

Australian Capital Territory

Gazette

No. 47, Wednesday 24 November 1993

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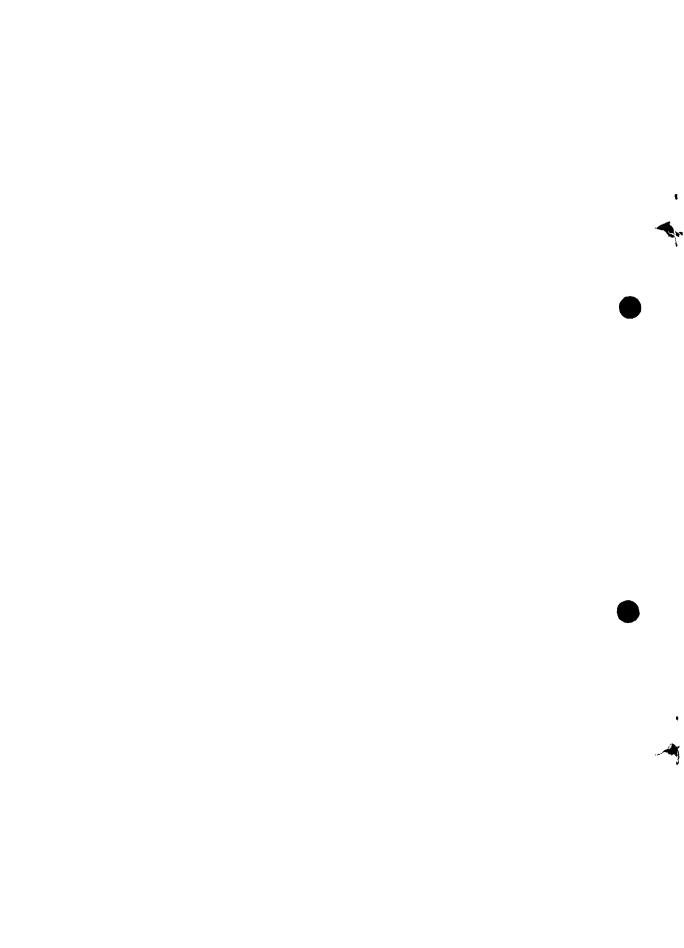


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ACT Gazette Officer
Publications and Public Communication
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CANBERRA ACT 2601

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ISSUE OF ACT SPECIAL GAZETTES
The following issues of the ACT Special Gazettes have been published in 1993.

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		 Business Franchise (Tobacco and Petroleum)
		Products) Act 1984
		Determination No. 123 of 1993 - Taxation (Administration) Act 1987
		Determination No. 124 of 1993
		- Taxation (Administration) Act 1987
		Determination No. 125 of 1993
		– Rates and Land Rent (Relief) Act 1970

	1
ember	Determination No. 126 of 1993
	- Rates and Land Tax Act 1926
ember	Exemption Notice
	- Noise Control Act 1988
ember	Notice of Commencement
	– Drugs of Dependence (Amendment) Act No. 3 1993
ember	Appointment
	- Coroners Act 1956
ember	Exemption Notice
	- Noise Control Act 1988
ember	Regulation No. 36 of 1993
	 Boxing Control Regulations (Amendment)
ember	Determination No. 127 of 1993
	– Radiation Act 1983
ember	Passage of Law by Legislative Assembly
	- Appropriation (ACT Forests Trusts Account) Act 1993
	- Boxing Control (Amendment) Act 1993
	– Dentists Registration (Amendment) Act 1993
	- Litter (Amendment) Act 1993
	– Prisoners (Interstate Transfer) Act 1993
ember	Notification of Road Closure
	- Public Roads Act 1902
ember	Determination No. 128 of 1993
	- Public Place Names Act 1989
	Determination No. 129 of 1993
	- Public Place Names Act 1989
ember	Declaration No. 130 of 1993
	- Credit Act 1985
ember	Determination No. 131 of 1993
	- Health Act 1993
ember	Determination No. 132 of 1993
	- Land (Planning and Environment) Act 1991
emper	Regulation No. 37 of 1993
	- Motor Traffic Regulations (Amendment)
	Notice of Commencement
	- Motor Traffic (Amendment) Act 1993
	Notice of Commencement
	- Motor Traffic (Amendment) Act (No. 2) 1993 Notice of Commencement
	- Motor Traffic (Alcohol and Drugs)
	Amendment Act (No. 3) 1993
ombor	Determination No. 133 of 1993
ember	- Motor Traffic Act 1936
ambar	
ember	Notice of Commencement - Landlord and Tenant (Amendment) Act 1993
ember	Determination No. 134 of 1993
	ember ember ember ember ember

