



Australian Capital Territory

Gazette

No. 13, Wednesday 31 March 1993

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Quality and service are the measures by which our firm wishes to be judged — equally important to all clients, irrespective of size. For more information please contact the General Manager, Sandra Green, or any of the people named below.

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- Elizabeth Whitelaw • George Marques • Anne Trimmer
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GENERAL INFORMATION

ISSUES OF THE ACT GOVERNMENT GAZETTE

An *ACT Gazette* will be published on Wednesday each week (if required). Notices included in the 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 \$2.25 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
Publications and Public Communication
PO Box 158
CANBERRA ACT 2601

Phone: (06) 20 50484

or lodged with the ACT Gazette Office, Publications and Public Communication, Level 2 ACT Administration Centre, 1 Constitution Ave Civic. 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 and right hand sides 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Copy will be returned unpublished if not submitted in accordance with these requirements.

(Note: Fax copies will not be accepted).

CLOSING TIME. Notices for publication should be lodged with the ACT Gazette Office, Publications and Public Communication, Level 2 ACT Administration Centre, 1 Constitution Ave Civic unless otherwise specified, by 4.30 p.m., 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 \$66.00
- (b) each 25 words (or part thereof) thereafter \$14.00

GENERAL INFORMATION Continued

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.

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 \$161.00 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,
PO Box 158
CANBERRA CITY ACT 2601

(Cheques should be made out to ACT Gazette Office)

or over the counter at the:

Civic Shopfront
Ground Level
Saratou Building
East Row
CANBERRA ACT

Belconnen Shopfront
Ground Level
Swanson Plaza
Swanson Court
BELCONNEN ACT

Tuggeranong Shopfront
Homeworld Building
Reed Street
TUGGERANONG ACT

Phone: (06) 20 75128

Phone: (06) 20 76900

Phone: (06) 20 76067

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

IMPORTANT COPYRIGHT NOTICE — Australian Capital Territory

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without written permission from the Manager, Publications and Public Communication, ACT Government Service, PO Box 158, Canberra ACT 2601.

Products and services advertised in this publication are not necessarily endorsed by the ACT Government.

GENERAL INFORMATION Continued**ISSUE OF ACT SPECIAL GAZETTES**

The following issues of the *ACT Special Gazettes* have been published in 1993.

Gazette Number	Date	Title
S1	5 January	Approval of Members of the Australian Federal Police to carry out Breath Analyses – <i>Motor Traffic (Alcohol and Drugs) Act 1977</i>
S2	6 January	Determination No. 1 of 1993 – <i>Land (Planning and Environment) Act 1991</i>
S3	11 January	Private Notice – <i>Real Property Act 1925</i>
S4	13 January	Approval of Members of The Australian Federal Police to carry out Breath Analyses – <i>Motor Traffic (Alcohol and Drugs) Act 1977</i>
S5	13 January	Notice of Commencement – <i>Crown Proceedings Act 1992</i>
S6	15 January	Regulations No.s 1 & 2 of 1993 – Fire Brigade (Administration) Regulations (Amendment) – Magistrates Court (Civil Jurisdiction) Regulations (Amendment)
S7	19 January	Notice – <i>Agents Act 1968</i>
S8	27 January	Determination No. 2 of 1993 – <i>Health Services Act 1990</i>
S9	27 January	Determination No. 5 of 1993 – <i>Public Place Names Act 1989</i>
S10	29 January	Notification of Road Closure – <i>Public Roads Act 1902</i> Notice of Commencement – <i>Housing Assistance (Amendment) Act 1992</i>
S11	22 January	Declaration – <i>Health Services Act 1990</i>
S12	22 January	Regulations No. 3 of 1993 – <i>Land (Planning and Environment) Regulations (Amendment)</i>
S13	27 January	Determination No. 6 of 1993 – <i>Cemeteries Act 1933</i>
S14	01 February	Determination No. 8 of 1993 – <i>Public Place Names Act 1989</i>
S15	05 February	Declaration of Public Road – <i>Public Roads Act 1902</i>
S16	02 February	Private Notice – <i>Real Property Act 1925</i>
S17	08 February	Notice – Variations to The Territory Plan
S18	15 February	Notice – Draft Variation to The Territory Plan Exemption No. 001 of 1993 – <i>Noise Control Act 1988</i>
S19	19 February	Subordinate Law No. 4 of 1993 – Supreme Court Rules (Amendment)

