UNIVERSITY OF WOLLONGONG

CAMPUS NEWS

Number 18 Wednesday, 5 August 1992

# Learning Development Centre appoints new head

*The new Head of the Learning Development Centre, Kim Draisma*

Ms Kim Draisma has been appointed to the position of Head, Learning Development Centre from 1 August.

This centre (previously SLAC) is housed in the Library.

For the last seven years Ms Draisma has provided a service to both undergraduate and postgraduate students who sought assistance in improving academic writing, including thesis writing, and developing academic reading strategies.

She has also delivered lectures within courses for a range of faculties and provided individual seminars and lectures to groups such as mature students, postgraduate students, international students, and women in honours etc.

Ms Draisma said that under her direction the provision of services by the centre will assist students and staff of the University.

As a resource for staff members, the centre will work with individual academics or departments to provide strategies to enrich writing skills at all levels.

Ms Draisma is particularly interested in enhancing staff members' knowledge of the writing of their own disciplines and in translating this knowledge to practical incorporations within existing coursework.

Credit-point courses that examine the process of writing and the genre of the specific discipline may be developed also.

The development of academic writing will continue on an appointment basis with individual students, and short non-credit courses will be developed for writing and study skill issues which have wider application.

To continue the work of the Wollongong English Language Centre (WELC), after international students have enrolled in degree courses, intensive English language help will be provided. The level of provision of this service will depend on staff availability and funding levels.

Ms Draisma hopes that support for statistical computing, developmental and remedial mathematics for bridging purposes and developmental and remedial statistics will be provided in the future.

She aims to provide a supportive atmosphere where students will be happy to seek help when necessary.

The teaching methods employed are based on the belief that student-centred or student-directed learning is fundamental to tertiary education.

Staff are encouraged to direct students to the centre, or to Ms Draisma, and students are encouraged to approach the centre on a self-referral basis.

## Brief News

In a report on the British Accountancy Association Conference held in Britain recently, the Accountancy Journal, Account Vol 4 No2 1992 stated that: 'the most notable presentation of interest in the Accountancy Education stream was from delegates of the University of Wollongong, NSW, Australia

' It was entitled Software developments in Accounting Education: Maximising Student and Academic Productivity Through Digital Technology'.

The report explained that the authors of this paper, Kathy Cooper and Vivienne Coombe, have developed computer-based learning materials which, in addition to teaching basic accounting to first year students, can also be used to mark assignments.

This marking package, Spreadmark, is in use at this University and marks in two minutes assignments that would normally take 20 minutes. Refinements are being developed that will cut this time in half.

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Congratulations to Dr Felix Yuen from the Department of Nursing.

He has recently been invited to be on the assessors' panel for the NSW Cancer Council's Patient Care Research Awards. He has also been invited by the Thomas Nelson Publishing Company to write a textbook on nursing research.

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Professor Carol Morse, Head, Department of Nursing, has been invited by the Illawarra Branch of Obstetricians and Gynaecologists to speak to them on her research in premenstrual syndrome.

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The Students' Representative Council has taken on the challenge of producing the student newspaper *Tertangala* fortnightly, rather than irregularly, in a new format featuring more informed reporting and debate.

They have appointed management and editorial staff. The first issue was released on 20 July, and judging from comments heard around campus and in the community, they may be on the way to setting a new standard for student newspapers in Australia.

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The new staff fitness program timetable is:

Mondays: 12.10-12.40pm circuit; 12.45-1.15pm powerwalk.

Tuesdays: 12.05-12.40pm low impact aerobics.

Wednesdays: 12.10-12.40pm circuit; 12.45-1.15pm powerwalk.

Thursdays: 12.05-12.40pm step aerobics.

Fridays: 1.30-2pm powerwalks.

The cost is $5 per week and a personal program consultation is available.

If you are a member of the program the above classes are free, plus access to the gym is free on weekdays.

For more information contact Nicole at the Recreation and Sports Association Centre, ext. 3361.

*Melinda Griffiths being presented with her award by Craig Pateman from Ampol*

Melinda Griffiths, first year nursing student from Albion Park, has won a rural Youth Award of $750 to enable her to undertake a project connected with agriculture or rural communities.

Melinda's submission was unusual. She applied for funds so that she could experience nursing in a remote rural community. She is hoping to undertake some work experience in the Kimberleys. The award is sponsored by AMPOL.

