



Australian Capital Territory

Gazette

No. 51, Thursday 20 December, 2001

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

GENERAL INFORMATION

ACT GOVERNMENT GAZETTE

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

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

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Notices for Publications

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

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

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

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

Private Notices

The fee for a private notice is as follows:

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

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

Purchasing and Subscriptions

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

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EMPLOYMENT

ACT Public Service

Executive Contracts

CHIEF MINISTER'S DEPARTMENT

Mandy Hillson
 Director
 Tourism and Arts (E217)
 Section 72 Public Sector Management Act 1994

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

Central Office

Health Strategy and Acute Services

Data Management Unit

Senior Officer Grade A, \$78,481, Canberra (PN. 24758)

Closing date: 3 January 2002

Duties: Lead a specialist team of staff in the management of multiple hospital data collections, primarily consisting of admitted patient care, elective surgery waiting times, emergency department and mental health care.

Contact Officer: Ms Susan Killion
 (02) 6205 0878

Selection documentation may be obtained from Matthew Chamberlain on (02) 6205 0795

Apply: 23

CC: 148-9011-16888

Population Health

Clinical Quality Unit

Consumer Feedback Project

Senior Officer Grade C, \$57,191 - \$61,666, Canberra (PN. 29639)

Closing date: 10 January 2002

Duties: The Clinical Quality Unit is responsible for developing and coordinating strategies to improve and enhance the quality and safety of health care in the ACT. We are currently seeking an experienced and appropriately qualified person to provide leadership and strategic direction in the management of a project to develop and implement standardised mechanisms for collecting, monitoring and management of consumer feedback, including complaints across the whole of the ACT health portfolio.

The successful applicant will be responsible for leading the project, liaising with clinicians, managers, customers and other agencies to secure project outcomes. This is an opportunity for the right person to be involved in an exciting new development in health care and to contribute to the development of proactive strategies to improve the safety and quality of health care for all ACT consumers.

EMPLOYMENT (Continued)

The position requires a person who has an understanding of current issues in health care, with demonstrated leadership and staff management skills, highly developed coordination and communication skills and a strong commitment to customer service. Eligibility/other requirements: Tertiary qualifications in a health related discipline or significant experience in health services required is desirable.
 Note: This position is a temporary position for 18 months available from ASAP.
 Contact Officer: Jenny Berrill (02) 6205 0900
 Selection documentation: may be obtained from Jenny Berrill (02) 6205 0900
 Apply: 23
 CC: 16943

THE CANBERRA HOSPITAL**VALUES**

The Canberra Hospital values the following in its staff, its business and its relationships:
Caring – for our patients, for each other and for the community.

Achieving – recognition for our successes and value for the community's investment, government budget and other objectives.

Learning – from others and sharing our knowledge with others, to be part of a relevantly skilled and committed team, to be flexible and adaptable.

Leading – by example, by motivating others, by communicating with others.

Linking – internally and externally to form partnerships and integration to maximise patient care.

SALARY PACKAGING

For employees at The Canberra Hospital, salary packaging with fringe benefits tax-free threshold up to \$8,755 is available. Employees can also package beyond the FBT-free threshold up to 30% of gross salary on non-FBT items.

The Canberra Hospital encourages people from culturally and linguistically diverse backgrounds to apply.

Surgical SMT**Surgical Services Administration Section**

Administrative Services Officer Class 3 \$32,758 - \$35,353, Canberra (PN. 24401)

Closing date: 3 January 2002

Duties: Provide administration and secretarial assistance to the Director including, providing a reception service, maintain appointment and meeting diaries, receive and screen telephone calls and correspondence and maintain a filing system. The successful applicant will also draft and research minor correspondence, prepare research papers and submissions for grant funding and arrange travel, conferences and meetings and prepare agendas.

Eligibility/other requirements: High level of keyboard, secretarial and administrative skills.
 Note:

Contact Officer: Ms Sue Simpson
 (02) 6244 2974

Selection documentation may be obtained from The Human Resource Management Group
 (02) 6244 2566

Apply: 16
 CC: 1918

Executive**Chief Executive Unit**

Administrative Service Officer Class 6
 \$43,980 - \$50,520, Canberra (PN. 28730)
 Closing date: 3 January 2002

Duties: Co-ordinate the documentation, investigation and response to customer complaints and commendations and draft replies as required. Co-ordinate the action required to respond to request from the Minister for Health including Legislative Assembly business and draft replies as requested. Compile/analyse and distribute data in relation to complaints and commendations received.

Note: The selection advisory committee will be shortlisting all applications for this position on written application and attached referee reports addressing the selection criteria. Only shortlisted applicants will be contacted re further assessment.

Contact Officer: Maureen Sheehan
 (02) 6244 2625 or Melodie Lutz (02) 6244 2728
 Selection documentation may be obtained from Human Resource Management Group
 (02) 6244 2888

Apply: 16
 CC: 8338

Mental Health Services**Throsby Place Eating Disorders Program**

Group Therapist – Part Time
 Professional Officer Class 1 / 2 or Registered Nurse Level 2 / 3, Canberra (PN.TBA)

\$30,669 - \$43,027 / \$43,980 - \$49,151 or
 \$43,711 - \$46,474 / \$48,200 - \$51,307

Closing date: 10 January 2002 (three week close)

Mental Health Services is seeking a Group Therapist to work part time in a recently established eating disorders service in the ACT. The eating disorders program provides service to individuals and families affected by anorexia nervosa, bulimia nervosa and other eating disorders.

We are seeking a competent individual who has experience in the treatment of clients with eating disorders, has a biopsychosocial perspective and a high level of initiative and interpersonal skill. The successful applicant will be responsible for conducting regular review and planning groups and meal supervision.

Note: This position is a temporary part time vacancy, 0.48FTE available for an initial period of six months, possible renewal at 0.4FTE.

Applicants should be aware that if appropriate, selection may be made on the basis of written application and referee reports only. Interviews may not be conducted. Remuneration shall be based on qualifications and experience.

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

EMPLOYMENT (Continued)

experience in the area of eating disorders with a well developed knowledge of clinical and therapeutic issues highly desirable.

Contact Officer: Catherine Livermore
(02) 6205 1519

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

Apply: 16
CC: (2213)

Mental Health Services**Throsby Place Eating Disorders Program**

Therapist – Full Time

Professional Officer Class 2 / Registered Nurse
Level 2 \$43,980 - \$49,151 / \$43,711 - \$46,474,
Canberra (PN. TBA)

Closing date: 10 January 2002 (three week close)

Mental Health Services is seeking a Therapist to work full time in a recently established eating disorders service in the ACT. The eating disorders program provides service to individuals and families affected by anorexia nervosa, bulimia nervosa and other eating disorders.

We are seeking a competent individual who has experience in the treatment of clients with eating disorders, has a biopsychosocial perspective and a high level of initiative and interpersonal skill. The successful applicant will be responsible for conducting individual and family assessments, reviews and counselling and also be involved in our group therapy programs.

Note: This position is a permanent full time vacancy with ACT Mental Health.

Applicants should be aware that if appropriate, selection may be made on the basis of written application and referee reports only. Interviews may not be conducted. Remuneration shall be based on qualifications and experience.

Eligibility/other requirements: Tertiary qualification or equivalent in Psychology, Social Work or Mental Health Nursing with current ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Clinical experience in the area of eating disorders with a well developed knowledge of clinical and therapeutic issues highly desirable.

Contact Officer: Catherine Livermore
(02) 6205 1519

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

Apply: 16
CC: (2213)

Corporate Services**Human Resource Management Group****Clinical Support**

Administrative Services Officer Class 3
\$32,758 - \$35,353 Canberra (PN. 21668)

Closing date: 3rd January 2002

Duties: Receive enquiries and process applications on behalf of the Private Practice Fund as per ACT Government policies and Private Practice fund guidelines. Provide administrative support to the Chair of the Private Practice Fund Administration Committee including preparation, typing and distribution of

agenda, minutes and correspondence, provision of administrative support as required.

Eligibility/other requirements: Sound communication, interpersonal and liaison skills, experience in arranging travel and proven ability to undertake a range of administrative and clerical tasks. Knowledge of and experience in ACT Government financial procedures and demonstrated ability to consistently display high quality customer service principles, practices and attributes.

Contact Officer: Heather Ferme (02) 6244 3343
Selection documentation may be obtained from the Human Resource Management Group
(02) 6244 2888

Apply: 16
CC: 1312

Medical Imaging Administration

Administrative Services Officer Class 2 \$28,760 - \$31,892, Canberra

(PN. Several positions)

Closing date: 3rd January 2002

Duties: Under general direction provide reception and clerical services to patients attending the section. As required, make appointments and provide relevant information. Receive and screen incoming phone calls, answer queries and take appropriate action. Type and transcribe complex reports generated by the Radiologists as required. Maintain a patient record system involving computerised systems.

Eligibility/other requirements: Keyboard skills highly desirable. Knowledge of medical terminology desirable.