GENERAL INFORMATION Continued

Gazette Number	Date	Title
S20	20 February	Regulation No 5 of 1993 – Land (Planning and Environment) Regulations (Amendment)
S21	22 February	Determination No. 12 of 1993 – <i>Public Place Names Act 1989</i> Notice – Draft Variation to The Territory Plan
S22	25 February	Passage of Laws by Legislative Assembly – <i>Drugs of Dependence (Amendment) Act 1993</i>
S23	1 March	Passage of Laws by Legislative Assembly – <i>Crimes (Amendment) Act 1993</i> – <i>Drugs of Dependence (Amendment) (No. 2) Act 1993</i> – <i>Evidence (Amendment) Act 1993</i> – <i>Health Act 1993</i> – <i>Health (Consequential Provisions) Act 1993</i> – <i>Land (Planning and Environment) (Amendment) Act 1993</i> – <i>Magistrates Court (Amendment) Act 1993</i> – <i>Maintenance (Amendment) Act 1993</i> – <i>Payroll Tax (Amendment) Act 1993</i> – <i>Poisons (Amendment) Act 1993</i> – <i>Poisons and Drugs (Amendment) Act 1993</i> – <i>Statute Law Revision (Miscellaneous Provisions) Act 1993</i> – <i>Unit Titles (Amendment) Act 1993</i>
S24	24 February	Notice of Commencement – <i>Mutual Recognition Act 1992</i>
S25	26 February	Notice of Intention to Close a Public Road – <i>Public Roads Act 1902</i>
S26	09 March	Passage of Laws by Legislative Assembly – <i>Business Franchise (Liquor) Act 1993</i> – <i>Business Franchise (Liquor) (Consequential Amendments) Act 1993</i> – <i>Business Franchise ("X" Videos) Amendment Act 1993</i> – <i>Stamp Duties and Taxes (Amendment) Act 1993</i> – <i>Worker's Compensation (Amendment) Act 1993</i>
S27	01 March	Determination No. 13 of 1993 – <i>Animal Welfare Act 1992</i>
S28	03 March	Determination No.'s 14 – 17 of 1993 – <i>Public Place Names Act 1989</i>
S29	02 March	Notice – Variations to The Territory Plan
S30	02 March	Notice – Variations to The Territory Plan
S31	02 March	Regulations No. 7, 8 & 9 of 1993 – Public Health (Meat) Regulations (Amendment) – Public Health (Dairy) Regulations (Amendment) – Public Health (Sale of Food and Drugs) Regulations (Amendment)

GENERAL INFORMATION Continued

Gazette Number	Date	Title
S32	05 March	Notice of Commencement of Provisions – <i>Magistrates Court (Amendment) Act 1993</i> Determination No. 18 of 1993 – <i>Magistrates Court Act 1930</i>
S33	03 March	Notice – Variations to The Territory Plan Notice of Commencement – <i>Drugs of Dependence (Amendment) Act 1993</i>
S34	03 March	Notice – <i>Ambulance Service Levy Act 1990</i>
S35	04 March	Regulations No. 6 of 1993 – Crown Proceedings Regulations
S36	09 March	Delegation – <i>Administration Act 1989</i> Determination No.'s 19 & 20 of 1993 – <i>Public Place Names Act 1989</i>
S37	12 March	Appointment – <i>Air Pollution Act 1984</i> Notice of Commencement – <i>Land (Planning and Environment) (Amendment) Act (No.2) 1992</i> Formation of Redistribution Committee – <i>Electrol Act 1992</i> Declaration of Exempt Wholesale Licences – <i>Business Franchise (Liquor) Act 1993</i> Determination No. 22 of 1993 – <i>Taxation (Administration) Act 1987</i> Determination No. 23 of 1993 – <i>Business Franchise (Liquor) Act 1993</i> Determination No. 24 of 1993 – <i>Taxation (Administration) Act 1987</i>
S38	12 March	Regulation No. 10 of 1993 – Self-Government (Transitional Provisions) Regulations (Amendment)
S39	18 March	Determination No. 25 of 1993 – <i>Magistrates Court Act 1930</i>
S40	19 March	Approval – <i>Casino Control Act 1988</i>
S41	19 March	Redistribution Committee for the Australian Capital Territory – ACT Redistribution 1993
S42	23 March	Determination No. 26 of 1993 – <i>Liquor Act 1975</i>
S43	23 March	Treasurer's Quarterly Financial Statement – (For the period 1 October to 31 December)
S44	24 March	Determination No. 21 of 1993 – <i>Prostitution Act 1992</i>
S45	24 March	Regulation No. 12 of 1993 – Animal Welfare Regulations

