



Australian Capital
Territory

GAZETTE

A.C.T No 17, 1 May 1991

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GENERAL INFORMATION

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ISSUES OF THE ACT GOVERNMENT GAZETTE

An ACT Gazette will be published on Wednesday each week (if required). Notices included in this Gazette are Government Business, Periodic, Purchasing and Disposal, and Australian Capital Territory Teaching Service (Australian Public Service notices for the ACT Public Service staff will continue to appear in the Commonwealth of Australia Gazette). Issues are sold at \$2.15 each.

An ACT Gazette (Special) will be published when required.

Index issues of the ACT Gazette are published yearly.

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

ACT Gazette Officer (tel: (06) 275 8517)
Public Affairs Branch
ACT Government Service
PO Box 921
Civic Square ACT 2608

or lodged at Public Affairs Branch, Level 3, ACT Administration Centre, 1 Constitution Avenue, Canberra City. Notices are accepted for publication in the next available issue, unless otherwise specified.

Except where a standard form is used, all notices for publication must have a covering instruction setting out requirements. A typewritten original is to be provided. Copy is to be confined to one side of the paper and sheets are to be of uniform size (A4). "Contracts arranged" notices are to be issued on the forms provided for this purpose. All other copy is to be confined within the margins of: 20mm from the top and bottom; and 25mm from left hand side and right hand side of the page. Copy is to be numbered consecutively and fastened securely together. Dates, proper names and signatures are to be shown clearly.

Copy will be returned unpublished if not submitted in accordance with these requirements.

CLOSING TIME. Notices for publication should be lodged at Public Affairs Branch, ACT Administration Centre, unless otherwise specified, by 4.30 pm, Wednesday in the week prior to publication.

PRIVATE NOTICES. The rates of charge and conditions applying to acceptance of copy for private notices are as follows:

- (a) minimum charge up to 125 words \$63.00
- (b) each 25 words (or part therefore) thereafter \$13.00.

Remittances must be forwarded with a copy of the notice for publication. Notices received without payment will be returned unpublished.

ALL REMITTANCES, in respect of private notices, should be made payable to the ACT Gazette Office.

GENERAL INFORMATION Continued

SUBSCRIPTIONS are payable in advance and are accepted for a maximum period of one year. All subscriptions are on a firm basis and refunds for cancellations will not be given.

The regular (weekly) issue of the ACT Gazette is available on subscription at the rate of \$153.00 per year. This rate includes supply of Special issues published in the previous week packaging and postage in Australia.

AVAILABILITY. The ACT Gazette is available by subscription from:

ACT Gazette Office
Level 3
ACT Administration Centre
1 Constitution Avenue
CANBERRA CITY ACT 2601

(Cheques should be made out to ACT Gazette Office)

or over the counter at the

Shopfront
Ground Floor
Saratou Building
East Row
CANBERRA ACT

Phone: (06) 279 3132

and Shopfront
Homeworld
TUGGERANONG ACT

Phone. (06) 293 5371

ISSUE OF ACT SPECIAL GAZETTES

The following issues of ACT Special Gazettes have been published in 1991.

Copies may be purchased at the ACT Government Shopfronts or by mail from the ACT Gazette Office (address given above).

| Gazette number | Date of publication | Title |
|----------------|---------------------|---|
| S1 | 2 January | The Treasurer's Quarterly Financial Statement (1 July - 30 Sept 1990) |
| S2 | 11 January | Magistrates Court (Civil Jurisdiction) Regulations (Amend) |
| S3 | 25 January | Determination No. 2 of 1991 - Ambulance Levy Act 1990 |
| S4 | 31 January | Notice of Commencement & Appointments - Health Services Act 1990 |
| S5 | 6 February | Notice of Commencement - Crimes (Amend) Act (No.3) 1990 |
| S6 | 18 February | Administrative Arrangements (Amend) |
| S7 | 1 March | Passage of law by Legislative Assembly - Inquiries Act 1991 - Royal Commission & Inquiries (Conseq Provisions) Act 1991 - Poisons & Drugs (Amend) Act 1991 - Drugs of Dependence (Amend) Act 1991 - Royal Commissions Act 1991 |

