

Australian Government Gazette

Published by the Australian Government Publishing Service



No. 7 Canberra, Thursday, 17 January 1974

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Australian Government Gazette is published sectionally in accordance with the arrangements set out below:

Public Service issues contain notices concerning administrative matters, including examinations, vacancies, transfers and promotions within the Australian Public Service. These issues are published weekly at 10.30 a.m. on Thursday, and are sold at 40c each plus postage or on subscription of \$26.00 (full year), \$15.60 (six months), or \$7.80 (three months).

General issues contain notices under the following headings: *Special information* (i.e. notices in connection with the Office of the Governor-General; the Federal Executive Council; the Parliament; the Judiciary; the Executive Government; and honours, decorations and awards); *Proclamations; Legislation* (Acts of Parliament assented to; Statutory Rules; Ordinances; Regulations); *Customs; Government departments* (i.e. notices not placed in other categories, alphabetically listed under departments administering particular legislation or functions); *Defence Forces appointments, promotions, etc.; Teaching Service vacancies, promotions, etc.; Bankruptcy Act; Private advertisements; Tenders invited; Contracts arranged; Late notices.* Copies of each week's Special issues are also attached. General issues are published weekly at 10.30 a.m. on Tuesday and are sold at 25c each plus postage or on subscription of \$17.50 (full year), \$10.40 (six months), or \$5.20 (three months). Annual subscription includes quarterly index issues.

Special issues are made on urgent matters as required. Single copies are available on the day of issue at various prices according to size, and they are also provided at no extra charge with weekly General issues. Special issues are not available on separate subscription.

Periodic issues contain lengthy notices of a non-urgent nature, including the following: Certificates of Australian Citizenship; Registered Tax Agents; Authorised Celebrants; Australian Capital Territory Health Registers; Unclaimed moneys; Consolidated Customs by-laws, etc.; Consolidated notices of Australian Public Service appointment, recruitment and examination conditions; Appointments to the Australian Public Service. Issues are made at irregular intervals as required, at individual prices according to size. Advice of availability is given in the contents list of the General and Public Service issues immediately following the day of publication. Periodic issues are not available on subscription, but standing orders are accepted for all or selected issues.

Index issues contain an index of a limited number of entries in certain sections of Public Service issues, and all entries in the General issues except names in the Bankruptcy Act section. Index issues are published quarterly and are sold at 10c each plus postage. They are supplied without charge to annual subscribers to the General issues, but are not otherwise available on subscription.

SUBSCRIPTIONS are payable in advance and, unless otherwise requested, commence from the first issue of the month following the placement of an order. Rates include surface postage in Australia and overseas. Other carriage rates are available on application.

AVAILABILITY. The *Gazette* may be obtained by mail from:

Mail Order Sales, Australian Government Publishing Service, P.O. Box 84, Canberra, A.C.T. 2600

or over the counter from Australian Government Publications and Inquiry Centres at:

Industry House, 12 Pirie Street, Adelaide, S.A. (Telephone 873646)

113 London Circuit, Canberra City, A.C.T. (Telephone 477211)

347 Swanston Street, Melbourne, Vic. (Telephone 6633200)

Fourth Floor, Australian Government Centre, 1 St George's Terrace, Perth, W.A. (Telephone 263386)

First Floor, Bank House, 315 George Street, Sydney N.S.W. (Telephone 20248 ext. 128)

and from Australian Government Sub-Treasuries at:

Taxation Building, 320 Adelaide Street, Brisbane, Qld
T. & G. Building, Collins Street, Hobart, Tas.

The *Gazette* is also available for perusal at major Post Offices and public libraries.

Acts of the Australian Parliament, Statutory Rules, Australian Capital Territory Ordinances and Regulations may also be purchased at the above addresses. Other Australian Government publications may be purchased at these addresses, except in Sub-Treasuries in Brisbane and Hobart where selected publications only are available.

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

Gazette Officer, Australian Government Gazette,
P.O. Box 4007, Canberra, A.C.T. 2600 (Telephone 951472)

or placed in the Gazette Box located on the first floor of the Government Printing Office (Cunningham Street entrance), Kingston, A.C.T.

Except where a form is provided, all notices for publication must have a covering instruction setting out requirements. Notices should be typewritten on one side of the paper only, and dates, proper names and signatures particularly are to be shown clearly. Copy will be returned unpublished if not submitted in accordance with this procedure.

Advertisements are charged at the rate of \$1 for up to six lines and 15c for each additional line.

Notices for publication should be in the hands of the Gazette Officer by the following closing times:

General issues:

Contracts arranged: Tuesday at 2 p.m.

All other notices: Wednesday at 2 p.m.

Public Service issues:

Vacancies (Public Service): Tuesday at 4.51 p.m.
(with the Secretary, Public Service Board).

Promotions section: Monday at 9 a.m.

All other notices: Thursday at 2 p.m.

Special issues and Periodic issues: by arrangement.

ALL REMITTANCES should be made payable to 'Collector of Public Moneys, Australian Government Publishing Service'.

ORDERS IN COUNCIL

Appointments and Acting Appointments as Permanent Head

INSTRUMENT OF APPOINTMENT OF ERIC FRANCIS DWYER TO ACT AS PERMANENT HEAD OF THE DEPARTMENT OF THE NORTHERN TERRITORY

I, SIR PAUL MEERNAA CAEDWALLA HASLICK, the Governor-General in and over the Commonwealth of Australia, acting with the advice of the Federal Executive Council and in pursuance of Section 54 of the *Public Service Act 1922-1973*, hereby appoint Eric Francis Dwyer, First Assistant Secretary, Lands and Community Development, Department of the Northern Territory, to act in the place of Thomas Alan O'Brien, the occupant of the office of the Secretary to the Department of the Northern Territory, during the period commencing on the twenty-second day of December 1973 and ending when the said Thomas Alan O'Brien resumes the performance of the functions, of his office.

Dated this eighteenth day of December 1973.

(Ex. Min. No. 119)

Public Service Act 1922-1973

LEAVE FOR THE CHAIRMAN OF THE PUBLIC SERVICE BOARD AND RELATED ARRANGEMENTS

HIS Excellency, the Governor-General in Council, has:

- (1) in pursuance of section 15 of the *Public Service Act 1922-1973*, granted leave to Alan Sydenham Cooley, a member of and Chairman of the Public Service Board, for the period commencing on 14 January 1974 and ending on 4 February 1974;
- (2) in pursuance of section 12 (2.) of the *Public Service Act 1922-1973*, appointed Felix Cameron Nordeck to act as Chairman of the Public Service Board during any absence of Alan Sydenham Cooley on leave in the period commencing on 14 January 1974 and ending on 4 February 1974;
- (3) in pursuance of section 88 of the *Public Service Act 1922-1973* directed that Felix Cameron Nordeck perform and exercise the duties, obligations, rights and powers of Alan Sydenham Cooley, Chairman of the Public Service Board, during such appointment;
- (4) in pursuance of section 11 (8.) of the *Public Service Act 1922-1973*, appointed Robert John Young to act as the deputy of Alan Sydenham Cooley, a member of the Public Service Board, during any absence of the latter on leave in the period commencing on 14 January 1974 and ending on 4 February 1974;
- (5) in pursuance of section 88 of the *Public Service Act 1922-1973*, directed that Robert John Young perform and exercise the duties, obligations, rights and powers of Alan Sydneyham Cooley, a member of the Public Service Board, during such appointment.

(Ex. Min. No. 89)

Positions created and abolished

DEPARTMENT OF FOREIGN AFFAIRS

Australian Capital Territory

Offices created: Management Services Division, Services Branch, ADP Section: Third Division—Clerk \$8886-9548 (one); Assistant Programmer \$7899-8639 (two). Historical Section: Third Division—Senior Research Officer \$9876-10538 (one); Research Officer \$7899-8639 (one); Fourth Division—Clerical Assistant, Grade 3 (one).

(Ex. Min. No. 108)

DEPARTMENT OF HEALTH

Australian Capital Territory

Offices created: Medical Services Branch: Third Division—Medical Officer, Class 1 \$8201-10817 (one). Planning and Executive Services Branch: Third Division—Inspector \$9529-9961 (two).

Northern Territory

Offices created: Community Health Services Division, Health Education Section: Third Division—Clerk \$8518-9097 (one). Southern Region Health Services Branch: Third Division—Clerk \$8518-9097 (one). Katherine Hospital: Fourth Division—Clerical Assistant, Grade 4 (one); Typist, Grade 1 (one).

(Ex. Min. No. 68)

DEPARTMENT OF MINERALS AND ENERGY

Australian Capital Territory

Offices abolished: Energy Division, Energy Branch: Third Division—Senior Research Officer, Grade 2 \$8518-9097 (one); Research Officer, Grade 2 \$6787-7434 (one).

Offices created: Energy Policy Division, Resources Branch: Third Division—Clerk \$8518-9097 (one); Clerk \$6787-7434 (one). Development Branch: Third Division—Executive Officer \$10393-10824 (one); Clerk \$8518-9097 (one); Clerk \$6787-7434 (one).

(Ex. Min. No. 30)

POSTMASTER-GENERAL'S DEPARTMENT

Central Staff

Offices created: Telecommunications Division, Sales Branch; Sales Advisory and Marketing Section: Third Division—Assistant Controller \$9529-9961 (one); Clerk \$7651-8230 (one); Clerk \$6787-7434 (one). Management Services Division, Personnel Branch, General Services Section, C.O. Staffing Sub-section: Third Division—Clerk \$5923-6571 (one); Fourth Division—Clerical Assistant, Grade 8 (one); Clerical Assistant, Grade 7 (one); Clerical Assistant, Grade 6 (two); Clerical Assistant, Grade 5 (one). Management Services Division, Supply Branch, Administrative Section: Fourth Division—Clerical Assistant, Grade 7 (one); Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 5 (one). Engineering Works Division, Administrative Branch, Staff, Industrial and General Services Section: Fourth Division—Clerical Assistant, Grade 7 (one); Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 5 (one). Telecommunications Division, Commercial Sub-Division, Facilities Development Branch: Second Division—Deputy Assistant Director-General \$17,300 (one). Telecommunications Division, Commercial Sub-Division, Commercial Planning and Economic Studies Section: Third Division—Controller \$11256-

11688 (one). Telecommunications Division, Facilities Development Branch, Facilities and Services Section: Third Division—Controller \$11256-11688 (one).

Offices abolished: Management Services Division, Personnel Branch, General Services Section, C.O. Staffing Sub-section: Third Division—Clerk \$4955-5708 (three). Management Services Division, Supply Branch, Administrative Section: Third Division—Clerk \$5923-6571 (one); Clerk \$4955-5708 (one). Engineering Works Division, Administrative Branch, Staff, Industrial and General Services Section: Third Division—Clerk \$4955-5708 (one). Director-General's Office: Second Division—Deputy Assistant Director-General \$17300 (one).

New South Wales

Offices created: Engineering Division, Support Services Branch, Materials Section: Fourth Division—Senior Technical Officer (Engineering), Grade 1 (one); Technical Assistant, Grade 2 (one). Engineering Division, Regional Operations Branch, Monaro Section: Third Division—Clerk \$8518-9097 (one); Newcastle Section: Clerk \$8518-9097 (one); North Coast Section: Clerk \$8518-9097 (one); Western Section: Clerk \$8518-9097 (one); Outer Sydney Section: Clerk \$8518-9097 (one); Northern Section: Clerk \$8518-9097 (one); Riverina Section: Clerk \$8518-9097 (one); Wollongong Section: Clerk \$8518-9097 (one).

Victoria

Offices created: ADP Branch: Third Division—Senior Programmer \$10393-10824 (one); Programmer \$9529-9961 (one); Programmer \$7651-8230 (two); Clerk \$7651-8230 (one); Assistant Programmer \$6787-7434 (one); Clerk \$6787-7434 (two); Clerk \$5923-6571 (one); Fourth Division—Senior Computer Operator, Grade 3 (two); Senior Computer Operator, Grade 2 (two); Computer Operator, Grade 2 (three); Clerical Assistant, Grade 5 (one); Clerical Assistant, Grade 4 (three); Clerical Assistant, Grade 3 (five); Typist, Grade 2 (one); Clerical Assistant, Grade 2 (four); Typist, Grade 1 (one); Clerical Assistant, Grade 1 (five). Engineering Division, Metropolitan Operations Branch: Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (one). Finance and Accounting Branch, Revenue Section: Third Division—Clerk \$5923-6571 (one); Clerk \$4955-5708 (one); Clerk \$2298-4770 (four). ADP Branch: Fourth Division—Computer Operator, Grade 1 (three). Engineering Division, Regional Operations Branch, South East Central Section: Third Division—Clerk \$8518-9097 (one); South Western Section: Clerk \$8518-9097 (one); Central Western Section: Clerk \$8518-9097 (one); North Eastern Section: Clerk \$8518-9097 (one); North Western Section: Clerk \$8518-9097 (one); Gippsland Section: Clerk \$8518-9097 (one).

Queensland

Offices created: Engineering Division, Country Branch, Gold Coast Hinterland Section: Third Division—Clerk \$8518-9097 (one); Wide Bay-Burnett Section: Clerk \$8518-9097 (one); Central Section: Clerk \$8518-9097 (one); South Western Section: Clerk \$8518-9097 (one); Northern Section: Clerk \$8518-9097 (one).

South Australia

Offices created: Engineering Division, Support Services Branch, Automotive Plant Section: Fourth Division—Motor Mechanic (five). Personnel and Industrial Relations Branch, Staffing and General Services Section: Fourth Division—Clerical Assistant, Grade

5 (one). Engineering Division, Metropolitan Operations Branch: Fourth Division—Clerical Assistant, Grade 2 (two). Telecommunications Division, Metropolitan Region, Sales Branch, Directory Sales and Meter Checks Section: Fourth Division—Clerical Assistant, Grade 5 (one); Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 3 (two). Engineering Division, Country Branch, Northern Territory Section: Fourth Division—Senior Mechanic (Diesel Engine) (one); Mechanic (Diesel Engine) (four); Motor Mechanic (one); Tradesman (one). Engineering Division, Country Branch, Northern Territory Section: Third Division—Clerk \$8518-9097 (one); Northern Section: Clerk \$8518-9097 (one); Southern Section: Clerk \$8518-9097 (one).

Office abolished: Personnel and Industrial Relations Branch, Staffing and General Services Section: Third Division—Clerk \$4955-5708 (one).

Western Australia

Offices created: Personnel and Industrial Relations Branch, Establishments and Management Advisory Services Section: Third Division—Clerk \$6787-7434 (one). Engineering Division, Support Services Branch, Workshops Section: Fourth Division—Clerical Assistant, Grade 2 (one). Engineering Division, Support Services Branch, Materials Section: Fourth Division—Inspecting Officer, Grade 3 (one); Inspecting Officer, Grade 1 (one). Engineering Division, Country Branch, Central Section: Fourth Division—Motor Mechanic (one). Engineering Division, Country Branch, South West and Great Southern Section: Third Division—Clerk \$8515-9097 (one). Engineering Division, Country Branch, Central Section: Third Division—Clerk \$8515-9097 (one); North West Section: Clerk \$8515-9097 (one).

Tasmania

Offices created: Engineering Division, Southern Operations Section: Third Division—Clerk \$8515-9097 (one); Northern Operations Section: Third Division—Clerk \$8515-9097 (one).
(Ex. Min. No. 48)

POSTMASTER-GENERAL'S DEPARTMENT

Central Staff

Offices created: Engineering Works Division, Support Services Branch, Recruitment and Training Section: Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one); Assistant, Grade 1 (one).

New South Wales

Offices created: Postal Services Division, Post Offices Branch: Third Division—Postmaster, Grade 1 \$4503-5611 (three); Fourth Division—Postal Clerk (eighteen); Postal Officer, Grade 1 (seventy-two); Postman (nine); Senior Mail Officer (two); Mail Officer (three). Personnel and Industrial Relations Branch, Staffing and General Services Section: Fourth Division—Clerical Assistant, Grade 7 (one); Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 5 (three); Clerical Assistant, Grade 4 (two).

Offices abolished: Postal Services Division, Post Offices Branch: Third Division—Postmaster, Grade 4 \$7949-8597 (six); Postmaster, Grade 3 \$6697-7704 (four); Postmaster, Grade 2 \$6038-6720 (five); Senior Postal Clerk, Grade 2 \$5809-6265 (three); Senior Postal Clerk, Grade 1 \$5126-5611 (six); Fourth Division—Postman, Class 1 (two); Postal Officer, Grade 3 (thirty-one); Postal Officer, Grade 2 (six); Postal Clerk-in-training, Class 1 (two hundred and sixty-eight); Assistant Postal Officer (one hundred and forty). Personnel and Industrial Relations Branch, Staffing and General Services Section: Third Div-

ision—Clerk \$4955-5708 (two); Clerk \$2298-4770 (two); Fourth Division—Clerical Assistant, Grade 1 (two).

Victoria

Offices created: Fourth Division—Line Inspector (nine); Lines Supervisor, Grade 3 (twenty-five); Cable Assigner (three); Lineman, Grade 2 (ninety-three); Lineman, Grade 1 (ninety-nine); Lines Assistant, Grade 2 (seventy-five); Cleaner (forty); Labourer (thirteen). Postal Services Division, Transport Branch: Third Division—Senior Project Officer \$8518-9097 (one). Finance and Accounting Branch, Revenue Section: Third Division—Clerk \$6787-7434 (two); Clerk \$5923-6571 (two); Clerk \$4955-5708 (three); Clerk \$2298-4770 (two). Fourth Division—Supervisor (Data Processing), Grade 2 (one); Supervisor (Data Processing), Grade 1 (one); Data Processing Operator, Grade 3 (one); Data Processing Operator, Grade 2, (seven); Data Processing Operator, Grade 1 (two); Clerical Assistant, Grade 1 (one).

Offices abolished: Fourth Division—Assistant, Grade 1 (one); Motor Driver (one); Process Worker (thirty-one). Finance and Accounting Branch, Revenue Section: Fourth Division—Data Processing Operator-in-training (four).

South Australia

Offices created: Engineering Division, Support Services Branch, Workshops Section: Fourth Division—Technical Officer (Engineering), Grade 1 (one). Engineering Division, Support Services Branch, Materials Section: Fourth Division—Senior Technical Officer (Engineering), Grade 1 (one).

Western Australia

Offices created: Fourth Division—Apprentice Telecommunications Tradesman (one hundred and two); Telecommunications Trainee (fifty-four). Telecommunications Division, Administration Section: Third Division—Clerk \$2298-4770 (eight); Clerk \$6787-7434 (one). Telecommunications Division, Metropolitan Region, Sales Branch, Contracts Section: Third Division—Clerk \$6787-7434 (one). Telecommunications Division, Metropolitan Region, Sales Branch, Directory Sales and Meter Checks Section: Fourth Division—Clerical Assistant, Grade 3 (two).

Offices abolished: Engineering Division: Fourth Division—Apprentice (seven). Telecommunications Division, Country Region, District Telephone Office, Central: Third Division—Clerk \$4955-5708 (one).

(Ex. Min. No. 49)

DEPARTMENT OF SOCIAL SECURITY

Australian Capital Territory

Offices created: Management Division, Establishments and Finance Branch: Third Division—Director \$11256-11688 (one); Senior Inspector \$10393-10824 (two); Inspector \$9529-9961 (one); Clerk \$7651-8230 (two); Clerk \$6787-7434 (one); Clerk \$5923-6571 (two); Clerk \$4955-5708 (two); Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (three).

New South Wales

Offices created: Management Branch: Third Division—Instructor (Benefits) \$7651-8230 (one); Senior Training Officer, Grade 1 \$7651-8230 (one); Training Officer, Grade 2 \$6787-7434 (three); Examiner-in-Training \$4955-5708 (thirty-five); Clerk \$4955-5708 (one); Clerk \$2298-4770 (ten). Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (ten); Typist, Grade 1 (two).

Queensland

Offices created: Management Branch: Third Division—Clerk \$4955-5708 (fifteen).

Western Australia

Office created: Health Insurance and Benefits Branch: Third Division—Clerk \$6787-7434 (one).

(Ex. Min. No. 72)

DEPARTMENT OF THE TREASURY

Australian Taxation Office

Australian Capital Territory

Offices created: Management Division, Management Services Branch: Second Division—Assistant Commissioner of Taxation, Level 1, \$17300 (one); Fourth Division—Clerical Assistant, Grade 5 (one); Clerical Assistant, Grade 4 (one); Typist Supervisor, Grade 1 (one).

New South Wales

Offices created: Income Tax Division, Investigation Branch: Third Division—Chief Investigation Officer, \$11256-11688 (one); Supervisor (Investigations), \$10393-10824 (two); Senior Investigation Officer, Grade 2, \$9529-9961 (six); Senior Investigation Officer, Grade 1, \$8518-9097 (six); Investigation Officer, Grade 3, \$7651-8230 (six); Indoor Examiner, \$6787-7434 (two).

Victoria

Offices created: Income Tax Division, Assessing Branch, Estate Duty and Gift Duty Section: Third Division—Assessor Supervisor, \$8518-9097 (one); Assessor, Grade 5, \$7651-8230 (one).

Tasmania

Offices created: Income Tax Division, Appeals and Advising Branch: Third Division—Senior Advising Officer, \$10393-10824 (one).

(Ex. Min. No. 17)

District Allowances

POSTMASTER-GENERAL'S DEPARTMENT

AERIAL TRUNK LINE ROUTES, QUEENSLAND

HIS Excellency the Governor-General in Council has been pleased to approve in pursuance of Regulation 102 of the *Public Service Act 1922-1973* the Aerial Trunk Line Route for Boulia to Birdsville be classified, for District Allowance purposes, in the grades indicated below:

Grade VI—during installation.

Grade V—during maintenance.

LIONEL BOWEN

Postmaster-General

(Ex. Min. No. 47)

RETIREMENTS AND DISMISSALS

The following retirements and dismissals are notified by the Public Service Board.

RETIREMENTS

(With effect as from the close of business on the dates indicated.)

DEPARTMENT OF CUSTOMS AND EXCISE

New South Wales

Section 85: Tom Riley, Locker, Grade 2, 26.11.73.

DEPARTMENT OF DEFENCE—AIR OFFICE

Australian Capital Territory

Section 67 (Invalidity): Mirdza Zagorskis, Clerical Assistant, Grade 1, 27.11.73.

DEPARTMENT OF DEFENCE—ARMY OFFICE

Office of the Regional Secretary, Victoria

Section 85 (1): Westley Charles Ashdown, Senior Technical Officer, (Engineering), Grade 1, 2.1.74.

Queensland

Section 67 (Invalidity): Ernest Patrick Weeks, Senior Storeman, 12.12.73.

DEPARTMENT OF DEFENCE—NAVY OFFICE

Victoria

Section 86: James Edward Braithwaite, Senior Internal Auditor, Grade 1, 28.1.74.

Section 85 (1): Alfred Douglas Linzee Giles, Assistant Navy Store Officer, 4.1.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

New South Wales

Section 67 (Invalidity): Louis Albert Marne Pittelkow, Engineer, Class 4, 2.1.74.

Section 85 (1): Lewis James Copper, Works Supervisor, 4.1.74.

Section 67 (Invalidity): Ernest Albert Alexander Taylor, Clerk, 19.12.73.

DEPARTMENT OF MINERALS AND ENERGY

Central Office

Section 67 (Invalidity): A. E. Reaby, Supervising Draftsman, 14.12.73.

POSTMASTER-GENERAL'S DEPARTMENT

Queensland

Section 67 (Invalidity): Harold Stewart Horne, Lineman, Grade 2, 18.10.73; Christian William Jacobsen, Lineman, Grade 1, 7.12.73; George Thomas Kersey, Lines Supervisor, Grade 2, 28.11.73; Harry Oakman, Mail Officer, 19.9.73; Frederick Thompson, Labourer, 18.12.73.

Section 85 (1): Lionel Aubrey Burton, Lineman, Grade 2, 12.11.73.

South Australia

Section 67 (Invalidity): Archibald John Hewitt, Postmaster, Grade 4, 3.1.74.

Western Australia

Section 67 (Invalidity): Cyril Henry Fletcher, Telecommunications Technical Officer, Grade 1, 4.1.74.

Section 86: Jack Morgan, Postal Officer, Grade 2, 2.1.74; George Stuart Newman, Supervisor (Telegraphs), 13.1.74.

DEPARTMENT OF SERVICES AND PROPERTY

Central Staff

Section 67 (Invalidity): K. R. Morgan, Land Surveyor, Class 2, 7.1.74.

DEPARTMENT OF SOCIAL SECURITY

Victoria

Section 67 (Invalidity): Peter Hyman McCraith, Clerical Assistant, Grade 4, 12.11.73.

DEPARTMENT OF SUPPLY

Victoria

Section 86: James Joseph Creyer, Clerical Assistant, Grade 3, 22.12.73.

South Australia

Section 67 (Invalidity): Andrew Kirkpatrick, Clerk, 30.11.73.

DEPARTMENT OF THE TREASURY

Statistician's Branch

Australian Capital Territory

Section 67 (Invalidity): Jaring Annus Van der Moelen, Research Officer, Grade 2, (Class 5), 5.12.73.

Australian Taxation Office

Victoria

Section 86: John James Dunne, Internal Auditor, Grade 2, 28.12.73.

Section 67 (Invalidity): George Frederick Rutter, Assessor, Grade 5, 13.1.74.

Queensland

Section 86: Noel William Dallan, Assistant Deputy Commissioner of Taxation, 28.12.73.

South Australia

Section 67 (Invalidity): A. B. Ball, Clerk, 19.6.73; R. Stewart-Griffiths, Clerk, 29.11.73.

Western Australia

Section 67 (Invalidity): Gordon James Coventry Thomas, Clerk, 5.12.73.

K. F. FAUL
Acting Secretary, Public Service Board

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

EXAMINATION No. 6539

1. SALARY ADVANCEMENT OF ELECTRICAL FITTER AND MECHANIC BEYOND \$5313 PER ANNUM AND
2. QUALIFICATION FOR PROMOTION OR TRANSFER AS SENIOR AND FOREMAN ELECTRICAL FITTERS AND MECHANICS, POSTMASTER-GENERAL'S DEPARTMENT

This examination will be held on 28 February 1974 and subsequent dates in accordance with the conditions notified on page 95 of Gazette No. 9 of 30 January 1973.

Persons eligible to enter

Officers and employees of the Australian Public Service who are employed as Electrical Fitter and Mechanic and who are in receipt of a salary of \$5192 per annum or higher, at 28 February 1974.

Examination centres Capital cities and such other centres as may be determined.

Applications On special forms to be lodged with the Director of Posts and Telegraphs in the capital city of the State in which the candidate is located.

Applications close 28 February 1974. Candidates will be advised where and when to attend for examination.

EXAMINATION No. 6540

APPOINTMENT OR TRANSFER AS ASSISTANT POSTAL OFFICER (FOR TRAINING AS POSTAL CLERK), VICTORIA, QUEENSLAND AND WESTERN AUSTRALIA, AND TRANSFER AS ASSISTANT POSTAL OFFICER (FOR TRAINING AS POSTAL CLERK), SOUTH AUSTRALIA

This examination will be held on Saturday 16 March 1974 in accordance with the conditions notified on pages 94 and 95 of Gazette No. 9 of 30 January 1973, as amended on page 61 of Gazette No. 84 of 12 July 1973.

Examination centres Melbourne, Brisbane, Perth, Adelaide and such other centres as may be determined.

Persons eligible to enter

- (i) For appointment—Persons not on the permanent staff of the Australian Public Service.
- (ii) For transfer—Permanent officers of the Service.

Applications on special forms to be lodged with the Director of Posts and Telegraphs in the capital city of the State concerned.

Applications close 8 February 1974. Notice to attend the examination will be forwarded to reach candidates by 12 March 1974.

Training Will commence in July 1974.

EXAMINATION No. 6542

APPOINTMENT, PROMOTION OR TRANSFER AS CLERICAL ASSISTANT, GRADE 1, ADELAIDE

This examination will be held on Saturday 2 February 1974 in accordance with the conditions notified on page 24 of Gazette No. 9 of 30 January 1973, as amended on page 57 of Gazette No. 56 of 17 May 1973.

Examination centre Adelaide.

Persons eligible to enter

- (i) For Appointment—Persons who are not permanent officers of the Australian Public Service.
- (ii) For Promotion or Transfer—Permanent officers of the Australian Public Service who have not passed an examination conducted by or on behalf of the Board for the purpose of promotion or transfer to this designation.

Applications On special forms to be lodged with the Public Service Inspector, 10th Floor, I.M.F.C. House, 33 King William Street, Adelaide, South Australia 5000.

Applications close 30 January 1974.

EXAMINATION No. 6543

APPOINTMENT, PROMOTION OR TRANSFER AS CLERICAL ASSISTANT, GRADE 1, MELBOURNE

This examination will be held on Wednesday 6 February 1974 in accordance with the conditions notified on page 24 of Gazette No. 9 of 30 January 1973, as amended on page 57 of Gazette No. 56 of 17 May 1973.

Examination centre Melbourne

Persons eligible to enter

- (i) For Appointment—Persons who are not permanent officers of the Australian Public Service.
- (ii) For Promotion or Transfer—Permanent officers of the Australian Public Service who have not passed an examination conducted by or on behalf of the Board for the purpose of promotion or transfer to this designation.

Applications On special forms to be lodged with the Public Service Inspector, Australian Government Centre, Cnr. Spring and Latrobe Streets, Melbourne, Victoria 3000.

Applications close 30 January 1974.

EXAMINATION RESULTS

Results of the following examinations have been finalised:

<i>Exam No.</i>	<i>Title (and date notified where applicable)</i>	<i>Date held</i>
VP4196	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties) Melbourne	22.12.73
VP4197	Appointment as Telephonist, Melbourne	22.12.73
QP1231	Appointment as Telephonist, Queensland	8.12.73
SP845	Appointment as Telephonist, South Australia	1.9.73
WP1388	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties) Western Australia	8.12.73
WP1391	Appointment as Telephonist, Western Australia	8.12.73

Candidates will be advised of the results of these examinations; a copy may be seen at the office of the Public Service Inspector or Director of Posts and Telegraphs, with which applications were lodged.

Candidates whose names do not appear in the above results were unsuccessful.

K. F. FAUL

Acting Secretary, Public Service Board

VACANCIES**Parliamentary Departments****DEPARTMENT OF THE PARLIAMENTARY REPORTING STAFF**

Applications are invited from permanent officers of the Commonwealth Public Service for promotion or transfer to the undermentioned positions. The applicants should submit their applications in accordance with the general instructions under the heading 'Notification of Vacancies'.

Parliamentary Reporter \$10800-12300, Third Division, Parliamentary Reporting Staff, Canberra

Applications close: 9.2.74

Forward applications to: The Principal Parliamentary Reporter, Department of the Parliamentary Reporting Staff, Parliament House, Canberra, A.C.T. 2600

Duties: To assist in the recording and preparation of reports of the debates in both Houses of the Parliament; to record evidence of Parliamentary Committees and discussions between Commonwealth and State Ministers; and to perform such other duties as may be required.

Qualifications: Applicants must have requisite shorthand speed for verbatim reporting and ability to transcribe rapidly. Literary ability of a high order is essential.

Parliamentary Reporter-in-training \$6810-7730, Third Division, Parliamentary Reporting Staff, Canberra

Applications close: 9.2.74

Forward applications to: The Principal Parliamentary Reporter, Department of the Parliamentary Reporting Staff, Parliament House, Canberra, A.C.T. 2600

Duties: The successful applicants will be trained as Parliamentary Reporters and will be encouraged to qualify for promotion to that position, the salary range of which is \$10800-12300.

Qualifications: Applicants should have practical experience of court reporting.

Technician (Sound Recording) \$5614-5868, Fourth Division, Parliamentary Reporting Staff, Canberra

Applications close: 9.2.74

Forward applications to: The Principal Parliamentary Reporter, Department of the Parliamentary Reporting Staff, Parliament House, Canberra, A.C.T. 2600.

Duties: Assist the Technician-in-charge (Sound Recording) in the operation and maintenance of sound recording equipment.

Qualifications: Appropriate technical qualifications and experience essential.

DEPARTMENT OF THE PARLIAMENTARY LIBRARY

Applications are invited from permanent officers of the Australian Public Service for promotion or transfer to the position of:

Legislative Research Specialist, Grade 2 \$8886-9548 (Class 6), Third Division, Statistics Group, Legislative Research Service, Canberra

Applications close: 31.1.74

Forward applications to: The Parliamentary Librarian, Parliament House, Canberra, A.C.T. 2600

Duties: No. 13—The appointee will work under the guidance of the Director of the Statistics Group contributing to the work of analysing statistical data and preparing research material for Senators and Members, discussing and advising as appropriate. The duties require ability in research and analysis and the capacity to prepare written material objectively, accurately, clearly and quickly.

Qualifications: Appropriate university degree with statistical and mathematical subjects is essential. Practical experience in compilation and analysis of statistics would be an advantage.

Statutory Authorities**CITIES COMMISSION**

The Commission is a body established by statute to investigate and report on matters relating to urban and regional development in Australia including advice to the Australian Government on the establishment of new cities and the granting of financial assistance for these purposes. The Commission is also required to advise on matters relating to existing cities, and may also undertake pilot and experimental projects.

These functions involve close and continuing co-operation with Australian, State and local government bodies. The Commission is staffed by professionals and administrators with emphasis on developing a relatively small expert multi-disciplinary team capable of undertaking a wide variety of tasks in the urban and regional field.

The Commission has the following vacancies in the Planning Division and invites applications from suitably qualified persons.

Director—\$17300 or \$19085

Responsible to the First Assistant Commissioner (Planning) for the work of the Planning Branch encompassing Project Planning and Development work.

The functions of the Branch involve the outline and detailed planning of specific projects and the conduct and evaluation of studies related to the new cities programme and, as required, projects on the rehabilitation of areas in the existing cities. The functions also involve integration with transportation, engineering, sociological and other studies. The Director is responsible for duties which include:

- (a) direction of a multi-disciplinary professional team and consultants; evaluation of reports;
- (b) provision of expert advice to Departments, agencies and consultants on planning aspects of specific urban and regional development projects;
- (c) representing the Commission on important external committees;
- (d) formulating policy for the Commission in appropriate areas of expertise.

Appointment will be made at either \$17300 or \$19085 dependent on experience and qualifications.

Applicants should have a demonstrated capacity to direct high level work in multi-disciplinary fields, have acceptable tertiary qualifications and experience in a relevant professional field. Eligibility for membership of the Royal Australian Planning Institute is also desirable.

Town Planners and Senior Research Officers. Several Positions: \$9876-15718

The Planning Division consists of four areas of specialisation and positions are available in the first three of those below:

- Regional planning and development;
- Metropolitan and transportation planning;
- Project planning and development;
- Engineering and environmental studies.

Tasks undertaken so far range from broad scale investigations at the national level to detailed planning of specific projects in cities designated for accelerated growth and existing cities. The majority of current vacancies for town planners exist in the Project Planning group which is concerned with outline and detailed planning of specific projects in all states. All projects are being developed in association with the relative state bodies and work in this area will involve attendance on committees and travel interstate on a fairly regular basis. Positions for senior research officers are within the Regional Planning and Development Cell.

Applicants must possess a recognised degree or diploma in planning, engineering, geography, economics or other relevant fields and applicants for appointment to town planning positions must be eligible for admission to corporate membership of the Royal Australian Planning Institute. Eligibility for membership of overseas planning institute may be sufficient to fulfil this requirement, however, the qualifications of each such applicant will be examined individually before a position can be offered. Commencing salary will be within the range \$9876-15718 and will be commensurate with qualifications and experience.

Conditions: The positions are located in Canberra. Appointees may be eligible to contribute to the Superannuation Fund. In certain cases superannuation and leave credits are transferable. Fares for the appointees and approved dependents and the cost of

removal of furniture and personal effects will be paid by the commission. Assistance will be given in obtaining accommodation on a rental basis for which a subsidy may be paid.

Applications in writing giving details of qualifications and experience should be submitted to the General Manager, Cities Commission, P.O. Box 1661, Canberra City, A.C.T. 2601 by 1 February 1974.

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DEPARTMENT OF FINANCE—PAPUA NEW GUINEA

Senior Investigation Officer, Grade 1

Accountancy qualifications, wide experience in investigation work and a thorough knowledge of

income tax legislation are needed for this job. Applicants must hold the Victorian leaving certificate or equivalent.

Pay will be within the range \$10707-\$11038 p.a.

Assessors, Grades 3-5

Applicants for all positions should hold accountancy qualifications and have a sound knowledge of taxation law and practice. Other requirements are as follows:

Grade 3—Victorian leaving certificate or equivalent. Ability to assess income derived from salaries and investments.

Grade 4—Victorian leaving certificate or equivalent. Ability to undertake all stages of assessments to the level of businesses and professions.

Grade 5—Victorian leaving certificate or have served continuously for 15 years or longer as a third division officer or the Commonwealth Taxation Office. Ability to assess at all levels up to partnerships and trusts.

Pay ranges—

Grade 3—\$7912-8652

Grade 4—\$8899-9639

Grade 5—\$9886-10398

Service conditions:

2 year contract engagement

3 months' leave after 21 months' service

Generous allowances for accommodation, leave fares etc.

Allowance of \$360 p.a. to married men

Lower income tax—about 2/3 of the current Australian rate

Transfer under Section 47D of the Commonwealth Public Service Act will be considered.

Further details:

Mr Deasey, 46 Market Street, Sydney, Phone 295151.

Mr Winks, 9th Floor Aviation House, Fortitude Valley, Brisbane, Phone 250122.

Mrs Hendry, 4th Floor A.M.P. Building, Canberra, Phone 486644.

Please quote advertisement 820 in your inquiry.

Applications close at the Canberra City office on 31 January.

VACANCIES—PUBLIC SERVICE

General Information

VACANCIES OPEN TO PERMANENT OFFICERS

Applications are invited from officers of the Public Service for promotion or transfer to the positions advertised below. Applicants should state fully their qualifications when applying for a position.

If an applicant wishes to be considered for two or more vacancies a separate application should be forwarded for each position except where the positions applied for are of similar classification and in the same Branch of a Department (i.e., positions of Postmaster, Lines Staff positions, etc.). One application will be accepted for these positions.

Officers of the Public Service transferred, not promoted, may be required to pay their removal expenses.

The following particulars should be set out at the foot of application:

Full name (block letters)... Office or branch....
Personnel number..... Salary scale.....
Date of birth..... Length of service...

VACANCIES OPEN TO OFFICERS AND TO PERSONS WHO ARE NOT OFFICERS OF THE SERVICE

Applications are invited from persons who are not permanent officers of the Service for appointment to those offices which are indicated in the vacancies advertised below by the following symbol(*).

Suitably qualified Fourth Division officers may apply for transfer or promotion to Third Division vacancies in pursuance of regulation 112.

To be eligible for appointment a person must be:

- (i) a British subject;
- (ii) permanently residing in Australia, or eligible for entry to Australia for permanent residence;
- (iii) medically and physically fit.

Suitable applicants will be offered appointment in accordance with an order of merit ascertained on the basis of applicants' qualifications and the results of interviews of applicants. If an ex-serviceman and a person not an ex-serviceman should be placed equal in order of merit, the ex-serviceman will be offered appointment before the person who is not an ex-serviceman.

Applications should preferably be made on printed forms obtainable from the Public Service Inspector in each Capital City, the Public Service Board Representative in Port Moresby, or the Department in which the vacancy exists.

Permanent officers are required to contribute under the Superannuation Act.

Fares to locality of appointment will be paid by the Australian Government where the appointee is required to perform the duties of his office in a city or town other than that in which he was residing at the time of appointment. If the applicant is married the fares of his wife and family will be included.

SALARIES AND GENERAL CONDITIONS

Actual Salaries

All salaries shown in the vacancies section of this Gazette are expressed as current actual salaries.

General

Inquiries as to actual salaries payable to minors should be addressed to the Department notifying the vacancy. Married minors (males) may be eligible for an allowance under regulation 87b.

New adult appointees may be paid commencing salaries at any point within a salary range.

At those offices, where quarters are indicated, a reduction for rental will be made at the rate of 10 per cent of the minimum of the position unless otherwise stated.

The inclusion in brackets after the salary classification of certain Third Division positions of a 'Class' number relates to the relevant item in Part II of the First Schedule to the Public Service (Salaries) Regulations. It does not form part of the designation and classification of the position and is included to facilitate recognition of the salary level.

Qualifications

The qualifications prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Public Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories Information on recruitment and examination conditions and qualification requirements is also available in Gazette No. 9 of 30 January 1973 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Sections 32, 53 and 53b of the Public Service Act 1922-1973'.

Conditions of eligibility for Draftsman and Technical Officer positions for persons who have requisite experience but who lack approved education qualifications are also set out in P.S.B. Circular 1973/10. Part D.

SUBMISSION ON APPLICATIONS

Code letters are used below each vacancy to show where applications should be lodged.

A key to these code letters appears below.

Applications should be submitted to reach the address shown not later than the end of the application period appropriate to the vacancy in question.

Offices marked (*) are open to suitably qualified persons within and without the Service, including Fourth Division officers. Applications for these vacancies close on the twenty-first day after the date of this Gazette.

Offices marked (**) are also open to suitably qualified persons within and without the Service, including Fourth Division officers. Applications for these vacancies close on the fourteenth day after the date of this Gazette.

Unless otherwise indicated, applications for all other vacancies close on the fourteenth day after the date of this Gazette.

An application by telegram will be accepted before the closing date but a written application should follow immediately.

INDEX OF ADDRESSES

- A1 The Secretary, Department of Aboriginal Affairs, P.O. Box 241, Civic Square, A.C.T. 2608
- D1 The Secretary, Attorney-General's Department, Canberra, A.C.T. 2600
- D2 The Administrative Officer, Attorney-General's Department, G.P.O. Box 4055, Sydney, N.S.W. 2001
- D3 The Administrative Officer, Attorney-General's Department, 99 Queen Street, Melbourne, Vic. 3000

- D4 The Administrative Officer, Attorney-General's Department, G.P.O. Box 1408R, Brisbane, Qld 4001
- D5 The Administrative Officer, Attorney-General's Department, G.P.O. Box 2150, Adelaide, S.A. 5001
- D6 The Administrative Officer, Attorney-General's Department, G.P.O. Box U1994, Perth, W.A. 6001
- D7 The Administrative Officer, Attorney-General's Department, G.P.O. Box 3660, Hobart, Tas. 7001
- D8 The Administrative Officer, Attorney-General's Department, P.O. Box 382, Darwin, N.T. 5794
- D9 The Principal Legal Officer, Courts Offices Branch, P.O. Box 370, Canberra, A.C.T. 2601
- D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
- D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
- D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
- D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
- D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
- D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1408R, Brisbane, Qld 4001
- D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
- D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
- D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
- D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
- D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
- D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
- D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
- D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
- D24 The Commissioner of Trade Practices, 5th Floor, City Mutual Building, Hobart Place, Canberra City, A.C.T. 2601
- D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1515, Canberra City, A.C.T. 2601
- D26 The First Parliamentary Counsel, Office of Parliamentary Counsel, Canberra, A.C.T. 2600
- E1 The Secretary, Department of the Capital Territory, P.O. Box 158, Canberra City, A.C.T. 2601
- F1 The Secretary to the Department of Transport and the Director-General of Civil Aviation, Department of Transport, G.P.O. Box 1839Q, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, Private Mail Bag, P.O., North Sydney, N.S.W. 2060
- F3 The Regional Director, Department of Transport, P.O. Box 1733P, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.A. 5001
- F6 The Regional Director, Department of Transport, Box X2212, G.P.O., Perth, W.A. 6001
- F7 The Regional Director, Department of Transport, P.O. Box 2087, Konedobu, P.N.G.
- G1 The Comptroller-General, Department of Customs and Excise, Canberra, A.C.T. 2600
- G2 The Collector of Customs, G.P.O. Box 8, Sydney, N.S.W. 2001
- G3 The Collector of Customs, 11 William Street, Melbourne, Vic. 3000
- G4 The Collector of Customs, G.P.O. Box 1464T, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148B, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), Box 4131, G.P.O. Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F. Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, PNG Defence Force
- H14 Department of Defence, Deputy Assistant Secretary (Army Office) HQ ANZUK Support Group, Singapore
- H15 The Area Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H17 The Executive Officer, Victoria Administration, Department of Defence (Navy office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O., Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The General Manager, H.M.A. Naval Dockyard, Nelson Place, Williamstown, Vic. 3016
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- I2 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- I3 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 586J, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000

- 16 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- 17 The Regional Director, Hobart Office, Department of Education, P.O. Box 168, Sandy Bay, Tas. 7005
- 18 The Director of Education, (Northern Territory Community Schools), Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- 19 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
- J1 The Secretary, Department of the Environment and Conservation, P.O. Box 1938, Canberra City, A.C.T. 2601
- K1 The Director-General, Office of Australian Development Assistance Agency, P.O. Box 887, Canberra City, A.C.T. 2601
- K2 The Regional Director, Papua New Guinea Office, G.P.O. Box 4201, Sydney, N.S.W. 2001
- K3 The Registrar, Australian School of Pacific Administration, Middle Head, Mosman, N.S.W. 2088
- L1 The Secretary, Department of Foreign Affairs, Canberra, A.C.T. 2600
- L2 The Regional Director, Department of Foreign Affairs, Flotta Lauro Building, 486 Bourke Street, Melbourne, Vic. 3000
- L3 The Regional Director, Department of Foreign Affairs, 18th Floor, Westfield Towers, 100 William Street, Sydney, N.S.W. 2001
- M1 The Director-General of Health, Department of Health, P.O. Box 100, Woden, A.C.T. 2606
- M2 The Director of Health, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- M3 The Director of Health, Australian Government Centre, Cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- M4 The Director of Health, G.P.O. Box 567, Brisbane, Qld 4001
- M5 The Director of Health, Box 2219, G.P.O., Adelaide, S.A. 5001
- M6 The Director of Health, G.P.O. Box M970, Perth, W.A. 6001
- M7 The Director of Health, G.P.O. Box 9191, Hobart, Tas. 7001
- M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
- M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601
- M10 The Director, Commonwealth Acoustic Laboratories, 5 Hickson Road, Miller's Point, N.S.W. 2000
- M11 The Director, School of Public Health and Tropical Medicine, University of Sydney, N.S.W. 2006
- M12 The Director, Institute of Child Health, Royal Alexandra Hospital for Children, Camperdown, N.S.W. 2050
- M13 The Director, Commonwealth X-Ray and Radium Laboratories, Surry Place, Melbourne, Vic. 3000
- M14 The Director of Health, P.O. Box 825, Canberra City, A.C.T. 2601
- N1 The Secretary, Department of Housing and Construction, P.O. Box 690, Canberra City, A.C.T. 2601
- N2 The Regional Director, Department of Housing and Construction, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- N3 The Regional Director, Department of Housing and Construction, E.S. & A. Bank Building, 460 Bourke Street, Melbourne, Vic. 3000
- N4 The Regional Director, Department of Housing and Construction, G.P.O. Box 498H, Brisbane, Qld 4001
- N5 The Regional Director, Department of Housing and Construction, G.P.O. Box 319, Adelaide, S.A. 5001
- N6 The Regional Director, Department of Housing and Construction, G.P.O. Box L885, Perth, W.A. 6001
- N7 The Regional Director, Department of Housing and Construction, G.P.O. Box 772H, Hobart, Tas. 7001
- O1 The Secretary, Department of Immigration, Canberra, A.C.T. 2600
- O2 The Regional Director of Migration, Department of Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3 The Regional Director of Migration, Department of Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4 The Regional Director of Migration, Department of Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5 The Regional Director of Migration, Department of Immigration, Box 2399, G.P.O., Adelaide, S.A. 5001
- O6 The Regional Director of Migration, Department of Immigration, P.O. Box 963M, Perth, W.A. 6001
- O7 The Regional Director of Migration, Department of Immigration, G.P.O. Box 794H, Hobart, Tas. 7001
- O8 The Regional Director of Migration, Department of Immigration, Box 864, Darwin, N.T. 5794
- P1 The Secretary, Department of Labour, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- P2 The Regional Director, Department of Labour, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- P3 The Regional Director, Department of Labour, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- P4 The Regional Director, Department of Labour, G.P.O. Box 1382, Brisbane, Qld 4001
- P5 The Regional Director, Department of Labour, G.P.O. Box 2299, Adelaide, S.A. 5001
- P6 The Regional Director, Department of Labour, G.P.O. Box R1273, Perth, W.A. 6001
- P7 The Regional Director, Department of Labour, G.P.O. Box 585F, Hobart, Tas. 7001
- P8 The Officer-in-charge, Department of Labour, P.O. Box 399, Canberra City, A.C.T. 2601
- Q1 The Secretary, Department of the Media, 153 Walker Street, North Sydney, N.S.W. 2060
- Q2 The Controller, Australian Government Publishing Service, G.P.O. Box 84, Canberra, A.C.T. 2600
- Q3 The Chairman, Australian Broadcasting Control Board, Marland House, 562-574 Bourke Street, Melbourne, Vic. 3000
- R1 The Secretary, Department of Minerals and Energy, Canberra, A.C.T. 2600
- T1 The Secretary, Department of Northern Development, P.O. Box 823, Canberra City, A.C.T. 2600
- U1 The Director Establishments and ADP, Department of the Northern Territory, P.O. Box 231, Darwin, N.T. 5794 (by Airmail)
- V1 The Secretary, Department of Overseas Trade, Canberra, A.C.T. 2600
- V2 The Administrative Officer, Department of Overseas Trade, G.P.O. Box 7054, Sydney, N.S.W. 2000
- V3 The Assistant Director, Department of Overseas Trade, Private Bag, Post Office, South Yarra, Vic. 3141
- V4 The Regional Director, Department of Overseas Trade, 1st Floor, Commonwealth Offices, 232 Adelaide Street, Brisbane, Qld 4000
- V5 The Regional Director, Department of Overseas Trade, G.P.O. Box 477D, Adelaide, S.A. 5001

- V6 The Regional Director, Department of Overseas Trade, G.P.O. Box M967, Perth, W.A. 6001
- V7 The Regional Director, Department of Overseas Trade, 2nd Floor, M.L.C. Building, 65 Murray Street, Hobart, Tas. 7000
- W1 The Director-General of Posts and Telegraphs, Melbourne, Vic. 3000
- W2 The Director of Posts and Telegraphs, G.P.O. Box 6001, Sydney, N.S.W. 2001
- W3 The Director of Posts and Telegraphs, Melbourne, Vic. 3000
- W4 The Director of Posts and Telegraphs, Brisbane, Qld 4000
- W5 The Director of Posts and Telegraphs, Adelaide, S.A. 5000
- W6 The Director of Posts and Telegraphs, Perth, W.A. 6000
- W7 The Director of Posts and Telegraphs, Hobart, Tas. 7000
- X1 The Secretary, Department of Primary Industry, Canberra, A.C.T. 2600
- X2 Regional Director, Department of Primary Industry, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- X3 Regional Director, Department of Primary Industry, Box 2246U, Elizabeth Street, P.O., Melbourne, Vic. 3001
- X4 Regional Executive Officer, Department of Primary Industry, G.P.O. Box 778, Brisbane, Qld 4001
- X5 Regional Executive Officer, Department of Primary Industry, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6 Regional Executive Officer, Department of Primary Industry, G.P.O. Box M957, Perth, W.A. 6001
- X7 Regional Executive Officer, Department of Primary Industry, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1 The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2 The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4 The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5 The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601
- Y6 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- Y7 The Public Service Inspector, Australian Government Centre, Cnr. Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y8 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001
- Y11 The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001
- Y12 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794
- Y13 The First Assistant Commissioner (Arbitration), Australian Government Centre, Cnr. Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14 The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15 The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16 The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17 The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19 The Chief Auditor, Auditor-General's Office, G.P.O. Box 106B, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24 The Director, Office of the Prices Justification Tribunal, 4 Treasury Place, Melbourne, Vic. 3000
- Z1 The Secretary, Repatriation Commission, Albemarle Building, Furzer Street, Phillip, A.C.T. 2606
- Z2 The Deputy Commissioner, Repatriation Department, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3 The Deputy Commissioner, Repatriation Department, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4 The Deputy Commissioner, Repatriation Department, G.P.O. Box 651, Brisbane, Qld 4001
- Z5 The Deputy Commissioner, Repatriation Department, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6 The Deputy Commissioner, Repatriation Department, G.P.O. Box F352, Perth, W.A. 6001
- Z7 The Deputy Commissioner, Repatriation Department, G.P.O. Box 481E, Hobart, Tas. 7001
- AA1 The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2 The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3 The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289K, Melbourne, Vic. 3001
- AA4 The Regional Director, Bureau of Meteorology, P.O. Box 797, Canberra City, A.C.T. 2601
- AA5 The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AA6 The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AA7 The Regional Director, Bureau of Meteorology, P.O. Box 413F, Brisbane, Qld 4001
- AA8 The Regional Director, Bureau of Meteorology, West Terrace, Adelaide, S.A. 5000
- AA9 The Regional Director, Bureau of Meteorology, 127 Wellington Street, Perth, W.A. 6000
- AA10 The Regional Director, Bureau of Meteorology, P.O. Box 727G, Hobart, Tas. 7001
- AA11 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12 The Officer-in-charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14 The Commissioner, Patents Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AA15 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AB1 The Secretary, Department of Secondary Industry, Canberra, A.C.T. 2600
- AC1 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC2 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC3 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC4 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001

- AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519e, Hobart, Tas. 7001
- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, 162-166 Goulburn Street, Sydney, N.S.W. 2000
- AC11 The Australian Electoral Office for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, Coronation House, 109-117 Edward Street, Brisbane, Qld 4000
- AC13 The Australian Electoral Officer for South Australia, 83-89 Currie Street, Adelaide, S.A. 5000
- AC14 The Australian Electoral Officer for Western Australia, 5th Floor, Australian Government Centre, 1-3 St George's Terrace, Perth, W.A. 6000
- AC15 The Australian Electoral Officer for Tasmania, 30 Davey Street, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 1797o, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 356b, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The National Librarian, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Supply, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Supply, G.P.O. Box 38, Sydney, N.S.W. 2001
- AF3 The Regional Director, Department of Supply, G.P.O. Box 2288u, Melbourne, Vic. 3001
- AF4 The Regional Director, Department of Supply, G.P.O. Box 1391r, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Supply, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Supply, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Supply, G.P.O. Box 771h, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O., Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2, P.O., Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2, P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8, P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1, P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5, P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1, P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square, P.O., Canberra City, A.C.T. 2608
- AH1 The Secretary, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Department of Transport, P.O. Box 308, Milsons Point, N.S.W. 2061
- AH3 The Regional Controller, Department of Transport, G.P.O. Box 2111S, Melbourne, Vic. 3001
- AH4 The Regional Controller, Department of Transport, G.P.O. Box 779, Brisbane, Qld 4001
- AH5 The Regional Controller, Department of Transport, Box 1799, G.P.O., Adelaide, S.A. 5001
- AH6 The Regional Controller, Department of Transport, P.O. Box 7162, Cloisters Square, Perth, W.A. 6000
- AH7 The Regional Controller, Department of Transport, G.P.O. Box 854j, Hobart, Tas. 7000
- AH8 The Controller, Establishments Section, Department of Transport, Box 2111s, G.P.O., Melbourne, Vic. 3001
- AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- AI2 The Director, Sub-Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
- AI3 The Director, Sub-Treasury, G.P.O. Box 1926r, Melbourne, Vic. 3001
- AI4 The Director, Sub-Treasury, G.P.O. Box 158, Brisbane, Qld 4001
- AI5 The Director, Sub-Treasury, Box 1248, G.P.O. Adelaide, S.A. 5001
- AI6 The Director, Sub-Treasury, G.P.O. Box m937, Perth, W.A. 6001
- AI7 The Director, Sub-Treasury, G.P.O. Box 295c, Hobart, Tas. 7001
- AI8 The Director, Sub-Treasury, P.O. Box 3971, Darwin, N.T. 5790
- AI9 The Controller, Royal Australian Mint, Canberra, A.C.T. 2600
- AI10 The Commonwealth Statistician, A.C.T., Canberra 2600
- AI11 The Deputy Commonwealth Statistician, G.P.O. Box 796, Sydney, N.S.W. 2001
- AI12 The Deputy Commonwealth Statistician, G.P.O. Box 2796v, Melbourne, Vic. 3001
- AI13 The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI14 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- AI15 The Deputy Commonwealth Statistician, 1-3 St. George's Terrace, Perth, W.A. 6000
- AI16 The Deputy Commonwealth Statistician, G.P.O. Box 66a, Hobart, Tas. 7001
- AI17 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600

- AI18 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- AI19 The Deputy Commissioner of Taxation, G.P.O. Box 533E, Melbourne, Vic. 3001
- AI20 The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI21 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- AI22 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- AI123 The Deputy Commissioner of Taxation, G.P.O. Box 712G, Hobart, Tas. 7001
- AI24 The Chairman, Taxation Board of Review No. 1, G.P.O. Box 5, Sydney, N.S.W. 2001
- AI25 The Chairman, Taxation Board of Review No. 2, 372 Albert Street, East Melbourne, Vic. 3002
- AI26 The Deputy Commissioner of Taxation, P.O. Box 227, Darwin, N.T. 5790
- AI27 The Chairman, Taxation Board of Review No. 3, Ampol House, Herschell Street, Brisbane, Qld 4000
- AI28 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001
- AI29 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973R, Melbourne, Vic. 3001
- AI30 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001
- AI31 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001
- AI32 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001
- AI33 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533F, Hobart, Tas. 7001
- AJ1 The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T. 2601
- AK1 The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001
- AK2 The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606
- AK3 The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000
- AK4 The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000
- AK5 The Director of Works, Department of Housing and Construction, Box 1381 G.P.O., Brisbane, Qld 4001
- AK6 The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001
- AK7 The Director of Works, Department of Housing and Construction, Box C115, G.P.O., Perth, W.A. 6000
- AK8 The Controller of Works, G.P.O. Box 813H, Hobart, Tas. 7001
- AK9 The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790
- AK10 The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.
- AK11 The Assistant Director-General, Department of Housing and Construction, Box 3917 G.P.O., Sydney, N.S.W. 2001

Departmental Vacancies

DEPARTMENT OF ABORIGINAL AFFAIRS NORTHERN TERRITORY

Northern Territory Division, Projects and Services Branch

*Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Child and General Welfare Section (several positions), Darwin

Duties: NP—Welfare Officer. To assist and be advocates for people in need of help and to advise people of welfare entitlements.

