



Australian Capital Territory

Gazette

No. 41, Wednesday 13 October 1993

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GENERAL INFORMATION

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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*).

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

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| S1 | 05 January | Approval of Members of the Australian Federal Police to carry out Breath Analyses – <i>Motor Traffic (Alcohol and Drugs) Act 1977</i> |
| S2 | 06 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> |
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| S5 | 13 January | Notice of Commencement – <i>Crown Proceedings Act 1992</i> |
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| S7 | 19 January | Notice – <i>Agents Act 1968</i> |
| S8 | 27 January | Determination No. 2 of 1993 – <i>Health Services Act 1990</i> |
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| S14 | 01 February | Determination No. 8 of 1993 – <i>Public Place Names Act 1989</i> |
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| 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) |

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| S22 | 25 February | Passage of Laws by Legislative Assembly – <i>Drugs of Dependence (Amendment) Act 1993</i> |
| S23 | 01 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> |
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| 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) |

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| S42 | 23 March | Determination No. 26 of 1993 – <i>Liquor Act 1975</i> |
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| S163 | 17 August | Notice of Approval of Radar Speed Measuring Devices – <i>Motor Traffic Act 1936 (As Amended)</i> Notice of Approval of Qualified Electrical Testers – <i>Motor Traffic Act 1936 (As Amended)</i> |
| S164 | 18 August | The Treasurer's Quarterly Financial Statement – <i>The Australian Capital Territory Audit Act 1989</i> |
| S165 | 27 August | Passage of Law By Legislative Assembly – <i>Interpretation (Amendment) Act 1993</i> – <i>Law Reform (Miscellaneous) (Provisions)(Amendment) Act 1993</i> – <i>Interpretation (Amendment) (No. 2) Act 1993</i> – <i>Acts Revision (Position of the Crown) Act 1993</i> – <i>Drugs of Dependence (Amendment) (No. 3) Act 1993</i> – <i>Landlord and Tenant (Amendment) Act 1993</i> – <i>Motor Traffic (Amendment) Act 1993</i> – <i>Magistrates Court (Amendment) (No. 2) Act 1993</i> – <i>Traffic (Amendment) Act 1993</i> |

GENERAL INFORMATION Continued

| Gazette Number | Date | Title |
|----------------|--------------|---|
| S165 | 27 August | <ul style="list-style-type: none"> - <i>Motor Traffic (Alcohol and Drugs) (Amendment) (No. 2) Act 1993</i> - <i>Fire Brigade (Administration) (Amendment) Act 1993</i> - <i>Trustee Companies (Amendment) Act 1993</i> - <i>Food (Amendment) Act 1993</i> - <i>Gaming Machine (Amendment) Act 1993</i> - <i>Taxation (Administration) (Amendment) Act 1993</i> |
| S166 | 20 August | Draft Variation to the Territory Plan |
| S167 | 23 August | <ul style="list-style-type: none"> - <i>Land (Planning and Environment) Act 1991</i> |
| S168 | 24 August | <ul style="list-style-type: none"> Notice - Draft Variation to the Territory Plan |
| S169 | 25 August | <ul style="list-style-type: none"> Regulation No. 32 of 1993 - <i>Boxing Control Regulations</i> |
| S170 | 26 August | <ul style="list-style-type: none"> Declaration of a Public Road - <i>Public Roads Act 1902</i> |
| S171 | 31 August | <ul style="list-style-type: none"> Declaration of a Public Road - <i>Public Roads Act 190</i> |
| S172 | 06 September | <ul style="list-style-type: none"> Passage of Law by Legislative Assembly - <i>Ozone Protection (Amendment) Act 1993</i> Passage of Law by Legislative Assembly - <i>Motor Traffic (Amendment) (No. 2) Act 1993</i> - <i>Motor Traffic (Alcohol & Drugs) (Amendment) (No. 3) Act 1993</i> - <i>Supreme Court (Amendment) Act 1993</i> - <i>Jurisdiction of Courts (Cross-Vesting) Act 1993</i> - <i>Animal Diseases Act 1993</i> - <i>Evidence (Amendment) (No. 2) Act 1993</i> - <i>Register - General Act 1993</i> - <i>Register - General (Consequential Provisions) Act 1993</i> - <i>Administrative Decisions (Judicial Review) (Amendment) Act 1993</i> - <i>Birth (Equity of Status) (Amendment) Act 1993</i> |
| S173 | 27 August | <ul style="list-style-type: none"> Notice - Variation to the Territory Plan |
| S174 | 30 August | <ul style="list-style-type: none"> Determination No. 111 of 1993 - <i>Medical Practitioners Act 1930</i> Determination No. 112 of 1993 - <i>Nurses Act 1988</i> Determination No. 113 of 1993 - <i>Optometrists Act 1956</i> Determination No. 114 of 1993 - <i>Dental Technicians and Dental Prosthetists Registration Act 1988</i> Determination No. 115 of 1993 - <i>Veterinary Surgeons Registration Act 1965</i> Determination No. 116 of 1993 - <i>Pharmacy Act 1931</i> |