GENERAL INFORMATION Continued

| Gazette number | Date of publication | Title |
|----------------|---------------------|--|
| S8 | 28 February | Passage of Law by Legislative Assembly - Water Supply (Chemical Treatment) (Amend) Act 1991 |
| S9 | 5 March | Passage of Law by Legislative Assembly - Door-to-Door Trading Act 1991 |
| S10 | 1 March | Notice of Commencement - Tobacco (Amend) Act 1991 |
| S11 | 1 March | Financial Institutions Duty Regulations (Amend) |
| S12 | 5 March | Determination No 4 of 1991 - Building Act 1972 |
| S13 | 6 March | Interim Territory Planning Authority - Variation to Policy Braddon Section 30 Block 1 |
| S14 | 8 March | Exemption - Tobacco Act 1927 |
| S15 | 12 March | Appointment - Canberra Theatre Trust Act 1965 |
| S16 | 15 March | Notice of Commencement - Poisons and Drugs (Amend) Act 1991 - Drugs of Dependence (Amend) Act 1991 |
| S17 | 21 March | Public Baths and Public Bathing Regulations (Amend) No 6 of 1991 |
| S18 | 2 April | Homebuyer Housing Assistance Program |
| S19 | 3 April | Passage of law by Legislative Assembly - City Area Leases (Amend) Act 1991 - Occupational Health & Safety (Amend) Act 1991 - Weapons (Consequential Amend) Act 1991 - Stock Act 1991 - Weapons Act 1991 |
| S20 | 26 March | Exemption - Tobacco Act 1927 |
| S21 | 28 March | Determination of Fees & Charges - Health Services Act - Poisons Act & Drugs of Dependence Act - Approval Under the Blood Donation (AIDS) Act |
| S22 | 28 March | Declaration - Interim Planning Act 1990 |
| S23 | 3 April | City Area Leases (Betterment Charge Assessment) Regulation No 7 of 1991 |
| S24 | 12 April | Draft Variation to the Territory Plan |
| S25 | 19 April | Taxi and Private Hire Car Regulations (Amend) No 8 of 1991 Determination No 10 of 1991 - Motor Traffic Act 1936 |
| S26 | 16 April | Determination No 11 of 1991 - Taxation (Admin) Act 1987 |
| S27 | 22 April | Treasurer's Quarterly Financial Statement (Period 1 October to 31 December 1990) |
| S28 | 17 April | Notice of the Holding of an Auction - City Area Leases Act 1936 |
| S29 | 24 April | Passage of Law by Legislative Assembly - Unlawful Games (Amend) Act 1991 |
| S30 | 30 April | Passage of Laws by Legislative Assembly - Criminal Injuries Compensation (Amend) Act 1991 - Inebriates (Amend) Act 1991 - Subordinate Laws (Amend) Act 1991 |
| S32 | 24 April | Clinical Waste Act 1990 |
| S33 | 29 April | Notice of the Holding of an Auction - City Area Leases Act 1936 |

GOVERNMENT NOTICES


AUSTRALIAN CAPITAL TERRITORY

OCCUPATIONAL HEALTH AND SAFETY ACT 1989

DECLARATION

Under section 39(2) of the Occupational Health and Safety Act 1989, I declare that, on application by PLAYOUST BUILDING PTY LIMITED, Section 39 of the Act applies to the construction site at Block 3, Section 30 HUGHES A.C.T.

Date 19 April 1991


Christopher Charles Vevers
Occupational Health and Safety Registrar

AUSTRALIAN CAPITAL TERRITORY

CITY AREA LEASES ACT 1936

INSTRUMENT OF APPROVAL UNDER SECTION 10

Under section 10 of the City Area Leases Act 1936 I CARL JAMES THOMPSON APPROVE of HELEN LONGFIELD KELMAN ("the Applicant") carrying on the profession trade occupation or calling of DRESSMAKER ("the business") on Block 25 Section 24 Division of DICKSON known as 54 MARSDEN STREET DICKSON ("the land") subject to the following conditions relating to the use of the land being observed by the Applicant in carrying on the business -

- 1 that this approval will remain valid only while the Applicant continues to be a bona fide resident of the land;
- 2 that the Applicant will ensure that the conduct of the business does not cause an annoyance a nuisance or danger and is not offensive to any tenants or occupiers of adjoining lands;