Contact Officer: Faye Bourne (02) 6244 2798

Selection documentation may be obtained from Human Resource Management Group
(02) 6244 2888

Apply: 16
CC: 2711

CALVARY HEALTH CARE ACT**Medical Services****Occupational Therapy**

Calvary Professional Officer 2/Calvary
Administrative Officer 6 \$44,111 - \$50,670,
Canberra (PN.)

Closing date: 3 January 2002

Duties: Implement administrative, monitoring and reporting arrangements for the Suicide Awareness and Prevention Education Program. Tailor and implement an effective awareness and prevention education program to meet the needs of ACT and surrounding NSW region.

Eligibility/other requirements: Relevant allied health or education qualification.

Note: TTY 6201 6127

Contact Officer: Dagmar Janecek
(02) 6201 6080

Selection documentation may be obtained from Ann Harvey (02) 6201 6080

Apply: 07
CC: 148-9094-17781

EMPLOYMENT (Continued)**ACTION****Operations
North Business Unit
Electronic Technician**

Administrative Service Officer Class 5
\$41,415 pa - \$43,914 pa, Canberra (PN. 107006 & 107040)

Closing date: 3 January 2002

Duties: Under general supervision either individually or in a team environment, carry out electronic repair and maintenance activities on ACTION vehicles and associated mechanical aids/equipment as required, applying computer technology when appropriate.

Eligibility/other requirements: Qualifications in Electronic Trades or related field highly desirable with experience in computer programming desirable.

Contact Officer: Paul Mascord (02) 6207 7641
Selection documentation may be obtained from 24 Hour Answering Service (02) 6207 8076
Apply: 08
CC: 148-9027-17791

CHIEF MINISTER'S DEPARTMENT**Office of Multicultural and Community Affairs
Multicultural Affairs Unit****Part-Time 22:03 hours per week**

Senior Officer Grade C, (PN: 55739)

Salary Range: \$57,191-\$61,666p.a

Applications close: 3 January 2002

Duties: Under limited supervision: Prepare policy advice and analysis of issues relating to the Government's relationship and engagement with the multicultural community. Represent the Unit and Department at meetings of Government and non-government agencies and at Commonwealth and State/Territory forums.

Contact Officer: Judith Therkelsen
(02) 6207 6014

Selection Documentation: Ciaran Chestnut

(02) 6207 0019 and is also available from

<http://www.act.gov.au/recruitment/cmd.htm>

Note: Please note that applications will not be acknowledged.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17025

**Corporate Services
Manager, Corporate Development**

Senior Officer Grade B, (PN: 55299)

Salary Range: \$67,576 - \$76,073p.a

Applications close: 3 January 2002

Duties: The Manager, Corporate Development is responsible for leading a high performing team providing strategic human resource and personnel services, corporate and business planning and related customer services for the Chief Minister's Department, Department of Treasury and related agencies.

Contact Officer: Meredith Whitten
(02) 6205 0223

Selection Documentation: Carmen Cassar

(02) 6205 0610 and is also available from

<http://www.act.gov.au/recruitment/cmd.htm>

Note: Please note that applications will not be acknowledged.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17025

Administrative Service Officer Class 6,
(PN: 55532)

Salary Range: \$45,171 - \$51,888p.a

Applications close: 3 January 2002

Duties: As part of a small team, assist in the support and management of the IT environment for Chief Minister's Department and Department of Treasury with particular focus on the productive relationship with InTACT, the insourced IT provider. Provide advice and information to staff regarding operational IT issues, projects, policies and strategies.

Contact Officer: Natalie Lister (02) 6207 7423

Selection Documentation: Narelle O'Rourke

(02) 6205 0521 and is also available from

<http://www.act.gov.au/recruitment/cmd.htm>

Note: Please note that applications will not be acknowledged.

Apply: 06 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17025

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES**

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

<http://www.decs.act.gov.au/departm ent.htm>

or may be requested using email to <mailto:wfpm.webmaster@decs.act.gov.au> or obs@act.gov.au. Applications may also be sent via email to: decs.employment@act.gov.au

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

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

**Children Youth and Family Services Division
Child Health and Development Service Section**

Professional Officer Class 2, Social Worker
\$45,171 - \$51,888, Canberra (PN. 27139, expected vacancy)

Closing date: 17 January 2002

Duties: Provide a family centred social work service within the Child Health and Development Service to children with developmental delays and disabilities and their families. Participate as a member of a multidisciplinary team and contribute to the effective functioning of the team.

Eligibility/other requirements: Tertiary qualifications in Social Work. Eligibility for membership of the AASW.

Contact Officer: Kim Gardiner (02) 6205 1277

Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

EMPLOYMENT (Continued)**Children's, Youth and Family Services Division
Family Services Branch**

Child Abuse Prevention and Education Section
Professional Officer Class 2 \$45,171 - \$51,888,
Canberra (PN. 12997)

Closing date: 3 January 2002

Duties: The Schools as Communities Unit is seeking an appropriately qualified and skilled community Outreach Worker who is able to work within a school context. The position requires enthusiasm and a strong commitment to building resilience in children, young people and their families. The successful applicant will have a good understanding of schools, family support, and community development principles.

Eligibility/other requirements: Tertiary qualifications in the human services area which provide eligibility for membership of a relevant professional association or a recognised teaching qualification.

Contact Officer: Rick Vivian (02) 6207 1047

Selection documentation may be obtained from Nikki Singh (02) 6207 1382

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

**Children Youth and Family Services Division
Child Health and Development Service Section**

Professional Officer Class 2, Speech
Pathologist \$45,171 - \$51,888, Canberra
(PN. 20810, expected vacancy)

Closing date: 17 January 2002

Duties: Undertake to provide and organise Speech Pathology services for children attending Child Health and Development programs based in homes, CHADS facilities, health centres, schools and community settings. Assess, diagnose and treat children with communication impairment individually and within a team setting, maximising parental involvement in the process.

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

Contact Officer: Kim Gardiner (02) 6205 1277

Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

**Children Youth and Family Services Division
Child Health and Development Service Section**

Professional Officer Class 2, Physiotherapist
\$45,171 - \$51,888, Canberra (PN. 25836)

Closing date: 17 January 2002

Duties: Undertake the provision of Physiotherapy Services to clients referred to and attending Child Health and Development Services (CHADS), reflecting the unique role of family/caregiver in the growth and development of the child in this service. Assess, plan and provide appropriate forms of management and intervention for clients and their families which reflect current philosophy and practices in Physiotherapy.

Eligibility/other requirements: Degree or Diploma in Physiotherapy.

Contact Officer: Kim Gardiner (02) 6205 1277

Selection documentation may be obtained from Kim Gardiner (02) 62051 277

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

**Children Youth and Family Services Division
Child Health and Development Service Section**

Professional Officer Class 2, Speech
Pathologist \$45,171 - \$51,888, Canberra
(PN. 21763)

Closing date: 17 January 2002

Duties: Undertake to provide and organise Speech Pathology services for children attending Child Health and Development programs based in homes, CHADS facilities, health centres, schools and community settings. Assess, diagnose and treat children with communication impairment individually and within a team setting, maximising parental involvement in the process.

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

Note: This is a temporary vacancy available immediately until 20 December 2002.

Contact Officer: Kim Gardiner (02) 6205 1277

Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

**Children Youth and Family Services Division
Child Health and Development Service Section**

Professional Officer Class 2, Occupational
Therapist \$45,171 - \$51,888, Canberra (PN.
27424)

Closing date: 17 January 2002

Duties: Undertake the provision of Occupational Therapy Services to clients referred to and attending Child Health and Development Services (CHADS), reflecting the unique role of family/caregiver in the growth and development of the child in this service. Assess, plan and provide appropriate forms of management and intervention, which reflect current philosophy and practices in Occupational Therapy, for clients and their families.

Eligibility/other requirements: Degree or Diploma in Occupational Therapy.

Note: This is a part-time position at 27:34 hours per week available immediately for a period of 12 months.

Contact Officer: Kim Gardiner (02) 6205 1277

Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

Apply: 12 or via email:

decs.employment@act.gov.au

CC: 148-9013-16917

**Children Youth and Family Services Division
Child Health and Development Service Section**

Professional Officer Class 1/2, Psychologist
\$37,499 - \$51,888, Canberra (PN. 3880/2481)

Closing date: 17 January 2002

Duties: Undertake, under limited supervision, the provision of psychology services for children in Child Health and Development programs based in homes, CHADS facilities, schools and community setting.

EMPLOYMENT (Continued)

Eligibility/other requirements: Tertiary qualifications or equivalent in Psychology, with eligibility for full registration with the ACT Psychologists Registration Board.

Note: Selection will be made at the PO1 or PO2 level depending on the qualifications and experience of the successful applicants. New graduates are encouraged to apply.

This is a part time position and hours will be if PO1: 22:03 hours per week, if PO2: 18:22 hours per week.

Contact Officer: Kim Gardiner (02) 6205 1277
Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Children Youth and Family Services Division
Child Health and Development Service Section**
Professional Officer Class 1/2, Physiotherapist
\$37,499 - \$51,888, Canberra (PN. 2509/25834)
Closing date: 17 January 2002

Duties: Provide Physiotherapy Services to clients referred to Child Health and Development Services [CHADS], reflecting the unique role of family/caregiver in the growth and development of the child in the provision of this service.

