



Australian Capital Territory

Gazette

No. 9, Thursday 2 March, 2000

Contents

General Information	ii
Employment	201
Gazette Information	217
Government Notices	218
Private Notices	230

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

CONTACT DETAILS

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

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

Phone: (02) 6205 0484

Fax: (02) 6205 0266

e-mail: gazette.office@act.gov.au

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.

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 249, Civic Square ACT 2608.

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 AND COMMUNITY CARE

Health Outcomes and Service Performance Health Services Planning Senior Officer Grade C \$54,425-\$58,683, Canberra (PN. 29509)

Closing date: 16 March 2000

Duties: The Health Service Planning Unit is responsible for planning acute care services across the ACT and its surrounding region. As a member of this unit, this position will be responsible for facilitating health services planning and program development to meet current and future health care needs of the Community. Knowledge and understanding of health planning principles and the health care environment relating to the development and purchasing of health services is required. Analytical and problem solving abilities, combined with a practical focus and good communication skills are essential.

This position will also represent the Department of Health and Community Care on a range of interdepartmental, intersectorial and joint projects in such a way as to promote its role as a key player in health services planning and delivery.

Contact Officer: Susan Killion (02) 62050835
Selection documentation may be obtained from Edwina Loughtman (02) 62050714
Apply: 23
CC: 6214

Population Health Division Health Protection Service ACT Government Analytical Laboratory Technical Officer Level 3 \$37,067-42,054, Canberra (PN. 26165)

Closing date: 16 March 2000

Duties: Work with Senior members of staff in co-ordinating and leading a small technical team, within the Microbiology Unit, to ensure daily workload and Quality Assurance programs are achieved. As required supervise and train Technical Officers and General Service Officers particularly in relation to methods and techniques. Perform prescribed technical tests and procedures of some complexity.

EMPLOYMENT (Continued)

Eligibility/other requirements: Completion of approved Technical Certificate or other approved qualification and/or experience.

Contact Officer: Simon Rockliff
 Ph: (02) 62058706
 Selection documentation may be obtained from Kirstie Clarke (02) 62051729
 Apply: 20
 CC: 03A550

**Population Health Division
 Professional Registration Boards
 Administrative Service Officer Class 5
 \$39,802-42,204, Canberra (PN. 23700)**

Closing date: 16 March 2000
Duties: Act as Deputy Registrar of the Nurses Board and Medical Board and ensure clients of these Boards have their registration requirements met with accuracy, efficiency and confidentiality. In consultation with the Registrars of the Nurses and Medical Boards, assess applications for Registration, Enrolment, Restoration, and Endorsement against Board policies. Compile registration agendas and reports and maintain registration statistics. Prepare correspondence associated with registration activities and inquiries.

Contact Officer: Wanda Lawler (02) 62071477
 Selection documentation may be obtained from Wanda Lawler (02) 62071477
 Apply: 20
 CC: 03A550

**Population Health Division
 Clinical Quality Unit
 Senior Officer Grade A \$74,685, Canberra
 (PN. 29621)**

Closing date: 9 March 2000
Duties: Develop policies and procedures for the implementation of a Quality Clinical Practice Program for the ACT and foster Health Professional involvement in the development of such a program. Develop reporting and monitoring mechanisms for clinical practices and health outcomes in the ACT and ensure that ACT Agencies implement National accepted clinical indicators of quality practice. An emphasis should be placed on patient safety, incident monitoring and best practice. Develop a Territory wide Health Promotion Strategic Plan in liaison with various stakeholder, including the Healthy Cities office.

Contact Officer: Dr Shirley Bowen (02) 62050883
 Selection documentation may be obtained from Kirstie Clarke (02) 62051729
 Apply: 20
 CC: 03A550

THE CANBERRA HOSPITAL

Note: *This Position was advertised incorrectly in Weekly Gazette No. 8, 24 February 2000 The Class of the position should be ASO6 not ASO4.*

**Finance and Information Management
 Financial Strategy and Planning
 Administrative Service Officer Class 6
 \$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

**The Canberra Hospital
 Pathology Services
 Pathology Reception
 Administrative Service Officer Class 2
 \$28,110-\$31,171, Canberra (PN. Several)**

Closing date: 16 March 2000
Duties: Under general direction, perform a range of clerical and keyboard duties:
 In accordance with relevant procedures and NATA standards, collect, identify and invoice all specimens received from within the hospital and the Canberra region. Priorities urgent cases before submitting specimens to the appropriate laboratories; and
 Maintain and update a patient information computerised system.
 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: Wendy Edwards(02) 6244 2835
 Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
 Apply: 16
 CC 148-9010-16875: (8558)

EMPLOYMENT (Continued)

**The Canberra Hospital
Pathology Services
Pathology Reception
Technical Office Level 1 \$29,067-\$30,536,
Canberra (PN. 28588)**

Closing date: 16 March 2000

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 request before submitting to the appropriate laboratories. Maintain and update a patient information computerised system.

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: Wendy Edwards(02) 6244 2835
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
Apply: 16
CC 148-9010-16875: (8558)

**The Canberra Hospital
Pathology Services
Haematology
Professional Officer Class 1 \$29,976-\$42,054,
Canberra (PN. 28609)**

Closing date: 16 March 2000

Duties: Perform diagnostic and other technical test, procedures and other investigations requiring the application of professional knowledge and skills, in one or more fields. Supervise the work of junior staff in the laboratory. Supervise the application of approved quality control procedures.

Eligibility: An appropriate degree in Applied Science or equivalent qualification.

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: Wendy Edwards(02) 6244 2835
Selection documentation may be obtained from Human Resource Management Group (02) 6244 2566
Apply: 16
CC: 148-9010-16875 (8554)

**Surgical SMT
Anaesthesia and Pain Management
Administrative Service Officer Class 2
\$28,110-31,171, Canberra (PN. 25946)**

Closing date: 16/3/00

Duties: Provide general office support and secretarial services.

Contact Officer: Heather Collin (02) 6244 3793
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3580
Apply: 16
CC: 148-9010-16875 (8432)

**Mental Health Services
Tuggeranong Mental Health
Professional Officer Class 2 / Registered Nurse
Level 3 \$42,986 - \$50,147, Canberra**

Closing date: 16 March 2000

Duties: ACT Mental Health Services are seeking an experienced mental health professional with a background in mental health nursing, psychology, social work or occupational therapy, and whose practice conforms to the National Standards for Mental Health Services.

Tuggeranong Mental Health Service is a multi-disciplinary, community mental health service located approximately 20 minutes from Canberra's CBD. It provides a daily service from Monday to Friday, but there is a possibility it may move to a seven-day week coverage in the future.

Successful applicants will be required to work within a case management model and demonstrate a strong commitment to the philosophy of Community Mental Health.

Eligibility/other requirements: Tertiary qualification or equivalent. Eligibility for registration with the relevant professional organisation. Current drivers licence. Experience working in a community mental health setting.

Note: Applicants need to address the selection criteria.

Contact Officer: Paul Whyte (02) 6205 2777
Selection documentation may be obtained from Human Resource Management Group (02) 6244 3134
Apply: 16
CC: 148-9010-16875 (2222)

ACT COMMUNITY CARE

**Child, Youth and Women's Health Program
Child at Risk Assessment Unit
Professional Officer Class 2 \$42,986-\$48,040,
Canberra (PN. 28731)**

Closing date: 15/3/2000

Duties: As part of a multidisciplinary team provide psychosocial assessment and treatment of children who may have been abused and their families.

Eligibility/other requirements: Qualifications: Mandatory qualifications apply of a degree or diploma in Social Work and eligibility in the Australian Association of Social Workers. Experience in working with children and children at risk.

EMPLOYMENT (Continued)

Note: Permanent Part time (18.22 hours per week)

Contact Officer: Annabel Wyndham
(02) 62442712

Selection documentation may be obtained from
Annabel Wyndham (02) 62442712

Apply: 21

CC: G00243

Rehabilitation Services

Equipment Loan Service

General Service Officer Level 3 \$24,836-\$28,727, Canberra (PN. 27916)

Closing date: 15 March 2000

Duties: Under the direction and supervision of the Technical Officer deliver, collect and install equipment on loan from the Equipment Loan Service. Instruct clients in the safe use of equipment. Be responsible for the safe storage and minor repairs of Equipment Service items.

Eligibility/other requirements: Current ACT drivers license

Note: This position is within the scope of organisational changes that are occurring as a result of Setting the Agenda. Therefore the position may change in terms of duties or scope. Full Time (38 hours per week)

Contact Officer: Robyn Pender (02) 62442500

Selection documentation may be obtained from
Robyn Pender (02) 62442500

Apply: 21

CC: G00243

Rehabilitation Services

Equipment Loan Service

General Service Officer Level 2 \$11,465-\$24,663, Canberra (PN. 28693)

Closing date: 15 March 2000

Duties: Under the direction and supervision of the Technical Officer clean, check, label and store equipment from the Equipment Loan Service. Assist driver with delivery of heavy equipment to clients homes. Be responsible for the safe storage and minor repairs of Equipment Service items.