GOVERNMENT NOTICES Continued

- 3 that the Applicant will not erect or permit or suffer to be displayed or erected upon the land or any building thereon any advertising sign or hoarding whatever without the consent in writing of the Australian Territory Planning Authority and the Building Controller;
- 4 that the Applicant will conduct the business strictly in accordance with the application made by the Applicant under section 10 of the City Area Leases Act Ordinance unless otherwise stipulated in this Instrument;
- 5 that no person other than the Applicant will conduct or in any way carry on the business on the land without the prior approval of the Minister;
- 6 that the Applicant will ensure that all residence and business related vehicles are parked within the confines of the land;
- 7 that the Applicant will not employ any assistants for the purpose of conducting or carrying on the business on the land without the prior approval of the Minister;
- 8 that the business will only be conducted on the land between the hours of 9.00am and 5.00pm Monday to Friday and 7.30pm to 8.30pm Monday to Wednesday;
- 9 that this approval will terminate on the THIRTY FIRST day of MARCH 1992 or on such earlier date as the Minister determines in accordance with condition 10;
- 10 upon any failure to comply with any or all of the foregoing conditions the Minister or his Delegate under the said Act may give written notice requiring the Applicant to show cause within a period of fourteen days why this approval should not be revoked. At the expiration of this period the Minister or his Delegate may revoke the approval.

Dated this 16th day of April 1991

.....
 Carl James Thompson, the person for the time being holding or performing the duties of the office of Administrative Service Officer Class 6 Position Number 786, Delegate of the Chief Minister.

GOVERNMENT NOTICES Continued

AUSTRALIAN CAPITAL TERRITORYCITY AREA LEASES ACT 1936INSTRUMENT OF APPROVAL UNDER SECTION 10

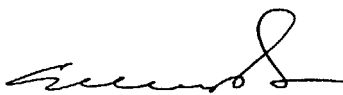
Under section 10 of the City Area Leases Act 1936 I CARL JAMES THOMPSON APPROVE of PETER ARTHUR HENDERSON ("the Applicant") carrying on the profession trade occupation or calling of ACCOUNTANT ("the business") on Unit 32 Section 37 Division of COOK known as 32 WYBALENA GROVE COOK ("the land") subject to the following conditions relating to the use of the land being observed by the Applicant in carrying on the business -

- 1 that this approval will remain valid only while the Applicant continues to be a bona fide resident of the land;
- 2 that the Applicant will ensure that the conduct of the business does not cause an annoyance a nuisance or danger and is not offensive to any tenants or occupiers of adjoining lands;
- 3 that the Applicant will not erect or permit or suffer to be displayed or erected upon the land or any building thereon any advertising sign or hoarding whatever without the consent in writing of the Australian Territory Planning Authority and the Building Controller;
- 4 that the Applicant will conduct the business strictly in accordance with the application made by the Applicant under section 10 of the City Area Leases Act unless otherwise stipulated in this Instrument;
- 5 that no person other than the Applicant will conduct or in any way carry on the business on the land without the prior approval of the Minister;
- 6 that the Applicant will ensure that all business related visitors park their vehicles so as not to obstruct normal traffic flow or interfere with ingress or egress of other residents;
- 7 that the Applicant will not employ any assistants for the purpose of conducting or carrying on the business on the land without the prior approval of the Minister;
- 8 that only one bedroom in the house be used for the conduct of the business;
- 9 that the business will only be conducted on the land between the hours of 1.00pm and 3.00pm and 7.00pm to 9.00pm Monday to Friday and 9.00am to 5.00pm Saturdays;

GOVERNMENT NOTICES Continued

- 10 that the Applicant will seek permission to erect a sign directing clients to Unit 32;
- 11 that the Applicant will conduct the business strictly by appointment, and that such appointments will be organised to ensure that no more than one client is in attendance at any one time;
- 12 that this approval will terminate on the THIRTY FIRST day of MARCH 1992 or on such earlier date as the Minister determines in accordance with condition 13;
- 13 upon any failure to comply with any or all of the foregoing conditions the Minister or his Delegate under the said Act may give written notice requiring the Applicant to show cause within a period of fourteen days why this approval should not be revoked. At the expiration of this period the Minister or his Delegate may revoke the approval.