Eligibility/other requirements: Degree or Diploma in Physiotherapy or equivalent qualification.

Note: This is a temporary vacancy available immediately for a period of 3 years. Selection will be made at the PO1 or PO2 level depending on the qualifications and experience of the successful applicants. New graduates are encouraged to apply.

Contact Officer: Kim Gardiner (02) 6205 1277
Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Children Youth and Family Services Division
Child Health and Development Service Section**
Professional Officer Class 1, Speech
Pathologist \$37,499 - \$44,349, Canberra
(PN. 26008)

Closing date: 17 January 2002
Duties: Undertake under limited supervision the provision of speech pathology services for children in Child Health and Development programs based in homes, CHADS facilities, schools, health centres and community settings. Carry out assessment, diagnosis and management of clients with communication and oromotor impairments both individually and/or within a team setting maximising family involvement in the process.

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

Note: This is a temporary vacancy available from 2 May 2002 to 1 May 2003.
Contact Officer: Kim Gardiner (02) 6205 1277
Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Children Youth and Family Services Division
Child Health and Development Service Section**
Professional Officer Class 1, Occupational
Therapist \$37,499 - \$44,349, Canberra
(PN. 27497)

Closing date: 17 January 2002
Duties: Provide Occupational Therapy Services to clients referred to Child Health and Development Services [CHADS], reflecting the unique role of family/caregiver in the growth and development of the child in the provision of this service. Assess, plan and provide appropriate forms of treatment and intervention for clients and their families, which reflect current philosophy and practices in occupational therapy.

Eligibility/other requirements: Degree or Diploma in Occupational Therapy or equivalent qualification.

Note: This is a temporary vacancy available immediately until 20 December 2002.

Contact Officer: Kim Gardiner (02) 6205 1277
Selection documentation may be obtained from Kim Gardiner (02) 6205 1277

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Education and Training Division
Northern District Branch
International Education Unit**

Administrative Service Officer Class 4
\$37,499 - \$40,714, Canberra (PN. 74)

Closing date: 3 January 2002
Duties: Produce high level reports relevant to Department's International students program. Maintain financial records and produce reports in line with Departmental accountability requirements.

Contact Officer: Tracy Rood (02) 6205 6764
Selection documentation may be obtained from the Contact Officer (02) 6205 6764

Apply: 12 or via email:
decs.employment@act.gov.au
CC: 148-9013-16917

**Children's, Youth and Family Services Division
Youth Justice Services Branch
Corrective Services Section**

Administrative Service Officer Class 3
\$33,644 - \$36,310, Canberra (PN. Several
Positions)

Closing date: 3 January 2002
Duties: Through positive relationships with young people ensure care, supervision and safe custody within the Detention Centre. As a key worker, engage residents in case plans relating to individual needs, goals and strategies; liaise with families, carers, government and community agencies involved in the case management process.

Eligibility/other requirements: Completion or partial completion, or a commitment to gain the Youth Worker level 3 or 4 Certificate, or a qualification in behavioural science highly desirable.

Note: Applicants may be assessed on the application and referee reports only. Applicants should submit 2 written reports with their application.

EMPLOYMENT (Continued)

Contact Officer: Tony Day (02) 6207 0716
 Selection documentation may be obtained from
 Rhonda Peterson (02) 6207 0732
 Apply: 12 or via email:
decs.employment@act.gov.au
 CC: 148-9013-16917

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

Please note that you need to submit a separate application for each position you are applying for.

CANBERRA INSTITUTE OF TECHNOLOGY

**Education Delivery
 Faculty of Tourism and Hotel Management
 Hotel Management and Beauty Studies**

Teacher Band 1 \$36,310 - \$49,559, Canberra (PN. 51724)

Closing date: 11/1/02

Duties: Teach up to Diploma level in the Beauty Therapy program across the range of subjects. Eligibility/other requirements: Mandatory: Diploma in Beauty Therapy. Ability to teach across a wide range of modules in the Beauty Therapy program. Five or more years of relevant industrial/professional experience. Other: Possess or eligible to obtain a degree or diploma in Adult Education.

Note: This position is available for temporary employment or temporary transfer from as soon as possible for a period of up to 2 years.

Contact Officer: Lynette Smith (02) 6207 3125
 Selection documentation may be obtained from Sharyn McKay (02) 6207 3647
 Apply: Faculty of Tourism and Hotel Management, PO Box 826, Canberra ACT 2601
 CC: 148-9024-18553

**Education Delivery
 Faculty of Tourism and Hotel Management
 Hotel Management and Beauty Studies**

Administrative Service Officer Class 3
 \$33,810 - \$36,489, Canberra (PN. 55158)
 Closing date: 11/1/02

Duties: Ensure the efficient operation of the Hairdressing and Beauty Therapy Reception at the Canberra Institute of Technology. Maintain and control associated records and registers. Order, record and rotate stock supplies. Eligibility/other requirements: First Aid certificate would be advantageous.

Note: This position is part time 3 days per week. This position is available for temporary employment or temporary transfer from 11 February 2002 for a period of up to 2 years.

Contact Officer: Rhonda Knapp (02) 6207 3226
 Selection documentation may be obtained from Sharon McCormick (02) 6207 3192
 Apply: Faculty of Tourism and Hotel Management, PO Box 826, Canberra ACT 2601
 CC: 148-9024-18553

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

Applications and two referee reports, from applicants for positions in the department, should address the selection criteria comprehensively, as selection decisions may be made only on the basis of the documentation provided, without formal interview. Full application should be sent to: The Recruitment Officer, Human Services Unit, Department of Justice and Community Safety, PO Box 921, Civic Square ACT 2608

**Policy and Regulatory Division
 Business Services Unit**

Administrative Services Officer Class 5 \$41,825 - \$44,349, Canberra (PN. 42700)

Closing date: 3 January 2002

Duties: The successful applicant will be required to manage the accounts payable, accounts receivable and purchasing functions for the division; use financial management systems for accounts maintenance and reporting; provide advice and participate in the management of financial and human resources; maintain a training database including coordination of training information and arrange training for staff of the division; and provide financial, administrative and policy support to the manager, business services unit.

Contact Officer: Tania Burgess (02) 6207 0541
 Selection documentation may be obtained from Simon Butt (02) 6207 0584
 Apply: 28
 CC: 148-9012-17170

**Policy and Regulatory Division
 Legislation and Policy**

Administrative Services Officer Class 4 \$37,499 - \$40,714, Canberra (PN. 42688)

Closing date: 3 January 2002

Duties: The successful applicant will be required to provide high level administrative and secretarial support services to the Executive Director including undertaking receptionist duties as a first point of contact, arranging meetings, appointments and travel; operate and maintain automated information systems; assist the manager, business services unit and other officers in the division as required; organise own workload; and be willing to work as part of a team

Contact Officer: Tania Burgess (02) 6207 0541
 Selection documentation may be obtained from Simon Butt (02) 6207 0584
 Apply: 28
 CC: 148-9012-17170

ACT WORKCOVER**Inspectorate Section**

WCO 6 \$45,172 - \$51,888 Canberra (PN. Several)

Closing date: 10 January 2002

Duties: Perform the functions of an Inspector under: The Occupational Health and Safety Act 1989, The Dangerous Goods Act 1975, The Scaffolding and Lifts Act 1912, The Machinery

EMPLOYMENT (Continued)

Act 1949, and associated legislation and regulations. Carry out inspections of sites of interest, advise on legislation and complex technical issues, conduct safety audits, investigate serious injuries, incidents and complaints, enforce legislation and recommend and prepare complex prosecutions. Demonstrate leadership in dealing with more complex issues.

Eligibility/other requirements: A diploma or equivalent qualifications or experience in Occupational Health and Safety or related discipline essential. Knowledge and experience in ergonomics and/or engineering an advantage. Current drivers licence essential. Note: Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer: Bill Brodie (02) 6207 7839
Selection documentation may be obtained from Margaret Firth (02) 6205 0333
Apply: 34
CC: 148-9020 17088

WCO 5 \$41,825 - \$44,349, Canberra (PN. Several)

Closing date: 10 January 2002
Duties: Perform the functions of an Inspector under: The Occupational Health and Safety Act 1989, The Dangerous Goods Act 1975, The Scaffolding and Lifts Act 1912, The Machinery Act 1949, and associated legislation and regulations. Carry out inspections, advise on legislation and technical issues, conduct safety audits, investigate injuries, incidents and complaints, enforce legislation and recommend and prepare prosecutions.

Eligibility/other requirements: A diploma or equivalent qualifications or experience in Occupational Health and Safety or related discipline essential. Knowledge and experience in ergonomics and/or engineering an advantage. Current drivers licence essential. Note: Applications for these positions will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer: Bill Brodie (02) 6207 7839
Selection documentation may be obtained from Margaret Firth (02) 6205 0333
Apply: 34
CC: 148-9020 17088

WCO 3 \$33,644 - \$36,311, Canberra (PN. New Position)

Closing date: 3 January 2002
Duties: Perform the duties of Administration Officer to the Dangerous Goods Unit including corresponding with relevant stakeholders, manage counter and telephone enquiries, file maintenance and other administrative support. Provide direct assistance to the Chief Inspector of Dangerous Goods.