Gazette Number	Date	Title
S205	01 October	Determination No. 135 of 1993
		- Housing Assistance Act 1987
		Determination No. 136 of 1993
		– Housing Assistance Act 1987
		Determination No. 137 of 1993
		– Housing Assistance Act 1987
		Determination No. 138 of 1993
		– Housing Assistance Act 1987
		Determination No. 140 of 1993
		– Housing Assistance Act 1987
		Determination No. 141 of 1993
		– Housing Assistance Act 1987
		Determination No. 142 of 1993
		– Housing Assistance Act 1987
S206	28 September	Determination No. 139 of 1993
	·	– Animal Welfare Act 1992
S207	29 September	Notice of Commencement
	•	- Registrar-General Act 1993
S208	30 September	Notice of Commencement
	•	- Registrar-General (Consequential Provisions) Act 1993
S209	11 October	Determination No. 142 of 1993
		- Land (Planning and Environment) Act 1991
S210	11 October	Notice of Approval of Variation to the Territory Plan
		– Land (Planning and Environmnet) Act 1991
S211	15 October	Exemption Notice
		- Noise Control Act 1988
S212	18 October	Notice
		- Draft Variation to the Territory Plan
S213	15 October	Variation to Territory Plan
	.0 00,000,	- Land (Planning and Environment) Act 1991
S214	18 October	Regulation No. 38 of 1993
~~.	10 0010001	Medical Practitioners (Advertising) Regulations
		(Amendment)
		Regulation No. 39 of 1993
		- Landlord and Tenant Regulations (Amendment)
S215	18 October	· · · · · · · · · · · · · · · · · · ·
0210	10 OCTODE	Passage of Laws by Legislative Assembly
		- Dog Control (Amendment) (No.2) Act of 1993
S216	25 October	- Crimes (Amendment) (No.2) Act of 1993
02.10	20 OCTODE	Notice
5017	20 Octobor	- Draft Variation to the Territory Plan
S217	20 October	Exemption No. 144
2010	00 Nave	- Tobacco Act 1927
S218	02 November	Passage of Law by Legislative Assembly
		- Land (Planning and Environment)
		(Amendment) Act (No. 2) 1993
		- Instruments (Amendment) Act 1993
		 Land (Planning and Environment)
		(Amendment) Act (No. 3)1993

Gazette Number	Date	Title	
S218	02 November	Passage of Law by Legislative Assembly - Land (Planning and Environment) (Consequential Provisions) (Amondment) Act 1993	
S219	22 October	Provisions) (Amendment) Act 1993 Regulation No. 40 of 1993 - Boxing Control Regulations (Amendment)	
S220	25 October	Approval - Casino Control Act 1988	
\$221	26 October	Determination No. 145 – Land (Planning and Environment Act 1991 Determination No. 146 – Poisons and Drugs Act 1978	
S222	26 October	Notification of Road Closure - Public Roads Act 1902	
S223	01 November	Passage of Law by Legislative Assembly – Business Franchise (Tobacco & Petroleum Products) (Amendment) Act 1993	
S224	01 November	 Stamp Duties and Taxes (Amendment) Act (No. 2) 1993 Determination No. 147 Taxation (Administration) Act 1987 Determination No. 148 Taxation (Administration) Act 1987 Determination No. 149 	
S225	01 November	 Taxation (Administration) Act 1987 Regulation No. 41 of 1993 Gaming Machine Regulations (Amendment) Notice of Commencement Gaming machine (Amendment) Act 1993 	
S226	02 November	Declaration of Public Road - Public Roads Act 1902	
S227	05 November	Notice of Intention to Close a Public Road - Public Roads Act 1902 Notice of Intention to Close a Public Road - Public Roads Act 1902	
S228	08 November	Regulation No. 42 of 1993 - Litter Regulations	
\$229	09 November	Declaration of a Public Road - Public Roads Act 1902 Notification of a Road Closure - Public Roads Act 1902 Declaration of a Public Road - Public Roads Act 1902	
\$230	12 November	Notice of Commencement - Crimes (Amendment) Act (No. 2) 1993	
S231	15 November	Treasurer's Quarterly Financial Statement - Audit Act 1989	