## EEO News

# Sexually explicit posters

It has recently come to my attention that a number of University locations have sexually-explicit posters and/or pictures prominently displayed in work areas.

Whether or not people in these areas consider this material to be offensive is immaterial. They are inappropriate in the workplace and under anti-discrimination legislation are considered a form of sexual harassment.

It is the responsibility of all staff to comply with these requirements, and it is my responsibility to ensure this is done.

**Peg MacLeod,**
**EEO Co-Ordinator**

*Barry Jones with Laura Wilson and Lucy Kelly from St Mary's and Amanda Jolley and David Walsh from St Joseph's, who attended his lecture*

# Barry Jones tells school students to aim high in science

At a lecture for school students and teachers organised by the Department of Science and Technology Studies, Professorial Fellow Barry Jones urged the students to take the highest level of science subjects and go as far as they could in their science studies.

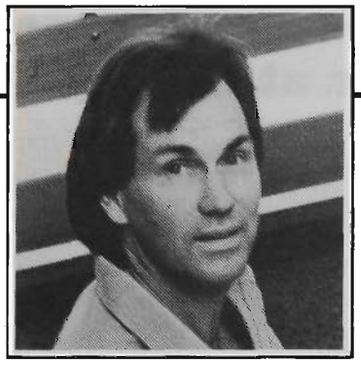
Their hopes for a rewarding career in science may be an act of faith at the moment , he told them, but ' the government was fast coming to the realisation that it had to give higher priority to a proper structure for career development for scientists'.

'Australia had to develop an innovations-driven economy, and, by the year 2000 the majority of the world's population would be living in the cities,' he said.

'We will be choking in our own wastes and the need to develop systems to control and monitor pollution would ensure a growing demand for future employment for biological scientists and engineers.'

The lecture was titled *Preparing for our future: science, technology and society'*.

More than 150 students from Wollongong schools took advantage of the opportunity to listen to the former Minister for Science and chat with him after the lecture.



## Barry Conyngham takes up Chair of Academic Senate

**Head, School of Creative Arts, Professor Barry Conyngham, was elected as the Chairman of Academic Senate at the Senate's 22 July meeting**

**It is the first time a Chairperson has been elected from the Faculty of Arts.**

**Dean of the Faculty of Informatics, Professor Sid Morris, was elected Deputy Chairman.**

**Senate unanimously expressed appreciation of the service provided by the retiring Chairwoman Professor Helen Gamble.**

# Palliative care services: An evaluation

## Successful collaboration with Area Health Service

Health services in Australia are under increasing pressure to contain costs while meeting community expectation to manage the increasing ill health which results from degenerative disease and lifestyle risk factors in a growing percentage of the population.

The National Health Strategy aims to refine and improve Australia's health system through developing options for change.

Palliative care and other health services will need to be accountable in terms of quality of care, value for money and 'best practice care' which ensures the most suitable care to improve health or alleviate suffering.

It is essential that palliative care develops clinical indicators against which to measure the efficacy of services.

The Social and Psychological Health Research team, in collaboration with the Illawarra Area Health Service, has recently completed an evaluation of the effects of specialist hospital-based palliative care services on the quality of life of both patients and staff.

The team was comprised of three members of the Psychology Department, Associate Professor Linda Viney, Dr Beverly Walker and Ms Betsy Lilley, Ms Barbara Tooth from Nursing, Professor Christine Ewan from Health and Behavioural Sciences, and Ms Tineke Robinson, Area Health Planner/Palliative Care Coordinator for the Illawarra Area Health Service.

Evaluation of quality of life focussed on nine psychological states, six measuring distress (uncertainty, anxiety, depression, directly and indirectly expressed anger and helplessness) and three measuring positive feelings (competence, sociability and good feelings).

Patients in palliative care units were found to show less directly expressed anger and more enjoyment than patients not receiving this specialised care, a higher level of death anxiety but less isolation and general anxiety.

The findings demonstrated the positive impact of specialist palliative care units on the quality of life of dying cancer patients, especially in terms of their enjoyment of the life that was left to them and their reduced levels of passive aggression.

That palliative care patients reported fewer influencing relationships suggests that the palliative care aim of giving patients more power over their dying may have been achieved and the reporting of fewer shared relationships may represent an appropriate withdrawal not demonstrated by patients receiving more generalised care.

Staff also showed good quality of life which appeared to be achieved through the use of social support.