Note: Knowledge of ACT WorkCover's business functions would be an advantage. Current drivers licence essential.
Contact Officer: Bill Brodie (02) 6207 7839
Selection documentation may be obtained from Margaret Firth (02) 6205 0333
Apply: 34
CC: 148-9020 170888

DEPARTMENT OF URBAN SERVICES**ACT Housing
Executive Branch
Corporate Finance Section**

Administrative Service Officer Class 3
\$33,644 - \$36,311, Canberra (PN. 11085)
Closing date: 3 January 2002
Duties: Undertake financial processing and support services for the Corporate Finance Unit including raising and processing of purchase orders, coding accounts, performing Collector of Public Monies duties and processing of accounts receivable.

Contact Officer: Sam Kwan (02) 6207 5317 or sam.kwan@act.gov.au
Selection documentation may be obtained from (02) 62071329 24 hour answering machine
Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9021 16927

**Corporate Group
Human Resources Section
Recruitment and Job Design Subsection**

Administrative Service Officer Class 6
\$45,172 - \$51,888, Canberra (PN. 46699)
Closing date: 27 December 2001
Duties: In a fee for service environment undertake job analysis and design, recruitment and establishments and promote the activities of the Recruitment and Job Design Unit and Human Resources. Conduct position reviews in line with the ACTPS work level standards and provide advice to managers on establishment matters.

Eligibility/other requirements: Knowledge of and experience in the use of the Human Resource Management System-PERSPECT and the Establishment function.
Note: Selection may be based on application and referees reports only. Applicants must attach a referee report addressing the selection criteria to their application.

Contact Officer and Selection documentation: Pat Harrison (02) 6207 6102 or pat.harrison@act.gov.au
Or from the recruitment home page: <http://www.act.gov.au/urbanservices/recruit.html>

Apply: 34
CC: 148-9017 16954

**Operations Group
City Operations Branch
Parking Operations Section**

Administrative Service Officer Class 3
\$33,976 - \$36,669, Canberra (PN. 26937)
Closing date: 3 January 2002
Duties: Under general direction: As the Purchasing/Administration officer; Raise orders from \$100 to the public threshold limit, ensuring all financial and purchasing procedures are met; prepare and maintain procedural records relating to purchasing and other matters as required; liaise with clients, suppliers and other areas of Urban Services on accounts and purchasing matters; and exercise financial delegations as required.

EMPLOYMENT (Continued)

Note: Applications for this position will be assessed by an internal Joint Selection Committee established in accordance with current EBA provisions.

Contact Officer and Selection documentation: Michael Lawrence (02) 6207 7069 or michael.lawrence@act.gov.au.

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

Apply: 34

CC: 148-905 17719

Operations Group**City Operations Branch****Road User Services Section****Review Office Subsection**

Administrative Service Officer Class 3

\$33,644 - \$36,311, Canberra (PN. 11971)

Closing date: 3 January 2002

Duties: The sub-section is responsible for assessing representations relating to Infringement Notices, answering phone and counter enquiries, managing the sanction process for unpaid infringements and referring disputed infringements to the ACT Magistrates Court for determination where necessary. The occupant of this position will primarily answer enquiries to advise clients of their rights and responsibilities and assess representations relating to infringements.

Contact Officer: Jillian Richards (02) 6207 099 jillian.richards@act.gov.au

Selection documentation may be obtained from Lucas Noronha (02) 6207 7104 or lucas.noronha@act.gov.au

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

Apply: 34

CC: 148-9015 17013

Administration Subsection

Administrative Service Officer Class 3

\$33,664 - \$36,311, Canberra (PN. 11091)

Closing date: 3 January 2002

Duties: Maintain and monitor the Road User Services (RUS) Stores Area and stock control systems. Assist with the provision of accommodation and maintenance for RUS buildings. Provide assistance relating to the purchase of goods and services for RUS.

Eligibility/other requirements: Possession of a current Class C drivers licence is essential. The ability to lift heavy items. Experience in forklift operation is an advantage.

Contact Officer: Richard Holder (02) 6207 7172 or richard.holder@act.gov.au

Selection documentation may be obtained from Lucas Noronha (02) 6207 7104 or lucas.noronha@act.gov.au

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

Apply: 34

CC: 148-9015 17013

Administrative Service Officer Class 2
\$29,539 - \$32,755, Canberra (PN. 1396)

Closing date: 3 January 2002

Duties: Assist in maintaining and updating Road User Services Stores Area and stock control systems. Collect, prepare and distribute internal

and external mail for the business unit. Prepare bulk mailing for outside dispatcher.

Contact Officer: Richard Holder (02) 6207 7172 or richard.holder@act.gov.au

Selection documentation may be obtained from Lucas Noronha (02) 6207 7104 or lucas.noronha@act.gov.au

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

Apply: 34

CC: 148-9015 17013

Client Services Subsection

Administrative Service Officer Class 3

\$33,644 - \$36,311, Canberra (PN. 17790)

Closing date: 3 January 2002

Duties: Under general direction, conduct practical C class driving assessments and document results in accordance with standards approved by the purchaser. Provide feedback to clients on the results of assessments. Prepare and maintain reports including the recording of results on an online database.

Eligibility/other requirements: Current C class full licence or higher classification.

Note: The occupant of the Driving Examiner position will be required to rotate between all testing locations on a regular basis.

Contact Officer: Malcolm Howard (02) 6207 5238 or malcolm.howard@act.gov.au

Selection documentation may be obtained from Lucas Noronha (02) 6207 7104 or lucas.noronha@act.gov.au

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

Apply: 34

CC: 148-9015 17013

Client Services Subsection

Administrative Service Officer Class 2

\$29,539 - \$32,755, Canberra (PN. 3192)

Closing date: 3 January 2002

Duties: Maintain Test Station vehicle booking system. Collect and receive public monies. Provide information and advice to clients as required in the Pre-Test area. Provide on the job training as required.

Contact Officer: Malcolm Howard (02) 6207 5238 or malcolm.howard@act.gov.au

Selection documentation may be obtained from Lucas Noronha (02) 6207 7104 or lucas.noronha@act.gov.au

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

Apply: 34

CC: 148-9015 17013

Technical Standards Subsection

Administrative Service Officer Class 3

\$33,644 - \$36,311, Canberra (PN. 1913)

Closing date: 3 January 2002

Duties: Deal with enquiries from both internal and external service providers and customers. Investigate, prepare and respond to correspondence. Efficiently maintain, update and operate office systems.

EMPLOYMENT (Continued)

Contact Officer: Malcolm Howard
(02) 6207 5238 or malcolm.howard@act.gov.au
Selection documentation may be obtained from
Lucas Noronha (02) 6207 7104 or
lucas.noronha@act.gov.au
Or from the recruitment home page:
[http://www.act.gov.au/urbanservices/
recruit.html](http://www.act.gov.au/urbanservices/recruit.html)
Apply: 34
CC: 148-9015 17013

DEPARTMENT OF TREASURY**Finance and Investment Group
Investment and Borrowing**

Administrative Service Officer Class 6,
(PN: 372)

Salary Range: \$45,171 - \$51,888p.a
Applications close on 10 January 2002
Duties: Assist in the management of borrowing,
investment and financial management activities
conducted on behalf of the ACT. Establish and
maintain accounting records, including the
preparation of financial statements and
management accounting reports.
Qualifications: Relevant accounting
qualifications and/or experience.
Contact Office/Selection Documentation: Patrick
McAuliffe on (02) 6207 0187 and is also
available from
<http://www.act.gov.au/recruitment/dt.htm>
Note: Selection process may be based on
application and references only.
Please note that applications will not be
acknowledged.
Apply: 35 or via email:
recruitment.officer@act.gov.au
CC: 148-9031-17630

Economic Management Branch

Applications Close: 10 January 2002
The Department of Treasury is responsible for
the financial and economic management of the
Australian Capital Territory. The Economic
Management Branch provides policy advice
and co-ordination in relation to a broad range of
structural, microeconomic and infrastructural
matters. The Branch focuses on the provision
of policy advice for the ACT Government on
microeconomic and competition policy matters,
energy and water policy, gambling policy and
major projects for the ACT Government.