Eligibility/other requirements: Current ACT drivers license

Note: This position is within the scope of organisational changes that are occurring as a result of Setting the Agenda. Therefore the position may change in terms of duties or scope. Full Time (38 hours per week)

Contact Officer: Robyn Pender (02) 62442500

Selection documentation may be obtained from
Robyn Pender (02) 62442500

Apply: 21

CC: G00243

Primary and Integrated Care

Integrated Health Care Program

Professional Officer Class 2 \$42,986-\$48,040, Canberra (PN. 28373)

Professional Officer Class 1 \$29,976-\$42,054, Canberra (PN. 28670)

Closing date: 15 March 2000

Duties: ACT Community Care is seeking two motivated podiatrists interested in working in an expanding community health care setting. The position involves all aspects of podiatry, working as part of a multi-disciplinary team providing care to the target population and a multi-disciplinary diabetes team working in the primary health care setting.

Eligibility/other requirements: PO2- An appropriate Degree of Diploma in Podiatry. Two years experience as a podiatrist.

Highly Desirable: An understanding of the scope and role of podiatry services in a community health setting.

Eligibility/other requirements: PO1- An appropriate Degree of Diploma in Podiatry.

Contact Officer: Bindi Polkinghorn (02) 62051444

Selection documentation may be obtained from
Bindi Polkinghorn (02) 62051444

Apply: 21

CC: G00243

Disability Program

Disability Support Officer Level 1

\$26,716-\$27,786, Canberra (PN. Several)

Closing date: 24 March 2000

Duties: (Penalty payments increase the base income, salary will be pro rata on hours worked) Do you want an interesting and stimulating career? By becoming a Disability Support Officer you can provide direct day to day support to people with a wide range of disabilities. Opportunities exist for you to work with people with acquired brain injuries or young children with disabilities.

To be successful you will need to demonstrate your understanding of and ability to promote the valued status of people with disabilities. You will also need to have respect for the individual rights and dignity of people with a disability. If you can demonstrate that you have experience in a similar role or that you have the potential to develop relevant skills, you will be considered for appointment.

It is essential that you have a current driver's licence and a current First Aid Level 1 Certificate. You must also be prepared to work shift work any day of the week (penalty rates apply).

If you are successful in gaining casual employment you will be placed on a casual register. Casual employment is on a day to day basis and no guarantee of continuity of work is given.

EMPLOYMENT (Continued)

Eligibility/other requirements: All applicants must satisfy the Selection Criteria and provide certified copies of their current driver's licence and first aid certificate.

Note: **Permanent Full Time & Casual Positions**, An **information session** will be held prior to the closing date for applications for potential applicants to attend. This session will be held on Friday 17 March 2000 from 12.30 pm to 1.30 pm in Training Room 1, 1st floor, ACT Community Care Building, Cnr of Moore & Alinga Sts, Canberra City.

Contact Officer: Annette Gilmour (02) 62071350
Selection documentation may be obtained from Answering Machine (02) 62050971
Apply: 21
CC: G00243

Child, Youth and Women's Health Program Administrative Service Officer Class 6 \$42,986-\$49,378, Canberra (PN. 21547)

Closing date: 15 March 2000

Duties: ACT Community Care is seeking a manager for the ACT Cervical Cytology Register. The cervical Cytology Register operates under the Public Health Act 1928. The register enables the results of all cervical smears taken by Health Practitioners in the ACT to be recorded in a central place.

The successful applicant will manage a small unit which maintains the Register and will be responsible for ensuring the integrity of the data held in it.

We are looking for a person who has:

- Experience in managing databases, preferably in a networked environment
- Knowledge of SQL or logical/mathematical processes
- Competent in using Word & Excel
- Excellent written & verbal skills

Note: Full time Permanent Position

Contact Officer: Alice Jones (02) 62051540
Selection documentation may be obtained from Kylie Clark (02) 62051549
Apply: 21
CC: G00243

CALVARY HOSPITAL INC.

Nursing Services

Emergency

Registered Nurse Level 2\$ 42,723 - \$45,423, Canberra (PN. 9085)

Closing date: 16/3/00

Duties: Provide direct holistic care to patients with complex care needs by utilising the nursing process in the form of care maps.

Eligibility/other requirements: Current registration as a Registered Nurse with the ACT Nurses Board.

Note: 76 - 56 HPF. TTY 6201 6127

Contact Officer: Doreen Maruskanic
(02) 02 6201 6169

Selection documentation may be obtained from Robyn Muscat (02) 6201 6160

Apply: 07

Nursing Services

Day Surgery Unit

Registered Nurse Level 2\$ 42,723 - 45,423, Canberra (PN. 8587)

Closing date: 16/3/00

Duties: Provide direct holistic care to patients with complex care needs by utilising the nursing process in the form of care maps. Act as a professional role model and resource person.

Eligibility/other requirements: Current registration as a Registered Nurse with the ACT Nurses Board.

Note: TTY (02) 6201 6127

Contact Officer: Doreen Maruskanic
(02) 6201 6169

Selection documentation may be obtained from Robyn Muscat (02) 6201 6160

Apply: 07

ACTION

Human Resources Rehabilitation and Case Management

**Administrative Service Officer 6,
\$43631 to \$50118, Canberra (PN. A20186)**

Closing date: 17/03/99

Duties: Co-ordinate the operation of the OH&S Section within ACTION to ensure a safe and early return to work with managed cost and liability control. Specifically to co-ordinate the ongoing development and implementation of ACTION's Injury Prevention Strategy, Adherence to ACTION's early intervention process and procedures. Provide advise to managers, health and safety representatives and employees on illness or injury prevention and management issues.

Eligibility/other requirements: Qualifications in injury management and prevention or related field desirable

Contact Officer: Scott Pagan (02) 62077735
Selection documentation may be obtained from Margaret McEwan (02) 62078068
CC: 148-9027-17791

CULTURAL FACILITIES CORPORATION

Corporate Services

**Administrative Service Officer Class 5,
\$39,802-\$42,204pa. (PN: 55369), Canberra**

Closing date: 16 March 2000

Duties: Provide personnel services, including establishments, salaries, conditions of service,

EMPLOYMENT (Continued)

staffing reports. Prepare and oversight arrangements for OH & S; EEO, Access and Equity, etc; participate in industrial relations/EBA matters; liaise and coordinate personnel services with managers and staff.

Eligibility/other requirements: Tertiary qualifications, or substantial progress towards such, or substantial experience in personnel/human resources, are an essential requirement.

Contact for selection documentation/
Contact Officer: Alan Ramsay (02)62073963
Apply: 06
CC: 03A370

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.

INFORMATION FOR APPLICANTS FOR TEACHING POSITIONS

Any eligible person who is suitably qualified may apply for the vacancies listed below. Applicants applying for teacher positions are reminded of the requirement to submit three copies of any application for advertised positions except for Level 4 positions where the requirement is for four copies.

Application information is found on the reverse side of the Application for Promotion/Transfer Teacher Level 2/3/4/5 Positions and Level 1 Short Term Office Positions, Form SA111 (7/94). Duty Statements, Selection Criteria and Form SA111 for teaching positions only are available from the Workforce Planning and Management Section counter, 2nd Floor, Manning Clark Offices, Reed Street, Tuggeranong, Hawker College and the O'Connell Information & Resource Centre. It is advisable to check with these locations to establish that the documents are ready for collection. Unfortunately a facsimile service is not available. Applicants need to be aware that officers with compulsory transferee status may be considered for vacancies prior to merit selection procedures.

INFORMATION FOR APPLICANTS FOR ALL OTHER POSITIONS

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.

Forrest Primary School Teacher Level 3 - Deputy Principal 2 \$59000 to \$65000, Canberra (PN. 4006)

Closing date: 16 March 2000

Duties: Assist the Principal in discharging the Principal's responsibilities to the students, parents and community, teaching and support staff, and provide general administrative support throughout the School. Deputise for the Principal as required. Participate as a member of the school's senior management team in decision making and implementation to ensure effective client-centred functioning, advancement of the school and advancement of the ACT public education system. Eligibility/other requirements: Category A qualifications acceptable to the Department of Education and Community Services, eg Bed or BA, DipEd.

Note: Available 1 May 2000

Contact Officer: Chris Cameron (02) 62055644
Selection documentation may be obtained from the contact officer (02) 62055644
Apply: 12
CC: 01

Campbell High School Administrative Service Officer Class 5 \$40598-43048, Canberra (PN. 507)

Closing date: 16 March 2000

Duties: Be responsible for the non-academic administration of the school, including: co-ordinate, supervise, deploy and train support staff; develop, plan, evaluate, implement, oversight and train support staff in the use of technology; manage and develop financial and administrative systems.