Gazette Number	Date	Title
5232	15 November	Regulation No. 43 of 1993
2000	37 81	 Buildings (Design and Siting) Regulation (Amendment)
S233	17 November	Draft Variation to the Territory Plan
S234	19 November	- Land (Planning and Environment) Act 1991 Regulation No. 44 of 1993
		- Liquor Regulations (Amendment)
S235	18 November	Determination No. 150 of 1993
		– Dog Control Act 1975
S236	22 November	Regulation No. 45 of 1993 - Electricity and Water Regulation (Amendment)

GOVERNMENT NOTICES

INTERPRETATION ACT 1967

DRUGS OF DEPENDENCE ACT 1989

MOTOR TRAFFIC (ALCOHOL AND DRUGS) 1977

REVOCATION OF APPOINTMENT

In pursuance of Subsection 27(1) of the Interpretation Act 1967, I, CATHERINE LOUISE MEAD, Chief Health Officer for the ACT and Delegate of the Minister, HEREBY REVOKE the appointment of JENNIFER BURNETT under Subsection 6(3) of the Motor Traffic (Alcohol and Drugs) Act 1977 and Section 183 of the Drugs of Dependence Act 1989.

Dated this First day of November 1993.

Catherine Louise Mead

Chief Health Officer for the ACT

GOVERNMENT NOTICES Continued

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 Fletcher Construction Australia Limited, Section 39 of the *Act* applies to the construction site at Block 1145, 1153, 1188, Section 83, WESTON CREEK, ACT.

Date: 16 November, 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)

Animais, 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, verner 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 produces 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 caterina services

Audit Contracts (32)

Audits contracted to the private sector

INVITATIONS TO TENDER, QUOTE OR REGISTER INTEREST



PUBLIC WORKS AND SERVICES

Tenders are invited

FOR THE SUPPLY AND DELIVERY OF AUTOMOTIVE DIESEL FUEL (193335)

Cosing Date: 9 December 1993 Deposit: NIL

Documents for the above contracts are available from:

Contracts Section 3rd Floor John Overall Offices 220 Northbourne Avenue BRADDON ACT 2601

Phone: (06) 207 5542

Fax: (06) 207 5543



Tenders
are invited on behalf of:
ACT Capital Works

ACT FEDERAL POLICE

A.C.T. REGIONAL HEADQURTERS-TILING (66.3175.70)

Closing Date: 30 November 1993 Deposit: \$100.00

Documents for the above project are available from:

Manteena Pty Ltd 4 Geelong Street FYSHWICK ACT

Phone: (06) 280 7033

Fax: (06) 280 7870

DUNLOP—WEST BELCONNEN—WATER QUALITY CONTROL
POND, FLOODWAY, TRUNK SEWER, DISTRIBUTOR ROAD
AND ANCILLARY WORKS (33,7401,10)

Closing Date: 16 December 1993 Deposit: \$300.00

Documents for the above project are available from: CMPS&F Scott & Furphy Pty Ltd

74 Ernu Bank BELCONNEN ACT 2617

Phone: (06) 251 2077

Fax: (06) 251 4737

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.



WASTE MANAGEMENT CONSULTANCIES REGISTRATION OF INTEREST

Consultants are invited to submit registrations of interest for carrying out studies and investigations and for providing technical advice to the Waste Management Section. Areas of interest for which consultants may be required include.

- Landfill development and landfill master planning,
- Waste strategy planning including collection, transfer and disposal strategies,
- · Transfer stations.
- Landfill disposal operations, techniques and equipment,
- Management and disposal of hazardous chemicals and wastes,
- Environmental management with regard to landfill issues,
- Processes and equipment for recycling

Consultants should include in their registrations of interest details of their capabilities in any or all of the above areas of interest including brief summaries of recent projects and curricula vitae of key staff Registrations should be limited to twelve pages

Registrations should be addressed to

Mr John Thorpe

Waste Operations Manager

Waste Management Section

Department of Urban Services PO Box 352

CIVIC SQUARE ACT 2608

The preferred date for receipt of registrations is 20 December 1993.

Enquiries should be directed to Mr Thorpe on phone (06) 207 6350 or fax (06) 207 6341.