**Challenging And Exciting Employment
Opportunities In Policy Analysis
Various Actual And Expected Vacancies****ASO5/ASO6 to Senior OFFICER GRADE B
Positions**

Salary Range \$41,825 to \$76,073 pa (plus
superannuation)
Depending on experience and skills
The positions require persons with experience
and analytical skills in the provision of policy
development and advice across a wide range of
issues. The person sought should be able to
demonstrate experience and skills in
undertaking research and conducting analysis.
As the Branch is involved in a broad range of
issues the position requires potential officers
who can adapt to a diverse policy requirements.
Experience in the provision of economic or
social or regulatory policy would be an

advantage. At the high levels the successful
applicant will be required to provide more
complex strategic advice and have
demonstrated good negotiation skills and
communication skills. Willingness to work in a
team environment is an advantage.
Qualifications in economics, accounting,
finance or related disciplines are highly
desirable.
Contact officer for these positions: Ms Robyn
Hardy tel. 6207 0290.
Selection documentation: Linda Syrek tel.
6207 6485 and is also available from the
following internet address:
<http://www.act.gov.au/recruitment/dt.htm>
CC: 148-9031-17631

Appointments

ACT COMMUNITY CARE**Disability Support Officer Level 1
\$27,794 - \$28,907**

Jacqueline Harding: 741-05155, Section 68(1) 6
December 2001
CC: 148-9009-16861

**Disability Support Officer Level 1
\$27,794 - \$28,907**

Jeanine Aughey: 741-06545, Section 68(1) 6
December 2001
CC: 148-9009-16861

Professional Officer Class 2 \$44,111 - \$49,298

Deborah Colliver: 741-06430, Section 68(1), 6
December 2001
CC: 148-9009-16857

**Disability Support Officer Level 1
\$27,794 - \$28,907**

Angela Wilson: 741-05251, Section 68(1) 6
December 2001
CC: 148-9009-16861

**Disability Support Officer Level 1
\$27,794 - \$28,907**

Sarah Karjalainen: 741-99381, Section 68(1) 6
December 2001
CC: 148-9009-16861

Registered Nurse Level 2

\$46,774 - \$49,727
Karen Ciszek: 741-02528, Section 68(1) 7
December 2001
CC: 148-9009-18270

CHIEF MINISTER'S DEPARTMENT**Administrative Service Officer Class 6,
\$49,954 - \$51,888p.a**

Lyn Ashleigh Pham AGS No: 773-03261
Section 68
10 December 2001
Corporate Finance, Chief Minister's Department
CC: 148-9031-17429

EMPLOYMENT (Continued)**The InTACT GROUP****Information Technology Officer Class 2, \$45,171 - \$51,888p.a**

Matthew John Wiscombe AGS No: 773-03376
Section 68
13 December 2001
Service Delivery, The InTACT Group
CC: 148-9043-17177

Information Technology Officer Class 1, \$36,310 - \$41,517p.a

Katie Maree Donnelly AGS No: 773-03341
Section 68
13 December 2001
Service Delivery, The InTACT Group
CC: 148-9043-17177

CULTURAL FACILITIES CORPORATION**Administrative Service Officer Class 5, \$42,226 - \$44,774**

Amalia Elizabeth Hordern: AGS Number 771-58965, Section 68 and 70(1), 4 December 2001
CC: 148-9008-16850

CANBERRA TOURISM AND EVENTS CORPORATION**CTEC Manager Grade C , \$57,756 - \$62,275p.a**

Kathy Janet Culnane AGS No: 757-48232
Section 68
12 December 2001
Canberra Tourism And Events Corporation
CC: 148-9031-17748

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY**Administrative Service Officer Class 5**

\$41,825 - \$44,349
Sherry Sjolander: 771-10179, Section 68/70, 30 November 2001
CC: 148-9012-16898

Legal 1 \$34,662 - \$71,069

Bianca Kimber: 765-87928, Section 68/70, 7 December 2001
CC: 148-9012-16909

Legal 1 \$34,662 - \$71,069

Melanie Davies: 765-87880, Section 68/70, 7 December 2001
CC: 148-9012-16909

Legal 1 \$34,662 - \$71,069

Karen Nienaber: 771-08597, Section 68/70, 7 December 2001
CC: 148-9012-16909

Legal 1 \$34,662 - \$71,069

Belinda Hayward: 765-87653, Section 68/70, 7 December 2001
CC: 148-9012-16909

Administrative Service Officer Class 5

\$41,825 - \$44,349
Janine Bromwich: 771-08773, Section 68/70, 7 December 2001
CC: 148-9012-16898

Administrative Service Officer Class 5

\$41,825 - \$44,349
Elizabeth Durbock: 771-08853, Section 68/70, 7 December 2001
CC: 148-9012-16898

Administrative Service Officer Class 5

\$41,825 - \$44,349
Zac Yosef: 751-76588, Section 68/70, 7 December 2001
CC: 148-9012-16898

Administrative Service Officer Class 5

\$41,825 - \$44,349
Elliot Owusu-Ansah: 765-856706, Section 68/70, 7 December 2001
CC: 148-9012-16898

Administrative Service Officer Class 2

\$29,539 - \$32,755
Susan Rutherford: 765-87872, Section 68/70, 12 December 2001
CC: 148-9012-16909

DEPARTMENT OF URBAN SERVICES**Senior Officer Grade B \$67,576 - \$76,073**

Eugene Joseph Herbert: AGS No 772-39060, Section 68(1), 7/12/01
CC: 148-9019 17278

Administrative Service Officer Class 5

\$41,825 - \$44,349
Thi Anh Thu Tran: AGS No 767-82651, Section 68(1), 5/12/01
CC: 148-9017 17305

Administrative Service Officer Class 4

\$37,499 - \$40,715
Benjamin Morgan: AGS No 772-37997, Section 68(1), 5/12/01
CC: 148-9015 17013

Administrative Service Officer Class 2

\$29,539 - \$32,755
Dimitris Lioulios: AGS No 767-83486, Section 68(1), 5/12/01
CC: 148-9037 17018

Administrative Service Officer Class 6

\$45,172 - \$51,888
Scott Gregory Thompson: AGS No 767-83195, Section 68(1), 5/12/01
CC: 148-9017 16954

Administrative Service Officer Class 6

\$45,172 - \$51,888
Brian John McCormick: AGS No 757-53322, Section 68(1), 3/12/01
CC: 148-9017 16954

Administrative Service Officer Class 6

\$45,617 - \$52,401
Deborah Maree McInerney: AGS No 772-39079, Section 68(1), 10/12/01
CC: 148-9015 17028

Administrative Service Officer Class 2

\$29,539 - \$32,755
Thi Kieu Nguyen: AGS No 767-83320, Section 68(1), 30/11/01
CC: 148-9037 17018

EMPLOYMENT (Continued)

Administrative Service Officer Class 2
\$29,539 - \$32,755

Maria Helene Meyer: AGS No 772-37663,
 Section 68(1), 30/11/01
 CC: 148-9037 17018

Administrative Service Officer Class 2
\$29,539 - \$32,755

Irene Suladze: AGS No 767-83152, Section
 68(1), 30/11/01
 CC: 148-9037 17018

Administrative Service Officer Class 2
\$29,539 - \$32,755

Nanette Kaye Small: AGS No 748-52038,
 Section 68(1), 30/11/01
 CC: 148-9037 17018

Administrative Service Officer Class 2
\$29,539 - \$32,755

Paull William McKee: AGS No 772-37743,
 Section 68(1), 30/11/01
 CC: 148-9037 17018

Administrative Service Officer Class 2
\$29,539 - \$32,755

Irina Yatsevich: AGS No 757-54026, Section
 68(1), 30/11/01
 CC: 148-9037 17018

Administrative Service Officer Class 4
\$37,499 - \$40,715

Jane Louise Ridley: AGS No 772-38906, Section
 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Christopher Byron Gell: AGS No 772-38885,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Carmel Mary McDonnell: AGS No 772-38869,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Christoher Peter Kovacs: AGS No 772-38877,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Mark Clifford Williams: AGS No 772-38797,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Olga Carder: AGS No 771-22380, Section 68(1),
 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Gavin Mark Thomas: AGS No 772-38826,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Jane Layton Tong: AGS No 772-38834, Section
 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Luke Kruger Shaw: AGS No 772-38842, Section
 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Catherine Janet Flavell: AGS No 772-38893,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Hayley Nicole James: AGS No 772-38738,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Alison Catrina Blackburn: AGS No 772-38666,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Ann Maree Therese Farmer: AGS No 772-38690,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Lisa Nicole Gray: AGS No 772-38682, Section
 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Jane Amanda Sands: AGS No 772-38674,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Christine Gurmeel Rytir: AGS No 772-38746,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Karen Leila Baumgart: AGS No 772-38711,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Margaret Brigid Shanahan: AGS No 772-38703,
 Section 68(1), 29/11/01
 CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Keith James Ward: AGS No 772-38818, Section
 68(1), 29/11/01
 CC: 148-9021 16944

EMPLOYMENT (Continued)**Administrative Service Officer Class 4**
\$37,499 - \$40,715

Jancye Elizabeth Winter: AGS No 772-38789,
Section 68(1), 29/11/01
CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Alina Allysandra Zeaiter: AGS No 772-38770,
Section 68(1), 29/11/01
CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Michael Robert Cambridge: AGS No 772-38762,
Section 68(1), 29/11/01
CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Sue-Ellen Furphy: AGS No 761-43737, Section
68(1), 29/11/01
CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Matthew Geoffrey McMahon: AGS No 769-
64295, Section 68(1), 29/11/01
CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Zoran Momcilovic: AGS No 772-38850, Section
68(1), 29/11/01
CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Jason Anthony Bridge: AGS No 769-64148,
Section 68(1), 29/11/01
CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Peter Bredin: AGS No 772-38754, Section 68(1),
29/11/01
CC: 148-9021 16944