GENERAL INFORMATION Continued

| Gazette Number | Date | Title |
|----------------|--------------|---|
| S174 | 30 August | Determination No. 117 of 1993 – <i>Dental Registration Act 1931</i> Determination No. 118 of 1993 – <i>Chiropractors Registration Act 1983</i> |
| S175 | 30 August | Regulation No. 33 of 1993 – <i>Physiotherapist Registration Regulations (Amendment)</i> |
| S176 | 31 August | Appointments – <i>Mental Health Act 1983</i> Determination No. 119 of 1993 – <i>Public Place Names Act 1989</i> |
| S177 | 01 September | Regulation No. 34 of 1993 – <i>Motor Traffic Regulations (Amendment)</i> Notice of Commencement – <i>Motor Traffic (Alcohol and Drugs) (Amendment) Act (No. 2) 1993</i> Notice of Commencement – <i>Traffic (Amendment) Act 1993</i> Notice of Commencement – <i>Motor Traffic (Amendment) Act 1993</i> |
| S178 | 7 September | Supreme Court Rules (Amendment) – <i>Subordinate Law No. 35 of 1993</i> |
| S179 | 3 September | Exemption Notice – <i>Noise Control Act 1988</i> |
| S180 | 3 September | Approval – <i>Motor Traffic (Alcohol and Drugs) Act 1977</i> |
| S181 | 6 September | Appointment – <i>Health Act 1977</i> |
| S182 | 6 September | Electorates for the Legislative Assembly – <i>Electoral Act 1992</i> |
| S183 | 8 September | Notice – <i>Long Service Leave (Building and Construction Industry) Act 1981</i> |
| S184 | 8 September | Notice of Intention to Close a Public Road – <i>Public Roads Act 1902</i> |
| S185 | 9 September | Determination No. 120 of 1993 – <i>Motor Vehicles (Dimensions and Mass) Act 1990</i> |
| S186 | 9 September | Revocation of Appointment of Mental Health Officers – <i>Mental Health Act 1983</i> |
| S187 | 14 September | Variation to the Territory Plan – <i>Land (Planning and Environment) Act 1991</i> |
| S188 | 14 September | Determination No. 122 of 1993 – <i>Business Franchise (Tobacco and Petroleum Products) Act 1984</i> Determination No. 123 of 1993 – <i>Taxation (Administration) Act 1987</i> Determination No. 124 of 1993 – <i>Taxation (Administration) Act 1987</i> Determination No. 125 of 1993 – <i>Rates and Land Rent (Relief) Act 1970</i> |