Qualifications: Formal training in welfare work is not essential, but maturity and the ability to get on well with people is desirable.

Note: Special courses of in-service training will be conducted for selected applicants.

Apply: U1

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Steno-secretary, Grade 1 \$4618-4924, Fourth Division (several positions), Canberra

Duties: Provide personal stenographic and secretarial assistance for a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

Management and Special Services Division, Establishments and Planning Branch

Clerk \$12019-12510 (Class 9), Third Division, Planning, Systems and Development Section, Planning and Development Sub-section, Canberra

Duties: No. 113—Direct and control the Sub-section; allocate projects to officers and review reports before submission for adoption. Undertake, with professional officers where appropriate, administrative planning of the more important projects.

Apply: D1

Clerk \$11032-11525 (Class 8), Third Division, Conditions Section, Canberra

Duties: No. 70—Examine proposals related to rates of pay and allowances of members of Police Forces.

Qualifications: Wide experience in industrial work and related fields, desirable.

Apply: D1

Clerk \$8886-9548 (Class 6), Third Division, Conditions Section, Canberra

Duties: No. 71—Investigate policy aspects of conditions of service of staff.

Apply: D1

Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Establishments Section, Training Sub-section, Canberra

Duties: No. 82—Plan and conduct training courses and sessions for Departmental officers.

Apply: D1

Assistant Inspector \$8886-9548 (Class 6), Third Division, Planning, Systems and Development Section, O. and M. Sub-section, Canberra

Duties: No. 108—Participate in O. and M. reviews and investigations. Conduct minor investigations of organisation and methods.

Apply: D1

Registrar \$8886-9548 (Class 6), Third Division, Planning, Systems and Development Section, O. and M., Sub-section, Canberra

Duties: No. 111—Oversee all record holdings in the Department and continually renew systems and procedures in use, including participation in O. and M. reviews.

Apply: D1

Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Personnel Sub-section (two positions), Canberra

Duties: Nos. 94, 96—Staff Clerk.

Qualifications: Knowledge of the Public Service Act and Regulations, General Orders and A.D.P. Salaries System desirable.

Apply: D1

Operations Branch

Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Canberra

Duties: No. 127—Personal stenographic and typing duties for Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

Typist, Grade 2 \$4113-4378, Fourth Division (three positions), Canberra

Duties: Nos. 135, 136, 137—Take and transcribe shorthand notes required.

Qualifications: Above three positions—Shorthand, 100 words per minute desirable.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Commonwealth Police Service

* **Principal Research Officer \$11032-11525**, Third Division, Crime—Intelligence Section, Canberra

Duties: Analyse and evaluate Crime Intelligence Data relating to the extent, profile, distribution and organisation of the Illicit Drug Traffic nationally and internationally in so far as it affects Australia.

Qualifications: Preferably science degree with major in pharmacology, experience in research design and statistical analysis.

Note: This is a temporary vacancy and employment is available for a period of approximately 12 months.

Apply: D1

Courts Office Branch

Typist, Grade 2 \$4113-4378, Fourth Division, Canberra

Duties: No. 47—Perform stenographic work for senior officers of the Branch. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Deputy Crown Solicitor's Office

Clerk \$5806-6666 (Class 2/3), Third Division, Debt Recovery Section, Canberra

Duties: No. 18—Oversight the issue of letters of demand; interview debtors, control files and take action in the more difficult cases.

Apply: D1

Registration Offices Branch

Company Inspector, Grade 3 \$9876-10538 (Class 7), Third Division, Companies Inspection Section, Canberra

Duties: No. 72—Assist the Deputy Registrar with applications for dispensing orders and prepare reports relating thereto. Examine and analyse the more complex accounting documents including balance sheets, director's reports, returns relating to liquidations and take-over offers. Prepare requisitions and correspondence relating thereto.

Qualifications: Accountancy qualifications recognised by the Board.

Apply: D1

Clerk \$5806-6666 (Class 2/3), Third Division, Titles Section, Canberra

Duties: No. 52—Carry out preliminary examination on documents lodged. Assess and collect relevant fees and issue receipts.

Apply: D1

Clerk \$5806-6666 (Class 2/3), Third Division, Titles Section, Canberra

Duties: No. 53—Carry out preliminary examination on documents lodged. Assess and collect fees and issue receipts.

Apply: D1

NORTHERN TERRITORY

Crown Law Office

Clerk \$5806-6666 (Class 2/3), Third Division, Common Law Section, Darwin

Duties: No. 22—Recovery Clerk. Issue court process and take other action as necessary in the recovery of debts.

Apply: D1

Clerk \$7899-8639 (Class 5), Third Division, Canberra

Duties: No. 31—Direct and control the work of the Personnel and Office Services Sub-section; prepare submissions to the Delegate of the Commissioner for Employees Compensation.

Qualifications: Knowledge of Public Service Act and Regulations, General Orders, Overseas Determinations, Attorney-General's Determination and Commonwealth Employees' Compensation Act desirable.

Apply: D20

NEW SOUTH WALES

Bankruptcy Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Official Receiver's Section, Sydney

Duties: No. 13—Assist Realisation Officers generally in the realisation and administration of current estates.

Apply: D2

SOUTH AUSTRALIA

Establishments and General Services Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Office Services Section, Adelaide

Duties: No. 7—Direct the work of the Section; classify, register and index correspondence, open and distribute incoming mail, carry out post-examination of files. Perform the duties of librarian.

Qualifications: Knowledge of Registry and Library functions desirable.

Apply: D5

OFFICE OF THE COMMISSIONER OF TRADE PRACTICES

AUSTRALIAN CAPITAL TERRITORY

Steno-secretary, Grade 2 \$6954-7424, Fourth Division, Canberra

Duties: NP—Secretarial duties for the Commissioner of Trade Practices.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D24

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

City Manager's Office

City Services Branch

* Arboriculturist, Class 3 \$11050-12364, Third Division, Research Section, City Parks Administration, Canberra

Duties: No. 46—Carry out research relating to the activities of City Parks Administration. Advise on the horticultural use of plants in the A.C.T.

Apply: E1

* Arboriculturist, Class 2 \$9397-10521, Third Division, Research Section, City Parks Administration, Canberra

Duties: No. 50—Under direction, carry out research into horticultural and aquatic weed problems in the A.C.T. and supervise research activity.

Qualifications above two positions: An appropriate degree or diploma in Agricultural Science, Rural Science, Science (major in Botany) or Forestry, or equivalent qualification. Horticultural experience desirable.

Apply: E1

Conservation and Agriculture Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Administration Section, Canberra

Duties: No. 886—Prepare specifications for and arrange purchasing, tenders and quotations for stores, etc. Record, calculate and maintain records for freehold land rates, stock rates, abattoir holding paddocks charges and agistment fees.

Qualifications: A knowledge of agricultural activities desirable.

Apply: E1

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

* Journalist, Grade A \$9015-9450, Third Division, Public Relations Section, Canberra

Duties: No. 13—Prepare information for feature articles, draft feature articles, replies to Press queries and Ministerial and Departmental news releases.

Qualifications: Broad journalistic experience. Thorough knowledge of printing and production techniques. High level of news gathering ability.

Apply: G1

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Manpower Policy and Management Services Division, Management Services Branch

Clerk \$6912-7652 (Class 4), Third Division, Personnel Section, Canberra

Duties: No. 1919—Assistant Recruitment Officer. Prepare recommendations and correspondence relating to appointments and arrange the recruitment of base grade and other special categories of staff. Prepare correspondence relating to general employment enquiries. Assist with administrative planning and work in relation to major recruitment campaigns. Oversight the work of the Appointments Clerk.

Apply: H1

* Specialist Defence Officer \$13991-14484 (Class 11), Third Division, Canberra

Duties: No. 29—Supervise and co-ordinate the work of several branches engaged in producing bulletins and articles on current international developments with particular emphasis on the Asian region.

Qualifications: Experience in international affairs and the ability to prepare accurate reports. Journalistic experience would be an advantage. University degree, preferably at honours level, desirable.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Branch of the Air Member for Personnel

Executive Officer \$11032-11525 (Class 8), Third Division, Directorate-General of Personal Service, Canberra

Duties: No. 1—Control of research into the application of The Defence Forces Retirements and Deaths Benefits Act, Repatriation Act and other similar retirement legislation to members of the RAAF.

Qualifications: Tertiary qualifications desirable with wide knowledge of RAAF conditions of service.

Apply: H1

Establishments and General Division, Establishments Branch

Clerk \$6912-7652 (Class 4), Third Division, Directorate of Civil Personnel, Canberra

Duties: No. 23—Supervise and direct staff engaged on Standard Personnel Records and deal with more important aspects of Personnel work. Exercise delegated authority.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Superannuation Act and Determinations relating to overseas service, desirable.

Apply: H1

General Services Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Inventory Section, Canberra

Duties: No. 46—Assistant to Inventory Holder. Reviewing, demanding and receiving office furniture, stores and stationery.

Apply: H1

**DEPARTMENT OF DEFENCE—ARMY OFFICE
NEW SOUTH WALES**

Regional Secretariat

Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Sub-section, Paddington.

Duties: No. 27—Examine and evaluate evidence, prepare correspondence, recommendations, determinations as appropriate on compensation claims and claims for 'Act of Grace' payment submitted by civilian staff, serving members of the Australian Military Forces and members of the Australian Cadet Corps.

Apply: H7

**DEPARTMENT OF DEFENCE—NAVY OFFICE
NEW SOUTH WALES**

Supply Division, Administration Branch

Typist, Grade 2 \$4113-4378, Fourth Division, North Sydney

Duties: No. 115—General stenographic and typing duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: H1

SOUTH AUSTRALIA

Naval Staff Office, Port Adelaide

Clerk \$5806-6666 (Class 2/3), Third Division, Port Adelaide

Duties: No. 5—Preparation of correspondence, answer telephone inquiries. Receipt and despatch and carrying of all Safe Hand Mail. Liaison with Services, Government and persons of value to the Service. Collect information for shipping returns. Maintain certain aspects of personnel records in respect of service and civil personnel.

Apply: H1

WESTERN AUSTRALIA

Naval Staff Office

Clerk \$6912-7652 (Class 4), Third Division, Personnel and Office Services Section, Fremantle.

Duties: No. 3—Supervise and control the Personnel and Office Service Section. Administer and control weekly wages employees in the Western Australia Area, and manage personnel matters related to the Civil Commissioner and staff at Exmouth, Western Australia.

Previous applicants will be considered and need not reapply.

Apply: H1

Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section, Fremantle

Duties: No. 19—Appropriation ledger keeper. Exercise delegation under Section 34 (3) of the Audit Act.

Apply: H1

Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Fremantle

Duties: No. 5—Supervise the operation of the Central Registry. Register, classify and distribute all inward correspondence. Control of Franking machine.

Previous applicants will be considered and need not reapply.

Apply: H1

Clerk \$5806-6666 (Class 2/3), Third Division, Stores Section, Fremantle

Duties: No. 24—Local purchase clerk. Prepare procurement demands, local purchase orders, and tenders for supplies. Prepare claims for certification and payment. Prepare periodical statistical returns. Previous applicants will be considered and need not reapply.

Apply: H1

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Schools Commission, Programs No. 1 and 2 Branches

Clerk \$11032-11525 (Class 8), Third Division (several positions), Canberra

Duties: NP—Investigate and report on grants and applications for grants for non-government schools including library facilities, general school buildings, disadvantaged schools, special projects, special education, education centres and general recurrent grants. Where necessary, examine buildings sketch plans for conformity with established standards. Prepare submissions for committees and liaise with school authorities. Supervise the distribution of funds to States for government schools.

Qualifications: Sound administrative experience, preferably in education, or knowledge of grants investigation and administration is desirable. Academic qualifications to be stated.

Apply: I1

Clerk \$8886-9548 (Class 6), Third Division (several positions), Canberra

Duties: NP—Assist with investigations, prepare correspondence and reports on general school buildings, library facilities and special purpose grants for non-government schools. Assist with committee servicing. Control the distribution of funds to States for government schools.

Qualifications: Appropriate administrative experience.

Apply: I1

Clerk \$7899-8639 (Class 5), Third Division (several positions), Canberra

Duties: No. NP—Prepare details of entitlements under programs of assistance including reports on expenditure and availability of funds. Prepare correspondence.

Qualifications: Appropriate administrative experience.

Apply: I1

Clerk \$5806-6666 (Class 2/3), Third Division (two positions), Canberra

Duties: NP—Draft correspondence, extract statistics and provide assistance with investigation and reports.

Apply: I1

VICTORIA

Education Facilities and Management Division

Clerk \$9876-10538 (Class 7), Third Division, Child Care Facilities Section, Melbourne

Duties: No. 43—Responsible for the operation of the Child Care Centre Financial Assistance Scheme within the State, including investigations and recommendations in connection with recurrent grants to child centres.

Qualifications: Appropriate tertiary qualifications, administrative experience and ability to liaise at a senior level desirable.

Apply: I3

Clerk \$8886-9548 (Class 6), Third Division, Administration Section, Melbourne

Duties: NP—Investigate requests for organisation/establishment action. Undertake methods investigations, control and design local forms, and prepare proposals for purchase of office machines.

Qualifications: Appropriate experience desirable.

Apply: I3

Clerk \$6912-7652 (Class 4), Third Division, Tertiary Allowances Section, Melbourne

Duties: NP—Supervise and direct activities of the Tertiary Allowance Payments Sub-section.

Qualifications: Knowledge of Tertiary Allowances Scheme together with knowledge of Commonwealth Sub Treasury Payments system desirable.

Apply: I3

Clerical Assistant Grade 5 \$5879-6265, Fourth Division, Administration Section, Melbourne

Duties: No. 164—Supervise and direct the operations of the Registry Sub-section.

Qualifications: A thorough knowledge of registry practices and precedures desirable.

Note: Previous applicants will be considered and need not re-apply.

Apply: I3

SOUTH AUSTRALIA

Education Facilities and Management Division

Clerk \$5806-6666 (Class 2/3), Third Division, Scholarships Section, Adelaide

Duties: No. 38—Assist with the administration of the Commonwealth Post-graduate Award Scheme including the determination and arrangement of payment of all allowances and maintenance of records.

Apply: I5

NORTHERN TERRITORY

Northern Territory Division, Management Services Branch

Clerk \$6912-7652 (Class 4), Third Division, Finance and Accounts Sub-section, Darwin

Duties: No. 172—Certify accounts as required by Section 34 of the Audit Act. Investigate more difficult claims for payment. Assist Finance Officer with the preparation of annual and revised estimates. Maintain records of expenditure.

Apply: I8

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Services Branch

* Machine Operator \$4183-5290, Fourth Division, Communications, Technical and General Services Section, Communications Sub-section (Several Positions), Canberra

Duties: Operation of telecommunications equipment. Adult Machine Operators may be eligible for posting to Australian Missions abroad.

Qualifications: Ability to type at the rate of 40 words per minute and appropriate experience.

Note: Shift work is involved.

Apply: L1

* Machine Operator-in-Training \$2092-4183, Fourth Division, Communications, Technical and General Services Section, Communications Sub-section (Several Positions), Canberra

Duties: Undertake training program in the operation of telecommunications equipment. Satisfactory completion of the communications training will lead to advancement as Machine Operator.

Qualifications: Successful completion of an approved examination and the ability to type at 40 words per minute.

Note: Shift work is involved.

Apply: L1

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division

Clerk \$9876-10538 (Class 7), Third Division, Central Statistical Unit, Canberra

Duties: No. 29—Supervise the compilation of statistics; compile more important statistical information for Parliamentary Questions, etc. Appraise statistics and recommend changes or modifications to procedures.

Qualifications: Previous statistical experience desirable; completion or partial completion of appropriate academic qualifications desirable.

Note: Previous applicants will be considered and need not re-apply.

Apply: M1

Medical Services Division

* Specialist \$13581-18412, Third Division, Canberra

Duties: No. 344—Provide expert specialist knowledge to the Director-General of Health in the fields of geriatrics and gerontology. Advise on problems associated with the care and treatment of aged persons.

Qualifications: Medical practitioner eligible for registration within Australia with appropriate post-graduate qualifications. Extensive post-graduate experience in fields of geriatrics and gerontology desirable.

Apply: M1

Policy and Planning Division, Policy Secretariat and Legislation Branch

Clerk \$8886-9548 (Class 6), Third Division, Policy Secretariat Section, Canberra

Duties: No. 63—Assist in major policy reviews and preparation of policy submissions.

Qualifications: Appropriate tertiary qualifications desirable.

Apply: M1

Therapeutics Division, Therapeutic Goods Branch

* Medical Officer, Class 2 \$13358-13852, Third Division, Drug Evaluation Section (several new positions), Canberra

Duties: A—Scientific evaluation of data on old drugs or of submissions for marketing of new drugs or clinical trials. Preparation of draft therapeutic educational material for the medical and allied professions. Assist in liaison with the medical profession, hospitals and pharmaceutical industry on clinical trials. Undertake approved clinical or research duties.

Duties: B—Scientific evaluation of data on old drugs or of submissions for marketing of new drugs or

clinical trials. Assist in liaison with the medical profession, hospitals and pharmaceutical industry on clinical trials. Undertake approved clinical or research duties.

Qualifications: Medical practitioner eligible for registration in Australia. Post-graduate experience in clinical medicine, or pharmacology and an interest in the rapidly growing fields of therapeutics and clinical pharmacology desirable.

Apply: M1

- *Biochemist, Class 3 \$11050-12364, Third Division, Drug Evaluation Section (several new positions), Canberra

Duties: above positions—Evaluation of scientific aspects of data on old drugs or of submissions for marketing of new drugs or clinical trials. Keep abreast of developments in therapeutics and pharmacology. Assist in the evaluation of promotional literature and in the preparation of educational material for the medical and allied professions. Undertake approved research duties.

Qualifications: An appropriate degree in Science, Applied Science, or Medical Laboratory Technology or equivalent qualification. Postgraduate qualifications or experience in the fields of biochemical pharmacology or pure pharmacology desirable.

Apply: M1

- *Biochemist, Class 3 \$11050-12364, Third Division, Drug Evaluation Section, Canberra

Duties: NP—Report on new pharmacological techniques and limitations of existing ones and the pharmacology of therapeutic substances restricted to controlled use. Assist in planning in-service training in pharmacology etc. for Departmental officers and in the production of educational material. Undertake research as required.

Qualifications: An appropriate degree in Science, Applied Science, or Medical Laboratory Technology or equivalent qualification. Postgraduate qualifications or experience in the fields of biochemical pharmacology or pure pharmacology desirable.

Apply: M1

Public Health Division, Dental Health Branch

- *Clerk \$8886-9548 (Class 6), Third Division, Facilities and Operations Section, Canberra

Duties: No. 10—Examine and assess proposals from States for purchase of dental equipment and vehicles. Prepare reports and recommendations.

Qualifications: Knowledge of dental equipment essential.

Apply: M1

QUEENSLAND

Executive Services Branch

- Clerk \$8886-9548, Class 6 Third Division, Operations Section, Brisbane

Duties: NP—Control, direct and co-ordinate the activities of Operations Section, encompassing Office Services, Works and Purchasing, Medical Planning and Quarantine Sub-sections.

Qualifications: Sound administrative experience and a sound knowledge of Quarantine Act, Regulations and Orders, Audit Act and Treasury Regulations desirable.

Apply: M4

NORTHERN TERRITORY

Dental Services Division

- Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Nightcliff Clinic, Darwin

Duties: No. 366—Undertake Collector of Public Moneys functions for the Nightcliff Dental Clinic, receive fees for treatment, issue receipts or debit notes and initiate follow-up procedures.

Undertake dental reception duties, the typing for the Clinic and maintain the card filing system.

District Allowance: Grade IV.

Taxation: A taxation concession of \$540 per annum, plus an allowance equal to half the total deductions for dependants may be allowable.

Accommodation: Single accommodation is available.

Apply: M8

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Health Services Office, Mental Health Branch

- *Speech Therapist, Class 2 \$7117-7831, Third Division, Special Services Section, Speech Therapy Sub-section, Canberra

Duties: No. 392—Organise speech therapy services for several regions of Canberra including services for health centres in these regions. Develop preventive programmes for use by parents and educational organisations.

Qualifications: Appropriate degree or diploma in speech therapy or equivalent qualifications. Previous experience in community mental health an advantage.

Apply: M14

NEW SOUTH WALES

School of Public Health and Tropical Medicine Institute of Child Health

- Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Camperdown

Duties: No. 691—Secretarial, shorthand and typing for Associate Professor of Child Psychiatry.

Qualifications: Shorthand, 100 words per minute. In lieu of notification appearing in Gazette of 13.12.73.

Apply: M11

- Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Camperdown

Duties: No. 466—Provide assistance for the Medical Librarian. Issue books and circulate periodicals. Maintain loan records.

Qualifications: Knowledge of library procedures desirable.

Apply: M11

DEPARTMENT OF HOUSING AND CONSTRUCTION

CENTRAL OFFICE

Defence Service Homes and Management Services Division, Management Services Branch

- Clerk \$5806-6666 (Class 2/3), Third Division, Organization and Classification Section, Canberra

Duties: No. 5—Maintain establishment records and prepare minutes and explanatory memoranda for submission to the Executive Council. Assist generally in the organization and classification work of the Section.

Qualifications: Knowledge of establishments or related work desirable.

Apply: N1

NEW SOUTH WALES**Regional Office, Newcastle**

Clerk \$5806-6666 (Class 2/3), Third Division, Newcastle

Duties: No. 2—Handle inquiries, carry out preliminary processing and perform other work in relation to applications for assistance under the Defence Service Homes Act.

Apply: AK3

General Works Division, Nowra Area Branch

*Works Supervisor \$7988-8312, Fourth Division, Nowra District Section, Nowra.

Duties: Under technical direction, supervise construction (by contract, quotation or departmental day labour) of building projects or building components of engineering works in the Nowra area for compliance with technical specifications and required standards of workmanship.

Qualifications: Appropriate trade qualifications and/or experience. Extensive supervisory experience in the building industry and appropriate trade qualifications desirable.

Apply: AK3

Projects Division No. 1

*Architect, Class 4 \$13190-14100, Third Division, Technical Resources Branch, Sydney.

Duties: Lead a multi-discipline design team on projects of major importance or perform design tasks as a member of a multi-discipline design team on projects where there are unusual, complex, novel or critical features in design and where the contribution involves considerable originality, ingenuity and judgment.

Apply: AK3

*Architect, Class 3 \$11233-12587, Third Division, Technical Resources Branch, Sydney.

Duties: Lead a multi-discipline design team or lead a multi-discipline construction supervision team or carry out design tasks as a member of a multi-discipline team.

Apply: AK3

*Architect, Class 2 \$9527-10673, Third Division, Technical Resources Branch, Sydney.

Duties: Carry out design tasks as a member of a multi-discipline team.

Qualifications: above three positions—An appropriate degree or diploma in Architecture, or equivalent qualifications for the Class 4 position extensive design experience on major architectural projects is desirable, and some construction experience would be an advantage.

Apply: AK3

Projects Division No. 2

*Architect, Class 4 \$13190-14100, Third Division, Technical Resources Branch, Sydney.

Duties: Lead a multi-discipline design team on projects of major importance or perform design tasks as a member of a multi-discipline design team on projects where there are unusual, complex, novel or critical features in design and where the contribution involves considerable originality, ingenuity and judgment.

Apply: AK3

*Architect, Class 3 \$11233-12587, Third Division, Technical Resources Branch.

Duties: Lead a multi-discipline design team or lead a multi-discipline construction supervision team or carry out design tasks as a member of a multi-discipline team.

Apply: AK3

*Architect, Class 2 \$9527-10673, Third Division, Technical Resources Branch, Sydney.

Duties: Carry out design tasks as a member of a multi-discipline team.

Qualifications above three positions: An appropriate degree or diploma in Architecture equivalent qualifications for the Class 4 position extensive design experience on major architectural projects is desirable, and some construction experience would be an advantage.

Apply: AK3

VICTORIA AND TASMANIA**General Works Division, Metropolitan Area**

Principal Technical Officer (Engineering) \$10825-11136, Third or Fourth Division, Heidelberg

Duties: No. 67—District Manager. Within the limits of approved policies and programmes and in respect of the Heidelberg District which includes the Repatriation Hospitals complex at Heidelberg, MacLeod and Bundoora, manage the construction and maintenance programme.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in steam raising, laundry and hospital experience desirable.

Apply: AK4

Management Services Division, Programming and Financial Services Branch

Assistant Accountant \$9876-10538 (Class 7), Third Division, Accounts Section, Melbourne

Duties: No. 15—Conduct special investigations and in-depth reviews of accounting systems and procedures.

Qualifications: Accountancy qualifications are desirable.

Apply: AK4

WESTERN AUSTRALIA**Management Services**

Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Training Sub-section, Perth

Duties: No. 42—Implement and conduct the departmental training programme other than for senior management courses. Investigate and report upon the training needs of the branch and prepare annual training programme for approval. Administer the Technical Cadetship Scheme and the Assistance with Studies Scheme.

Qualifications: Proven administrative and supervisory ability, together with aptitude for conference leadership and personal direction of training courses desirable.

Note: The Board will provide an appropriate course in training for officers promoted to these positions.

Apply: AK7

NORTHERN TERRITORY**Management Services Division**

Clerk \$6912-7652 (Class 4), Third Division, Regional Office, Alice Springs

Duties: No. 12—As Project Clerk, assist with the development and review of work plans for electrical, mechanical and hydraulic projects carried out by contract and day labour.

District Allowance: Grade III.

Taxation: A concession of \$540 per annum plus an amount equal to half the total concession for dependants may be allowable.

Accommodation: Single accommodation available. Permanent married accommodation available after a waiting period, but a successful interstate applicant, if married, could be assisted with an accommodation allowance in the interim. Applicants to state requirements.

Apply: AK9

Clerk \$5806-6666 (Class 2/3), Third Division, Regional Office, Katherine

Duties: No. 5—Plant Clerk—Provide clerical and general assistance to the Plant Engineer and Senior Plant Inspector, prepare and/or maintain associated documentation.

District Allowance: Grade IV.

Taxation: A concession of \$540 per annum plus an amount equal to half the total concession for dependants, may be allowable.

Accommodation: Single accommodation available. Permanent married accommodation available after a waiting period, but a successful interstate applicant, if married, could be assisted with an accommodation allowance in the interim. Applicants to state requirements.

Apply: AK9

Stores Branch

Typist, Grade 2 \$4113-4378, Fourth Division, Office Services Sub-section, Darwin

Duties: No. 94—Perform more difficult typing for Stores Branch and perform shorthand duties as required on a daily basis.

Qualifications: Shorthand at a speed of 100 words per minute desirable.

District Allowance: Grade IV.

Taxation: A concession of \$540 per annum plus an amount equal to half the total concession for dependants may be allowable.

Accommodation: Single accommodation available. Permanent married accommodation available after a waiting period, but a successful interstate applicant, if married, could be assisted with an accommodation allowance in the interim. Applicants to state requirements.

Apply: AK9

Systems and ADP Branch

Clerk \$8886-9548 (Class 6), Third Division, Darwin

Duties: No. 3—Methods Officer. Undertake reviews of office systems and procedures.

Qualifications: Experience in methods work or related fields and evidence of analytical ability desirable.

Note: Previous applicants will be considered and need not re-apply.

District Allowance: Grade IV.

Taxation: A concession of \$540 per annum plus an amount equal to half the total concession for dependants may be allowable.

Accommodation: Single accommodation available. Permanent married accommodation available after a waiting period, but a successful interstate applicant, if married, could be assisted with an accommodation allowance in the interim. Applicants to state requirements.

Apply: AK9

Technical Division

*Engineer, Class 2 \$9581-10702, Third Division, Construction Section, Katherine

Duties: No. 2—Responsible to the Senior Engineer (Roads) for the construction and maintenance of all roads (excluding major Beef Roads projects), in the Katherine Region west of the Stuart Highway.

Qualifications: For appointment—Educational qualifications admitting to Grad.I.E. (Aust.). For promotion or transfer—Educational qualifications admitting to Grad. I.E. (Aust.) or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

District Allowance: Grade IV.

Taxation: A concession of \$540 per annum plus an amount equal to half the total concession for dependants, may be allowable.

Accommodation: Single accommodation available. Permanent married accommodation available after a waiting period, but a successful interstate applicant, if married, could be assisted with an accommodation allowance in the interim. Applicants to state requirements.

Apply: AK9

*Drafting Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Country Roads Section, Darwin

Duties: No. 83—Under supervision, prepare the working drawings, schedules and estimates for simple projects. Undertake field inspections of simple projects. Prepare reports and general drafting work.

Qualifications: Appropriate qualifications and/or experience. Knowledge of drawing office procedures desirable.

District Allowance: Grade IV.

Taxation: A concession of \$540 per annum plus an amount equal to half the total concession for dependants may be allowable.

Accommodation: Single accommodation available. Permanent married accommodation available after a waiting period, but a successful interstate applicant, if married, could be assisted with an accommodation allowance in the interim. Applicants to state requirements.

Apply: AK9

DEPARTMENT OF IMMIGRATION

CENTRAL OFFICE

Citizenship and Settlement Division, Settlement Services Branch

Senior Migration Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Welfare and Community Services Section, Welfare Services Sub-section, Canberra

Duties: No. 3—Co-ordinate, plan and develop all Departmental social welfare activities.

Qualifications: Tertiary qualifications in Social Administration, Social Work or Social Sciences are desirable.

Note: Previous applicants need not re-apply.

Apply: O1

Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Canberra

Duties: No. 19—Provide Secretarial service to Assistant Secretary.

Qualifications: 100 words per minute shorthand.

Apply: O1

WESTERN AUSTRALIA

Integration Branch

****Clerk \$7899-8639 (Class 5), Third Division, Interpreter Telephone Services, Perth**

Duties: As OIC, supervise staff and activities of Interpreter Telephone Service. Conduct liaison with community service organisations, government departments and media and carry out more important translations and interpreting.

Qualifications: Proven administrative ability and experience in welfare or community work desirable. Good command of English and written and spoken fluency in a number of non-English languages highly desirable.

Apply: O6

****Clerk \$6912-7652 (Class 4), Third Division, Interpreter Telephone Service (several positions), Perth**

Duties: Operate central interpreter telephone service, assess the nature of calls received and as necessary conduct liaison with community service organisations. Provide general interpreting and translation services.

Qualifications: Good command of English and a number of non-English languages desirable. Experience in welfare or community work an asset.

Note: Shift work will be involved.

Apply: O6

DEPARTMENT OF LABOUR

VICTORIA

Employment, Training and Industrial Services Division, Training Branch

Industrial Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Training Schemes Section, Melbourne

Duties: NP—Advise and assist staff of the Commonwealth Employment Service in matters relating to the provisions and operation of national training Schemes, particularly the General Employment Retraining Scheme.

Qualifications: Knowledge of industry and occupations, together with appropriate tertiary qualifications desirable.

Apply: P3

QUEENSLAND

Employment Branch

Employment Officer \$6912-7652 (Class 4), Third Division, Relieving Staff, DEO Pool Section (several positions), Bundaberg, Cairns, Ipswich, Mackay

Duties: Interview and arrange placement of applicants for employment; obtain vacancies from employers.

Note: The occupants of these positions may be required to relieve at any office of the Commonwealth Employment Service in Queensland.

District Allowance: Cairns, Mackay—Grade 1.

Apply: P4

Clerical Assistant Grade 2 \$4393-4678, Fourth Division, DEO Pool Section, Mt Isa

Duties: No. 204—Assist in the reception and registering of persons seeking employment; general office work including answering enquiries, filing, indexing, circulars; typing for the office.

Qualifications: Applicants should indicate their current typing ability.

District Allowance: Grade IV.

Apply: P4

Clerical Assistant Grade 2 \$4393-4678, Fourth Division, DEO Pool Section, Ipswich

Duties: No. 229—Assist in the reception and registering of persons seeking employment; general office work including answering enquiries, filing, indexing, circulars; typing for the office.

Qualifications: Applicants should indicate their current typing ability.

Apply: P4

SOUTH AUSTRALIA

Employment Branch

Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section, Port Augusta

Duties: No. 213—Interview and arrange placement of applicants for employment; obtain vacancies from employers.

Apply: P5

DEPARTMENT OF THE MEDIA

NEW SOUTH WALES

Information Division—Australian Government Publishing Service, Publishing Branch

*** Clerk \$6912-7652 (Class 4), Third Division, Client Service and Print Procurement Section, Client Service Sub-section, Sydney**

Duties: No. 91—Liaison with the management of commercial printing firms and inspect the range of facilities and services available for the performance of government work. Maintain register of firms. Follow up progress of particular jobs and investigate and report on the performance of contractors.

Qualifications: Good working knowledge of printing operations together with practical technical experience in the printing industry desirable.

Apply: Q2

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Bureau of Mineral Resources, Geology and Geophysics, Geophysical Branch

*** Field Assistant \$4692-4919, Fourth Division, Seismic, Gravity and Marine Section, Seismic Sub-section, Canberra**

Duties: No. 367—Under direction, load seismic shot-holes with explosives, complete firing circuits for single and multiple charges and fire charges in accordance with laid down safety procedures.

Qualifications: Appropriate qualifications and/or experience sound related field survey experience, particularly with regard to the setting and firing of explosives and mechanical knowledge or skill and the ability to drive 4-wheel drive vehicles highly desirable.

Apply: R1

Library Officer, Grade 1 \$4873-5485, Third Division, Publications and Information Section, Library Sub-section, Canberra

Duties: No. 687—Establish, review and modify procedures and routines relating to organisation and maintenance of serial records, binding record and shelf list.

Qualifications: Registration certificate of the Library association of Australia (or equivalent) together with considerable relevant experience.

Apply: R1

Minerals Policy Division

Clerk \$13991-14484 (Class 11), Third Division, Canberra

Duties: Two positions—Plan and supervise studies and formulate advice on issues related to the balanced development of Australia's mineral resources.

Qualifications: Administrative ability of a high order desirable. Academic qualifications to be stated.

Apply: R1.

Clerk \$12019-12510 (Class 9), Third Division, Canberra

Duties: Two positions—Carry out studies and formulate advice on issues related to the balanced development of Australia's mineral resources.

Qualifications: Capacity for analysis and formulation of advice of a high order desirable. Academic qualifications to be stated.

Apply: R1.

PAPUA NEW GUINEA

Bureau of Mineral Resources, Geology and Geophysics, Geophysical Branch

* Technical Officer (Science), Grade 2 \$7843-8347, Third or Fourth Division, Observatories and Regional Section, Observatories Sub-section, Port Moresby

Duties: No. 253—Carry out routine scientific observations and calculations and process and make basic analyses of all types of observatory recordings.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Apply: R1

* Technical Officer (Science), Grade 1 \$6003-7613, Third or Fourth Division, Observatories and Regional Section, Observatories Sub-section, Port Moresby

Duties: No. 536—Process and carry out the simpler basic analyses of scientific recordings.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Apply: R1.

Management Services Branch

Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Finance and General Services Section, General Services Sub-section (several positions), Canberra

Duties: Undertake stenographic and typing duties for Second Division officers.

Qualifications: Shorthand, at least 100 words per minute.

Apply: R1

VICTORIA

Management Services Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Victorian Regional Office, Finance, Accounts and Purchasing Sub-section, Melbourne

Duties: No. 15—Prepare and maintain store and equipment ledgers for the Division of National Mapping, properly record all receipts, issues, returns and transfers of stock items and investigate any discrepancies between stock and ledger balances.

Qualifications: Knowledge of stores recording procedures desirable.

Apply: R1

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

Engineering Division, Administrative Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Costing Section (two positions), Sydney

Duties: No. 129—Maintain labour costing tallies. No. 142—Process petrol and oil vouchers.

Apply: W2

Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, General Services Section, Training Sub-section, Sydney

Duties: No. 354—Organise and manage training courses and conduct training sessions for Engineering Division Clerical and Administrative staff.

Qualifications: Thorough knowledge of Engineering Division organisation desirable and practices and possess an aptitude for training type functions.

Apply: W2

Buildings Branch

Technical Officer (Buildings), Grade 2 \$7843-8347, Third or Fourth Division, Functional Briefing Section (three positions), Sydney

Duties: Nos 89, 91 and 92—Undertake functional planning and prepare building proposals for the provision of routine building works, formulate design briefs and as a member of a project team assist with the functional planning and preparation of design briefs for the more complex building proposals.

Apply: W2.

Technical Officer (Buildings), Grade 2 \$7843-8347, Third or Fourth Division, Minor Works Section, Sydney

Duties: No. 95—Undertake functional planning and prepare building proposals for the provision of routine works, formulate design briefs, and as a member of a project team assist with the functional planning and preparation of design briefs for the more complex building proposals.

Qualifications above four positions: An approved technical college certificate or other approved qualifications, and requisite experience.

Apply: W2

Metropolitan Operations Branch

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, Staff Engineers, Sydney

Duties: Responsible for the activities of project staff engaged on the installation of maintenance aids, service facilities and work specification modifications.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Apply: W2

Engineer, Class 3 \$11348-12664, Third Division, Metropolitan Operations No. 3 Section, Ryde

Duties: No. 63—Responsible for line and subscriber equipment.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

Apply: W2

Line Inspector \$7613-8102, Fourth Division, Metropolitan Operations No. 6 Section, South Hurstville

Duties: Supervision of lineman installer and fault clearance groups.

Apply: W2

Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 8 Section, Stanmore

Duties: Area Supervision.

Apply: W2

Planning and Programming Branch

Engineer, Class 5 \$14882-15845, Third Division, Switching and Facilities (Metropolitan) Section, Sydney

Duties: No. 59—Management of the Section.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

Apply: W2

Regional Operations Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Radio Section, North Sydney

Duties: No. 624—Licensing Clerk.

Qualifications: Experience in Radiocommunication Station licensing practices and some knowledge of the Wireless Telegraph Act and Regulations desirable.

Apply: W2

Lines Supervisor, Grade 3 \$6965, Fourth Division, Monaro Section, Cobargo

Duties: Area Supervisor.

Apply: W2

Lines Supervisor, Grade 1 \$5668, Fourth Division, Newcastle Section, Cardiff

Duties: Party Leader.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third or Fourth Division, Northern Section, Tamworth

Duties: Senior Telecommunications Technical Officer, Administration. Advise officers in charge of technicians districts within the Section of procedures, work methods, service indicators etc. Carry out technical investigations and prepare reports.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Apply: W2

Lines Supervisor, Grade 3 \$6965, Fourth Division, Riverina Section, Gundagai

Duties: Area Supervision.

Apply: W2.

Lines Supervisor, Grade 3 \$6965, Fourth Division, Wollongong Section, Moruya

Duties: Area Supervision.

Apply: W2.

Support Services Branch

Plant Inspector \$7165-7512, Fourth Division, Automotive Plant Section, Sydney

Duties: No. 1—Technical inspection in the field of mechanical aids. Prepare reports and instruct operators.

Qualifications: Qualified Motor Mechanic with extensive knowledge of mechanical aids desirable.

Note: Occupant will be required to spend more than 50 per cent of his time in country areas.

Apply: W2

Senior Welder, Grade 1 \$5622-5778, Fourth Division, Automotive Plant Section, Lidcombe

Duties: No. 104—Carry out repairs and modifications to a wide range of heavy earth-moving equipment and trailers.

Qualifications: Qualified tradesman with ability to control staff desirable.

Apply: W2.

Draftsman, Grade 2 \$7843-8347, Third or Fourth Division, Drafting Section, St Peters

Duties: No. 347—Design and drafting work in the Workshops No. 1 Sub-section.

Apply: W2.

Draftsman, Grade 2 \$7843-8347, Third or Fourth Division, Drafting Section, Waterloo

Duties: No. 46—Design and drafting work in the Metropolitan Cables and Conduits No. 6 Sub-section.

Apply: W2

Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section (two positions), Haymarket, Sydney

Duties: No. 391 (Haymarket)—Less involved design and drafting work in the Mechanical and Structural No. 1 Sub-section.

No. 399 (Sydney)—Less involved design and drafting work in the Buildings Sub-section.

Qualifications above four positions: An approved technical college certificate or other approved qualifications, and requisite experience.

Apply: W2

Inspecting Officer, Grade 3 \$7138-7581, Fourth Division, Materials Section, Alexandria

Duties: No. 86—Perform lot-by-lot and surveillance inspection of telecommunications equipment at a contractors premises.

Apply: W2

Inspecting Officer, Grade 2 \$6336-6859, Fourth Division, Materials Section, Allambie Heights

Duties: No. 114—Acceptance inspection of telecommunications equipment at a manufacturer's premises.

Qualifications above two positions: Appropriate trade or telecommunications qualifications with experience in material acceptance inspection desirable.

Apply: W2

Postal Services Division, Post Offices Branch

Assistant Inspector \$7899-8639 (Class 5), Third Division, Metropolitan No. 7 District, Bankstown

Duties: No. 102—Assist in the management and control of the District.

Qualifications: Sound knowledge of Post Office Branch practices and procedures desirable.

Apply: W2

Postmaster, Grade 3 \$8104-8947, Third Division, Toongabbie

Quarters: Nil.

Apply: W2

Postmaster, Grade 2 \$7044-7822, Third Division (three positions), Dangar, Ingleburn, Warners Bay

Quarters: Nil.

Apply: W2

Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Balgowlah

Apply: W2

Senior Postal Clerk, Grade 2 \$6782-7302, Third Division (two positions), Newcastle, Walgett

Apply: W2

Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Dungog

Note: The above seven positions are open also to officers of the Fourth Division. If occupied by Fourth Division officers, the positions, while so occupied will be included in the Fourth Division.

Apply: W2

Postal Clerk \$4605-5744, Fourth Division, Kapooka Military Post Office

Note: This position is open to officers of the Third Division. If occupied by a Third Division officer the position while so occupied will be included in the Third Division.

Qualifications above nine positions: Applicants must be qualified in accordance with conditions notified in Gazette No. 9 of 30.1.73.

Apply: W2

Telecommunications Division

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administration Section, Office Services Sub-section, Sydney

Duties: No. 179—To provide relief in the Service Advisory Section, Service Branch, Sydney.

Apply: W2

Country Region

Clerk \$7899-8639 (Class 5), Third Division, Central and Head Office Section, Sydney

Duties: No. 17—Equipment Proposals.

Qualifications: A knowledge of Telecommunications practices and procedures and telephone and telegraph exchange equipment is desirable.

Apply: W2

Monitor \$4242-4379, Fourth Division, North Section, Kempsey District Telephone Office Sub-section, Forster

Qualifications: Applicants must be qualified for transfer or promotion as Monitor (Telephone).

Apply: W2

Metropolitan Region, Service Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Service Standards Section, Metering Sub-section (three positions), Sydney

Duties: Nos. 329, 350, 351—Maintain records of connections to CRP equipment and of times of connection and disconnection. Interpret and summarise CRP tapes.

Qualifications: A Telecommunications background is beneficial and desirable.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Service Standards Section, Metering Sub-section, Sydney

Duties: No. 232—Assist in Operation of 'C' Records Filing System. Log movements of 'N' and 'TM' files in area.

Apply: W2

ADP Branch

Clerk \$8886-9548 (Class 6), Third Division, Operations Section, North Sydney

Duties: No. 4—Control a shift of operations of a large scale computer system. Investigate hardware and software problems and act in a decision making capacity to remedy difficulties which arise in the operations of the processing area.

Qualifications: Considerable experience in the operation of a large scale computer system. Formal training in ADP techniques and a knowledge of the ADP system desirable.

Note: Shift work is involved.

Apply: W2

Finance and Accounting Branch

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Administration and Relief Section, Sydney

Duties: No. 100—Officer-in-charge, Branch Registry.

Apply: W2

Clerk \$6912-7652 (Class 4), Third Division, Finance Section, Sydney

Duties: No. 8—Assist in the preparation and review of Revenue Budgets and associated investigations and reviews.

Qualifications: Applicants should indicate accountancy and/or other qualifications.

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section (three positions), Sydney

Duties: Nos. 30, 84—Salary and Allowances checker.

No. 132—Paying Teller.

Apply: W2

NEW SOUTH WALES

Finance and Accounting Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance Section (five positions), Sydney

Duties: No. 160—Direct and oversight staff processing documents for reimbursement of the Money Order Account.

No. 162—Section Staffing Officer.

No. 280—Attend to enquiries regarding deductions from salary and wages.

Nos. 134, 248—Check details on cheques against relative forms 18.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance Section (two positions), Sydney

Duties: Nos. 46, 47—Assist with the preparation of salary and wages paysheets.

Apply: W2

Accounting Machinist, Grade 2 \$5165, Fourth Division, Finance Section, Sydney

Duties: No. 174—Check computations and additions on forms 354.

Qualifications: Applicants should have passed prescribed test.

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, Post Offices Accounting Section, Sydney

Duties: No. 203—Accounting duties associated with Broadcast and Television Licences.

Apply: W2

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Post Offices Accounting Section, Sydney (two positions)

Duties: No. 135—Accounting duties associated with computer processing of paid money orders.

No. 205—Check combined licences issued and brought to account by Postmasters.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Post Offices Accounting Section Sydney (four positions)

Duties: No. 142—Accounting duties associated with paid Postal Orders.

No. 174—Operate magnetic Ink Sorter Reader machine.

No. 213—Search records for Broadcast and Television Licences.

No. 221—Accounting duties associated with Licence Recording.

Apply: W2

QUEENSLAND

Engineering Division Administrative Branch

Clerk \$7899-8639 (Class 5), Third Division, General Services Section, Brisbane

Duties: No. 5—Forms Officer. Examine for authorisation proposed new forms and amendments to existing forms. Conduct reviews of forms as required by Forms Management Committee and act as State representative on this Committee. Maintain Forms Functional Index.

Qualifications: Analytical ability and ability to prepare reports, and some knowledge of forms design and Engineering procedures desirable.

Apply: W4

Clerk \$6912-7652 (Class 4), Third Division, General Services Section, Brisbane

Duties: No. 1312—Damages Clerk. Make recommendations and prepare reports on damage to departmental plant and equipment and losses and thefts of departmental property.

Qualifications: Sound knowledge of Engineering procedures and ability to analyse data and prepare reports desirable.

Apply: W4

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, General Services Section, Brisbane

Duties: No. 1313—Maintain register of damages, losses and thefts, record official telephone services and conduct reviews. Maintain records of Freedom from Accidents, office machines etc. Control petty cash advance.

Qualifications: Knowledge of Engineering Division procedures desirable.

Apply: W4

Construction Branch

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division, Metropolitan Installation No. 2 Section, Brisbane

Duties: Under direction of Senior Technical Officer, take charge of a section of exchange installation work involving crossbar systems, ARM, AFG and ARF.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Apply: W4

Country Branch

Clerk \$9876-10538 (Class 7), Third Division, Wide Bay-Burnett Section, Maryborough

Duties: No. 1420—Section Administrative Officer. Provide executive assistance to Section Head.

Qualifications: Proven management and supervisory ability and a thorough knowledge and appreciation of Engineering section operations desirable.

Apply: W4.

Clerk \$9876-10538 (Class 7), Third Division, Central Section, Rockhampton

Duties: No. 1421—Section Administrative Officer. Provided executive assistance to Section Head.

Qualifications: Proven management and supervisory ability and a thorough knowledge and appreciation of Engineering section operations desirable.

Apply: W4.

Clerk \$9876-10538 (Class 7), Third Division, South Western Section, Toowoomba

Duties: No. 1422—Section Administrative Officer. Provide executive assistance to Section Head.

Qualifications: Proven management and supervisory ability and a thorough knowledge and appreciation of Engineering section operations desirable.

Apply: W4.

Engineer, Class 2 \$9581-10702, Third Division, Northern Section, Townsville

Duties: No. 1125—District Operations.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

Apply: W4

Clerk \$9876-10538 (Class 7), Third Division, Northern Section, Townsville

Duties: No. 1423—Section Administrative Officer. Provide executive assistance to Section Head.

Qualifications: Proven management and supervisory ability and a thorough knowledge and appreciation of Engineering section operations desirable.

Apply: W4

Lines Supervisor, Grade 3 \$6965, Fourth Division, Northern Section, Townsville

Duties: Lines Supervisor (Services).

Note: In lieu of notification appearing in Gazette No. 185 of 6.12.73. Previous applicants should re-apply if interested.

District Allowance, above three positions: Grade 1.

Apply: W4.

Metropolitan Operations Branch

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division, City Operations Section, Brisbane

Duties: Responsible for fault diagnosis and clearance at the highest level. Supervision of other staff in all areas of the Edison Exchange complex involving ARF subscribers and Tandem equipment and a range of miscellaneous specialised equipment. In charge of the Exchange complex on the late shift.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

Note: Shift work involved.

Apply: W4

Regional Operations Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Telegraphs and Data Section, Brisbane

Duties: No. 32—Provide general clerical and administrative assistance to the Senior Telecommunications Technical Officer, Grade 3 in charge of Telegraphs and Data area at Central Exchange.

Apply: W4

Postal Services Division, Post Offices Branch

Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Mossman

District Allowance: Grade II.

Apply: W4

Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Nambour

Note: Above two positions—These positions are open also to officers of the Fourth Division. If occupied by a Fourth Division officer, the positions while so occupied will be included in the Fourth Division.

Apply: W4

Postal Clerk \$4605-5744, Fourth Division, Normanton

District Allowance: Grade VI.

Note: This position is also open to officers of the Third Division. If occupied by a Third Division officer, the position while so occupied will be included in the Third Division.

Apply: W4

Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Redcliffe

Note: This position is open also to officers of the Fourth Division. If occupied by a Fourth Division officer, the position, while so occupied, will be included in the Fourth Division.

Apply: W4

Personnel and Industrial Relations Branch

Inspector \$11032-11525 (Class 8), Third Division, Establishments and Management Advisory Services Section, Brisbane

Duties: No. 212—Direct, control and co-ordinate the activities of the Establishments Sub-section. Plan and allocate special organisation surveys and projects. Undertake the more difficult and complex tasks.

Qualifications: Extensive knowledge and experience in organisation and classification principles and procedures desirable.

Apply: W4

Inspector \$11032-11525 (Class 8), Third Division, Establishments and Management Advisory Services Section, Brisbane

Duties: No. 287—Develop, in consultation with senior management, programmes of clerical work study reviews; direct and/or undertake studies in selected areas.

Qualifications: Proven analytical ability of a high order desirable. Relevant tertiary qualifications and Organisation and Methods experience an advantage.

Apply: W4

Senior Methods Officer \$9876-10538 (Class 7), Third Division, Establishments and Management Advisory Services Section, Brisbane

Duties: No. 285—Plan, direct and co-ordinate the activities of the Systems and Procedures, Work Documentation, Forms Management and Design, and Office Mechanisation Sub-sections. Undertake the more difficult and complex tasks.

Qualifications: Analytical ability of a high order and extensive experience in methods work desirable.

Apply: W4

Methods Officer \$8886-9548 (Class 6), Third Division, Establishments and Management Advisory Services Section, Brisbane

Duties: No. 288—Assist with clerical work measurement studies in selected areas.

Qualifications: Analytical ability and aptitude for investigational work desirable. Relevant tertiary qualifications and Organisation and Methods experience an advantage.

Apply: W4

Senior Industrial Officer \$9876-10538 (Class 7), Third Division, Industrial Relations Section, Brisbane

Duties: No. 284—Promote and maintain harmonious relations between management, staff and staff associations/unions. Advise management and staff on industrial matters.

Qualifications: Thorough knowledge of Public Service Act and Regulations, General Orders, Awards and Determinations desirable.

Apply: W4

Industrial Officer \$8886-6548 (Class 6), Third Division, Industrial Relations Section, Brisbane

Duties: No. 115—Industrial Auditor—Plan and control the industrial audit programme. Advise, instruct and train Divisional/Branch officers in processing industrial matters.

Qualifications: Sound knowledge of Industrial procedures with emphasis on salary/allowance adjustments, leave and superannuation contributions, desirable.

Apply: W4

Clerk \$8886-9548 (Class 6), Third Division, Industrial Relations Section, Brisbane

Duties: No. 103—Compensation Officer—Exercise the functions of Delegate of the Commissioner for

Employees Compensation. Control and direct the activities of the Compensation unit.

Qualifications: Thorough knowledge of the provisions of the Compensation (Australian Government Employees) Act and ability to instruct and control staff desirable.

Apply: W4

Senior Welfare Officer \$8886-9548 (Class 6), Third Division, Industrial Relations Section, Brisbane

Duties: No. 286—Train, direct and control the staff engaged on welfare and safety matters. Develop and maintain an effective liaison with Postal Institute, senior management and staff associations.

Qualifications: Experience and training in Industrial Welfare, Occupational Health and Safety matters desirable.

Apply: W4

Senior Clerk \$9876-10538 (Class 7), Third Division, Staffing and General Services Section, Brisbane

Duties: No. 154—Direct, control and co-ordinate the activities of the Staff Resources Sub-section including recruitment, staff movements and manpower planning.

Qualifications: A sound knowledge of all aspects of personnel work relating to staffing matters, together with experience, knowledge and ability in management, desirable.

Apply: W4

Senior Training Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Staffing and General Services Section, Brisbane

Duties: No. 43—Direct and control the training organisation of the Branch in meeting the departmental requirements for staff training and executive development. Advise senior management on all aspects of Divisional/Branch training and development programmes. Direct training research and evaluation activities.

Qualifications: Experience, knowledge and ability in management and training desirable. Academic qualifications should be stated.

Apply: W4

Clerk \$8886-9548 (Class 6), Third Division, Staffing and General Services Section, Brisbane

Duties: No. 289—Control and direct the activities of the General Services Sub-section involving Branch administration, discipline and Custodian services.

Qualifications: Sound knowledge of Branch practices and procedures and Public Service Act and Regulations, together with experience, knowledge and ability in management desirable.

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Planning and Programming Branch

Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Switching and Facilities Section (two positions), Adelaide

Duties: No. 1451—Under technical direction, assist in estimating costs for capital works programme. Carry out technical studies and investigations.

No. 1453—Under technical direction, prepare project proposals for the installation of switching equipment.

Qualifications above two positions: An approved technical college certificate or other approved qualifications and requisite experience.

Note above two positions: Appearing in lieu of notification in Gazette No. 113 of 16.11.72. Previous applicants should re-apply.

Apply: W5

NORTHERN TERRITORY

Postal Services Division, Post Offices Branch

Postal Clerk \$4605-5744, Third or Fourth Division, Darwin

District Allowance: Grade IV

Taxation Allowance: Zone A

Accommodation: Hostel accommodation is available to officers for approximately \$24.00 per week. Department of Northern Territory house or flat may become available to a married officer after a waiting period of 11 months. However, the temporary rental of a house of flat shortly after arrival can usually be arranged pending allocation of a Department of Northern Territory house or flat. A flat will not normally be offered to an officer with children. Allocation of either a house or a flat is at the discretion of the Department of Northern Territory. Refusal of the accommodation will lead to the removal of an applicant's name from the housing lists and termination of any living allowance (other than District allowance) paid by the Department. In addition to the 10 per cent minimum actual salary charged for rental, occupants will be required to pay for sewerage, garbage and water services. The present charges are \$35, \$32.76 and \$33 per annum respectively.

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Regional Operations Branch

Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Section, Mount Yokine

Duties: As Assistant-in-charge position at Mount Yokine broadband terminal direct the operations of the base repair centre.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. A detailed knowledge of microwave circuits and their alignment desirable.

Apply: W6

Postal Services Division, Mail Exchange Branch

Senior Mail Officer \$5516-5744, Fourth Division, Traffic Section, Perth

Duties: Supervisory duties in Ship Section. Documentation of overseas and interstate surface and air mails.

Qualifications: Knowledge of Ship Section activities desirable.

Apply: W6

Post Offices Branch

Postmaster, Grade 5 \$10334-11072, Third Division, G.P.O. Perth

Qualifications: Applicants must be qualified in accordance with conditions prescribed in Gazette No. 9 of 30.1.73.

Note: This position is also open to officers of the Fourth Division. If occupied by an officer of the

Fourth Division this position while so occupied will be included in the Fourth Division.

Quarters: Nil.

Apply: W6

Telecommunications Division, Sales Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Directory Sales and Meter Checks Section (two positions) Perth

Duties: Nos. 184, 185—Transcribe telephone directory entries involving insertions, deletions and amendments from telephone orders into country telephone. Manuscript and liaise with the five District Telephone Offices and Metropolitan Contract staff concerning listings.

Qualifications: Knowledge of telephone order procedure desirable.

Apply: W6

Country Region

Assistant Manager \$9876-10538 (Class 7), Third Division, Head Office, Perth

Duties: No. 65—Responsible to the Manager for the efficient functioning of the Country Region Head Office Sales and Service Staff. Co-ordinate the activities of the District Telephone Offices. Arrange for the investigation of and replies to representations of a complex nature.

Qualifications: Management ability together with a sound knowledge of Telecommunications Sales and Service practices and procedures desirable.

Apply: W6

District Telephone Manager \$9876-10538 (Class 7), Third Division, District Telephone Office, North West Geraldton.

Duties: No. 101—Responsible to the Manager Country Region for the efficient management and control of the District Telephone Office and also for the grade of telephone and telegraph service throughout the district.

Qualifications: Managerial and administrative ability required as well as a thorough knowledge of Sales and Service Branch practices and procedures desirable.

Note: The locality of the above position is tentative only pending determination of the actual location of the Sectional Headquarters.

Apply: W6

TASMANIA

Engineering Division

Supervising Draftsman \$9379-9932, Third or Fourth Division, Support Services Section, Hobart

Duties: No. 457—Control, co-ordinate and check the work of the Telephone Equipment No. 2 Group.

Qualifications: An approved certificate from a Technical College or Institute of Technology or other such qualifications acceptable by the Board.

Apply: W7.

Senior Draftsman \$8599-9103, Third or Fourth Division, Support Services Section, Hobart

Duties: No. 455—Advanced design and drafting work in the Telephone Equipment No. 2 Group.

Qualifications: An approved certificate from a technical College or Institute of Technology or other such qualifications acceptable by the Board.