GOVERNMENT NOTICES

POLLUTION CONTROL AUTHORITY

SPECIAL EXEMPTIONS

Notice is hereby given that the Environment Protection Service will be conducting a motorsports noise levels survey at Fairbairn Park for the purpose of attempting to establish a relationship between the noise levels at the trackside of the motorsports circuits and at the nearest affected residence.

For this purpose an exemption under Section 16(2) of the *Noise Control Act 1988* has been granted to the Fairbairn Park Control Council to carry out the noise testing program at the Go Kart track, Formula 500 Circuit and the Hill Climb Circuit on the following dates and between the hours of 10.00am and 5.00pm:

Go Kart Track

Monday	19 April 1993
Tuesday	20 April 1993
Wednesday	21 April 1993
Thursday	22 April 1993

F-500 and Hill Climb Circuit

Sunday	9 May 1993
Sunday	30 May 1993
Sunday	6 June 1993
Sunday	13 June 1993

The noise testing programme is dependent on weather conditions and will occur on only two days of the above dates on each circuit.

Any objections to this exemption must be lodged in writing within 14 days of the publication of this notice and directed to the:

Pollution Control Authority
PO Box 1119
TUGGERANONG ACT 2901
Fax 207 6084

GOVERNMENT NOTICES Continued

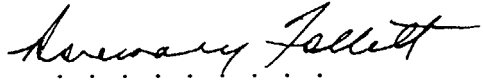
**AUSTRALIAN CAPITAL TERRITORY
TRADING HOURS ACT 1962**

APPLICATION OF ACT

UNDER section 6(1) of the Trading Hours Act 1962 I DECLARE that the Act does not apply in the City area for the following periods:

Wednesday	7 April, 1993	6pm - 9pm
Saturday	10 April, 1993	6am - 5pm
Monday	26 April, 1993	10am - 4pm
Monday	14 June, 1993	10am - 4pm
Monday	4 October, 1993	10am - 4pm

Date: *19 March 1993*

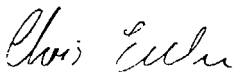


ROSEMARY FOLLETT
Chief Minister

FLAG FOR THE AUSTRALIAN CAPITAL TERRITORY

On Thursday 25 March 1993 the Legislative Assembly for the Australian Capital Territory noted the report provided by the ACT Electoral Office, and resolved:

"That this Assembly, noting the outcome of community consultation on a flag for the ACT, adopts the design featuring the Southern Cross and a modified form of Canberra City's Coat of Arms as the official flag for the Australian Capital Territory."

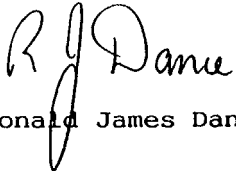


Chris Eccles
Assistant Secretary
Government Branch

GOVERNMENT NOTICES Continued

**ACT FIRE BRIGADE
FIRE BRIGADE ACT 1957
REVOCATION OF AUTHORISATIONS MADE UNDER
SECTIONS 10 AND 11.**

I, Ronald James Dance, Chief Officer and Fire Commissioner of the ACT Fire Brigade hereby revoke all authorisations made under sections 10 and 11 of the Fire Brigade Act 1957 before the date of this notice.