Dated this 18th day of April 1991



.....
Carl James Thompson, the person for the time being holding or performing the duties of the office of Administrative Service Officer Class 6 Position Number 786, Delegate of the Chief Minister.

AUSTRALIAN CAPITAL TERRITORY

CITY AREA LEASES ACT 1936

INSTRUMENT OF APPROVAL UNDER SECTION 10

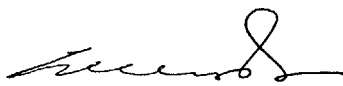
Under section 10 of the City Area Leases Act 1936 I CARL JAMES THOMPSON APPROVE of MARGARET CONSTANCE PEACOCK ("the Applicant") carrying on the profession trade occupation or calling of ARCHITECTURAL DRAFTING ("the business") on Block 13 Section 58 Division of DEAKIN known as 16 BRASSEY STREET DEAKIN ("the land") subject to the following conditions relating to the use of the land being observed by the Applicant in carrying on the business -

- 1 that this approval will remain valid only while the Applicant continues to be a bona fide resident of the land;

GOVERNMENT NOTICES Continued

- 2 that the Applicant will ensure that the conduct of the business does not cause an annoyance a nuisance or danger and is not offensive to any tenants or occupiers of adjoining lands;
- 3 that the Applicant will not erect or permit or suffer to be displayed or erected upon the land or any building thereon any advertising sign or hoarding whatever without the consent in writing of the Australian Territory Planning Authority and the Building Controller;
- 4 that the Applicant will conduct the business strictly in accordance with the application made by the Applicant under section 10 of the City Area Leases Act unless otherwise stipulated in this Instrument;
- 5 that no person other than the Applicant will conduct or in any way carry on the business on the land without the prior approval of the Minister;
- 6 that the Applicant will ensure that all residence and business related vehicles are parked within the confines of the land;
- 7 that the Applicant will not employ any assistants for the purpose of conducting or carrying on the business on the land without the prior approval of the Minister;
- 8 that the business will only be conducted on the land between the hours of 9.30am and 3.30pm Monday to Sunday;
- 9 that this approval will terminate on the on the THIRTIETH day of APRIL 1992 or on such earlier date as the Minister determines in accordance with condition 10;
- 10 upon any failure to comply with any or all of the foregoing conditions the Minister or his Delegate under the said Act may give written notice requiring the Applicant to show cause within a period of fourteen days why this approval should not be revoked. At the expiration of this period the Minister or his Delegate may revoke the approval.

Dated this 18th day of April 1991

.....

 Carl James Thompson, the person for the time being holding or performing the duties of the office of Administrative Service Officer Class 6 Position Number 786, Delegate of the Chief Minister.

PURCHASING AND DISPOSALS

Categories used in this Gazette

Set out below are the categories used in this publication. Examples of goods and services in each category are given to guide users of the gazette.

PRIMARY SECTOR

Agricultural Produce, Un-processed (01)

Animals, fruit, vegetables, cereal grains

Services to Agriculture (02)

Sheep shearing, aerial spraying, plant quarantine; wool classing

Forestry and Logging Products, Un-Processed and Forestry Services (03)

Logging, tree-felling, timber railway sleepers; afforestation

Fishing and Hunting or Trapping Produce, Un-processed (04)

Mining Produce (05)

Metallic minerals; coal, oil, gas; sand, gravel, stone

Services to Mining (06)

Prospecting, exploration and drilling for oil, gas and minerals.