Apply: W7

Senior Draftsman \$8599-9103, Third or Fourth Division, Support Services Section, Hobart

Duties: No. 456—As directed by the Supervising Draftsman, Control and Co-ordinate the work of outposted Plan Records staff and Trainee Draftsman. The duties will involve short absences from Headquarters.

Qualifications: An approved certificate from a Technical College or Institute of Technology or other such qualifications acceptable by the Board. Possession of driver's licence desirable.

Apply: W7

Plan Records Officer \$6003-7613, Fourth Division, Support Services Section, Hobart

Duties: No. 462—Prepare and amend plan records of reticulation of cables and conduits including preparation of field books from field measurement, on a State basis. This will involve absences away from Headquarters usually of not more than 2-3 weeks at any one time.

Qualifications: Previous drafting experience applicable to the duties and possession of driver's licence desirable.

Apply: W7

Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Support Services Section (2 positions), Hobart

Duties: No. 6 and 81—Less involved design and drafting work in the Telephone Equipment Group.

Qualifications: An approved certificate from a Technical College or Institute of Technology or other such qualifications acceptable by the Board.

Apply: W7

Engineering

Drafting Assistant, Grade 2 \$5681-6371, Fourth Division, Support Services Section, Hobart

Duties: No. 460—Less involved drafting work in the Trunk and Telegraph Lines, Building, Planning and Survey Group.

Qualifications: Previous drafting experience applicable to the duties.

Apply: W7

Drafting Assistant, Grade 2 \$5681-6371, Fourth Division, Support Services Section, Hobart

Duties: No. 459—Less involved drafting work in the Mechanical, Structural and Miscellaneous Group.

Qualifications: Previous drafting experience applicable to the duties.

Apply: W7

Drafting Assistant, Grade 2 \$5681-6371, Fourth Division, Support Services Section, Hobart

Duties: No. 431—Less involved drafting work in the Telephone Equipment Group.

Qualifications: Previous drafting experience applicable to the duties.

Apply: W7

Drafting Assistant, Grade 1 \$4439-5468, Fourth Division, Support Services, Hobart

Duties: No. 461—Simpler drafting work in the Telephone Equipment No. 2 Group.

Qualifications: Good standard of penmanship and a knowledge of Telephone Equipment work an advantage.

Apply: W7

Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third or Fourth Division, Installation Section, Hobart

Duties: Responsible to the Supervising Engineer to recommend and report on technical matters relating to all Long Line Installation activities throughout the State, including material provisioning, project design and development and special investigations.

Qualifications: An approved certificate from a Technical College or Institute of Technology or its equivalent, or such other qualifications as the Board considers appropriate and possess experience in Long Line Installation activities.

Apply: W7

Accounting Machinist Supervisor, Grade 1 \$5487-5663, Fourth Division, Administration Section, Hobart

Duties: No. 21—Supervise and oversight the work of the Engineering Division Accounting Machinists.

Qualifications: Thorough knowledge of Accounting Machinist duties together with demonstrated ability to control and direct subordinate staff an advantage. Good knowledge of Engineering costing procedures desirable.

Apply: W7

Accounting Machinist, Grade 2 \$5165, Fourth Division, Administration Section, Hobart

Duties: No. 377—Accounting Machinist Duties.

Qualifications: Must have passed prescribed Proficiency test.

Apply: W7

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Planning and Programming Section, Hobart

Duties: No. 271—Maintain Sectional filing system and other miscellaneous clerical work.

Apply: W7

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Support Services Section, Hobart

Duties: No. 267—Plan Custodian Assistant. File and issue drawings and plans and perform all associated clerical duties.

Qualifications: Neat and methodical workmanship desirable.

Apply: W7

Finance and Accounting Branch

Clerk \$6912-7652 (Class 4), Third Division, Revenue Section, Hobart

Duties: No. 144—Control and supervise the work of the Metro Credit Team. Maintain continuous review of credit worthiness of subscribers. Approve instalment payments or grant extensions as requested. Authorise (a) restriction of services (b) reconnection of services and (c) disconnection and cancellation of defaulters services. Furnish reports as required.

Qualifications: Sound knowledge of Revenue Accounting procedures desirable.

Apply: W7

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Revenue Section, Hobart

Duties: No. 56—Balance daily revenue receipts and arrange for daily payment of money order cheque. Reconcile total of cut offs with amount shown by Receiver of Public Moneys. Maintain control register for telephone accounts payments and ensure

daily total value of extracted stubs agrees with total in Receivers Cash Book. Maintain file for unpaid accounts and file Ledger cards on issue of closing accounts.

Qualifications: Good knowledge of Revenue accounting procedures desirable.

Apply: W7

Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Section, Hobart

Duties: No. 80—Authorise extension of time to pay bills in accordance with prescribed instructions. Examine and take follow-up action on unpaid accounts. Reconcile debit and credit transactions for the month. Check work of the Credit Assistant. Prepare correspondence for signature. Prepare refunds in respect of overpayments, etc.

Qualifications: Good knowledge of Revenue accounting procedures desirable.

Apply: W7

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Revenue Section, Hobart

Duties: No. 146—Sort payment cut offs and ascertain total value. Extract paid accounting stubs and balance to control total. File payment advices and paid accounting stubs. Issue reminder notices and telephone subscribers whose accounts are overdue as directed. Attend telephone and counter enquiries.

Apply: W7

Personnel and Industrial Relations Branch

***Postal Investigation Officer, Grade 2 \$5519-6042, Fourth Division, Postal Investigation Section, Launceston**

Duties: No. 30—Responsible to the Chief Investigation Officer for conduct of inquiries into the more detailed irregularities and for prosecutions as directed.

Qualifications: Ability to undertake the above duties.

In lieu of notification which appeared in Australian Gazette No. 123 of 6.9.73. Previous applicants need not re-apply.

Apply: W7

Clerk \$7899-8639 (Class 5), Third Division, Establishments and Management Advisory Services Section, Hobart

Duties: NP—Conduct field and other investigations into staffing proposals for both group and non-group positions.

Qualifications: Ability to conduct investigations, knowledge of Organisation/Establishment practice and procedures desirable.

Apply: W7

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Agriculture and Food Services Division, Food Services Branch

Principal Executive Officer \$13004-13498 (Class 10), Third Division, Food Standards Services Section, Canberra

Duties: No. 1795—Investigate and co-ordinate matters relating to aspects of policy and administrative procedures relating to export food services having general application to the Department's Industry Divisions. Oversight the Section's administrative functions.

Qualifications: Extensive experience in policy work and knowledge of Departmental requirements in the field of export inspection and food standards desirable. Academic qualifications should be stated.

Apply: X1

Bureau of Agricultural Economics, Technical and Administrative Services Branch

Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Mathematical Services Section, Survey, Design and Analysis Sub-section, Canberra

Duties: No. 2528—Undertake applied research on the application of sampling and allied techniques to the design, implementation and analysis of Bureau surveys.

Qualifications: University degree with major in statistics or mathematics desirable. Considerable statistical or research experience an advantage.

Apply: X1

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Mathematical Services Section, Survey, Design and Analysis Sub-section, Canberra

Duties: No. 2529—Assist in the investigation of sampling and allied techniques for the design, implementation and analysis of Bureau surveys.

Qualifications: University degree with major in statistics or mathematics desirable. Previous statistical or research experience an advantage.

Apply: X1

SOUTH AUSTRALIA

Forestry and Timber Bureau, Forest Research Branch

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Regional Section, South Australia Sub-section, Adelaide

Duties: Provide administrative assistance to the Officer-in-charge including procurement of stores, maintenance of staff records, budgetary control, library and typing services.

Qualifications: Experience in Office services and/or personnel work desirable.

Apply: X5

WESTERN AUSTRALIA

Regional Office

Clerk \$8886-9548 (Class 6), Third Division, Management Services Section, Perth

Duties: No. 3075—Direct and control staff engaged on personnel, accounts, registry and general services work.

Qualifications: Wide experience in personnel, accounts, registry and general services work desirable.

Apply: X6

Clerk \$6912-7652 (Class 4), Third Division, Management Services Section, Personnel and General Services Sub-section, Perth

Duties: No. 200—Control the work of staff engaged on personnel, registry, typing and general services work.

Qualifications: Knowledge of relevant Acts, etc. desirable.

Apply: X6

Clerk \$6912-7652 (Class 4), Third Division, Management Services Section, Accounts Sub-section, Perth

Duties: No. 3076—Direct and control accounting services for the Department of Primary Industry.

Overseas Trade and Secondary Industry. Perform the functions of Certifying Officer.

Qualifications: Previous accounting experience desirable.

Apply: X6

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

Cabinet and Legislative Programming Division, Cabinet Branch

Senior Adviser \$13991-14484 (Class 11), Third Division, Secretariat Services, Canberra

Duties: No. 497—Attend Cabinet Committee meetings and assist in the planning of the program of meetings of Cabinet Committees and in the preparation of briefs.

Qualifications: Applicants should indicate their academic qualifications and be able to demonstrate a capacity to undertake research and Committee work.

Apply: Y1

Government Division, Government Branch

Clerk \$7899-8639 (Class 5), Third Division, Canberra

Duties: No. 74—Assist, as directed, with the preparation of material for submissions and briefs. Assist with investigations and research.

Qualifications: Academic qualifications to be stated.

Apply: Y1

Operations Division, Executive Council Secretariat

Senior Adviser \$13991-14484 (Class 11), Third Division, Canberra

Duties: No. 151—Secretary to the Executive Council; follow up on issues raised at Executive Council meetings; in charge of the Executive Council Secretariat.

Qualifications: Detailed knowledge of government administrative procedures; tertiary qualifications desirable.

Apply: Y1

Services Branch

Clerk \$8886-9548 (Class 6), Third Division, Registry Sub-section, Canberra

Duties: No. 237—Officer in charge of Registry. Direct and control the Central Registry and Sub-Registries. Responsible for the supervision and training of staff and direction of indexing, classification and disposal procedures.

Qualifications: Ability to control staff together with a sound knowledge of Registry practices desirable.

Apply: Y1

Clerk \$7899-8639 (Class 5), Third Division, Establishments and Finance Section, Finance Sub-section, Canberra

Duties: No. 209—Assist in the preparation of Departmental estimates and maintain associated records.

Qualifications: Tertiary qualifications to be stated. Previous experience in Finance/Accounts field desirable.

Apply: Y1

Clerk \$7899-8639 (Class 5), Third Division, Establishments and Finance Section, Accounts Sub-section, Canberra

Duties: No. 211—Certifying and alternate Authorising Officer.

Qualifications: Sound knowledge of Accounting Procedures, Audit Act, Treasury Regulations and Directions and departmental practices. Accountancy qualifications or substantial progress towards completion, along with relevant experience desirable.

Apply: Y1

Protection Policy Division, Tariff Operations Branch

Clerk \$11032-11525 (Class 8), Third Division, General Tariff Section, Canberra

Duties: No. 399—As Project Officer, undertake studies on issues arising from reports from the Industries Assistance Commission, other than Review references, and prepare proposals and advice based on these studies. Prepare draft cabinet submissions, and other reports as required.

Qualifications: Appropriate experience and academic qualifications desirable.

Apply: Y1

Clerk \$12019-12510 (Class 9), Third Division, General Section, Canberra

Duties: No. 382—Evaluate policy proposals submitted by other Departments and organisations, and oversight the preparation of draft Cabinet submissions on tariff policy. Prepare reports as required.

Qualifications: Appropriate experience and academic qualifications desirable.

Apply: Y1

Clerk \$11032-11525 (Class 8), Third Division, General Section, Canberra

Duties: No. 385—As Project Officer, assist in the evaluation of policy proposals submitted by other departments and organisations, and the preparation of Cabinet submissions on tariff policy and ministerial correspondence. Develop proposals relating to aspects of tariff policy raised in reports from the Industries Assistance Commission and prepare reports as directed.

Qualifications: Appropriate experience and academic qualifications desirable.

Apply: Y1

Clerk \$11032-11525 (Class 8), Third Division, Projects Section (two positions), Canberra

Duties: Nos 386, 387—As Project Officer, undertake studies on policy issues arising from reports from the Industries Assistance Commission and prepare proposals and advice based on these studies. Prepare draft Cabinet submissions and other reports as required.

Qualifications: Above two positions—Appropriate experience and academic qualifications desirable.

Apply: Y1

Welfare Division, Social Welfare Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Canberra

Duties: No. 61—Check and assemble material for briefs, submissions and other documents and prepare routine correspondence. Maintain branch reference material as directed.

Apply: Y1

The Office of the Public Service Board—Central Office Employment Conditions Division, Overseas Branch

Clerk \$7899-8639 (Class 5), Third Division, Canberra

Duties: Examine and prepare submissions and correspondence on departmental proposals on overseas staffing and conditions of service. Assist inspectorial staff, answer departmental enquiries and maintain Branch records.

Apply: Y4

Chairman, Promotions Appeal Committee \$14484 (Plus \$950 allowance), Third Division, Sydney

Duties: Chair Promotions Appeal Committees.

Apply: Y4

Chairman, Promotions Appeal Committee \$14484 (Plus \$950 allowance), Third Division, Melbourne

Duties: Chair Promotions Appeal Committees.

Apply: Y4

ADP Division, Management Information Branch

Clerk \$8886-9548 (Class 6), Third Division, Personnel Data Development Section, Personnel Rules and Procedures Sub-section, Canberra

Duties: Develop designation/salary and allowance tables and appropriate procedures for their implementation, use and updating in a computer application.

Qualifications: Experience in personnel/industrial administration, particularly in relation to the interpretation and implementation of determinations, awards, etc., in respect of salaries and allowances.

Apply: Y4

Clerk \$6912-7652 (Class 4), Third Division, Statistical Section, Canberra

Duties: No. 12—Assist in matters associated with the Development and implementation of the Board's personnel and establishment records systems.

Qualifications: Experience in the development and operation of ADP applications should be stated.

Apply: Y4

Organisation Division, Organisation Branch No. 1

Clerical Assistant, Grade 6 \$5667-6005, Fourth Division, Canberra

Duties: Prepare correspondence, Certificates and Recommendations arising from the establishments work of an inspection team.

Apply: Y4

Auditor-General's Office

NEW SOUTH WALES

Assistant Audit Inspector \$6912-7652 (Class 4), Third Division, (several positions), Sydney

Duties: Under supervision, perform audit duties mainly of a regulatory nature.

Apply: Y17

SOUTH AUSTRALIA

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Adelaide

Duties: Operate Registry, examine files and process inward and outward correspondence. Assist generally in provision of management services.

Apply: Y20

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Benefits and Legislation Division, Benefits Branch

Assistant Commissioner, \$17300, Second Division, Canberra

Duties: NP—Direct and control Branch activities. Advise the Minister and the Commission on Repatriation benefits other than treatment. Formulate and review relevant policies. Act as Chairman of Central Training Committee under vocational training schemes, and of the Seaman's War Pensions and Allowances Committee. Exercise powers delegated by the Commission. Represent Department on inter-departmental committees.

Qualifications: Executive ability of a high order. Extensive knowledge of Repatriation benefits and associated legislation desirable. Tertiary qualifications to be stated.

Apply: Z1

Director, Class 10 \$13004-13498, Third Division, Benefits Examination and Operations Section, Canberra

Duties: No. 8—Direct and control activities of Entitlement, Pensions and General Benefits and Trusts Sub-section. Determine under delegation certain cases referred by Branch Offices, and make recommendations in others. Undertake regular inspections and ad hoc investigations at Branch Offices relative to benefits other than treatment. Liaise with ADP Section on benefit matters.

Qualifications: Sound knowledge of Repatriation benefits and associated policies and procedures desirable.

Apply: Z1

Clerk \$9876-10538 (Class 7), Third Division Benefits Examination and Operations Section, Entitlement Sub-section, Canberra.

Duties: No. 19—Direct the work of the Sub-section. Examine requests from Branches for interpretation or clarification of entitlement policy and procedures. Examine and make recommendations on complex cases not specifically covered by policy instructions. Assist with the administration of Appeal Tribunals.

Qualifications: A sound knowledge of Repatriation benefits and associated legislation desirable.

Apply: Z1

Clerk \$11032-11525 (Class 8), Third Division, Benefits Examination and Operations Section, General Benefits and Trusts Sub-section, Canberra.

Duties: No. 17—Direct the work of the Sub-section. Research, analyse and prepare major policy submissions on educational, re-establishment and vocational training schemes and General Assistance benefits. Advise Commission on personal cases.

Qualifications: Tertiary qualifications to be stated. Experience, particularly in the administration and development of re-establishment and vocational training schemes would be an advantage.

Apply: Z1

Clerk \$8886-9548 (Class 6), Third Division, Benefits Examination and Operations Section, General Benefits and Trusts Sub-section, Canberra.

Duties: No. 21—Prepare submissions for, and act as Executive Officer to the Central Training Committee. Investigate difficult training cases and review and evaluate existing training schemes and benefits.

Qualifications: Experience in re-establishment and vocational training schemes desirable.

Apply: Z1

Clerk \$11032-11525 (Class 8), Third Division, Benefits Examination and Operations Section, Pensions Examination Sub-section, Canberra.

Duties: No. 15—Direct the work of the Sub-section. Exercise powers delegated by the Commission. Examine and report on contentious cases where breaches of Repatriation legislation or misrepresentation may have occurred.

Qualifications: A sound knowledge of Repatriation benefits and associated legislation desirable.

Apply: Z1

Clerk \$8886-9548 (Class 6), Third Division, Benefits Examination and Operations Section, Pensions Examination Sub-section, Canberra.

Duties: No. 10—Examine and make recommendations on referred cases of war pension, service pension and associated allowances.

Qualifications: A knowledge of Repatriation benefits and associated legislation desirable.

Apply: Z1

Clerk \$7899-8639 (Class 5), Third Division, Benefits Examination and Operations Section, Pensions Examination Sub-section, Canberra.

Duties: No. 12—Examine policy and legislation and interpret the law on behalf of overseas pensioning authorities. Conduct research into overseas pensioning systems.

Qualifications: A knowledge of overseas pensioning and compensation systems desirable.

Apply: Z1.

Assistant Director \$12019-12510 (Class 9), Third Division, Benefits Policy and Planning Section, Canberra.

Duties: No. 6—Direct the work of the Section. Plan, organise, direct and supervise programmed and ad hoc reviews of pensions' policy and procedures. Undertake Branch Office inspections concerning policy directives.

Qualifications: A sound knowledge of Repatriation benefits and associated legislation is desirable. Tertiary qualifications to be stated.

Apply: Z1.

Clerk \$11032-11525 (Class 8), Third Division, Benefits Policy and Planning Section, Canberra.

Duties: No. 9—Undertake important programmed reviews of benefits' policies and procedures, and involved projects relating to changes in policy and procedures.

Qualifications: A sound knowledge of Repatriation benefits and associated legislation is desirable. Tertiary qualifications to be stated.

Apply: Z1.

Clerk \$8886-9548 (Class 6), Third Division, Benefits Policy and Planning Section, Canberra.

Duties: NP—Undertake investigations into reviews of benefits, policy and procedures and prepare reports and recommendations.

Qualifications: Experience and tertiary qualifications to be stated.

Apply: Z1.

Legislation and Policy Branch

Director \$13004-13498 (Class 10), Third Division, Policy Projects and Development Section, Canberra.

Duties: NP—Direct the work of the Section. Initiate and conduct long term projects for future policy developments in Repatriation. Draft

important submissions and reports to the Commission, Minister and Cabinet.

Qualifications: Experience in the development of policy proposals desirable. A knowledge of Repatriation benefits and associated legislation would be an advantage. Tertiary qualifications to be stated.

Apply: Z1.

Clerk \$11032-11525 (Class 8), Third Division, Policy Projects and Development Section, Canberra

Duties: NP—Conduct investigations into existing Repatriation policies and draft submissions to the Commission, Minister or Cabinet. Undertake projects for the development of new or varied policies. Examine and analyse developments in compensation and pension schemes in Australia and overseas.

Qualifications: Tertiary qualifications to be stated. Experience in the development of policy proposals particularly in the fields of compensation and pension schemes would be an advantage.

Apply: Z1

Clerk \$8886-9548 (Class 6), Third Division, Policy Projects and Development Section, Canberra

Duties: NP—Undertake projects associated with the review and development of Repatriation policy. Examine and report on developments in compensation and pension schemes in Australia and overseas.

Qualifications: Experience in policy reviews desirable.

Apply: Z1

Executive Officer, Class 8 \$11032-11525, Third Division, Legislation, Parliamentary and Ministerial Section, Legislation and Parliamentary Sub-Section, Canberra

Duties: No. 6—Direct the work of the Sub-Section. Attend to legislative matters involving Repatriation benefits.

Qualifications: Tertiary qualifications to be stated. Experience in the development of legislative proposals would be an advantage.

Apply: Z1

Special Projects Division

Senior Executive Officer, Class 9 \$12019-12510, Third Division, Special Projects Division, Canberra

Duties: No. 8—Preparation of more important papers, and analysis of matters arising out of the Independent Enquiry into the Repatriation System.

Qualifications: Knowledge of Repatriation activities together with demonstrated capacity for policy development work, desirable.

Apply: Z1

NEW SOUTH WALES

Branch Office

Clerk \$9876-10538 (Class 7), Third Division, Pensions Section, Sydney

Duties: NP—Provide top level assistance to Officer-in-charge in overall sectional management and in particular oversight a means test group. Conduct regular and critical examination of working methods.

Qualifications: Administrative ability at management level desirable.

Apply: Z2

Clerk \$9876-10538 (Class 7), Third Division, Pensions Section, Sydney

Duties: NP—Provide top level assistance to Officer-in-charge in overall sectional management and in particular oversight the Australian, British and other Dominion war pension examination processes. Conduct regular and critical examination of working methods.

Qualifications: Administrative ability at management level desirable.

Apply: Z2

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounts Section, Sydney

Duties: No. 184—Encode data relevant to non-departmental hospitals. Encode such other treatment data as is required.

Qualifications: Knowledge of Treatment Section data is desirable.

Apply: Z2

QUEENSLAND

Repatriation Hospital

*Cook, Grade 2 \$4417-4681, Fourth Division, Kenmore

Duties: No. 47—Prepare and serve meals to both patients and staff. Control and direct the catering and cooking activities at the hospital.

Qualifications: Appropriate experience in cookery. Ability to manage Sectional activities and direct/control staff; together with some knowledge of relevant instructions contained in manual of Stores Accounting desirable.

Apply: Z4

SOUTH AUSTRALIA

Branch Office

Accountant \$9876-10538 (Class 7), Third Division, Accounts Section, Adelaide

Duties: No. 1—Responsible for the financial administration of the Branch and the supervision and direction of Accounts Section.

Qualifications: Extensive relevant experience. Accounting qualifications desirable.

Apply: Z5

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Policy Division, Research Branch

*Senior Project Officer, \$12019-12510 (Class 9), Third Division, Special Studies Section, Canberra

Duties: No. 18—Oversight the work of the Section. Assist in the development of policy recommendations on proposals or requests connected with research in science or technology. Prepare major submissions and briefs. Represent the Department as required on Committees relevant to the work of the Section.

Qualifications: Tertiary qualifications in science or technology and experience in a policy area desirable.

Apply: AA1

*Project Officer, \$11032-11525 (Class 8), Third Division, Projects Section, Canberra

Duties: No. 37—Conduct investigations and formulate recommendations in relation to requests for

grants for scientific activities and in relation to post-doctoral fellowship schemes.

Qualifications: University degree in a field of science desirable.

Apply: AA1

Bureau of Meteorology

NORTHERN TERRITORY

Regional Office

Clerk \$5184-5952 (Class 2/3), Third Division, Administrative Section, Darwin

Duties: No. 1—Staff Clerk.

Qualifications: Knowledge of Public Service Act and Regulations, General Orders and experience in staff and leave work relating to field staff and shift workers desirable. A knowledge of Sub Treasury payroll procedures an advantage.

District Allowance: Grade IV.

Taxation Allowance: Zone A

Note: Previous applicants need not reapply as they will be considered.

Apply: AA11

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

Clerk \$11032-11525 (Class 8), Third Division, Personnel and Services Section, Canberra

Duties: No. 21—Direct and control the Personnel and Recruitment and Training Sub-sections. Assist in determination or formulation of recommendations on Departmental policies and practices.

Qualifications: Sound knowledge and experience in higher level personnel administration desirable. Ability to control and direct a large staff.

Apply: AC1

Clerk \$11032-11525 (Class 8), Third Division, Personnel and Services Section, Canberra

Duties: No. 22—Control, co-ordinate and direct the work of the office services and accommodation unit. Prepare reports, correspondence etc., relating to these areas.

Qualifications: Extensive administrative experience desirable and ability to supervise staff.

Apply: AC1

Clerk \$8886-9548 (Class 6), Third Division, Personnel and Services Section, Canberra

Duties: No. 24—Personnel Officer. Control and direct staff and deal with matters concerned with personnel administration, employment and staff movements, industrial matters, conditions of service including attendance, pay, leave and allowances.

Qualifications: Experience appropriate to the duties.

Apply: AC1

Clerk \$6912-7652 (Class 4), Third Division, Personnel and Services Section, Canberra

Duties: No. 29—Staff Clerk. Supervise the work of salaries and wages teams and allowances clerk engaged on the maintenance of standard personnel records, calculation and review of allowances and interpretation of conditions of service.

Qualifications: Relevant experience desirable.

Apply: AC1

Overseas Property Bureau, Operations Branch

*Senior Property Officer \$12019-12510 (Class 9), Third Division, (several positions), Canberra

Duties above positions: Investigate and supervise property matters at a number of Australian Posts overseas. This includes acquisition, construction, leasing and supply. Extensive travel is involved.

Qualifications: Experience in property assessment or related fields such as real estate management, valuing, estate surveying, town planning etc. Tertiary qualifications desirable.

Apply: AC1

*Chief Property Officer \$13004-13498 (Class 10), Third Division (two positions), Canberra

Duties above two positions: In charge of a section responsible for all property matters at a number of Australian Posts overseas. This includes acquisition, construction, leasing and supply. Extensive travel is involved.

Qualifications: Experience in property assessment or related fields such as real estate management, valuing, estate surveying, town planning etc. Tertiary qualifications desirable.

Apply: AC1

Property Officer \$9876-10538 (Class 7), Third Division, Canberra

Duties: NP—Examine proposals for alterations to office premises and residential accommodation at overseas posts. Conduct negotiations with user departments, and assist in implementation of construction when approved.

Qualifications: Experience in property assessment or related fields such as real estate management, valuing, estate surveying, town planning etc. Tertiary qualifications desirable.

Apply: AC1

NEW SOUTH WALES

New South Wales Office

*Custodian (Buildings) \$5522-5787, Fourth Division, Office and Accommodation Section, Accommodation Management Sub-section, Sydney

Duties: No. 12—Responsible for the security and property maintenance of Grace Building, Sydney.

Qualifications: Appropriate qualifications and/or experience.

Apply: AC2

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Accounts and Personnel Section, Registry Sub-section, Sydney

Duties: No. 116—Classify inwards correspondence and maintain classification registers.

Qualifications: Experience in classification and registry procedures desirable.

Apply: AC2

Typist, Grade 2 \$4113-4378, Fourth Division, Accounts and Personnel Section, General Services Sub-section, Sydney

Duties: No. 218—Provide general typing and stenographic assistance to senior officers.

Qualifications: Ability to correctly transcribe shorthand at 100 words per minute desirable.

Apply: AC2

WESTERN AUSTRALIA**Property Division**

Clerk \$5806-6666 (Class 2/3), Third Division, Accounts and Personnel Section, Perth

Duties: No. 52—Staff Clerk. Responsible for the maintenance of standard personnel records and preparation of salaries.

Qualifications: Sound knowledge of Public Service Act, Regulations, General Orders and Treasury computer pay system.

Apply: AC6

DEPARTMENT OF SOCIAL SECURITY**CENTRAL STAFF****Management Division, ADP Branch**

Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division, Software and Operations Section, Canberra

Duties: No. 630—Operate the system console and direct subordinate operators in the operation of peripheral units in a large scale computer system.

Qualifications: Appropriate training and experience with operating a disk oriented computer configuration desirable.

Note: Previous applicants will be reconsidered and need not re-apply.

Apply: AD1

Establishments and Finance Branch

Clerk \$6912-7652 (Class 4), Third Division, Personnel and Services Section, Canberra

Duties: No. 848—Assist with the investigation and preparation of the Civil Works Programme for Central Office. Review progress of the current programme and take action as directed. Co-ordinate civil works programmes for State Offices.

Apply: AD1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel and Services Section, Services Sub-section, Canberra

Duties: No. 675—Assistant Classifier. Classify all inward Ministerial correspondence to ensure adequate and correct indexing and determine marking out of papers to action officer.

Apply: AD1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel and Services Section, Services Sub-section, Canberra

Duties: No. 656—Indexer/File Examiner. Determine and post entries to the subject and nominal index as directed and recommend any additional indexing considered necessary.

Apply: AD1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Services Section, Services Sub-section, Canberra

Duties: No. 660—Former Papers Officer/Registration Assistant. Examine follow-on papers and files to ensure correct filing and determine any additional indexing. Determine and indicate appropriate mark-outs on file action record and attach papers to files.

Apply: AD1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personnel and Services Section, Services Sub-section, Canberra

Duties: No. 667—Attend to all inquiries at the Registry inquiry counter and to all telephone inquiries for general Registry information.

Apply: AD1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personnel and Services Section, Services Sub-section, Canberra

Duties: No. 765—Search for files in action sections. Make attachments to files.

Apply: AD1

Operations Branch

Inspector \$11032-11525 (Class 8), Third Division, Planning, Control and Development Section, Canberra

Duties: No. 117—Direct a team engaged in developmental studies. Examine management practices and techniques and prepare reports.

Apply: AD1

Assistant Inspector \$9876-10538 (Class 7), Third Division, Planning, Control and Development Section, Canberra

Duties: No. 118—To develop management planning and critically examine fundamental issues of departmental administration.

Qualifications above two positions: Applicants should furnish details of relevant experience and state academic qualifications (preferably in management/business administration disciplines).

Apply: AD1

Special Projects Division

*Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Enquiry into Poverty Section, Melbourne

Duties: Undertake specific major planning or research projects, mainly into education and poverty. Prepare reports and information papers.

Qualifications: A degree or diploma in education or other appropriate tertiary qualifications, combined with experience in education, research and evaluation of programmes.

Note: If a permanent officer is selected for this position he/she would occupy it on a temporary transfer basis.

Apply: AD3

Welfare Services Branch

*Social Worker, Class 3 \$9350-10040, Third Division, Social Work Section, Melbourne

Duties: No. 1094—Supervise, review and report on social work services of the Department in Victoria. Assist in the development of departmental policy and the conduct of special surveys, and research projects.

Qualifications: Diploma or degree in Social Work/Social Studies or equivalent qualifications. Relevant experience desirable.

Apply: AD3

Management Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Establishments Section, Melbourne

Duties: No. 187—Prepare and maintain Departmental organisation charts; code establishment variations; maintain and follow-up establishment proposal progress records.

Apply: AD3

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 3, Policy Branch

*Principal Project Officer \$13991-14484 (Class 11), Third Division, Canberra

Duties: No. 152—Provide briefing and advice for the Minister and the Secretary on the more important policy matters of concern to the Minister in his role as Special Minister of State and Minister Assisting the Prime Minister.

Qualifications: Tertiary qualifications preferably at honours level and considerable experience in policy analysis and advice desirable.

Apply: AE1

Grants Commission, Local Government Finances Branch

Clerk \$6912-7652 (Class 4), Third Division, Section 'B', Canberra

Duties: No. 142—Assist with the examination of papers. Prepare statistics and relevant data.

Qualifications: Aptitude for research work and tertiary qualifications would be an advantage.

Apply: AE1

State Finances and Research Branch

Clerk \$6912-7652 (Class 4), Third Division, Business Undertakings and Modifications Section, Canberra

Duties: No. 140—Assist with the examination of papers. Prepare statistics and relevant data.

Qualifications: Aptitude for research work and tertiary qualifications would be an advantage.

Apply: AE1

Grants Commission

Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Section, Canberra

Duties: No. 9—Assist the Administrative Officer in the day to day operations of the Management Services Section. Arrange for the acquisition of stores and supplies. Prepare claims for payment of travelling allowance and attend to travelling requirements of the Commission.

Qualifications: General administrative experience together with knowledge of the Public Service Act and Regulations and General Orders desirable.

Apply: AE1

Division No. 1—Ministerial and Management Services Branch

Inspector (Internal Audit) \$9876-10538 (Class 7), Third Division, Internal Audit Section, Canberra

Duties: No. 170—Supervise and direct the internal audit activities of the Department. Develop and revise audit programmes for Central Office and outsiders. Undertake more complex investigations.

Qualifications: Extensive experience in auditing and departmental accounting systems desirable. Cost accounting qualifications an advantage.

Apply: AE1

Clerk \$8886-9548 (Class 6), Third Division, Establishments and Finance Section, Personnel Sub-section, Canberra

Duties: No. 49—Personnel Officer. Control and direct personnel and recruitment activities. Prepare submissions on organisation and staffing matters. Investigate and report on personnel matters.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders etc. and wide experience in personnel activities desirable. Academic qualifications should be stated.

Apply: AE1

Steno-secretary, Grade 1 \$5311-5663, Fourth Division (Several positions), Canberra

Duties: Perform typing and secretarial work for the Senior Officers of the Division.

Qualifications: 100 words per minute shorthand.

Apply: AE1

Division No. 2—Smaller Territories Branch

Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra

Duties: Perform typing and secretarial work for the head of the Branch.

Qualifications: 100 words per minute shorthand.

Apply: AE1

DEPARTMENT OF SUPPLY

REGIONAL OFFICE

Stores and Transport Branch

Clerk \$7899-8639 (Class 5), Third Division, Canberra

Duties: No. 6—Branch Transport Officer. Direct and co-ordinate the work of the Branch vehicle fleet and plan large scale office removals.

Qualifications: Thorough knowledge of transport operations and goods forwarding services and experience in removal techniques desirable, ability to control and direct staff.

Apply: AF1

Clerk \$7899-8639 (Class 5), Third Division, Australian Capital Territory

Duties: No. 20—Loss Damage Assessor. Examine claims for loss or damage arising from furniture removals. Assess and negotiate claims and allocate and supervise repair work.

Qualifications: Knowledge of Departmental instructions relating to claims adjustment principles and practices, and the valuation and repair of household furniture and effects desirable.

Apply: AF1

Clerk \$6912-7652 (Class 4), Third Division, Australian Capital Territory

Duties: No. 33—Assist the Transport Officer with the supervision of the section and control transport operations during his absence. Carry out investigations into vehicle utilisation, performance, maintenance, etc, prepare returns of transport and workshop operations.

Qualifications: Experience in passenger and goods vehicle utilisation and the ability to undertake investigations desirable. Ability to control and direct industrial staff.

Apply: AF1

CENTRAL OFFICE

Finance and Management Services Division

Technical Services Branch

Inspector \$11032-11525 (Class 8), Third Division, Melbourne

Duties: No. 36—Direct the work of the office machines group.

Apply: AF3

Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division, Internal Audit Section, Canberra

Duties: No. 5—Undertake and finalise audits at all establishments in the Australian Capital Territory. Develop audit plans for inclusion in the regional programme.

Qualifications: Progress towards accounting qualifications with extensive auditing experience desirable.

Apply: AF1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel Management and Development Section, Canberra

Duties: No. 53—Maintain personnel registry file index and identify files for follow on papers. Develop and maintain a personnel precedent index.

Qualifications: Experience in registry work desirable.

Apply: AF1

Planning and Procurement Division, Stores and Transport Branch

Assistant Director \$12019-12510 (Class 9), Third Division, Canberra

Duties: No. 2092—Direct the activities of a group concerned with assessment of stores stock accounting, asset accounting, stocktaking, documentation and procedures and other requirements for Departmental Establishments. Conduct investigations on policies relating to stores.

Qualifications: Experience in preparing and issuing stores accounting policies in a department to meet Treasury and Departmental requirements together with tertiary training in a commercial or administrative field desirable.

Apply: AF1

Clerk \$11032-11525 (Class 8), Third Division, Melbourne

Duties: No. 8—Investigate various aspects of supply and inventory management practice with a view to development of a departmental supply management plan.

Qualifications: Knowledge of Treasury and departmental stores accounting policies and supply management experience together with tertiary training in a commercial or administrative field desirable.

Apply: AF1

Clerk \$11032-11525 (Class 8), Third Division, Canberra

Duties: No. 76—Direct and control the Shipping Sub-section. Plan and co-ordinate shipping and air freight policy and selected operations concerned with the consignment of Government cargo including foreign aid. Monitor the conduct of support shipping activities in the State Branches.

Qualifications: Knowledge of sea cargo and air freight services including carrying capacities, contracting arrangements, stevedoring and port facilities an advantage. Demonstrated planning and organising ability.

Apply: AF1

Clerk \$9876-10538 (Class 7), Third Division Canberra

Duties: No. 77—Under direction carry out inspections and investigations of shipping activities and practices in State Branches. Prepare draft proposals for agreed charter and other selected operations; arrange the execution of the more important contracts.

Qualifications: Knowledge of ship chartering and related services an advantage.

Apply: AF1

Clerk \$8886-9548 (Class 6), Third Division, Canberra

Duties: No. 78—Prepare charter shipping proposals, cost estimates, specifications and establish agreement to these proposals. Arrange the execution of the ensuring charter contracts and stevedoring contracts as project officer.

Qualifications: Knowledge of shipping operations and in particular shipping cost factors an advantage.

Apply: AF1

NEW SOUTH WALES

Executive Branch

Clerk (Internal Audit) \$5806-6666 (Class 2/3), Third Division, Internal Audit Section, Sydney

Duties: No. 10—Assist in the performance of internal audit examinations in Branches and Establishments in New South Wales and Queensland.

Qualifications: Progress in accountancy studies would be an advantage.

Apply: AF2

Stores and Transport Branch

Clerk \$7899-8639 (Class 5), Third Division, Stores and Removals Section, Alexandria

Duties: No. 107—Investigate, assess and approve claims for damage and loss of furniture and personal effects being moved at public expense. Negotiate with contractors for repairs and cash reimbursements.

Apply: AF2

VICTORIA

Aeronautical Research Laboratories

Clerk \$5806-6666 (Class 2/3), Third Division, Administration Section, Fishermen's Bend

Duties: No. 82—Lead a sub-section responsible for the processing of allowances, furlough, superannuation, increments, leave, overtime, furniture removals, worker's compensation and the maintenance of standard leave and history records.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders etc. desirable.

Apply: AF8

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Section, Fishermen's Bend

Duties: No. 60—Maintain office records and provide general clerical assistance to the Divisional Clerk. Distribute and collect correspondence, files, etc. received from or despatched to registry. Check attendance records and control Division's stationery requirements.

Apply: AF8

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administration Section, Fishermen's Bend

Duties: Nos. 6, 80—File papers and assist in the examination of files. Conduct primary sorting of inwards mail. Attend to inquiries regarding file locations.

Apply: AF8

Ordnance Factory, Bendigo

- * Foreman (Metal Trades), Grade C \$6990-7340, Fourth Division, Technical Section, Bendigo

Duties: No. 40—Supervise and direct personnel employed in the Sheetmetal Section.

Qualifications: Appropriate trade qualifications and/or experience. Previous supervisory experience desirable.

Apply: AF16

- * Senior Stores Supervisor, Grade 1 \$5478-5639, Fourth Division, Administrative Section, Bendigo

Duties: No. 76—Supervise and direct employees engaged on the receipt, housing and issue of all bulk stocks of tools and jigs required for factory production.

Qualifications: Appropriate qualifications and/or experience. Comprehensive knowledge and experience of Departmental and Establishment Stores requirements as applied in a major general engineering factory desirable.

Apply: AF16

Government Aircraft Factories

- * Draftsman, Grade 2 \$7843-8347, Third or Fourth Division, Engineering Section, Fishermen's Bend

Duties: Nos 98, 99—Prepare the more complex design and modification drawings of structures and mechanical installation in aircraft, guided weapons and associated equipments.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Apply: AF20

- Clerk \$6912-7652 (Class 4), Third Division, Personnel Section, Fishermen's Bend

Duties: No. 4—Staff Clerk. Responsible for the control of the Staff Sub-section.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders, Superannuation Act and Commonwealth Employees' Furlough Act and Treasury ADP System desirable.

Apply: AF20

QUEENSLAND

Stores and Transport Branch

- Clerk \$5806-6666 (Class 2/3), Third Division, Accounting Section, Brisbane

Duties: No. 67—Examination of claims.

Apply: AF4

DEPARTMENT OF TRANSPORT

Coastal Services Division, Navigational Aids Branch

- * Engineer, Class 2 \$9581-10702, Third Division, Planning and Development Section, Melbourne

Duties: No. 5—Assist in the design and development of new and improved radio and communication equipment and facilities associated with marine navigational aids using considerable initiative to meet broadly described requirements.

Qualifications: For appointment—Educational qualifications admitting to Grad.I.E.Aust. For promotion or transfer—Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

Apply: AH8

Management Services Branch

- Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Establishments Section, Training Sub-section, Melbourne

Duties: No. 11—Assist in the organisation and conduct Departmental training courses. Assist in the preparation of training manuals and documentation.

Qualifications: Qualifications and experience relevant to the duties should be stated. An appropriate course of training may be provided for the successful applicant.

Apply: AH8

Land Transport Policy Division, Road Transport Branch

- Clerk \$5806-6666 (Class 2/3), Third Division, Secretariat Section, Canberra

Duties: No. 9—Under direction, provide clerical assistance in the Branch and prepare draft reports and correspondence from data available in the Branch.

Apply: AH2

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Policy Branch

- Assistant Investigation Officer \$5806-6666 (Class 2/3), Third Division, Legislation and General Section, Canberra

Duties: No. 23—Examine proposals regarding appointments under the Audit Act and Treasury Regulations and prepare related submissions and correspondence thereon.

Apply: A11

Financial Institutions Division, Banking and Insurance Branch

- Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division, Insurance Section, Canberra

Duties: No. 24—Undertake policy work relating to the insurance industry and investigate proposals for new and amending legislation.

Qualifications: Appropriate university degree desirable. Experience in policy formulation and development of legislation an advantage.

Apply: A11

General Financial and Economic Policy Division, Resources Branch

- Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Forward Estimates Section, Canberra

Duties: No. 88—Assist as directed in the preparation of reports and submissions on the forward estimates. Undertake research and investigation work as required.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours level, and appropriate research experience.

Apply: A11

Overseas Economic Relations Division, International Relations Branch

Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Aid and Development Section, Canberra

Duties: No. 19—Carry out research, investigation and administrative tasks related to the work of the Section.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours level, and appropriate research experience.

Apply: A11

Overseas Finance Branch

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, International Economic Conditions Section, Canberra

Duties: No. 36—Undertake research and investigation projects into trends in overseas economic conditions, world trade and payments; forecasting overseas trade and payments developments and prepare draft reports and papers related thereto.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard.

Apply: A11

Revenue, Loans and Investment Division, States Finances Branch

Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Revenue Funds Section, Canberra

Duties: No. 47—Undertake research and investigations of the more complex projects and conduct and supervise investigations into the financial and policy aspects of the general revenue grants arrangements between the Australian Government and the States. Prepare associated reports and submissions.

Qualifications: Degree in Economics, Commerce or Arts (Economics) desirable. Experience in dealing with policy issues.

Apply: A11

Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Revenue Funds Section, Canberra

Duties: No. 28—Undertake research and analysis of matters concerning Federal State financial relations with particular reference to general revenue assistance to the States.

Qualifications: Degree in Economics, Commerce or Arts (Economics). Research experience, but not necessarily in this particular field.

Apply: A11

Social Security Division, Employment Conditions Branch

Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division, Salaries and Projects Section, Canberra

Duties: No. 45—Undertake original research, report and make recommendations in connection with special projects in the conditions of service field.

Qualifications: Tertiary qualifications desirable. Experience in research and policy formulation.

Apply: A11

Commonwealth Sub-Treasury

CENTRAL STAFF

Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division, Canberra

Duties: No. 32—Supervise the Payroll, Ledgers, Drawing Account Reconciliation and Data Preparation Sections. Liaise with departmental officers on matters relating to the operation of Treasury ADP accounting systems.

Qualifications: Sound knowledge of Treasury ADP accounting systems and procedures. Accountancy or equivalent qualifications desirable.

Apply: A11

AUSTRALIAN CAPITAL TERRITORY

Office of the Superannuation and DFRB Boards, Operations Branch

Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Services Section, Canberra

Duties: Nos 12, 458—Stenographic and secretarial duties for Senior Officers.

Qualifications: Shorthand, 100 words per minute.

Apply: A11

Statistician's Branch

Economic Accounts Division, National Accounts and Public Finance Branch

*Principal Research Officer \$11032-11525 (Class 8), Third Division, Inter-Industry and Sector Financial Accounts Section, Input-Output Updating Sub-section, Canberra

Duties: NP—Undertake investigations aimed at developing and improving the information and processing system for input-output.

Qualifications: Appropriate university degree and extensive statistical or other appropriate research experience.

Apply: A110

*Principal Research Officer \$11032-11525 (Class 8), Third Division, Inter-Industry and Sector Financial Accounts Section, Input-Output Updating Sub-section, Canberra

Duties: NP—Undertake research into concepts and techniques of updating input-output estimates and develop generalised updating methods suited to Australian conditions.

Qualifications: Appropriate university degree and extensive statistical or other appropriate research experience.

Apply: A110

*Supervisor \$12019-12510 (Class 9), Third Division, Inter-Industry and Sector Financial Accounts Section, Input-Output Updating Sub-section, Canberra

Duties: NP—Supervise the work of a research team concerned with the development, implementation and maintenance of a system of updating input-output estimates.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

Apply: A110

Overseas Transactions Division, Foreign Investment Branch

*Principal Research Officer \$11032-11525 (Class 8), Third Division, Overseas Participation Section, Canberra

Duties: No. 10—Control the day-to-day activities of a project team engaged in the study of overseas ownership and control in a specified industry. Develop appropriate concepts and resources and undertake more complex investigations. Responsible for collection and analysis of information required for the study.

Qualifications: Appropriate university degree and extensive statistical or other appropriate research experience.

Apply: AI10

Assistant Supervisor \$11032-11525 (Class 8), Third Division, International Surveys Section, Supplementary Surveys Sub-section, Canberra

Duties: No. 5—Supervise and direct the day-to-day work of the International Trade Credit group. Conduct major investigations associated with the development of surveys of international trade credit. Ensure the reliability, consistency and timeliness of the statistics compiled. Liaise with users and suppliers of the statistics.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

Apply: AI10

Assistant Supervisor \$11032-11525 (Class 8), Third Division, International Surveys Section, Overseas Investment Sub-section, Canberra

Duties: No. 17—Supervise and direct the day-to-day work of the sub-section. Continuously review content, classifications, methods of compilation and presentation of the statistics. Liaise with users and suppliers of the statistics.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

Apply: AI10

VICTORIA

Primary Industries and Construction Branch

Clerk \$7899-8639 (Class 5), Third Division, Non-Rural Industries and Construction Section, Building Sub-section, Melbourne

Duties: No. 70—Assist in the control and management of the collection cycles of building statistics; assist in reviewing and analysing data compiled; assist in investigating problems of definition, form design and comparability and in resolving major issues in the classification of types of buildings.

Qualifications: Previous statistical experience and completion or partial completion of appropriate academic qualifications desirable.

Apply: AI12

QUEENSLAND

Distribution and Finance Branch, Finance and Prices Section

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Business Surveys and Financial Institutions Sub-section, Brisbane

Duties: No. 122—Investigate specific statistical problem areas. Constantly review existing methods, definitions and classifications; engage in the development of surveys and provide assistance to organisations and individuals.

Qualifications: Appropriate academic qualifications. Previous statistical or research experience desirable.

Apply: AI13

Population and Employment Branch, Demography and Social Section

Clerk \$5806-6666 (Class 2/3), Third Division, Social Sub-section, Brisbane

Duties: No. 9—Assist in the compilation of statistics relating to law and crime, prisons and divorce; resolve queries.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Apply: AI13

Research, Publications and Services Branch, Computer Service Centre

Senior Computer Operator, Grade 2 \$7076-7291, Fourth Division, Systems Operations Sub-section, Brisbane

Duties: No. 121—Responsible for the operation of a Control Data 3200 and 160A computer installation including supervision of computer operators.

Note: Shift work is involved.

Apply: AI13

Publications Section

Assistant Supervisor \$11032-11525 (Class 8), Third Division, Brisbane

Duties: Supervise the activities of the Section, taking responsibility for statistical validity, economy and adequacy of procedures and adequateness of techniques used.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

Apply: AI13

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division, Management Services Branch

Clerical Assistant, Grade 5 \$5159-5497, Fourth Division, Finance and Establishments Section, Canberra

Duties: No. 35—Second in Charge of Central Registry; function as classifier of inwards correspondence and assist in the conduct of efficient registry operations.

Apply: AJ1

TRANSFERS TO ADVERTISED VACANCIES

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
DEPARTMENT OF HEALTH			
VICTORIA			
M. J. Wilks 68/39885E	Technical Officer (Science), Grade 1, Fourth Division, Australian Radiation Laboratory, Melbourne	Technical Officer (Science), Grade 1, Fourth Division, Australian Radiation Laboratory, Melbourne (No. 506)	25.10.73
NORTHERN TERRITORY			
G. P. O'Brien 58/36187X	Clerk (Class 5), Third Division, Department of Customs and Excise, Alice Springs	Clerk (Class 5), Third Division, Alice Springs Hospital, Alice Springs (No. 1069)	2.8.73
J. M. Baddeley 72/37484P	Clerk (Class 5), Third Division, Department of the Special Minister of State, Melbourne	Clerk (Class 5), Third Division, Community Health Services Division, Health Education Section, Darwin (No. 399)	22.11.73
DEPARTMENT OF HOUSING AND CONSTRUCTION			
HEAD OFFICE			
R. G. Monteith 69/36070K	Engineer, Class 2, Third Division, Perth	Engineer, Class 2, Third Division, Engineering Division, Roads and Aerodromes Section, Melbourne (No. 73)	25.10.73
NORTHERN TERRITORY			
P. L. Van Dyk 72/36791X	Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Postmaster-General's Department, Central Office, Melbourne	Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Regional Office, Alice Springs (No. 190)	15.11.73
DEPARTMENT OF THE MEDIA			
NEW SOUTH WALES			
G. A. Baker 67/13843G	Clerical Assistant, Grade 3, Fourth Division, Postmaster-General's Department, ADP Branch	Clerical Assistant, Grade 3, Fourth Division, Department of the Media, Planning and Finance Branch	28.7.73
POSTMASTER-GENERAL'S DEPARTMENT			
QUEENSLAND			
R. J. Bishop 67/61038W	Telecommunications Technician \$6003-6693, Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division, Metropolitan Region, Sales Branch, Sales Advisory Section, Brisbane (No. 47)	13.9.73
E. J. Hayton 68/62209A	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Cairns	4.10.73
W. T. Stone 69/61396M	Postal Clerk, Fourth Division, Barcaldine	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Surfers Paradise	4.10.73
H. H. Weier 59/20268G	Postmaster, Grade 2, Third Division, Forest Hill	Postmaster, Grade 2, Third Division, Postal Services Division, Post Offices Branch, Yarraman	8.11.73
SOUTH AUSTRALIA			
M. B. Collins 59/10339M	Postmaster, Grade 3, Third Division, unattached	Postmaster, Grade 3, Third Division, Postal Services Division, Post Offices Branch, Gouger Street	15.11.73

PROMOTIONS

Corrigenda—Provisional Promotions

The undermentioned provisional promotions, **notified on the dates and page numbers indicated**, have been amended as follows:

DEPARTMENT OF ABORIGINAL AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

J. K. Wade, 13.12.73 (p. 107) Lapsed.
P. C. Bourke, 6.12.73 (p. 126) Lapsed.
J. E. Cooper, 6.12.73 (p. 126) Lapsed.

ATTORNEY-GENERAL'S DEPARTMENT

AUSTRALIAN CAPITAL TERRITORY

W. M. Shore, 19.12.73 (p. 95) Position number promoted to should read (No. 21)
B. Daley, 8.11.73 (p. 95) Withdrawn.
R. P. Riordan, 8.11.73 (p. 95) Lapsed.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

A. E. Fulton, 18.10.73 (p. 103) Lapsed.

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

G. W. Robertson, 19.12.73 (p. 101) Cancelled.
I. E. Bamford, 19.12.73 (p. 99) Cancelled.
M. S. Fegan, 19.12.73 (p. 99) Cancelled.
P. Gulbransen, 19.12.73 (p. 99) Cancelled.
A. C. Northey, 10.1.74 (p. 70) Initials should read "G.C."

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

B. Alabaster, 1.11.73 (p. 117) Lapsed.

DEPARTMENT OF DEFENCE (NAVY OFFICE)

AUSTRALIAN CAPITAL TERRITORY

I. Percy, 10.1.74 (p. 92) Lapsed.
G. E. Watson, 19.12.73 (p. 192) Lapsed.
M. L. Murdoch, 10.1.74 (p. 92) Designation should read 'Project Officer (Class 8)'.

DEPARTMENT OF FOREIGN AFFAIRS

QUEENSLAND

Office of Australian Development Assistance Agency

C. A. Mesch, 13.12.73 (p. 119) Surname should read Mesh.

DEPARTMENT OF HEALTH

CENTRAL STAFF

B. Alderson, 10.1.74 (p. 96) Lapsed.

DEPARTMENT OF HOUSING AND CONSTRUCTION

CENTRAL OFFICE

W. A. Faure, 19.12.73 (p. 113) Withdrawn.

VICTORIA-TASMANIA REGION

F. Menotti, 11.10.73 (p. 173) Lapsed.

WESTERN AUSTRALIA

F. A. McLinden, 1.11.73 (p. 175) Lapsed

DEPARTMENT OF LABOUR

CENTRAL OFFICE

S. A. Butler, 19.12.73 (p. 115) Initials should read 'S. M.'

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

P. L. Ellerman, 18.10.73 (p. 127) Withdrawn.
M. H. Curtis, 22.11.73 (p. 119) Lapsed.
V. J. Stewart, 18.10.73 (p. 126) Lapsed.

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

W. Coughlan, 20.9.73 (p. 135) Surname should read Coughlan.
M. Traynor, 11.10.73 (p. 128) Withdrawn.
I. P. Thompson, 25.10.73 (p. 125) Lapsed.
A. R. Sheath, 8.11.73 (p. 87) Confirmation withdrawn.
P. J. Crook 29.11.73 (p. 115) Designation promoted from should read 'Postman \$4260-4601'.

VICTORIA

P. J. Trainor, 29.11.73 (p. 115) Lapsed.

WESTERN AUSTRALIA

V. L. Evans, 30.8.73 (p. 183) Lapsed.
R. J. Hooton, 18.10.73 (p. 136) Surname should read Hootton.
M. I. Idris, 25.10.73 (p. 132) Personnel Number should read 70/76097K.
Y. Whitehurst, 1.11.73 (p. 148) Cancelled.
A. R. Tonkinson, 8.11.73 (p. 126) Cancelled.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

A. D. Rose, 13.9.73 (p. 144) Lapsed.
M. J. Hanson, 13.9.73 (p. 144) Position No. should be 483.

CENTRAL OFFICE

The Office of the Public Service Board

B. Laily, 10.1.73 (p. 146) Surname should read 'Laity'.

CENTRAL STAFF

Office of the Industries Assistance Commission

R. P. Sayers, 29.11.73 (p. 130) Lapsed.
W. J. Fraser, 19.12.73 (p. 132) 'Promoted from' should read Audit Inspector \$8886-9548 (Class 6) Auditor General's Office.

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

N. Davis, No. 5 (p. 160) Promoted from should read Clerk \$8886-9548 (Class 6).
C. M. McPerson, No. 5 (p. 160) Name should read C. M. McPherson.

SOUTH AUSTRALIA

J. C. Gwatking, 22.2.73 (p. 141) Lapsed.

DEPARTMENT OF TRANSPORT

CENTRAL STAFF

G. K. Chapman, 18.10.73 (p. 95) Divisional Status should read 'Third Division'.
R. J. Barling, 21.6.73 (p. 174) Provisional promotion cancelled.

DEPARTMENT OF THE TREASURY**Statistician's Branch****AUSTRALIAN CAPITAL TERRITORY**

V. A. Juskevics, 10.1.74, (p. 180) Cancelled.

NEW SOUTH WALES

J. D. Vine, 6.12.73 (p. 177) Lapsed.
D. R. Bode, 13.12.73 (p. 200) Lapsed.

Australian Taxation Office**HEAD OFFICE**

J. F. Hurren, 10.1.74 (p. 182) Present designation should read Clerk \$2713-5594 (Class 1) Third Division.

WESTERN AUSTRALIA

R. L. Andersen, 70/75427M 19.12.73 (p. 148) Promoted from should read—Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Assessing Branch.

Confirmation of Provisional Promotions

The following provisional promotions, notified on the dates indicated, have been confirmed:

DEPARTMENT OF ABORIGINAL AFFAIRS

H. Blyth, I. Papas, 29.11.73; D. A. Stewart, C. J. McGuigan, J. M. Blundell, 6.12.73; M. Sweeney, M. J. Randell, 13.12.73.

ATTORNEY-GENERAL'S DEPARTMENT

M. P. Sansoni, 2.8.73; C. M. Anderson, W. Kimmins, R. J. Rowell, 29.11.73; P. W. Wildey, L. P. Hinton, L. Magner, S. M. Moore, 6.12.73; I. J. Kidd, S. M. James, V. A. Cunningham, P. B. W. Blanch, F. Brennan, E. D. Quilter, 13.12.73.