Contact Officer: George Ellem (02) 62056344
Selection documentation may be obtained from George Ellem (02) 62056344
Apply: 12
CC: 01

EMPLOYMENT (Continued)

Higgins Primary School
Building Services Officer 1 \$25924-26940,
Canberra (PN. 11543)

Closing date: 16 March 2000

Duties: Assume responsibility for security of school buildings, furniture, fittings and equipment during duty hours. Maintain the school, including grounds, in a clean and tidy condition, with particular regard for safety and security hazards. Undertake minor repairs to buildings, fittings, furniture and equipment.

Contact Officer: Janet Hill (02) 62057788
 Selection documentation may be obtained from Ruth Orr (02) 62057788
 Apply: 12
 CC: 01

Telopea Park School
Building Service Officer 2 \$26940-28175,
Canberra (PN. 118)

Closing date: 16 March 2000

Duties: Supervise and monitor the School's maintenance programs, contractors, cleaning and security; maintain records in relation to requests and services. Monitor, with a view to minimising, energy usage and undertake energy conservation measures. Assume responsibility for the security of the Schools buildings, furniture, fittings and equipment.

Contact Officer: Robyn Middleton (02) 62055571
 Selection documentation may be obtained from Carolene Sanderson (02) 62055599
 Apply: 12
 CC: 01

Telopea Park School
School Assistant 2 – General Assistant
\$24381-27036, Canberra (PN. 995)

Closing date: 16 March 2000

Duties: Provide administrative assistance including: collect and receipt moneys using an electronic register and or MAZE; perform keyboard duties including data entry and retrieval for student record keeping purposes (MAZE); perform keyboard duties for spreadsheets, word processing, data entry and use of office equipment/machines; and maintain up to date fee and levy registers and excursion lists. Perform first aid duties when in receipt of a first aid allowance.

Contact Officer: Rosemarie Tinsley (02) 62055570
 Selection documentation may be obtained from Carolene Sanderson (02) 62055599
 Apply: 12
 CC: 01

Children's, Youth and Family Services Division
Children's, Services Branch
Children's, Day Care Services Section
Administrative Service Officer Class 6 or
Professional Officer Class 2 \$43846-50366,
Canberra (PN. 11546 or 11527)

Closing date: 16 March 2000

Duties: Investigate and make recommendations on applications for licences under the Children and Young People Act 1999, assess and undertake planned and random inspections of licensed services for compliance, investigate alleged breaches of the Act and instigate necessary remedial action. Provide professional advice and assistance on all aspects of child care to child care services, families and other interested parties including potential licensees and management committees. Develop and implement training programs, prepare publications and introduce procedures designed to maintain and improve standards of ACT child care services in compliance with the Children and Young People Act 1999.
 Eligibility/other requirements: For Professional Officer Class 2: Tertiary qualifications in child care, education and/or child development.
 Note: Only one position and classification will be filled depending on qualifications.

Contact Officer: Helen Lamming (02) 62071103
 Selection documentation may be obtained from The Contact Officer (02) 62071103
 Apply: 12
 CC: 01

Sport and Corporate Resources
Financial Services Section
Administrative Service Officer Class 4
\$36399-39520, Canberra
PN. 14407,(expected vacancy)

Closing date: 16 March 2000

Duties: Maintain the Department's Salaries reporting system, including: download the Human Resource Management System (PERSPECT) and Casual Relief System data into the Oracle Financial Management Information System; enter journals and maintenance of the Chart of Accounts; maintenance of reconciliations on spreadsheets and payroll analysis; distribution of salary costs in the Oracle System; maintain balance between Casual Relief System and the Oracle FMIS; compilation and distribution of salary reports to management; and salaries recoveries. Liaise with financial and system personnel and program managers as necessary.

Contact Officer: Suzy Miloloza (02) 62055470
 Selection documentation may be obtained from Anne McKeon (02) 62072686
 Apply: 12
 CC: 01

EMPLOYMENT (Continued)

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 URBAN SERVICES

**Environment ACT
Environment Planning and Legislation Section
Administrative Service Officer Class 6
\$42,986-\$49,378, Canberra (PN. 15711)**

Closing date: 16/3/2000

Duties: An exciting opportunity exists for an officer to assist in the development of policy and legislative proposals. Areas of specific interest are air and water pollution, noise and waste. The successful applicant will also be required to assist in identifying emerging environmental issues and provide advice to Government and senior managers on the environmental impacts of Government policies and programs.

Contact Officer and Selection documentation:
Geoff Wells (02) 62072336
Apply: 34
CC: 148-9028 16937

**Environment ACT
ACT Parks and Conservation Service
General Service Officer Level 4 \$25,809-
\$26,992, Canberra (PN. Several Positions)**

Closing date: 16/3/2000

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

collection. Assist in the implementation of work programs.

Eligibility/other requirements: Current basic First Aid. Current relevant licences to operate vehicles and equipment. Willingness to work outside normal working hours.

Note: These positions will be available for temporary filling for periods of up to 12 months.

Contact Officer and Selection documentation:
Geoff Webb (02) 62072425
Apply: 34
CC: 148-9028 17218

**Policy Co-ordination Group
Transport Policy Section
Administrative Service Officer Class 4
\$36,399-\$39,520, Canberra (PN. 26784)**

Closing date: 16/3/2000

Duties: The successful applicant will be required to manage and review the repair and maintenance program for public transport assets. He/she will undertake field coordination with contractors and other stakeholders, operate databases using ArcView and monitor capital works projects. Eligibility/other requirements: Demonstrated competence in the diverse field of public transport assets.

Contact Officer and Selection documentation:
Richard Marshall (02) 62078011
Apply: 34
CC: 148-9023 16929

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

**Revenue Management Compliance/
Debt Recovery
Administrative Service Officer Class 4,
\$36,399-\$39,520pa. (PN: 5766),
(expected vacancy)
Canberra**

Closing date: 16 March 2000

Duties: Undertake a range of operational and administrative tasks relating to the recovery of ACT Revenue. The tasks are: undertake research duties relevant to the work of the unit; liaise with the ACT Government Solicitor and ACT Courts; prepare reports and relevant correspondence relating to debt recovery; answer enquiries from the public regarding ACT Revenue matters; and other duties as required.

NOTE: Interviews will be held week commencing 27 March 2000.

Contact for selection documentation/
Contact Officer: Craig Brennan (02)62070113
Apply: 35
CC: 03A144

EMPLOYMENT (Continued)

ACT LEGISLATIVE ASSEMBLY

ACT Legislative Assembly

Secretariat

Hansard

**Senior Officer Grade B, \$66,686-\$75,072p.a.
(PN: 42844) Canberra**

Closing date: 16 March 2000

Duties: Manage the day to day operations and procedures of the Hansard Office including: schedule workloads and timetables; coordinate and direct the activities of casual staff; and maintain responsibility for the control of allocated financial and human resources. Manage and coordinate the production and distribution of Hansard records of proceedings. Contact for selection documentation/ Contact Officer: Mark McRae (02)62050191
Apply Code: 06
CC: 03A958

ACT Legislative Assembly

Secretariat

Corporate Services

**Senior Officer Grade B, \$66,686-\$75,072p.a.
(PN: 14005)
Canberra**

Closing date: 16 March 2000

Duties: Manage the day to day operations of the Corporate Services Office including the provision of support in areas of financial and human resource management, information technology, facilities management, strategic planning and corporate support services. Provide high level briefings and advice to the Speaker, the Standing Committees on Administration and Procedures, non-Executive members and staff, the Clerk and Secretariat managers and staff, in relation to the range of corporate services functions.