MANUFACTURING SECTOR

Food Beverages and Tobacco, Manufactured (07)

Meat processing and products; milk products; processed fruit and vegetable products, breads, cakes, biscuits; sugar, confectionary; beer, wine, spirits; processed sea products, eg. fish, shellfish, seaweed

Textiles, Clothing and Footwear (08)

Wood (Prepared), Wood Products and Furniture (Except Sheet Metal) and Mattresses (Except Rubber) (09)

Paper, Paper Products, Printing and Publishing (10)

Chemicals, Petroleum and Coal Products Refined or Manufactured (11)

Adhesives; ammunition; cosmetics; fireworks; soaps; rubber; pesticides; paint; petrol

Non-Metallic Mineral Products, Manufactured (12)

Glass, clay and ceramic products; cement, concrete, plaster and stone products

Basic Metal Products, Manufactured (13)

Iron and steel sheets; rail fastenings; chains; steel castings; pipe fittings; refined and smeltered products; rolled, drawn and extruded metal products

PURCHASING AND DISPOSALS Continued

Fabricated Metal Products (14)

Hand tools; carpents; fly screen doors; metal sheds; cans; sheet metal furniture; cutlery; springs; bolts

Transport Equipment (15)

Motor vehicles and parts (not tyres, see Code 20); trailers; caravans; aircraft; rockets; ships; railway stock; bicycles; wheelbarrows

Photographic, Professional and Scientific Equipment (16)

Photocopy and facsimile machines; cameras; aircraft instruments; telescopes; microscopes; surgical equipment; laboratory equipment

Electrical Equipment and Hardware, Household Appliances (17)

Computer software (off-the-shelf) (see Code 27); audio equipment; radio and television receivers; refrigerators and household appliances; water heaters; batteries; electric and telephone cable and wire; lighting equipment; solar panels and wind generators

Computer, Office Equipment, and Electrical Equipment NEC (18)

Computers and peripherals (purchase and lease); electronic office machines (see also Code 16); satellites, radio and television transmitting equipment; television cameras; picture tubes and studio equipment; navigational aids, semi-conductors; telephones and switch-boards; X-ray equipment; printed circuit boards

Industrial Machinery and Equipment (19)

Agricultural and industrial machinery; materials handling equipment; machine tools, saw blades, vernier calipers, jigs, dies; commercial heaters and coolers; outboard motors, mechanical typewriters

Leather, Rubber, Plastic and Manufactured Good NEC (20)

Tyres, tubes; abrasive papers; eye glasses; jewellery; brooms brushes; sports equipment; advertising signs; writing equipment; pianos; umbrellas

SERVICES SECTOR

Electricity, Gas, Water, Sewerage and Drainage (21)

Municipal charges for these services, not construction (see Code 22)

Construction and Construction Services (22)

New works, repairs and maintenance of public facilities including roads, dams, pylons, towers, housing, buildings and hospitals; not architectural, engineering or surveying consultancies (see Code 27)

Automotive Services (23)

Automotive repairs; panel beating; windscreen replacement

Transport and Storage Services (24)

Freight transport; courier services; furniture removal; bus services, taxis; ship, rail and air transport; air and boat charters; cable cars; pipeline operations; car parking operations; coal and wheat loaders; ship navigation services; container terminals; travel agencies; grain and cold storage

PURCHASING AND DISPOSALS Continued

Communication Services (25)

Facsimile, postal, telephone, telex, telegraph and teleprinter services; post office operations; satellite communication services, not construction (see Code 22) and not equipment (see Code 18)

Finance, Investment, Insurance and Related Services (26)

Banking, credit unions, building societies; money market dealings; finance companies; investment trusts; share broking; superannuation; health funds; insurance products and services

Consultancy, Property and Business Services NEC (27)

Computer software (customised development)(see Code 17); real estate agents and services; auction services; architectural, engineering and surveying services including marine and radio survey; legal accounting; and electronic data processing services; market and business consultancy; typing, copying and mailing services; pest control; cleaning services

Plant Hire and Leasing NEC (28)

All short-term hire and leasing of industrial equipment (except transport equipment (Code 24)) and computer hardware (Code 17), without operators and for less than 12 months; crane hire with operator.