Office of the Commissioner of Trade Practices

E. A. Barton, 22.11.73; K. Collings, W. J. Coad, R. C. Davey, 19.12.73.

DEPARTMENT OF THE CAPITAL TERRITORY

J. F. Nicholson, 9.8.73; J. A. Sutton 30.8.73; N. R. L. Grant, 20.9.73; D. J. Morris, G. S. Ritchie, M. E. Kite, J. K. Purcell, 27.9.73; G. Kincl, D. M. Murphy, 11.10.73; G. J. Nicholson, 25.10.73; M. J. Lawless, 8.11.73; A. Del Rio, D. H. Corson, D. L. Hafner, F. McDevitt, M. J. Rayner, 22.11.73; O. K. O'Mara, R. A. Collier, L. Bigna, A. Salasch, W. M. Roughton, R. J. Donnellan, 29.11.73; A. D. Smith, H. I. Ogilvie, K. J. Byrnes, K. J. Ayers, G. E. Elphinstone, S. W. Sankey, G. W. Perceval, B. C. Thompson, 6.12.73; A. G. Cashman, M. R. Douglas, A. J. Slee, E. Donnell, L. T. Bourke, M. L. Murray, M. K. Moore, G. G. Cannock, P. A. Calear, 13.12.73; A. M. Crisp, R. F. A. Aldons, P. J. Litchfield, J. Niemann, T. M. Collins, A. B. Kent, 19.12.73.

DEPARTMENT OF CUSTOMS AND EXCISE

R. Lipscombe, 25.1.73; L. E. Hunt, A. M. Hudson, 6.9.73; J. R. Webb, J. A. Greenland, W. T. Palmer, A. Skinner, M. G. Tracey, H. Silburn, K. J. Pullen, J. A. Phillips, R. G. Spanswick, 13.9.73; J. G. Wishart, 20.9.73; H. J. Guthrie, F. H. Stokes, G. A. Cummings, A. F. Goodall, T. J. Hubber, 29.11.73.

DEPARTMENT OF DEFENCE

R. J. Hall, 13.12.73.

DEPARTMENT OF DEFENCE (AIR OFFICE)

B. Lyne, A. Chapman, W. Philbrook, R. R. Marsden, N. Hitchcock, C. Bowd, M. Grayson, C. Erwin, N. Dyer, R. Wright, J. Parker, 13.12.73; M. I. McDonald, J. E. Williams, M. G. Ferguson, L. Jobson, P. M. Conway, L. A. Wanklyn, 19.12.73.

DEPARTMENT OF DEFENCE (ARMY OFFICE)

D. W. R. Scoggins, E. G. Coutts, C. P. Coble, 13.12.73; J. M. Osborne, P. J. Sindrey, G. W. Mahony, L. R. Hawke, J. C. Jennens, H. Elliott, P. M. Tonkin, P. J. Strauch, F. Paliaga, A. E. Reeves, F. Powell, 19.12.73.

DEPARTMENT OF DEFENCE (NAVY OFFICE)

K. A. Rogers, S. Peel, D. P. Cantwell, A. C. Dillon, V. F. Woods, M. Daric, D. Kavanagh, J. J. Westwood, J. D. Kerr, J. Domitjak, P. J. Keating, J. E. M. Gardner, B. F. McDevitt, H. V. Bauman, G. S. Connor, G. B. Ewan, 19.12.73.

DEPARTMENT OF EDUCATION

W. F. Thomas, 18.10.73; H. A. Wark, A. G. Barrese, 29.11.73; N. G. Wheatley, 6.12.73; T. L. Searson, 6.12.73; R. N. Allen, L. J. Perkins, M. J. Scott, C. G. Millburn, P. A. Calear, M. Brayshaw, D. E. Orian, P. J. Clements, C. M. Andrews, G. A. Kennedy, H. Mack, 13.12.73; E. P. Ellis, W. V. Cook, 19.12.73.

DEPARTMENT OF FOREIGN AFFAIRS

D. A. Hollway, P. G. Bassett, 18.10.73; J. I. Pearson, 1.11.73; C. T. Harrison, 29.11.73; D. C. Adcock, T. P. Blain, M. J. M. Brady, A. J. Brooking, J. E. Buckley, B. E. Burdekin, S. Forster, B. S. Gorman, P. C. Hardy, J. R. Hart, S. R. Gerovich, D. K. Johnstone, G. P. Lund, R. J. MacKay Sim, R. J. McInnes, P. Turner, J. L. Tomi, R. L. Tier, R. F. Smiley, A. W. Selth, D. M. Ryan, G. F. Quinlan, L. E. Morton, D. R. O'Neill, M. T. Pierce, I. W. Porter, E. J. G. Prince, D. M. Creed, A. Darvall, J. M. L. Woods, W. A. Wise, P. C. Wells, J. R. Vaughn, P. J. O'Neill, G. C. Hayes, D. C. S. Berryman, A. K. H. Ding, B. M. Wenn, D. Ramaciotti, A. Quinn, 13.12.73.

Office of Australian Development Assistance Agency

J. M. Seal, J. T. Mulligan, R. W. Wall, J. C. McGrath, K. W. Aspinall, 13.12.73; B. M. Johns, D. Moss, C. S. Lalor, 19.12.73.

DEPARTMENT OF HEALTH

P. J. McMahon, 8.11.73; B. A. Russell, B. J. Littlejohn, M. R. Herrick, 15.11.73; J. M. Lucy, L. L. Thompson, A. L. Giles, R. F. Davis, L. Waugh, B. R. Sutton, I. H. Bermingham, 22.11.73; S. E. Bell, W. J. Parrinder, J. J. Hannabery, V. L. Delaine, M. Krause, S. E. O'Callaghan, C. J. Crammon, 29.11.73; P. F. Miniken, C. E. Males, L. M. Buckley, 6.12.73; J. K. Pettifer, J. M. Donnelly, D. J. McKenzie, L. K. McKinnon, R. Morgan, L. Ritchie, W. T. Blomfield, R. W. Lee, I. D. Manton, B. Alderson, R. W. Packer, 13.12.73; M. G. Bugge, I. A. Fairchild, P. I. Welch, T. J. Heath, P. E. Lenson, J. W. B. Stanford, 19.12.73.

DEPARTMENT OF HOUSING AND CONSTRUCTION

W. J. Forbes, 19.7.73; A. J. Olson, 2.8.73; M. Adler, A. M. Gardner, R. A. McEwan, B. E. Wingrove, S. R. Wellard, 16.8.73; G. J. Montgomery, 11.10.73; N.

Stansfield, 25.10.73; E. J. Coyle, T. J. Crowe, A. Potter, J. G. Clompitt-Wootton, L. B. Morris, C. I. Dunlop, 22.11.73; F. Gohar, R. L. Hosking, 29.11.73; P. Van Leuven, S. G. Gorden, J. D. Sinclair, P. J. Hines, M. F. Monaghan, P. M. M. Deal, C. R. Heal, P. F. Brown, D. Bogusz, P. R. Addison, J. Seed, L. Hunt, G. E. Chambers, E. Pfeil, M. G. Klippan, 6.12.73; K. J. Hall, M. A. Bray, M. R. Haines, P. L. M. Wagner, M. F. Brennan, S. J. Arnaudon, P. Vanzwan, E. Cooper, J. Warby, K. R. Mutton, V. J. Carney, L. B. Walker, M. N. Shelley, 13.12.73; J. M. Clements, J. A. Upton, R. J. Johnson, R. G. Armstrong, 19.12.73; I. F. Douglas, P. W. R. T. Freeman, 20.12.73; J. L. Milroy, 21.12.73;

DEPARTMENT OF IMMIGRATION

R. T. Hotston, A. J. Cardillo, C. L. Monie, S. E. Martin, K. M. Stodden, 1.1.74;

DEPARTMENT OF LABOUR

A. A. J. Henrick, J. J. O'Neil, N. Careedy, P. B. O'Connor, 16.8.73; H. M. Wise, 22.11.73; F. P. Ryan, A. G. Conway, B. G. Bernath, H. M. Kensey, G. A. Farrell, Z. McCafferty, J. D. Hatcher, J. M. Dearing, I. Zahradnik, M. Edwards, J. E. Watson, R. L. Reeve, C. M. Neason, H. J. Wheeler, M. J. Harding, P. D. Gray, J. M. M. Carmody, V. A. Perrem, J. A. McManus, 6.12.73.

DEPARTMENT OF THE MEDIA

J. R. Fairweather, 29.11.73; A. N. Cousins, S. Kain, 13.12.73.

Information Division, Australian Government Publishing Service

R. A. Humphries, 4.10.73; R. J. Fielding, 6.12.73.

Australian Broadcasting Control Board

A. E. Thomas, A. J. Buckley, D. N. Kelly, 22.11.73; E. D. Barnes, A. R. Hall, D. J. Watson, 29.11.73; W. L. Gibson, M. M. Kroon, R. J. Carmichael, 6.12.73.

DEPARTMENT OF MINERALS AND ENERGY

E. C. Edmiston, 6.12.73; E. C. Druce, R. D. Ogilvy, H. M. Reilly, R. D. Martyn, J. F. Campbell, P. J. O'Neill, P. Breslin, J. A. Thompson, B. M. Wimborne, J. W. Marsh, T. H. W. Kaufhold, D. G. Wallace, C. Cerviatti, L. Craig, D. A. Candish, 13.12.73; G. Kollas, B. J. Hutchings, C. M. Deane, G. E. McGee, J. L. Sleep, 19.12.73.

DEPARTMENT OF NORTHERN DEVELOPMENT

M. Montefiore, 13.9.73; T. A. Roseby, J. S. Scougall, 13.12.73; I. R. Crellin, H. W. Dornan, P. J. Douglas, P. M. Karmel, R. J. Philp, D. I. Tracey, 19.12.73.

DEPARTMENT OF THE NORTHERN TERRITORY

K. J. Day, J. McK. Aldrick, 31.5.73.

DEPARTMENT OF OVERSEAS TRADE

M. J. Ryan, 11.10.73; H. Urbaniak, T. P. Lynch, 18.10.73.

POSTMASTER-GENERAL'S DEPARTMENT

F. B. J. Knuckey, 3.5.73; L. G. Bullen, R. H. McCoy, D. O. Crosbie, B. A. Barker, E. J. Warren, B. A. Middlemiss, 16.8.73; J. A. Lynch, B. J. Francis, W. J. Butterworth, L. J. Doyle, R. W. Walker, 23.8.73; P. J. Minogue, 13.9.73; G. J. Turner, W. L. Lawrence, A. M. Scott, E. G. Chapman, K. G. Plowman, R. W. McCorkhill, B. A. McFall, L. D. Castle, E. A. J. Hynes, G. G. R. Fellows, O. G. Martino,

20.9.73; L. W. Stoddart, K. B. Stewart, E. J. O'Sullivan, 27.9.73; K. J. Harris, L. Greening, 4.10.73; K. W. Andrews, J. Baxter, N. W. Harden, P. W. Webb, 11.10.73; C. L. Smith, 8.11.73; P. W. Langdon, W. F. Moore, T. J. Kelly, D. M. Sefton, P. E. Hannigan, D. B. Standing, E. J. Woodall, M. A. Bell, N. A. Kauffmann, J. T. Brock, A. D. Frost, C. C. O'Brien, E. C. Himstedt, R. F. Rose, V. T. Shehan, P. J. De Jong, R. J. Bradford, E. C. Edwards, T. J. O'Brien, J. T. Shanahan, E. F. Dabrowski, W. D. Hinkley, J. C. MacLachlan, D. F. Scott, F. H. R. Le Fevre, L. H. Edwards, W. J. Fletcher, K. J. Hardman, I. J. Micallef, S. M. Pirga, H. Stevens, M. R. Struthers, 15.11.73; S. M. Forster, A. Kolatsis, J. M. Rankine, W. A. Lisle, K. R. Heard, R. J. Donaldson, N. R. Stokes, R. E. Barr, W. H. Thureson, N. J. Absolon, R. G. Madden, C. O. Boersma, W. T. Sellwood, L. G. Linwood, K. A. McLennan, A. R. Benjamin, D. J. Sherlock, K. E. Connolly, T. W. Brown, P. A. Galos, W. A. Russell, T. J. Ruming, R. B. Prout, J. V. Hillard, L. M. Oliver, R. E. Fulford, R. J. Burrows, J. R. Woolcock, R. L. D. Potter, B. J. Patman, W. D. Harrison, K. F. Scaf, D. J. Fagan, M. Townsend, A. W. Lee, W. J. Townsend, R. Ainsworth, D. D. Benjamin, L. B. Cheesman, G. G. Cole, M. Contogouris, K. M. Dean, H. Duiker, G. P. M. Flintrop, K. J. W. Greven, P. J. Mahon, R. J. Mastin, A. P. M. Meiklem, M. J. Moore, G. B. Quirk, A. Ryan, J. B. Savage, A. Segota, F. W. Smith, G. W. Stredder, V. Tanfield, P. Trott, E. Tschappeller, W. L. Tyers, J. P. Walsh, J. P. Lennon, R. G. Quinn, C. F. Gale, B. W. Broadbent, K. E. Lonergan, J. D. Hickey, H. Conrau, D. F. Thomas, R. E. Quayle, C. W. Blampied, J. E. Timbs, H. G. C. Vellin, N. D. Perrett, J. Y. Bax, L. J. Perren, G. A. Power, S. K. Taylor, R. E. Sommers, T. D. Farley, K. J. Vidler, J. P. Van Heurck, F. Marki, T. K. Apps, K. F. Byrne, B. L. Henry, A. J. Williams, G. B. Simpson, B. D. Stephenson, A. Cork, P. J. Crook, S. M. Thompson, J. P. K. Fryer, A. R. Wilson, A. R. Lister, A. W. Lenord, R. T. Montgomery, B. R. Gay, B. J. Quinn, B. M. J. Duane, R. J. Senior, G. R. Temby, M. H. Falkland, E. R. V. Cowen, R. W. Burlock, T. B. J. Abbey, D. J. Allman, D. Esposito, J. C. Gazan, K. E. McDonald, L. F. Ryan, J. Kendt, R. J. Shaw, J. R. Oliver, R. W. Turner, S. S. Shore, A. R. Carubbi, J. D. Godfrey, W. Wajntraub, A. D. Gartlan, T. A. Pedrina, R. H. Brian, A. J. Kenwood, R. L. K. Wilding, P. E. McNamara, V. A. D. Willmott, R. W. Bailey, J. D. Glenton, M. G. Brown, J. A. Perry, T. J. Ryan, E. L. Ayres, W. M. Scales, G. R. Munro, H. S. Bateman, D. T. Read, M. Senek, P. A. Lancashire, T. D. Fewster, B. Mikyska, J. D. A. J. C. Mercieca, D. J. Quirke, J. H. Balshaw, C. Hoey, R. Connell, N. J. Thomas, G. D. Shilling, W. B. Dafter, S. K. May, S. J. Clarke, P. A. Grant, B. D. Blackhall, W. E. Blake, P. A. Borg, E. A. Dodge, S. A. Barnard, B. W. Thomas, F. B. Woolcock, J. W. Smith, W. W. Staley, J. T. Blake, R. R. Jepson, J. A. Frood, J. G. Zigmantas, V. E. Thomas, J. Freeman, S. G. Beadle, R. J. Wood, D. J. Duckworth, W. A. R. Yelverton, J. R. Groom, B. F. Wintrip, J. E. Clinton, A. J. Lorrain, 29.11.73; N. H. Shelley, G. Beer, W. D. T. Carter, J. Ispahany, F. G. Johnson, H. T. Beesley, C. J. Zaklan, J. L. Bowles, R. M. Gatti, M. J. C. G. Pascal, L. M. Smith, R. L. Fegredo, A. J. Westcott, R. W. Griggs, D. K. Butterworth, S. Allie, H. R. Clark, D. Peisker, D. Delany, B. J. Simpson, S. T. Donnelly, R. J. Mitton, A. Landers, S. Al-Hallah, M. R. Squires, B. O. Sheldon, J. E. Fullerton, P. J. Wyborn, E. T. J. Waldron, S. J. Marczuk, W. D. Sinclair, V. Stiles, E. Robinson, V. M. Marshall, C. M. Frost, D. A. Heagney, N. Trostiansky, G. E. Fleming, M. D. Negrini, R. F. Leys, P. E. Kelly, R. Rycroft, R. J. Joseph, F. M. J. Wightman,

L. J. Faulkner, D. M. Ewing, J. Demicoli, D. M. Gatt, K. J. Smith, G. E. Lester, S. M. Bethke, 6.12.73; D. F. Burnard, G. Cunningham, M. K. Arnol, M. J. Brown, D. L. Williams, 13.12.73.

DEPARTMENT OF PRIMARY INDUSTRY

R. B. Hair, 29.11.73; A. A. Cooley, V. E. Newman, E. G. Warren, N. Sormaz, P. M. Haywood, 13.12.73.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

W. J. Ammon, J. R. Barich, T. G. Boag, P. L. Edgar, K. E. Heydon, P. D. Luck, G. H. Mayo, P. D. McElligott, A. M. Ponsford, D. N. Sligar, B. P. Smith, R. J. Tynan, D. W. Whitbread, A. A. Jorgensen, D. M. Kelly, 23.8.73; R. A. Budd, 6.9.73; K. J. Farrell, R. J. Henderson, B. C. Jones 27.9.73; P. C. M. Dillon, M. P. Fanning, P. C. Hand 11.10.73; V. A. Hornel, 18.10.73; A. D. Rose, 1.11.73; R. H. Englund, 6.12.73; L. J. Jakab, S. E. McHardie, 13.12.73; J. V. Dee, D. J. Rodda, 19.12.73.

Office of the Industries Assistance Commission

F. C. Buckeridge, 23.8.73; J. P. Gulley, 22.11.73; M. D. Kelly, 29.11.73; J. A. Dwyer, R. E. Pfeiffer, W. C. Ferris, R. G. McKeon, N. R. Gingell, 13.12.73; W. J. Fraser, 19.12.73.

The Office of the Public Service Board

C. F. McAllan, 1.11.73; G. M. Lea, C. W. Pritchard, Y. J. Smithson, I. R. Fletcher, 6.12.73; D. G. Sarre, H. J. Gaul, C. T. Adams, D. C. S. Berryman, R. L. Bailey, H. S. Preston, 13.12.73; B. C. Smith, J. Woodrow, R. J. Minns, L. L. Steiger, B. D. Meade, L. B. Woodward, A. J. Goward, D. F. MacFarlane, B. G. McCallum, M. L. Brown, N. J. Quinn, R. T. Cargill, 19.12.73.

Auditor General's Office

K. P. Turner, R. G. Cavanagh, R. W. Hardwick, W. F. Murphy, 20.9.73; D. D. Hume, 27.9.73; J. F. Loughry, D. W. Burdett, A. B. McNevin, M. J. Rose, P. M. Holt, J. Castle, P. K. M. Yong, C. J. Goodwin, G. P. White, S. J. Riethmuller, A. L. Tome, 11.10.73; R. L. Aaby, J. G. Cosgrove, 18.10.73.

REPATRIATION DEPARTMENT

J. A. Peck, A. D. Williams, 9.8.73; R. J. G. Cornelius, M. H. Chisholm, C. H. Rutten, M. A. Smith, G. W. Herbert, 16.8.73; D. G. Fitzjohn, 4.10.73; C. L. Irvine, G. R. Phipps, 8.11.73; P. Chung, 15.11.73; J. C. Orr, N. Baxter, V. Jacob, G. L. Gould, M. N. Bishop, S. J. Stewart, P. J. Everson, 22.11.73; P. V. Jeacle, A. K. Fitzgerald, J. Dillow, K. Freebairn, P. Hodgson, D. Miller, M. Nott, 29.11.73; S. J. Scotney, C. Ricketts, T. J. Tracey, P. M. Cornell, S. H. Calvert, R. A. Amery, W. N. Dunstan, L. Heath, D. I. Orr, 6.12.73.

DEPARTMENT OF SCIENCE

H. A. Entriken, 26.7.73; R. J. Brackenreg, 16.8.73; R. D. Hayward, 30.8.73; M. D. G. Coley, 6.9.73; T. R. J. Foster, 13.9.73; G. Noti, 20.9.73; M. R. Valevicius, D. R. Herald, J. Turner, J. M. Sellars, G. F. Harris, W. Scothern, C. M. Wyatt, T. R. Bruhn, B. R. Cant, D. J. Chandler, M. M. Gavin, S. Johnson, S. J. Dupe, L. J. Beresford, 29.11.73; S. E. Kingham, 13.12.73; M. W. Voordouw, 13.12.73.

Bureau of Meteorology

K. M. Fitzpatrick, S. N. A. Wilson, M. J. J. Roche, 29.11.73.

DEPARTMENT OF SECONDARY INDUSTRY

K. P. Goodridge, 9.8.73.

DEPARTMENT OF SERVICES AND PROPERTY

A. J. McNess, 19.7.73; B. Alabaster, 11.10.73; F. A. Fisher, L. B. F. Wynn, C. G. Windebank, M. E. Mason, V. Eckhardt, A. R. Truman, A. B. Falko, N. J. Fleming, M. D. Bound, L. H. H. Benyon, P. J. Fraser, D. Smith, M. F. Newman, S. L. Brierty, R. T. Ross, B. G. Barnes, L. M. Wombey, J. L. Brunton, C. J. Lumb, J. R. Fletcher, W. G. McCasker, J. L. Evans, M. J. Moore, D. S. Barclay, J. A. Heath, B. A. Beasley, W. J. Diamond, C. N. Hoffman, R. A. Grady, T. A. O'Sullivan, C. K. Moore, W. J. Boylan, B. M. Hurrell, L. Quilkey, B. F. Minihan, P. W. Flint, I. J. O'Connor, G. R. Thompson, M. T. Daly, G. M. Coe, J. S. B. R. Beaton, R. C. Holden, G. W. Scrase, L. H. Burgess, R. K. Warnken, H. E. Grant, A. T. F. Gallery, V. D. Facey, I. M. Preston, W. R. Lindner, R. P. Nolan, H. A. Kenward, P. J. D. Strain, P. A. Hampson, H. W. Haskard, B. J. Claremont, E. R. B. D. Mitchell, 13.12.73.

DEPARTMENT OF SOCIAL SECURITY

G. J. Carey, 6.9.73; A. P. Hutton, E. L. Copley, N. Davoli, M. L. Wright, 27.9.73; D. C. Constantakis, B. F. Hayball, T. J. Elson, A. D. Taylor, D. Halliday, F. J. Loosemore, 22.11.73; R. K. Reynolds, C. M. McCormack, 29.11.73; J. E. Symes, G. F. Woodbine, 6.12.73; C. M. Hekimian, M. J. Price, C. A. Johnson, 19.12.73.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

National Library of Australia

L. Parkes, T. Messina, R. E. Schmedding, J. Ridley, G. Georgopoulos, R. C. Thompson, N. L. Howlett, J. Donoghue, F. J. Feliu, 6.12.73.

DEPARTMENT OF SUPPLY

F. L. Dogan, 12.7.73; F. P. Keenan, S. J. Coghill, T. W. Main, H. I. Slack, J. S. Stevens, S. A. Streeter, 4.10.73; D. B. Stroud, P. J. Beckwith, R. J. Prestia, D. K. Reynolds, M. Stivala, P. J. Smith, H. Quinlan, M. C. Hall, 29.11.73; F. G. Borbiro, 13.12.73.

DEPARTMENT OF TRANSPORT

R. T. Templeton, J. W. Spencer, C. R. Groat, D. L. Turner, J. S. Latham, 12.7.73; P. P. Banach, 13.9.73.

DEPARTMENT OF THE TREASURY

Statistician's Branch

M. Scott, 18.10.73; D. Slade, J. A. Jones, M. M. Wheeler, J. Harvey, D. E. Callahan, 22.11.73; B. Davis, K. J. Dwyer, P. R. Mann, 29.11.73; G. F. Allen-Ankins, E. Whybrow, 6.12.73; D. R. Clark, A. P. Groothuis, V. H. L. McLean, B. D. Hall, B. C. Taylor, E. M. Ray, N. H. Gardner, D. J. Pratten, A. J. Rae, 13.12.73; G. D. Stevens, A. W. Roche, J. E. Dulle, M. E. Cekulis, W. E. Horky, M. J. Mayoh, D. J. S. Pike, E. D. Bourke, Y. P. White, R. J. Martyn, I. E. Tregoning, 19.12.73.

Australian Taxation Office

B. McEwen, J. E. Dyce, H. V. E. Laus, P. J. McDonnell, W. F. Puxty 11.10.73; W. E. Hosking, J. A. Teagle, R. M. Hunt, G. T. Kiely, J. Luchetti, W. R. Perry, 1.11.73; R. V. Martin, 8.11.73; R. Nuttall, T. M. Newton, W. S. C. Isles, 6.12.73; C. M. Toms, C. R. Brown, A. H. Roberts, L. S. Davis, S. M. James, 13.12.73; S. F. Walker, L. E. Peacock, P. A. Gibson, 19.12.73.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

A. J. Francis, M. C. Todd, 4.10.73.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in Gazettes indicated: W. L. Haugbro, M. E. Bailey, 12.4.73; R. V. Arnold, 17.5.73; P. B. Englert, 2.8.73; J. L. Purtell, J. W. Stubbs, 16.8.73; F. B. Stuart, 30.8.73; N. V. Aynsley, 6.9.73; F. H. Bradley, 13.9.73; A. R. Rye, 4.10.73; V. A. Whitfield, E. W. Clark, L. B. Stringer, J. R. Bennett, B. R. Coghlan, G. F. Brandon, 11.10.73; R. Everest, 18.10.73; S. Y. Monk, 25.10.73; P. J. Davidson, 15.11.73.

2. Promoted the undermentioned officers as shown:

ATTORNEY-GENERAL'S DEPARTMENT

VICTORIA

E. P. G. Fox, 58/39171X, Legal Officer \$5764-9922, Third Division, Attorney-General's Department, N.S.W. as Deputy Registrar \$10585-11503, Third Division, High Court Registry, Melbourne (No. 2), with effect from 2.8.73.

DEPARTMENT OF CUSTOMS AND EXCISE

QUEENSLAND

B. Watts, 68/57961M, Preventive Officer \$4185-4858, Fourth Division, as Senior Preventing Officer, Grade 1 \$5127-5396, Fourth Division, Services Branch, Special Services Section, Brisbane (No. 340), with effect from 30.8.73.

D. Seto, 58/12350R, Investigation Officer, Grade 3 \$7053-7713 (Class 6), Third Division, as Senior Investigation Officer, Grade 1 \$8818-9409 (Class 7), Third Division, Services Branch, Inland Services Section (No. 269), with effect from 13.9.73.

DEPARTMENT OF EDUCATION

NORTHERN TERRITORY

S. C. Bennett, 70/75820R, Clerk \$5806-6666 (Class 2/3), Third Division, Department of Aboriginal Affairs, N.T. as Clerk \$6912-7652 (Class 4), Third Division, Territorial Education Division, N.T. Education Branch, Alice Springs (No. 1163), with effect from 18.10.73.

DEPARTMENT OF FOREIGN AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

J. R. Walker, 64/45874X, Technical Assistant, Grade 2 \$4718-5345, Fourth Division, Department of Minerals and Energy, A.C.T. as Trainee Technical Officer (Engineering) \$2387-4695, Fourth Division, Communications, Technical and General Services Section, Services Sub-section, Canberra (No. 722), with effect from 17.5.73.

DEPARTMENT OF HOUSING AND CONSTRUCTION

VICTORIA

R. J. Kinlay, 73/37743A, Clerical Assistant, Grade 1 \$3435-3769, Third Division, as Clerical Assistant, Grade 2 \$3853-4104, Fourth Division, Management Services Division, Central Testing and Research Laboratories, Port Melbourne, with effect from 25.10.73.

POSTMASTER-GENERAL'S DEPARTMENT

VICTORIA

R. E. W. Lotherington, 71/37271K, Clerk \$5806-6666 (Class 2/3), Third Division, Bureau of Census and Statistics, Victoria as Clerk \$6912-7652 (Class 4), Third Division, Personnel and Industrial Relations Branch, Industrial Relations Section, Victoria, with effect from 11.10.73.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

D. G. Batten, 58/33025E, Assistant Director \$12019-12510, Third Division as Director \$13991-14484 (Class 11), Third Division, Auditor-General's Office, Canberra (No. 25), with effect from 11.10.73.

J. E. Dollahan, 66/88112E, Senior Audit Inspector \$12019-12510, Third Division, as Director \$13991-14484 (Class 11), Third Division, Auditor-General's Office, Canberra (No. 183), with effect from 11.10.73.

O. F. Quinn, 58/32954R, Senior Audit Inspector \$12019-12510, Third Division as Director \$13991-14484 (Class 11), Third Division, Auditor-General's Office, Canberra (No. 90), with effect from 11.10.73.

D. Webb, 58/26887X, Senior Audit Inspector \$12019-12510, Third Division, as Director \$13991-14484 (Class 11), Third Division, Auditor-General's Office, Canberra (No. 185), with effect from 11.10.73.

DEPARTMENT OF THE TREASURY

VICTORIA

C. T. A. Sims, 58/24000R, Senior Compiler \$8886-9548 (Class 6), Third Division, Bureau of Census and Statistics, Victoria as Assistant Supervisor \$11032-11525 (Class 8), Third Division, Population and Employment Branch, Demography Section, Victoria, with effect from 11.10.73.

K. F. FAUL,
Acting Secretary Public Service Board

Provisional Promotions

The following promotions are provisional and are subject to appeal by officers to the Public Service Board, and where consequent upon another provisional promotion, are dependent upon the latter being confirmed. The date of promotion is the date of this Gazette, except where otherwise specifically indicated. Where an officer desires to appeal against two or more provisional promotions, a separate appeal should be lodged for each one, except where the provisional promotions have been notified in the one Gazette and the positions are of the same designation and classification, located in the same State, Department and Branch, when one statement listing the promotees appealed against will be accepted.

WHERE TO LODGE APPEALS

Appeals should be lodged either by letter or telegram so as to be received in the office of the appropriate officer by the close of business on the twenty-first day after the day of this notification. For this purpose the appropriate officer is—if the provisional promotion is made to an office physically located in:

- (a) a State, the Public Service Inspector in that State;
- (b) the Australian Capital Territory, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601;
- (c) the Northern Territory, the Public Service Inspector, Darwin;
- (d) Norfolk Island, the Public Service Inspector, Sydney;
- (e) Papua New Guinea, the Chairman, Promotions Appeal Committee, P.O. Box 76, Port Moresby, P.N.G.;
- (f) the Territory of Cocos (Keeling) Islands, the Public Service Inspector, Perth;
- (g) any other place outside Australia, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601.

Note: The addresses of Public Service Inspectors are included in the Index of Addresses at the front of the 'Notification of Vacancies' section of this Gazette.

Appeals not lodged with the appropriate officer within the prescribed period will not be accepted.

GROUND OF APPEAL

The ground of appeal are:

- (i) (a) superior efficiency; or (b) equal efficiency combined with seniority.
- (ii) That the appellant is senior to the officer provisionally promoted and is efficient, where promotion is made to one of these positions, Assistant, Grade 1; Assistant, Grade 2; Clerical Assistant, Grade 1; Hospital Assistant, Grade 2; Labourer; Lift Attendant; Lineman, Grade 2; Mail Officer; Orderly, Grade 1; Postal Officer, Grade 1; Postman; Quarantine Assistant, Grade 1; Storeman; Stores Assistant, Telephonist.

FORM OF APPEAL

There is no standard form of appeal. However, the appeal must show:

Date of Gazette
Name of provisional promotee
Department in which promotion made
Ground of appeal

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

Full name (block letters).....
Date of birth.....
Designation and salary scale of permanent position....
Office or branch.....
Department.....
Seniority date or number.....

An appeal is acknowledged and the officer is invited to submit a supporting statement in triplicate which should contain:

Ref. No.....
Full name.....
Date of birth.....
Date of permanent appointment.....
Educational qualifications (in detail).....
Statement of service.....
Experience.....
Summary of claims.....

DUAL STATUS POSITIONS CREATED IN THE FOURTH DIVISION

The positions listed below are created in the Fourth Division, but become Third Division positions when occupied by an officer of that Division, and revert to the Fourth Division when vacant. A full listing of all positions is to be found in Public Service (Salaries) Regulations 8.

For purpose of appeals against provisional promotions and 'temporary transfers' to these positions, seniority of Third Division officers, shall be determined in accordance with General Order 4/A/3, i.e., according to the earliest seniority date held by the officer whether in the Fourth or Third Division.

All positions in Technical Officer, Technical Cataloguer and Technical Assistant structures and Trainee Technical Officer positions.

All positions in the Draftsman, Drafting Assistant and Illustrator structures and Trainee Draftsman positions.

Airways Telecommunications Officer, Grade 1-4; Assistant Conservator; Communications Officer; Conservator; Electrical Technician; Flight Service Officer, Grade 1-3; Plan Records Assistant, Grade 1-2; Plan Record Officer; Postal Clerk; Postal Officer, Grade 3-4; Radio Technician; Senior Mail Officer; Senior Postal Officer, Grade 1-2; Senior Technical Instructor, all grades (Department of Civil Aviation); Senior Technical Instructor (Postmaster-General's Department); Supervisor (Telegraph); Technical Instructor, Grade 2 (Department of Civil Aviation; Commonwealth Bureau of Meteorology; Postmaster-General's Department); Telecommunications Technician; Telegraphist; Traffic Officer-in-training; Trainee Engineer.

DUAL STATUS POSITIONS CREATED IN THE THIRD DIVISION

The positions in the Postmaster-General's Department listed below are created in the Third Division but become Fourth Division positions when occupied by an officer of that Division, and revert to the Third Division when vacant.

For purposes of appeals against provisional promotions and 'Temporary transfers' to these positions the seniority of Fourth Division officers shall be determined in accordance with General Order 4/A/5.

Senior Postal Clerk, Grades 1 to 3; Instructor, Grades 1 to 3; Postmaster, Grades 1 to 5; Supervisor (Postal), Grades 1 to 3.

SALARIES AND GENERAL CONDITIONS**SALARY RATES**

Salaries shown in the provisional promotions section of this Gazette are expressed as current actual salaries.

QUALIFICATIONS

The qualification prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Commonwealth Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in Gazette No. 9 of 30.1.73 entitled 'Appointment, Recruitment and Examination Conditions and Deter-

minations under Sections 32, 53 and 53b of the *Public Service Act 1922-1972*'.

Conditions of eligibility for Draftsman and Technical Officer positions for persons who have requisite experience but who lack approved education qualifications are also set out in PSB Circular 1973/10 Part D.

GENERAL

Inquiries as to actual salaries payable to minors should be addressed to the Department notifying the provisional promotion. Married minors (males) may be eligible for an allowance under Regulation 87b.

The inclusion in brackets after the salary classification of certain Third Division positions of a 'Class' number relates to the relevant item in Part II of the First Schedule to the Public Service (Salaries) Regulations. It does not form part of the designation and classification of the position and is included to facilitate recognition of salary level.

Provisional promotions—notification

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF ABORIGINAL AFFAIRS**AUSTRALIAN CAPITAL TERRITORY****Operations Division, Community Affairs Branch**

M. J. R. Haeusler 68/66976T	Social Worker (Class 2) \$8390-9075, Third Division, Northern Territory	Investigation Officer \$8886-9548 (Class 6), Third Division, Social and Cultural Section (No. 196)
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Duties: Investigate projects and proposals for financial assistance under various Aboriginal aid programs.
Qualifications: Ability to investigate and evaluate requests for financial assistance and to understand and communicate effectively with Aboriginal people desirable.

M. J. Boyd 73/85340W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Social and Cultural Section (No. 207)
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Duties: Maintain records of all aid programs and projects. Assist the Administrative Officer in the provision of administrative support for the Branch.

J. L. Wauchope 65/85815G	Investigation Officer \$8886-9548 (Class 6), Public Service Board	Senior Project Officer \$11032-11525 (Class 8), Housing Section (No. 29)
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Duties: Initiate and develop policies concerning Aboriginal housing programs. Investigate and evaluate projects in this field and prepare appropriate grant on aid programs.

Qualifications: Knowledge of or experience in this or related fields and ability to understand and communicate effectively with Aboriginal people desirable. Capacity for policy formulation and investigation work.

K. C. Martin 66/86989R	Assistant Director, \$12019-12510 (Class 9), Third Division	Director \$13004-13498 (Class 10), Hous- ing Section, (No. 2)
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Duties: Supervise and direct the work of the Housing Section in the development execution and review of the programs of financial assistance in relation to the provision of Housing and Hostels for Aborigines. Formulate policy proposals relating to such programs of assistance. Regularly review such programs in terms of overall objectives.

Qualifications: Ability to understand and communicate effectively with Aboriginal people desirable.

P. C. Bourke 69/87813K	Senior Project Officer \$11032-11525 (Class 8), Third Division	Assistant Director, \$12019-12510 (Class 9), Third Division, Social and Cultural Section vice K. C. Martin, prov. prom. 17.1.74 (No. 2)
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Duties: Direct and co-ordinate the investigation, evaluation and development of legal aid services for Aborigines, prospects for Aboriginal sport and youth development and Aboriginal Arts and Crafts enterprises and skills. Formulate and develop policy proposals in relation to projects investigated and evaluated.

Qualifications: Ability to understand and communicate effectively with the Aboriginal people desirable.

J. E. Cooper 67/11422E	Project Officer, \$9876-10538, (Class 7), Third Division	Senior Project Officer, \$11032-11525 (Class 8), Third Division, Education and Employment Section, vice P. C. Bourke, prov. prom. 17.1.74 (No. 6)
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Duties: Initiate and develop policies relating to Aboriginal education programs, prepare associated reports and recommendations. Investigate and examine proposals and request regarding projects under the education program.

Qualifications: Ability to understand and communicate effectively with Aboriginal people desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Economics Development Branch

C. Legrade 74/85007P	Clerical Assistant, Grade 1 \$1959-4298, Department of Education	Clerical Assistant, Grade 2 \$4393-4678, Planning and Development Section (No. 17)
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Duties: Maintain appropriate section records. Provide general clerical assistance within the section.

NORTHERN TERRITORY

Northern Territory Division, Executive Services Branch

E. F. Biggers 73/95001K	Electrical Installation Inspector, \$6305-6626, Fourth Division, Department of Housing and Construction, Darwin	Works Supervisor \$7988-8312, Fourth Division, Executive Section, Darwin (No. 19)
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Duties: Responsible for electrical works associated with Minor New Works projects and repairs and maintenance programmes on settlements and Mission Stations including technical oversight of specialists engaged on these jobs.

Qualifications: Qualified electrician eligible for registration in the Northern Territory. Experience in the installation and maintenance of LP gas equipment and considerable supervisory experience an advantage.

Projects and Services Branch

M. S. Gerussi 71/95193G	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Projects Section, Darwin (No. 445)
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Duties: Secretary to the Advisory Committee to the Aborigines Benefits Trust Fund. Take follow-up financial action.

Qualifications: Sound knowledge of financial procedures desirable.

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Advising Division, Constitutional and Electoral Branch

A. Cirulis 58/39059M	Principal Legal Officer \$15195-16285, Third Division	Senior Assistant Secretary \$19085, Second Division, Canberra (No. 2)
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Duties: Supervise and direct the work of the Constitutional and Electoral Branch, prepare opinions on the more complex important matters coming to the Branch and settle opinions prepared by subordinate staff.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Opinion Books Review Branch

K. L. Kelly 69/85891G	Senior Legal Officer \$12,545-13,635, Third Division	Principal Legal Officer \$15195-16285, Third Division, Canberra (No. 44)
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Duties: Undertake research on existing Departmental Opinions Books; select opinions of current or lasting legal interest and compile and edit new volumes containing these opinions.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Management and Special Services Division, Establishments and Planning Branch

D. J. Wendt 73/59056G	Typist, Grade 1 \$1838-3981, Fourth Division, Department of Services and Property, Brisbane	Steno-Secretary, Grade 1 \$4618-4924, Fourth Division, Canberra (No. 67)
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Duties: Personal stenographic and typing duties for Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

J. A. Burden 58/11944W	Clerk \$11032-11525 (Class 8), Third Division	Director \$13004-13498 (Class 10), Third Division, Conditions Section, Canberra (No. 68)
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Duties: Plan, direct and control the work of the Conditions Section.

Qualifications: Extensive experience in industrial work and related fields desirable.

A. J. Duffy, 64/11020M	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$11032-11525 (Class 8), Third Division, Conditions Section, Canberra, vice J. A. Burden, prov. prom. 10.1.74 (No. 69)
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Duties: Examine proposals related to rates of pay and allowances of members of the Australian Police Force, the A.C.T. Police Force, and the N.T. Police Force.

Qualifications: Wide experience in industrial work and related fields.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Operations Branch

R. A. Brown 70/86287K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Operations Section, Finance Sub-section, Canberra (No. 224)
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Duties: Carry out the duties of Certifying Officer. Oversee the examination and registration of accounts and ensure that subordinate staff are trained in the duties of their positions.

Qualifications: Knowledge of Treasury Accounting.

I. K. McAlpin 72/88670M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Finance Sub-section, Canberra, vice R. A. Brown prov. prom. 17.1.74 (No. 227)
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Duties: Examine accounts. Perform the duties of Paying Officer. Ascertain availability of funds on requisition and prepare posting schedules.

Qualifications: Knowledge of Treasury Accounting.

P. A. Kirk 73/85932C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accommodation Sub-section, Canberra (No. 232)
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Duties: Advise Branches of particulars of new works and repairs and maintenance.

B. N. Shea 73/85795P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra, vice P. A. Kirk prov. prom. 17.1.74 (No. 269)
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Duties: Registration of transcripts and reasons for judgments; maintain Courts-Martials files.

AUSTRALIAN CAPITAL TERRITORY

Deputy Crown Solicitor's Office

P. J. Ryan 72/36178M	Professional Assistant \$4149-6306, Third Division	Legal Officer \$6830-11765, Third Division, Civil Section, Canberra (No. 21)
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D. F. Ingwersen 71/38068C	Professional Assistant \$4149-6306, Third Division	Legal Officer \$6830-11765, Third Division, Property and Agreements Section, Canberra (No. 73)
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Duties above two positions: Deal with matters referred to him.

Qualifications above two positions: Graduate in Law at an Australian University.

J. M. Manning 72/87146M	Typist, Grade 1 \$1838-3981, Fourth Division	Typist, Grade 2 \$4113-4378, Fourth Division, Canberra (No. 10)
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Duties: Stenographic and typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Courts Office Branch

J. J. Holland 73/86817P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Defence (Army Office), Canberra	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Lower Courts Section, Canberra (No. 65)
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Duties: Provide services to the Court of Petty Sessions as Monitor or Court Officer.

D. Luttrell 73/89722X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Lower Courts Section, Canberra (No. 67)
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Duties: Provide services to the Court of Petty Sessions as Monitor or Court Officer.

Registration Offices Branch

G. R. Smith 68/36007C	Clerk \$2713-5594 (Class 1), Third Division, Department of Science, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Companies Section, Miscellaneous Documents and Returns Sub-section, Canberra (No. 41)
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R. E. Sawyer 72/87817K	Clerk \$2713-5594 (Class 1), Third Division, Department of Defence (Army Office), Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Companies Section, Miscellaneous Documents and Returns Sub-section, Canberra (No. 60)
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Duties above two positions: Examine and register less important documents and returns—prepare requisitions and correspondence relating thereto.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Commonwealth Police Service

- M. Skerbic
71/85339K Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Supply, Canberra
Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra (No. 25)
Duties: Check previous papers and place new papers on appropriate file. Ensure that new attachments on old files are indexed. Assist with disposals action.
- B. Anderson
73/85420R Storeman \$3883-4089, Fourth Division, Department of Minerals and Energy, Canberra
Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra (No. 48)
Duties: Maintain registers of accommodation, furniture, fittings and equipment. Control and issue stores, review running reports of motor vehicles.

NEW SOUTH WALES

Bankruptcy Branch

- M. R. Ortado
72/10223T Typist, Grade 1 \$1838-3981, Fourth Division, Department of Health, Sydney
Typist, Grade 2 \$4113-4378, Fourth Division, Official Receiver's Section, Sydney (No. 21)
Duties: General stenographic duties.
Qualifications: Shorthand, 100 words per minute desirable.
- J. A. Ralph
73/16325W Typist, Grade 1 \$1838-3981, Fourth Division
Typist, Grade 2 \$4113-4378, Fourth Division, Official Receiver's Section, Sydney (No. 30)
Duties: General stenographic duties.
Qualifications: Shorthand, 100 words per minute desirable.

VICTORIA

Commonwealth Reporting Service

- C. Buckley
72/39833K Typist, Grade 1 \$1838-3981, Fourth Division, Department of Transport, Melbourne
Typist, Grade 2 \$4113-4378, Fourth Division, Melbourne (No. 13)
Duties: Perform confidential and other stenographic and typing duties for the Chief Reporter and other officers.
Qualifications: Shorthand, at least eighty words per minute.

SOUTH AUSTRALIA

Establishments and General Services Branch

- R. W. Moritz
69/66472W Clerk \$2713-5594 (Class 1), Third Division
Clerk \$5806-6666 (Class 2/3), Third Division, Adelaide (No. 8)
Duties: Carry out the duties of Collector of Public Moneys, maintain and reconcile the Deputy Crown Solicitor's Trust and Advance Accounts, check and sign re-imbursement claims endorse money and postal orders.
Qualifications: Knowledge of the Audit Act, Treasury Regulations and Directions.

Bankruptcy Branch

- H. J. Kata
70/66826R Clerk \$5806-6666 (Class 2/3), Third Division
Realisation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Official Receiver's Section, Adelaide (No. 33)
Duties: Assist in the realisation and administration of the estates of bankrupts and deceased debtors transferred from the New Estates Sub-section.
Qualifications: Partial accountancy or equivalent qualifications desirable.
- N. R. Stretton
70/66944E Clerk \$2713-5594 (Class 1), Third Division
Clerk \$5806-6666 (Class 2/3), Third Division, Official Receiver's Section, Adelaide, vice H. J. Kata prov. prom. 17.1.74 (No. 37)
Duties: Assist Realisation Officers generally in the realisation and administration of current estates.

NORTHERN TERRITORY

Lower Courts Branch

- L. H. Kirkman
73/75003R Legal Officer \$6830-11765, Third Division
Stipendiary Magistrate \$17300, Second Division, Darwin (No. 3)
Duties: Stipendiary Magistrate in the Northern Territory.
Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory of not less than five years' standing.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

J. A. Smith 71/67234M	Assistant Programmer \$7899-8639 (Class 5), Third Division, Department of Immigration	Programmer \$8886-9548 (Class 6), Third Division, Automatic Data Processing Section (No. 1298)
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Duties: Carry out systems analysis and design. Design, write and test programmes. Prepare programme documentation and procedure manuals.

Qualifications: Experience in the analysis, design and programming of ADP systems. Investigational and analytical ability desirable.

H. L. Brunoro 71/88559P	Programming Assistant, Grade 2 \$5806-6666 (Class 2/3), Third Division, Department of Defence, Canberra	Programming Assistant, Grade 3 \$6912-7652 (Class 4), Third Division, Automatic Data Processing Section, vice T. W. Morley prov. prom. 1.11.73 (No. 1306)
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Duties: Provide specialised assistance to programming staff in the development of programmes and coding statements. Perform duties associated with development, implementation and maintenance of ADP systems. Assist Duty Programmer.

Qualifications: Proven aptitude for programming desirable. Academic qualifications desirable.

R. J. Draheim 70/85341C	Librarian (Class 1) \$5424-7831, Third Division, National Library of Australia, Department of the Special Minister of State	Librarian (Class 2), \$8066-8984, Third Division, Personnel and Services Section (No. 1261)
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Duties: Co-ordinate the Departmental Library System. Establish, review and modify library practices and procedures for the Department. Investigate and recommend changes in library policy. Develop library collections.

Qualifications: An appropriate degree or diploma together with training in Librarianship which qualifies for admission to Registration by the Library Association of Australia; or a recognised course of integrated study in Librarianship and academic subjects; or other qualifications.

D. Baldock 72/86185X	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Statistics Section (No. 1719)
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Duties: Record receipt of statistical returns and follow up outstanding returns from respondents. Prepare graphs of statistical data and arrange distribution/despatch of statistical bulletins.

Finance and Supply Branch

W. H. Lehmann 69/85067R	Clerk \$8886-9548 (Class 6), Third Division, Australian Bureau of Statistics	Clerk \$9876-10538 (Class 7), Third Division, Computing and Machining Section (No. 1409)
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Duties: Direct and co-ordinate the activities of the Computing and Machining Section. Prepare reports to management on the operation of the Section.

Qualifications: Experience in the operation and management of a small scale computer installation and in investigation type work in a computer/finance environment.

W. Cooney 64/85167W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Relief Section (No. 1421)
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Duties: Carry out relief duties as directed.

Qualifications: Progress in accounting studies desirable.

R. F. Small 73/86102W	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, National Library of Australia	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Revenue and Business Undertakings Section (No. 1641)
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B. E. Chreb 72/8626E	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Revenue and Business Undertakings Section (No. 1642)
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Duties: Review ledger cards and audit sheets concerning Water Rates, Sewerage Rates, General Rates and Land Rent. Prepare and sign initial reminder notices to clients on arrears with payments.

J. de Smet 73/86184K	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Revenue and Business Undertakings Section (No. 1644)
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Duties: Carry out the duties of Special Collector in respect of arrears in payment of Water Rates, Sewerage Rates, General Rates and Land Rent.

Qualifications: Possession of current driver's licence an advantage. Ability to interview debtors, prepare associated reports and experience in the safe custody of public moneys desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

AUSTRALIAN CAPITAL TERRITORY

T. K. Hardwicke 73/86923M	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division Revenue and Business Undertakings Section (No. 1656)
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Duties: Taxi Clerk. Process taxi accounts for machine action including checking correctness of taxi schedule, preparing dockets in account order, processing split charges and preparing dockets for machine listing.

Note: This position is located at Kingston.

R. H. Laine 73/86699K	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division Revenue and Business Undertakings Section (No. 1665)
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Duties: Attend to public at counter.

City Manager's Office, City Services Branch

C. J. Nazer 73/86579M	Technical Officer (Science), Grade 1 \$5558-6903, Fourth Division	Technical Officer (Science), Grade 2 \$7117-7545, Fourth Division, City Parks Administration Section (No. 47)
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Duties: Undertake the collection, breeding propagation and selection of native and exotic species of ornamental plants and their development and improvement for use in the A.C.T. Conduct investigations to test and develop improved methods of propagation and cultural practices associated with growth and nutrition of ornamental plants.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Commercial and Transport Operations Branch

T. A. Werner 70/57476M	Examiner of Patents, Grade B \$5510- 8639, Third Division, Patents Office	Clerk \$7899-8639 (Class 5), Third Divi- sion, Traffic Section (No. 328)
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Duties: Provide assistance on the preparation of briefs, papers, submissions in the performance of research and investigations associated with the activities of the Traffic Section.

Qualifications: Academic qualifications desirable.

J. Schneider 65/85155W	Senior Vehicle Tester, Grade 1 \$6796- 6958, Fourth Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Traffic Section (No. 368)
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Duties: Conduct interviews on more important aspects of vehicle registration and licensing, liaise with the motor trade, finance companies and other commercial interests to ensure compliance with provisions of the Motor Traffic Ordinance affecting the Sub-section. Prepare associated reports.

Qualifications: Sound knowledge of Motor Traffic Ordinance. Ability to prepare reports.

Housing and Welfare Division, Housing Operations Branch

H. E. J. Falvey 73/88434A	Clerk \$2713-5594 (Class 1), Third Divi- sion, Department of Defence—Army Office	Clerk: \$7899-8639 (Class 5), Third Divi- sion, Operations Section (No. 488)
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Duties: Direct and oversight the work of staff engaged on the maintenance of accounts for A.C.T. Housing Trust Account Loans, Commonwealth Mortgages and Cottage Rentals.

Qualifications: Progress in accountancy studies desirable.

Welfare Branch

J. M. Lucas 72/86745A	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division (No. 570)
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Duties: Interview persons seeking various types of secondary assistance; critically examine each application and make recommendations to delegate. Maintain contact with A.C.T. Wards and their foster parents and make arrangements for provision of their requirements.

Qualifications: Ability to conduct interviews with persons seeking assistance.

A.C.T. Government Division, Government Branch

W. A. B. Wells 68/88637T	Clerk \$8886-9548 (Class 6), Third Divi- sion	Clerk \$9876-10538 (Class 7), Third Divi- sion, Law Revision and Constitutional Development Section, vice G. I. Simp- son prov. prom. 18.10.73 (No. 731)
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Duties: Undertake reviews of areas of law in the A.C.T. and submit recommendations for new or amending legislation to reflect current needs or policy. Submit recommendations for associated policy matters. Liaise with Attorney-General's Department and other Departments in relation to law revision.

Qualifications: Appropriate academic qualifications and relevant experience desirable.

R. C. Grady 72/88834W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Smaller Territories Section (No. 982)
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Duties: Assist with research and investigations as directed on the activities of the Department relating to Norfolk Island and Coral Sea Island. Prepare and check leases and other documents for execution by the Minister and maintain Norfolk Island records.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Management and Technical Services Division, Management Services Branch

I. E. Bamford 68/88361K	Clerk \$6912-7652 (Class 4), Third Division	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Personnel Management Section (No. 151)
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Duties: Organise and conduct Customs Control Courses. Evaluate progress and performance and report on the effectiveness of training provided in relation to approved standards.

P. Gulbransen 65/57172C	Investigation Officer \$6912-7652 (Class 4), Third Division, Mackay	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Personnel Management Section (No. 173)
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Duties: Develop and prepare course outlines, study materials and instructional plans for Customs Control Courses. Assist in developing case studies and project material for such courses.

M. S. Fegan 70/86678T	Clerk \$6912-7652 (Class 4), Third Division	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Personnel Management Section (No. 174)
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Duties: Organise and conduct administrative training courses for State Officers. Evaluate trainee progress and performance and report on the effectiveness of training provided in relation to approved standards.

Note: The effective date of the above three promotions is 19.12.73.

Automatic Data Processing Branch

D. N. Power 67/87013E	Clerk \$7899-8639 (Class 5), Third Division, Department of Defence	Duty Programmer \$8886-9548 (Class 6), Third Division, Computer Operations Section (No. 205)
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Duties: Responsible for the day-to-day operations of the computer room. Diagnose and correct any operational faults of a major nature that occur in the real time or other systems.

Note: Shift work involved.

K. A. Browne 72/86573T	Data Processing Operator, Grade 1 \$1838-3981, Fourth Division	Data Processing Operator, Grade 2 \$4491, Fourth Division, Computer Operations Section (No. 41)
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Duties: Process complex and variable work involving some interpretation and coding of their contents by the operator.

Qualifications: Successful completion of the Proficiency Test for Data Processing Operator Grade 1.

Imports/Exports Division, Revenue Branch

G. W. Robertson 58/11203A	Clerk \$9876-10538 (Class 7), Third Division	Clerk \$11032-11525 (Class 8), Third Division, Invoice and Investigation Section (No. 9)
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Duties: Conduct investigations into the procedures and policies for the collection of revenue.

Note: The effective date of the above promotion is 19.12.73.

Tariff Division, Tariff Control Branch

P. S. White 66/66654M	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Tariff Administration Section (No. 47)
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Duties: Undertake an examination of all tariff decisions taken during the last three years and isolate those where inadequate information is held to verify decisions.

Note: The effective date of this promotion is 19.12.73.

VICTORIA

Management Services Branch

C. J. Mann 71/36681R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Storeman, \$4040-4246, Fourth Division, Finance and General Services Section (No. 47)
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Duties: Receive into, and issue from store, all items of stationery and office requisites and maintain Bin Tally Cards. Raise requisitions on Bulk Store to maintain adequate level of stocks.

Revenue Branch

A. Calabro 72/36729M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4293-4678, Fourth Division, Invoice Section, vice B. A. Scott prov. prom. 6.12.73 (No. 219)
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Duties: Sort entries received after microfilming into various categories as required. Check that all required endorsements are on face of entry.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Services Branch

- K. A. McMahon**
69/40514C
Clerical Assistant, Grade 1 \$1959-4298, Fourth Division
Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Port Services Section, Melbourne Airport (No. 27)
Duties: Receive, stamp, number and check presentation of import documents lodged at Melbourne Airport for cargo clearance.
- G. E. Newman**
69/40627G
Preventive Officer \$4713-5468, Fourth Division
Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Special Services Section (No. 13)
Duties: Supervise and direct Preventive Officers engaged on watchkeeping, patrolling; in a search or baggage team.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

- D. J. Sosenko**
70/88565M
Typist, Grade 1 \$1787-3879, Fourth Division, unattached
Typist, Grade 2 \$4011-4276, Fourth Division (No. 649)
- H. E. Feledyk**
73/86220K
Typist, Grade 1 \$1787-3879, Fourth Division
Typist, Grade 2 \$4011-4276, Fourth Division (No. 840)
Duties: Under general supervision, perform the more difficult typing duties in a pool.
- I. K. Moergerlein**
73/37096K
Clerk \$2713-5594 (Class 1), Third Division, unattached
Defence Officer, Class 1 \$6022-8639, Third Division (No. 1118)
- C. J. Oates**
73/36272K
Clerk \$2713-5594 (Class 1), Third Division, unattached
Defence Officer, Class 1 \$6022-8639, Third Division (No. 225)
Duties above two positions: Assist in the analysis of information concerning conditions and developments of Defence significance in the Pacific Area and in the preparation of reports.
Qualifications: Academic qualifications and experience relevant to position. Ability to prepare reports.

Secretary's Office

- K. F. O'Brien**
72/87047G
Typist, Grade 2 \$4011-4276, Fourth Division
Steno-secretary, Grade 1 \$4542-4848, Fourth Division, Committee of Reference for Defence Forces Pay Section (No. 2016)
Duties: Perform secretarial duties for a senior officer.
Qualifications: Shorthand at 100 words per minute.

Secretary's Office, Defence Medical Services Committee

- G. M. Blight**
73/86977X
Typist, Grade 2 \$4011-4276, Fourth Division
Steno-secretary, Grade 1 \$4542-4848, Fourth Division (No. 1385)
Duties: Perform secretarial duties for a senior officer.
Qualifications: Shorthand at 100 words per minute.