Contact Officer: Mark McRae (02)62050191
Apply Code: 06
CC: 03A958

Appointments

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Graduate Administrative Assistant
\$24,259 to \$31,171
Jennifer Farley, 741-20101
Section 68(1), 14 February 2000
CC: 61/6215

THE CANBERRA HOSPITAL

Registered Nurse Level 1 \$31,926-41,375
Martin O'Brien: 756-32731, Section 68, 16/2/00
CC: 148-9010-16875 (8881)

ACT COMMUNITY CARE

Disability Support Officer Level 1 \$26,716-\$27,786

Nicole Ross: 740-96682, Disability Program, Section 68(1), 17/2/2000
CC: G00243

Disability Support Officer Level 1 \$26,716-\$27,786

Deborah Sheehan: 740-98194, Disability Program Section 68(1), 17/2/2000
CC: G00243

Disability Support Officer Level 1 \$26,716-\$27,786

Susan Nicol: 740-93772, Disability Program Section 68(1), 17/2/2000
CC: G00243

Registered Nurse Level 2 \$42,723-\$45,423

Maria McNeill: 740-97757, Child, Youth and Women's Health Program Section 68(1), 31/1/2000
CC: G00243

Technical Officer Level 3 \$36,873-\$41,385

Ruth Kinlyside: 740-91646, Integrated Health Care Program, Section 68(1), 14/2/2000
CC: G00243

Enrolled Nurse \$29,497-\$31,656

Val Besant: 740-96586, Section 68(1), 14 February 2000
CC: G00243

Dental Officer Level 1 \$39,319-\$72,393

Thanh Mai: 740-97693, Section 68(1), 31/1/2000
CC: G00243

Dental Officer Level 1 \$39,319-\$72,393

Van Nguyen: 740-97722, Section 68(1), 14/2/2000
CC: G00243

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

Administrative Service Officer Class 5 \$40598-43048

Melinda Gay Brown: 755-69648, Section 67(1), 21/02/2000
CC: 01

Administrative Service Officer Class 5 \$40598-43048

Jodie Lea Herbert: 755-68194, Section 67(1), 21/02/2000
CC: 01

EMPLOYMENT (Continued)

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Administrative Service Officer Class 4,
\$35,685 - \$38,745
 Susan Elizabeth Shaw: 747-84662, Section 68,
 23 February 2000
 CC: 03A377

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Graduate Administrative Assistant
\$24,744-\$31,794 p.a
 Virginia Mae Ebsworth, 760-74751 Enter Section
 68, 10/02/2000
 CC: 03A144

Promotions

Promotions under the Public Sector Management Act 1994

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

A. APPEALS

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

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

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

YOU MAY ALSO APPEAL IF:

- * the vacancy that has been filled was not advertised and you are eligible for promotion to that position (generally identified by a footnote in the *Gazette*); or
- * you are an excess officer, the advertised position is at a classification equivalent to or lower than

your own and you were an applicant for that position; or

- you applied for the position and you are an officer or former officer of the ACTPS or APS and you are engaged in eligible public employment under the officers' mobility provisions in section 115 of the Act, or you are still covered by the provisions of the repealed Officers' Rights Declaration Act. However, you may only appeal if the position applied for is higher than the last position you held in the ACTPS or APS.

YOU CAN NOT APPEAL WHEN:

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

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

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

For further information on eligibility to appeal, contact your departmental Personnel Unit or the Office of the Merit Protection Commissioner (MPC) at the address listed below.

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

EMPLOYMENT (Continued)

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

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

ADVICE TO POTENTIAL APPELLANTS - PROMOTIONS AND TEMPORARY PERFORMANCE

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

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

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

FORM OF APPEAL

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

- Date of *Gazette*/notice;
- Name of promotee/selectee;
- Department in which promotion/selection made;
- Your full name;

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

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

WHEN TO LODGE APPEALS

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

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

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

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

EMPLOYMENT (Continued)

necessary. If you fail to make a reasonable case for greater efficiency in your statement, you may find that the PAC proceeds to determine your case without interviews.

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

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

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

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

The statements of parties are available at the MPC generally at least seven (7) days prior to the hearing date, and you should telephone the MPC to make an appointment to view them, once you have submitted your own statement. The responsibility for seeking access rests with each party, and PAC hearings will not be deferred if you fail to exercise your right of access. If for very good reason (e.g. geographical distance, illness etc.) you are unable to visit the MPC office, alternative access arrangements may be possible, and you should discuss this with MPC staff. You may take notes, but may not photocopy or retain material. After reading the statements of the other parties, you may wish to submit a supplementary statement in support of your claims. All supplementary material (including additional referee reports) must reach the MPC at least two (2) working days before any scheduled hearing. It is preferable to submit a supplementary statement (after viewing the statements of other parties) rather than to delay your initial statement, but bear in mind the need to provide access for all parties to all statements prior to any hearing.

Unreasonably late supplementary statements may not be accepted.

CONTENT OF STATEMENTS

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

- (a) at the top:
 - (i) PAC reference number;
 - (ii) full name;
 - (iii) both your private and work address and telephone number. If you do not wish this information to be available to other parties it should be included with your statement in a severable sheet which clearly indicates that it is to be kept confidential;
 - (iv) date of permanent appointment; and
 - (v) educational and other qualifications.
- (b) the names and telephone numbers of your supervisor and any other referee(s) (see

section below for further advice on who should be nominated);

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

If you feel it is necessary to make any unfavourable comments about a party to the appeal, you should include these comments in your written statement. Parties to an appeal must have an opportunity to comment on any unfavourable observations.

You should also note that your statement should not include material that breaches privacy requirements or any similar legislation.

PAC PROCEDURES

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

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

- (a) the departmental statement;
- (b) the written statements of the parties;
- (c) the cases put to the PAC by the parties at any oral hearing or under any alternative arrangements;
- (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

EMPLOYMENT (Continued)

the fact that the department chose you in the selection exercise.

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

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

SUPERVISORS/REFEREES

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

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

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

B. REVIEW OF NON-APPEALABLE PROMOTIONS UNDER SECTION 87

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

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

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

An applicant must provide the following details:

- * full name and AGS number;

- * classification, position number and location of the promotion in question;
- * date and number of the *Gazette* in which the promotion was notified;
- * the basis on which the request is made with supporting information.

It is important to provide details to support your claim of patronage, favouritism, unlawful discrimination and/or serious defect in the process. A reasonable time will be allowed, after the lodging of an application for review, for the provision of such documentation. However, the grounds for an application for review are required in the initial application.

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

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

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

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

WHERE TO LODGE AN APPLICATION FOR REVIEW

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

DEPARTMENT OF HEALTH AND COMMUNITY CARE

Central Office

Financial Management and Contracting Capital Planning and Corporate Administration

Antonio Dario Gomes 543-13539

From: Administrative Service Officer Class 4 (reclassified from Administrative Service Officer Class 3) \$35,685-38,745 The Canberra Hospital
To: Administrative Service Officer Class 5 \$39,802-42,204 Capital Planning and Corporate Administration Department of Health and Community Care, Canberra (PN.24297)
(Commonwealth of Australia Gazette No PS 49, 9 December 1999)
CC: 61/6318

EMPLOYMENT (Continued)

CULTURAL FACILITIES CORPORATION

M. D. Whybrow AGS NO: 545-65672

From: Senior Officer Grade C \$55,514-\$59,857p.a
From: Department of Treasury and Infrastructure

To: Senior Officer Grade B, \$64,307-\$72,393p.a
Finance Section., Canberra (PN. 672)
Gazette No 48: 04/12/99 ()
CC: 03A370

ACT COMMUNITY CARE

**Integrated Health Care Program
Physiotherapy Services**

Renee Dorrell: 735-35321

From: General Service Officer Level 3
\$24,836-\$25,809
ACT Community Care
To: Technical Officer Level 1 \$29,636-\$30,964
Physiotherapy Services, ACT Community Care,
Canberra (PN. 23128) (1 January 2000)
CC: G00243

**Corporate and Business Development,
Facility Services**

Simon Owens: 735-12509

From: Administrative Service Officer Class 6
\$42,986-\$49,378
ACT Community Care
To: Senior Officer Grade C \$54,425-\$58,683
Corporate and Business Development, Facility
Services, ACT Community Care, Canberra
(PN 26605) (20/1/2000)
CC: G00243

CHIEF MINISTER'S DEPARTMENT

Promotions to non-advertised vacancies

HR & Corporate

N. C. Pritchard: 735-15160,

Graduate Administrative Assistant
\$24,744-\$31,794p.a
From, Chief Minister's Department
To: Administrative Service Officer Class 5,
\$40,598-\$43,048p.a Chief Minister's Department

Duties: Develop and implement complex Industrial Relations and Human Resources strategies and policies. Develop and implement key strategic policies relating to Corporate Services. Provide advice on key Departmental strategic issues.

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

All appeal applications should be addressed to:
Convenor of the Appeal Panel
PO Box 749
Civic Square ACT 2608 CC: 03A370

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

**Corrective Services
Operations Support**

Paul Cairns: 543-34452

From: Administrative Service Officer Class 5
\$39,802 - \$42,204
Department of Justice & Community Safety
To: Administrative Service Officer Class 6
\$42,986-\$39,378
Operations Support Section; Department of
Justice & Community Safety, Canberra (PN 46135)
(48 of 2/12/99)
CC: 03A168

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.