GENERAL INFORMATION Continued

| Gazette Number | Date | Title |
|----------------|--------------|--|
| S188 | 14 September | Determination No. 126 of 1993 – <i>Rates and Land Tax Act 1926</i> |
| S189 | 15 September | Exemption Notice – <i>Noise Control Act 1988</i> |
| S190 | 15 September | Notice of Commencement – <i>Drugs of Dependence (Amendment) Act No. 3 1993</i> |
| S191 | 15 September | Appointment – <i>Coroners Act 1956</i> |
| S192 | 16 September | Exemption Notice – <i>Noise Control Act 1988</i> |
| S193 | 17 September | Regulation No. 36 of 1993 – <i>Boxing Control Regulations (Amendment)</i> |
| S194 | 17 September | Determination No. 127 of 1993 – <i>Radiation Act 1983</i> |
| S195 | 27 September | Passage of Law by Legislative Assembly – <i>Appropriation (ACT Forests Trusts Account) Act 1993</i> – <i>Boxing Control (Amendment) Act 1993</i> – <i>Dentists Registration (Amendment) Act 1993</i> – <i>Litter (Amendment) Act 1993</i> – <i>Prisoners (Interstate Transfer) Act 1993</i> |
| S196 | 21 September | Notification of Road Closure – <i>Public Roads Act 1902</i> |
| S197 | 23 September | Determination No. 128 of 1993 – <i>Public Place Names Act 1989</i> Determination No. 129 of 1993 – <i>Public Place Names Act 1989</i> |
| S198 | 23 September | Declaration No. 130 of 1993 – <i>Credit Act 1985</i> |
| S199 | 23 September | Determination No. 131 of 1993 – <i>Health Act 1993</i> |
| S200 | 24 September | Determination No. 132 of 1993 – <i>Land (Planning and Environment) Act 1991</i> |
| S201 | 27 September | Regulation No. 37 of 1993 – <i>Motor Traffic Regulations (Amendment)</i> Notice of Commencement – <i>Motor Traffic (Amendment) Act 1993</i> Notice of Commencement – <i>Motor Traffic (Amendment) Act (No. 2) 1993</i> Notice of Commencement – <i>Motor Traffic (Alcohol and Drugs) Amendment Act (No. 3) 1993</i> |
| S202 | 24 September | Determination No. 133 of 1993 – <i>Motor Traffic Act 1936</i> |
| S203 | 27 September | Notice of Commencement – <i>Landlord and Tenant (Amendment) Act 1993</i> |
| S204 | 28 September | Determination No. 134 of 1993 – <i>Dog Control Act 1975</i> |

GENERAL INFORMATION Continued

| Gazette Number | Date | Title |
|---------------------------|--------------|---|
| S205 | 1 October | Determination No. 135 of 1993 – <i>Housing Assistance Act 1987</i> Determination No. 136 of 1993 – <i>Housing Assistance Act 1987</i> Determination No. 137 of 1993 – <i>Housing Assistance Act 1987</i> Determination No. 138 of 1993 – <i>Housing Assistance Act 1987</i> Determination No. 140 of 1993 – <i>Housing Assistance Act 1987</i> Determination No. 141 of 1993 – <i>Housing Assistance Act 1987</i> Determination No. 142 of 1993 – <i>Housing Assistance Act 1987</i> |
| S206 | 28 September | Determination No. 139 of 1993 – <i>Animal Welfare Act 1992</i> |
| S207 | 29 September | Notice of Commencement – <i>Registrar-General Act 1993</i> |

GOVERNMENT NOTICES

OCCUPATIONAL HEALTH AND SAFETY ACT 1989.

DECLARATION

Under Section 39(2) of the *ACT Occupational Health and Safety Act 1989*, I declare that, on application by Manteena Pty Ltd, Section 39 of the *Act* applies to the construction site at Block 6, Section 19, BARTON, ACT.

Date: 24 September, 1993



C. Vevers
Registrar
ACT Occupational Health and Safety Office

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 smeltered 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, 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 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:
ACT Health

ACT PUBLIC HOSPITALS REDEVELOPMENT PROJECT—WODEN

Generator Mechanical Sub Mains (78.0045 70)

Closing Date: 28 October 1993 Deposit: \$100.00

Documents for the above project are available from:

Project Co-ordination (Aust) Pty Ltd
Site Office
Yamba Drive
GARRAN ACT

Phone: (06) 285 3688

Fax: (06) 285 3935



Tenders
are invited on behalf of:
ACT Capital Works

AUSTRALIAN FEDERAL POLICE ACT REGIONAL HEADQUARTERS —BELCONNEN TOWN CENTRE

Civil Works (66.3175.72)

Landscaping (66.3175.73)

Closing Date: 21 October 1993 Deposit: \$100.00 EACH

Documents for the above projects are available from:

Manteena Pty Ltd
4 Geelong Street
FYSHWICK ACT

Phone: (06) 280 7033

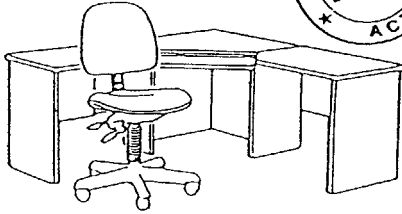
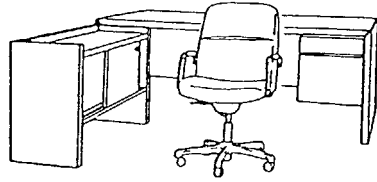
Fax: (06) 280 7870