Manpower Policy and Management Services Division, Management Services Branch

- B. J. Burnes**
73/88119G
Clerk \$5806-6666 (Class 2/3), Third Division
Clerk \$6912-7652 (Class 4), Third Division, Personnel Section (No. 1475)
Duties: Examine claims under the Commonwealth Employees Compensation Act and Common Rule; prepare submissions with recommendations to the Delegate; maintain appropriate records and prepare returns as necessary. Investigate and prepare reports, recommendations and replies on Industrial matters.
- K. W. Besgrove**
73/10003C
Clerk \$2713-5594 (Class 1), Third Division, unattached
Research Officer Grade 2 \$7899-8639 (Class 5), Third Division (No. 2070)
- D. R. Jender**
73/57038E
Clerk \$2713-5594 (Class 1), Third Division, unattached
Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division (No. 2086)
- R. E. McCullagh**
72/57146M
Clerk \$2713-5594, (Class 1), Third Division, unattached
Research Officer, Grade 1 \$6022-7652, Third Division (No. 2088)
Duties above three positions: Undergo departmental administrative training in the various aspects of defence planning, policy and administration, conduct research, prepare reports and draft correspondence.
Qualifications: University degree or equivalent essential.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

C. W. H. Hollow
73/66116T Clerk \$2713-5594 (Class 1), Third Division, unattached Research Officer, Grade 1 \$6022-7652, Third Division (No. 2090)
Duties: Undergo departmental administrative training in the various aspects of defence planning, policy and administration, conduct research, prepare reports and draft correspondence.
Qualifications: University degree or equivalent essential.

G. M. Godebye
73/86343W Typist, Grade 1 \$1787-3879, Fourth Division Typist, Grade 2 \$4011-4276, Fourth Division, General Services Section (No. 654)
Duties: Under general supervision, operate a Wang 1200 Automatic Typewriter.

L. K. Simpson
72/86562G Typist, Grade 1 \$1787-3879, Fourth Division Typist, Grade 2 \$4011-4276, Fourth Division, General Services Section (No. 592)
Duties: Perform typing and stenographic duties.
Qualifications: Shorthand at eighty words per minute.

P. M. Shanley
72/86563M Typist, Grade 1 \$1787-3879, Fourth Division Typist, Grade 2 \$4011-4276, Fourth Division, General Services Section, vice G. S. Kricker, prov. prom. 17.1.74 (No. 655)
Duties: Perform typing and stenographic duties.
Qualifications: Shorthand at eighty words per minute.

Preprogramme Management and Defence Facilities Division, Programme Management Branch

R. I. Bryson
64/10499A Clerk \$8886-9548 (Class 6), Third Division, Army Office Clerk \$9876-10538 (Class 7), Third Division, Financial Planning and Control Section (No. 1942)
Duties: Monitor and analyse from the financial aspects, the effect of new proposals approved for inclusion in the Defence Programme.
Qualifications: Accounting qualifications desirable.

Information Policy and Legislation Division, Legislation Branch

F. J. O'Neill
73/87469G Typist, Grade 2 \$4011-4276, Fourth Division Steno-secretary, Grade 1 \$4542-4848, Fourth Division (No. 2146)
Duties: Perform secretarial duties for a senior officer.
Qualifications: Shorthand at 100 words per minute.

Defence Planning Division

G. S. Kricker
71/58249P Typist, Grade 2 \$4011-4276, Fourth Division Steno-secretary, Grade 1 \$4542-4848, Fourth Division (No. 590)
Duties: Perform secretarial duties for a senior officer.
Qualifications: Shorthand at 100 words per minute.

Planning Branch 2

L. M. Bourke
72/87010E Typist, Grade 1 \$1787-3879, Fourth Division Steno-secretary, Grade 1 \$4542-4848, Fourth Division (No. 1581)
Duties: Perform secretarial duties for a senior officer.
Qualifications: Shorthand at 100 words per minute.

Logistics Division, Logistics and Industry Policy Branch

R. A. Young
67/10983K Engineer, Class 1 \$6200-8953 Third Division, Postmaster-General's Department, Sydney Executive Officer \$11032-11525 (Class 8), Third Division, Industry Economics Section (No. 1957)
Duties: Undertake analyses in connection with the development of Defence industrial capabilities and related policies; attend meetings; prepare reports.
Qualifications: Degree in Economics or Commerce desirable.

External Programmes and Standardisation Branch

R. H. Atkins
69/38613K Technical Assistant, Grade 2 \$5681-6371, Third Division Clerk \$7899-8639 (Class 5), Third Division, Cataloguing Section (No. 2043)
Duties: Maintain continuous liaison between the Defence Cataloguing Authority and the Defence EDP Centre, Canberra to facilitate the processing of cataloguing data in accordance with applicable procedures, specifications and priorities.
Qualifications: A basic understanding of computer capabilities and Defence Cataloguing processing systems desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

J. M. Cameron 69/36984R	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Department of the Treasury	Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division, Melbourne (No. 562)
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Duties: Operate a CDC 160A Computer and as required a CDC 3400 Computer. Direct operations of peripheral equipment; assist the Shift Supervisor generally as required.

Qualifications: Experience in medium scale computer operations.

Note: Above position involves shift work.

E. Stoddart 73/39231M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Data Processing Operator, Grade 2 \$4491, Fourth Division, Melbourne (No. 1556)
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Duties: Punch cards from pre-coded documents, on IBM 026/029 equipment. Operate single punched card and paper tape processing equipment as required.

Qualifications: Pass in the Data Processing Operator, Grade 1 proficiency test.

DEPARTMENT OF DEFENCE (AIR OFFICE)

AUSTRALIAN CAPITAL TERRITORY

Branch of the Chief of Air Staff

A. M. Hinspeter 70/87368W	Typist, Grade 2 \$4731-5035, Fourth Division, Canberra	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Canberra (No. 4)
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Duties: In charge of typing pool.

C. P. Southern 72/85873K	Typist, Grade 2 \$4731-5035, Fourth Division, Canberra	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra (No. 2)
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Duties: Confidential stenography and typing, and personal assistant to the Assistant Secretary (Air).

Qualifications: Shorthand, at least eighty words a minute.

Establishments and General Division, Establishments Branch

J. Pilkington 70/58885M	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Directorate of Civil Personnel, Training Section (No. 29)
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Duties: Under direction, conduct induction and basic clerical training. Correspondence, registry and similar functional training, including the lesser supervisory training. Assistant in staff development programme.

Qualifications: Aptitude for training duties.

Electronic Data Processing Branch

A. R. Gordon 73/88559W	Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Canberra	Programmer \$11032-11525 (Class 8), Third Division, EDP Systems Analysis and Programs Section (No. 6)
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Duties: Analyse, design, develop, prove and maintain more complex elements of large-scale EDP systems. Lead small teams on particular tasks.

Qualifications: Extensive relevant experience. Tertiary qualifications to be stated.

F. K. Nicholson 71/81238P	Assistant Programmer \$7899-8639 (Class 5), Third Division, Canberra	Programmer \$8886-9548 (Class 6), Third Division, EDP Systems Analysis and Programs Section (No. 161)
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H. Finnemore 71/58662G	Assistant Programmer \$7899-8639 (Class 5), Third Division, Canberra	Programmer \$8886-9548 (Class 6), Third Division, EDP Systems Analysis and Programs Section (No. 159)
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R. Gough 72/81062E	Assistant Programmer \$7899-8639 (Class 5), Third Division, Canberra	Programmer \$8886-9548 (Class 6), Third Division, EDP Systems Analysis and Programs Section (No. 162)
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R. Phillips 72/57149R	Assistant Programmer \$7899-8639 (Class 5), Third Division, Canberra	Programmer \$8886-9548 (Class 6), Third Division, EDP Systems Analysis and Programs Section (No. 14)
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Duties above four positions: Analyse, design, develop, prove and maintain sub-systems of large-scale EDP systems.

Qualifications above four positions: Substantial relevant experience. Tertiary qualifications to be stated.

VICTORIA

Headquarters Support Command, Senior Administrative Staff Officer Branch

V. T. Sheehan 72/40499C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division Melbourne (No. 612)
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Duties: Prepare number/title cards and apply them to drawings to be photographed.

Qualifications: Ability to transcribe and type alpha-numeric registrations and abbreviated titles accurately.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE (ARMY OFFICE)

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics Division, Finance Policy and Accounting Branch

H. I. Carville 70/85385X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Financial Adviser, RMC Section, Canberra (No. 57)
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Duties: Control attendance records, time sheets, etc., for civilian staff at RMC. Deal with inquiries on conditions of service. Prepare staff returns and liaise with Department of Defence (Army Office) Civilian Staff Section.

Establishments and General Division, Establishments Branch

M. M. Rice 70/85618R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Organisation and Methods Section (No. 94)
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Duties: Develop and prepare forms design layout in both draft and final artwork stages. To ensure most suitable format consistent with efficiency and economy in usage and printing. Examine the purpose of forms by checking procedural and work processes to determine a need and essential criteria. Prepare specifications and designs for more complicated forms.

Qualifications: Aptitude for forms design and analytical ability desirable.

C. D. Rose 70/38756K	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Industrial and Compensation Section, Canberra (No. 148)
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Duties: Assist with examination and investigation of industrial data, and make recommendations on conditions of service and pay matters.

Qualifications: Sound knowledge of Public Service Arbitrators Determinations and Commonwealth Employees' Compensation Act and Common Rule re Accidents.

EDP Branch

L. M. Steel 62/11126R	Assistant Programmer \$7899-8639 (Class 5), Third Division, Air Office	Programmer \$8886-9548 (Class 6), Third Division, Army Office, Canberra (No. 69)
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Duties: In accordance with procedures for the Personnel and Establishment Group staff, deal with data requiring manual intervention either because of rejection or programmed reference to management.

Qualifications: Completed PIT Course. FACT training and programming experience in service personnel work desirable.

General Services Branch

A. McDermott 73/86839M	Clerical Assistant Grade 1 \$3918-4298, Fourth Division	Clerical Assistant Grade 2 \$4393-4678, Fourth Division, Services Section, Canberra (No. 39)
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Duties: Assistant Former Papers Officer.

J. B. Rowe 73/86988A	Clerical Assistant Grade 1 \$3918-4298, Fourth Division	Clerical Assistant Grade 2 \$4393-4678, Fourth Division, Services Section, Canberra (No. 37)
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Duties: Maintain personal index by identifying correspondence for attachment to personal files and the recording of cross reference requirements.

Qualifications: Sound knowledge of Registry procedures.

Royal Military College, Duntroon

Robinson, J. J. 70/86335A	Technical Officer (Engineering), Grade 1 \$6003-7613, Third Division	Senior Technical Officer (Science), Grade 2 \$9379-9932, Third Division (No. 178)
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Duties: As laboratory Manager supervise other technical staff and laboratory facilities, assist in the design of facilities in the solution of technical problems associated with research and teaching and in the ordering of equipment supplies and inventory.

Qualifications: A technical college certificate in Chemistry or other approved qualifications and requisite experience. A broad technical knowledge with specific reference to chemical instrumentation, familiarity with the Army ordering procedures, and the operation of University Chemistry Departments would be desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

F. Paliaga 67/85564R	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Faculty of Military Studies, Department of Engineering (No. 138)
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Duties: Supervise and direct the staff and activities of the mechanical engineering workshop and supervise the installation, testing and maintenance of laboratory equipment. Undertake design and development of a wide range of laboratory equipment for teaching and research projects and assist academic staff and students with more difficult equipment aspects of research project development.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

Note: Effective from 19.12.73. In lieu of the provisional promotion notified in the Australian Government Gazette of 19.12.73.

NEW SOUTH WALES

Logistic Command, HQ 2 EME Group

J. B. Corrigan 62/11470	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Paddington	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Operations Section, Production Control Sub-Section, Pad- dington (No. 2526)
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Duties: Examine claims for minor repairs to unit equipment and stores. Assist with reconciliation of EDP print out of authorisations and expenditure.

21 Supply Battalion

N. O. Owston 72/12190R	Typist, Grade 1, Fourth Division \$1838- 3344, Penrith	Accounting Machinist, Grade 2 \$4414, Fourth Division, Engineer Stores Sub- depot Section, Stores Squadron Sub-sec- tion, Penrith (No. 487)
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Duties: Process vouchers, cancellation of 'dues in', 'dues out' and list all transactions on tapes.

Training Command, Headquarters Training Command

D. J. Bristow 67/10740A	Clerk \$5806-6666 (Class 2/3), Third Division, Oxford Square	Clerk \$6912-7652 (Class 4), Third Divi- sion, Training Operations Section, Corps School Sub-section, Oxford Square (No. 6)
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Duties: Process biannual Routine Orders, bids for courses and allocation of priorities in respect of attendance of ARA personnel at Schools and courses.

W. M. Dunn 59/33003	Clerk \$5806-6666 (Class 2/3), Third Division, Paddington	Clerk \$7899-8639 (Class 5), Third Division, Personnel and Logistics Sec- tion, MS Sub-section, Oxford Square (No. 25)
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Duties: Attend to Military Secretary matters affecting officers of units under command of Headquarters Training Command and Officers of Cadets.

Regional Secretariat

T. M. Harfield 66/13744M	Clerk \$5806-6666 (Class 2/3), Third Division, Paddington	Clerk \$6912-7652 (Class 4), Third Divi- sion, Accounting Section, AMF Sub- section, Paddington (No. 219)
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Duties: Supervise and control 1 Division Cash Office, Holsworthy.

DEPARTMENT OF DEFENCE (NAVY OFFICE)

AUSTRALIAN CAPITAL TERRITORY

Secretariat Branch

G. Brown 73/87113T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Ser- vices & Property, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Public Relations Sec- tion, Administrative Sub-section, Can- berra (No. 161)
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Duties: Assemble news, photographic and general publicity material, collate newspaper clippings, carry out general typing assistance.

Supply Division, Planning, Co-ordination and Services Branch

G. J. Breust 68/87558R	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Divi- sion, Co-ordination and Management Control Section, Systems and Proce- dures Sub-section, Canberra (No. 9)
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Duties: Assist in the investigation and development of Supply procedures and prepare associated correspondence and instructions.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Establishments and General Division, Establishments Branch

J. Burkevics 58/22010A	Assistant Inspector \$9876-10538 (Class 7), Third Division, Canberra	Inspector \$11032-11525 (Class 8), Organisation and Classification Section, Reviews Sub-section, Canberra (No. 10)
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Duties: Responsible to the Senior Inspector (Organisation) for supervision and co-ordination of Assistant Inspectors undertaking establishment reviews. Undertake special assignments. Exercise delegations.

Qualifications: Considerable experience in inspection work desirable.

M. J. Hayes 62/85946T	Registrar \$8886-9548 (Class 6), Third Division, Canberra	Assistant Inspector \$9876-10538 (Class 7), Third Division, Organisation and Classification Section, Reviews Sub-section, Canberra, vice J. Burkevics prov. prom. 17.1.74 (No. 14)
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Duties: Inspect and report upon the organisation and establishments for selected functions within the Department.

W. S. Schofield 70/88566R	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence (Army Office), Canberra	Clerk \$6912-7652 (Class 4), Third Division, Central Registry Section, Canberra vice J. Monaghan prov. prom. 27.9.73 (No. 10)
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Duties: Supervise the entire activities of the Sub-section consisting of registration, post examination, classified despatch, distribution, classified vault and safe hand services.

A. P. Annand 71/87910W	Clerk \$2713-5504 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, General and Office Services Section, Finance and Accommodation Sub-section, Canberra (No. 32)
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Duties: Maintain control systems and records for financial estimates and expenditure. Assist with the implementation of moves to new accommodation or re-allocated accommodation in Canberra.

C. M. Murphy 73/85332X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Branch, Central Registry Section, Canberra (No. 24)
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Duties: The opening and sorting of mail to confidential level.

NEW SOUTH WALES

Overseeing and Inspection Branch

S. M. Winch 70/85874G	Typist, Grade 1 \$1838-3777, Fourth Division, Sydney	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, North Sydney (No. 9)
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Duties: Provide general clerical assistance and relief within the branch as directed.

Area Secretariat

E. M. Hull 72/11939C	Typist, Grade 1, \$1838-3981, Fourth Division, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, HMAS Penguin, North Sydney (No. 181)
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Duties: Receive and process medical accounts for the Naval Hospital. Ensure completion of medical papers and refer to appropriate areas. Maintain admission and discharge registers.

Qualifications: A basic typing ability desirable.

Royal Australian Navy Missile Maintenance Establishment

A. G. Saliba 58/23249R	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Kingswood (No. 2)
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Duties: Check attendance records for Public Service Act and Naval Defence Act Staff; prepare absentee, resumption, higher duty and transfer reports.

VICTORIA

Supply Division, Planning, Co-ordination and Services Branch

R. Pascoe-Webbe 72/39175G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Services Section, Codification and Cataloguing Sub-section, Melbourne (No. 196)
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Duties: Prepare routine NATO submissions and carry out investigations as required for NATO follow-up actions. Extract from computer listings manufacturers' part numbers and names for overseas submissions.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Establishments and General Division, Personnel and Services Branch

M. P. A. Murphy 71/41641W	Clerical Assistant Grade 1 \$1959-4298, Fourth Division, Melbourne	Clerical Assistant Grade 2 \$4393-4678, Fourth Division, Personnel and Services Branch, Historical Section, Melbourne (No. 61)
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Duties: Maintain Historical Section Library, indexes, historical data files and photographic library Collection of material for research into less involved Naval historical and departmental administrative matters.

L. M. Lynch 71/41626E	Clerical Assistant Grade 1 \$1959-4298, Fourth Division, Melbourne	Clerical Assistant Grade 2 \$4393-4678, Fourth Division, Personnel and Services Branch, Registry Section, Melbourne (No. 50)
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Duties: Open and sort mail. Assist in re-stowage and disposal of files.

Finance and Materiel Division, Finance Branch

A. R. Green 70/37248E	Clerical Assistant Grade 2 \$4393-4678, Fourth Division, Melbourne	Clerical Assistant Grade 3 \$4822-5254, Fourth Division, Finance Branch, Accounts Section, Melbourne (No. 163)
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Duties: Responsible for the receipt and custody of movement requisitions and travel certificates for warrants issued at Navy Office and by sea-going ships. Compile financial returns for advance to HMA ships, fees for course, etc. Distribution of various ADP print-outs to procurement branches.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Policy Division, Planning and Review Branch

J. A. Horlyck 73/10020C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Statics Section, Canberra (No. 4)
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Duties: Assist in the investigation and development of statistical operations.

Qualifications: Academic qualifications to be stated.

Management Services Branch

G. J. Ferguson 73/88360T	Clerk \$2713-5594 (Class 1), Third Division, Department of Social Security	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, Personnel and Conditions of Service Sub-section, Canberra (No. 78)
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Duties: Team Leader. Supervise the activities of a cell concerned with the processing of salary variations, leave applications, overtime payments, superannuation variations, and allowances.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and the ADP salaries system desirable.

B. A. Wall 73/89585K	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra (No. 13)
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Duties: Perform typing, stenographic and secretarial duties for the Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

NEW SOUTH WALES

Branch Office

G. Zuber 69/14254G	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Administrative Section, Sydney (No. 266)
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Duties: Management Services Project Officer. Undertake selected projects for management, including establishments/organisation and methods investigations and proposals, and assistance with the implementation of new arrangements and procedures.

Qualifications: Previous related experience and appropriate tertiary qualifications desirable.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Executive

R. A. Woolcott 58/21648A	First Assistant Secretary \$20870, Second Division, North and West Asia Division, Canberra	Deputy Secretary \$22655, Second Division, Executive (No. 3)
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Duties: Assist the Secretary in the exercise of departmental functions.

Note: The effective date of this promotion is 21.2.74.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

South Asia Division

G. B. Feakes 58/21547M	Assistant Secretary \$17300, Second Division, Executive Branch, Canberra	First Assistant Secretary \$20870, Second Division, South Asia Division, Canberra (No. 5)
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Duties: Direct and co-ordinate the work of the South Asia Division.

Management Services Division, Services Branch

R. F. Legge 59/33746C	Clerk \$7899-8639 (Class 5), Third Division, Department of Supply, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Information Handling Group, Canberra (No. 806)
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Duties: Undertake research into the possibility of broadening the spectrum of documents to be handled by a computer-based telecommunications system.

P. J. Colvin 73/87995E	Programming Assistant, Grade 2 \$5806-6666, Third Division, Management Services Division, Canberra	Assistant Programmer \$7899-8639 (Class 5), Third Division, ADP Section, Canberra (No. 818)
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Duties: Under supervision design, develop and maintain programs to produce statistics relating to the operation and performance of the telecommunications systems.

Qualifications: Appropriate training and experience in system design and programming. Experience of disc-based systems and assembly language programming desirable.

M. P. D. Bogdanich 69/87740G	Internal Auditor, Grade 2 \$7899-8639 (Class 5), Third Division, Department of the Treasury, Canberra	Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division, Internal Audit Section, Canberra (No. 669)
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Duties: Undertake necessary investigations prior to the extension of internal audit coverage. Supervise the preparation of reports and submissions on audit inspections and make recommendations on matters requiring attention.

Qualifications: Sound knowledge of Departmental policy and procedures. Previous audit experience.

CENTRAL OFFICE

Office of Australian Development Assistance Agency

M. T. Scott 73/57374R	Clerk \$2713-5594 (Class 1), Third Division, Department of Customs and Excise, Brisbane	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Section, Personnel Sub-section (No. 980)
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Duties: Calculate and prepare Regulation 97, Travelling and associated allowances, and assist with the processing of compensation claims. Assist the Salaries Cells as required.

Qualifications: Experience in the above duties desirable. Sound knowledge of the ADP Salaries System, and Public Service Act and General Orders relating to allowances essential.

M. V. Parker 73/87938C	Clerk \$2713-5594 (Class 1), Third Division, Department of the Treasury, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Section, Personnel Sub-section (No. 944)
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Duties: Maintenance of standard personnel records, preparation of ADP salary advices and preparation of correspondence associated with salary matters.

Qualifications: Sound knowledge of Treasury ADP salary procedures and Public Service Regulations essential.

Division No. 1, Aid Branch

R. E. Kennedy 72/88675K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$6912-7652 (Class 4), Third Division, International Training Section, Policy and Programming Sub-section (No. 153)
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Duties: In respect of international students, examine applications for training and refer to appropriate authorities and examine training progress. Correspond and liaise with Training authorities, Departments and other appropriate bodies.

J. M. Tuite 61/11149C	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, International Training Section, Training Sub-section (No. 113)
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Duties: Conduct International Training course for groups of overseas trainees studying in the various professional, scientific and industrial fields. Plan and administer more complex individual study programmes.

B. E. Stacey 70/85377A	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, International Training Section, Training Sub-section, vice L. J. Quartermaine, prov. prom. 18.10.73 (No. 110)
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Duties: Assist in arranging courses for overseas students studying agriculture and allied subjects with government departments, statutory and local government authorities. Examine and assess student progress reports from training institutions.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

W. R. Roberts 70/88124T	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, International Training Section, Training Sub-section (No. 89)
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Duties: Responsible for all administrative arrangements required for the conduct of courses, field trips and inspections undertaken by International Trainees. Accompany trainees on field trips.

R. A. Gulliford 70/86458M	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, International Training Section, Training Sub-section, vice J. M. Russell prov. prom. 18.10.73 (No. 121)
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Duties: Assist in arranging courses for overseas students studying Public Administration subjects with government departments, statutory and local government authorities. Examine and assess student progress reports from training institutions.

QUEENSLAND

Division No. 2, Australian Staffing Assistance, Group Branch

D. P. Manias 72/58349P	Clerk \$2713-5594 (Class 1), Third Division, Brisbane	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane (No. 963)
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G. D. O'Hara 73/58021C	Clerk \$2713-5594 (Class 1), Third Division, Brisbane	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane (No. 968)
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K. M. Lawrence 72/58243C	Clerk \$2713-5594 (Class 1), Third Division, Taxation Office, Brisbane	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, vice K. Fanning prov. prom. 13.12.73 (No. 959)
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Duties above three positions: Supervise the processing of salary variations, leave applications, overtime, etc. Check and sign Treasury Forms 28.

Qualifications: Experience in Personnel work and sound knowledge of Public Service Act and Regulations, General Orders, etc., desirable. Knowledge of ADP salaries system relating to employees employed under the Papua New Guinea (Staffing Assistance) Act 1973 desirable.

D. B. Whitmore 70/14631R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Brisbane	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Brisbane (No. 1013)
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Duties: Officer in Charge of the Registry, Personnel (Expatriate Staff) Section. Oversight Telex machine operation and other office equipment.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Establishments and Finance Branch

F. C. Huckerby 66/86107X	Clerk \$9876-10538 (Class 7), Third Division, Department of Overseas Trade	Chief Accountant \$11032-11525 (Class 8), Third Division, Finance Section, vice P. R. Griffin, prov. prom. 1.11.73 (No. 9)
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Duties: Responsible for the account activities of the Department, preparation of estimates and explanations and control of funds.

Qualifications: Sound knowledge of accounting procedures, Audit Act, Treasury Regulations and Directions, together with Accountancy qualifications desirable.

N. R. Misson 69/85863W	Clerk \$7899-8639 (Class 5), Third Division	Assistant Inspector (Class 6) \$8886-9548, Third Division, Establishments Section (No. 274)
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Duties: Investigate and report on establishment and classification matters. Prepare submissions and correspondence to the Public Service Board and Public Service Inspectors.

Qualifications: Experience in establishments and classification procedures desirable.

ADP Branch

C. M. Baxter 71/12166G	Assistant Programmer (Class 5) \$7899-8639, Third Division, Department of Foreign Affairs	Programmer (Class 6) \$8886-9548, Third Division (No. 34)
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Duties: Under direction active involvement as a member of a Project Team in all aspects of systems development and programming work related to Departmental application systems.

Qualifications: Considerable programming experience together with appropriate tertiary qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Therapeutics Division, Therapeutic Goods Branch

R. H. Barbour 72/86526X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of the Treasury	Clerical Assistant, Grade 2 \$4392-4678, Fourth Division, (No. 25)
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Duties: Index material extracted from journals and overseas official publications concerning new drugs.
Check reports and correspondence re adverse drug reactions.

Pharmaceutical Benefits Branch

P. S. Brown 68/87599X	Clerk \$2713-5594 (Class 1), Third Divi- sion	Clerk \$5806-6666 (Class 2/3), Third Division, General Services Section (No. 25)
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Duties: Examine claims for payment to bush nursing centres, Royal Flying Doctor Service and State Hos-
pital Authorities for pharmaceutical benefits supplied, maintain stationery and other Division records.

National Acoustic Laboratories

K. A. McInnes 73/14940T	Sister \$4530-5293, Fourth Division, Sydney	Senior Sister \$5645-6094, Fourth Divi- sion, Ultrasonic Research Section, Syd- ney (No. 754)
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Duties: Participate in the performance of ultrasonic echoscope examinations. Record and collate results
of examinations.

Qualifications: General and obstetric nursing certificates.

R. L. Hanlon 72/12766C	Technical Officer (Engineering), Grade 1 \$6003-7613, Third Division, Parramatta	Technical Officer (Engineering), Grade 2 \$7843-8347, Third Division, Ultrasonic Research Section, Sydney
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Duties: Develop test and implement electronic circuits for use in research on diagnostic and surgical
applications of ultrasound.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite
experience. A wide knowledge of solid state analogue and digital circuiting desirable.

T. Dragos 61/22691W	Telecommunications Technician \$6003- 6693, Fourth Division, Postmaster-Gen- eral's Department, New South Wales	Technical Officer, (Engineering) Grade 1 \$6693-7613, Fourth Division, Engineer- ing Section, Sydney (No. 953)
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Duties: Supervise the calibration of electronic instruments, equipment and systems. Undertake the less
straightforward calibrations.

Qualifications: An approved technical college certificate or other approved qualifications and requisite
experience.

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Health Services Office, Planning and Executive Services Branch

E. D. G. Forrest 71/86304R	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division, General Services Section, Per- sonnel Sub-section (No. 549)
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Duties: Act as Team Leader of a salaries team engaged in the preparation of salaries, allowances and
the maintenance of standard personnel records.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders and Treasury
computer pay systems desirable.

VICTORIA

Pathology Laboratory

L. E. Purtill 72/40596X	Medical Laboratory Assistant \$2067- 4545, Fourth Division, Bendigo	Technical Officer (Medical Laboratory), Grade 1 \$6003-7613, Fourth Division, Bendigo (No. 538)
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Duties: Perform diagnostic and other technical tests and procedures in Biochemistry, Bacteriology,
Haematology or Serology. Collect specimens of blood, urine, etc., and prepare such for microscopic or
other examination.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite
experience.

Pharmaceutical Branch

D. P. Ewen 73/38782K	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 294)
C. M. Lawson 73/38936M	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 295)
K. A. Seddon 73/39679M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 331)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

W. D. Weymouth Clerical Assistant, Grade 1 \$2075-4298, Clerical Assistant, Grade 3 \$4822-5254,
73/38798T Fourth Division, Melbourne Fourth Division, Melbourne (No. 339)
Duties above four positions: Sample and full check chemists' claims in accordance with quality control
checking procedures.
Qualifications: Qualified Pharmaceutical Checker.

National Acoustic Laboratories

L. J. Morgan Clerical Assistant, Grade 3 \$4822-5254, Clerical Assistant, Grade 4 \$5398-5686,
67/36055M Fourth Division, Melbourne Fourth Division, Melbourne (No. 437)
Duties: Supervise staff employed on reception, statistical and records work. Prepare itineraries for country
visits; prepare correspondence.

I. W. Jones Clerical Assistant, Grade 2 \$4393-4678, Clerical Assistant, Grade 3 \$4822-5254,
71/41576E Fourth Division, Pharmaceutical Fourth Division, Melbourne (No. 438)
Branch, Melbourne
Duties: Receive, issue and ensure safe custody of hearing aids. Maintain aid register cards and prepare
statistical information. Collect public moneys.

E. A. Hood Clerical Assistant, Grade 1 \$2075-4298, Clerical Assistant, Grade 2 \$4393-4678,
73/39281N Fourth Division, Melbourne Fourth Division, Melbourne (No. 599)
Duties: Operate a switchboard, assist in reception duties; prepare schedules and correspondence relating to
appointments.

QUEENSLAND

Pharmaceutical Branch

A. B. Bendell Clerical Assistant, Grade 1 \$3918-4298, Clerical Assistant, Grade 2 \$4393-4678,
72/57163W Fourth Division, unattached Fourth Division, Claims Control Sec-
tion, Brisbane (No. 189)

Duties: Examination of prescriptions in chemists' claims for signatures and/or omitted details.

Executive Services Branch

D. E. Hughes Quarantine Inspector \$6250-7270, Senior Quarantine Inspector \$7474-7882,
69/57859X Fourth Division, Quarantine Section, Fourth Division, Quarantine Section,
Townsville Brisbane (No. 499)

Duties: Co-ordinate and control non-professional quarantine activities throughout Queensland. Perform
special and important sanitary inspections of ships, aircraft, quarantine stations and Australian Government
property. Plan and direct a programme for training departmental and other quarantine staff.

Qualifications: An approved course in Public Health and Hygiene.

P. A. Kenny Clerical Assistant, Grade 1 \$3918-4298, Clerical Assistant, Grade 2 \$4393-4678,
72/58430A Fourth Division Fourth Division, Office Services Section,
Stores Sub-section, Brisbane (No. 42)

Duties: Check and stamp orders after typing, issue copies to firms, process acquittances, record and file
completed orders.

NORTHERN TERRITORY

Management Services Division, Establishments and General Services Branch

G. K. Armstrong Clerk \$7899-8639 (Class 5), Third Divi- Assistant Inspector \$8886-9548 (Class
71/57063W sion, Department of Transport, Civil 6), Third Division, Methods Section,
Aviation Agency, Port Moresby Darwin (No. 1553)

Duties: Examine proposals for the purchase or hire of office machines and special equipment, consult
company representatives; prepare reports and recommendation and/or submission for approval of competent
authority, ensure machines etc. are maintained satisfactorily and replaced or disposed of to Commonwealth
advantage; oversight the maintenance of the Section's machines register and appropriate ready reference
material.

Qualifications: Experience in conducting methods and procedure reviews and in the trends and application
of office machines and special equipment in medical and non-medical areas, desirable.

Community Health Services Division, Nursing Administration Branch

J. F. Cruickshank Matron, Grade 2 \$7715, Fourth Divi- Matron, Grade 3 \$8280, Fourth Divi-
71/95191X sion sion, Southern Region, Rural Nursing
Section, Alice Springs (No. 1884)

Duties: Manage, control and co-ordinate the nursing services at rural centres, rural clinics and rural areas in
the Southern Region of the Northern Territory. Inspect as necessary.

Qualifications: Postgraduate qualifications in Nursing Administration and/or Public Health Nursing desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

E. M. Brown 71/95267P	Senior Sister \$5645-6094, Fourth Division	Matron, Grade 1 \$7150, Fourth Division, Southern Region Rural Nursing Section, Alice Springs (No. 1885)
<i>Duties:</i> Supervise and control the activities of nursing staff in a group of districts in the Southern Region. Develop, promote and maintain professional standards.		
<i>Qualifications:</i> Postgraduate qualifications in Nursing Administration and/or Public Health Nursing desirable.		
H. Bennett 71/95557K	Senior Sister \$5645-6094, Fourth Division	Matron, Grade 1 \$7150, Fourth Division, Southern Region Rural Nursing Section, Alice Springs (No. 1886)
<i>Duties:</i> Supervise and control the activities of nursing staff in a group of districts in the Southern Region. Develop, promote and maintain professional standards.		
<i>Qualifications:</i> Postgraduate qualifications in Nursing Administration and/or Public Health Nursing desirable.		
N. Stichbury 63/86004C	Senior Sister \$5645-6094, Fourth Division	Matron, Grade 3 \$8280, Fourth Division, Northern Region Rural Nursing Section, Darwin (No. 1881)
<i>Duties:</i> Manage, control and co-ordinate the nursing services at rural centres, rural clinics and rural areas in the Northern Region of the Northern Territory. Inspect as necessary.		
<i>Qualifications:</i> Postgraduate qualifications in Nursing Administration and/or Public Health Nursing desirable.		

Management Services Division, Establishments and General Services Branch

J. A. Tunn 73/57033G	Clerk \$2713-5594 (Class 1), Third Division, Department of the Navy, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section, Relief Sub-section, Darwin (No. 113)
<i>Duties:</i> Perform recreation/sick leave relief in the Northern Territory as directed.		

Katherine Hospital

D. R. Shoobridge 72/95590W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Katherine (No. 1364)
<i>Duties:</i> Under the direction of the Medical Superintendent but with functional responsibilities to Divisional Office, undertake the non-medical administration of the Katherine Hospital and ensure the proper and efficient performance of all hospital administrative functions. Oversight the clerical services to the Katherine Community Health Centre. Prepare important correspondence, reports and hospital instructions.		

DEPARTMENT OF HOUSING AND CONSTRUCTION

AUSTRALIAN CAPITAL TERRITORY

Management Services Division

Manpower Branch

A. K. Harding 58/51924M	Assistant Inspector \$9876-10538 (Class 7), Third Division, Office of the Public Service Board, Department of the Prime Minister and Cabinet, Canberra	Inspector \$11032-11525 (Class 8), Third Division, Canberra (No. NP)
<i>Duties:</i> Plan, direct and control organisation and classification reviews within the A.C.T. Region. Lead major assignments and prepare reports, establishment projections and submissions for forward planning by the Region and the Department.		
<i>Qualifications:</i> Extensive experience in organisation, classification and report making activities desirable.		

NEW SOUTH WALES

Projects Division No. 1

Technical Resources Branch

N. Paisley 72/14704A	Architect, Class 2 \$9527-10673, Third Division	Architect, Class 3 \$11233-12587, Third Division, Sydney (No. 39)
<i>Duties:</i> As a member of a multi-discipline design team carry out design for projects involving unusual, complex, novel or critical design features.		
<i>Qualifications:</i> Degree or diploma from a recognised school of architecture or equivalent.		
I. A. Stewart 69/36803X	Architect, Class 1 \$6350-8987, Third Division, Perth	Architect, Class 2 \$9527-10673, Third Division, Sydney (No. 54)
<i>Duties:</i> As a member of a multi-discipline design team and under general technical direction carry out design of projects.		
<i>Qualifications:</i> Degree or diploma from a recognised school of architecture or equivalent.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

F. B. Gallagher 69/99093C	Senior Draftsman \$8599-9103, Fourth Division	Supervising Draftsman \$9379-9932, Fourth Division, Sydney (No. 139)
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Duties: In a multi-discipline design project team, and with limited guidance, undertake investigations, make computations, devise solutions to design problems, prepare sketch designs, estimates, schedules of quantities and specifications for structural engineering projects or structural components in building projects, or, as leader of a team, prepare work plans, direct and control the preparation of sketch plans, working drawings and tender documents and recommend on tenders. Review or check the work of other draftsmen.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Projects Division No. 2

Technical Resources Branch

M. E. Silva 65/13974K	Engineer, Class 3 \$11348-12664, Third Division	Engineer, Class 4 \$13322-14209, Third Division, Sydney (No. 220)
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Duties: Act as Design Project Leader for maritime engineering projects.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

Regional Office, Newcastle

R. Avery 72/12820G	Clerk \$2713-5594 (Class 1), Third Division, Postmaster-General's Department	Clerk \$5806-6666 (Class 2/3), Third Division, Newcastle (No. 4)
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Duties: Interview and explain Departmental requirements to persons lodging applications under the Home Savings Grant Act. Examine all applications lodged at Newcastle.

Management Services Branch

S. Lockwood 72/11281M	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Sydney (No. 31)	Data Processing Operator, Grade 1 \$1838-3981, Fourth Division, Accounts Section, Sydney (No. 202)
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Duties: Operate card punching and verifying equipment.

VICTORIA

Management Services Branch

S. K. Bansemer 64/70187P	Data Processing Operator, Grade 3 \$4771, Fourth Division, Department of Social Security, Melbourne	Supervisor (Data Processing), Grade 1 \$5077-5230, Fourth Division, Accounts Section, Data Processing Sub-Section Melbourne (No. 183)
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Duties: Supervise, control and train Data Processing Operators and ensure that work is completed in accordance with the program. Operate card punching and verifying equipment.

Qualifications: Successful completion of proficiency test for Data Processing Operator Grade 1. Ability to supervise and train staff.

P. S. Suttie 69/37386G	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section, Melbourne (No. 74)
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Duties: Examine procedures and practices relating to War Service Homes and Home Savings Grant activities, and prepare reports. Draft observations and correspondence arising out of such audits.

Qualifications: Progress with accounting studies and/or audit experience desirable.

Housing Operations Branch

R. F. Evans 65/36265E	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne	Clerk \$7899-8639 (Class 5), Third Division, Home Savings Grant Section, Melbourne (No. 35)
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Duties: Supervise and control the work of staff engaged in the examination of claims for a Home Savings Grant.

Qualifications: Sound knowledge of Home Savings Grant Act and Departmental operating instructions desirable.

H. R. Robertson 71/58693T	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Home Savings Grant Section, Melbourne (No. 24)
B. J. Colvin 72/37812T	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Home Savings Grant Section, Melbourne (No. 47)
L. A. Reynolds 71/39794E	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Home Savings Grant Section, Melbourne (No. 6)
E. J. Gregory 72/38915C	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Home Savings Grant Section, Melbourne (No. 53)
J. G. MacDonald 72/41356P	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Home Savings Grant Section, Melbourne (No. 36)

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

G. D. Renshaw 73/38885G	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Home Savings Grant Section, Melbourne (No. 7)
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Duties above six positions: Examine claims for a Home Savings Grant and make recommendations accordingly.
Qualifications: Knowledge of Home Savings Grant Act and Departmental operating instructions desirable.

War Service Homes Branch

J. D'Alessandri 66/39602M	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Home Loans Section, Enquiry Sub-section, Melbourne (No. 125)
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Duties: Assist with general inquiries dealing with War Service Homes matters.

J. S. Hingston 62/37561C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne	Searcher, Grade 2 \$5347-5608, Fourth Division, Home Loans Section, Legal Sub-section, Melbourne (No. 104)
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Duties: Carry out preliminary and final searches of Title to land for which applications have been received under the War Service Homes Act.

VICTORIA AND TASMANIA

General Works Division, Plant Branch

R. W. Clifford 70/37352T	Inspecting Officer, Grade 2 \$5867-6351, Fourth Division, Department of Defence (Army Office), Melbourne	Plant Inspector \$6634-6956, Fourth Division, Inspection Section, Port Melbourne (No. 186)
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Duties: Inspect and report as to condition, method of use, suitability, servicing, recording, etc. Train and test plant operators and investigate accidents and plant failures and generally ensure the safe use of plant. Supervise plant repairs done in outside workshops.

Management Services Division, Programming and Financial Services Branch

D. G. Hodgson 72/37746X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounts Section, Computer Operations Sub-section, Melbourne (No. 78)
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Duties: Provide clerical assistance in the Computer Operations Sub-section.

QUEENSLAND

Accounts Branch

J. Newton 71/58081M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personal Loan Section, Brisbane (No. 46)
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Duties: Discharge of Liabilities Clerk. Take all accounting action in respect of Reverted and Repossessed Homes. Maintain Widows Relief Accounts and records.

K. N. West 72/57272G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Treasury and General Section, Brisbane (No. 5)
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Duties: Treasury Officer.

Defence Service Homes Branch

B. E. Woodward 72/57981X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Home Loans Section, Existing Property Sub-section, Brisbane (No. 57)
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Duties: Approvals Officer. Certify to eligibility of applicants for assistance and review and submit recommendations to Delegate on proposals for assistance.

Projects Division, Resources Branch

F. H. Tait 68/57059K	Technical Officer (Buildings), Grade 1 \$6003-7613, Third Division	Draftsman, Grade 2 \$7843-8347, Third Division, Brisbane (No. 56)
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Duties: As a member of a multi-discipline Design Project Team, and under general professional supervision, prepare designs, working drawings and specifications for architectural projects. Carry out field inspections and prepare reports. Projects cover a variety of building types including post offices, telephone exchanges, laboratories and buildings for defence establishments.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Management Services Division, Manpower Branch

M. A. Callaghan 62/36901M	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Office Services Section, Brisbane (No. 541)
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Duties: Check and collate and supervise the checking and collating of Bills of Quantities, specifications, drawings and other documents.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Technical Services Division, Administration Branch

K. E. Warner 68/57448K Assistant (Plan Printing), Grade 3 \$4431-4684, Fourth Division Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Brisbane (No. 237)
Duties: Collect and record DAAS Time Sheets, deliver and collect documents, amend Data Service Handbooks, assist in checking stencils for Bills, obtain and register plans, drawings, specifications, etc., and provide general clerical assistance to the Quantity Survey Branch as required.

SOUTH AUSTRALIA

Management Services Division, Personnel Services Branch

C. B. Jones 71/66120R Clerk \$2713-5594 (Class 1), Third Division Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section, Adelaide (No. 217)

Duties: Prepare Treasury Forms 28 and take all other necessary action for payment of higher duties allowances and salary and higher duties increments. Examine computer Transaction Summaries printouts and take necessary action on any discrepancies detected. Check Treasury Forms 28 originated by subordinate staff.

Personnel and Office Services Branch

G. J. Clements 67/66068X Clerk \$2713-5594 (Class 1), Third Division, unattached Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section, Relief Sub-section, Adelaide (No. 7)

Duties: Perform relief duties in positions not lower than Clerk Class 2/3 in any Branch of the Department.

S. D. Hayden 69/66374W Clerical Assistant, Grade 2 \$4393-4678, Fourth Division Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Registry Section, Adelaide (No. 27)

Duties: Former Papers Officer. Examine papers and files prior to attachment to ensure that papers are correct follow on papers; recommend any retitling and additional indexing required. Oversight work of subordinate staff in Registry.

A. A. Price 69/67049G Clerical Assistant, Grade 1 \$1959-4298, Fourth Division Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Registry Section, Adelaide, vice S. D. Hayden, prov. prom. 17.1.74 (No. 31)

Duties: Registration Officer. Check and certify on applications for assistance under the Defence Service Homes Act as to whether previous assistance has been granted. Create new files and extensions to existing files as directed.

C. McCrindle 70/66284T Clerical Assistant, Grade 1 \$1959-4298, Fourth Division Storeman \$4363-4586, Fourth Division, Office Services Section, Adelaide, vice J. W. Norris, prov. prom. 17.1.74 (No. 13)

Duties: Responsible for the receipt, custody, issue and survey of stores. Maintain stock registers.

Housing Operations Branch

J. Lim 70/66105K Clerk \$2713-5594 (Class 1), Third Division Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Home Savings Grant Sub-section, Adelaide (No. 3)

R. O. Davis 70/66945K Clerk \$2713-5594 (Class 1), Third Division Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Home Savings Grant Sub-section, Adelaide (No. 13)

Duties above two positions: Examine claims for a Home Savings Grant and make recommendations accordingly.

M. J. Donnellan 69/66008R Clerical Assistant, Grade 3 \$4822-5254, Fourth Division Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Services Section, Interviewing and Correspondence Sub-section, Adelaide (No. 18)

Duties: Attend to counter inquiries relating to and receive applications for a Home Savings Grant. Assist the Migrant Flats Clerk with the preparation of leases, etc., and with the vacation/induction of tenants.

Defence Service Homes Branch

H. Salleh 62/66364C Clerk \$6912-7652 (Class 4), Third Division Clerk \$7899-8639 (Class 5), Third Division, Mortgage and Property Management Section, Estates and Property Services Sub-section, Adelaide (No. 15)

Duties: Supervise, direct and control the work of the Estates and Property Services Sub-section. Exercise delegated powers under the Defence Service Homes Act and deal with the more complex and involved matters arising from the work of the Sub-section.

Qualifications: Sound knowledge of the application of statutes and common law affecting estate administration. Sound knowledge of the Defence Service Homes Act, Regulations and General Orders.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

M. E. Ranford 62/66441K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Mortgage and Property Management Section, Estates and Property Management Sub-section, Adelaide, vice H. Salleh, prov. prom. 17.1.74 (No. 16)
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Duties: Investigate and prepare reports and recommendations concerning property services matters associated with the management of properties subject to the Defence Service Homes Act.

M. Scullion 68/66960K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Home Loans Section, Legal Sub-section, Adelaide (No. 6)
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Duties: Prepare documents and take all necessary conveyancing action in connection with advances and discharges of liabilities under the Defence Service Homes Act.

Accounts Branch

J. W. Norris 70/66206X	Storeman \$4363-4586, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personal Loan Accounts Section, Adelaide (No. 28)
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Duties: Responsible for maintaining a group of ledger cards. Attend to telephone and public inquiries.

NORTHERN TERRITORY

Design Services Division

L. E. Johnson 58/51171K	Engineer, Class 5 \$14882-15845, Third Division, Brisbane	Assistant Director \$19085, Second Division, Darwin (No. 1)
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Duties: Control and direct those technical and administrative tasks which are associated with the design and documentation of new works projects directed to the Division.

Qualifications: Executive and management ability of a high order, together with educational qualifications admitting to Grad.I.E.Aust., or degree or diploma from a recognised school of architecture, desirable.

Management Services Division

L. D. Monie 73/95224E	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Northern Territory	Clerk \$6912-7652 (Class 4), Third Division, Industrial Sub-section, Darwin (No. 110)
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Duties: Assist the Industrial Officer in the management of the Section and supervision of subordinate staff. Act as Secretary of Branch Safety Committee. Apply the Provisions of Awards, Determinations, Industrial Manual, Commonwealth Employees' Furlough Act, Public Service Act and Regulations.

Qualifications: Wide experience in industrial conditions of employment, preferably through work in an industrial section.

E. W. Davis 69/66688X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Industrial Sub-section, Darwin (No. 65)
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Duties: Compensation Clerk. Under the direction of the Industrial Officer, process accident reports and compensation claims under the Commonwealth Employees' Compensation Act and Public Service Arbitrator's Common Rule *re* Accidents. Conduct research into incidence of compensation; liaise with safety officer and Field Inspector on safety hazards.

Qualifications: Applicants should possess a sound knowledge of the provisions of the Commonwealth Employees' Compensation Act and Common Rule *re* Accidents and be experienced in the investigation and determination of claims under these authorities. Ability to handle complex correspondence of semi-legal and medical character is desirable. A knowledge of industrial award provisions and the application thereof, would be an advantage.

C. J. Cumberland 70/86919K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Construction Administration Branch, Darwin (No. 36)
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Duties: Prepare plant hire and vehicle returns, maintain construction progress cards, arrange stationery, record monthly operational and maintenance expenditure.

Systems and ADP Branch

C. Adams 65/66535C	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Darwin (No. 5)
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Duties: Forms Officer. Review the design and use of forms in the Region. Institute a forms control programme.

Qualifications: Evidence of analytical ability required.

L. G. Eddy 70/95301P	Clerk \$6912-7652 (Class 4), Third Division, Department of Health	Clerk \$7899-8639 (Class 5), Third Division, Darwin (No. 4)
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Duties: Machines Officer. Review office machines needs and prepare proposals.

Qualifications: Investigatory experience desirable. Evidence of analytical ability required.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Personnel Services Branch

C. D. Macarounas 72/95557A	Typist, Grade 1 \$1838-3981, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Relief Sub-section, Darwin (No. 126)
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Duties: Provide relief within the Management Services Division at a level appropriate to the classification.

Technical Division

T. J. Quinn 70/57101P	Engineer, Class 1 \$6200-8953, Third Division	Engineer, Class 2 \$9581-10702, Third Division, Construction Section, Darwin (No. 96)
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Duties: Supervise the installation of electrical components of new works being carried out under contract in the Darwin and Katherine areas including planning and co-ordination of projects and portions of projects within the programmes allotted including supervision of subordinate staff.

Qualifications: For appointment—Educational qualifications admitting to Grad.I.E.Aust. For promotion or transfer—Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Previous road experience desirable.

Management Services Division

C. Taylor 67/57529T	Typist, Grade 1 \$1838-3981, Fourth Division, Attorney-General's Department, Adelaide	Typist, Grade 2 \$4113-4378, Fourth Division, Personnel Services Branch, Darwin (No. 22)
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Duties: Provide stenographic assistance to senior officers.

Construction Administration Branch

J. M. Ford 68/87064K	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Planning Section, Darwin (No. 67)
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Duties: Implement and control Computer Work Plan System relating to the Construction of Major New Works and Repairs and Maintenance in the Darwin, Katherine and Alice Springs areas.

P. D. Earl 67/37576M	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Planning Section, Darwin (No. 3)
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Duties: In consultation with technical staff organise the inspection of Commonwealth assets for repairs and maintenance works and assist with the development of the repairs and maintenance and minor new works programme. Undertake preliminary work for the development of the capital works programme.

Qualifications: Ability to undertake planning and analytical work and personal attributes necessary to work with technical staff and to liaise with client departments.

PAPUA NEW GUINEA

Technical Division

H. R. Farrimond 70/58369W	Engineer (Class 2), \$9581-10702 Third Division, Port Moresby	Engineer (Class 3), \$11370-12664 Third Division, Engineering Design Section, Port Moresby (No. 38)
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Duties: Responsible to the Engineer, Class 4, for the supervision of the design staff engaged on the design of all mechanical engineering works in the Territory of Papua New Guinea, which includes air-conditioning, refrigeration, kitchen, hospital and industrial equipment, internal combustion engines, pumps, etc.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Management Services Branch

M. J. Williams 63/66802P	Employment Office Manager, Grade 3 \$9876-10538 (Class 7), Third Division, Darwin	Executive Officer \$11032-11525 (Class 8), Third Division, Canberra Office Section, Canberra (No. 86)
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Duties: Responsible for the management and efficient operation of all units of the Department in the A.C.T.; represent the Department at conferences, meetings, etc.

Qualifications: Administrative and managerial ability and broad knowledge of Departmental activities desirable.

S. B. Seeberg 73/40507G	Library Officer, Grade 1 \$5458-6143, Third Division, Planning and Research Branch, Victoria	Library Officer, Grade 2 \$6372-7057, Third Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 295)
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Duties: Direct and supervise post and ancillary cataloguing services. Revise catalogue entries and catalogue backlog material.

Qualifications: Pass in Registration Examination of the Library Association of Australia, or equivalent desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. M. Gilchrist 68/37836C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of Air, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 236)
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Duties: Review the progress made in the production of publications and other printed matter and assist in the development and maintenance of related record systems. Liaise with Departmental clients, other Government Departments and representatives of private firms. Prepare correspondence and maintain statistics.

Qualifications: Experience with recording systems and the preparation of minor correspondence is desirable. Some knowledge of printing processes and a demonstrated ability to liaise with others would be an advantage.

J. B. Hiscock 71/41307T	Clerk \$2713-5594 (Class 1), Third Division, Postmaster-General's Department, Victoria	Library Officer, Grade 1 \$5458-6143, Third Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 296)
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Duties: Organise and supervise the operation of a Current News Service to the Minister and Departmental staff.

Qualifications: Pass in Registration examination of the Library Association of Australia or equivalent desirable.

C. M. Manion 70/39844P	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Department of Overseas Trade, Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 299)
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Duties: Process United Nations documents, catalogue cards and books and assist with the amendment of catalogue entries.

J. T. Glover 72/38062R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 264)
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Duties: Accession library material, dispose of and distribute duplicates, and attend to incoming library material.

Employment and Training Division

M. J. Major 73/57521M	Clerk \$2713-5594 (Class 1), Third Division, Department of Defence, Army Office, Brisbane	Psychologist, Class 1 \$5434-8290, Third Division, Applied Psychology Section, Melbourne (position out-posted to South Australia)
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Duties: Interview clients to assist them in arriving at informed vocational decisions. Use appropriate psychological techniques including tests, and prepare vocational recommendations.

Qualifications: University degree with a major in Psychology.

Employment Branch

M. T. Harrison 67/36641R	Clerk \$9876-10538 (Class 7), Third Division	Executive Officer \$11032-11525 (Class 8), Third Division, Aboriginal Section, Melbourne (No. 98)
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Duties: Develop and oversight programmes to assist Aborigines with relation to employment.

Qualifications: Tertiary qualifications desirable.

Industrial Relations (Operations) Division

E. J. Quigley 69/39795T	Industrial Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Employment, Training and Industrial Services Division, Victoria	Administrative Assistant \$8886-9548 (Class 6), Third Division, Melbourne (No. 71)
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Duties: Provide assistance to the First Assistant Secretary and undertake assignments within the scope of the Division's functions.

Qualifications: Appropriate university degree and relevant research experience desirable.

Industrial Relations No. 1 Branch

L. R. Wall 58/27233C	Assistant Director \$12019-12510 (Class 9), Third Division, Industrial Relations Branch, Victoria	Principal Executive Officer \$13004-13498 (Class 10), Third Division, Melbourne (No. 72)
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Duties: Advise on policy matters in the industrial relations field.

Industrial Relations No. 2 Branch

D. K. Maiden 68/36442T	Industrial Relations Officer \$11032-11525 (Class 8), Third Division	Principal Executive Officer \$13004-13498 (Class 10), Third Division, Melbourne (No. 75)
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Duties: Advise on policy matters in the industrial relations field.

M. J. Ryan 62/37119T	Industrial Relations Officer \$7651-8230 (Class 6), Third Division	Industrial Relations Officer \$11032-11525 (Class 8), Third Division, Melbourne, vice D. K. Maiden, prov. prom. 17/1/74 (No. 59)
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Duties: Keep under review and advise on the significance of industrial relations in a group of industries.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Industrial Relations (Policy and Services) Division, Industrial Services Branch

D. J. Prowse 67/37895X	Engineer, Class 1 \$6200-8953, Third Division, Department of Supply	Engineer, Class 2 \$9581-10702, Third Division, Engineering and Safety Section, Melbourne (No. 70)
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Duties: Research in the field of illumination and ergonomic factors concerned with the visual environment generally.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

Planning and Research Division, Research Branch

M. J. Douglas 72/37296M	Clerk \$2713-5594 (Class 1), Third Division, Victoria	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Occupational Opportunities, Research and Information Section, Melbourne (No. 93)
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Duties: Undertake occupational research studies and investigations.

Qualifications: Appropriate university degree and research experience.

T. A. O'Loughlin 70/40139C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Bureau of Meteorology, Melbourne	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Occupational Opportunities, Research and Information Section, Melbourne (No. 94)
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Duties: Assist in the preparation of occupational information and publication; maintain occupational information library.

Qualifications: Experience in filing and indexing research material desirable.

D. B. Stevens 71/36625T	Clerical Assistant, Grade 3 \$4822-5254; Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Occupational Opportunities, Research and Information Section, Melbourne (No. 99)
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Duties: Assist Research Officers with research projects including preparation, tabulation and calculation of statistical data, tables, graphs and other research material. Maintain an information filing system.

Qualifications: Experience in statistical work desirable.

A. M. - T. Audley 72/38170X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Manpower Studies Section, Melbourne (No. 102)
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Duties: Prepare tabulations, sampling tables, graphs; assist in the production and distribution of surveys. Maintain an information filing system.

Qualifications: Experience in statistical work desirable.

C. J. Hawker 70/36239R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Bureau of Census and Statistics, Melbourne	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Technological Change and Redundancy Section, Melbourne (No. 90)
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Duties: Assist in the conduct of research projects including preparation of statistical data and other research material. Maintain an information filing system.

Qualifications: Experience in statistical work desirable.

R. B. A. McPhail 70/39732P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Postmaster-General's Department, Central Administration	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Occupational Opportunities, Research and Information Section, Melbourne, vice D. B. Stevens, prov. prom. 17.1.74 (No. 83)
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Duties: Compile and maintain statistical tables and graphs; maintain information library, provide other assistance as required.

Labour Market and Planning Branch

K. M. Chapman 71/42509G	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Management Services Branch	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Labour Market Section, Melbourne (No. 85)
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Duties: Provide assistance in collecting, tabulating and collating Departmental statistics on unemployment and vacancies registered with the Commonwealth Employment Service.

NEW SOUTH WALES

Employment Training and Industrial Services Division, Employment Branch

P. J. Brookhouse 67/10920E	Clerk \$6912-7652 (Class 4), Third Division, Department of Social Security, Sydney	Clerk \$8886-9548 (Class 6), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Sydney (No. 12)
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Duties: Plan and direct the activities of the Handicapped Persons Unit. Identify training needs and develop training programmes. Initiate and maintain liaison with social organisations and government departments on matters relating to the rehabilitation of handicapped persons.

Qualifications: A sound knowledge of industry and employment opportunities available to handicapped persons. Ability to liaise with professional people and organisations involved in the rehabilitation of handicapped persons. Tertiary qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Industrial Relations Branch

M. J. V. Martin 72/14733R	Clerical Assistant, Grade 1 \$1959-3565, Fourth Division, Management Services Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Industrial Relations Section, Sydney (No. 22)
P. A. Piet 73/10138E	Typist, Grade 1 \$2113-4579, Fourth Division, Management Services Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Industrial Relations Section, Sydney (No. 27)

Duties above two positions: Keep up-to-date sets of awards, legislations, etc required in the Branch.