Palliative care staff more often reported supportive and intimate relationships and fewer influencing interactions than other hospital staff.

The dearth in palliative care literature which relates to active patient participation in quality of life research prompted this study.

If terminally ill patients are able to reveal their experienced life quality and those factors which enhance or detract from it then services can be developed to meet that need.

The results of this study into quality of life will enable planners and managers to allocate scarce resources that best meet the needs of the terminally ill.

## 1992 Young Achiever Award

Open to persons under the age of 26 who have attained excellence in their chosen endeavour.

Categories: Arts, Sports, Community Service, Career Achievement, Science & Technology and Rural Development.

Nomination close 25 September. Nomination forms available from the Dean of Students, Josie Castle.

Sponsored by Capital TV, Canberra Milk, Medibank Private, Video Ezy, DEET, ACT Electricity and Elders.

## Informal discussions between students and Vice-Chancellor

The Vice-Chancellor, Professor Ken McKinnon has organised monthly meetings with students to give them the opportunity to discuss any matters of interest to them. The first meeting was held on 24 July.

Although the attendance was small (around 18 students), several of those attending expressed their appreciation at this opportunity and hoped that the meetings would continue.

Dates set down for future meetings are: Friday 21 August; Friday 18 September; Wednesday 16 October. Meeting times are 12.30-1.30pm in the Union Board Room.

## New ABS publications at Library

New Australian Bureau of Statistics (ABS) publications available at the Library include:

**Australia's Environment - issues and facts (catalogue no. 4140.0):** This publication presents the facts that have been gathered - using international standards established by the United Nations Statistical Office. This is the first publication to consolidate information on all the major environmental issues into one comprehensive publication.

**Striking a Balance (catalogue no. 1314.0):** A statistical resource which presents a variety of modern and historical statistics designed to service Upper Secondary School Geography and related courses. This publication provides information on Australia's settlement patterns and populations.

**A Guide to Australian Social Statistics:** A textbook of social statistics which examines international and Australian developments over the last fifteen years. It addresses each major area of social statistics in turn and describes a general framework which connects the main elements. For each element, the key social policy needs are considered as well as the statistics which are currently available.

For further information contact Lorraine Denny, ext. 3544.

# Support seminar for Engineering women

The Women in Engineering Support Group (WIEN) and the Faculty of Engineering held a seminar for undergraduate women students in Engineering, and Secondary School women students who are intending to pursue a career in Engineering.

At the seminar BHP Slab and Plate Products Division presented a sponsorship cheque to WIEN and six first year students received bursaries.

They were (pictured L-R) Emma Craig, Emily Goodall, Briony Menchin, Rachel Clarke, Wai Yan Leung, and Hannah Ngoma.

These students originally came from schools all over the state to study at Wollongong – from Abbotsleigh, Sydney, Narrabundah College, ACT, Marion College, Goulburn, Tumut High, Keira High and Brigidine College, Randwick respectively.

# Keeping the campus secure and green

About this time every year, it is common for worries about campus security to surface.

Perhaps it is the last of winter, with continuing short days and cold weather.

Perhaps it is the growing pressure of second semester studies and late nights in the Library.

Sometimes there is a genuine scare, as there was from the Keiraville streaker last year.

The security of both people and property on the campus is taken very seriously.

As part of that concern, the University has recently had the campus security arrangements reviewed by a professional security firm, one which has reviewed several other university campuses.

Overall the security risks at the University of Wollongong are rated as low (considerably lower than on other campuses).

Nevertheless, collectively we obviously need to take precautions to ensure that they do not rise.

Everyone needs to take precautions. Avoid walking about alone in dark parts of the University late at night. Take advantage of the offer for an escort by a member of the Security staff to the bus stop or your car. Remember where the security phones are and use them. Be careful and don't be too trusting.

The University has recently implemented several initiatives.

The Security staff has been moved over to the Union where students and staff congregate.

More training will be given to Security staff in ways of improving the security of people and of the campus.

However, they should be able to rely on students and staff to help them in their difficult task.

They are not police, they are employed to keep you and the campus secure. They are there to help. They need your co-operation in keeping you secure.

The security review made assessments of where the University is at risk with property.

We cannot implement all of their recommendations because we are a public access campus.

We can't avoid all of the risks that a private company can avoid by restricting access. We will however further reorganise the keying systems and the securing of buildings after dark.

As part of the review, outdoor lighting in all parts of the University has been inspected (at night).