**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.**

FIRST FOR OFFICE FURNITURE

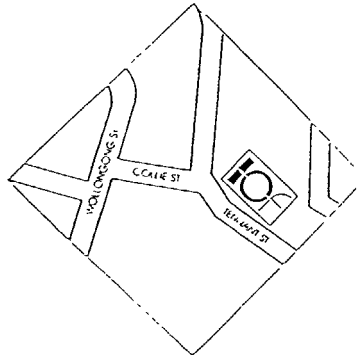
IOF

A U S T R A L I A
A.C.N. 050 542 151



- Boardroom, executive and ergonomic office furniture
- Sensibly priced
- Low maintenance
- Melamine or timber finishes
- Desks/chairs/credenzas/cocktail cabinets/filing cabinets/computer furniture

IOF AUSTRALIA (A.C.T.) PTY. LTD. t/a I.O.F./Instant Office Furniture
13-17 Tennant Street Fyshwick ACT 2609
TELEPHONE: 280 4332 FACSIMILE: 280 4691



All Furniture and Chairs are manufactured in our
Fyshwick (Tennant Street) factory

CONTRACTS ARRANGED

| Purchase Reference Number | ACT DEPARTMENT OF EDUCATION & TRAINING Description of Supplies | Value (\$A) | Period Contract | Contractor (include postcode at end of address) | P & S Code |
|---------------------------|---|-------------|-----------------|---|------------|
| 140240 | LEASE CANON PHOTOCOPY/ ACCESS NP9800 | 100800 00 | 390-91 | CANON AUSTRALIA P/L FYSHWICK ACT 2609 | 16 |
| 140264 | CONSULTANCY SERVICE TELEPHONE SURVEY | 15900 00 | CON 93/002 | PURDON ASSOCIATES P/L TURNER ACT 2601 | 27 |
| 140331 | TABLES | 46385.00 | | R.E. BATGER GRANVILLE NSW 2142 | 20 |
| 140274 | PERIOD ORDER TO COVER JOURNAL SUBSCRIPTIONS 93/94 | 16000 00 | | EBSCO AUSTRALIA NORTH SYDNEY NSW 2060 | 27 |
| 140278 | STAINLESS STEEL KILN 10 CF | 5814 00 | SA 038/2 | B & L TETLOW PTY LTD BLACKBURN VIC 3130 | 16 |
| 140281 | COPY PAPER 100% RECYCLED COPY PAPER BOND WHITE | 12000.00 | PC19/11473-4 | COMMONWEALTH PAPER COMPANY FYSHWICK ACT 2609 | 10 |
| 140302 | CLERICAL WRITING TASK CHAIR | 5481 00 | NSW 300 | OFFICE FURNITURE DESIGN NORTH SYDNEY NSW 2060 | 20 |
| 140311 | PHOTOCOPIER MITA DC4585 | 8880 00 | PC92/30015-6 | GEOFF HOWE BUSINESS MACHINES MITCHELL ACT 2911 | 16 |
| 140321 | VELOBIND MACHINES | 5600 00 | PC02/10164B-4 | NASHUA GESTETNER FYSHWICK ACT 2609 | 18 |
| 140322 | PHOTOCOPIER RICOH FT400 1 | 8010 00 | PC92/30015-4 | INCHAPE FYSHWICK ACT 2609 | 16 |
| 140324 | DISMANTLING EXISTING FENCES AT NORTH CURTIN PRIMARY SCHOOL | 5412 00 | | SMORGAN CYCLONE FENCING QUEANBEYAN NSW 2620 | 22 |
| 140273 | PERIOD ORDER TO COVER SUBSCRIPTIONS 93/94 EST | 10000 00 | | INTERNATIONAL SUBSCRIPTION AGENCIES PTY LTD TOOWONG QLD 4066 | 27 |
| 140332 | TABLES AND STOOLS | 23650 00 | | R. E. BATGER GRANVILLE NSW 2142 | 20 |
| 140333 | BENCH CUPBOARDS AND TABLES | 5970 00 | | R.E. BATGER GRANVILLE NSW 2142 | 20 |
| 140334 | BENCH CUPBOARDS, TABLES, BOOKCASES, SHLEVES, STOOLS, TABLES AND TROLLEIYS | 52137 00 | | R.E. BATGER GRANVILLE NSW 2142 | 20 |

Australian Capital Territory Teaching Service

CANBERRA INSTITUTE OF TECHNOLOGY AUSTRALIAN CAPITAL TERRITORY TEACHING SERVICE (TAFE COMPONENT)

NOTIFICATION OF VACANCIES

The Canberra Institute of Technology (CIT) is an equal opportunity employer with a smoke free environment.