QUEENSLAND

Employment Branch

J. M. Scanlan 66/58267E	Typist, Grade 1 \$4225-4579, Fourth Division, Management Services Branch, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, DEO Pool Section, Wynnum (No. 182)
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Duties: Assist in the reception and registering of persons seeking employment; general office work including answering inquiries, filing, indexing circulars; typing work of the office.

Industrial Services

M. W. Carmody 71/57341A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Registry Sub-section, Brisbane	Clerical Assistant, Grade 2 \$4393-4678 Fourth Division, Brisbane (No. 6)
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Duties: Maintain up-to-date lists of recipients of regular publications; compile lists of people and organisations from various sources for use in promotional campaigns for Productivity Promotion Council of Australia.

DEPARTMENT OF THE MEDIA

AUSTRALIAN CAPITAL TERRITORY

Information Division, Australian Government Publishing Service, Printing Branch

N. M. Hulskamp 70/88342R	Specifications Officer \$5879-6188, Fourth Division	Investigation Officer (Printing) \$6033- 6346, Fourth Division, Production Control Section, Special Investigation Sub-section, Canberra (No. 534)
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Duties: Undertake technical investigations into methods and cost of production. Carry out special investigations as directed.

Qualifications: Appropriate qualifications and experience in the production techniques of a large printing house. Experience in work study and methods investigation desirable.

VICTORIA

State Office

R. J. Moore 66/39448X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Supply, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Melbourne (No. 242)
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Duties: Provide general clerical assistance in connection with personnel, purchasing and assets, accounts, estimates, travel and transport, accommodation, general services, stores and stationery; maintain non-technical records.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Economic and General Division, General Branch

R. A. Maggs 73/86305C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Public Information Section, Clerical Sub-section, Canberra (No. 84)
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Duties: File and index reference material, photographic prints and negatives. Keep a permanent register of negatives.

Management Services

P. D. McKinnon 70/86872K	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Sub-section, Canberra (No. 39)
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Duties: Prepare PSB forms required for Gazetteals of vacancies, promotions, transfers, etc., for the Department and prepare draft press advertisements. Maintain records of promotions, transfers and notifications of vacancies.
Qualifications: Experience in personnel work desirable.

Bureau of Mineral Resources, Geology and Geophysics, Geological Branch

S. Daric 69/87395	Draftsman, Grade 1 \$6003-7613, Fourth Division, Canberra	Draftsman, Grade 2 \$7843-8347, Fourth Division, Geological Services Section, Services Sub-section, Canberra (No. 158)
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Duties: Design and prepare geological compilations for contract drafting and printing.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

P. H. Van den Broek 71/87700W	Geologist, Class 1 \$6000-8953, Third Division, Canberra	Geologist, Class 2 \$9397-10521, Third Division, Geological Services Section, Canberra (No. 173)
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Duties: Design and compile special geological maps for publication and write accompanying explanatory texts.
Qualifications: Degree or diploma in Science with a full major in Geology, or equivalent qualification.

Operations Branch

L. G. Wootton 71/86395G	Data Processing Operator, Grade 2 \$4414, Fourth Division, Department of the Treasury, Canberra	Data Processing Operator, Grade 3 \$4695, Fourth Division, ADP Applications Section, Canberra (No. 805)
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Duties: Punch and verify from documents involving substantial interpretation and coding of their contents by the operator.

Qualifications: Proficient in the operation of data processing equipment and in coding for a wide variety of applications.

P. E. Simpson 71/99003G	Geologist, Class 1 \$6000-8953, Third Division, Canberra	Geologist, Class 2 \$9397-10521, Third Division, Publications and Information Section, Editing Sub-section, Canberra (No. 455)
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Duties: Edit Bureau records and minor scientific publications.

Qualifications: A degree or diploma in Science with a full major in Geology, or equivalent qualifications.

DEPARTMENT OF THE NORTHERN TERRITORY

Lands and Community Development Division, Lands Branch

M. J. Pollock 71/42641G	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Housing and Construction, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Land Administration Section, Darwin (No. 28)
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Duties: Inspect leases in towns in the Northern Territory to ascertain whether covenants and conditions of lease have been met by the lessees; report on outcome of inspections.

Qualifications: Knowledge of the building trade, ability to read maps and plans, locate boundaries of land from plans, measure land and buildings and calculate approximate values of buildings and other improvements on land desirable.

Management, Legislation and Planning Division, Establishments and ADP Branch

D. N. Power 67/87013E	Clerk \$7899-8639 (Class 5), Third Division, Department of Defence, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Automatic Data Processing Section, Darwin (No. 205)
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Duties: Operations Supervisor. Direct the operation of all digital computing equipment, unit record equipment, key punching and verifying machines and other media conversion devices. Review equipment and new applications. Organise operator training as required.

Qualifications: Considerable experience in the supervision of a medium sized computer installation working on a shift basis, desirable. Experience on IBM 360/40 OSMFT/PCP systems equipment an advantage.

D. J. McKenzie 73/95763X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Automatic Data Processing Section, Darwin (No. 207)
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Duties: Assistant Scheduler. Review input material and determine its acceptability. Prepare, ensure and check that all job control and parameter cards are correct, and maintain controls in input. Investigate and report on causes for discrepancies and inaccuracies.

Qualifications: Experience on IBM 360/40 OSMFT/PCP systems equipment desirable.

N. B. Rabel 72/38551A	Clerical Assistant, Grade 2 \$4398-4678, Fourth Division, Postmaster-General's Department, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Automatic Data Processing Section, Darwin (No. 191)
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Duties: As required, provide correct data files, programmes and operating instructions to operators from the Computer Centre Library. Control tape reel and disc pack use on a rotational basis. Control the storage and recording of tape and disc volumes. Operate magnetic tape cleaner.

Qualifications: Appropriate experience desirable.

L. M. Hopkins 71/39361K	Data Processing Operator (Grade 1) \$2075-4150, Fourth Division	Data Processing Operator (Grade 2) \$4491, Fourth Division, Automatic Data Processing Section, Darwin (No. 190)
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P. R. Dowling 73/95358C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Data Processing Operator (Grade 2) \$4491, Fourth Division, Automatic Data Processing Section, Darwin (No. 192)
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L. A. Wu 72/95448P	Clerical Assistant, Grade 1 \$1718-3769, Fourth Division	Clerical Assistant, Grade 2 \$3853-4104, Fourth Division, Personnel and Services Section, Darwin (No. 111)
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Duties: Receive, despatch and sort all mail passing through Central Registry. Assist with opening of official mail. Supervise work of Despatch Assistant and Messenger.

Qualifications: Previous registry experience desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Resource Development Division, Animal Industry and Agriculture Branch

D. R. Airey 66/88099G	Agronomist, Class 2 \$9397-10521, Third Division	Agronomist, Class 3 \$11050-12364, Third Division, Agriculture Section, Darwin (No. 3)
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Duties: Co-ordinate and integrate the work of the groups within the Crops and Weeds Sub-section. Supervise extension demonstrations and experiments on station and farm properties in the Sub-section's specialities.

Qualifications: Degree in Agricultural Science or equivalent. Extensive post graduate experience in the fields of agronomy, agriculture extension and/or agricultural programme management desirable.

J. A. Doughton 69/95155X	Agronomist, Class 1 \$6000-8953, Third Division	Agronomist, Class 2 \$9397-10521, Third Division, Agriculture Section, Darwin (No. 11)
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Duties: Carry out agricultural research into crops and grain including soya beans, peanuts and cow-peas. Supervise and control the work of Class 1 Agronomists in the field.

Qualifications: Degree in Agricultural Science of an approved university or equivalent. Considerable post graduate experience in agronomy or extension services.

F. H. Richards 62/75184A	Clerk \$9876-10538 (Class 7), Third Division, Attorney-General's Department, Canberra	Clerk \$11032-11525 (Class 8), Third Division, Executive Section, Darwin (No. 223)
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Duties: Assist with investigations and preparation of short and long term plans and branch work programmes, together with other special project work.

Mines Branch

K. I. Murphy 58/48223K	Clerk \$7899-8639 (Class 5), Third Division	Administrative Officer \$8886-9548 (Class 6), Third Division, Planning and Administration Section (No. 3)
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Duties: Responsible for oversight and control of finance, stores, personnel, organisational and general administrative functions for the Branch.

Qualifications: Extensive relevant experience desirable.

Forestry, Fisheries, Wildlife and National Parks Branch

H. L. Gwynne 68/37497M	Observer, Grade 2 \$5787-6558, Fourth Division, Department of Science, Darwin	Technical Officer (Science), Grade 1 \$6003-7613, Fourth Division, Forestry Section, Darwin (No. 31)
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Duties: Assist in research on fire behaviour and methods of fire control and carry out the measurement, recording and reporting of research work as required.

Qualifications: An approved Technical College certificate or other approved qualifications and experience in bush fire control and/or bush fire research, associated with forestry in a Government or State organisation desirable.

Water Resources Branch

A. D. MacQueen 69/5082W	Engineer, Class 1 \$6200-8953, Third Division, Alice Springs	Engineer, Class 2 \$9581-10702, Third Division, Groundwater and Rural Advisory Service Section, Darwin (No. 135)
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Duties: Continually assess the operation of groundwater basins throughout the Northern Territory and make recommendations on pumping rates and basin management. Carry out associated investigations and research.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of duties. Specialist training in groundwater hydrology desirable.

R. J. H. M. Roos 71/95381K	Technical Assistant, Grade 2 \$5260-5899, Fourth Division	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division, Investigation and Design Section, Darwin (NP)
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Duties: Carry out all phases of stream gauging operations including the selection of sites and computation of data. Direct the work of subordinate staff.

Qualifications: An approved Technical College certificate or other approved qualifications, and requisite experience.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

M. I. Poydynec 71/88205K	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Establishments Section, Canberra (No. 490)
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Duties: Take all departmental action on promotions, appeals, confirmation of provisional promotions. Prepare correspondence and recommendations in respect of appointments under the Public Service Act.

Qualifications: Experience in staff procurement and personnel work desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Overseas Markets Division, Trade Commissioner Branch

R. R. Alderson 63/66084E	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Trade Commissioner Services Section, Canberra (No. 893)
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Duties: Head a team engaged in investigating property matters for the Trade Commissioner Service.

Qualifications: Knowledge of Commonwealth and commercial procedure associated with purchasing, leasing and disposal of property. Knowledge of Audit Act and Treasury Regulations and Directions. Previous experience in property matters desirable.

V. J. Stewart 69/87638C	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Trade Commissioner Services Section, Canberra, vice C. Lubans, prov. prom. 13.12.73 (No. 752)
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Duties: Provide relief within the Trade Commissioner Services Section.

M. H. Curtis 72/85541C	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Trade Commissioner Services Section, Canberra, vice V. J. Stewart, prov. prom. 17.1.74 (No. 698)
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Duties: Staff clerk for Australia-based personnel overseas.

Qualifications: Sound knowledge of the conditions relating to overseas service desirable.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Engineering Works Division, Support Services Branch

H. Bader 69/37573E	Draftsman, Grade 1 \$6003-7613, Third Division, Engineering Works Division	Draftsman, Grade 2 \$7843-8347, Third Division, Drafting Section, Melbourne (No. 99)
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Duties: Design and drafting work in the Telegraph and Power Sub-group.

F. X. Austin 70/36700A	Draftsman, Grade 1 \$5744-6356, Third Division, Engineering Works Division	Draftsman, Grade 2 \$7117-7545, Third Division, Drafting Section, Melbourne (No. 98)
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Duties: Undertake design and drafting work in the Power Planning and Miscellaneous Sub-group.

Qualifications above two positions: An approved technical college certificate or other approved qualifications, and requisite experience.

Management Services Division, Finance and Accounting Branch

J. E. Devitt 59/55608A	Senior Finance Officer \$11032-11525 (Class 8), Third Division, Management Services Division	Senior Finance Officer \$12019-12510 (Class 9), Third Division, Economic Policy and Financial Analysis Section, Financial Analysis and Studies Sub-section, Melbourne (No. 19)
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Duties: Responsible for the development and application of financial principles for the sharing of television transmitter facilities between the national network and commercial stations.

Qualifications: Degree in Economics or Commerce, or accounting qualifications desirable.

Personnel Branch

M. H. Spencer 72/99012A	Engineer, Class 2 \$9581-10702, Third Division, Engineering Works Division	Senior Inspector \$12019-12510 (Class 9), Third Division, Management Advisory Services Section, New Techniques Sub-section, Melbourne (No. 13)
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Duties: Undertake the evaluation and development of recent management techniques for introduction into the Department.

Qualifications: Knowledge of management practices and techniques desirable.

Postal Services Division, Postal Planning and Engineering Sub-Division

J. I. Hattam 59/54610K	Assistant Controller \$11032-11525 (Class 8), Third Division, Postal Services Division	Controller \$13004-13498 (Class 10), Third Division, Postal Planning Branch, Facilities Planning Section, Melbourne, vice E. A. Ditchfield, prov. prom. 19.12.73 (No. 69)
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Duties: Develop, maintain and review policies and plans for the functional requirements of facilities used in the mail network and postal services.

Qualifications: Appropriate tertiary qualifications and/or experience in the operation of and capital investment in the postal service desirable.

Mails and Transport Branch

C. J. Reilly 68/40064A	Clerk \$7899-8639 (Class 5), Third Division, Department of Civil Aviation, Victoria	Clerk \$8886-9548 (Class 6), Third Division, Staffing and Service Section, Melbourne (No. 9)
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Duties: Undertake organisation reviews in State Mail Exchange and Transport Branches.

Qualifications: Wide experience in organisation work or related investigatory activities desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NEW SOUTH WALES

Engineering Division, Metropolitan Operations Branch

J. S. Dunn 59/41517K	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Engineering Division, Miranda	Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Fourth Division, Metropolitan Operations No. 6 Section, Ramsgate
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Duties: Responsible for the maintenance of a step-by-step, crossbar and hybrid telephone exchange.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Regional Operations Branch

E. J. Stibbs 59/42898G	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division, Sydney	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Telegraphs and Data Section, Sydney
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Duties: As Shift Telecommunications Technical Officer, Grade 2, maintain the TRESS Exchange and Chief Telegraph Office telegraph equipment. Responsible for after hours fault attention on all telegraph services.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

K. G. Relf 59/38880T	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Taree	Lines Supervisor, Grade 2 \$6258, Fourth Division, Northern Section, Collarenebri
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Duties: Area Line Supervision.

K. A. Dewsbury 73/23779P	Telecommunications Technician \$6003- 6693, Fourth Division, Engineering Divi- sion, Moree	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Northern Section, Moree
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Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

K. W. Wood 59/45641G (27.9.56 (1182))	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Tum- barumba	Lineman, Grade 2 \$4962-5136, Fourth Division, Riverina Section, Tumbarumba
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Duties: Leading Hand in conduit line party.

Support Services Branch

B. L. Windle 64/22935X	Motor Mechanic \$5067-5313, Fourth Division, Engineering Division, Lidcombe	Senior Motor Mechanic, Grade 1 \$5622- 5778, Fourth Division, Automotive Plant Sector, Alexandria (No. 126)
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Duties: Inspect vehicles, mechanical plant and trailers to determine nature and extent of repairs. Arrange for the repair by outside contractors or Departmental Workshops.

M. H. Sharp 59/39006E	Plan Records Officer \$6003-7613, Fourth Division, Engineering Division, Waterloo	Draftsman, Grade 2 \$7843-8347, Fourth Division, Drafting Section, Sydney (No. 375)
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Duties: Design and drafting work in the Cables and Conduits No. 1 Sub-section.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience

Postal Services Division, Post Offices Branch

G. Desreux 73/23903G (19.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Gosford	Postman \$4260-4601, Fourth Division, Toronto
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P. P. Ryan 73/23465M	Assistant Postal Officer \$2074-4148, Fourth Division, Warilla	Postman \$4260-4601, Fourth Division, Dapto
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Telecommunications Division, Country Region

A. L. Kenah 62/12160C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Telecommunications Divi- sion, Kempsey	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, North Section, Kempsey District Telephone Office Sub-section, Kempsey (No. 508)
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Duties: Telephone directory editing and Classification Officer. Advice counter and telephone inquiries on telephone directory matters.

R. E. Scroope 59/27223M	Accounting Machinist, Grade 2 \$5165, Fourth Division, Engineering Division, Lismore	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, North Section, Lismore District Telephone Office Sub-section, Lismore (No. 98)
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Duties: Centralised check of accountancy and evaluation of trunk loading studies.

W. Bramble 64/22732R	Phonogram Operator \$1813-3931, Fourth Division, Telecommunications Division, Newcastle	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 338)
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Duties: Price radio messages and cables and maintain Telegraph Statistics at Telegraph Office, Newcastle.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

C. M. Robinson 63/23485G	Telephonist \$1813-3931, Fourth Division, Telecommunications Division, Newcastle	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 209)
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Duties: Provide clerical assistance in the Newcastle Manual Assistance Centre.

N. B. Kermick 59/28604A	Monitor \$4242-4379, Fourth Division, Telecommunications Division, Wollongong	Overseer \$4780-5055, Fourth Division, South Section, Wollongong District Tele- phone Office Sub-section, Wollongong
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Qualifications: Occupant must be qualified for transfer or promotion as Monitor (Telephone).

VICTORIA

Engineering Division, Construction Branch

J. R. Gallagher 59/60189W	Engineer, Class 3 \$11348-12664, Third Division, Engineering Division	Engineer, Class 4 \$13322-14209, Third Division, Metropolitan Installation No. 2 (North) Section, Melbourne (No. 44)
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Duties: Responsible to the Branch Head for the management and control of the Section.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

P. R. Fox 63/37905G	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Country Installation No. 2 (East) Section, Melbourne (No. 235)
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Duties: Personnel Officer.

L. W. Matthews 69/38322K	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Primary Works (Metropolitan) Section, St, Kilda (No. 295)
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Duties: Works Officer.

D. A. Rogers 71/41282R	Clerk \$2713-5594 (Class 1), Third Division, Engineering Division	Clerk \$5806-6666 (Class 2/3), Third Division, Metropolitan Installation No. 1 (South) Section, Melbourne (No. 147)
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Duties: Assistant Works Officer.

Planning and Programming Branch

B. T. Jess 61/45560X	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, unattached	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Trans- mission Measurements Section, Melbourne (No. 121)
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Duties: Instrument maintenance and calibration.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Detailed knowledge of the operation, calibration and maintenance of complex test equipment together with the ability to control staff is desirable.

Regional Operations Branch

H. J. Prins 70/41131C	Engineer, Class 1 \$6200-8953, Third Divi- sion, Engineering Division	Engineer, Class 2 \$9581-10702, Third Division, Radio Section, Richmond (No. 15)
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Duties: Design of radio systems and auxiliary facilities.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

K. A. Whitehead 65/38459G	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, unattached	Clerk \$6912-7652 (Class 4), Third Divi- sion, Radio Section, Richmond (No. 175)
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Duties: Works Officer.

G. L. Sharp 59/67634P	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$6258, Fourth Division, North Eastern Section, Numurkah
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G. N. Young 59/56753G	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$6258, Fourth Division, North Eastern Section, Sheppar- ton
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Duties above two positions: Party Leader

G. I. Asbury 63/45567M	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Department of Transport (Civil Aviation), Victoria	Trainee Engineer \$2263-3645, Fourth Division, Industrial Engineering and Training Section, Melbourne
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R. I. Cross 71/40503G	Drafting Assistant, Grade 1 \$2220-5468, Third Division, Department of Air, Vic- toria	Trainee Engineer \$2263-3645, Third Divi- sion, Industrial Engineering and Training Section, Melbourne
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B. H. Lucas 59/58583G	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Engineering Division	Trainee Engineer \$2263-3645, Fourth Divi- sion, Industrial Engineering and Training Section, Melbourne
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

B. W. McPhee 59/67319W	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Engineering Division	Trainee Engineer \$2263-3645, Fourth Division, Industrial Engineering and Training Section, Melbourne
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R. G. Parsons 59/58834E	Technical Officer (Engineering), Grade 2 \$7843-8347, Third Division, unattached	Trainee Engineer \$2263-3645, Third Division, Industrial Engineering and Training Section, Melbourne
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Note above five positions: (1) Conditions governing the recruitment and training of Trainee Engineers are notified on pages 124-126 of Gazette No. 9 of 30.1.73; (2) Officers with appropriate qualifications are eligible to appeal; (3) Appeals may be lodged by officers whose maximum salary is less than \$8953; (4) Effective date of these promotions is 31.1.74.

N. C. Cutter 59/57020W	Senior Technical Instructor, Grade 1 \$8045-8212, Fourth Division, Engineering Division	Senior Technical Instructor, Grade 2 \$8716, Fourth Division, Industrial Engineering and Training Section, Doncaster
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Duties: Responsible to the Head Instructor for the efficient organisation and control of a section of the Linesman's School.

A. J. Bateson 59/55684M	Technical Instructor \$6970-7687, Fourth Division, Engineering Division	Senior Technical Instructor, Grade 1 \$8045-8212, Fourth Division, Industrial Engineering and Training Section, Doncaster
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K. J. Brookes 59/56985E	Technical Instructor \$6970-7687, Fourth Division, Engineering Division	Senior Technical Instructor, Grade 1 \$8045-8212, Fourth Division, Industrial Engineering and Training Section, Doncaster
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R. J. H. MacDonald 59/57071K	Technical Instructor \$6970-7687, Fourth Division, Engineering Division	Senior Technical Instructor, Grade 1 \$8045-8212, Fourth Division, Industrial Engineering and Training Section, Doncaster, vice N. C. Cutter, prov. prom. 17.1.74
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S. W. Milne 59/56159E	Technical Instructor \$6970-7687, Fourth Division, Engineering Division	Senior Technical Instructor, Grade 1 \$8045-8212, Fourth Division, Industrial Engineering and Training Section, Doncaster
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Duties above four positions: Responsible to a Senior Technical Instructor of a higher grade for the preparation and imparting of theoretical and practical instruction.

G. T. Allison 61/46069E	Drafting Assistant, Grade 1 \$2055-5063, Fourth Division, unattached	Technical Instructor \$6970-7687, Fourth Division, Industrial Engineering and Training Section, Doncaster
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P. F. Bourke 59/55709P	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Technical Instructor \$6970-7687, Fourth Division, Industrial Engineering and Training Section, Doncaster
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V. D. Charlton 61/46054A	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Technical Instructor \$6970-7687, Fourth Division, Industrial Engineering and Training Section, Bendigo
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R. D. Cole 63/45381E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Technical Instructor \$6970-7687, Fourth Division, Industrial Engineering and Training Section, Bendigo
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T. M. Ragland 59/56694E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Technical Instructor \$6970-7687, Fourth Division, Industrial Engineering and Training Section, Doncaster
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P. Rigaldi 59/56313T	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Technical Instructor \$6970-7687, Fourth Division, Industrial Engineering and Training Section, Doncaster
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T. C. Secombe 59/56714K	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Technical Instructor \$6970-7687, Fourth Division, Industrial Engineering and Training Section, Bendigo
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Duties above seven positions: Under the direction of a Senior Technical Instructor, Grade 1, responsible for the preparation of and imparting of theoretical and practical instruction in all phases of lines construction and maintenance.

Qualifications above twelve positions: The occupants should be qualified as Lineman, Grade 2, Lines Supervisor, or possess other qualifications deemed appropriate by the Board. They should have satisfactorily completed a course of teacher training specified by the Board, or have otherwise satisfied the Board as to his ability to teach both theoretical and practical subjects.

P. R. Requin 70/37176G	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Automotive Plant Section, Port Melbourne (No. 103)
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Duties: Vehicle history assistant.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Postal Services Division, Mail Exchange Branch

K. Curtis 59/61523A	Clerk \$2713-5594 (Class 1), Third Division, unattached	Senior Postal Officer, Grade 1 \$6002-6555, Third Division, Melbourne
P. Horneman 59/61764A	Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Melbourne
W. E. Huckle 59/61769X	Mail Officer \$4374-5273, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Melbourne
R. J. Layfield 59/61873M	Postal Officer, Grade 2 \$4374-5273, Fourth Division, unattached	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Melbourne
C. Rettig 59/62162X	Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Melbourne
L. W. Sanders 59/62203W	Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Melbourne

Duties above six positions: Control of a team of approximately twenty Mail Officers engaged on sorting and associated duties in the Inland Section.

Qualifications above six positions: A sound knowledge of Inland Section procedures is desirable.

R. V. Christian 59/22546K	Mail Officer \$4374-5273, Fourth Division, Postal Services Division	Senior Mail Officer \$5516-5744, Fourth Division, Melbourne
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Duties: Control and direct Groups and Boxes activities and staff (day shift). Supervise receipt of Registered Mail despatches. Responsible for maintenance of records, transfer of daily balance of articles on hand, audit of progressive balances, security of Section. Occupant must be prepared to rotate with other Senior Mail Officers on similar duties, on other shifts as required.

Qualifications: A sound knowledge of Groups and Boxes duties is desirable.

P. D. Stackpole 59/62277M	Mail Officer \$4374-5273, Fourth Division, Postal Services Division	Senior Mail Officer \$5516-5744, Fourth Division, Melbourne
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Duties: In accordance with recognised procedures responsible for the receipt and dispatch of overseas airmail at the Melbourne Airport. The occupant may be required to rotate with other Senior Mail Officers on all shifts.

Qualifications: A sound knowledge of and experience in Interstate and Overseas Section activities, procedures and documentation is desirable.

Post Offices Branch

F. J. Baker 59/68047R	Mail Officer \$4374-5273, Fourth Division, Dandenong	Postal Officer, Grade 4 \$5516-5744, Fourth Division, Dandenong
B. J. Doheney 71/46787R	Postal Officer, Grade 1 \$4260-4601, Fourth Division, G.P.O., Melbourne	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Victoria Market
M. B. Fraser 72/45629E	Assistant Postal Officer \$2074-4148, Fourth Division, Burwood	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Box Hill
A. W. Clelland 73/45919R (12.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Coburg	Postman \$4260-4601, Fourth Division, Coburg
P. J. Hillman 73/45840M (12.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Ringwood	Postman \$4260-4601, Fourth Division, Ringwood
C. G. McGinness 70/46305A (15.7.70)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postman \$4260-4601, Fourth Division, Williamstown
A. Robertson 73/45892E (12.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Balwyn	Postman \$4260-4601, Fourth Division, Balwyn
K. P. Rowe 69/46419K (19.8.69)	Assistant Postal Officer \$2074-4148, Fourth Division, Birregurra	Postman \$4260-4601, Fourth Division, Lorne
L. R. Schultz 73/45898G (12.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Essendon	Postman \$4260-4601, Fourth Division, North Essendon
N. E. Slater 73/45875E (12.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Ringwood	Postman \$4260-4601, Fourth Division, Ringwood

Telecommunications Division

K. McA. Gunn 59/54834K	Area Manager, Class 2 \$16011, Third Division, South Australia, unattached	Assistant Director \$19085, Second Division, Melbourne (No. 1)
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Duties: Responsible to the Director for the efficient management and control of the Telecommunications Division in Victoria.

Country Region

W. J. Darby 67/46035M	Telephonist \$1813-3931, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, District Telephone Office, Dandenong (No. 317)
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Duties: Maintain service records and statistics in the District Telephone Office.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

V. B. Dart 70/46605C	Telephonist \$1813-3931, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, District Telephone Office, Dandenong (Croydon) (No. 109)
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Duties: Mail receipt and dispatch. Maintain office filing system.

M. I. Hill 71/42642M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, District Telephone Office, Dandenong (Dromana) (No. 87)
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Duties: Clerical work related to the management of a manual assistance centre.

L. D. Hutton 71/38783G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, District Telephone Office, Dandenong (No. 114)
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Duties: Service assistant.

Metropolitan Region, Service Branch

D. J. Wicks 72/45772R (17.3.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Service Standards Section, Melbourne (No. 59)
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Finance and Accounting Branch

D. A. Brooke 73/37103T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative and Relief Section, Melbourne (No. 77)
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Duties: Assist with the preparation of allowance sheets and maintain Branch leave files.

E. D. Everett 71/41546K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Post Offices Accounting Section, Melbourne (No. 139)
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Duties: Collate, sort and verify renewal duplicate receipt details for broadcasting, television and combined Receiving Licences.

J. Forrester 71/39875E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Post Offices Accounting Section, Melbourne (No. 169)
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Duties: Issue record advices for Money Orders issued in Victoria and distribute correspondence.

L. C. Norris 71/42365M	Typist, Grade 1 \$2113-4579, Fourth Divi- sion, Department of Defence (Air Office), Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Post Offices Accounting Section, Melbourne (No. 127)
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Duties: Check Licence Inspector's detection reports to determine whether a current licence is held.

Personnel and Industrial Relations Branch

K. Hallinan 71/39040P	Typist, Grade 1 \$2113-4579, Fourth Division, Personnel and Industrial Rela- tions Branch	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Staffing and General Services Section, Melbourne (No. 167)
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Duties: Attend to general recruitment inquiries. Assist Employment Officers as required and operate a switchboard.

Supply Branch

L. O. Barlow 68/38416P	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Repatriation Department, Melbourne	Clerk \$6912-7652 (Class 4), Third Divi- sion, Procurement Section, Springvale (No. 55)
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Duties: Supervisor, Suppliers Accounts.

Qualifications: Experience in a large supply organisation is desirable. Ability to supervise and direct subordinate staff is essential.

G. M. O'Callaghan 67/37822M	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Finance and Accounting Branch	Clerk \$6912-7652 (Class 4), Third Divi- sion, Stock Control and Accounting Section, Springvale (No. 31)
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Duties: Senior Ledger Clerk in charge of a Section of the stock ledger.

Qualifications: Experience in stock control and machine accounting desirable. Ability to direct and train staff.

QUEENSLAND

Engineering Division, Metropolitan Operations Branch

A. B. Baxter 69/58566A	Clerk \$2713-3165 (Class 1), Third Divi- sion, Engineering Division	Clerk \$5806-6666 (Class 2/3), Third Division, Metropolitan Operations No. 1 Section, Brisbane (No. 198)
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Duties: Assistant Personnel Officer.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Support Services Branch

D. M. Ryan 65/61166K	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Industrial Engineering and Training Section, Brisbane
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Duties: Manufacture, repair and maintenance of Training Aids and Equipment and control of staff engaged on same.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

P. V. O'Connor 62/57159X	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Department of Transport (Civil Aviation), Queensland	Trainee Engineer \$2263-3645, Fourth Division, Industrial Engineering and Training Section, Brisbane
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J. R. Neibling 59/16689R	Telecommunications Technical Officer, Grade 2 \$7843-8347, Third Division, Engineering Division	Trainee Engineer \$2263-3645, Third Division, Industrial Engineering and Training Section, Brisbane
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B. R. Lang 66/61082M	Telecommunications Technician \$6003-6693, Third Division, unattached	Trainee Engineer \$2263-3645, Third Division, Industrial Engineering and Training Section, Brisbane
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Note above three positions: (1) Conditions governing the recruitment and training of Trainee Engineers are notified on pages 124-126 of Gazette No. 9 of 30.1.73; (2) Officers with appropriate qualifications are eligible to appeal; (3) Appeals may be lodged by officers whose maximum salary is less than \$8953; (4) Effective date of these promotions is 31.1.74.

Postal Services Division, Post Offices Branch

K. J. McHenry 59/21390M	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Mossman	Postmaster, Grade 2 \$7044-7822, Third Division, Alpha
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A. C. Elmore 59/20894P	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Nambour	Postmaster, Grade 2 \$7044-7822, Third Division, Dirranbandi
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Finance and Accounting Branch

K. G. Larman 71/58186T	Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Revenue Section, Brisbane (No. 155)
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Duties: Sort and file Printergrams for inclusion in accounts and carry out prescribed checks.

Supply Branch

J. P. Convey 69/57358X	Clerk \$2713-5594 (Class 1), Third Division, Supply Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Stock Control and Accounting Section, Brisbane (No. 6)
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Duties: Deal to finality with estimates of requirements for CSSTB material.

A. R. Munkley 66/61867T	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Stores Accounting Section, Brisbane (No. 44)
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Duties: Preparation of material estimates and stock provisioning.

L. A. Neden 66/58025A	Accounting Machinist, Grade 2 \$5165, Fourth Division, Supply Branch	Accounting Machinist Supervisor, Grade 1 \$5487-5663, Fourth Division, Stock Control and Accounting Section, Brisbane (No. 52)
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Duties: Supervise work of Accounting Machinists in Machine Pool.

Qualifications: Must have passed prescribed test.

SOUTH AUSTRALIA

Engineering Division, Country Branch

K. B. Rendell 66/70125W	Telecommunications Technician \$6003-6693, Fourth Division, unattached	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Northern Section, Ceduna
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Duties: Cell leader responsible for maintenance of East-West microwave broadband system.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Knowledge of equipment involved and ability to control staff desirable.

T. A. Koerber 66/70021T	Telecommunications Technician \$6003-6693, Third Division, unattached	Telecommunications Technical Officer, Grade 1 \$6693-7613, Third Division, Northern Section, Balaklava
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Duties: Area Cell Leader, subscribers installation and maintenance, ARK 511, 521M, RAX and PABX maintenance.

*Name and personnel
(also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

R. J. Dowling 65/70026A	Telecommunications Technician \$6003-6693, Third Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$6693-7613, Third Division, Northern Section, Gladstone
<i>Duties:</i> Maintenance of C and B type ARK, SCAX and ARM equipment, long line equipment as associated with a country station and general country maintenance. <i>Qualifications above two positions:</i> An approved technical college certificate or other approved qualifications, and requisite experience. Knowledge of equipment involved desirable.		
W. R. Campbell 66/70036X	Telecommunications Technician \$6003-6693, Third Division, unattached	Telecommunications Technical Officer, Grade 1 \$6693-7613, Third Division, Northern Section, Koolymilka
<i>Duties:</i> Maintenance of Long Line and Step by Step exchange equipment. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.		

Planning and Programming Branch

J. L. Dykes 59/14110K	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Switching and Facilities Section, Adelaide (No. 1450)
<i>Duties:</i> Under general direction, prepare complex project trunking design and planning proposals concerning the development of the telephone switching network.		
J. R. Edwards 65/70057A	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division, Switching and Facilities Section, Adelaide (No. 1452)
<i>Duties:</i> Under technical direction, prepare project proposals for the installation of switching equipment. <i>Qualifications above two positions:</i> An approved technical college certificate or other approved qualifications, and requisite experience.		

Support Services Branch

J. Gitsham 66/67180E	Technical Assistant, Grade 1 \$2220-5468, Third Division, Department of Supply, South Australia	Trainee Engineer \$2263-3645, Third Division, Industrial Engineering and Training Section, Adelaide
T. J. Gower 73/70315T	Telecommunications Technician \$6003-6693, Third Division, Engineering Division	Trainee Engineer \$2263-3645, Third Division, Industrial Engineering and Training Section, Adelaide
R. J. Wynne 66/66301M	Radio Technician \$6003-6693, Fourth Division, Department of Transport (Civil Aviation), South Australia	Trainee Engineer \$2263-3645, Fourth Division, Industrial Engineering and Training Section, Adelaide
G. B. Goode 72/66150C	Trainee Technical Officer (Engineering) \$2921-5657, Fourth Division, Department of Supply, South Australia	Trainee Engineer \$2263-3645, Fourth Division, Industrial Engineering and Training Section, Adelaide
<i>Note above four positions:</i> (1) Conditions governing the recruitment and training of Trainee Engineers are notified on pages 124-126 of Gazette No. 9 of 30.1.73; (2) Officers with appropriate qualifications are eligible to appeal; (3) Appeals may be lodged by officers whose maximum salary is less than \$8953; (4) Effective date of these promotions is 31.1.74.		

Postal Services Division, Post Offices Branch

P. Nelson 70/70537W	Assistant Postal Officer \$2074-4148, Fourth Division, Modbury North	Postal Officer, Grade 2 \$4374-5273, Fourth Division, General Post Office, Adelaide
R. Ruff 68/70667K	Postman \$4260-4601, Fourth Division, Port Augusta	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Relief (Headquarters, Port Augusta)
R. J. Bren 71/70254K	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Quorn	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Relief (Headquarters, Tailm Bend)
I. T. Wigley 67/70420R	Postman \$4260-4601, Fourth Division, Magill	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Thebarton
J. T. C. Vella 70/70652W (14.12.70)	Assistant Postal Officer \$2074-4148, Fourth Division, Eastwood	Postman \$4260-4601, Fourth Division, Glenside
R. R. Row 70/70596G (14.12.70)	Assistant Postal Officer \$2074-4148, Fourth Division, Loxton	Postman \$4260-4601, Fourth Division, Loxton
G. R. Drechsler 71/70317E (9.6.71)	Assistant Postal Officer \$2074-4148, Fourth Division, Warradale	Postman \$4260-4601, Fourth Division, Plympton

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Telecommunications Division, Country Region

J. M. Milczarek 72/66548T	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, District Telephone Office Section, Whyalla Sub-section, Whyalla (No. 140)
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Duties: Sales Officer. Deal with applications for telephone facilities.

WESTERN AUSTRALIA

Postal Services Division, Mail Exchange Branch

W. R. Robson 73/79701R (3.12.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Traffic Section, Perth
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Post Offices Branch

L. R. Anderson 59/50032G	Postmaster, Grade 1 \$5290-6555, Third Division, Postal Services Division	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Midland
C. Capenhurst 68/78270P	Postal Officer, Grade 1 \$4260-4601, Fourth Division, unattached	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Belmont
B. G. Thompson 72/78210W (13.4.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Narrogin
G. Kimber 59/51074E	Postman \$4260-4601, Fourth Division, Postal Services Division	Overseer (Postmen) \$5273, Fourth Division, Morley
M. A. Northey 73/79591K	Postman \$4260-4601, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Midland
J. S. Johansson 59/71239W	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Postal Services Division	Postmaster, Grade 3 \$8104-8947, Third Division, Derby

Engineering Division, Country Branch

L. M. Read 59/53865X	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division.	Lines Supervisor, Grade 2 \$6258, Fourth Division, South West and Great Southern Section, Williams
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Duties: Area Supervisor.

R. A. Culph 59/52593W	Lineman, Grade 2 \$4962-5136, Fourth Division, unattached	Cable Assigner \$5668, Fourth Division, South West and Great Southern Section, Head Office, Bunbury
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Duties: Maintain sectional cable records.

Support Services Branch

T. C. Bazen 68/78056K	Telecommunications Technician \$6003-6693, Fourth Division, unattached	Trainee Engineer \$2263-3645, Fourth Division, Industrial Engineering and Training Section, Perth
J. R. Neilson 65/78087M	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division	Trainee Engineer \$2263-3645, Fourth Division, Industrial Engineering and Training Section, Perth
M. A. Yeoman 67/75132M	Radio Technician \$6003-6693, Fourth Division, Department of Transport (Civil Aviation), Western Australia	Trainee Engineer \$2263-3645, Fourth Division, Industrial Engineering and Training Section, Perth

Note above three positions: (1) Conditions governing the recruitment and training of Trainee Engineers are notified on pages 124-126 of Gazette No. 9 of 30.1.73; (2) Officers with appropriate qualifications are eligible to appeal; (3) Appeals may be lodged by officers whose maximum salary is less than \$8953; (4) Effective date of these promotions is 31.1.74.

Personnel and Industrial Relations Branch

J. V. Hodges 68/78433T	Phonogram Operator \$1813-3931, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Staffing and General Services Section, Perth (No. 59)
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Duties: Register, record and maintain position files. Take appropriate follow up action regarding outstanding vacancy files. Arrange archival action for the disposal of position files.

Qualifications: Good knowledge of Registry practices and procedures desirable.

Finance and Accounting Branch

B. J. Smith 71/75463M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance Section, Perth (No. 250)
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Duties: Preparation of variation slips for deductions from pay. Maintain an index of pay locations of staff.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Telecommunications Division, Sales Branch

D. M. Perrin 59/51513E	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division	Clerk \$6912-7652 (Class 4), Third Division, Sales Advisory Section, Perth (No. 4)
<i>Duties:</i> Deal with requests for telephone facilities of a more complex nature.		
<i>Qualifications:</i> A thorough knowledge of telephone equipment and of Sales Branch practices and procedures desirable.		
S. R. Beardshaw 70/75502K	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Perth (No. 175)
R. J. Barnes 70/75573M	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Perth (No. 174)
<i>Duties above two positions:</i> Examine applications for subscribers' services and determine needs in accordance with facilities available. Issue orders to field staff, prepare accounts advices for rental and charges.		

Service Branch

A. M. Hurley 59/50975E	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Works and Equipment Section, Perth (No. 137)
<i>Duties:</i> Undertake special duties and projection of traffic data and determine predictions of requirements for the operating areas and subscribers in the Metropolitan Region.		
<i>Qualifications:</i> Wide knowledge of operating procedures as well as the ability to process studies involving calls, messages or subscribers' data desirable.		

TASMANIA

Postal Services Division, Post Offices Branch

J. C. Potts 73/83044P (19.4.73)	Assistant Postal Officer, \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Launceston District, Launceston
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Engineering Division

G. B. Adams 59/71718X	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Line Supervisor, Grade 2 \$6258, Fourth Division, Northern Operations Section, St Marys
<i>Duties:</i> In charge of all cable and aerial maintenance and distribution functions in the St Marys area, including liaison with local authorities in relation to Departmental plant. Supervise work associated with Telephone Orders.		
<i>Qualifications:</i> The occupant must be qualified Lineman, Grade 2 and possess a good knowledge of modern cable distribution, maintenance techniques. He must be competent in the direction and control of subordinate staff and have a good knowledge of Telephone Order procedures. Current driver's licence essential.		
V. F. Burman 71/86246T	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Health, A.C.T.	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Regional Operations, Quoin Ridge (No. 446)
<i>Duties:</i> Responsible to the shift leader in charge of the Radio Frequency Measuring and Monitoring Station for the detection of breaches of the Wireless Telegraphy Act and Regulations and the International Radio Regulations; conduct of secondary frequency measurements, adjustment, operation and maintenance of radio receiving, transmitting, recording and ancillary measuring equipment; and deal with technical and legislative infringements.		
<i>Qualifications:</i> Appropriate qualifications and/or experience. Relevant experience as a radio operator, with ability to transcribe morse code at speeds up to twenty words per minute, together with the possession of a Second Class Commercial Radio Operator's Certificate of Proficiency is desirable.		
I. A. Wilson 59/49600W	Clerk \$6912-7652 (Class 4), Third Division, Engineering Division	Clerk \$7899-8639 (Class 5), Third Division, Administrative Section, Hobart (No. 266)
<i>Duties:</i> State Budget Officer, responsible for preparing estimates of expenditure and control and oversight expenditure in relation to funds allocated.		
<i>Qualifications:</i> (1) Good knowledge of Engineering practices and procedures, Costing Procedures and Treasury Instructions desirable. (2) Good mathematical and analytical ability together with ability to provide constructive assistance to Sectional Engineers on State Budget matters essential.		
B. M. Muir 63/83008	Technical Officer (Engineering), Grade 1 \$5558-6903, Third Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 \$7770-8219, Third Division, Regional Operations Section, Hobart (No. 450)
<i>Duties:</i> Group Leader in control of staff engaged on radio, television and radiocommunications interference investigations; maritime radio surveys and radiocommunication station inspections; investigation of breaches of the Wireless Telegraphy Act and Regulations and undertake the more complex cases associated with the foregoing activities. Conduct examinations for the various Certificates of Proficiency.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. Possession of the First Class Commercial Operators Certificate of Proficiency is desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. E. Clayton 59/71646A	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Line Supervisor, Grade 3 (Area) \$6965, Fourth Division, Northern Operations Section, Launceston
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Duties: Supervise work of subscribers construction nature including pit and pipe jointing and subscribers mole plough work in the major and minor work category for the Launceston Operations Section.

Qualifications: Qualified Lineman with experience in relative duties and ability to organise and control staff desirable. Possession of a current Driver's Licence essential.

Support Services Branch

M. E. Hader 72/81158K	Senior Draftsman \$8599-9103, Third Division, Engineering Division	Trainee Engineer \$2263-3645, Third Division, Industrial Engineering and Training Section, Hobart
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Note: (1) Conditions governing the recruitment and training of Trainee Engineers are notified on pages 124-126 of Gazette No. 9 of 30.1.73; (2) Officers with appropriate qualifications are eligible to appeal; (3) Appeals may be lodged by officers whose maximum salary is less than \$8953; (4) Effective date of promotion is 31.1.74.

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Industry No. 6 (Wool) Division

R. Schufft 73/88171M	Senior Research Officer, Grade 2 \$9876- 10538 (Class 7), Third Division, Canberra	Senior Executive Officer \$12019-12510 (Class 9), Third Division, General Ser- vices Section, Canberra (No. 1014)
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Duties: Plan, direct and co-ordinate the work of the Section. Prepare reports, submissions, etc., and represent the Department at committees and conferences. Administer the non-technical aspects of Objective Wool Measurement.

Qualifications: Administrative and management ability desirable. Ability to prepare reports an advantage.

Note: The effective date of this promotion is 14.2.74.

Agriculture and Food Services Division, Food Services Branch

J. E. Dengate 73/87573W	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$6912-7652 (Class 4), Third Division, Codex Section, Canberra (No. 2803)
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Duties: Establish and control the maintenance of centralised record systems for briefs, circulars, etc., relating to Australia's participation in the operation of the Codex Alimentarius Commission and associated organisations. Assist with the preparation and assembling of briefs or papers.

NEW SOUTH WALES

Regional Office

F. P. Waller 66/13890M	Meat Inspector, Grade 1 \$5546-6685, Fourth Division, Riverstone	Meat Inspector, Grade 2 \$6874-7255, Fourth Division, Industry Group No. 1 Section, Inspection and Technical Services Sub-section, Guyra (No. 2026)
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Duties: Supervision of inspection at a registered slaughtering establishment.

Qualifications: Certificate of Competency as a Meat Inspector or equivalent. Some experience in the supervision of staff desirable.

VICTORIA AND TASMANIA

Regional Office

A. C. Gooch 62/37741G	Fruit Inspector \$5609-6019, Fourth Divi- sion, Mildura	Senior Fruit Inspector, Grade 1 \$6488- 6958, Fourth Division, Industry Group No. 3 Section, Inspection and Technical Services Sub-section, Mildura (No. 811)
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Duties: Supervise and direct staff engaged in the inspection of dried fruit in a district of the Murray region.

Qualifications: A detailed knowledge of the Exports (Dried Fruits) Regulations together with considerable experience in the grading and packing of dried fruit.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

Cabinet and Legislative Programming Division, Cabinet Branch

M. W. Bates 58/14400P	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Division (No. 621)
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Duties: Prepare material for incorporation in submissions and briefs for the Prime Minister, Secretary and other senior officers attending Cabinet and Cabinet Committee meetings. Undertake research as required and prepare correspondence associated with Cabinet Committee work.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

CENTRAL STAFF

Office of the Industries Assistance Commission, Services Branch, Cost and Financial Section

L. F. Tyszkiewicz Clerical Assistant, Grade 1 \$1959-4298, Clerical Assistant, Grade 2 \$4393-4678,
73/86311R Fourth Division Fourth Division, Canberra (No. 169)

Duties: Collate information from questionnaires and assist in the preparation of lists of respondents.

Qualifications: Ability to organise and present data, for statistical purposes.

M. G. Hampson Clerk \$8886-9548 (Class 6), Third Division Clerk \$9876-10538 (Class 7), Third Division,
62/12007T Canberra, vice C. P. Lee, prov. prom.
10.1.74 (No. 133)

Duties: Examine and analyse import price data and other import information relevant to Industries Assistance Commission inquiries. Develop and apply analytical techniques which will establish long term price patterns and basis of pricing of import competition from various overseas sources. Prepare reports and advise on aspects of import documentation relevant to Industries Assistance Commission inquiries and projects.

Qualifications: Appropriate academic qualifications and extensive experience in customs invoicing and analysis of price data desirable.

NEW SOUTH WALES

Operations Division, Services Branch

J. D. Kelly Clerk \$5806-6666 (Class 2/3), Third Liaison Officer \$6912-7652 (Class 4),
65/11921P Division, Attorney-General's Department, Third Division, Special Services Section,
Sydney Office Services Sub-section, Sydney
(No. 414)

Duties: Act as Liaison Officer between the Department and Ministers, Members of Parliament and senior officers of Commonwealth departments and authorities in Sydney and of the New South Wales Premier's Department. Assist in the conduct of Ceremonial and Hospitality matters.

CENTRAL STAFF

THE OFFICE OF THE PUBLIC SERVICE BOARD

The Secretary's Division, Research and Information Branch

I. S. Edwards Clerk \$7899-8639 (Class 5), Third Division, Investigator \$8886-9548 (Class 6), Third
66/57407W Canberra Division, Pay Surveys Section, Canberra,
vice D. J. Wilcox, prov. prom. 10.1.73
(No. 522)

Duties: Examine and prepare Submissions on pay information. Investigate and prepare replies to information requests.

B. Leahy Clerk \$7899-8639 (Class 5), Third Division, Senior Research Officer \$8886-9548 (Class
69/85489K Canberra 6), Third Division, Pay Surveys Section,
Canberra (No. 19)

Duties: Analyse and report on significant pay decisions, developments in pay fixation principles, material received from pay surveys and salary trends both within and outside the Service.

Y. Boom Clerical Assistant, Grade 1 \$1959-4298, Clerical Assistant, Grade 2 \$4393-4678
73/85778P Fourth Division, Canberra Fourth Division, Pay Surveys Section,
Canberra (No. 601)

Duties: Maintain and amend records of pay information and assist in updating pay and related publications of the Section.

ADP Division, Departmental ADP Systems Branch

P. Helm Programming Assistant, Grade 2 \$5806- Assistant Programmer \$7899-8639 (Class
69/85425R 6666, Third Division, Department of 5), Third Division, Canberra (No. 668)
Primary Industry, Canberra

Duties: Undertake coding of Board's applications. Prepare program documentation and undertake program and systems testing.

Qualifications: Successful completion of PIT course or equivalent. Tertiary qualifications should be stated.

NEW SOUTH WALES

Personnel Services Branch

J. R. Williams Assistant Inspector \$9876-10538 (Class 7), Assistant Inspector \$11032-11525 (Class 8),
67/13219K Third Division, Sydney Third Division, Sydney (No. 75)

Duties: Plan and direct the work of the Special Projects Section. Undertake major assignments outside the casework areas and report thereon. Examine and report on major developments in the Personnel Management and Industrial Relations Field in New South Wales.

Qualifications: Academic qualifications desirable.

VICTORIA

Personnel Services Branch

K. R. Jones Assistant Inspector \$11032-11525 (Class 8), Inspector \$12019-12510 (Class 9), Third
59/54605A Third Division, Melbourne Division, Training Section, Melbourne
(No. 34)

Duties: In charge of Training Section. Responsible for all training functions including oversight of departmental training activities in the State.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Special Projects Division

S. H. Wong Typist, Grade 2 \$3805-4065, Fourth Steno-secretary, Grade 1 \$4618-4924,
71/86378G Division Fourth Division, Canberra (No. 5)
Duties: Undertake typing, stenographic and secretarial duties in relation to matters arising out of the Independent Inquiry into the Repatriation System.
Qualifications: Shorthand, 100 words per minute.

Management Services Division, Methods and Services Branch

M. D. Bloomfield Clerical Assistant, Grade 1 \$2075-4298, Clerical Assistant, Grade 2 \$4393-4678,
71/14000C Fourth Division Fourth Division, Registry Sub-section,
Canberra (No. 133)

Duties: Assistant Former Papers Officer.

F. E. Baxendell Clerk \$5806-6666 (Class 2/3), Third Clerk, \$6912-7652 (Class 4), Third Divi-
69/40317X Division sion, Research and Statistics Section
(No. 11)

Duties: Examine statistical returns for internal consistency, prepare more difficult consolidations and draw attention to significant trends or apparent discrepancies.

P. Pitman Clerical Assistant, Grade 1 \$2075-4298, Clerical Assistant, Grade 2 \$4393-4678,
71/86095E Fourth Division Fourth Division, Registry Sub-section,
Canberra (No. 41)

Duties: Oversight the activities of the Dispatch and Messengerial Services.

Finance Branch

A. L. Bailey Clerical Assistant, Grade 2 \$4393-4678, Clerical Assistant, Grade 4 \$5398-5686,
70/88029G Fourth Division Fourth Division, Stores and Work Sec-
tion, Canberra (No. 7)

Duties: Prepare schedules and consolidate requirement of all forms to be procured centrally together with raising the necessary requisitions. Arrange Interstate transfers of forms as required.

Benefits and Legislation Division, Legislation and Research Branch

A. M. Wykes Clerk \$5806-6666 (Class 2/3), Third Clerk \$7899-8639 (Class 5), Third Divi-
62/10210E Division sion, Legislation and Parliamentary Sec-
tion, vice G. D. Gardner, prov. prom.
17.1.74 (No. 10)

Duties: Examine Hansard, draft replies to Parliamentary Questions, investigate technical matters arising within the Division as they relate to legislation administered by the Department.

Qualifications: Sound knowledge of Repatriation legislation desirable.

A. M. Lloyd Clerk \$7899-8639 (Class 5), Third Divi- Clerk \$8886-9548 (Class 6), Third Divi-
68/10812P sion sion, Ministerial and General Section
(No. 14)

Duties: Prepare replies, for the Minister's signature, to representations by or on behalf of ex-service personnel and/or their dependants on Repatriation benefits, and other policy matters.

Qualifications: Experience in the Benefits functions and in the preparation of Ministerial and involved correspondence.

G. D. Gardener Clerk \$7899-8639 (Class 5), Third Divi- Clerk \$8886-9548 (Class 6), Third Divi-
65/37126K sion sion, Ministerial and General Section
(No. 15)

Duties: Prepare final replies, for the Minister's signature, to representations by or on behalf of ex-service personnel and/or their dependants on Repatriation benefits, and other policy matters.

Qualifications: Experience in the Benefits functions and in the preparation of Ministerial and involved correspondence.

G. M. O'Sullivan Clerk \$2713-5594 (Class 1), Third Divi- Clerk \$5806-6666 (Class 2/3), Third
73/88247C sion Division, General Policy and Research
Section, vice M. S. Della Rodolfa, prov.
prom. 17.1.74 (No. 11)

Duties: Provide general administrative and research assistance to officers within the Branch.

M. S. Della-Rodolfa Clerk \$5806-6666 (Class 2/3), Third Clerk \$6912-7652 (Class 4), Third Divi-
63/36846T Division sion, Ministerial and General Section,
(No. 4)

Duties: Maintain a register of Ministerial correspondence, prepare acknowledgements and interim replies, and undertake drafting of less complex correspondence.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NEW SOUTH WALES

Branch Office

D. Kentwell 66/12300T	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Fourth Division (No. 32)
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Duties: Prepare preliminary forward planning equipment proposals. Examine and co-ordinate all submissions and specifications for equipment. Regularly review progress in relation to procurement and expenditure, prepare documents and submissions for substitutions items.

J. C. Castagnet 69/14114W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section (No. 179)
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Duties: Pensions Statistics Officer. Supervise extraction, collation, and 'time' studies relating to Pension Statistics. Prepare returns for Central Administration, maintaining progressive net 'pensioners in force'. Analyse under supervision current trends in pensioner numbers and liability.

Qualifications: Background in statistical analysis. Knowledge of pension procedures an advantage.

R. Widman 66/10743X	Clerk \$2713-5594 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Executive Section, Sydney (No. 29)
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Duties: Works and Services Assistant. Prepare returns of works and accommodation. Assistant in preparation of briefs and sketches for works and repairs. Follow up work in progress.

H. A. Stephen 61/12790M	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Division, ADP Section, Sydney (No. 1)
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Duties: Responsible for the maintenance of automatic data processing procedures and work flow within the Branch. Liaise with Central Office with development of ADP.

Qualifications: Proven management and administrative ability with a knowledge of Branch functions particularly in respect of Entitlement, Pension Payments and Registry procedures and application of automatic data processing to Branch work desirable.

M. Wallace 68/11517W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounts Section, Effective from 19.12.73 (No. 66)
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Duties: Maintain Accounts Section staff records and prepare staff returns and stores requisitions. Deposit all moneys received by Receiver of Public Moneys at Banks and ensure that accountable receipts are lodged with Sub-Treasury.

L. Penna 69/10115E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Sydney (No. 41)
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Duties: As Assistant to Medical Officers, interview pensioners reporting for medical appointment, arrange other appointments as required and maintain statistics of daily attendances.

H. H. H. Hordicek 58/80572M	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Pensions Section, Sydney (No. 144)
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Duties: Ensure through supervision that the War Pensions Examination Group functions efficiently. Direct work flow and allocation of staff within the group. Direct action to be taken in contentious cases, determine as Delegate secondary war pension cases and applications for Clothing Allowance.

Qualifications:—Sound knowledge of the Repatriation Act and associated Acts and Regulations.

S. Lee 71/14822X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Sydney (No. 70)
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Duties: Register and maintain control of Examiners' Report Forms. Maintain Review Register and Miscellaneous Advices Register.

R. Allaburton 68/10700P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Sydney (No. 38)
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Duties: Receive and register all applications for re-assessment of War Pension. Maintain card system and keep a daily statistical record of applications registered.

S. M. Ridge 71/11399X	Clerk Class 1, Third Division, Accounts Section	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section, Sydney (No. 83)
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Duties: Provide relief throughout Accounts Section.

Qualifications: Knowledge of Treasury Directions and Accounts General Orders desirable.

P. Tognetti 71/11889M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section, Sydney (No. 5)
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Duties: Assistant Receiver of Public Moneys. Maintain standing cash advance and prepare daily reconciliation statements. Issue sub-advance to paying cashiers. Prepare documents for the daily reimbursement of the standing advance.

Qualifications: Sound knowledge of Audit Act and Treasury Regulations and Directions desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

M. A. Lockwood 71/14879P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Sydney (No. 38)
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Duties: Receive and register all applications for re-assessment of War Pension. Maintain card system and keep a daily statistical record of applications registered.