Administrative Service Officer Class 4
\$37,499 - \$40,715

Helen Louise Noble AGS No 769-64172, Section
68(1), 29/11/01
CC: 148-9021 16944

DEPARTMENT OF TREASURY**Administrative Service Officer Class 6,**
\$45,171 - \$51,888p.a

Gabriela Semeno, AGS No: 773-03229
Section 68

6 December 2001

Financial and Budgetary Management Branch,
ACT Department of Treasury

CC: 148-9042-17765

Transfer

ACT COMMUNITY CARE**Stephen Kininmonth: 506-79381**

From: Executive Level 1 \$62,686 - \$67,506

Dept of Employment, Workplace Relations and
Small Business

To: † Senior Officer Grade C \$56,456 - \$60,872
ACT Community Care, Canberra (PN. 27644) (6
September 2001)

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

CC: 148-9009-18270

**DEPARTMENT OF EDUCATION AND
COMMUNITY SERVICES****Janet Anne Carr: 027-61575**

From: Teacher Level 2 \$58,500
Department of Education and Community
Services

To: Teacher Level 2 \$58,500
Literacy and Numeracy Team, Department of
Education and Community Services Canberra
(PN. 2047)

CC: 148-9013-16917

Marie Jane Uren: 729-06725

From: Teacher Level 2 \$58,500
Department of Education and Community
Services

To: Teacher Level 2 \$58,500
Student Participation, Department of Education
and Community Services, Canberra (PN. 2201)

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY**Division of Corporate Services****Statistics Manager****Christopher Bayer: 706-14040**

From: Administrative Service Officer Class 6
\$45,393 - \$52,143

Finance Unit, Canberra Institute of Technology
To: Senior Officer Grade C \$57,473 - \$61,970
Finance Unit, Canberra Institute of Technology,
Canberra (PN. 54857) (Gazette No. 39, 27
September, 2001)

CC: 148-9024-16930

DEPARTMENT OF URBAN SERVICES**C. C. Davis: AGS No 256-53980**

From: Administrative Service Officer Class 4
\$39,253

Totalcare

To: †Administrative Service Officer Class 4
\$37,499 - \$40,715

ACT Housing Urban Services, Canberra (PN.
10778) (Gazette No 39, 27/9/01)

CC: 148-9021 17024

S. M. Hughes: AGS No 505-61287

From: Senior Officer Grade B \$68,243 - \$76,824
Urban Services

To: † Senior Officer Grade B \$67,576 - \$76,073
Canberra Urban Parks and Places Urban
Services, Canberra (PN. 21244)

Note: This is a transfer on reduction.

CC: 148-9019 17278

C. Sciberras: AGS No 540-00807

From: Administrative Service Officer Class
\$45,171 - \$51,888

ACT Department of Education and Community
Services

EMPLOYMENT (Continued)

To: Administrative Service Officer Class
\$45,172 - \$51,888
ACT Housing Urban Services, Canberra (PN.
3842) (Gazette No 40, 4/10/01)
CC: 148-9021 16944

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
 - (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,

EMPLOYMENT (Continued)

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 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

EMPLOYMENT (Continued)

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 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

EMPLOYMENT (Continued)

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

THE CANBERRA HOSPITAL

Mental Health Services Child and Adolescent Mental Health Services Patrick William Fleming: 261-63721

From: Professional Officer Class 2
\$43,980 - \$49,151
Mental Health Services
To: † Senior Professional Officer Grade C
\$55,684 - \$60,040
Mental Health Services, CAMHS, Canberra (PN.
21460) (1/11/01)
CC: (2231)

Case Management

Andrew Michael Staniforth: 537-05637
From: Administrative Services Officer Class 4
\$37,499 - \$ 40,714
Business Services Bureau
To: Administrative Services Officer Class 5
\$40,723 - \$43,180
Human Resource Management Group, Case
Management, Canberra (PN. 42160) (27/9/01)
CC: (1314)

CHIEF MINISTER'S DEPARTMENT

Promotions to non-advertised vacancies

A. M. Norton AGS: No: 741-18423 Graduate
Administrative Assistant \$25,492 - \$32,755p.a
From: Chief Minister's Department
Administrative Service Officer Class 5,
(PN: 55738), \$41,825 - \$44,349p.a
To: Policy Group, Chief Minister's Department
Duties: Undertake research and analytical
work. Assist in the preparation of statistical
reports. Prepare reports, briefings and
correspondence on strategic policy issues
across the Whole of Government. Liaise with
ACT Government agencies, other government
agencies in other jurisdictions and the general
public on a wide range of issues.

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:
Convener of the Appeal Panel
PO Box 749
Civic Square ACT 2608

CC 148-9031-17025

The InTACT GROUP

B. Da Silva AGS No 757-47731

From: Information Technology Officer Class 1,
\$36,310 - \$41,517p.a
From: The InTACT Group, Chief Minister's
Department
To: Information Technology Officer Class 2,
\$45,171 - \$51,888p.a
(PN: 14340), The InTACT Group, Chief Minister's
Department
28 July 2001

All appeal applications should be addressed to:
Convener of the Appeal Panel
PO Box 749
CIVIC SQUARE ACT 2608

148-9043-17177

EMPLOYMENT (Continued)

G. Bagnara AGS No 757-47782

From: Information Technology Officer Class 1, \$36,310 - \$41,517p.a
 From: The InTACT Group, Chief Minister's Department
 To: Information Technology Officer Class 2, \$45,171 - \$51,888p.a (PN: 14344), The InTACT Group, Chief Minister's Department
 28 July 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 CIVIC SQUARE ACT 2608
 148-9043-17177

B. Tsonkas AGS No 260-73478

From: Information Technology Officer Class 1, \$36,310-\$41,517p.a
 From: The InTACT Group, Chief Minister's Department
 To: Information Technology Officer Class 2, \$45,171 - \$51,888p.a (PN: 14468), The InTACT Group, Chief Minister's Department
 28 July 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 CIVIC SQUARE 2608
 148-9043-17177

B. A. Sledge AGS No 748-55116

From: Information Technology Officer Class 1, \$36,310 - \$41,517p.a
 From: The InTACT Group, Chief Minister's Department
 To: Information Technology Officer Class 2, \$45,171 - \$51,888p.a (PN: 14342), The InTACT Group, Chief Minister's Department
 28 July 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 CIVIC SQUARE 2608
 148-9043-17177

L. A. Martiniello AGS No 705-32627

From: Information Technology Officer Class 1, \$36,310 - \$41,517p.a
 From: The InTACT Group, Chief Minister's Department
 To: Information Technology Officer Class 2, \$45,171 - \$51,888p.a (PN: 14343), The InTACT Group, Chief Minister's Department
 28 July 2001
 All appeal applications should be addressed to:
 Convenor of the Appeal Panel
 PO Box 749
 CIVIC SQUARE 2608
 CC: 148-9043-17177

DEPARTMENT OF EDUCATION AND COMMUNITY SERVICES

**Children's, Youth and Family Services Division
 Youth and Community Services Section
 Louise Hodda: 766-14930**
 From: Graduate Administrative Assistant
 \$25,492 - \$32,755

Department of Education and Community Services
 To: Administrative Service Officer Class 5 \$41,825 - \$44,349
 Youth and Community Services, Department of Education and Community Services, Canberra (PN. 42183)
 Duties: Individually, or as a member of a team, contribute to the development of policy and manage programs to support the Government, in particular in the area of youth affairs. Research and prepare, or co-ordinate the preparation of, ministerial briefings, speeches, reports, correspondence and other written material.
 Note: This promotion is made under Section 83 of the Public Sector Management ACT 1994 and is to a non-advertised vacancy. Any suitably qualified officers may appeal.
 CC: 148-9013-16917

**Ginninderra High School
 Alexander Menadue: 706-19896**

From: Senior Professional Officer Grade C \$57,192 - \$61,666
 Department of Education and Community Services
 To: † Teacher Level 3 \$59,730 - \$65,730
 Ginninderra High School, Department of Education and Community Services, Canberra (PN. 4126) (No 11, 15 March 2001)
 CC: 148-9013-16917

**Human Resources Branch
 Workforce Planning and Management Section
 Denise Marie O'Connor: 545-57146**

From: Administrative Service Officer Class 3 \$33,644 - \$36,310
 Department of Education and Community Services
 To: Administrative Service Officer Class 4 \$37,499 - \$40,714
 Workforce Planning and Management, Department of Education and Community Services, Canberra (PN. 234) (No 41, 11 October 2001)
 CC: 148-9013-16917

**Human Resources Branch
 Workforce Planning and Management Section
 John Arthur Foulkes: 608-20035**

From: Administrative Service Officer Class 3 \$33,644 - \$36,310
 Department of Education and Community Services
 To: Administrative Service Officer Class 4 \$37,499 - \$40,714
 Workforce Planning and Management, Department of Education and Community Services, Canberra (PN. 565) (No 41, 11 October 2001)
 Duties: As the same as advertised in Gazette 11 October 2001 Position Number 234.
 Note: This promotion is made under Section 83 of the Public Sector Management ACT 1994, and is to a non-advertised vacancy. Any suitably qualified officer may appeal.
 CC: 148-9013-16917

EMPLOYMENT (Continued)**Human Resources Branch
Workforce Planning and Management Section
Derek Rodney Miller: 261-28029**

From: Administrative Service Officer Class 3
\$33,644 - \$36,310

Department of Education and Community
Services

To: Administrative Service Officer Class 4
\$37,499 - 40,714

Workforce Planning and Management,
Department of Education and Community
Services, Canberra (PN. 59) (No 41, 11 October
2001)

Duties: As the same as advertised in Gazette 11
October 2001 Position Number 234.

