson	J	Lyneham	ACT	20.00
Angela	B	Lake Illawarra South	NSW	380.00
Aoki	N	Tokyo	JAPAN	251.30
Ball	M	Kambah	ACT	80.00
Batey	J	Telopea	ACT	720.00
Baxter	H	Curtin	ACT	160.00
Belcastro	M	Watson	ACT	42.50
Bimpong	J	Warramanga	ACT	280.00
Birch	K	Belconnen	ACT	172.50
Birrell	R	Page	ACT	56.00
Bleach	G	Flynn	ACT	84.56
Bokenkamp	K	Queanbeyan	NSW	92.50
Bokenkamp	S	Queanbeyan	NSW	92.50
Bower	D	Kambah	ACT	160.00
Bradshaw	M	Lyneham	ACT	204.50
Brosgarth	P	Kambah	ACT	160.00
Brown	R	Flynn	ACT	84.56
Bryan Rumble Real Estate		Lyneham	ACT	316.00
Bryant	N	Holder	ACT	45.78
Burgemeister	J	Flynn	ACT	84.56
Busato	R	Orange	NSW	50.00
Byrne	A	Yarralumula	ACT	20.66
Campbell	F	Narrabundah	ACT	187.02
Cec Hodgkinson Real Estate		Belconnen	ACT	343.30
Chappell	P	Fisher	ACT	138.33
Chisholm	B	Wamboin	NSW	287.50
Chown	M	Chisholm	ACT	41.72
Chui	K A	Lyons	ACT	85.00
Clark	J	Isabella Plains	ACT	22.86
Clarke	C	Curtin	ACT	80.00
Clarke	E	O'Connor	ACT	100.00
Clarke	N	Jindabyne	NSW	140.00
Clarke	S	Lyneham	ACT	60.00
Collins	J	Zillmere	QLD	23.90
Collins	V	Lyneham	ACT	80.00
Cook	J	Phillip	ACT	50.00
Cooper	C	Torrens	ACT	20.00
Cox	S	Kambah	ACT	20.00
Crawford	H	Reid	ACT	600.00
Crawford	S	East Maitland	VIC	415.00
Darcy	R	Farrer	ACT	89.20

PRIVATE NOTICES (Continued)

CONSOLIDATED STATEMENT OF UNCLAIMED TRUST MONEYS JANUARY 2000

NAME OF BENEFICIARY	INITIALS	SUBURB/TOWN/CITY	STATE	AMOUNT\$
Darcy	R	Farrer	ACT	40.00
Darcy	R	Farrer	ACT	40.00
Darcy	R	Farrer	ACT	40.00
Davies	J	Leura	NSW	133.93
Davies	K	Garran	ACT	420.00
Dean	N	Isabella Plains	ACT	22.85
Dearaujo	N	Charnwood	ACT	73.00
Debritt	K	Higgins	ACT	205.72
Devin	M	Duffy	ACT	50.00
Devin	M	Duffy	ACT	50.00
Devin	M	Duffy	ACT	41.00
Dickie	D	Isabella Plains	ACT	267.90
Dobbie	W	Maryland	NSW	100.00
Dogauchi	H	Kobe	JAPAN	105.00
Downie	M	Florey	ACT	270.00
Elkilany	L	Latham	ACT	54.00
Evans	L	Holt	ACT	50.00
Falconer	B	Torrens	ACT	83.00
Fellemegas	N	Giralang	ACT	200.00
Fisher	R	Red Hill	ACT	65.89
Fisk	D	Watson	ACT	46.04
Fletcher	D	Page	ACT	56.00
Furshaw	K	Farrer	ACT	200.00
Furshaw	K	Farrer	ACT	200.00
Galbes	P	Bonython	ACT	374.00
Garling	M	Hackett	ACT	69.50
Garrett	S	Hackett	ACT	69.50
Gibson	K	Kambah	ACT	90.00
Gifford	P	Fisher	ACT	138.33
Goodshell	C	Ainslie	ACT	50.00
Goodshell	C	Ainslie	ACT	300.00
Goodshell	C	Ainslie	ACT	90.00
Goodshell	C	Ainslie	ACT	60.00
Granfield	N	Kambah	ACT	140.00
Gwynne	G	Queanbeyan	NSW	40.00
Hamburger	R	Duntroon	ACT	28.12
Hanrahan	L	Cook	ACT	145.00
Harper	M	Mawson	ACT	510.75
Harris	E	Kingston	ACT	37.85
Harris	P	Lyons	ACT	205.71
Harrison	D	Yarralumula	ACT	1,252.95
Harrison	P	Scullin	ACT	25.00
Harrison	T		TEXAS, USA	121.50
Heathcote	D	Unknown	NSW	80.00
Hettler	M	Rivett	ACT	64.37
Hills	R	O'Connor	ACT	262.50
Ho	K	Lyons	ACT	85.00
Howell	R	Isabella Plains	ACT	50.00