Repatriation General Hospital

K. B. Williamson 70/12878W	Radiographer, Grade 1 \$5288-6486, Third Division, Technical Services, Con- cord (No. 132)	Radiographer, Grade 2 \$6782-7373, Third Division, Technical Services, Con- cord (No. 7)
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Duties: Under medical direction, and as requested or prescribed, perform in-vivo and in-vitro investigations and therapeutic procedures using radio-isotopes.

Qualifications: A Certificate of Competence in Radiography, or an appropriate diploma in Radiography or Nucleography, or equivalent qualification.

A. G. Bourne 70/12786K	Library Officer, Grade 1 \$5458-6143, Third Division	Librarian, Class 1 \$5424-7831, Third Division, Administrative Services, Con- cord (No. 10)
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Duties: Oversight and co-ordinate the medical library service throughout Branch Office and Institutions.

Qualifications: A degree or diploma of a University, college of advanced education or equivalent qualification and successful completion of the Registration Examination of the Library Association of Australia.

H. J. Allen 73/11528W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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B. J. Buddee 73/15932G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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S. Crofts 73/16266T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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S. Dunn 73/40699M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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B. A. Duffy 73/13964P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Taxation Department	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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S. J. G. Fletcher 69/14480C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Army	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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P. L. Helmrick 71/14770P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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K. Paterson 73/13925R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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Duties above all positions: Ward Secretaries. Under the direction of the Sister-in-charge answer telephone and record messages. List patients' personal effects. Arrange appointments and patient attendance at special departments and specialised clinic and ensure files and X-ray films are available.

N. Roberts 73/13257G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Postmaster General's Department	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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M. J. Smith 73/12178E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Army	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Services, Concord (N.P.)
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C. A. Webber 73/12001R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Postmaster General's Department	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Concord (N.P.)
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Duties above all positions: Ward Secretaries. Under the direction of the Sister-in-charge answer telephone and record messages. List patients' personal effects. Arrange appointments and patient attendance at special departments and specialised clinic and ensure files and X-ray films are available.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

Branch Office

L. Saunderson 69/37363E	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Pensions Section, South Melbourne (No. 40)
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Duties: Prepare, investigate and submit cases of an Involved Means Test nature.

C. J. Stanley 69/37802E	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Registry Section, South Melbourne (No. 73)
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Duties: Control Point Supervisor (Pensions).

Qualifications: Sound knowledge of Registry and Sectional procedures.

J. Rosinski 58/32335C	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Accounts Section, South Melbourne (No. 102)
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Duties: Supervise and direct the activities of all Sub-Sectional Groups in the collection of data, and Compilation of Statistics and returns for Branch and Central Office Management requirements.

B. Hartley 65/37838P	Specialist \$13581-18412, Third Division	Senior Specialist-in-Charge \$19555, Third Division, Medical Section, South Melbourne (No. 10)
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Duties: Apart from performing the normal clinical work within the specialty of Radiology, the Senior Specialist-in-Charge is required to co-ordinate Radiological activities within the Branch, advise Medical Directorate on matters relating to the practice of Radiology, and express opinions on involved matters within the specialty.

Qualifications: Registered Medical Practitioner with appropriate post-graduate qualifications in the specialty.

Macleod Repatriation Hospital

V. L. Hollins 68/36090G	Matron, Grade 1 \$7150, Fourth Division, Nursing Services, Repatriation General Hospital, Heidelberg	Matron, Grade 2 \$7715, Fourth Division, Nursing Services, Mont Park (No. 38)
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Duties: Responsible to the Medical Superintendent for the nursing care and welfare of patients. Supervise and control Nursing, Hospital Assistant and Catering staff.

Repatriation General Hospital, Heidelberg

P. T. Monagle 70/41479T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Heidelberg (No. 117)
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Duties: Extend and check penalty and overtime hours on time cards. Add and check daily penalty and overtime extensions, convert to hours at single time rates and record totals. Compute normal hours, penalty rate hours and overtime hours payable.

QUEENSLAND

Repatriation General Hospital

C. J. Noblet 73/59109W	Sister \$4530-5293, Fourth Division	Senior Sister \$5645-6094, Fourth Division, Nursing Services, Greenslopes (No. 124)
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Duties: Control and management of the operating theatres in accordance with instructions.

Qualifications: General Nursing Certificate. A post-graduate qualification in Operating Theatre Management desirable.

Repatriation Hospital

N. Congram 72/57430P	Orderly, Grade 1 \$3738-3932, Fourth Division	Motor Driver \$4521-4693, Fourth Division, General Services Section, Kenmore (No. 84)
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E. N. Leech 58/33835K	Nursing Aide \$3927-4120, Fourth Division, Nursing Services	Motor Driver \$4521-4693, Fourth Division, General Services Section, Kenmore (No. 55)
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Duties above two positions: Perform general driving duties for the hospital, including the transporting and safe custody of moneys, confidential documents, drugs and pathological specimens.

Rosemount Repatriation Hospital

L. J. McInnerney 70/57430G	Clerical Assistant, Grade 1, \$1959-4298, Fourth Division, Personnel Section	Instructor (Woodwork) \$5930-6547, Fourth Division, Technical Services Section, Windsor (No. 83)
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Duties: Instruct and supervise patients in the manufacture of woodwork projects.

K. S. O'Loughlin 58/37117M	Sister \$4530-5293, Fourth Division, Nursing Services, Repatriation General Hospital, Greenslopes	Senior Sister \$5645-6094, Fourth Division, Nursing Services, Windsor (No. 77)
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Duties: Supervise nursing staff and ensure the efficient working and discipline of the ward.

Qualifications: General Nursing Certificate.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Branch Office

- J. Zubevich**
72/58524W
Social Worker, Class 1 \$5360-7980,
Third Division
Social Worker, Class 2 \$8390-9075,
Third Division, Medical Section, Bris-
bane (No. 45)
Duties: Student Unit Supervisor.
Qualifications: University degree in Social Studies or equivalent qualifications.
- W. J. Collins**
58/33708T
Clerk \$5806-6666 (Class 2/3), Third
Division
Clerk \$6912-7652 (Class 4), Third Divi-
sion, Treasury Sub-section, Accounts
Section, Brisbane (No. 34)
Duties: Clerk-in-charge salaries.
- D. N. Owen**
68/58482W
11.11.68
Nursing Aide \$3927-4120, Fourth Divi-
sion, Repatriation General Hospital,
Greenslopes
Clerical Assistant, Grade 1 \$1959-4298,
Fourth Division, Registry Section, Bris-
bane (No. 29)
Duties: Assistant, Clinical Records File Services.
- A. Dunn**
58/33738P
Clerk \$7899-8639 (Class 5), Third Divi-
sion, unattached
Clerk \$8886-9548 (Class 6), Third Divi-
sion, Personnel Section, Brisbane (No.
6)
Duties: Direct and control staff engaged on industrial, recruitment, compensation activities. Prepare policy sub-
missions and important correspondence.
Qualifications: Administrative ability of a high level, comprehensive knowledge of personnel policy, conditions
of service, recruitment, compensation and industrial matters desirable.
- J. L. Wetherall**
59/17887M
Clerk \$7899-8639 (Class 5), Third Divi-
sion, unattached
Clerk \$8886-9548 (Class 6), Third Divi-
sion, Personnel Section, Brisbane (No.
2)
Duties: Supervise, direct and control the Establishment Group including office machines, forms design and staff
suggestions. Investigate more important organisation proposals.
Qualifications: Capacity to initiate and conduct investigations, ability to analyse results of investigations together
with a sound knowledge of establishment procedures desirable.
- G. M. Arnell**
58/27306E
Clerk \$6912-7652 (Class 4), Third Divi-
sion
Clerk \$7899-8639 (Class 5), Third Divi-
sion, Personnel Section, Brisbane (No.
57)
Duties: Investigate requirements for changes in organisation structures and staffing within the Branch Office
and at Institutions. Prepare submissions and reports to Branch Management, Public Service Inspector and
Central Office.
Qualifications: Capacity to conduct investigations, analyse results and report; sound knowledge of establishment
techniques and procedures desirable.
- K. E. Kearney**
58/33814R
Clerk \$6912-7652 (Class 4), Third Divi-
sion, unattached
Clerk \$7899-8639 (Class 5), Third Divi-
sion, Personnel Section, Brisbane (No.
7)
Duties: Group Co-ordinator (SPR). Supervise, direct and train staff of the Standard Personnel Records Group.
Exercise delegated authority under the Public Service Act, Regulations, General Orders, Arbitration Determina-
tions and Treasury Directions.
Qualifications: Thorough knowledge of Public Service Act, Regulations, General Orders, Treasury Directions
and ability to supervise staff, desirable.

WESTERN AUSTRALIA

Branch Office

- S. R. S. Godkin**
63/11077M
Deputy Medical Superintendent, Grade
1, \$14128-14626, Third Division
Medical Officer, Class 3 \$14466-15111,
Third Division, Medical Section, Perth
(No. 10)
Duties: Responsible for the control and supervision of the medical staff of the Branch Office.
Qualifications: Registered Medical Practitioner.
- A. Selvaratnam**
72/75916C
Medical Officer, Class 1 \$9666-12708,
Third Division, Medical Section
Assistant Medical Superintendent
\$13242-13732, Third Division, Medical
Section, Perth (No. 39)
Duties: Supervise the administrative management of patients in a group of wards and carry out other adminis-
trative duties allotted by the Medical Superintendent.
Qualifications: Registered Medical Practitioner. Post-graduate qualifications in hospital administration
desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

TASMANIA

Branch Office

B. Sparkes 70/81247A	Clerk \$5806-6666 (Class 2/3), Third Division, Office of the Public Service Board, Department of the Prime Minister and Cabinet, Hobart	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Office Services Section, Hobart (No. 2)
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Duties: Staff and Industrial Officer.

Qualifications: Wide knowledge and experience in the Industrial field, ability to conduct interviews and control and direct staff desirable.

R. P. Marshall 70/81029C	Clerk \$6912-7652 (Class 4), Third Division	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Personnel and Office Services Section, Hobart (No. 12)
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Duties: Investigate staff training requirements and prepare and conduct training courses for Branch Office and institutional staff.

Qualifications: Aptitude for conference leadership, good personality and an enquiring mind; tertiary qualifications desirable.

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

General Services Division, Analytical Services Branch

M. J. Wright 73/85120P	Typist, Grade 2 \$4113-4378, Fourth Division	Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Canberra (No. 12)
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Duties: Provide stenographic, typing and secretarial services to the Government Analyst.

Qualifications: Shorthand, 100 words per minute.

Grants and Projects Branch

R. L. Moncur 65/36024E	Engineer, Class 2 \$9581-10702, Third Division, Bureau of Meteorology, Melbourne	Project Officer \$11032-11525 (Class 8), Third Division, Projects Section, Canberra (No. 70)
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Duties: Assist the Senior Project Officer in preparing advice on technical and operational aspects of the programs and the Bureau of Meteorology and the Ionospheric Prediction Service.

Qualifications: Appropriate academic qualifications. Extensive experience in investigations and in the preparation of reports desirable. Evidence of analytical ability and some technical experience would be an advantage.

S. L. Kidd 73/86747A	Typist, Grade 2 \$4113-4378, Fourth Division	Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Canberra (No. 43)
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Duties: Provide stenographic, typing and secretarial services to the Assistant Secretary.

Qualifications: Shorthand, 100 words per minute.

J. A. Whitelaw 72/66178C	Clerk \$7899-8633 (Class 5), Third Division, Department of Primary Industry	Clerk \$8886-9548 (Class 6), Third Division, Grants Section, Canberra (No. 54)
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Duties: Provide administrative support to the Advisory Committee on Research into the Crown-of-Thorns Starfish, the Queen Elizabeth II Fellowships Committee and the Queens Fellowship Committee. Assist in establishing liaison between these Committees and appropriate institutes and bodies.

Qualifications: Appropriate academic qualifications. Proven administrative ability. Experience in committee secretariat duties an advantage.

Policy Division, Research Branch

D. C. McEwan 70/86357X	Examiner of Patents, Class 2 \$8504-9521 Third Division, Patent, Trade Mark and Designs Office, Canberra	Project Officer \$11032-11525 (Class 8), Third Division, Program Review Section, Canberra (No. 67)
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Duties: Assist the Principal Project Officer in the task of program review, with particular emphasis on the work of the Bureau of Meteorology and the Ionospheric Prediction Service.

Qualifications: Appropriate academic qualifications. Experience in science or technology required, together with evidence of analytical ability. Experience with techniques or program review an advantage.

Scientific Services Branch

M. Doobov 73/89002W	Clerk \$4521-5594 (Class 1), Third Division, Canberra	Research Officer, Grade 2 \$7899-8633 (Class 5), Third Division, Scientific Services and Information Section, Canberra (No. 3)
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Duties: Assist in Research into various aspects of scientific activities undertaken or proposed by the Commonwealth and other authorities; this will involve the collection, collation and interpretation of information and statistics relating to scientific research conducted within Australia.

Qualifications: University degree, preferably in Science.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Management Services Branch

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| A. D. D. Lemon
70/87656G | Clerical Assistant, Grade 2 \$4393-4678,
Fourth Division, Patent, Trade Marks
and Designs Office, Canberra | Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Establishments and
Services Section, Office Services Sub-section,
Canberra (No. 50) |
| <i>Duties:</i> Supervise the office requisites and duplicating areas. | | |
| C. J. Lloyd
73/89902C | Typist, Grade 2 \$4113-4378, Fourth
Division | Steno-secretary, Grade 1 \$4618-4924,
Fourth Division, Canberra (No. 6) |
| <i>Duties:</i> Provide stenographic, typing and secretarial services to the Assistant Secretary. | | |
| <i>Qualifications:</i> Shorthand, 100 words per minute. | | |
| R. G. Thompson
67/85416G | Clerical Assistant, Grade 4 \$5398-5686,
Fourth Division, Department of
Defence, Canberra | Clerical Assistant, Grade 5 \$5879-6265,
Fourth Division, Secretariat Section,
Registry Sub-section, Canberra (No. 24) |
| <i>Duties:</i> Assist in the supervision of the Registry Sub-section. Classify correspondence. | | |

NEW SOUTH WALES

Office of the Metric Conversion Board

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|---|---|---|
| B. E. MacCarthy
71/13021K | Senior Research Officer, Grade 2 \$9876-
10538 (Class 7), Third Division, St
Leonards | Project Officer \$11032-11525 (Class 8),
Third Division, St Leonards (No. 38) |
| N. M. McDermott
67/11419E | Senior Research Officer, Grade 2 \$9876-
10538 (Class 7), Third Division, St
Leonards | Project Officer, \$11032-11525 (Class 8),
Third Division, St Leonards (No. 39) |
| <i>Duties above two positions:</i> Undertake projects related to implementation planning of conversion programmes in important sectors. Consult with industrial organisations and other representative bodies and prepare reports and analyses on the progress of conversion. | | |
| <i>Qualifications:</i> Tertiary qualifications highly desirable. | | |
| D. P. Day
66/13384C | Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Department Of Sup-
ply, Sydney | Clerical Assistant, Grade 4 \$5398-5686,
Fourth Division, St Leonards (No. 24) |
| <i>Duties:</i> Control stocks and distribution of all Board's publications, books, etc., and provide reference material as required. Liaise with Mailing Agency and maintain mailing lists. | | |
| G. J. Hallinan
69/14019K | Clerical Assistant, Grade 1 \$3918-4298,
Fourth Division, Attorney-General's
Department, Sydney | Assistant (Printing), Grade 1 \$4320-
4530, Fourth Division, St Leonards (No.
28) |
| <i>Duties:</i> Operate and maintain offset printing machine, Electrostatic copier and Xerox duplicator. Collate and assist in dispatch of documents reproduced and maintain production records. | | |
| <i>Qualifications:</i> Operational and maintenance experience on machine. | | |

AUSTRALIAN CAPITAL TERRITORY

Patent, Trade Marks and Designs Office Executive Branch

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|--|---|--|
| O. Sorenson
71/85519C | Typist, Grade 2 \$4113-4378, Fourth
Division | Steno-secretary, Grade 1 \$4618-4924,
Fourth Division, Canberra (No. 823) |
| <i>Duties:</i> Secretarial assistance to Deputy Commissioner of Patents. | | |
| <i>Qualifications:</i> Shorthand, 100 words per minute. | | |

CENTRAL STAFF

Bureau of Meteorology, Services Branch

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|--|---|---|
| A. D. F. Wright
62/37143M | Meteorologist, Class 3 \$10000-11189,
Third Division | Meteorologist, Class 4 \$11684-12485,
Third Division, Analysis Section,
Extended Period Forecasting Sub-section,
Melbourne (No. 168) |
| <i>Duties:</i> Plan, co-ordinate and control the work of the Sub-section. Prepare extended period forecasts and collaborate with Synoptic Research Section and CMRC in developing and improving techniques for these requirements. | | |
| <i>Qualifications:</i> Appropriate degree or diploma of a university or college of advanced education with passes in Physics and Mathematics and a major in either subject, or equivalent qualifications. Extensive knowledge of, and experience in, synoptic meteorology and good understanding of dynamic meteorology and numerical methods desirable. | | |

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Automatic Data Processing Division, Operations Branch

P. J. Abma 67/40098X	Senior Computer Operator, Grade 2 \$7026-7291, Fourth Division, Depart- ment of Transport (CO), Melbourne	Senior Computer Operator, Grade 3, \$7814-8344, Fourth Division, Production Section, Melbourne (No. 14)
<i>Duties:</i> Supervisor of a shift including operation of all computing and peripheral equipment.		
<i>Qualifications:</i> Experience in operation of a major computing system. Ability to direct and control staff.		
P. Morton 70/39483A	Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division	Senior Computer Operator, Grade 2 \$7026-7291, Fourth Division, Production Section, Melbourne (No. 106)
<i>Duties:</i> Responsible for console operation on a batch-processing orientated computing system. Direct opera- tion of associated peripheral equipment. Prepare fault dockets.		
<i>Qualifications:</i> Experience in operation of a major computer system. Ability to direct and control staff.		
J. R. Cooper 70/40409K	Computer Operator, Grade 1, \$5302- 5600 Fourth Division	Computer Operator, Grade 2 \$5894- 6192 Fourth Division, Production Sec- tion, Melbourne (No. 21)
<i>Duties:</i> Under direction, operate the full range of peripheral equipment in a major installation.		
<i>Qualifications:</i> Experience in operating a large computer.		

Executive Division

A. M. Puglielli 71/36265K	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Melbourne (No. 40)
<i>Duties:</i> Secretarial duties for the Assistant Director.		
<i>Qualifications:</i> Shorthand, 100 words per minute.		

AUSTRALIAN CAPITAL TERRITORY

Field Offices Pool

N. J. Hopkins 58/31580W	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Fourth Division, Canberra (No. 28)
<i>Duties:</i> Officer-in-charge Meteorological Office, Canberra Airport. Supervise and participate in the provision of forecasts and briefings. Oversight observations and reports. Represent the Bureau with the aviation industry and other industries.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite ex- perience. Considerable experience and ability in the provision of meteorological services and sound manag- ement ability desirable.		
P. L. Ryan 65/38300X	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Western Australia	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Canberra, vice G. E. Cook, prov. prom. 17.1.74 (No. 5)
<i>Duties:</i> Shift supervisor at Canberra Airport Meteorological Office providing meteorological service to aviation. Supervise and participate in the provision of forecasts and briefing. Prepare terminal forecasts. Oversight obser- vations and reports. Liaise with aviation authorities.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite ex- perience. Proven experience and ability in the provision of meteorological services to aviation, and good management ability desirable.		

NEW SOUTH WALES

Regional Office

E. Borysewicz 66/38776A	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Sydney (No. 65)
R. R. Dunstan 58/31463M	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Sydney (No. 66)
J. B. Smith 67/39641A	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Sydney (No. 68)

Duties above three positions: Prepare meteorological analyses, prognoses, forecasts and warnings.

Qualifications: An approved technical college certificate or other approved qualifications and requisite
experience. Lengthy experience and proven ability in the duties of the position desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Field Offices Pool

J. A. Bavin 66/38775W	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Williamstown (No. 70)
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Duties: Prepare meteorological analyses, prognoses, forecasts and warnings.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Lengthy experience and proven ability in the duties of the position desirable.

C. D. Channell 66/38658M	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Tam- worth (No. 88)
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Duties: Shift supervisor at Tamworth Meteorological Office providing meteorological services to aviation and other clients. Participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven experience and ability in the provision of meteorological services to aviation and other clients and good management ability desirable.

M. E. Babakhan 69/13789K	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Sydney (No. 80)
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M. J. Chandler 65/38043M	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Sydney (No. 85)
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T. W. C. Fleming 58/26692P	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Sydney (No. 79)
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T. O'Byrne 69/99071E	Technical Officer (Meteorology), Grade 1 \$5558-6276, Third Division, Queensland Region	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Third Division, Sydney (No. 87)
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M. J. L. O'Connor 69/95399M	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Sydney (No. 86)
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Duties above five positions: Shift supervisor at the Meteorological Office at Sydney Airport providing meteorological services to aviation. Supervise and participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Sound training, experience and ability in the provision of meteorological services to aviation and sound management ability desirable.

G. K. Smith 67/39194C	Technical Officer (Meteorology), Grade 1 \$6485-6903, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Banks- town, vice W. E. Henderson, prov. prom. 17.1.74 (No. 84)
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Duties: Provide forecasts and briefing for general aviation. Take observations and make reports. Prepare terminal forecasts.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven ability and experience in the provision of meteorological services to aviation desirable.

VICTORIA

Regional Office

H. J. Macauley 58/31650K	Technical Officer (Meteorology), Grade 1 \$6485-6903, Fourth Division, New South Wales	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Facilities and Information Section, Melbourne (No. 16)
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Duties: Information Officer. Attend to requests for climatological and other meteorological information. Participate in climatological studies. Prepare periodical and seasonal weather notes and summaries.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Ability to provide meteorological services to clients and experience in the analysis and interpretation of meteorological data desirable.

Field Offices Pool

R. J. Ackroyd 64/37582C	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Victoria	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Melbourne (No. 106)
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R. G. Bradley 65/37523G	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Victoria	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Melbourne (No. 107)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

W. J. Bromham 66/39155P	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Victoria	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Melbourne (No. 50)
A. E. Nobbs 66/38672X	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Tasmania	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Melbourne (No. 105)
R. C. Stone 70/37069E	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Victoria	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Melbourne (No. 108)
G. R. Whelan 58/31886A	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Victoria	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Melbourne (No. 104)

Duties above six positions: Shift supervisor at the meteorological office at Melbourne Airport providing meteorological services to aviation. Supervise and participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Sound training, experience and ability in the provision of meteorological services to aviation and sound management ability desirable.

QUEENSLAND—REGIONAL OFFICE

Bureau of Meteorology

R. Falls 58/31476G	Meteorologist \$10000-11189 (Class 3), Third Division, Darwin	Meteorologist, \$11684-12485 (Class 4), Third Division, Regional Forecasting Centre, Brisbane (No. 43)
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Duties: Assist the Regional Director in the control and development of meteorological services within the Region and advise on scientific and technical aspects, with emphasis on the provision of forecasting warning systems.

Qualifications: Appropriate university degree or diploma with extensive experience in the provision of forecasting warning and information services and with sound knowledge of basic scientific aspects of meteorology and their applications in other fields.

P. H. Kenney 58/31613W	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Brisbane (No. 65)
H. McCann 67/39836K	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division, Townsville	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Brisbane (No. 67)
M. P. Neilsen 58/31715P	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Brisbane (No. 66)
R. R. Parr 58/31739W	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Brisbane (No. 68)
A. A. Thompson 58/31857K	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Brisbane (No. 69)

Duties above five positions: Prepare meteorological analyses, prognoses, forecasts and warnings.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Lengthy experience and proven ability in the duties of the position desirable.

Field Offices Pool

J. J. McGann 58/31701P	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Northern Territory	Principal Technical Officer (Meteorology), \$11446-11757, Third Division, Townsville (No. 59)
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Duties: Supervise and administer a major field forecasting office providing meteorological service for international and/or domestic aviation.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Ability to apply independent judgment to the development of new, and/or the modification of old procedures together with proven ability to administer a large field office desirable.

Name and persone
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

S. G. Martin 58/31664K	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Fourth Division, Rockhampton (No. 80)
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Duties: Officer-in-charge Meteorological Office, Rockhampton. Supervise and participate in the provision of forecasts and briefing. Oversight observations and reports. Represent the Bureau with the aviation industry and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Considerable experience and ability in the provision of meteorological services and sound management ability desirable.

G. T. Condon 64/85851A	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Mt Isa, vice P. G. Atkinson, prov. prom. 17.1.74 (No. 79)
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Duties: Shift Supervisor at Mt Isa Meteorological Office providing meteorological services to aviation and other clients. Participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven experience and ability in the provision of meteorological services to aviation and other clients and good management ability desirable.

P. D. Ryan 58/31790W	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Charleville (No. 78)
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Duties: Shift Supervisor at Charleville Meteorological Office providing meteorological services to aviation and other clients. Participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven experience and ability in the provision of meteorological services to aviation and other clients and good management ability desirable.

G. E. Cook 61/57440M	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Canberra	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Brisbane (No. 300)
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W. M. Denham 58/31450R	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Tasmania	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Brisbane (No. 303)
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W. E. Henderson 59/26322E	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, New South Wales	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Brisbane (No. 302)
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J. J. Trainor 67/90043K	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Brisbane (No. 303)
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Duties above four positions: Shift Supervisor at the Meteorological Office at Brisbane Airport providing meteorological services to aviation. Supervise and participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Sound training, experience and ability in the provision of meteorological services to aviation and sound management ability desirable.

D. W. Bain 71/42034K	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Mt. Isa, vice G. T. Condon, prov. prom. 17.1.74 (No. 83)
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A. X. Gassy 72/11974G	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, New South Wales	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Cairns (No. 71)
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I. C. McCarthy 65/38296C	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, North- ern Territory	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Towns- ville (No. 85)
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T. F. B. Prober 66/38649K	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Towns- ville (No. 84)
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Duties above four positions: Shift Supervisor at Townsville, Cairns and Mount Isa Meteorological Offices providing meteorological services to aviation and other clients. Participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven experience and ability in the provision of meteorological services to aviation and other clients, and good management ability desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

E. G. Tindale 58/31860K	Technical Officer (Meteorology), Grade 2 \$7843-8347, Third Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Third Division, Archerfield (No. 249)
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Duties: Officer-in-charge of Archerfield Meteorological Office providing meteorological services to general aviation. Supervise and participate in the provision of forecasts and briefings. Take observations and make reports. Liaise with local aviation clients.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Considerable experience and ability in the provision of meteorological services to aviation, and sound management ability desirable.

L. M. Shaw 67/39198W	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Archerfield (No. 250)
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Duties: Provide forecasts and briefing for general aviation. Take observations and make reports. Prepare terminal forecasts.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven ability and experience in the provision of meteorological services to aviation desirable.

SOUTH AUSTRALIA

Regional Office

R. Barnes 58/31350G	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Adelaide (No. 54)
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J. L. Burn 66/38777E	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Adelaide (No. 55)
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N. V. Morris 58/31683T	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Adelaide (No. 56)
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E. H. Wilson 58/31899W	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Adelaide (No. 57)
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Duties above four positions: Prepare meteorological analyses, prognoses, forecasts and warnings.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Lengthy experience and proven ability in the duties of the position desirable.

M. J. Hancy 66/38642C	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Facilities and Information Section, Adelaide (No. 26)
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Duties: Information Officer. Attend to requests for climatological and other meteorological information. Participate in climatological studies. Prepare periodical and seasonal weather notes and summaries.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Ability to provide meteorological services to clients and experience in the analysis and interpretation of meteorological data desirable.

Fields Offices Pool

M. P. J Ferriere 71/42035P	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Adelaide No. 118)
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N. K. Fisher 68/37510K	Technical Officer (Meteorology), Grade 1 \$5558-6276, Third Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Third Division, Adelaide (No. 119)
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T. R. Johnson 69/66796E	Technical Officer (Meteorology), Grade 1 \$5558-6276 Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Adelaide (No. 120)
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W. B. Mascaluk 64/37585R	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Adelaide (No. 121)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

A. J. Rolfe 66/39154K	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Queens- land	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Adelaide (No. 122)
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Duties above five positions: Shift supervisor at Adelaide Airport meteorological office providing meteorological services to aviation. Supervise and participate in the provision of forecasts and briefing. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven experience and ability in the provision of meteorological services to aviation, and good management ability desirable.

WESTERN AUSTRALIA

Regional Office

D. A. Hamilton 58/31534E	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division	Principal Technical Officer (Meteorology) \$11446-11757, Third Division, Perth (No. 42)
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Duties: Quality control of services from Weather Service Offices. Inspect and report on work of Technical Officers (Meteorology) in the Region. Investigate and arrange improvements in services and techniques. Maintain liaison with aviation industry and authorities. Investigate air safety incidents.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Extensive experience and proven ability in aviation meteorology and management ability of a high order desirable.

M. J. Voysey 70/75946R	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Perth (No. 47)
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Duties: Prepare meteorological analyses, prognoses, forecasts and warnings.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Lengthy experience and proven ability in the duties of the position desirable.

Field Offices Pool

E. D. Green 58/31520E	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Perth (No. 64)
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B. J. Reilly 63/37246A	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Queens- land	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Perth (No. 66)
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D. I. Beamish 69/75559A	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Perth (No. 59)
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Duties above three positions: Shift supervisor at the meteorological office at Perth Airport providing meteorological services to aviation. Supervise and participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Sound training, experience and ability in the provision of meteorological services to aviation and sound management ability desirable.

M. R. Ball 65/38272W	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Port Hedland (No. 35)
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J. T. Dow 58/31461C	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Victoria	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Port Hedland (No. 61)
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Duties above two positions: Shift supervisor at Port Hedland meteorological office providing meteorological services to aviation and other clients. Supervise and participate in the provision of forecasts and briefing. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Sound management ability and experience in the provision of meteorological services to aviation and other clients; and judgment in the provision of service in the absence of the full range of guidance material desirable.

Note: Officers promoted to the above seventy-three positions may be required to service in other positions at the same levels throughout Australia in the Field Offices Pool.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

TASMANIA

Field Offices Pool

J. B. Whitehead 58/31889P	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Fourth Division, Hobart (No. 32)
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Duties: Officer-in-charge Meteorological Office, Hobart Airport. Supervise and participate in the provision of forecasts and briefing. Oversight observations and reports. Represent the Bureau with the aviation industry and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Considerable experience and ability in the provision of meteorological services and sound management ability desirable.

L. M. Farrell 65/12843P	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, North- ern Territory	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Hobart (No. 51)
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R. Lloyd 68/37505A	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, South Australia	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Launce- ston (No. 29)
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D. M. Kennedy 66/38654T	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Queens- land	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Laun- ceston (No. 31)
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L. Lloyd 68/37500C	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division, Northern Territory	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Hobart (No. 51A)
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T. N. Turner 65/38305W	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Launce- ston (No. 30)
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Duties above five positions: Shift supervisor at Hobart or Launceston Airport meteorological offices as specified, providing meteorological services to aviation. Supervise and participate in the provision of forecasts and briefing. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven experience and ability in the provision of meteorological services to aviation and good management ability desirable.

NORTHERN TERRITORY

Regional Office

M. J. Keatinge 66/45766X	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division Melbourne	Communications Operator \$4339-5516, Fourth Division Facilities and Informa- tion Section, Darwin (No. 103)
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Duties: Operate teleprinter and other communications equipment on shift in a communications centre.

Qualifications: Experience relevant to the duties.

Note: Shift work is involved.

J. W. Nicholas 58/31719G	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division	Principal Technical Officer (Meteor- ology), \$11446-11757, Third Division, Darwin (No. 31)
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Duties: Quality control of services from Weather Service Offices. Inspect and report on work of Technical Officers (Meteorology) in the Region. Investigate and arrange improvement in services and techniques. Maintain liaison with aviation industry and authorities. Investigate air safety incidents.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Extensive experience and proven ability in aviation meteorology, and management ability of a high order desirable.

G. S. Heath 58/31553P	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division, Queensland	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Darwin (No. 35)
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R. F. Pearce 58/31743A	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division, Queensland	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Darwin (No. 34)
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A. K. Stevens 58/31832X	Senior Technical Officer (Meteorology), Grade 2 \$9379-9932, Third Division, Queensland	Senior Technical Officer (Meteorology), Grade 3 \$10227-10522, Third Division, Regional Forecast Centre, Darwin vice J. W. Nicholas, prov. prom. 17.1.74 (No. 33)
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Duties above three positions: Prepare meteorological analyses, prognoses, forecasts and warnings.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Lengthy experience and proven ability in the duties of the position desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Field Offices Pool

P. G. Atkinson 62/81019K	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Queensland	Technical Officer (Meteorology), Grade 2 \$9379-9932, Fourth Division, Alice Springs (No. 38)
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Duties: Officer-in-charge Meteorological Office, Alice Springs. Supervise and participate in the provision of forecasts and briefing. Oversight observations and reports. Represent the Bureau with the aviation industry and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Considerable experience and ability in the provision of meteorological services and sound management ability desirable.

P. G. Adams 67/39182M	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Alice Springs (No. 101)
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Duties: Shift supervisor at Alice Springs Meteorological Office providing meteorological services to aviation and other clients. Participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Proven experience and ability in the provision of meteorological services to aviation and other clients and good management ability desirable.

D. D. C. Brook 66/39837X	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, A.C.T.	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Darwin (No. 40)
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R. N. Casey 58/31415M	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Darwin (No. 100)
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P. G. Jackson 66/38643G	Technical Officer (Meteorology), Grade 1 \$5558-6276, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Darwin (No. 99)
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G. M. Pavlinovich 58/35238R	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Darwin (No. 39)
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R. J. S. Peterson 58/11610E	Technical Officer (Meteorology), Grade 2 \$7843-8347, Fourth Division, Victoria	Senior Technical Officer (Meteorology), Grade 1 \$8599-9103, Fourth Division, Darwin (No. 98)
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Duties above five positions: Shift Supervisor at the Meteorological Office at Darwin Airport providing meteorological services to aviation. Supervise and participate in the provision of forecasts and briefings. Prepare terminal forecasts. Oversight observations and reports. Liaise with aviation authorities.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Sound training, experience and ability in the provision of meteorological service to aviation and sound management ability desirable.

TASMANIA

Facilities and Information Section

J. A. Clark 70/81267P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Science, Hobart	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Facilities and Information Section, Hobart (No. 60)
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Duties: Decode weather messages and prepare routine weather bulletins and reports. Plot synoptic weather charts. Answer public inquiries on past and present weather conditions. Operate teleprinter and other communications equipment.

Note: Shiftwork involved.

M. S. Sinclair 71/81232M	Computing Assistant \$4488-5254, Fourth Division, Department of Science, Hobart	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Facilities and Information Section, Hobart (No. 60)
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Duties: Decode weather messages and prepare routine weather bulletins and reports. Plot synoptic weather charts. Answer public inquiries on past and present weather conditions. Operate teleprinter and other communications equipment.

Note: Shiftwork involved.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

R. W. Brown 63/66086P	Assistant Inspector \$9876-10538 (Class 7), Third Division, Department of Defence	Inspector \$11032-11525 (Class 8), Third Division, Management Consultancy Section (No. 6)
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Duties: Undertake investigations of methods, organisation and establishment proposals and submit reports and recommendations.

Qualifications: Analytical and report writing ability. Investigational experience desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Overseas Property Bureau, Assessment and Acquisitions Branch

- | | | |
|----------------------------|---|--|
| C. J. Fogarty
71/88021M | Clerk \$7899-8639 (Class 5), Third Division | Clerk \$8886-9548 (Class 6), Third Division, Operations Section (No. 35) |
|----------------------------|---|--|
- Duties:* Assist with investigations associated with satisfying the requirements for land or accommodation overseas. Prepare associated recommendations, draft Ministerial submissions, other correspondence and reports.
Qualifications: Experience in investigation and report writing desirable.
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| L. Lupton
68/85616R | Clerk \$7899-8639 (Class 5), Third Division | Clerk \$8886-9548 (Class 6), Third Division, Operations Section, vice R. J. Griffiths. prov. prom. 13.12.73 (No. 37) |
|------------------------|---|--|
- Duties:* Assist with investigations associated with satisfying the requirements for land or accommodation overseas. Prepare associated recommendations, draft ministerial submissions, other correspondence and reports.
Qualifications: Experience in investigation and report writing desirable.
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| R. J. A. Taber
70/86066X | Clerk \$7899-8639 (Class 5), Third Division, Department of the Treasury | Clerk \$8886-9548 (Class 6), Third Division, Operations Section (No. 38) |
|-----------------------------|---|--|
- Duties:* Assist with investigations associated with satisfying the requirements for land or accommodation overseas. Prepare associated recommendations, draft Ministerial submissions, other correspondence and reports.
Qualifications: Experience in investigation and report writing desirable.

Policy and Programming Branch

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|-------------------------------|---|---|
| N. A. Richardson
58/35241R | Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division | Principal Executive Officer \$13004-13498 (Class 10), Third Division, Programming Section (No. 5) |
|-------------------------------|---|---|
- Duties:* Direct the preparation of short and long term programmes for acquisition, leasing, disposal construction and maintenance to meet overseas property needs. Control and manage the implementation of the programme.
Qualifications: Executive ability. Experience in financial and property programming desirable. Tertiary qualifications desirable.
Above five promotions: In lieu of notification appearing in Gazette No. 5 of 10.1.74.
The effective date of the above five promotions is 10.1.74.

QUEENSLAND

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| L. J. Small
72/88338T | Valuer, Grade 2 \$9187-10230, Third Division, Australian Taxation Office, Canberra | Clerk \$11032-11525 (Class 8), Third Division, Land Section, Townsville (NP) |
|--------------------------|--|--|
- Duties:* Officer-in-charge, District Office, Townsville. Direct the activities of staff engaged in land planning, project and management activities. Prepare recommendations on requirements and undertake the more complex projects.
Qualifications: Administrative ability, experience in land acquisition, disposal and leasing matters. Thorough knowledge of the lands Acquisition Act desirable.
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| N. S. Mason
58/33873C | Clerk \$7899-8639 (Class 5), Third Division | Clerk \$8886-9548 (Class 6), Third Division, Land Section, Brisbane (NP) |
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| H. R. Starkey
61/57576T | Clerk \$7899-8639 (Class 5), Third Division | Clerk \$8886-9548 (Class 6), Third Division, Land Section, Brisbane (No. 46) |
|----------------------------|---|--|
- Duties above two positions:* Undertake investigations associated with Land Planning Activities. Negotiate on behalf of the Department and prepare recommendations and submissions.
Qualifications above two positions: Extensive experience in land use and/or variations to land planning for Australian Government Departments.
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| A. L. M. Spurgin
58/17090X | Clerk \$7899-8639 (Class 5), Third Division | Clerk \$8886-9548 (Class 6), Third Division, Accommodation Section, Brisbane (No. 95) |
|-------------------------------|---|---|
- Duties:* Undertake the more complex investigations associated with variations to Australian Government Accommodation Holdings. Negotiate on behalf of the Department and prepare recommendations and submissions.
Qualifications: Investigation experience and knowledge of Australian Government Accommodation and Construction requirements and practices an advantage.
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| C. C. Koch
58/26742P | Clerk \$7899-8639 (Class 5), Third Division | Clerk \$8886-9548 (Class 6), Third Division, Land Section, Brisbane (No. 45) |
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| R. W. Woodhall
58/17101A | Clerk \$7899-8639 (Class 5), Third Division | Clerk \$8886-9548 (Class 6), Third Division, Land Section, Brisbane (No. 3) |
|-----------------------------|---|---|
- Duties above two positions:* Undertake investigations associated with Land Project Activities. Negotiate on behalf of the Department and prepare recommendations and submissions.
Qualifications above two positions: Extensive experience in land acquisition, disposal and leasing matters. Thorough knowledge of the Lands Acquisition Act desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

B. C. Bishop 62/57067M	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Land Section, Brisbane (No. 35)
R. J. Roberts 64/57088M	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Land Section, Brisbane (No. 37)
R. L. Marsh 58/17053K	Clerk \$6912-7652 (Class 4), Third Division, Department of Housing and Construction, Brisbane	Clerk \$7899-8639 (Class 5), Third Division, Land Section, Brisbane (No. 148)
B. W. Ledden 67/58284W	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Land Section, Brisbane (No. 30)
T. R. Harris 68/57337P	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Land Section, Brisbane (No. 4)
G. H. Yates 58/45943C <i>Duties above six positions:</i> Assist in investigations into land Projects. Collect and analyse information relating to land. Prepare recommendations and submissions. <i>Qualifications above six positions:</i> Experience in land acquisition, disposal and leasing matters. Thorough knowledge of the Lands Acquisition Act desirable.	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Land Section, Brisbane (N.P.)
H. T. Morgan 59/19970E	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Accommodation Section, Brisbane (N.P.)
P. J. T. Hotham 58/28749T <i>Duties above two positions:</i> Undertake investigations associated with variations to Australian Government Accommodation Holdings. Prepare appropriate recommendations and submissions. <i>Qualifications above two positions:</i> Investigation experience and knowledge of Australian Government Accommodation and Construction requirements and practices an advantage.	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Accommodation Section, Brisbane (N.P.)
P. J. Dore 69/57411X <i>Duties:</i> Undertake investigations, prepare reports and make recommendations on measures necessary to ensure the preservation and protection of Australian Government accommodation. <i>Qualifications:</i> Investigation experience and knowledge of Accommodation and Construction requirements and practices an advantage.	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Accommodation Section, Brisbane (No. 156)
T. Mulligan 66/57465C	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Land Section, Brisbane (No. 11)
G. D. Connolly 62/57445A <i>Duties above two positions:</i> Assist in investigations associated with land management activities. Prepare recommendations and submissions. <i>Qualifications above two positions:</i> Aptitude for/or experience in investigation and property assessment in relation to land management activities.	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Land Section, Brisbane (N.P.)
J. A. Greenwood 58/17029R <i>Duties:</i> Collect analyse and assess information for use in the investigation of Accommodation projects. <i>Qualifications:</i> Ability to undertake minor investigations and an aptitude for report writing.	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Accommodation Section, Brisbane (No. 9)
R. J. Platt 65/58000X	Clerk \$5806-6666 (Class 2/3), Third Division, Commonwealth Sub-Treasury, Brisbane	Clerk \$6912-7652 (Class 4), Third Division, Land Section, Brisbane (No. 18)
B. F. Smith 58/29210X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Land Section, Brisbane (No. 29)
K. J. Downey 70/58050W <i>Duties above three positions:</i> Collect, analyse and assess information for use in investigation of acquisition, disposal and leasing matters. <i>Qualifications above three positions:</i> Ability to undertake minor investigations and an aptitude for report writing. Knowledge of Lands Acquisition Act desirable.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Land Section, Brisbane (No. 38)

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

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| <p>B. Tierney
70/58296T
<i>Duties:</i> Collect, analyse and assess information in relation to acquisitions, disposals and leasing matters.
<i>Qualifications:</i> Ability to undertake minor investigations and an aptitude for report writing. Knowledge of Lands Acquisition Act desirable.</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division, Townsville</p> | <p>Clerk \$6912-7652 (Class 4), Third Division, Land Section, Townsville (N.P.)</p> |
| <p>L. Johnston
72/57408E
<i>Duties:</i> Provide general assistance in accommodation management matters.</p> | <p>Clerk \$2713-5594 (Class 1), Third Division</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division, Accommodation Section, Brisbane (No. 172)</p> |
| <p>A. D. Collins
73/57375W
<i>Duties:</i> Provide general assistance in land management matters.</p> | <p>Clerk \$2713-5594 (Class 1), Third Division</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division, Land Section, Brisbane (No. 6)</p> |

Accounts and Personnel Section

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| <p>D. J. Lawler
58/17586P
<i>Duties:</i> In charge of and responsible for efficient functioning of Section: Chief Accounting Officer.
<i>Qualifications:</i> Accounting and Personnel Experience. Accounting qualifications desirable.</p> | <p>Clerk \$7899-8639 (Class 5), Third Division, Brisbane</p> | <p>Senior Clerk and Accountant \$8886-9548 (Class 6), Third Division, vice R. E. Maletz, prov. prom. 13.12.73, Brisbane (No. 76)</p> |
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SOUTH AUSTRALIA

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| <p>F. E. Lynch
65/66572R
<i>Duties:</i> Supervise and direct the Accounts Sub-section and inform the Senior Clerk and Accountant of significant trends in expenditure. Liaise with Section heads and Central Office in connection with budgetary matters and initiate action arising therefrom. Certifying Officer and alternative Authorising Officer for the Branch.
<i>Qualifications:</i> Relevant experience and accounting or other appropriate qualifications desirable.</p> | <p>Clerk \$6912-7652 (Class 4), Third Division, Department of Supply, Stores and Transport Branch, Adelaide</p> | <p>Assistant Accountant \$7899-8639 (Class 5), Third Division, Accounts and Personnel Section, Adelaide (No. 78)</p> |
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TASMANIA

Property Management

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|---|---|--|
| <p>J. M. Christensen
66/83189C
<i>Duties:</i> Inquiry Officer, Australian Government Centre. Answer inquiries from members of the public and direct the inquirer to the specific inquiry point within the Centre.</p> | <p>Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Telecommunications Division, Postmaster-General's Department, Hobart</p> | <p>Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Hobart (No. 36)</p> |
| <p>J. F. Armstrong
62/81175R
<i>Duties:</i> Oversight the work of staff associated with the servicing of the Australian Government Centre. Supervise cleaning and gardening contracts in Australian Government owned and jointly occupied leased premises in this State.</p> | <p>Lift Attendant \$3663-3840, Fourth Division, Australian Taxation Office, Hobart</p> | <p>Custodian (Buildings), \$4622-4866, Fourth Division, Hobart (N.P.)</p> |

SOUTH AUSTRALIA

Australian Electoral Office

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| <p>M. J. Beerworth
65/66108K
<i>Duties:</i> Assist in the maintenance of rolls and electoral work generally.
<i>Allowances:</i> Joint Rolls Allowance \$180 per annum. Legislative Council Rolls Allowance \$30 per annum.</p> | <p>Clerk \$2713-5594 (Class 1), Third Division</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division, Divisional Staff (located at Unley), (No. 23)</p> |
| <p>P. D. Williams
65/66761X
<i>Duties:</i> Officer-in-charge of Index Section.</p> | <p>Clerical Assistant, Grade 3 \$4230-4610, Fourth Division, Index Section</p> | <p>Clerical Assistant, Grade 4 \$4736-4989, Fourth Division, Index Section (No. 5)</p> |

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Social Welfare Division

A. A. Horridge 70/88390R	Social Worker, Class 3 \$9350-10040, Third Division, Department of Health, Canberra	Social Worker, Class 4 \$10440-10840, Third Division, Canberra (No. 306)
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Duties: Assistant Director (Social Work). Co-ordinate, develop and provide a consultant service on departmental casework/group work services. Evaluate developments in social work, liaise with welfare organisations and prepare high level advice and correspondence.

Community and Professional Services Branch

D. G. Ritchie 70/88518R	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$11032-11525 (Class 8), Third Division, Liaison and Assistance Section, Canberra (No. 806)
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Duties: Assist in the implementation of the Australian Assistance Plan. Assist in the preparation and development of policy aspects of assistance under the Plan. Examine and make recommendations on claims and proposals submitted by regional and local bodies in regard to the Plan.

Qualifications: Academic qualifications in social work, social sciences or related fields desirable.

Project and Development Branch

L. M. Bannerman 68/87031A	Social Worker, Class 1 \$5360-7980, Third Division, Melbourne	Social Worker, Class 2 \$8390-9075, Third Division, Special Projects Section, Canberra (No. 818)
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Duties: Assist with ad hoc and special projects required by the Department or Social Welfare Commission. Draft reports and correspondence.

Qualifications: Approved degree or diploma in social work or social studies and relevant professional experience.

A. V. Gordevich 71/57676W	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Department of Immigration, Canberra	Clerk \$11032-11525 (Class 8), Third Division, Planning and Investigation Section, Canberra (No. 814)
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Duties: Responsible for long-term special welfare projects including (a) implementation and evaluation of pilot welfare centres programmes and liaison with appropriate community bodies, (b) evaluation of community information centres including the development of assessment criteria, analysis of findings and submission of policy recommendations.

Qualifications: Academic qualifications in social sciences, social work or related fields and working experience in appropriate areas of research or welfare services desirable.

A. M. Brennan 70/57742A	Social Worker (Class 2) \$8390-9075, Third Division, Brisbane	Clerk \$11082-11525 (Class 8), Third Division, Special Projects Section, Canberra (No. 815)
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Duties: As directed, undertake research associated with the development of social welfare activities. Assist as required with other projects in the social welfare field.

Qualifications: Academic qualifications in social sciences, social work or related fields and working experience in appropriate areas of research or welfare services desirable.

Office of the Chairman of the Social Welfare Commission

J. D. Davidson 71/66190P	Social Worker (Class 1) \$5360-7980, Third Division, Adelaide	Project Officer \$11032-11525 (Class 8), Third Division, Canberra (No. 732)
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Duties: As directed, to undertake research associated with projects initiated by the Commission and/or assist with programmes undertaken on behalf of the Commission by Universities, government departments, and other organisations. To act as Secretary/Convenor to working parties and committees established by the Commission.

Qualifications: University or other tertiary qualifications in social psychology, social anthropology, sociology, social administration, social economics, law or other allied disciplines. Working experience in appropriate areas of research or personal welfare services desirable.

Management Division

D. Schweighofer 71/66923C	Typist, Grade 1 \$1838-3981, Fourth Division, Adelaide	Typist, Grade 2 \$4113-4378, Fourth Division, Canberra (No. 76)
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Duties: Perform stenographic and typing duties as required.

Qualifications: Shorthand, at least eighty words per minute.

K. F. Milton 73/86779E	Typist, Grade 1 \$1838-3981, Fourth Division	Typist, Grade 2 \$4113-4378, Fourth Division, Canberra (No. 77)
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Duties: Perform stenographic and typing duties as required.

Qualifications: Shorthand, at least eighty words per minute.

ADP Branch

P. T. Gwilt 71/11607E	Computer Operator, Grade 1 \$5302-5600, Fourth Division, Statistician's Branch, Department of the Treasury, Canberra	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Canberra (No. 631)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

V. C. Grant 72/13429X	Computer Operator, Grade 1 \$5302-5600, Fourth Division, Sydney	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Canberra (No. 632)
M. R. Challis 72/13040K	Computer Operator, Grade 1 \$5302- 5600, Fourth Division, Sydney	Computer Operator, Grade 2 \$5894- 6192, Fourth Division, Canberra (No. 633)

Duties above three positions: Operate the full range of peripheral equipment.

N. H. Lewis 72/85106M	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, National Library of Australia	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Software and Operations Section, Canberra (No. 637)
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Duties: Tape Librarian. Maintain control of magnetic tape reels and disk pads in the computer centre.

J. Byrnes 72/14039E	Data Processing Operator, Grade 1 \$1838- 3981, Fourth Division, Sydney	Data Processing Operator, Grade 2 \$4491, Fourth Division, Software and Operations Section, Canberra (No. 203)
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Duties: Operate card punch machine; undertake programme punching on a variety of documents involving some interpretation of coding sheets.

Qualifications: Applicants must have passed the prescribed test.

P. J. Colvin 73/87995E	Programming Assistant, Grade 2 \$5806- 6666 (Class 2/3), Third Division, Depart- ment of Foreign Affairs	Assistant Programmer \$7899-8639 (Class 5), Third Division, Applications Section, Group 2 (Project Team No. 5) Sub-section, Canberra (No. 619)
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Duties: Under direction write programmes for the Sub-section and prepare flow charts and documentation.

Qualifications: Formal training in programming together with appropriate experience. Tertiary qualifications desirable.

Establishments and Finance Branch

B. L. Brown 73/85623X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666, (Class 2/3), Third Divi- sion, Finance Section, Canberra (No. 832)
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Duties: Forms Officer (Supply). Undertake the monthly collation of printing requirements for State Branches and Central Office. Liaise with States and Central Office on all existing form requirements and decide appropriate distribution.

W. P. Meadley 65/36048M	Inspector \$11032-11525 (Class 8), Third Division	Senior Inspector \$12019-12510 (Class 9), Third Division, Personnel and Services Section, Canberra (No. 842)
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Duties: Direct, co-ordinate and control the work of the recruitment and training sub-section. Determine policies and programmes for recruitment of staff, staff development and training including executive development.

G. J. Ferguson 73/88360T	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Personnel and Services Section, Can- berra (No. 835)
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Duties: Process claims for Regulations 96, 97, 98AAA, 90, travelling allowances, etc. Prepare submissions thereon and make recommendations accordingly.

J. T. Hodgson 71/86710R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Establishments and Pro- jects Section, Control Sub-section, Can- berra (No. 853)
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Duties: Assist in the preparation and maintenance of organisation charts, duty statements, functional statements and position cards.

P. A. Farrell 58/14050M	Clerk \$5806-6666 (Class 2/3), Third Divi- sion	Clerk \$6912-7652 (Class 4), Third Division Personnel and Services Section, Recruit- ment and Training Sub-section, Canberra (No. 847)
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Duties: Prepare reports on recommendations by Branch Heads for temporary transfers within Central Office. Assist in the implementation of major recruitment campaigns and undertake work associated with special appointments. Supervise the collection and collation of Staff Statistical returns. Assist in the induction procedures for new staff.

K. F. Turner 63/10099X	Clerk \$6912-7652 (Class 4), Third Divi- sion, Department of Defence (Navy Office), Sydney	Clerk \$8886-9548 (Class 6), Third Divi- sion, Personnel and Services Section, Personnel and Industrial Sub-section, Canberra (No. 43)
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Duties: Control and direct the activities of the Personnel unit. Exercise delegated powers under the Public Service Act.

Qualifications: A thorough knowledge of the Public Service Act and Regulations, General Orders, Superannuation Act, Commonwealth Employees' Furlough Act, Commonwealth Employees' Compensation Act, Arbitration Determinations and Awards. Ability to control staff.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Operations Branch

J. M. Rees 67/12791M	Clerk \$7899-8639 (Class 5), Third Division	Assistant Inspector \$8886-9548 (Class 6), Third Division, Planning Control and Development Section (No. 407)
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Duties: Undertake projects relating to work documentation. Prepare draft procedure manuals; examine and edit projects received from State Branches; make recommendations.

Welfare Services Division, Rehabilitation Branch

G. J. Raftery 67/66504X	Vocational Counsellor, Grade 1 \$6912-7652 (Class 4), Third Division, Adelaide	Clerk \$9876-10538 (Class 7), Third Division, Canberra (No. 706)
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Duties: Senior Vocational Counsellor. Assist in the development and co-ordination of vocational rehabilitation services for disabled clients attending rehabilitation centres and work adjustment centres conducted by the Australian Rehabilitation Service.

Social Welfare Division, Community and Professional Services Branch

J. L. Martin 73/88260K	Social Worker, Class 1 \$5360-7980, Third Division, Department of the Capital Territory	Social Worker, Class 2 \$8390-9075, Third Division, Social Work Section, Canberra (No. 717)
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Duties: Maintain and analyse data on departmental casework/group work services. Study and report on overseas and Australian publications and trends. Assist with preparation of reports for international organisations and other Australian Government Departments. Draft replies to correspondence.

M. E. Hilton 69/86072M	Social Worker, Class 1 \$5360-7980, Third Division, Department of the Capital Territory	Social Worker, Class 2 \$8390-9075, Third Division, Social Work Section, Canberra (No. 811)
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Duties: Maintain and analyse data on community work services. Examine trends in this field within and outside the Department. Draft replies and correspondence.

Hospital Insurance and Nursing Division

Hospital Insurance Branch

C. G. Needham 67/38434C	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Canberra, vice T. Hannan, prov. prom. 1.11.73 (No. 500)
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Duties: Assist in investigation and preparation of reports on fee and benefit levels or research or development connected with health benefit schemes. Preparation of replies to ministerial representations.

W. J. Kinnane 68/86026E	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Canberra, vice A. J. Rumsey, prov. prom. 18.10.73 (No. 495)
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Duties: Assist in investigations and preparation of reports on fee and benefit levels or research or development connected with health benefit schemes. Preparation of replies to ministerial representations.

R. M. MacPherson 67/23710C	Clerk \$7899-8339 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Canberra, vice R. Graham, prov. prom. 1.11.73 (No. 486)
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Duties: Assist in investigations and preparation of reports on fee and benefit levels or research or development connected with health benefit schemes. Preparation of replies to ministerial representations.

Nursing Homes Benefits Branch

F. J. Murphy 65/12272A	Clerk \$7899-8639 (Class 5), Third Division, Repatriation Department	Clerk \$8886-9548 (Class 6), Third Division, Canberra (No. 696)
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Duties: Assist in investigations and preparation of reports on fee and benefits levels or research or development connected with health benefit schemes. Preparation of replies to ministerial representations.

R. M. Cleary 64/85687E	Clerk \$7899-8639 (Class 5), Third Division, Department of Defence (Air Office)	Clerk \$8886-9548 (Class 6), Third Division, Canberra, vice K. Walker, prov. prom. 1.11.73 (No. 513)
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Duties: Assist in investigations and preparation of reports on fee and benefit levels or research or development connected with health benefit schemes. Preparation of replies to ministerial representations.

Health Insurance Development and Review Branch

J. A. Nimmo 66/38535A	Clerk \$9876-10538 (Class 7), Third Division	Executive Officer \$11032-11525 (Class 8), Third Division, Canberra (No. 645)
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Duties: Undertake projects for the development of new schemes and new approaches in the health insurance security fields in Australia. Review, as directed, existing health insurance schemes. Examine and analyse developments and proposed developments in the health insurance fields in overseas countries.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

Regional Offices

S. M. Warren 67/39009E	Typist, Grade 2 \$4113-4378, Fourth Division, Department of Housing and Construction, Melbourne	Typist Supervisor, Grade 1 \$4771-4924, Fourth Division, Regional Office, Dandenong (No. 344)
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Duties: Accept responsibility for the supervision and control of typists. Determine priority of work and arrange distribution. Train staff, and review completed work. Prepare requisitions for stores, ensure proper maintenance of equipment.