**Corporate Group
Personnel Operations Section**

G. L. MacLean: AGS No: 25955292

From: Administrative Service Officer Class 5
\$40,598-\$43,048
Urban Services
To: Administrative Service Officer Class 6
\$43,846-\$50,366
Personnel Operations Section Urban Services,
Canberra (PN. 12739) (PS 50, 16/12/1999)

Note: In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9017 17224

**Corporate Group
Personnel Operations Section**

R. M. Webster: AGS No 748-53444

From: Administrative Service Officer Class 2
\$28,672-\$31,794
Urban Services
To: Administrative Service Officer Class 3
\$32,657-\$35,245
Personnel Operations Section Urban Services,
Canberra (PN. 10754) (PS 50, 16/12/1999)

Note: This position was advertised as several. In accordance with current EBA provisions, appeals must be received at the Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9017 17224

EMPLOYMENT (Continued)

DEPARTMENT OF TREASURY AND INFRASTRUCTURE

Compliance

J. A. Hodgkinson: 506-72972

From: Administrative Service Officer Class 4, \$36,399-\$39,520p.a
 From: Department of Treasury and Infrastructure
 To: Administrative Service Officer Class 5, \$40,598-\$43,048p.a
 Revenue Management Branch
 Department of Treasury and Infrastructure,
 (Canberra) 804
 Gazette No 47: 25/11/1999 ()
 CC: 03A144

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

Ownership Monitoring

C. M. Appleby AGS NO: 760-74073

From: Administrative Service Officer Class 4, \$36,399-\$39,520p.a
 From: Department of Treasury and Infrastructure
 To: Administrative Service Officer Class 5, \$40,598-\$43,048p.a
 Financial and Budgetary Management Branch
 Department of Treasury and Infrastructure,
 (Canberra) 42049
 Gazette No 50: 16/12/1999
 CC: 03A144

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

Promotions to non-advertised vacancies

Financial and Budgetary Management Branch

M. E. Earle: 735-15275,

Graduate Administrative Assistant
 \$24,744-\$31,794p.a
 From, Department of Treasury and Infrastructure
 To: Administrative Service Officer Class 5,
 \$40,598-\$43,048p.a (PN. 12738), Department of
 Treasury and Infrastructure

Duties may include assisting with: financial and capital analysis of general purpose financial statements and issues of government owned departments and commercial enterprises; overseeing preparation of expense and revenue estimates; reporting and analysis
 Of agency financial performance throughout the year, including preparation of consolidated monthly reports; and implement and monitor government policies and procedures in its agencies. Undertake investigations, research and

analysis. Liaise with Government owned agencies on financial issues. Assist with the preparation of reports, submissions, budget documentation and correspondence.

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

All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
 CC: 03A144

Financial and Budgetary Management Branch

S. Friend: 735-15267,

Administrative Service Officer Class 4,
 \$36,399-\$39,520p.a
 From, Department of Urban Services
 To: Administrative Service Officer Class 5,
 \$40,598-\$43,048p.a (PN. 42867), Department of
 Treasury and Infrastructure

Duties may include assisting with: financial and capital analysis of general purpose financial statements and issues of government owned departments and commercial enterprises; overseeing preparation of expense and revenue estimates; reporting and analysis
 Of agency financial performance throughout the year, including preparation of consolidated monthly reports; and implement and monitor government policies and procedures in its agencies. Undertake investigations, research and analysis. Liaise with Government owned agencies on financial issues. Assist with the preparation of reports, submissions, budget documentation and correspondence.

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

All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 Civic Square ACT 2608
 CC: 03A144

Retirements and dismissals

CANBERRA INSTITUTE OF TECHNOLOGY

Section 143 Public Sector Management Act:

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

EMPLOYMENT (Continued)

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

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 ETTY Janssens, Teacher Band 1,
11 February 2000
CC: G00193

ACT Public Service Index of addresses

- | | |
|---|---|
| <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> |
|---|---|

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
S5	21 February	Notice of Commencement ~ <i>Road Transport (General) Act 1999</i>

GOVERNMENT NOTICES

LIQUOR ACT – LIQUOR LICENSING STANDARDS MANUAL – INSTRUMENT NO. 252 OF 1999 – RESOLUTION OF DISALLOWANCE OF PROVISION

I, Gregory Gane Cornwell, Speaker of the Legislative Assembly for the Australian Capital Territory, give notice that on Thursday, 17 February 2000 the Legislative Assembly resolved as follows:

“That the provision of paragraph 16 of the Liquor Licensing Standards Manual (Instrument No. 252 of 1999 made under the *Liquor Act 1975*) which reads “a sharps disposal bin in accordance with Australian Standards (AS 4031) shall be provided in each toilet facility in premises that are primarily used as a tavern or nightclub;” be disallowed pursuant to the *Subordinate Laws Act 1989*.”.

Dated 24 February 2000

Greg Cornwell, MLA
Speaker

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

APPROVAL OF MASTER PLAN FOR:

- O'Connor - Section 86

Pursuant to Practice Direction 6/98, issued by the Australian Capital Territory Planning Authority on 31 July 1998 in accordance with the Direction to the Authority made by the Executive on 10 July 1998 under subsection 37 (1) of the *Land (Planning and Environment) Act 1991*, I hereby approve the Master Plan for O'Connor - Section 86.

Dated this seventeenth day of February 2000.

Brendan Smyth MLA
Minister for Urban Services

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>Independent Pricing and Regulatory Commission Act 1997</i>	Variation to Specified Requirements under Section 16 relating to Investigations.	No. 67 of 2000

NOTIFICATION OF THE MAKING OF A REGULATION

NOTICE is hereby given that the undermentioned Regulation of the Australian Capital Territory has been made. Copies of the Regulation may be purchased from Publishing Services, Legislation and Sales Counter, ACT Government Shopfront, Corner of City Walk and East Row, Canberra City ACT 2601.

Act under which Regulation made	Description of Regulation	Number and year of Regulation
<i>Animal Diseases Act 1993</i>	Animal Diseases (Bees) Regulations 2000	No. 3 of 2000

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LIQUOR ACT 1975

APPOINTMENT

Under paragraph 12(1)(a) of the *Liquor Act 1975* I hereby APPOINT

ALYN DOIG

to be the Chairperson of the Liquor Licensing Board until 31 December 2004.

Dated this 21st day of February 2000.

GARY HUMPHRIES
ATTORNEY-GENERAL

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LIQUOR ACT 1975

APPOINTMENT

Under paragraph 12(1)(c) of the *Liquor Act 1975* I hereby APPOINT

BERNARD JOSEPH MORRISON

to be a member of the Liquor Licensing Board until 31 December 2004.

Dated this 21st day of February 2000.

GARY HUMPHRIES
ATTORNEY-GENERAL

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LIQUOR ACT 1975

APPOINTMENT

Under paragraph 12(1)(c) of the *Liquor Act 1975* I hereby APPOINT

KEVIN NEIL

to be a member of the Liquor Licensing Board until 31 December 2004.

Dated this 21st day of February 2000.

GARY HUMPHRIES
ATTORNEY-GENERAL

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

LIQUOR ACT 1975

APPOINTMENT

Under paragraph 12(1)(c) of the *Liquor Act 1975* I hereby APPOINT

HILARY ANN BACK

to be a member of the Liquor Licensing Board until 31 December 2004.

Dated this 21st day of February 2000.

GARY HUMPHRIES
ATTORNEY-GENERAL

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

SMOKE-FREE AREAS (ENCLOSED PUBLIC PLACES) ACT 1994

Appointment of Smoke-Free Areas Inspector

I, Michael John Moore pursuant to my powers under Section 11 of the *Smoke-free Areas (Enclosed Public Places) Act 1994*, do by this instrument appoint,

PAUL STUART MACDONALD

as a Smoke-free Areas Inspector from the date of notification of this instrument in the ACT Gazette.

Dated this seventeenth day of February 2000.

Michael John Moore

Minister for Health and Community Care

AUSTRALIAN CAPITAL TERRITORY

Smoke-free Areas (Enclosed Public Places) Act 1994

**REVOCATION OF APPOINTMENT OF
SMOKE-FREE AREAS INSPECTOR**

Pursuant to Section 11 of the *Smoke-free Areas (Enclosed Public Places) Act 1994*, I, **MICHAEL JOHN MOORE**, Minister for Health and Community Care, hereby revoke the appointment appointing:

PETRI JAAKKO LAAJOKI

as a Smoke-free Areas Inspector signed on 5 July 1997 and notified in Gazette No. S215 of 1997.

Dated this 17th day of February 2000.

MICHAEL MOORE MLA

Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

PUBLIC HEALTH ACT 1997

APPOINTMENT OF PUBLIC HEALTH OFFICER

I, **David Bruce Butt**, the person holding the position of Chief Executive, in pursuance of my powers under Section 12 of the *Public Health Act 1997*, do by this instrument appoint:

HELEN JANE STRANG

as a Public Health Officer for the purposes of the *Public Health Act 1997*.

Dated this 15th day of February 2000.