Note: This promotion is made under Section 83
of the Public Sector Management ACT 1994, and
is to a non-advertised vacancy. Any suitably
qualified officer may appeal.

CC: 148-9013-16917

CANBERRA INSTITUTE OF TECHNOLOGY

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

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

Ms Gaye Kennedy: 744-90321

From: ASO 2 \$29,684 - \$32,917, CIT
To: ASO 3 \$33,810 - \$36,489, CIT, Faculty of
Communication and Community Services,
Canberra (PN. 550342) (Gazette, 25/10/2001)
CC: 148-9024-17271

**DEPARTMENT OF JUSTICE AND COMMUNITY
SAFETY**

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

Parliamentary Counsel's Office**Aasha Swift: 742-55452**

From: Administrative Services Office Class 5
\$41,825 - \$44,349

Department of Justice and Community Safety

To: Administrative Services Officer Class 6

\$45,171 - \$51,888

Parliamentary Counsel's Office Department of
Justice and Community Safety, Canberra (PN.
42742) (No 44 1 November 2001)

CC: 148-9012-17345

Parliamentary Counsel's Office**Karen Brown: 506-89897**

From: Administrative Services Office Class 5
\$41,825 - \$44,349

Department of Justice and Community Safety

To: Administrative Services Officer Class 6

\$45,171 - \$51,888

Parliamentary Counsel's Office Department of
Justice and Community Safety, Canberra (PN.
42306) (No 44 1 November 2001)

CC: 148-9012-17345

**Office of the Community Advocate
Guardianship/Forensic/Mental Health
Victor Martin: 740-91080**

From: Disability Support Officer Level 3

\$43,656 - \$46,355

ACT Community Care

To: Administrative Service Officer Class 6

\$45,171 - \$51,888

Office of the Community Advocate Department of
Justice and Community Safety, Canberra (PN.
1737) (No 45 8 November 2001)

CC: 14-9012-16912

ACT Government Solicitor's Office**Kevin Holmes: 507-74792**

From: Legal 1 \$34,662 - \$71,069

Department of Justice and Community Safety

To: Legal 2 \$77,214 - \$80,387

ACT Government Solicitor's Office, Department of
Justice and Community Safety, Canberra (PN.
48990) (No 35, 30 August 2001)

CC: 148-9012-16909

ACT Government Solicitor's Office**Derek Kettle: 738-48117**

From: Legal 1 \$34,662 - \$71,069

Department of Justice and Community Safety

To: Legal 2 \$77,214 - \$80,387

ACT Government Solicitor's Office, Department of
Justice and Community Safety, Canberra (PN.
48989) (No 35, 30 August 2001)

CC: 148-9012-16909

Public Trustee for the ACT**Susan La Peyre: 545-57728**

From: Trust Officer Level 2 \$45,171 - \$55,169

Department of Justice and Community Safety

To: Senior Officer Grade C \$57,191 - \$61,666

ACT Government Solicitor's Office, Department of
Justice and Community Safety, Canberra (PN.
42745) (No 36, 6 September 2001)

CC: 148-9012-17581

DEPARTMENT OF URBAN SERVICES

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

ACT WorkCover**Workers Compensation Section****A. M. Stuart: AGS No 767-82846**

From: Graduate Administrative Assistant

\$25,492 - \$27,707

Urban Services

To: WCO 4 \$37,499 - \$40,715

Workers Compensation ACT WorkCover,
Canberra

Duties: Under general direction, contribute to
the review of legislation, and the development

EMPLOYMENT (Continued)

of statutory instruments and policies relating to the areas of occupational health and safety, dangerous goods' management, workers' compensation and labour regulation.

Note: This promotion is to a non-advertised vacancy. Any suitably qualified officers may appeal. 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 notified in the Gazette.

CC: 148-9020 17088

ACT Housing**Housing Services Group
Customer Services Section****N. E. Reilly: AGS No 767-82889**

From: Graduate Administrative Assistant

\$25,492 - \$27,707

Urban Services

To: Administrative Service Officer Class 4

\$37,499 - \$40,715

Customer Services Section Urban Services, Canberra (PN. 3540)

Duties: Working under general direction: Take responsibility for the program delivery of a group of properties, including coordinating the sale, purchase, construction, maintenance and/or upgrade of the properties; operate within specified timeframes and budget allocations; and arrange for special purpose housing when required.

Note: This promotion is to a non-advertised vacancy. Any suitably qualified officers may appeal. 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 notified in the Gazette.

CC: 148-9021 16944

City Management Group**Roads ACT****Business Support Section****N. A. Bruan: AGS No 754-17580**

From: Administrative Service Officer Class 3

\$33,644 - \$36,311

Urban Services

To: Administrative Service Officer Class 4

\$37,499 - \$40,715

Business Support Section Urban Services, Canberra (PN. 27037) (Gazette No 39, 27/9/01)

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

CC: 148-9019 17040

Environment ACT**Environment Policy and Legislation Section****L. L. Badham: AGS No 767-82600**

From: Graduate Administrative Assistant

\$25,492 - \$27,707

Urban Services

To: Administrative Service Officer Class 5

\$42,238 - \$44,787

Environment Policy and Legislation Section

Urban Services, Canberra (PN. 15999)

Duties: As a member of a business unit responsible for environment policy and environment legislation, assist in developing policy and/or legislative proposals on environment issues, particularly those which have a potential to involve/impact on a number of agencies. Coordinate briefings and correspondence arising from Ministerial and subsidiary Councils and other Unit functions.

Note: : This promotion is to a non-advertised vacancy. Any suitably qualified officers may appeal. 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 notified in the Gazette.

CC: 148-9028 16937

Operations Group**Information Planning and Services Branch
ACT Library and Information Services Section****D. A. Weir: AGS No 713-76902**

From: Administrative Service Officer Class 2

\$29,539 - \$32,755

Urban Services

To: Administrative Service Officer Class 3

\$33,644 - \$36,311

ACT Library and Information Services Section Urban Services, Canberra (PN. 46118)

Note: This promotion is to a non-advertised position, but is identical to position number 46116, which was advertised in the Gazette of 29/9/01. 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: 148-9037 17018

J. L. Franklin: AGS No 537-54949

From: Administrative Service Officer Class 2

\$29,539 - \$32,755

Urban Services

To: Administrative Service Officer Class 3

\$33,644 - \$36,311

ACT Library and Information Services Section Urban Services, Canberra (PN. 46116) (Gazette No 38, 29/9/01)

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

CC: 148-9037 17018

Planning and Land Management Group**Land Information and Building Services Branch
Policy and Legislation Section****V. J. Spencer: AGS No 761-15381**

From: Graduate Administrative Assistant

\$25,492 - \$27,707

Urban Services

To: Administrative Service Officer Class 5

\$41,825 - \$44,349

Policy and Legislation Section Urban Services, Canberra (PN. 43600)

EMPLOYMENT (Continued)

Duties: Under general direction, interpret and analyse technical reports, codes and standards used within the building, electrical and plumbing industry. Research and draft briefings, submissions and responses on issues related to the regulation of the construction industry, with emphasis on the electrical industry.

Note: This promotion is to a non-advertised vacancy. Any suitably qualified officers may appeal. 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 notified in the Gazette.

CC: 148-9020 16925

**Policy Coordination Group
Industry Policy and Regulation Branch
Energy and Water Reform Section**

S. T. S. Wong: AGS No 765-86570

From: Graduate Administrative Assistant
\$25,492 - \$27,707

Urban Services

To: Administrative Service Officer Class 5
\$41,825 - \$44,349

Energy and Water Reform Section Urban Services, Canberra (PN. 46028)

Duties: Under general direction: Provide assistance with strategic advice in relation to water policy, including analysis, policy formulations, review and monitoring of ACT water resource and access policies.

Note: This promotion is to a non-advertised vacancy. Any suitably qualified officers may appeal. 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 notified in the Gazette.