PRIVATE NOTICES (Continued)**CONSOLIDATED STATEMENT OF UNCLAIMED TRUST MONEYS JANUARY 2000**

NAME OF BENEFICIARY	INITIALS	SUBURB/TOWN/CITY	STATE	AMOUNT\$
Howell	R	Isabella Plains	ACT	40.00
Hulscamp	H	Emu Ridge	ACT	30.00
Iwamoto	E	Tokyo	JAPAN	50.00
Johnson	J		TEXAS, USA	121.50
Jones	S	Florey	ACT	167.13
Kadarusman	B	Hughes	ACT	274.00
Katauskas	F	O'Connor	ACT	74.00
Kiternas	D	Chapman	ACT	50.00
Kouse	M	Belconnen	ACT	172.50
Lang	M	ANU	ACT	96.00
Lees	M	Yass	NSW	240.00
LJ Hooker		Kingston	ACT	75.00
Lusher	S	St Ives	NSW	124.24
Lusher	S	St Ives	NSW	50.00
Lusher	S	St Ives	NSW	34.00
Lynch	D	Wanniassa	ACT	80.00
MacDonald	R	Queanbeyan	NSW	200.00
Madden	W	Macquarie	ACT	801.50
Madden	W	Macquarie	ACT	46.50
Maidment	W	Ainslie	ACT	40.00
Maloney	M	Queanbeyan	NSW	95.00
Mann	T	Kambah	ACT	150.00
Martin	J	Giralang	ACT	121.50
Martin-Henry	P	Macgregor	ACT	45.53
Matthews	F	Curtin	ACT	160.00
Maybury	G	Gowrie	ACT	40.00
Maybury	G	Gowrie	ACT	40.00
Maybury	G	Gowrie	ACT	40.00
Mayo	L	ANU	ACT	96.00
McDonald	R	Collector	NSW	50.00
McDonald	R	Collector	NSW	100.00
Melborne	B	Garran	ACT	420.00
Millea	J	Turner	ACT	150.00
Millea	J	Turner	ACT	100.00
Millea	J	Turner	ACT	60.00
Millea	J	Turner	ACT	50.00
Miyauchi	T	Tokyo	JAPAN	185.00
Monfries	K	Kingston	ACT	105.70
Moorehead	S	Wanniassa	ACT	41.00
Murray	N	Holt	ACT	72.50
Nemet	W	Curtin	ACT	760.00
Ness	D	Fisher	ACT	50.00
Ness	D	Fisher	ACT	100.00
Ness	D	Fisher	ACT	80.00
Ness	D	Fisher	ACT	68.00
Newman	J	Lyons	ACT	66.50
Ng	J	Lyons	ACT	85.00
Nguanchai	S	O'Connor	ACT	22.00