DAVID BUTT
Chief Executive



AUSTRALIAN CAPITAL TERRITORY

PUBLIC HEALTH ACT 1997

APPOINTMENT OF PUBLIC HEALTH OFFICER

I, **David Bruce Butt**, the person holding the position of Chief Executive, in pursuance of my powers under Section 12 of the *Public Health Act 1997*, do by this instrument appoint:

PAUL STUART MACDONALD

as a Public Health Officer for the purposes of the *Public Health Act 1997*.

Dated this 15th day of February 2000.

DAVID BUTT
Chief Executive

GOVERNMENT NOTICES (Continued)



AUSTRALIAN CAPITAL TERRITORY

Public Health Act 1997

REVOCATION OF APPOINTMENT OF PUBLIC HEALTH OFFICER

Pursuant to subsection 12(2) of the *Public Health Act 1997*, I, **DAVID BRUCE BUTT**, the person holding the position of Chief Executive of the Department of Health and Community Care, hereby revoke the appointment appointing:

PETRI JAAKKO LAAJOKI

as a Public Health Officer signed on 11 December 1998.

Dated this 15th day of February 2000.

DAVID BUTT
Chief Executive

GOVERNMENT NOTICES (Continued)

AUSTRALIAN CAPITAL TERRITORY

Poisons and Drugs Act 1978

APPOINTMENT OF ANALYST

Pursuant to Section 51 of the *Poisons and Drugs Act 1978*, **I, MICHAEL JOHN MOORE**, Minister for Health and Community Care, hereby appoint:

PAUL GREGORY IMHOFF

as an Analyst for the purposes of the *Poisons and Drugs Act 1978*.

Dated this 22nd day of February 2000.

MICHAEL MOORE MLA

Minister for Health and Community Care

AUSTRALIAN CAPITAL TERRITORY

Poisons and Drugs Act 1978

APPOINTMENT OF ANALYST

Pursuant to Section 51 of the *Poisons and Drugs Act 1978*, **I, MICHAEL JOHN MOORE**, Minister for Health and Community Care, hereby appoint:

JULIEANNE DOUGHERTY

as an Analyst for the purposes of the *Poisons and Drugs Act 1978*.

Dated this 22nd day of February 2000.

MICHAEL MOORE MLA

Minister for Health and Community Care

AUSTRALIAN CAPITAL TERRITORY

Poisons and Drugs Act 1978

REVOCAION OF APPOINTMENT OF ANALYST

Pursuant to Section 51 of the *Poisons and Drugs Act 1978*, **I, MICHAEL JOHN MOORE**, Minister for Health and Community Care, hereby revoke the instrument appointing:

PAUL LESLIE REEDY

as an Analyst signed on 7 August 1986.

Dated this 22nd day of February 2000.

MICHAEL MOORE MLA

Minister for Health and Community Care

GOVERNMENT NOTICES (Continued)



ACT Government

AUSTRALIAN CAPITAL TERRITORY

LAND (PLANNING AND ENVIRONMENT) ACT 1991

NOTICE

VARIATION TO THE TERRITORY PLAN IN RELATION TO DEFINED LAND

DIVISION OF DUNLOP

(Variation No. 156)

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

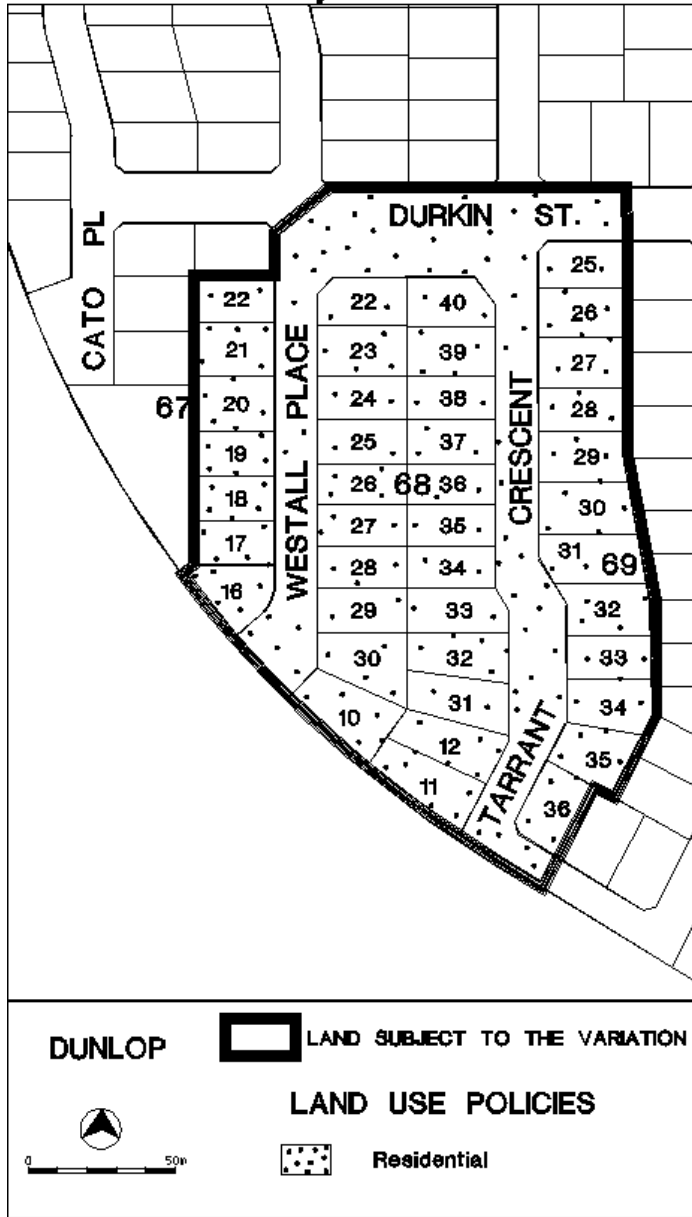
Lincoln James Hawkins

Australian Capital Territory Planning Authority

Dated the twenty third day of February 2000

GOVERNMENT NOTICES (Continued)

This is Annexure A to
Territory Plan Variation No. 156



ACT Planning Authority

PRIVATE NOTICES

NAME	MEMBER	TOTAL	DESCRIPTION
	NUMBER	AMOUNT	
		DUE TO	
		OWNER(S)	
Aborigines National	4060645	\$156.68	Unclaimed
Adam R	246736	\$135.55	Unclaimed
Alexander P M	130611	\$145.96	Unclaimed
Allan E M	4069019	\$933.66	Unclaimed
Anderson T M	252813	\$504.07	Unclaimed
Andrew M J	253890	\$166.39	Unclaimed
Andringa M W	193594	\$57.05	Unclaimed
Apps N D	162535	\$50.10	Unclaimed
Armour R M	4066252	\$38.57	Unclaimed
Armstrong M A	55047	\$128.40	Unclaimed
Armstrong P K	187993	\$195.50	Unclaimed
Ashley F	4039613	\$34.06	Unclaimed
Assadi P & L	4061296	\$905.21	Unclaimed
Atkinson E	39980	\$66.41	Unclaimed
Backhouse M J	267586	\$107.63	Unclaimed
Baker B C	271127	\$10.00	Unclaimed
Barnes J D & J L	4069354	\$178.97	Unclaimed
Bates L D	250308	\$174.81	Unclaimed
Beames L J	4061725	\$68.90	Unclaimed
Bell L K	4048539	\$46.46	Unclaimed
Benjamin G C	268972	\$131.91	Unclaimed
Berdall K	31592	\$82.41	Unclaimed
Bicanic I	287756	\$20.53	Unclaimed
Bieundurry J	234227	\$25.40	Unclaimed
Bird E J	270637	\$104.70	Unclaimed
Birze I	259566	\$10.00	Unclaimed
Blackett L	4063155	\$38.49	Unclaimed
Block W R	4011261	\$158.33	Unclaimed
Borg Caruana C	250292	\$0.18	Unclaimed
Bourke C R	4054469	\$9.22	Unclaimed
Boyd S G	4066559	\$58.95	Unclaimed
Brazel K W	22715	\$4.26	Unclaimed
Brill R E & P J	8391	\$75.82	Unclaimed
Brooks N R	259216	\$3.72	Unclaimed
Brooks V L	250928	\$20.69	Unclaimed
Brown D	274055	\$125.47	Unclaimed

PRIVATE NOTICES (Continued)