CC: 148-9030 16941

Policy Coordination Group

Long Service Leave Board

G. P. Roberts: AGS No 545-60927

From: Administrative Service Officer Class 5
\$41,825 - \$44,349

Urban Services

To: Administrative Service Officer Class 6
\$45,172 - \$51,888

Long Service Leave Board, Urban Service, Canberra (PN. 17801) (Gazette No 47, 22/11/01)

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

CC: 148-9030 16941

T. J. Mitchell: AGS No 757-50690

From: Administrative Service Officer Class 4
\$37,499 - \$40,715

Urban Services

To: Administrative Service Officer Class 6
\$45,172 - \$51,888

Long Service Leave Board, Urban Service, Canberra (PN. 17793) (Gazette No 47, 22/11/01)

Note: In accordance with current EBA provisions, appeals must be received at the

Personnel counter on Level 1 Annexe Macarthur House 12 Wattle Street Lyneham by close of business on the 7th day after notification in the Gazette.
CC: 148-9030 16941

Operations Group

City Operations Branch

**Urban Rangers and Approval Services Section
Domestic Animal Services Subsection**

A. R. McLean: AGS No 757-52362

From: Administrative Service Officer Class 1
\$15,659 - \$28,845

Urban Services

To: Administrative Service Officer Class 3
\$33,976 - \$36,669

Urban Rangers and Approval Services Section Urban Services, Canberra (PN. 13932) (Gazette No 45, 8/11/01)

Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.
CC: 148-9015 17028

R. L. Breust: AGS No 713-02006

From: General Service Officer Level 5
\$29,130 - \$30,846

Urban Services

To: Administrative Service Officer Class 3
\$33,976 - \$36,669

Urban Rangers and Approval Services Section Urban Services, Canberra (PN. 13932) (Gazette No 45, 8/11/01)

Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.
CC: 148-9015 17028

E. H. Reed: AGS No 757-50797

From: General Service Officer Level 5
\$27,450 - \$29,066

Urban Services

To: Administrative Service Officer Class 3
\$33,976 - \$36,669

Urban Rangers and Approval Services Section Urban Services, Canberra (PN. 13932) (Gazette No 45, 8/11/01)

Note: This position was advertised as several. This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable.
CC: 148-9015 17028

ACT Housing

Housing Services Group

Customer Services Section

E. Konecka: AGS No 716-00855

From: Family Services Worker Level 1
\$37,499 - \$44,349

ACT Department of Education and Community Services

To: Administrative Service Officer Class
\$45,172 - \$51,888

Customer Services Section Urban Services, Canberra (PN. 3108) (Gazette No 40, 4/10/01)

EMPLOYMENT (Continued)

Note: This promotion was made by a unanimous decision of an internal Joint Selection Committee established in accordance with current EBA provisions and is not appellable. CC: 148-9021 16944

DEPARTMENT OF TREASURY

J. T. Siiteri AGS No 527-07550
 From: Administrative Service Officer Class 5, \$41,825 - \$44,349p.a
 From: ACT Department of Treasury
 To: Administrative Service Officer Class 6, \$45,171 - \$51,888p.a
 (PN: 11), Revenue Management, Rates and Land Tax, ACT Department of Treasury
 15 November 2001

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

CC 148-9042-17176

D. L. Hughes AGS No 739-84442
 From: Auditor Officer Band 2, \$63,200 - \$84,700p.a
 From: Auditor General Office
 To: Senior Officer Grade B, \$65,576 - \$76,073p.a
 (PN: 55735), Economic Management ACT Department of Treasury
 16 August 2001
 CC 148-9031-17630

R. McDougall AGS No 713-76814
 From: Administrative Service Officer Class 5, \$41,825 - \$44,349p.a
 From: ACT Department of Treasury
 To: Administrative Service Officer Class 6, \$45,171 - \$51,888p.a
 (PN: 95), Revenue Management, Compliance Section, ACT Department of Treasury
 23 August 2001

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

CC 148-9042-17176

Promotions to non-advertised vacancies

P. C. Amalos AGS: No735-13966
 From: Administrative Service Officer Class 5, \$41,825 - \$44,349p.a
 From: ACT department of Treasury
 Administrative Service Officer Class 6, \$45,171 - \$51,888p.a
 (PN: 55540), Revenue Management, Compliance Section, ACT Department of Treasury
 Duties: As the leader of a small team, or individually, undertake a range of operational and administrative tasks associated with the work of the Section. Conduct both complex and routine investigations into ACT Revenue matters. Conduct desk and field audits (local and interstate) of customer records and systems. Prepare appropriate reports, correspondence, assessments or re-assessments and adjustments to computer records arising from those investigations and audits.

Note: This promotion is made under section 83 of the Public Sector Management Act 1994 and is to an non-advertised vacancy, and is identical to (PN: 95) which was advertised in the Gazette of 23 August 2001. 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 148-9042-17176

ACT Public Service Index of addresses

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

EMPLOYMENT (Continued)

- 32 Canberra Theatre Trust, PO Box 226,
Civic Square ACT 2608
- 34 Applications Officer, Urban Services,
GPO Box 158, Canberra ACT 2601
- 35 Recruitment Officer, Department of
Treasury and Infrastructure, GPO Box
158, Canberra ACT 2601.
- 36 Recruitment/Executive Officer
Community and Health Services
Complaints Commissioner's Office,
GPO Box 1321, Canberra ACT 2601.
- 37 The Recruitment Officer
Faculty of Communication and
Community Services
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

GOVERNMENT NOTICES

AGENTS BOARD OF THE AUSTRALIAN CAPITAL TERRITORY

DEPARTMENT OF JUSTICE AND COMMUNITY SAFETY

AGENTS ACT 1968 - Unclaimed trust moneys held by licensed agents

Pursuant to Section 57D of the **Agents Act 1968** of the Australian Capital Territory, the following statement relates to unclaimed trust moneys held by licensed real estate, stock and station and business agents in the Territory.

If the moneys are not paid out of the trust accounts in which they are held within 3 months after the date of publication of this notice, the person holding the moneys will be required to pay them to the Registrar General (Unclaimed Moneys).

Registrar of Agents

Agents Board of the Australian Capital Territory

Name	Address	Amount	Agent
D Burgess	9 Monash Mews Kenyon Cct Monash	50.00	Independent Group Pty Ltd
K & F Henderson	3/21 Jessop Pl Fadden	25.71	Independent Group Pty Ltd
Brian Jurd	6 Cazaly Close Holt	300.00	Reg Daly Independent (Tuggeranong) Pty Ltd
Kirkpatrick	24 Hawker Gds Murrarji Street Hawker	40.00	Independent Group Pty Ltd
Martin/Chamberlain	15 Flora Place Palmerston	43.00	Independent Group Pty Ltd
R Olsen	7B Acacia Gardens Wattle Street Lyneham	100.00	Independent Group Pty Ltd
A Persi	31 Rowe Place Swinger Hill	14.00	Independent Group Pty Ltd
Alan Swan & Christine Murray	30 Harkness Street Monash	200.00	Reg Daly Independent (Tuggeranong) Pty Ltd
Thompson/Winter	7/99 Totterdell Street Belconnen	31.77	Independent Group Pty Ltd
Ungureanu	3/28 Frenchman Street Downer	40.17	Independent Group Pty Ltd
N Yeo & D Griffiths	1 Gemmel Pl Kambah	75.00	Independent Group Pty Ltd
Name	No Address	Amount	Agent
Ms S Barker	Unknown	12.00	Willy Huys & Associates Pty Ltd
G Clarke	Unknown	48.57	Cec Hodgkinson Real Estate (Tuggeranong) Pty Ltd
Dual Real Estate Cleaners	Unknown	55.00	Cec Hodgkinson Real Estate (Tuggeranong) Pty Ltd
Dual Real Estate Cleaners	Unknown	65.00	Cec Hodgkinson Real Estate (Tuggeranong) Pty Ltd
T & A Fallacc	Unknown	156.40	Homefinders Real Estate Pty Ltd
Lilenthal	Unknown	9.00	Cec Hodgkinson Real Estate (Tuggeranong) Pty Ltd

GOVERNMENT NOTICES (Continued)

Mr & Mrs D Reed	Unknown	331.20	Homefinders Real Estate Pty Ltd
A Rossi	Unknown	105.00	Homefinders Real Estate Pty Ltd
Ms Violet Tar	Unknown	28.00	Willy Huys & Associates Pty Ltd
Toms Trash Pak	Unknown	12.00	Cec Hodgkinson Real Estate (Tuggeranong) Pty Ltd
Name Unknown	No Address		
Unknown	Unknown	3.80	Homefinders Real Estate Pty Ltd
Unknown	Unknown	80.00	Homefinders Real Estate Pty Ltd
Unknown	Unknown	25.00	Homefinders Real Estate Pty Ltd
Unknown	Unknown	450.00	Homefinders Real Estate Pty Ltd
Unknown	Unknown	20.00	Homefinders Real Estate Pty Ltd
Unknown	Unknown	15.22	Homefinders Real Estate Pty Ltd
Unknown	Unknown	2075.00	Leader Real Estate Pty Ltd
Unknown	Unknown	82.36	Leader Real Estate Pty Ltd
Unknown	Unknown	42.00	Homefinders Real Estate Pty Ltd