Health, Education, Museum and Library Services (29)

Hospitals and nursing homes; medical, dental, optical and veterinary services; ambulance services

Research, Scientific and Meteorology Services (30)

Research in the agricultural biological, physical and social sciences; meteorological services

Community Services, Recreational, Personal and Other Services (31)

Police; prisons; fire brigades; garbage disposal; film production; hotel and catering services

CONTRACTS ARRANGED

| Purchase Reference number | Description of Supplies | Value (\$A) | Period contract | Contractor (include postcode at end of address) | P & S Cor |
|---------------------------|-------------------------|-------------|-----------------|--|-----------|
| | <u>ASBESTOS BRANCH</u> | | | | |
| 111631-2 | Rental Accomodation | \$8840.00 | N/A | Ms U. Velanis 203 Chulculba Cres GIRALANG ACT 2617 | 27 |
| 110402-0 | Building Supplies | \$10000.00 | N/A | Fyshwick Building Sup Cnr Canberra Ave & Whyalla St | 22 |
| 110575-2 | Safety Equipment | \$5000.00 | N/A | FYSHWICK ACT 2609 Protector Safety 137 Gladstone St | 8 |
| 110403-9 | Cleaning Services | \$5000.00 | N/A | FYSHWICK ACT 2609 Countrywide Cleaning 40 Maryborough St | 31 |
| 110855-8 | Replacement Windows | \$5000.00 | N/A | FYSHWICK ACT 2609 Eddie Walewicz Glass 48 Kembla St | 20 |
| 105422-+ | Supply of Plywood | \$5441.50 | N/A | FYSHWICK ACT 2609 Tablelands Saw Mills 63-69 High St | 9 |
| 111922-2 | Modems | \$6000.00 | N/A | QUEANBEYAN NSW 2620 C.E.S. 88 Wollongong St | 18 |
| 110572-8 | Hardware Supplies | \$10000.00 | N/A | FYSHWICK ACT 2609 BBC Hardware Leichhardt St | 17 |
| 112089-9 | Cleaning Services | \$5000.00 | N/A | KINGSTON ACT 2604 Condor Cleaning P/L 22 Brunswick Circ | 31 |
| 112068-8 | Stationery Supplies | \$12000.00 | N/A | KALEEN ACT 2617 Dalton Packaging 17-49 Kembla St | 10 |
| 103316-2 | Electrical Services | \$40000.00 | N/A | FYSHWICK ACT 2609 D & M Agencies 19 Studley St | 31 |
| 112113-8 | Photocopier | \$8870.00 | N/A | KAMBAH ACT 2902 Canon 98 Barrier St | 18 |
| 104962-4 | Retiling of Houses | \$36000.00 | N/A | FYSHWICK ACT 2609 M. Timmons & Partners 1 Birrell St | 22 |
| 112170-1 | Automotive Maintenance | \$5000.00 | N/A | PAGE ACT 2614 Ensign 100 Gladstone St | 23 |
| 110782-+ | Security Services | \$9000.00 | N/A | FYSHWICK ACT 2609 Aust. Protective Serv PO Box 1920 CANBERRA CITY ACT | 31 |
| 110316-7 | Consultant Services | \$7300.00 | N/A | 2601 Bill Guy & Partners 6B Thesiger Court DEAKIN ACT 2600 | 27 |
| 110571-+ | Laboratory Assistants | \$12000.00 | N/A | Koomari Association PO Box 636 FYSHWICK ACT 2609 | 31 |
| 112254-4 | Consultant Services | \$10000.00 | N/A | G.K Software Devel. 18 Love St FLYNN ACT 2615 | 27 |


PRIVATE NOTICES

AUSTRALIAN CAPITAL TERRITORY

Real Property Act 1925

Notice is hereby given that pursuant to the provisions of the Real Property Act 1925, a new Certificate of Title will issue fourteen (14) days from the publication of this notice to **The Government of the Republic of Zambia** in respect of the Leasehold Estate in all that piece or parcel of land situated at Division of Deakin Section 63 Block 37 being Crown Lease granted on Tenth of February 1984 Registered Volume 914 Folio 93 the said Crown Lease having been lost, mislaid or destroyed.

Dated *19th* day of April 1991

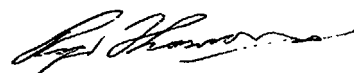

Registrar of Titles

AUSTRALIAN CAPITAL TERRITORY

Real Property Act 1925

Notice is hereby given that pursuant to the provisions of the Real Property Act 1925, a new Certificate of Title will issue fourteen (14) days from the publication of this notice to **Marceline Isabel Biggs** in respect of the Leasehold Estate in all that piece or parcel of land situated at Division of Hawker Section 24 Block 5 being Crown Lease granted on 27th March 1974 Registered Volume 496 Folio 21 the said Crown Lease having been lost, mislaid or destroyed.