PRIVATE NOTICES (Continued)**CONSOLIDATED STATEMENT OF UNCLAIMED TRUST MONEYS JANUARY 2000**

NAME OF BENEFICIARY	INITIALS	SUBURB/TOWN/CITY	STATE	AMOUNT\$
Nguyen	T	Scullin	ACT	500.00
Norling	B		SWEDEN	300.00
O'Brien	M	Erindale	ACT	177.70
O'Neill	J	O'Connor	ACT	50.00
Otsuka	K	Campbell	ACT	196.00
Parker	J	Marulan	NSW	330.00
Parsons	M	East Maitland	VIC	415.00
Patterson	C	Phillip	ACT	340.00
Paul	M	Yarralumula	ACT	267.87
Perinatto	C	Nth Lyneham	ACT	108.00
Perrin	E	Kambah	ACT	66.66
Philip Kouvelis Real Estate		Deakin	ACT	333.17
Ponnampalam	J	Kuala Lumpur	MALAYSIA	420.00
Poulakis	N	Macgregor	ACT	85.00
Pritchard	H	O'Connor	ACT	262.50
Quilty	RM	Curtin	ACT	80.00
Rama	J	Glen Waverley	VIC	50.00
Rama	J	Glen Waverley	VIC	25.00
Rama	J	Hughes	ACT	25.00
Read	S	Curtin	ACT	35.00
Read	T	Curtin	ACT	35.00
Ready	M	Florey	ACT	270.00
Realty World Pty Ltd		Phillip	ACT	160.00
Richardson	C	Hawker	ACT	500.00
Riches	L	Watson	ACT	237.57
Ritchie	PA	Latham	ACT	100.00
Rowe	M	Calwell	ACT	70.57
Rozga	N	Lyneham	ACT	125.00
Russell	R	Jamison	ACT	500.00
Saclier	R	Page	ACT	56.00
Sarman	S	Canberra	ACT	420.00
Schoonwater	S	Weetangerra	ACT	230.00
Searle	RP	Evatt	ACT	140.00
Shaw	C	Duffy	ACT	24.40
Shepard	W	Reid	ACT	20.00
Shepard	W	Reid	ACT	50.00
Shepard	W	Reid	ACT	100.00
Shepard	W	Reid	ACT	25.00
Shephard	W	Reid	ACT	25.00
Shephard	W	Reid	ACT	25.00
Shrivell	A	Jindabyne	NSW	140.00
Smider	D	Higgins	ACT	205.72
Smider	P	Higgins	ACT	205.72
Smith	A	Charnwood	ACT	180.00
Smith	B	Macgregor	ACT	45.53
Smith	G	Leura	NSW	133.92
Smith	L M	Charnwood	ACT	180.00
Sosnowski	P	Bonython	ACT	180.00

PRIVATE NOTICES (Continued)

CONSOLIDATED STATEMENT OF UNCLAIMED TRUST MONEYS JANUARY 2000

NAME OF BENEFICIARY	INITIALS	SUBURB/TOWN/CITY	STATE	AMOUNT\$
Stanton	J	Belconnen	ACT	236.25
Stathis	T	Isaacs	ACT	700.00
Stephenson	M	Chisholm	ACT	41.71
Stoddard	M	Palmerston	ACT	58.72
Stutsel	M	Chifley	ACT	74.00
Sun	C	Lyons	ACT	40.00
Sutherland	C	Pearce	ACT	470.00
Sutherland	P	Kaleen	ACT	44.00
Sutherland	P	Kaleen	ACT	80.00
Tarrant	R	Queanbeyan	NSW	840.00
Tatton	J	Chisholm	ACT	192.50
Taylor	G	Flynn	ACT	125.00
Terraoka	M	Tokyo	JAPAN	270.80
Thompson	J	Curtin	ACT	35.00
Velstra	E	Higgins	ACT	107.50
Velstra	E	Higgins	ACT	32.50
Vernon-Rogers	R	Kingston	ACT	37.85
Verrier	M	Holder	ACT	210.00
Wallace	G	Palmerston	ACT	160.00
Webb	C	Watson	ACT	237.57
Wennerbom	C	Isabella Plains	ACT	28.00
Wennerbom	C	Isabella Plains	ACT	20.00
Wennerbom	C	Isabella Plains	ACT	20.00
Wennerbom	C	Isabella Plains	ACT	20.00
Wennerbom	C	Isabella Plains	ACT	20.00
Wennerbom	C	Isabella Plains	ACT	20.00
Wennerbom	C	Isabella Plains	ACT	20.00
Wennerbom	C	Isabella Plains	ACT	20.00
Wennerbom	C	Isabella Plains	ACT	20.00
Wennerbom	C	Isabella Plains	ACT	20.00
Wennerbom	C	Isabella Plains	ACT	20.00
White	S	Giralang	ACT	150.00
Whittaker	C	Palmerston	ACT	58.71
Wicks	B	Acton	ACT	50.00
Williams	M	Queanbeyan	NSW	30.00
Williams	M	Queanbeyan	NSW	20.00
Williams	M	Queanbeyan	NSW	38.00
Williamson	A	Lyneham	ACT	125.00
Wilson	L	Carlingford	ACT	640.00
Yam	S	Monash	ACT	67.00
Yishen	K	Hawker	ACT	287.86
Zhao	J	Campbell	ACT	50.00
Zibac	K	Yarralumula	ACT	267.87
Zuber	G	Fadden	ACT	85.24