Some insufficiently lit paths, which have escaped earlier inspections, have been identified and new lights will be added.

Maintenance to replace bulbs will be improved. The power of the overhead lighting in some carparks will be increased.

We have also had to face up to the fact that as the campus landscaping is maturing, the effectiveness of existing lights may be diminished.

In one sense it is regrettable that we have to cut back some greenery, but improved security has to have top priority.

Accordingly, Landscape staff and the Security Supervisor are pruning and re-organising wherever there is a conflict between shrubbery and lighting.

The slogan for the University is 'secure and green'. We are proud of our attractive campus, but we want to ensure that it remains as secure as possible.

*(An edited version of an article written for the student newspaper Tertangala by the Vice-Chancellor).*

# Concert of Spanish music and dance

The nationally famous SBS Television Youth Orchestra, under the baton of Maestro Matthew Krel, will have its Wollongong premiere on 6 September at 3pm in the University's new Hope Theatre.

The orchestra will join a host of University talent in presenting a special concert of Spanish symphonic, instrumental and vocal music and Spanish dance in honour of Spain 1992.

**Featuring 16-year-old violinist Natalie Chee, recent winner of the ABC Young Performer of the Year Award**

The concert is being sponsored by the Department of Modern Languages and the Education Office of the Spanish Embassy.

The resounding success of the 1991 "Homenaje a Espana" to mark the launching of Spanish language studies singled out Wollongong as one of the major Australian focal points of interest in terms Spanish musical culture.

Two of last year's major performers – David Vance and Madeleine Strong Cincotta – have been invited by the Spanish Ambassador, Dr Antonio Nunez, to perform on 21 August at Canberra's National High Court for the official opening of the Year of Spain.

This year's special Spanish concert will include among other works, orchestral suits by Rodrigo, Sarasate, Rimsky-Korsakov; piano solos by Granados, Debussy; harp-sicord sonatas by Soler; sarzuela arias by Asenjo-Barbieri, Luna, Serrano and the traditional Sevillanas and Buleraias performed by the Spanish dance company of Las Andaluzas.

The solo instrumental numbers feature Lyndall Dawson at the harpsicord; Ann Lohmann at the classical guitar; Susan Robinson and David Vance at the piano and Madeleine Strong-Cincotta singing zarzuela arias.

Among the guests of honour will be the University's Vice-Chancellor, the Spanish Ambassador and a host of other academic and diplomatic dignitaries.

Tickets for the concert are on sale at the Hope Theatre Box office or may be booked by telephone on 21 4212 (Adults $16; Concession $8).


Presenting for the first time in Wollongong the nationally famous

SBS TELEVISION YOUTH ORCHESTRA *under the baton of Conductor* **MATTHEW KREL**

ESPAÑA 1992

*Featuring Instrumental and vocal soloists in music by* **RODRIGO, SARASATE, GRANADOS, SOLER** *and others*

*Zarzuela Arias by* **ASENJO BARBIERI, SERRANO, LUNA** *and the Spanish Ballet of* **LAS ANDALUZAS** *of the Illawarra Spanish Artistic Society*

UNIVERSITY OF WOLLONGONG
**HOPE THEATRE**
SUNDAY, SEPTEMBER 6
3.00pm

Tickets on sale at the Hope Theatre Box Office University of Wollongong or Telephone Bookings on **21 4214**

**TICKETS**
$16.00
$8.00 CONCESSION

**AMPLE FREE PARKING**

SPONSORED BY: The Department of Modern Languages, University of Wollongong
The Consejeria de Educacion of the Embassy of Spain

# New audio visual installations

**During the session break the following new audio visual installations have been completed by The Centre for Staff Development's Audio Visual Services Staff.**

**Pentagon Theatre 2: A video projector has been permanently installed. This machine is able to project video or IBM platform PC images on to the centre screen via a 2 metre by 1.5 metre image. A PC is available for your use by booking with the Audio Visual Attendant, ext. 3993. You may load your software on to that machine's hard disk if you wish.**

**Building 18 Room G013: A video projector has been permanently installed. This machine is able to project video images on to a centre screen via a 2 metre by 1.5 metre image. A VHS video player has been permanently located in the room, cabling has been installed to make this machine IBM platform PC compatable and the interfaces to complete the installation are on order, they will be installed at the earliest convenience.**

**Building 19 Room 1017 and Room 2021: A 21-inch video monitor/receiver and a VHS video player have been permanently installed in each location with attached operating instructions.**

**Building 19 Room G015: A side-mounted screen has been permanently installed to allow users of this location to use both the blackboard and the OHP at the same time.**

**Contact Barry Robson, ext. 3622 or by E-mail, for more information about these new useful installations is required.**

# AVCC proposes two-tier quality body

Any higher education national quality assurance body should be a two-tier structure, the Australian Vice-Chancellors' Committee has proposed.