NAME	MEMBER	TOTAL	DESCRIPTION
	NUMBER	AMOUNT	
		DUE TO	
		OWNER(S)	
Brown J G	4060718	\$21.72	Unclaimed
Brown L E T	248620	\$90.97	Unclaimed
Brown P S	4068977	\$351.77	Unclaimed
Brown R M	270612	\$33.47	Unclaimed
Buckley F J	273158	\$27.87	Unclaimed
Budgen S E	4072728	\$5.33	Unclaimed
Burns S L	278503	\$39.96	Unclaimed
Byron K W & S M	262592	\$169.87	Unclaimed
Callow R M	11300	\$1.92	Unclaimed
Cameron A	273135	\$73.60	Unclaimed
Campbell J A	205876	\$126.89	Unclaimed
Cannon J A	4038845	\$61.67	Unclaimed
Carrier A R	270323	\$39.26	Unclaimed
Carter P J	117170	\$31.07	Unclaimed
Castrission A	257199	\$10.00	Unclaimed
Caton S	4063277	\$108.10	Unclaimed
Chaudhury A	4075201	\$29.68	Unclaimed
Chignell S J	4011782	\$489.63	Unclaimed
Clark K L	254881	\$25.92	Unclaimed
Cleary B J	252379	\$10.37	Unclaimed
Cleary R M	56043	\$54.33	Unclaimed
Clifton S J	245276	\$459.59	Unclaimed
Colan K B	4064628	\$3.89	Unclaimed
Coleman D	261323	\$740.87	Unclaimed
Coles D A	232330	\$32.53	Unclaimed
Collins M A	256518	\$160.76	Unclaimed
Collins S	261324	\$1,118.71	Unclaimed
Colman J D	23884	\$88.83	Unclaimed
Condon G T	240836	\$214.39	Unclaimed
Connors c	149846	\$7.92	Unclaimed
Cook K J	4062770	\$124.88	Unclaimed
Corbett P	4071233	\$2.64	Unclaimed
Courtier D C	250475	\$32.62	Unclaimed
Craven M	254912	\$24.01	Unclaimed
Croker K L	192679	\$372.48	Unclaimed
Cross V L	18734	\$419.50	Unclaimed
Cabbage W D	246600	\$141.06	Unclaimed

PRIVATE NOTICES (Continued)

NAME	MEMBER	TOTAL	DESCRIPTION
	NUMBER	AMOUNT	
		DUE TO	
		OWNER(S)	
Cummins L M	51263	\$46.61	Unclaimed
Currall P C	250717	\$33.19	Unclaimed
Cursue P M	171693	\$1.91	Unclaimed
Dale T J	4066881	\$2.84	Unclaimed
Dalton D A	116132	\$23.85	Unclaimed
Darrach K M	272776	\$146.84	Unclaimed
Davey R K	285039	\$31.85	Unclaimed
Davies T K	25195	\$89.32	Unclaimed
Davis P J	4066481	\$5.51	Unclaimed
Delaney P B	259381	\$103.62	Unclaimed
Derbyshire J	4045052	\$117.49	Unclaimed
Devir A J	250383	\$207.60	Unclaimed
Devitt H R	255569	\$36.94	Unclaimed
Diaz G	286251	\$10.00	Unclaimed
Dickens M F	201238	\$175.50	Unclaimed
Dillon C K	284487	\$21.05	Unclaimed
Djenadija E	271261	\$24.03	Unclaimed
Doon L e	247450	\$96.69	Unclaimed
Dost	4076170	\$228.36	Unclaimed
Drummond M	4080178	\$28.17	Unclaimed
Duck G	259233	\$139.65	Unclaimed
Dundas K L	249262	\$186.09	Unclaimed
Dunkley A J	259900	\$292.59	Unclaimed
Dupe A R	249218	\$26.83	Unclaimed
Durand R N	4066061	\$127.48	Unclaimed
Earp C B & M J	258921	\$110.52	Unclaimed
Eggington D J	261528	\$42.49	Unclaimed
Elliott A S	198031	\$28.23	Unclaimed
Excell I D	151003	\$55.79	Unclaimed
Faint G M	47355	\$13.69	Unclaimed
Farquhar S W	256215	\$410.44	Unclaimed
Fegan W J	13239	\$82.23	Unclaimed
Fitzroy J	4012550	\$38.47	Unclaimed
Fliedner I	181272	\$110.40	Unclaimed
Flint P W	1991	\$73.71	Unclaimed
Foudoulis S & M	4062617	\$709.88	Unclaimed
Four Bee Meat Syndicate	4076049	\$222.27	Unclaimed

PRIVATE NOTICES (Continued)

NAME	MEMBER	TOTAL	DESCRIPTION
	NUMBER	AMOUNT	
		DUE TO	
		OWNER(S)	
Frazier J	4069992	\$74.76	Unclaimed
French K	201149	\$3.14	Unclaimed
French M G	285045	\$23.71	Unclaimed
Frew P A	4066740	\$10.58	Unclaimed
Fry B	4130082	\$29.49	Unclaimed
Galovic J	4066458	\$79.42	Unclaimed
Galvin B	200046	\$86.46	Unclaimed
Gane A J & J M	262253	\$92.77	Unclaimed
Ganter P J	287567	\$21.60	Unclaimed
Garner D J	274640	\$61.66	Unclaimed
Gazzard J	286846	\$20.52	Unclaimed
Gill N A	49585	\$39.51	Unclaimed
Gittins H W	119588	\$93.69	Unclaimed
Glidden K R	246489	\$143.54	Unclaimed
Godfrey K M	111506	\$895.33	Unclaimed
Goldberg M	260346	\$103.92	Unclaimed
Goodfellow R A	132037	\$17.92	Unclaimed
Gosman B	107703	\$21.92	Unclaimed
Gough C K	261021	\$31.03	Unclaimed
Goulder Y N A	279357	\$22.12	Unclaimed
Gowling J F	4061253	\$307.89	Unclaimed
Grant P D	257152	\$92.46	Unclaimed
Greenwood S G	43929	\$10.00	Unclaimed
Grooms S C	206995	\$13.41	Unclaimed
Haberman S J	4037182	\$140.51	Unclaimed
Hamilton J A	154695	\$42.62	Unclaimed
Hannemann T K	155691	\$170.34	Unclaimed
Hansen D P	257324	\$116.05	Unclaimed
Harper D M	153437	\$243.78	Unclaimed
Harris S J R	256515	\$2.74	Unclaimed
Harrison D E	4064416	\$28.62	Unclaimed
Hartwig Z	4013019	\$567.92	Unclaimed
Harvey G R	272046	\$54.90	Unclaimed
Hazelgrove J A	256299	\$624.44	Unclaimed
Healey D J	247577	\$240.53	Unclaimed
Hefler J M	288267	\$29.05	Unclaimed
Helman R A	4006721	\$20.12	Unclaimed

PRIVATE NOTICES (Continued)

NAME	MEMBER	TOTAL	DESCRIPTION
	NUMBER	AMOUNT	
		DUE TO	
		OWNER(S)	
Henkel J	283959	\$25.75	Unclaimed
Hennessy D J	288269	\$20.53	Unclaimed
Hesterman R E	253067	\$17.51	Unclaimed
Hetz J P	4027579	\$1,148.98	Unclaimed
High S	4070132	\$13.42	Unclaimed
Hill T J	267458	\$52.01	Unclaimed
Hine J	271785	\$53.57	Unclaimed
Ho E W	105696	\$188.73	Unclaimed
Hollands G C	4061030	\$137.02	Unclaimed
Horrocks J B	51344	\$0.52	Unclaimed
Horvath V	4067678	\$12.01	Unclaimed
Howard C W	4001446	\$82.86	Unclaimed
Hughes-Gage C J	4064653	\$104.99	Unclaimed
Humphries J J	4100030	\$168.69	Unclaimed
Ingram J M	248619	\$88.40	Unclaimed
Jacobs R	4062857	\$19.09	Unclaimed
Jankowski E	4024880	\$32.60	Unclaimed
Jay S N	25438	\$19.96	Unclaimed
Jayawaradana C	273189	\$113.21	Unclaimed
Jesser J R	4064696	\$0.12	Unclaimed
Johnson G N	4069151	\$12.24	Unclaimed
Johnson M A	264629	\$217.37	Unclaimed
Johnstone S	131170	\$105.77	Unclaimed
Jones J A	270601	\$28.54	Unclaimed
Jones J R	203206	\$31.65	Unclaimed
Jones K A	269146	\$82.14	Unclaimed
Kearney H C	110542	\$94.99	Unclaimed
Kell H L	4072566	\$173.46	Unclaimed
Kenway A J	250199	\$17.80	Unclaimed
Kiers C	204862	\$305.21	Unclaimed
Kimmings B D	275059	\$41.11	Unclaimed
King A	4039354	\$264.50	Unclaimed
Laing M C	246827	\$40.86	Unclaimed
Lalliard C R	208531	\$68.80	Unclaimed
Lanigan P J	189953	\$63.93	Unclaimed
Lariosa L	287727	\$20.53	Unclaimed
Lashko A & C & M	4071819	\$298.87	Unclaimed

PRIVATE NOTICES (Continued)