A.C.T. GOVERNMENT

FIRST FOR OFFICE FURNITURE





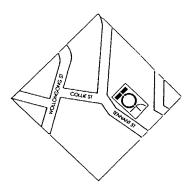
A U S T R A L I A



- Boardroom, executive and ergonomic office furniture
- Sensibly priced
- Low maintenance
- Melamine or timber finishes
- Desks/chairs/credenzas/cocktail cabinets/filling 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				Contractor	
Reference	Description of Supplies	Value	Period	(include postcode at end	P&S
Number	ACT HEALTH	(\$A)	Contract	of address)	Code
Traineer	110111111	(\$\Pi\)	Contract	or address)	Code
402635/6	MEDICAL EQUIPMENT	11592 00		JOHNSON & JOHNSON NORTH RYDE NSW 2113	16
402948	COMPUTER EQUIPMENT	9349 00	PE50-95	PROTECH AUSTRALIA DEAKIN ACT 2600	18
403006	MEDICAL EQUIPMENT	7300 00		BIOTECH INSTRUMENTS AUBURN NSW 2144	16
	MEDICAL IMAGING EQUIPMENT	16591.00		FAULDING IMAGING MULGRAVE VIC 3149	16
403240	PHOTOCOPIER	8460.00		CANON AUSTRALIA FYSHWICK ACT 2609	16
403343	SHELVING/TROLLEYS	45720 00		GLENNEQUIP PARKVILLE VIC 3052	14
403258	BLOOD FILTERS	5640 00		GAMBRO CASTLEHILL NSW 2154	16
403328	BLOOD SPECIMEN TUBES	5904 00		INTERPATH CARINGBAH NSW 2229	16
I I	MEDICAL ADMINISTRATION SETS	10713 60		BAXTER HEALTHCARE TOONGAIE NSW 2146	16
403326	BREATHING FILTERS	6320 00		CARDIAC & SURGICAL CHESTER HILL NSW 2162	16
403189	INFRA RED LABELS	7522 00		PEACOCK BROS LIDCOMBE NSW 2141	10
403360	PATHOLOGY KITS	6650 00	:	AGEN BIOMEDICAL ACACIA RIDGE NSW 4110	30
E I	SERVICE CONTRACT FOR HAEMODIALYSIS MACHINES	15000 00		GAMBRO CASTLE HILL NSW 2154	29
1 1	STANDING ORDER FOR MEDICAL SUPPLIES	5688 00		MEDTEL LANE COVE NSW 2066	29

PRIVATE NOTICES

AFTER fourteen clear days from publication hereof application will be made to the Supreme Court of the Australian Capital Territory for Probate of the Will dated 28 September 1993 of ETTORE GUISTO BORZATTI shown in the Will as HECTOR JUST JOHANNES BORZATTI von LOWENSTERN also known as HECTOR JUST JOHANNES BORZATTI of 7 Waldock Street, Chifley in the Australian Capital Territory, Retired, deceased to be granted to the PUBLIC TRUSTEE FOR THE AUSTRALIAN CAPITAL TERRITORY. All persons having claims against the estate must send particulars to the Public Trustee, Box 515, Canberra ACT 2601, within two months of date of publication hereof, after which time the Public Trustee may distribute the estate having regard only to the claims of which he has notice.

D C Dunckley, Acting Public Trustee, ACT.

In the ESTATE of LAURENCE JOHN SMITH of 108 Waterworks Road Ashgrove Brisbane in the State of Queensland Mechanic APPLICATION will be made after fourteen days from the publication hereof for the Order To Administer the estate of the abovenamed deceased made by the Supreme Court of Queensland on the 16th July 1992 to the PUBLIC TRUSTEE OF QUEENSLAND to be sealed with the Seal of the Supreme Court of the Australian Capital Territory. All persons having claims against the estate are required to forward particulars thereof to the Public Trustee for the Australian Capital Territory, GPO Box 515, Canberra ACT 2601 within two months of the date of publication of this notice.

D C Dunckley, Acting Public Trustee ACT.

Private Notices cont...

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 Karina Vivienne Jitts and Stephen William Jitts in respect of the Leasehold Estate in all that piece or parcel of land situated at Division of Stirling Section 11 Block 3 being Crown Lease granted on seventh August 1975 Registered Volume 584 Folio 83 the said Crown Lease having been lost, mislaid or destroyed.

Dated fifteenth day of October 1993

S. Robertson
Deputy Registran - Servel

1740

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 24 November 1993. This is the date from which the appeal commences to run

PROVISIONAL PROMOTIONS (effective date to be established)

NAME	FROM	10
Patricia Wilkes	PN 4023, Level 3, Deputy Principal 1 Holt Primary School	PN 1776, Level 4 Principal 4 Florey Primary School
Peter Henry	PN 3777, Level 1 Tharwa Primary School	PN 3720, Principal 1 Level 2, Tharwa Primary 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'.

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 8 December 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 15 December 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.

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.

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.

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:

- (1) 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.