AVCC President, Professor Ken McKinnon, said that a full meeting of the AVCC at the Queensland University of Technology had endorsed the two-tier structure.

'It is important that there should be a representative Council, which would provide overall policy advice, and a group expert in understanding quality, management and analysis,' he said.

'The expert group would provide advice to the Council. The AVCC believes that the expert group should be predominantly composed of those with experience in university management.'

Professor McKinnon said the Council membership should include significant representation from universities, and include other legitimate interests including students, staff, employers and professional associations.

'The selection of the Chair of the Council will be crucial to its success. The Chair must be agreed to by all universities.

'The AVCC is currently developing a criteria which universities can use as a guide to self-audit and test their quality management processes.

'I believe this document will provide the basis for self-evaluation of the assessment of quality processes by universities.

'There are some basic principles which should be fundamental to the criteria:

- there must be no assumptions of any homogeneity of institutions in the Unified National System; diversity between and even within universities is of critical importance;
- assessment procedure must recognise and reward the fundamental differences such diversity imposes, from diversity in objectives to diversity in processes and procedures;
- criteria must be such as to encourage long-term, continuing improvements in quality, rather than disconnected or sporadic activities; and
- criteria should be directed to identify and monitor evidence of the effectiveness of the self-auditing processes undertaken to assure overall quality management.'

Professor McKinnon said the AVCC believed the allocation of funds available to the Council should be determined by the Council, based on the recommendations of the expert panel.

'Again, there are some criteria which would underpin funding,' Professor McKinnon said. 'These include that it should not be unduly project-based, should not be allocated for periods of less than three years and, as quality improvements are not necessarily cost-reducing, provision should be made to continue funding for successful projects including rolling-in of funding where necessary.'

## The Department of Business Systems

is presenting a seminar of interest to the campus and general community, especially to any practitioners involved in designing forms.

**SEMINAR**
David Sless
Communications Research Institute of Australia

**7 AUGUST 1992**
Building 40 - Block B 2nd Floor
Microcomputer Laboratories

*"Forms Designer: The Intelligent and Elegant Forms Design Software for the Macintosh Computer"*

**ABSTRACT**

David Sless is Executive Director of the Communication Research Institute of Australia, Australia's independent, non profit-making institute for communication research. During this seminar David will be demonstrating and explaining the forms design concepts behind Forms Designer.

• **Workshop Theatre**, Gipps Road, Gwynneville, is presenting its major production of their 40th Anniversary year, Pride and Prejudice. Dates: Wednesday, Friday, Saturday at 8pm until 15 August . Prices: $8 and $6 concession. Bookings can be made by ringing Deb Gailiunas, tel. 85 1811 (ah), or Redback Music on the Mall.

• **Starlight**, a new concept in musicals, entertaining and thought-provoking, witty, visually stunning and a world of magic is being presented for four performances only at the Hope Theatre on 8 & 15 August at 8pm and 9 & 16 August at 3pm. Starlight features Jeremy Cumpston, Caroline Beck, Danielle Everett, Peter Astridge, Keith Hempton and Elsina Meyer. Bookings 21 4214.

• The Total Quality Management Institute and the Illawarra Quality Improvement Network are sponsoring a conference on 11-12 August at the Northbeach Parkroyal called **Quality in the Community.** This conference will provide a forum for the exchange of information amongst organisations practising or seeking to implement TQM methods. Speakers include Professor Michael Hough and Professor Lauchlan Chipman. For information contact TQMI tel. (02) 439 8817

• Upcoming functions for the **University of Wollongong Club** include: 14 August, 8pm: Theatre Evening - *Lettice and Lovage* – at the Illawarra Performing Arts Centre. 26August, 12.30pm: Arts and Informatics Faculties/Financial Services

## What's On

Branch/Club Members Luncheon. September: Possibly another theatre evening. 9 September, 12.30pm: Special General Meeting to consider a change in name to 'The University of Wollongong Social Club'. October: Possibly another Faculties/Admin. Branch/Club Members Luncheon. December: Christmas Function (Details to be provided later.) New members are welcome. For further details contact the Hon. Secretary, Maree Fryer, tel. 21 3065.