NAME	MEMBER	TOTAL	DESCRIPTION
	NUMBER	AMOUNT	
		DUE TO	
		OWNER(S)	
Lawrence C A	256242	\$128.66	Unclaimed
Leemhuis G A J	4054141	\$11.26	Unclaimed
Leighton-Dainty Y L	255171	\$17.18	Unclaimed
Lihou R E	207640	\$18.03	Unclaimed
Long R E	4013784	\$93.79	Unclaimed
Luke R	4061984	\$4.69	Unclaimed
Lyttle C A	254850	\$15.14	Unclaimed
MacDonald P L	250859	\$97.50	Unclaimed
Mackay A E	270857	\$49.43	Unclaimed
Mackay G P	253466	\$6.46	Unclaimed
Madigan K A	178019	\$250.39	Unclaimed
Mannion L A	287050	\$46.47	Unclaimed
Marshall J W	247619	\$20.41	Unclaimed
Mason J A	122288	\$213.60	Unclaimed
Masters I	266265	\$591.45	Unclaimed
Matheson P M	166323	\$23.58	Unclaimed
Mayne P C	172940	\$28.63	Unclaimed
McDonell M	4007248	\$27.22	Unclaimed
McFarlane E Y	252929	\$139.09	Unclaimed
McGurgan E R	187105	\$52.35	Unclaimed
McKell R J	4004143	\$92.71	Unclaimed
McLachlan B R	205965	\$304.49	Unclaimed
McMillan C D	274570	\$34.13	Unclaimed
McNamara T J	279839	\$36.61	Unclaimed
Mead G R	254730	\$696.29	Unclaimed
Mercer A M	266001	\$21.09	Unclaimed
Millington D	4017958	\$9.58	Unclaimed
Montgomery R	178124	\$151.08	Unclaimed
Moran A J	109365	\$4,485.21	Unclaimed
Morgan R G	55908	\$27.72	Unclaimed
Morrison D M	77906	\$107.71	Unclaimed
Munyard T R	288100	\$20.53	Unclaimed
Murphy D	4074880	\$7.29	Unclaimed
Murphy O R	274786	\$18.95	Unclaimed
Murray P J	255748	\$83.34	Unclaimed
Murray R	128739	\$429.47	Unclaimed
Nash T M	285370	\$20.64	Unclaimed

PRIVATE NOTICES (Continued)

NAME	MEMBER	TOTAL	DESCRIPTION
	NUMBER	AMOUNT	
		DUE TO	
		OWNER(S)	
Neely R E	249248	\$31.52	Unclaimed
Neilson E M	147446	\$20.25	Unclaimed
Newbery B	250257	\$48.38	Unclaimed
Newman R S	277003	\$832.99	Unclaimed
Nhat N T	4075048	\$29.55	Unclaimed
Nightingale S D	280868	\$24.31	Unclaimed
Novak J C	4073341	\$361.35	Unclaimed
O'Brien T	42664	\$780.30	Unclaimed
Ou S	274051	\$10.00	Unclaimed
Park M R	46888	\$4.16	Unclaimed
Parker G	286979	\$20.59	Unclaimed
Parker G F	2719	\$72.52	Unclaimed
Parson S L & M J	252653	\$3.09	Unclaimed
Pause G	270025	\$118.66	Unclaimed
Peggs A D	149781	\$186.24	Unclaimed
Perkin J E	266292	\$31.99	Unclaimed
Perkins R J	261125	\$29.83	Unclaimed
Perroux M	4066543	\$38.66	Unclaimed
Phillips D J	4029660	\$46.60	Unclaimed
Phillips D L	249589	\$36.53	Unclaimed
Pierce G J	282215	\$52.47	Unclaimed
Pratt A J	258106	\$84.90	Unclaimed
Pratt B W	257667	\$108.25	Unclaimed
Praxoulis N	4076024	\$20.87	Unclaimed
Rae G & K	260906	\$98.23	Unclaimed
Rankin S J	4008066	\$37.37	Unclaimed
Read M G	13556	\$142.50	Unclaimed
Reardon A C	145452	\$190.81	Unclaimed
Reddel S M	249365	\$11.44	Unclaimed
Reynolds A E	141610	\$79.48	Unclaimed
Roberts K M	4060583	\$15.83	Unclaimed
Robertson T S	267324	\$11.49	Unclaimed
Roldan J	4062595	\$186.61	Unclaimed
Rossi S	4100188	\$89.16	Unclaimed
Rumantir B	4041888	\$504.83	Unclaimed
Russell D E	28428	\$394.06	Unclaimed
Russell E & M	253279	\$16.30	Unclaimed

PRIVATE NOTICES (Continued)

NAME	MEMBER	TOTAL	DESCRIPTION
	NUMBER	AMOUNT	
		DUE TO	
		OWNER(S)	
Russell K A	287463	\$10.00	Unclaimed
Russell S	265468	\$10.02	Unclaimed
Russell T A	273087	\$12.81	Unclaimed
Russell W R	216053	\$456.70	Unclaimed
Russell-Smith S R	286380	\$20.62	Unclaimed
Ryan P G	201725	\$42.96	Unclaimed
Sach Y M	4064757	\$374.18	Unclaimed
Sadleir D M	144862	\$14.79	Unclaimed
Salcedo C D	85818	\$87.32	Unclaimed
Salt A J	288320	\$112.77	Unclaimed
Scarborough M E	251117	\$819.69	Unclaimed
Scheffler H P	4060629	\$106.36	Unclaimed
Scullin B W	25836	\$24.30	Unclaimed
Sharah M E	96493	\$53.54	Unclaimed
Singh G & A	269811	\$537.57	Unclaimed
Slavin R J	262757	\$51.21	Unclaimed
Smarsz p B	114172	\$35.00	Unclaimed
Smee M D & E M	246964	\$45.52	Unclaimed
Smitchens B J	111904	\$159.03	Unclaimed
Smith K P	284828	\$52.59	Unclaimed
Smith R N	4062877	\$310.66	Unclaimed
Snowball J P	4054448	\$34.44	Unclaimed
Speldewinde P	209927	\$29.79	Unclaimed
Spencer J E	251732	\$27.63	Unclaimed
Stanier N C	278865	\$123.05	Unclaimed
Stanton C L	4063057	\$306.36	Unclaimed
Stanwell D F	255156	\$7.53	Unclaimed
Strachan S	34689	\$28.65	Unclaimed
Sumach Pty Ltd	4061164	\$3.83	Unclaimed
Sumner M G	172275	\$55.55	Unclaimed
Symon R A	256465	\$52.36	Unclaimed
Tansacha R & M	257243	\$58.87	Unclaimed
Taylor G A	256269	\$45.20	Unclaimed
Terry P L	161797	\$20.89	Unclaimed
Thawley T	283139	\$30.29	Unclaimed
Thomas K E	284414	\$10.00	Unclaimed
Thomson D A	188208	\$43.37	Unclaimed

PRIVATE NOTICES (Continued)

NAME	MEMBER NUMBER	TOTAL AMOUNT DUE TO OWNER(S)	DESCRIPTION
Toms C	4062436	\$329.21	Unclaimed
Triglone B L	173386	\$126.82	Unclaimed
Tse O L	276456	\$45.77	Unclaimed
Tuggeranong Cooperative Ltd	4054739	\$5,347.50	Unclaimed
Tuohy D N	80478	\$94.29	Unclaimed
Turton W H	4060947	\$54.24	Unclaimed
Van Hoesen K	4031021	\$28.48	Unclaimed
Van Rijn G M	26311	\$152.27	Unclaimed
Vink H A	80591	\$46.07	Unclaimed
Vollebergh F C	4064800	\$7.36	Unclaimed
Vu D C	263769	\$82.78	Unclaimed
Wade G L	210293	\$9.17	Unclaimed
Waldron R J	259218	\$30.64	Unclaimed
Warren A	4067151	\$46.32	Unclaimed
Wass T A	286878	\$20.59	Unclaimed
Watts J	38023	\$419.60	Unclaimed
Way V	118883	\$13.51	Unclaimed
Wheeler P & J	4066770	\$71.77	Unclaimed
Wilden P A	250334	\$217.65	Unclaimed
Williams	247145	\$504.64	Unclaimed
Williams J	212156	\$159.40	Unclaimed
Williams P	259820	\$2,277.46	Unclaimed
Willis K J	195863	\$9.19	Unclaimed
Wilson M M	112748	\$594.16	Unclaimed
Woodall N R	262340	\$62.98	Unclaimed
Woodley S P	252577	\$19.45	Unclaimed
Wynack E L	257500	\$861.92	Unclaimed
Young E E	176014	\$17.59	Unclaimed
Young R E	4071316	\$1,445.08	Unclaimed
Zafiris I	265792	\$10.00	Unclaimed
Zollier P L	229127	\$30.03	Unclaimed



CPS Credit Union Co-operative (ACT) Limited

All enquiries should be directed to Monica Brook on 6286 0652