Dated *17th* day of *April,* 19 *91*



Roger Kingsley Thomson
Registrar of Titles

PRIVATE NOTICES Continued

AFTER the expiration of fourteen clear days from the publication hereof application will be made to the Supreme Court of the Australian Capital Territory for Probate of the Will dated 22 December, 1988 of DESMOND TERENCE CROWLEY late of 25 Sherbrooke Street, Ainslie in the Australian Capital Territory, Retired, to be granted to the PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY. All persons having claims against the estate must send particulars thereof to the Public Trustee, GPO Box 515, Canberra ACT 2601, within two months of the date of publication of this notice, after which time the Public Trustee may distribute the assets of the estate having regard only to the claims of which he then has notice.

DATED this 23rd day of April 1991.

D C Dunckley, Acting Public Trustee ACT.

AUSTRALIAN CAPITAL TERRITORY TEACHING SERVICE

PROVISIONAL PROMOTION

The following promotion is made under Section 27 of the ACT Teaching Service Act and is provisional and subject to appeal.

The date of notification of the following promotion is the date appearing on the front cover of the ACT Gazette in which the notification appears. The date in this case is expected to be 1 May 1991. This date is used to determine when the time for lodging an appeal commences to run.

OFFICERS WHO MAY APPEAL

Only applicants for promotion to the advertised vacancy are eligible to appeal.

GROUND OF APPEAL

The only ground of appeal is greater efficiency.

ADVICE TO POTENTIAL APPELLANTS

Before lodging an appeal you should consider carefully the reasons for your non-selection and the reasons for the selection of the promotee. Unsuccessful applicants are encouraged to seek feedback about the selection decision. The basis for an appeal must be that you consider yourself to be more efficient than the promotee for the position concerned and, if you proceed with an appeal, you are expected to provide evidence in support of your claim to the Promotion Appeals Board (PAB).

In deciding whether or not to lodge an appeal, you should consider the basis on which you will seek to establish your claims of greater efficiency compared with those of the promotee, as assessed against the selection criteria. Remember that it is a question of whether you are the best person for the job rather than one of your suitability for the job.

If you decide to appeal, you must follow the instructions about the relevant address, timing and form of appeal set out below under the headings 'Form of Appeal' and 'Where and When to Lodge Appeals':

FORM OF APPEAL

A notice of appeal should be lodged by a letter detailing the following:

- Date of ACT Gazette
- Name of promotee
- School to which promotion made
- Position number

AUSTRALIAN CAPITAL TERRITORY TEACHING SERVICE Continued

The following particulars of the appellant should appear at the foot of the appeal:

- Full name (block letters)
- Postal address and telephone number
- Current position number
- School/Section
- AGS number

WHERE TO LODGE APPEALS

Appeals must be delivered by 4.51 pm on the 14th day after the date of the Gazette so as to be received on or before the close of business. They are to be addressed to: Secretary, Ministry for Health, Education and the Arts, PO Box 1584, Tuggeranong ACT 2900, Attention: Executive Officer Appeal Board.

PARTIES' SUPPORTING STATEMENTS

The Ministry requires parties to provide the PAB a statement in writing of their case in respect of the appeal within 7 days of instituting an appeal or receiving notice of an appeal.

If a party fails to provide a statement in the required time frame the PAB will take steps to ensure that that party is aware of his/her obligation to provide a statement. The PAB may grant an extension of time to provide the statement and will notify parties in writing that an extension has been granted.

Where a party fails to provide a statement after the PAB has taken steps to ensure that the party is aware of his/her obligations, or the party fails to comply with an extension of time to provide a statement, the PAB may proceed to determine the appeal.

ADVICE TO PROMOTEES and APPELLANTS

As a party to the appeal you are entitled to access to:

- (i) the Ministry statement (which consists of selection panel report, Ministry statement and original applications)
- (ii) the written statements as submitted by other parties to the appeal.

The Ministry statement will be available for you to see in the Teaching Service Section, generally at least 7 days prior to the appeal hearing. If you wish to see the papers, it is up to you to seek access but the Teaching Service Section will advise you (and other parties) when and where the statement is available for perusal.