• The **annual general meeting** of Illawarra Committee for Overseas Students will be held in the Union Board Room on Tuesday, 18 August, at 7pm. Written nominations for executive office are due on or before Monday, 10 August. If you would like to attend or nominate an office-bearer contact Wendy Jabri at the ICOS office in the Union Building next to the Careers and Appointments Service, on Tuesday, Wednesday or Friday from 9am-2pm. Telephone 21 3158 or ext. 3158.

• A special schools performance of Expans, which combines **new music and dance theatre**, will be held on 28 August, from 10.30am-12.30pm. This performance has been arranged for music and drama students to experience an exciting new combination of music and dance theatre/movement. There will be public performances of the concert in the evening at 8pm. Bookings: (042) 21 4214. Enquiries: (042) 21 3580

• **Open Day**: Sunday, 30 August.

• Agenda deadlines for the 1992 **Human Experimentation Ethics Committee meetings** are: 30 August, 24 October, 5 December. It will no longer be possible to table late items. Late applications will be held over until the next meeting.

• The **1992 Bridge Recital Series** continues with an appearance by the opera diva Amanda Thane (6 September, 2.30pm). Tickets are $18 ($12 concession) or $50 for a family of four. Book with Margaret Sharrad, tel. 28 1843, or Bridge Theatre, tel. 29 6144. A documentary is being made by the ABC of this performance.

• **Upcoming Illawarra Committee for Overseas Students** events are: 19 September, Canberra; 11 October, Harbour Cruise and Sydney Aquarium; 5 December, Australia's Wonderland. Tickets and details are available from the ICOS office in the Union Building next to the Careers and Appointments Service, Tuesday, Wednesday and Friday, 9.30am-2pm. Tel. (042) 21 3158 or ext. 3158.

• **Australian Computer Conference on Information Systems** hosted by the Department of Business Systems 5-8 October at the University of Wollongong. Enquiries to Gaye Herbert (042) 21 3958.

• **1992 Graduation Ceremony**: 8-9 October.

## Information technology law seminars

The Faculty of Law and information technology lawyers Gilbert and Tobin are presenting a series of seminars entitled Recent Developments in Technology Law.

To be held at the University Centre in Sydney the seminars run over three weeks.

**Seminar One** (Wednesday 12 August 5-7pm): *Sustaining New Technologies. The Demand For Continuing Legal Education. Information Technology Transaction Management.* Speaker Mr Ted Pretty, Partner, Gilbert & Tobin, Information Technology Lawyers. *Technology and Patents - Science or Selling.* Speaker: Mr Darryl Mischlewski, Managing Director, Watermark, Patent Attorneys.

**Seminar Two** (Wednesday 19 August 5-7pm): *New Developments in Technology Law - The Need to Know? Commonwealth Government Information Technology. Contracts: Current Issues and Policies.* Speaker: Ms Anne Caine, Principal Solicitor, Australian Government Solicitor, Attorney-General's Department. *Systems Integration and Outsourcing.* Speakers: Ms Katrina Henty and Mr Stephen Wilks, Gilbert & Tobin, Information Technology Lawyers

**Seminar Three** (Thursday 27 August 5-7pm): *Technology and the Commercialisation Process - Making It Happen. Tax Incentives for Research & Development.* Speaker: Ms Natalie Stoianoff, Lecturer in Law, University of Wollongong. *Protecting Information Technology Rights.* Speaker: Ms Sandra Mercado, Lecturer in Law, University of Wollongong. *Privacy and Technology - Protecting Against Privacy Infringement.* Speaker: Ms Jane Innes, Lecturer in Law, University of Wollongong

Video conferencing facilities may be available. A brochure and registration form are available from Maria Agnew - (Ext 3456 or via E-Mail).

## Stop Press

### Taxation Form

The Australian Taxation Office require all employees to complete a new Employment Declaration Form (green only!).

Please return to Salaries and Benefits Administration by 14 August, 1992

***Campus News* is published weekly on Tuesdays during Autumn and Spring sessions. Send material, preferrably by Microsoft Mail or on disk, to Gillian Curtis (042) 21 3110 by noon on Monday of the week before that of publication**