Permanent members of the Australian Capital Territory Teaching Service are invited to apply for the following position. This position is to be filled under the Joint Selection Committee (JSC) provisions of Division 4 (Section 31 to 34A) of the Teaching Service Act 1972. A JSC consists of a Chairperson appointed by the Minister and not fewer than 2 and not more than 3 persons agreed by the relevant staff authority and the relevant staff organisation.

Teacher Band 2 (TAFE) \$51249, Education Delivery Program, School of Management and Business Studies, Position Number 51601.

Duties: As Head of Department, plan and co-ordinate the activities of the department in accordance with the guidelines issued by the Head of School and/or other appropriate authority with agreed plans and budgets. In conjunction with industry and government identify short and long term training requirements. Ensure the school's continuing capacity to mount a timely response to industry requests for training. Develop a business plan and marketing strategy directly related to the effective and efficient operation of the school.

Qualifications: Degree or diploma in Education or at least equivalent studies and experience relevant to the position essential. Three years experience in TAFE or similar environment important.

Contact Officer for enquires: Ms Stephanie Chapman (06) 2073117
Selection Documentation: Ms Fiona McKenzie (06) 2073116

Note: This is a temporary position available from 20 12 93 to 31 12.94

Teacher Band 2 (TAFE) \$51249, Client Services Program, Position Number 51693

Duties: As Total Quality Manager be responsible for the introduction and implementation of Total Quality Management throughout the Institute. Represent the Institute both locally and nationally on Total Quality Management matters and provide management consultancy support and advice on Total Quality Management related matters. Manage the Total Quality Management Budget

Australian Capital Territory Teaching Service

Qualifications: An appropriate tertiary qualification relevant to the position. Total Quality Management Facilitator Training Program desirable.

Contact Officer for the above position: Mr Roger Rose (06) 2074044
Selection Documentation. Ms Sue Soames (06) 2073101

Written applications should be concise and address the position profile (job description and selection criteria) and include the following information:

Education qualifications, years, institutions and awards/subjects

Employment history showing years, employers and Positions held

Names and addresses/telephone numbers of referees

Other information relevant to the application

Applications marked "Staff in Confidence" should be forwarded to the address below by 3 November 1993.

The Recruitment Officer
Canberra Institute of Technology
GPO Box 826
Canberra City ACT 2601

Australian Capital Territory Teaching Service

STAFF NOTICES

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 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 13 October 1993. This is the date from which the appeal commences to run.

PROVISIONAL PROMOTIONS (effective date to be established)

| NAME | FROM | TO |
|--------------|--|--|
| George Ellem | PN 4143, Level 3, Deputy Principal 2 Dickson College | PN 1660, Level 4 Principal 4 Campbell High School |

OFFICERS WHO MAY APPEAL

Only officers who were applicants for promotion to the above positions are eligible to **appeal** against the provisional promotee. 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.

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'.

Australian Capital Territory Teaching Service

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 27 October 1993). They are to be delivered to: Lyn Woolridge Executive Officer, Promotions Appeal Board, 2nd Floor, Manning Clark House, Tuggeranong.

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 3 November 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 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.

In preparing this statement you should take careful note of the following points:

- (i) You should not rely on being granted an interview to present your case, or necessarily being given any further opportunity to present your case to the PAB, either orally or in writing, irrespective of whether your appeal is active or protective.
- (ii) You should therefore state your case as fully and completely as you are able, with the information you currently have at your disposal.
- (iii) Although you will subsequently have access to the statements of other parties to the appeal, and the Departmental statement, this information will not be available to you prior to the completion of your written statement and you should therefore include comments about your efficiency relative to that of the other parties to the appeal, in so far as you are able at this stage, and any views you may have in relation to comments made about you in the selection panel's report.

Australian Capital Territory Teaching Service

ADVICE TO PROMOTEEES 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.

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.
- (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

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 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.