AUSTRALIAN CAPITAL TERRITORY TEACHING SERVICE Continued

Personal statements of other parties are available for reading at the Teaching Service Section generally at least 7 days prior to any hearing. You should telephone the Teaching Service Section to make the necessary arrangements. The responsibility for seeking access to the statements of other parties rests with each party. Parties may take notes but may not retain or photocopy this material. As a general rule the PAB will not defer consideration of your case because you have not exercised your right to have access to the relevant documents.

CONTENT OF STATEMENTS

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

- (a) at the top:
 - (i) full name
 - (ii) home address and phone number
 - (iii) work address and phone number
- (b) curriculum vitae;
- (c) a statement of claims to the position addressing the selection criteria - it is allowable to refer to relevant experience and qualifications gained since the original selection.
- (d) any views you may have about the Selection Panel assessment and the Ministry statement;
- (e) reasons for your claim that you are more efficient than the other party/ies;
- (f) a summary of your claims, stating the main points which represent the strongest attributes for the position; and
- (g) the names and telephone numbers of persons who can speak about your work performance and your suitability for the job in question (but see the following paragraphs for further advice on this point).

REFEREES

The PAB may conclude that it has sufficient information before it without needing to consult your referees or other persons, especially where adequate reports are already available in the selection papers.

You should speak with your nominated referees so that you are aware of the direction of their comments.

A PAB may approach persons other than nominated referees. Where new material that is adverse to one of the parties comes to the attention of the PAB, and that new adverse material appears to the Board to be relevant to the decision it has to make, the substance of that material will be made known to the party/ies concerned.

AUSTRALIAN CAPITAL TERRITORY TEACHING SERVICE Continued**EFFICIENCY**

There is a provision in Section 28(2) of the Teaching Service Act that in forming an opinion as to the more or most efficient of the officers who apply for promotion or transfer, the Secretary must have regard to:

- (i) each officer's abilities, qualifications, experience, standard of work performance and personal qualities; and
- (ii) each officer's potential to develop in her/his career and to perform the duties of other positions at the same classification.

To the extent that the PAB considers these matters are relevant in the selection process, experience will not be confined to school administrative and teaching experience. Particular attention will be paid to preventing any disadvantage to designated groups.

PAB PROCEDURES

If the PAB decides that parties are to be interviewed you will be advised as early as possible of the date and place, usually through the Teaching Service Section. However, you should not rely on being granted an interview as the main opportunity to state your case. You should instead state your case as fully and as openly as you are able in your written statement.

As a general rule, the PAB will expect you to attend for any interview at the time it determines.

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

- (a) the Ministry statement which contains:
 - (i) selection panel report
 - (ii) Ministry statement
 - (iii) the original applications;
- (b) the written statements of the parties;
- (c) the cases put to the Board by the parties at any oral hearing or under any alternative arrangements;
- (d) an assessment of the parties at any hearing before the Board;
- (e) relevant views expressed by referees or other persons contacted; and
- (f) any other written information with respect to a party requested by the PAB from the Ministry.

AUSTRALIAN CAPITAL TERRITORY TEACHING SERVICE Continued**PROVISIONAL PROMOTION (From 15 April 1991)**

| Name | Promoted From | Promoted To |
|-------------|--|--|
| David ELLIS | PN 2800, Teacher Level 2 Secondary, Woden/Weston Regional School Support Centre | PN 1683, Principal, Teacher Level 3 Secondary, Charnwood High School |

PROMOTION UNDER DIVISION 4 OF THE TEACHING SERVICE ACT 1972

The following promotion is notified in the Technical and Further Education component of the ACT Teaching service under the provisions of Division 4 of the Teaching Service Act 1972.

The vacancy was notified in Gazette No. 41 17 October 1990.

In accordance with the provisions of Section 31 of the Teaching service Act 1972 the promotion is not subject to appeal. The promotion is effective from 1 May 1991

| Name | From | To |
|--------------------|---|---|
| Margaret A Peoples | Teacher Band 1 \$27012-38485 Curriculum and Staff Development Unit, Education Services Program PN: 1245 | Teacher Band 2 \$44277 Curriculum and Staff Development Unit, Staff Development Department PN:1611 EDS |