R J Dance

Ronald James Dance

16 March, 1993

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, fruits, 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, e.g. 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 fastening; chains; steel castings; pipe fittings; refined and smelted products; rolled, drawn and extruded metal products

PURCHASING AND DISPOSALS Continued

Fabricated Metal Products (14)

Hand tools; carports; 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 house-hold 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; material handling equipment; machine tools, saw blades, verner callipers, 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 Service (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

Audit Contracts (32)

Audits contracted to the private sector

INVITATIONS TO TENDER, QUOTE OR REGISTER INTEREST



A.C.T.
GOVERNMENT
TENDERS



PUBLIC WORKS AND SERVICES

Tenders are invited on behalf of:



ACTION

T93060 PURCHASE AND REMOVAL OF BUSES
FROM ACTION

Closing Date: 22 April 1993 Deposit: Nil

Documents for the above project are available from:

Jim Jolcey
ACTION Depot
Wentworth Avenue
KINGSTON ACT

Phone: (06) 207 7634 Fax: (06) 207 7644

Tenders are invited on behalf of:

ACT Public Works

33.7356.10 SITE SERVICING OF TUGGERANONG
PART BLOCK 1243

Closing Date: 15 April 1993 Deposit: \$50.00

Documents for the above project are available from:

W. P. Brown & Partners Pty Ltd
15 Hall Street
LYNEHAM ACT 2602

Phone: (06) 257 1466 Fax: (06) 247 3070

**ALL TENDERS CLOSE AT 2.00 PM LOCAL (CANBERRA)
TIME ON THE DATES SHOWN AND SHOULD BE
PLACED IN THE PUBLIC WORKS AND SERVICES
TENDER BOX, 3RD FLOOR, 220 NORTHBOURNE AVE,
BRADDON.**

Invitations to Tender, Quote or Register Interest



ACT HEALTH

Proudly promoting health in the Canberra Region

TENDER T5/93

**COMMUNITY SERVICES DIVISION
PROVISION OF CLEANING SERVICES
To: ACTC&HS BUILDING & the
HEALTH PROMOTIONS CENTRE
CANBERRA CITY**

Period of Contract: Three (3) years

Tenders are invited for the cleaning of the ACTC&HS Building, Cnr Moore & Alinga Streets, Canberra & the Health Promotions Centre, Childers Street, Civic, for the period 1 July 1993 to 30 June 1996.

Cleaning specifications and Tender documents are available from Mrs E. Turner, Contracts and Tenders Officer, Central Supply, 9 Sandford Street, Mitchell, ACT 2911, or by telephone (06) 205 0808 or fax (06) 205 0806.

Tenders will be accepted until 2 pm (AEST) Tuesday 27th April 1993, at the Tender Box, Central Supply, Mitchell.

A SITE INSPECTION FOR PROSPECTIVE TENDERERS HAS BEEN ARRANGED FOR THE FOLLOWING DATE:

Wednesday 7th April 1993.

***Special Note: It is a Condition of Tender that prospective tenderers attend this site inspection.**

TENDER T8/93

**MAGNETIC RESONANCE IMAGING SYSTEM
For: THE DEPARTMENT OF RADIOLOGY
WODEN VALLEY HOSPITAL
CANBERRA—ACT**

Tenders are invited for supply, delivery and installation of a Magnetic Resonance Imaging System for the Dept. of Radiology and Diagnostic Imaging, WVH.

Technical inquiries should be directed to Mr J. Ryan on (06) 244 2214 or Mr J. Lising on (06) 244 2527.

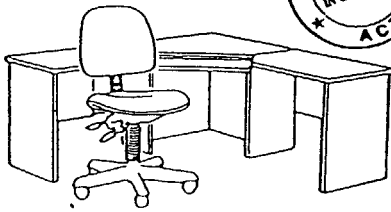
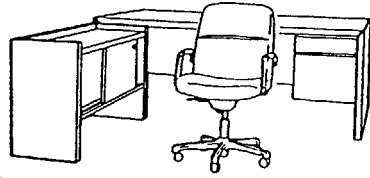
Tender specifications are available from Mrs E. Turner, Contracts and Tenders Officer, Central Supply, 9 Sandford Street, Mitchell, ACT 2911, or by telephone (06) 205 0808.

Tenders will be accepted until 2 pm (AEST) Thursday 29th April 1993.

FIRST FOR OFFICE FURNITURE

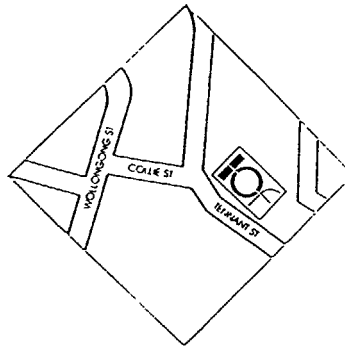
IOF

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Fyshwick (Tennant Street) factory

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 Marko PAVICIC and Zorka PAVICIC in respect of the Leasehold Estate in all that piece or parcel of land situated at Division of Monash Section 59 Block 12 being Crown Lease granted on 14th February 1991 Registered Volume 1182 Folio 33 the said Crown Lease having been lost, mislaid or destroyed.

Dated 18th day of March 1993


P A Rowe
Deputy Registrar of Titles

Australian Capital Territory Teaching Service

STAFF NOTICE PROVISIONAL PROMOTIONS

The following promotions are made under Section 27 of the Teaching Service Act (1972) and are provisional and subject to appeal.

The date of notification of the following promotions is the date appearing on the front cover of the ACT Gazette in which the notifications appear. The date in this case is expected to be 31 March 1993. This is the date from which the appeal commences to run.

PROVISIONAL PROMOTIONS (effective date to be established)

NAME	FROM	TO
Narelle Hargreaves	PN 1776 Level 4 (P4) Florey Primary School	PN 1635 Level 5 Executive Director (Schools)
Bettye Pearce	PN 1660 Level 4 (P4) Campbell High School	PN 1632 Level 5 Executive Director (Schools)
Len Sheargold	PN 1675 Level 4 (P4) Dickson College	PN 1631 Level 5 Executive Director (Schools)
Rosemary Walsh	PN 1651 Level 4 (P4) School Services Section	PN 1633 Level 5 Executive Director School Programs Branch

OFFICERS WHO MAY APPEAL

Only officers who were applicants for promotion to the above positions are eligible to appeal against the provisional promotees. Provisional promotees may lodge a protective appeal in relation to positions for which they applied, other than the one to which they have been provisionally promoted.

GROUND OF APPEAL

The only ground of appeal is greater efficiency.

Australian Capital Territory Teaching Service

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 substantiate that claim in a written statement to the Promotions Appeal 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. It is the role of the PAB to determine the most efficient officer for the position.

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

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 to be received by no later than 4.51 pm on the 14th day after the date of gazettal (expected to be 14 April 1993). They are to be delivered to: Megan Dawes, Executive Officer, Promotions Appeal Board, 2nd Floor, Manning Clark House, Tuggeranong.

Australian Capital Territory Teaching Service

PARTIES' SUPPORTING STATEMENTS

The Department requires parties to provide the PAB with a statement in writing of their case in respect of the appeal within 7 days (expected to be 21 April 1993) 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 Department's Report (which consists of the selection panel report, the Departmental statement if one has been prepared, and the original applications)
- (ii) the written statements as submitted by other parties to the appeal.

The Department's Report 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 Report is available for perusal.

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

It is important to note that the Promotions Appeal Board will consider relevant experience and qualifications gained since the original selection.

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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;
- (d) any views you may have about the Selection Panel assessment and the Departmental 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.

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

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- (ii) each officer's potential to develop in his/her 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.

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 Department's Report which contains:
 - (i) selection panel report
 - (ii) Departmental statement if one has been prepared
 - (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 Department.