R. A. Spierings 68/38412W	Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Regional Office, Dandenong (No. 324)
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Duties: Examine and review existing age, invalid and widows pension entitlement on the occurrence of changed circumstances; make recommendations as appropriate.

Qualifications: Sound knowledge of the Social Services Act, pensions procedures and instructions are desirable.

SOUTH AUSTRALIA

Management Branch

K. W. Bawden 67/66654C	Clerk \$5806-6666 (Class 2/3), Third Division, Community Liaison and Services Section, Welfare Service Branch, Adelaide	Clerk \$7899-8639 (Class 5), Third Division, Operations Section, Adelaide (No. 731)
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Duties: Control the processing of computer output associated with the Pensions ADP System. Make continuous checks to ensure that output is processed in conformity with operational requirements. Prepare operation reports. Bring to notice of user personnel. Supervise and train staff in the Output Control Sub-section, Pensions Cell.

Qualifications: Knowledge of ADP functions and Social Services Act desirable.

R. S. Ross 66/36830G	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section	Clerk \$6912-7652 (Class 4), Third Division, Establishments Section, Adelaide (No. 229)
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Duties: Forms Officer. Design new forms and re-design existing forms for use within State Headquarters and Regional Offices. Maintain a constant oversight in the design, usage and ordering of forms.

Regional Office

G. A. Geddie 58/24091G	Clerk \$8886-9548 (Class 6), Third Division, Welfare Services Branch, Subsidies Section, Adelaide	Registrar \$9876-10538 (Class 7), Third Division, Elizabeth (No. 429)
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Duties: Responsible for the proper functioning of the Regional Office including the supervision and control of staff. Exercise delegated authorities to determine claims for pension or unemployment and sickness benefits as required.

Qualifications: Sound knowledge of Social Services Act. Ability to carry out high level interviews. Experience in controlling staff, planning for office and training needs and interpreting policy changes.

R. M. Ford 71/67108A	Clerk \$2713-5594 (Class 1), Third Division, unattached	Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Morphett Vale (No. 919)
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Duties: Assess new claims for Unemployment, Sickness and Special Benefit and continuation payments of current benefits. Act as counter-signing officer.

J. E. Amezdroz 63/67051G	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Operations Section, Management Branch, Adelaide	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Morphett Vale (No. 921)
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Duties: Attend to all counter and telephone inquiries regarding general departmental activities.

Qualifications: Broad knowledge of departmental activities and various Acts. Ability to satisfactorily handle inquiries from members of the public.

M. W. Rieger 62/66442P	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, Social Security Branch, Adelaide	Pensions Officer \$7899-8639 (Class 5), Third Division, Morphett Vale (No. 918)
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Duties: Examine claims for pensions and associated allowances. Review current pension cases.

Qualifications: Sound knowledge of Social Services Act. Ability to carry out interviews at all levels. Experience in controlling and training staff.

TASMANIA

Welfare Services Branch

C. D. Pockley 67/57366P	Social Worker, Class 1 \$5360-7980, Third Division, Department of Aboriginal Affairs, Darwin	Social Worker, Class 2 \$8390-9075, Third Division, Social Work Section, Burnie (No. 245)
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Duties: Control the social work and welfare service of the Regional Office. Undertake casework. Promote, develop and co-ordinate welfare programmes and services in the Region.

Qualifications: Approved degree/diploma in Social Work or equivalent. Organisational ability desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

M. P. J. Ryan
70/81124P

Clerk \$2713-5594 (Class 1), Third Division, Establishments Section

Vocational Counsellor \$6912-7652 (Class 4), Third Division, Rehabilitation Section, Hobart, vice L. I. Preece, prov. prom. 10.1.74 (No. 112)

Duties: Interview disabled persons for assistance under the Rehabilitation Scheme. Maintain liaison with training and placement authorities with a view to ensuring that rehabilitees are satisfactorily trained and placed in suitable employment.

Qualifications: It is desirable that applicants have had experience as a Vocational Counsellor in the Department of Social Security and have either successfully completed a Basic Course for Vocational Counsellors or have commenced or completed related tertiary studies.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

National Library of Australia

Co-ordination and Policy Branch

M. Balderson
72/86278P

Clerical Assistant, Grade 5 \$5159-5497, Fourth Division

Library Officer, Grade 1 \$5458-6143, Third Division, Extension Services Section, Branch Libraries Sub-section (No. 353)

Duties: Supervise the work of Hughes Branch, including Curtin and Yarralumla Childrens Libraries.

Resources Organisation and Development

S. E. Dodds
71/85128T

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Cataloguing Section, Stocktake Sub-section (No. 683)

Duties: Undertake check of shelf list cards against books in the National collection.

W. Tully
63/40242E

Library Officer, Grade 1 \$5458-6143, Third Division

Librarian, Class 1 \$5424-7831, Third Division, Bibliography Section (No. 56)

Duties: Sub editor, National Union Catalogue Service. Co-ordinate and establish new and revised entries and references in the monograph union catalogue.

Qualifications: University degree or diploma and Library Association of Australia registration examination or equivalent; or recognised qualification in librarianship from a College of Advanced Education.

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Planning and Procurement Division

Contracts Branch

P. F. Hilton
69/85314W

Clerk \$5806-6666 (Class 2/3), Third Division, Canberra

Clerk \$6912-7652 (Class 4), Third Division, Canberra (No. 10)

Duties: Under direction allocate procurement demands to district Contract boards for procurement action and attend to subsequent queries. Undertake branch administrative matters.

Qualifications: A knowledge of procurement procedures desirable.

Production Planning Branch

J. A. Anderson
71/86555X

Clerical Assistant, Grade 2 \$4393-4698, Fourth Division, Department of Defence (Air Office), Canberra

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra (No. 82)

Duties: Prepare ADP media in respect of procurement demands and amendments.

Finance and Management Services Division, Establishments Branch

E. A. Kerr
73/86987W

Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Canberra (No. 53)

Duties: Sort files and correspondence.

B. Cruickshanks
73/87036M

Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Canberra (No. 67)

Duties: Locate and attach registry papers, maintain location register and control resubmit systems. Conduct searches as required.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. J. Cornel 73/13334P	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Research Officer, Grade 1 \$6022-7652, Third Division, Personnel, Management and Development Section, Canberra (No. 23)
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Duties: Undertake research into various specialised fields according to departmental needs.
Qualifications: University degree or other appropriate qualifications.

NEW SOUTH WALES

Guided Weapons and Electronics Supply Branch

A. W. Jackson 67/12239M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, St Marys	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Guided Weapons and Electronics Support Facility, St Marys (No. 78)
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Duties: Prepare requisitions for the purchase of plant items and spare parts, and progress deliveries. Provide general clerical assistance.

Finance Branch

J. R. Waterhouse 59/39277A	Cost Investigator, Grade 1 \$7899-8639 (Class 5), Third Division	Cost Investigator, Grade 2 \$8886-9548 (Class 6), Third Division, Cost Investigation Section, Sydney (No. 2076)
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Duties: Carry out complex cost investigations. Determine overheads applicable to cost-plus contracts. Undertake special investigations.
Qualifications: Completion of a recognised course of training in Accountancy; or completion of the requisite subjects of a recognised course in Accountancy; or equivalent qualification.

P. J. Skinner 69/81213M	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Treasury, Hobart	Cost Investigator, Grade 1 \$7899-8639 (Class 5), Third Division, Cost Investigation Section, Sydney, vice J. R. Waterhouse, prov. prom. 17.1.74 (No. 44)
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Duties: Investigate cost of orders placed with contractors. Develop cost investigation programs. Examine overhead costs. Appraise contractors' financial and cost recording systems.
Qualifications: Completion of a recognised course of training in accountancy; or completion of the requisite subjects of a recognised course in accountancy; or equivalent qualification.

M. Adamedes 73/10477E	Clerk \$2713-5594 (Class 1), Third Division, Department of the Treasury, Sydney	Assistant Cost Investigator \$6912-7652 (Class 4), Third Division, Cost Investigation Section, Sydney, vice J. G. McDonald, prov. prom. 3.1.74 (No. 47)
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Duties: Carry out less complicated cost investigations.
Qualifications: Partial completion of accountancy course desirable.

Stores and Transport Branch

J. M. Robertson 72/10581C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Alexandria	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Stores and Removals Section, Alexandria (No. 166)
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Duties: Prepare and distribute recoverable job orders and assist Senior Stores Supervisor, Grade 1, in programming work of Shipping and Operations Group.

L. M. Hillard 70/11323G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Alexandria	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Light Transport Section, Alexandria (No. 149)
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Duties: Receive telephone requests for transport Service. Raise transport orders.
Qualifications: Knowledge of transport operations desirable.

QUEENSLAND

Stores and Transport Branch

R. A. Westwood 69/57057R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, General Services Section	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Stores Section, Stafford (No. 100)
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Duties: Maintain stores registers and records. Prepare stock control machine listings for Accounting Section. Collate section statistics.

DEPARTMENT OF TOURISM AND RECREATION

CENTRAL STAFF

Tourism Projects and Operations Branch

W. T. M. Kemperman 72/86763E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Education, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Operations Section (No. 77)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

B. G. Dawson 73/85414C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Overseas Trade, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Projects Section, Can- berra (No. 76)
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Duties above two positions: Undertake searches for information requested by senior officers and maintain sectional records.

Qualifications: Some information collection and/or statistical experience desirable.

Tourism Policy and Research Branch

G. Bryant 72/41479A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Policy Section, Canberra (No. 74)
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D. F. Dillow. 71/86440K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Defence, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Research Section, Can- berra (No. 75)
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Duties above two positions: Undertake searches for information requested by senior officers and maintain sectional records.

Qualifications: Some information collection and/or statistical experience desirable.

Recreation Division

J. W. Way 67/86084W	Director \$13004-13498 (Class 10), Third Division, Canberra	Assistant Secretary \$17300, Second Divi- sion, Youth Services and Community Recreation Branch (No. 24)
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Duties: Direct and control the operations of the Branch. Formulate policy proposals and recommendations regarding the general recreation needs of the community.

Qualifications: Proven executive ability. Academic qualifications should be stated.

DEPARTMENT OF TRANSPORT

Air Transport Policy Division, Research and Planning Branch

C. J. Hawker 70/36239R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Commonwealth Bureau of Census and Statistics, Department of the Treasury	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne vice M. McCarthy, prov. prom. 10.1.74 (No. 32),
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Duties: Dispatch, receive and register questionnaires and returns associated with special surveys and collections being conducted of the aviation industry.

Management Services Division, Automatic Data Processing Branch

M. R. Greenhorn 67/38206X	Data Processing Operator, Grade 3 \$4695, Fourth Division	Supervisor (Data Processing), Grade 2 \$5291-5444, Fourth Division, Melbourne (No. 103)
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Duties: Supervise and direct the departmental pool of data processing operators engaged in punch card and paper tape preparation for a wide range of activities.

C. T. Powell 69/38295M	Data Processing Operator, Grade 2 \$4414, Fourth Division	Data Processing Operator, Grade 3 \$4695, Fourth Division, Melbourne vice M. R. Greenhorn, prov. prom. (No. 104),
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Duties: Under supervision, verify paper tape and card punching from more complex documents involving substantial operator interpretation and coding.

S. J. Gibbs 70/41900A	Data Processing Operator, Grade 1 \$1787- 3879, Fourth Division	Data Processing Operator, Grade 2 \$4414, Fourth Division, Melbourne vice C. T. Powell, prov. prom. (No. 112),
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Duties: Under supervision punch and verify card tapes from (a) simple or pre-coded documents involving a wide variety of procedures, and (b) complex or variable documents involving some operator interpretation.

Qualifications: Pass at proficiency test for Data Processing Operator, Grade 1.

Airways Operations and Noise Abatement Division, Operational Services Branch

M. C. Keipert 58/29834K	Airport Fire Officer, Grade 6 \$8810-9004, Fourth Division	Airport Fire Officer, Grade 7 \$9667-9861, Fourth Division, Fire Services Section, Melbourne (No. 209)
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Duties: Senior Inspector (Standardisation and Training).

R. W. Killick 65/75423E	Airport Fire Officer, Grade 5 \$7953-8147, Fourth Division, unattached	Airport Fire Officer, Grade 6 \$8810-9004, Fourth Division, Fire Services Section, Melbourne (No. 278)
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Duties: Senior Instructor.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. H. Marsh 61/36710E	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division, unattached	Airport Fire Officer, Grade 6 \$8810-9004, Fourth Division, Fire Services Section, Melbourne (No. 210)
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Duties: Inspector (Equipment Testing and Development).

A. E. Truett 66/37659E	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division, South Australia-Northern Territory Region	Airport Fire Officer, Grade 6 \$8810-9004, Fourth Division, Fire Services Section, Melbourne vice M. C. Keipert, prov. prom. (No. 282)
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Duties: Inspector (Standardisation and Training).

J. H. O'Shea 67/15002A	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Victoria-Tasmania Region	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division, Fire Services Section, Melbourne (No. 280)
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Duties: Instructor.

Ground Facilities Division, Navigational Aids, Electrical and Mechanical Engineering Branch

E. Smith 73/38516M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administrative Services Section, Melbourne (No. 138)
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Duties: Receive and record stores receipt and acquittance forms for the Airways Engineering Branches. Maintain the Petty Cash advance. Supervise subordinate staff engaged on personnel recording functions.

Civil Aviation Agency

Executive Services Branch

V. M. Faulkner 59/28218P	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Personnel and Office Services Section, Personnel Sub-section, Port Moresby (No. 4)
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Duties: Personnel Officer. Supervise, co-ordinate and direct the sub-section involving recruitment, personnel, pay and allowance matters relating to overseas and indigenous staff.

B. A. Stewart 72/59403E	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Office Services Section, Port Moresby (No. 9)
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Duties: Oversight the preparation of press, other advertisements and Gazette notification for appointment, vacancies, promotion or transfer of staff. Where necessary, participate in selection panels. Engage exempt staff and liaise with the Papua New Guinea Public Service Board and the Public Service Board Representative in respect of the engagement of temporary staff and for the selection of new appointees.

Airports Branch

A. H. Hibbard 68/58229T	Senior Airport Groundsman \$4247-4406, Fourth Division	Airport Foreman \$5423, Grade 2, Fourth Division, Airport Inspection and Main- tenance Section, Port Moresby (No. 82)
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Duties: Supervise and train staff engaged on the maintenance and upkeep the building and landing areas, runways, pavements, fences and drains. Assist in the determination of the Airports work programme. Report on the utilisation of aerodrome plant and progress of Airports works.

Civil Aviation Branch, Port Moresby Airport

H. G. Equid 68/58233X	Senior Airport Groundsman \$4731-4840, Fourth Division	Airport Safety Officer \$5640, Fourth Fourth Division (No. 110)
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Duties: Control and co-ordinate the safe execution of the activities of various organisations, Contractors and Departmental staff in the day to day maintenance and capital works projects within Jackson's Airport.

Shipbuilding Division

J. L. Osborne 67/14407X	Typist, Grade 2 \$4731-5035, Fourth Division, Postmaster-General's Department, Sydney	Steno-Secretary, Grade 1 \$5311-5663, Fourth Division, Administration Section, Sydney (No. 62)
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Duties: Stenographic and secretarial assistance for First Assistant Secretary.

Qualifications: Shorthand, 100 words per minute.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

NEW SOUTH WALES REGION

Executive Services Branch

J. F. Green 69/11457T	Clerical Assistant, Grade 3 \$4230-4610, Fourth Division	Clerical Assistant, Grade 4 \$4736-4989, Fourth Division, Personnel and Office Services Section, Industrial Sub-section, Sydney (No. 245)
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Duties: Process Allowance Statements for regional staff and prepare Extra Duty and Allowance working sheets. Maintain associated records. Check time cards and process payment of approved overtime for staff.

S. J. Fay 69/13639R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Finance Section, General Sub-section, Sydney (No. 290)
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Duties: Supervise, train and control staff engaged on the registration and examination of accounts. Certify accounts in accordance with appointment under sub-section 1 of Section 34 of the Audit Act.

P. M. Kennedy 71/12709K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, General Sub- section, Sydney, vice S. J. Fay, prov. prom. (No. 255)
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Duties: Check travelling allowance advances and adjustments against the movement requisition and enter necessary details. Ensure that claims are properly supported, the correct rates apply and computations are correct. Ensure that adjustments are made, where necessary.

M. A. Dowling 71/14960A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, General Sub- Section, Sydney (No. 291)
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Duties: Assist the Senior Clerk Salaries on such duties as balancing Reconciliation Sheets, preparation of repayments, preparation of Forms S.B. 7, tax and other deductions, checking and recording of variations, etc.

W. J. Montgomery 73/12157M	Storeman \$4040-4246, Fourth Division	Senior Storeman \$4374-4608, Supply and Transport Section, Supply Sub-section, Sydney (No. 149)
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Duties: Under general supervision, receive and oversight receipt of all stores into main store. Register and process receipt documents.

Operations Branch

V. A. Epoff 58/47398C	Airport Fire Officer, Grade 5 \$7953-8147, Fourth Division	Airport Fire Officer, Grade 6 \$8810-9004, Fourth Division, Fire Services Section, Sydney (No. 124)
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Duties: Regional Fire Officer.

A. C. Curry 58/50448M	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division	Airport Fire Officer, Grade 5 \$7953-8147, Fourth Division, Fire Services Section, Sydney (Kingsford-Smith) Airport, vice V. A. Epoff, prov. prom. (No. 220)
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Duties: Airport Fire Officer.

A. R. Wicks 58/47839M	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division, unattached	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division, Fire Services Section, Canberra, vice A. C. Curry, prov. prom. (No. 257)
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Duties: Airport Fire Officer.

C. G. Penton 58/47665W	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Sydney (Kingsford-Smith) Airport (No. 222)
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R. L. Shortell 58/47743G	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Sydney (Kingsford-Smith) Airport (No. 223)
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J. Gilbert 61/12175R	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Sydney (Kingsford-Smith) Airport (No. 224)
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F. Rispoli 61/12184T	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Sydney (Kingsford-Smith) Airport (No. 225)
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Duties above four positions: Duty Fire Officer.

B. E. Kelly 62/12562X	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, unattached	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Dubbo (No. 215)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

J. R. Gilvear
66/13864K Airport Fire Officer, Grade 1 \$5505-5893,
Fourth Division, unattached

Airport Fire Officer, Grade 2 \$6383-6576,
Fourth Division, Fire Services Section,
Tamworth (No. 255)

L. R. McCallum
64/66788C Airport Fire Officer, Grade 1 \$5505-5893,
Fourth Division, unattached

Airport Fire Officer, Grade 2 \$6383-6576,
Fourth Division, Fire Services Section,
Wagga Wagga (No. 293)

Duties above three positions: Airport Fire Officer.

G. Millyard
68/10848M Airport Fireman \$4312-5087, Fourth
Division, unattached

Airport Fire Officer, Grade 1 \$5505-5893,
Fourth Division, Fire Services Section,
Sydney (Kingsford-Smith) Airport
vice C. G. Penton, prov. prom. (No. 125)

K. G. Francis
68/87883R Airport Fireman \$4312-5087, Fourth
Division

Airport Fire Officer, Grade 1 \$5505-5893,
Fourth Division, Fire Services Section,
Sydney (Kingsford-Smith) Airport
vice J. Gilbert, prov. prom. (No. 127)

Duties above two positions: Assistant Duty Fire Officer.

K. J. Kelly
70/14175R Airport Fireman \$4312-5087, Fourth
Division

Airport Fire Officer, Grade 1 \$5505-5893,
Fourth Division, Fire Services Section,
Canberra vice L. M. Webber,
prov. prom. (No. 259)

D. S. Adam
68/13572M Airport Fireman \$4312-5087, Fourth
Division

Airport Fire Officer, Grade 1 \$5505-5893,
Fourth Division, Fire Services Section,
Tamworth (No. 354)

K. W. Wilson
61/12177A Airport Fireman \$4312-5087, Fourth
Division

Airport Fire Officer, Grade 1 \$5505-5893,
Fourth Division, Fire Services Section,
Bankstown vice F. Rispoli,
prov. prom. (No. 426)

Duties above three positions: Duty Fire Officer.

Airways Engineering Branch

T. B. Weekes
71/10252T Clerical Assistant, Grade 1 \$2075-4298,
Fourth Division

Clerical Assistant, Grade 2 \$4393-4678,
Fourth Division, Clerical Section, Sydney
(No. 592)

Duties: Provide clerical assistance to the Regional Training School Staff.

Bankstown Airport

B. J. Hewett
61/11486T Technical Officer (Engineering), Grade 1
\$6003-7613, Third Division, Airports
Branch

Clerk \$6912-7652 (Class 4), Third Division
(No. 32)

Duties: Assist the Airport Director in the management, administration and co-ordination of all activities on the airport. Attend to all administrative and personnel functions in respect of all staff at the airport.

VICTORIA-TASMANIA REGION

Operations Branch

L. R. Hely
58/50484W Airport Fire Officer, Grade 5 \$7953-8147,
Fourth Division

Airport Fire Officer, Grade 6 \$8810-9004,
Fourth Division, Fire Services Section,
Melbourne (No. 535)

Duties: Regional Fire Officer.

J. L. Waller
61/12176W Airport Fire Officer, Grade 4 \$7454-7647,
Fourth Division

Airport Fire Officer, Grade 5 \$7953-8147,
Fourth Division, Fire Services Section,
Melbourne (Tullamarine) Airport
vice L. R. Hely, prov. prom. (No. 239)

Duties: Airport Fire Officer.

B. J. Hayes
61/81102P Airport Fire Officer, Grade 3 \$7066-7260,
Fourth Division

Airport Fire Officer, Grade 4 \$7454-7647,
Fourth Division, Fire Services Section,
Melbourne vice J. L. Waller,
prov. prom. (No. 240)

Duties: Standardisation Officer.

G. A. Colgrave
61/81105C Airport Fire Officer, Grade 1 \$5505-5893,
Fourth Division

Airport Fire Officer, Grade 3 \$7066-7260,
Fourth Division, Fire Services Section,
Launceston (No. 594)

Duties: Airport Fire Officer.

K. E. Goodall
61/36709P Airport Fire Officer, Grade 1 \$5505-5893,
Fourth Division, South Australia/Northern
Territory Region

Airport Fire Officer, Grade 2 \$6383-6576,
Fourth Division, Fire Services Section,
Melbourne (Tullamarine) Airport
(No. 528)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

M. A. Urban 62/37337R	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Melbourne (Tullamarine) Airport (No. 546)
D. C. Samain 66/37658A	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, unattached	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Melbourne (Tullamarine) Airport (No. 547)
L. M. Webber 64/37532T	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, unattached, New South Wales Region	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Melbourne (Tullamarine) Airport (No. 548)
T. R. Burr 68/38913W	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576 Fourth Division, Fire Services Section, Devonport (No. 593)
L. J. Turner 66/81179X	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Wynyard (No. 612)
<i>Duties above six positions: Airport Fire Officer.</i>		
J. A. Hibberd 71/81122W	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Launceston, vice G. A. Colgrave, prov. prom. (No. 596)
G. McMillian 71/39180A	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Avalon, vice J. H. O'Shea, prov. prom. (No. 504)
A. W. Nosworthy 68/38921T	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Devonport, vice T. R. Burr, prov. prom. (No. 592)
P. M. Martens 69/66316P	Airport Fireman \$4312-5087, Fourth Division, South Australia/Northern Terri- tory Region	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Launceston, vice L. J. Turner, prov. prom. (No. 595)

Duties above four positions: Duty Fire Officer.

Airways Engineering Branch

W. V. Pope 58/38475G	Senior Technical Instructor, Grade 1 \$7892-8117, Fourth Division	Senior Technical Instructor, Grade 2 \$8525, Fourth Division, Radio Main- tenance Section, Training Sub-section, Melbourne (No. 578)
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Duties: Assist the School Principal with the administration of the training school generally and in particular plan, organise and supervise training in the radio discipline, supervise training methods and standards and interview trainees concerning complaints, discipline and other matters.

Qualifications: An approved technical college certificate or other approved qualifications, possession of appropriate teaching qualifications and requisite experience. Ability to supervise and train instructional staff.

J. Fitzpatrick 70/41968C	Draftsman, Grade 2 \$6716-7140, Fourth Division	Supervising Draftsman \$8014-8515, Fourth Division, Drafting Section, Melbourne (No. 210)
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Duties: Control and co-ordinate the work of a group of draftsmen engaged on radio/electronic drafting and design in relation to radio communications, navigational aids, radar and associated control functions.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

QUEENSLAND REGION

Operations Branch

B. W. Healey 58/50779P	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division, Fire Services Section, Brisbane (No. 69)
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Duties: Standardisation Officer.

R. W. Cameron 66/57569E	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division, Fire Services Section, Brisbane (No. 393)
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Duties: Airport Fire Officer.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

R. L. Von Nida 58/51087K	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division, Fire Services Section, Mount Isa (No. 53)
A. R. Cunningham 61/57611P	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division, Fire Services Section, Coolangatta (No. 402)
R. B. Hall 66/57570W	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division, Fire Services Section, Rockhampton vice R. W. Cameron, prov. prom. (No. 404)
H. M. Beeson 58/50424E	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Western Australia Region	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division, Fire Services Section, Cairns (No. 405)
R. P. Morris 64/57172M	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division, Fire Services Section, Mackay (No. 406)

Duties above five Positions: Airport Fire Officer.

G. F. Webster 64/57170C	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Archerfield vice B. W. Healey, prov. prom. (No. 394)
G. A. Lewin 64/57173R	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Bundaberg (No. 401)
B. A. Marriage 68/57615T	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Maryborough vice R. L. Von Nida, prov. prom. (No. 403)

Duties above three positions: Airport Fire Officer.

R. N. Mathews 68/57601T	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Cairns (No. 117)
W. A. Grant 70/58618K	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Archerfield vice R. B. Hall, prov. prom. (No. 396)
C. U. Malings 68/57608A	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Cairns vice A. R. Cunningham, prov. prom. (No. 118)
D. S. Bengtson 68/57599G	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Mackay vice R. P. Morris, prov. prom. (No. 116)
E. L. Bury 58/50645R	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Bundaberg vice G. A. Lewin, prov. prom. (No. 119)
E. R. Bury 70/57871A	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Maryborough vice B. A. Marriage, prov. prom. (No. 112)
D. J. Kuskie 68/57604G	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Brisbane vice G. F. Webster, prov. prom. (No. 399)

Duties above seven positions: Duty Fire Officers.

SOUTH AUSTRALIA-NORTHERN TERRITORY REGION

Operations Branch

J. R. Newton 58/29905C	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division, Fire Services Section, Adelaide (No. 79)
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Duties: Standardisation Officer.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. A. Park 68/66014M	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division, Fire Services Section, Darwin (No. 328)
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J. L. Conry 58/29718E	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, unattached	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division, Fire Services Section, Adelaide (No. 31)
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Duties above two positions: Airport Fire Officer.

V. I. Kokkola 67/58404K	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 3 \$7066-7260, Fourth Division, Fire Services Section, Alice Springs (No. 105)
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Duties: Airport Fire Officer.

J. M. Brown 71/66489A	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Broken Hill (No. 134)
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R. C. Mattiske 64/66789G	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Adelaide (No. 9)
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R. Butcher 69/66309W	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Darwin vice A. A. Park, prov. prom. (No. 331)
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J. E. Slaven 63/66932T	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Adelaide vice V. I. Kokkola, prov. prom. (No. 47)
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C. B. Kraft 69/66315K	Airport Fireman \$4312-5087, Fourth Division	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Parafield vice K. E. Goodall, prov. prom. (No. 138)
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Duties above five positions: Duty Fire Officer.

Airports Branch

W. W. Witts 68/66946X	Senior Airport Groundsman \$5109-5227, Fourth Division	Airport Safety Officer \$6091, Fourth Division, Airport Inspection and Main- tenance Section, Groundstaff Sub-section, Adelaide (No. 75)
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Duties: Maintain continuous supervision of runway works in progress. Ensure strict compliance of departmental safety requirements by Department of Housing and Construction employees and civil contractors.

WESTERN AUSTRALIA

C. R. Horton 71/75814T	Typist, Grade 1 \$1838-3981, Fourth Division, Postmaster-General's Depart- ment	Typist, Grade 2 \$4113-4378, Fourth Division, Mercantile and General Section (No. 8)
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Duties: Perform typing and stenographic duties within the Regional Office.

Qualifications: Shorthand Shorthand, at least eighty words per minute.

Operations Branch

E. S. Wayne 61/75132R	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, unattached	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division, Fire Services Section, Perth (No. 17)
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Duties: Airport Fire Officer.

T. A. Jones 63/66929T	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, unattached	Airport Fire Officer, Grade 4 \$7454-7647, Fourth Division, Fire Services Section, Perth (No. 282)
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Duties: Standardisation Officer.

F. L. Mutton 58/16873K	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Geraldton (No. 57)
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H. D. Caine 66/75699P	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Port Hedland (No. 212)
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C. C. Dybing 61/75134A	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division	Airport Fire Officer, Grade 2 \$6383-6576, Fourth Division, Fire Services Section, Jandakot, vice H. M. Beeson, prov. prom. (No. 62)
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Duties above three positions: Airport Fire Officer.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

R. J. Winning 66/75698K	Airport Fireman Division	\$4312-5087, Fourth	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Perth (No. 19)
R. T. Napier 66/75693M	Airport Fireman Division	\$4312-5087, Fourth	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Geraldton, vice F. L. Mutton, prov. prom. (No. 59)
C. J. Williams 58/16972P	Airport Fireman Division	\$4312-5087, Fourth	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Perth, vice H. D. Caine, prov. prom. (No. 23)
J. R. Smith 69/75505X	Airport Fireman Division	\$4312-5087, Fourth	Airport Fire Officer, Grade 1 \$5505-5893, Fourth Division, Fire Services Section, Perth, vice C. C. Dybing, prov. prom. (No. 20)

Duties above four positions: Duty Fire Officer.

DEPARTMENT OF THE TREASURY

AUSTRALIAN CAPITAL TERRITORY

Statistician's Branch

Demography, Social and Manpower Division, Demography and Social Branch

D. G. Collins 71/12289T	Senior Research Officer, Grade 1 \$8886- 9548 (Class 6), Third Division	Senior Compiler \$9876-10538 (Class 7), Third Division, Demographic and Social Section, Social and Migration Sub-section, Canberra (No. 12)
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Duties: Control the collection, publication, development and review of statistics of health and social welfare.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

K. R. Odgers 64/85519G	Senior Compiler \$8886-9548 (Class 6), Third Division, Economic Censuses and Surveys Division	Senior Compiler \$9876-10538 (Class 7), Third Division, Demographic and Social Section, Vital Statistics Sub-section, Can- berra (No. 60)
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Duties: Direct the collection, compilation and development of morbidity statistics.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Development and Co-ordination Division, Sampling, Special Surveys and Consultation Branch

K. L. Smith 73/88060R	Clerk \$2713-5594 (Class 1), Third Division, unattached	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Sampling Section, Consultation and Development Sub-section, Canberra (No. 31)
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Duties: Undertake investigations into the use of statistical and mathematical techniques in the collection, processing, analysis and interpretation of survey data. Assist in the development of sampling specifications.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

L. G. Baker 70/37208C	Senior Research Officer, Grade 1 \$8886- 9548 (Class 6), Third Division	Senior Research Officer, Grade 2 \$9876- 10538 (Class 7), Third Division, Sampling Section, Design and Analysis Sub-section, Canberra (No. 18)
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Duties: Develop and prepare sampling specifications and undertake work related to sampling and other mathematical projects. Investigate the use of statistical and mathematical techniques in the work of the Bureau.

Qualifications: Appropriate university degree and considerable statistical or other appropriate research experience.

R. L. Chambers 72/75336M	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Senior Research Officer, Grade 1 \$8886- 9548 (Class 6), Third Division, Sampling Section, Design and Analysis Sub-section, Canberra, vice L. G. Baker, prov. prom. 17.1.74 (No. 6)
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Duties: Develop and prepare or assist in the development and preparation of sampling and other mathematical projects. Investigate the use of statistical and mathematical techniques in the work of the Bureau.

Qualifications: Appropriate university degree and considerable statistical or other appropriate research experience.

T. S. Karmel 71/66333E	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Senior Research Officer, Grade 1 \$8886- 9548 (Class 6), Third Division, Sampling Section, Design and Analysis Sub-section, Canberra (No. 24)
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Duties: Develop and prepare or assist in the development and preparation of sampling specifications and undertake work related to sampling and other mathematical projects. Investigate the use of statistical and mathematical techniques in the work of the Bureau.

Qualifications: Appropriate university degree and considerable statistical or other appropriate research experience.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. C. Looker
73/13019W

Clerk \$2713-5594 (Class 1), Third Division, unattached

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Sampling Section, Design and Analysis Sub-section, Canberra (No. 7)

Duties—Undertake investigations into the use of statistical and mathematical techniques in the collection, processing, analysis and interpretation of survey data. Assist in the development of sampling specifications.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

Economic Accounts Division

National Accounts and Public Finance Branch

E. I. J. Hashman
73/75302P

Clerk \$2713-5594 (Class 1), Third Division

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Public Finance and Taxation Section, Taxation and Company Finance Sub-section, Canberra (No. 43)

Duties: Assist with and/or undertake specific projects in the development and compilation of statistics based on returns for Commonwealth, State and Local Government Taxes.

Qualifications—Appropriate university degree and statistical or other relevant research experience.

Prices, Quantum and Household Expenditure Branch

T. P. Machin
59/16571P

Telecommunication Technical Officer, Grade 1 \$6693-7613, Third Division, Postmaster-General's Department, Brisbane

Research Officer, Grade 1 \$6022-7652, Third Division, Quantum Indexes and Wholesale Prices Section, Quantum Indexes Sub-section, Canberra (No. 3)

Duties: Assist in the preparation of quantum indexes of exports and imports, and in the conduct of research into problems relating to concepts, sources and methods.

Qualifications: Appropriate university degree and statistical or other relevant research.

In lieu of notification which appeared in the Gazette of 10.1.74. Effective date for this promotion is 10.1.74.

Economic Censuses and Surveys Division

Rural, Construction and Private Finance Branch

S. M. Allan
73/58070G

Clerk \$2713-5594 (Class 1), Third Division, unattached

Compiler \$7899-8639 (Class 5), Third Division, Private Finance Section, Financial Institutions Sub-section, Canberra, vice G. M. Outzen, prov. prom. 19.12.73 (No. 10)

Duties: Responsible for compilation of statistics of instalment credit for retail sales provided by finance businesses.

Qualifications: Considerable statistical experience. Appropriate academic qualifications desirable.

L. H. Hardy
73/13347K

Clerk \$2713-5594 (Class 1), Third Division, unattached

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Private Finance Section, Financial Institutions Sub-section, Canberra (No. 37)

Duties: Assist in major investigations preliminary to the institution of new collections. Undertake aspects of review of methods and procedures in the Section.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

P. M. Davies
73/75301K

Clerk \$2713-5594 (Class 1), Third Division, unattached

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Rural, Transport and Construction Section, Rural Sub-section, Canberra (No. 35)

Duties: Conduct investigations into problems associated with the introduction of new collections and the extension and development of existing collections.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

C. A. Heinicke
73/66278C

Clerk \$2713-5594 (Class 1), Third Division, unattached

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Rural, Transport and Construction Section, Transport and Communications Sub-section, Canberra (No. 49)

Duties: Engage in the detailed investigation and planning of censuses of motor vehicles and surveys of motor vehicle usage. Critically analyse and report on problems which arise with these collections.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

V. A. Juskevics
67/85085P

Compiler \$7899-8639 (Class 5), Third Division

Senior Compiler \$8886-9548 (Class 6), Third Division, Rural Transport and Construction Section, Transport and Communications Sub-section, Canberra, vice K. R. Odgers, prov. prom. 17.1.74 (No. 41)

Duties: Maintain a continuous control over all work flows with regard to detail, accuracy, processing, and supervise staff engaged in the production of regular statistical series in respect of transport and communications.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. Wickham
73/57189C

Clerk \$2713-5594 (Class 1), Third Division, unattached

Research Officer, Grade 1 \$6022-7652, Third Division, Rural, Transport and Construction Section, Transport and Communications Sub-section, Canberra (No. 37)

Duties: Undertake less complex investigations and analysis associated with the collections, compilation and tabulation of statistics for the transport and communication industry.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

Secondary Production, Classification and Integration Branch

S. W. Drinkwater
73/10271K

Clerk \$2713-5594 (Class 1), Third Division, unattached

Compiler \$7899-8639 (Class 5), Third Division, Internal Trade and Enterprise Section, Retail Trade Sub-section, Canberra, vice L. Causer, prov. prom. 25.10.73 (No. 14)

Duties: Responsible for compilation of statistics of instalment credit for retail sales provided by retailers.

Qualifications: Considerable statistical experience. Appropriate academic qualifications desirable.

T. J. Germyn
73/10007W

Clerk \$2713-5594 (Class 1), Third Division, unattached

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Manufacturing and Mining Section, Manufacturing Industry Sub-section, Canberra, vice A. J. Loomes, prov. prom. 13.9.73 (No. 57)

Duties: Assist in investigations of major problems arising out of Industry statistics. Conduct investigations into problems associated with all aspects of new collections.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

Management Services Branch

Finance and General Services Section

M. J. Pitt
63/85820K

Library Officer, Grade 1 \$5458-6143, Third Division

Librarian, Class 2 \$8066-8984, Third Division, General Services Sub-section, Canberra (No. 164)

Duties: Direct the activities of the Central Office Library.

Qualifications: Appropriate academic qualifications and recognised training in librarianship.

Personnel Management Section

S. Gardner
71/40823X

Training Assistant \$5806-6666 (Class 2/3), Third Division, Department of Minerals and Energy, Canberra

Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Staff Development and Training Sub-section, Canberra (No. 75)

Duties: Develop and conduct courses on instructional techniques for departmental officers and assist in the development and conduct of courses directed at supervisory and junior management levels.

Qualifications: Appropriate academic qualifications, proven skill in conference leadership and experience in the production and use of audio-visual training aids desirable.

Overseas Transactions Division, International Accounts and Trade Branch

A. F. Just
73/57212G

Clerk \$2713-5594 (Class 1), Third Division, unattached

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Balance of Payments Section, Capital Transactions and Publications Sub-section, Canberra, vice K. E. Dixon, prov. prom. 13.9.73 (No. 9)

Duties: Prepare regular estimates and forecasts for specific components of the Australian balance of payments and investigate adequacy of basic data and estimation methods.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

S. G. Frost
72/11190E

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division

Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Balance of Payments Section, Current Transactions Sub-section, Canberra (No. 5)

Duties: Prepare estimates and forecasts of components of the balance of payments. Review critically estimating and forecasting methods and basic data sources.

Qualifications: Appropriate university degree and considerable statistical or other appropriate research experience.

NEW SOUTH WALES

Finance Branch

J. L. Gillen
67/37413X

Clerk \$2713-5594 (Class 1), Third Division, Postmaster-General's Department, Sydney

Clerk \$5806-6666 (Class 2/3), Third Division, Private Finance, Trade and Transport Section, Sydney, vice G. J. Clune, prov. prom. 15.11.73 (No. 40)

Duties: Assist with the collection, tabulation and querying of monthly and annual returns of the transactions and assets and liabilities of finance companies.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

D. A. Gouge 73/11068C	Clerk \$2713-5594 (Class 1), Third Division, Taxation Department, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Private Finance, Trade and Transport Section, Sydney, vice S. Warda, prov. prom. 15.11.73 (No. 24)
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Duties: Assist in the collection, examination and querying of returns from monthly surveys of overseas imports, orders and of interstate freight movements.

Qualifications above two positions: Previous statistical experience and/or appropriate tertiary studies an advantage.

QUEENSLAND

Distribution and Finance Branch, Finance and Prices Section

J. Healy 70/57033K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Business Surveys and Financial Institutions Sub-section, Brisbane (No. 124)
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Duties: Extract details of company registrations from documents at the companies office and maintain a card index of registered companies. Examine computer edit tabulations for accuracy and reliability.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Research, Publications and Services Branch, Publications Section

E. V. Purtell 70/573140	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Brisbane (No. 88)
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Duties: Undertake the proof reading and proof correction of all publications issued by the Queensland Office.

SOUTH AUSTRALIA

Production and Distribution Branch

L. K. Carter 68/70257R	Clerical Assistant, Grade 1 \$1718-3769, Fourth Division	Clerical Assistant, Grade 2 \$3853-4104, Fourth Division, Primary Industry and Construction Section, Buildings and Construction Sub-section, Adelaide (No. 66)
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Duties: Prepare and dispatch building permit and building operations forms and reminders and record returns received. Raise job cards for permits issued or contracts let and up-date indexes.

Research Publications and Services Branch

F. Cheok 73/66012R	Clerk \$2713-5594 (Class 1), Third Division	Research Officer, Grade 1 \$6022-7652, Third Division, Research and Integration Section, Research Sub-section, Adelaide (No. 38)
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Duties: At the appropriate level, conduct investigations into new and existing areas of statistical inquiry and draft reports thereon.

Qualifications: Appropriate university degree and statistical or other appropriate research experience desirable.

J. A. Haydon 73/66024G	Clerk \$2713-5594 (Class 1), Third Division	Research Officer, Grade 1 \$6022-7652, Third Division, Publications Section, Adelaide (No. 91)
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Duties: Assist the Information Service Officer in providing adequate statistical information to enquirers, together with advice and guidance where necessary. Prepare tabulations for inquirers and prepare replies to the less difficult inquiries.

Qualifications: Appropriate university degree and statistical or other appropriate research experience desirable.

HEAD OFFICE

Australian Taxation Office

Management Division

ADP Branch

P. T. Saunders 70/85013P	Programmer, Class 6 \$8886-9548, Third Division, Department of Health, Canberra	Programmer, Class 8 \$11032-11525, Third Division, Applications Section, Canberra (No. 375)
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Duties: Carry out more involved assignments in relation to; systems analysis and design, preparation of programs to agreed specifications and development of programs to operational standards.

T. Daniell 66/86491K	Programmer, Class 6 \$8886-9548, Third Division, Department of Overseas Trade, Canberra	Programmer, Class 8 \$11032-11525, Third Division, Planning and Services Section, Canberra (No. 766)
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Duties: Undertake less complex assignments in relation to the definition, publication and enforcement of methods and performance standards.

T. G. Jones 65/10552R	Assistant Programmer, Class 5 \$7899-8639, Third Division, Bureau of Census and Statistics, Canberra	Programmer, Class 6 \$8886-9548, Third Division, Planning and Services Section, Canberra (No. 151)
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Duties: Carry out assignments in relation to detailed research into and maintenance of up to date intelligence on available hardware, software and data preparation facilities.

Qualifications above three positions: Accountancy or other appropriate tertiary qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Operations Branch

O. F. Brettell 64/10284C	Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division	Senior Internal Auditor, Grade 2 \$9876-10538 (Class 7), Third Division, Control Section, Canberra (No. 118)
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Duties: Examine internal audit reports from State offices; advise Chief Internal Auditor of undesirable trends and recommend remedial action. Undertake or direct the more important internal checks in Head Office and in the A.C.T. Branch. Undertake special audits in State offices; prepare reports and recommendations arising from those audits.

J. A. Triggs 68/12019W	Clerk \$7899-8639 (Class 5), Third Division, Control Section	Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division, Control Section, Canberra, vice O. F. Brettell, prov. prom. 17.1.74 (No. 398)
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Duties: Conduct internal audit checks in Head Office and A.C.T. Branch; assist in internal audit evaluation of procedures and methods and in the preparation and revision of audit plans.

Qualifications above two promotions: Accountancy or other appropriate tertiary qualifications desirable.

Interpretation Division

Income Tax Branch

J. A. Brown 58/50004E	Senior Advising Officer \$12019-12510 (Class 9), Third Division	Principal Advising Officer \$13004-13498 (Class 10), Third Division, Advising Section, Canberra (No. 207)
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Duties: Consider and make recommendations on matters relating to liability under the Income Tax Assessment Act.

Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board; or compliance with other provisions of the Section 53 Determination in Gazette No. 163 of 1.11.73.

J. A. Thompson 72/87628G	Clerk \$8886-9548 (Class 6), Third Division	Advising Officer, Grade 1 \$9876-10538 (Class 7), Third Division, Advising Section, Canberra (No. 478)
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Duties: Consider and make recommendations on less complex matters relating to liability under Income Tax Assessment Act and Regulations. Assist the Senior Assistant Commissioner on instructions to State Branches on Interpretation and application of the liability provisions of the law.

Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board; or compliance with other provisions of the Section 53 Determination published in Gazette No. 163 of 1.11.73.

M. C. Muldowney 63/33118K	Clerk \$6912-7652 (Class 4), Third Division, Australian Taxation Office, South Australia	Clerk \$7899-8639 (Class 5), Third Division, Control Section, Canberra (No. 115), vice J. A. Triggs, prov. prom. 17.1.74
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Duties: Provide Inspectors and Assistant Inspectors with clerical assistance in the collation and preparation of data relating to management and organisation and methods reviews.

A.C.T. Branch

K. A. Jepson 71/13440E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Income Tax Section, Canberra (No. 255)
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Duties: Supervision of Fourth Division staff engaged on mail opening duties.

C. G. Cornford 71/86373K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Stamp Duty Section, Canberra (No. 274)
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Duties: Operate franking machine for stamp duty purposes, maintain records of stamp duty values impressed and maintain lodgment journals for monthly returners.

VICTORIA

Management Branch

P. Grady 58/50112M	Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Special Branch, Melbourne	Assistant Inspector \$9876-10538 (Class 7), Third Division, Projects and ADP Section, Melbourne (No. 3317)
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Duties: Conduct, either as a team or individually, the more involved reviews of methods and procedures; devise improvements and oversight the assimilation of approved procedures.

P. V. Clifford 69/38831G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Enforcement Section, Melbourne (No. 3185)
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Duties: Prepare replies to correspondence and telephone queries; convey decisions or instructions in urgent cases by telephone or telegram.

Income Tax Division

Assessing Branch

L. F. O'Brien 62/36343T	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division	Assessor Supervisor \$9876-10538 (Class 7), Third Division, Estate Duty and Gift Duty Section, Melbourne (No. 3864)
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Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board; or compliance with other provisions of the section 53 determination published in Gazette No. 70 of 14.6.73.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Sales Tax and Pay-roll Tax Branch

G. H. Martin 63/37376E	Clerk \$8886-9548 (Class 6), Third Division, unattached	Investigation Officer, Grade 3 \$9876-10538 (Class 7), Third Division, Melbourne (No. 1022)
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Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board; or compliance with other provisions of the section 53 determination published in Gazette No. 70 of 14.6.73.

QUEENSLAND

Valuation Branch

R. N. Mullins 65/57732E	Valuer-in-training \$2723-5607, Third Division	Assistant Valuer \$5607-6247, Third Division, Brisbane (No. 482)
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Qualifications: Certificate in Land Valuation or equivalent acceptable to the Board.

I. A. Ketchion 72/57792R	Clerk, Class 1 \$2713-5594, Third Division	Valuer-in-training \$2723-5607, Third Division, Brisbane (No. 474)
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R. J. Platt 65/58000X	Clerk, Class 2/3 \$5806-6666, Third Division, Commonwealth Sub-Treasury, Brisbane	Valuer-in-training \$2723-5607, Third Division, Brisbane (No. 483)
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G. M. Olsen 69/57021T	Clerk, Class 5 \$7899-8639, Third Division, Department of the Northern Territory, Darwin	Valuer-in-training \$2723-5607, Third Division, Brisbane (No. 1490), vice R. N. Mullins, prov. prom.
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Notes above three positions: (1) Conditions governing recruitment, training and advancement of Valuers-in-training are shown on page 89 of Gazette No. 9 of 30.1.73; (2) Appeals may be lodged by officers whose salary does not exceed \$8751 per annum.

SOUTH AUSTRALIA

Management Branch

C. A. Glennon 64/66984C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting and Taxpayer Services Section, Adelaide (No. 525)
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Duties: Supervise staff engaged in the sorting, opening and processing of inwards mail.

G. N. Mitchell 67/10202M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Enforcement Section, Adelaide, vice C. A. Glennon, prov. prom. 17.1.74 (No. 588)
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Duties: Senior Stamps Book and Cards Assistant in the Instalment Sub-section.

P. R. Walker 64/66862W	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, General Services Section, Adelaide (No. 798)
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Duties: Supervise, direct and train Clerical Assistants, Grade 2 and Clerical Assistants, Grade 1, engaged in filing and other duties at Annexe.

W. H. O. Malek 65/67262T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, General Services Section, Adelaide, vice P. R. Walker, prov. prom. 17.1.74 (No. 790)
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Duties: Control, direct and assist the Clerical Assistants, Grade 1, employed in the Filing Unit.

K. E. Sharp 69/66032G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Adelaide, vice W. H. O. Malek, prov. prom. 17.1.74 (No. 804)
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Duties: Senior Filing Assistant.

T. P. Harpa 64/66944A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Projects and ADP Adelaide (No. 636) Services Section,
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B. D. Moffatt 65/66302A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Projects and ADP Services Section, Adelaide (No. 643)
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Duties above two positions: Examine and where necessary correct, cases rejected from computer processing.

J. A. Laurie 70/66109C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Adelaide, vice B. D. Moffatt, prov. prom. 17.1.74 (No. 724)
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C. H. Boon 70/66277A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Adelaide, vice T. P. Harpa, prov. prom. 17.1.74 (No. 730)
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Duties above two positions: Index Operator.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

C. J. Boase 69/66359E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Projects and ADP Services Section, Adelaide (No. 999)
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S. V. D'Aloisio 67/66570P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Projects and ADP Ser- vices Section, Adelaide (No. 622)
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Duties above two positions: Extract from job bundles source documents which computer printouts indicate require further action and distribute to the appropriate areas for examination and necessary action.

A. Katsidonas 67/66516A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Projects and ADP Ser- vices Section, Adelaide (No. 642)
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Duties: Sort and allot to jobs of returns or other input documents, all types of notices, cheques and computer produced adjustment sheets.

H. R. Boehm 68/66480C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Enforcement Section, Adelaide (No. 501)
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Duties: Team Leader. Local Court and Garnishee.

Income Tax Division, Assessing Branch

M. T. Gardiner 67/66057M	Clerk \$2422-4995 (Class 1), Third Division, Management Branch	Assessor, Grade 3 \$6171-6832 (Class 4), Third Division, Adelaide, vice R. M. Veitch, prov. prom. 30.8.73 (No. 75)
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Qualifications: Officer should preferably be pursuing qualifications in Accountancy, Economics, Commerce or Law.
Note: This notification is in lieu of that appearing in Gazette of 10.5.73. Date of effect of promotion is 7.6.73.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division

M. E. Evers 73/88816G	Project Officer \$11032-11525 (Class 8), Third Division, Canberra	Senior Project Officer \$12019-12510 (Class 9), Third Division, Project Pool, Canberra (No. 62)
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Duties: Direct a continuing project team which is engaged in economic, planning and administrative assignments relating to the implementation with the States of the Land Commissions program and to other matters involving land tenure and land policy generally. Maintain established liaisons with other Departments in relation to the work of the project team; undertake independent studies and prepare reports.

Qualifications: Appropriate tertiary qualifications and experience related to the duties desirable.

Management Services Branch

P. J. Quilty 67/86233A	Clerk \$7899-8639 (Class 5), Third Division, Department of Defence, Navy Office, Canberra	Assistant Inspector \$8886-9548 (Class 6), Third Division, Finance and Establish- ments Section, Organisation and Methods Sub-section (No. 4)
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Duties: Investigate and prepare submissions in connection with minor organisation and staffing proposals. Assist in the preparation of major proposals. Undertake reviews of methods and procedures including the design, content and suitability of departmental forms and the need for office machines and equipment.

C. F. Carnegie 69/85847A	Clerk \$6192-7652 (Class 4), Third Division, Department of Customs and Excise, Canberra	Assistant Inspector \$8886-9548 (Class 6), Third Division, Finance and Establish- ments Section, Organisation and Methods Sub-section (No. 5)
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Duties: Investigate and prepare submissions in connection with minor organisation and staffing proposals. Assist in the preparation of major proposals. Undertake reviews of methods and procedures including the design, content and suitability of departmental forms and the need for office machines and equipment.



Australian Government Gazette

Published by the Australian Government Publishing Service



No. 7 A

Canberra, Friday, 18 January 1974

SPECIAL

Prices Justification Act 1973

DALTON BROTHERS HOLDINGS LIMITED AND RELATED COMPANIES

Matter No. E73/531

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt DALTON BROTHERS HOLDINGS LIMITED AND RELATED COMPANIES listed hereunder from the provisions of section 18 of the Act, NOW I, EDWARD ALFRED CHARLES CHAMBERS, Acting Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said DALTON BROTHERS HOLDINGS LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of new products and new qualities of fine papers and boards, packaging papers and boards, merchandise items and printers furnishings and supplies, either imported or purchased locally, for resale by the Companies or for use in manufacture. Provided that:

1. there is no increase in the maximum mark-up at present applicable to similar products without prior notification to the Tribunal, and
2. up-to-date price lists are forwarded to the Tribunal from time to time.

Related Companies

Carmichael Paper Agencies Pty Limited
Dalton Industries Pty Limited
Deropa Pty Limited
E. M. Farrell & Sons Pty Limited
Luft Engineering Pty Limited
Remada Pty Limited

Dated this 11th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

Prices Justification Act 1973

ALLIED MILLS INDUSTRIES PTY LIMITED

Matter No. E73/1014

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt ALLIED MILLS INDUSTRIES PTY LIMITED from the provisions of section 18 of the Act, NOW I, EDWARD ALFRED CHARLES CHAMBERS, Acting Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said ALLIED MILLS INDUSTRIES PTY LIMITED from the application of section 18 of the *Prices Justification Act*

1973, in respect of prices of starch, glucose and gluten products supplied by the Company to industrial users only provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 9th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

Prices Justification Act 1973

ALLIED MILLS INDUSTRIES PTY LIMITED

Matter No. E73/1045

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt ALLIED MILLS INDUSTRIES PTY LIMITED from the provisions of section 18 of the Act, NOW I, EDWARD ALFRED CHARLES CHAMBERS, Acting Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said ALLIED MILLS INDUSTRIES PTY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. the prices of grocery products supplied by the Company where:
 - (a) such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations, and
 - (b) the said goods are supplied to a customer's individual specifications, and
2. increases in the prices of grocery products where such increases are due entirely to and accurately reflect only the actual money amount of increases in the landed duty paid cost to the Company of imported raw materials used in the production of such goods.

Provided that the Company's audited financial statements are forwarded to the Tribunal annually.

Dated this 9th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

Prices Justification Act 1973

ALLIED MILLS LIMITED AND RELATED COMPANIES

Matter No. E73/1085

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt ALLIED MILLS LIMITED AND RELATED COMPANIES listed

hereunder from the provisions of section 18 of the Act, NOW I, EDWARD ALFRED CHARLES CHAMBERS, Acting Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said ALLIED MILLS LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act* 1973, in respect of the prices of live cattle, pigs, sheep and other large animals sold at auction or at prices governed by auction prices.

Related Companies

Allied Mills Industries Pty Limited
Walsh Pedigree Breeders Pty Limited

Dated this 9th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

Prices Justification Act 1973

ALLIED MILLS LIMITED AND RELATED COMPANIES

Matter No. E73/1085

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act* 1973 the Tribunal has by resolution authorized me to exempt ALLIED MILLS LIMITED AND RELATED COMPANIES listed hereunder from the provisions of section 18 of the Act, NOW I, EDWARD ALFRED CHARLES CHAMBERS, Acting Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said ALLIED MILLS LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act* 1973, in respect of the prices of:

1. agricultural produce merchandised by the Companies, and
2. agricultural machines and chemicals, agricultural hardware and farm equipment supplied to purchasers in the same condition as received from manufacturers or suppliers

Provided that:

- (a) gross profit rates as established at the date of the last audited financial statements and budget rates of gross profit effective as from 1 August 1973 are reported to the Tribunal;
- (b) no increase in budget rates of gross profit effective as from 1 August 1973 is made without prior notification to the Tribunal in accordance with section 18 of the Act;
- (c) reports are forwarded at three monthly intervals setting out sales revenue and estimated gross profits for each of the Companies;
- (d) confirmation of the data supplied under (c) above is submitted to the Tribunal at six monthly intervals certifying that it was arrived at according to the normal accounting procedures of the Companies, and
- (e) audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

Allied Mills Industries Pty Limited
Clark King and Company Pty Limited

Dated this 9th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

VACANT OFFICE OF COMMISSIONER, AUSTRALIAN COASTAL SHIPPING COMMISSION

I, SIR PAUL MEERNAA CAEDWALLA HASLUCK, the Governor-General, in and over the Commonwealth of Australia, acting on the advice of the Federal Executive Council and in pursuance of Section 13 (1) of the *Australian Coastal Shipping Commission Act* 1956-1969, hereby declare the office of Commissioner vacant, consequent upon the resignation of Mr Herbert Philip Weymouth.

Dated this 11th day of January 1974.

PAUL HASLUCK
Governor-General

By His Excellency's Command

CHARLES KEITH JONES
Minister of State for Transport



AUSTRALIAN CAPITAL TERRITORY

Lake Burley Griffin Ordinance 1965-1968

REVOCATION OF DECLARATION

I, JOHN SIDNEY BRIGG, the person for the time being performing the duties of the office of City Manager, Department of the Capital Territory, delegate of the Minister of State for the Capital Territory, HEREBY REVOKE the declaration made in pursuance of section 20 of the *Lake Burley Griffin Ordinance 1965-1968* and published in the Australian Government Gazette No. 3 dated 4 January 1974.

Dated this eighteenth day of January 1974.

J. S. BRIGG

Delegate of the

Minister of State for the Capital Territory





No. 7 C

Canberra, Monday, 21 January 1974

SPECIAL

AUSTRALIA

Companies (Foreign Take-overs) Act 1972-1973

INTERIM ORDER

WHEREAS Foster's Butchery Pty Limited (hereinafter referred to as 'Foster's'), a company incorporated in the State of Tasmania and having its registered office situated at 222 Elizabeth Street, Hobart, in the said State, is a company to which the *Companies (Foreign Take-overs) Act 1972-1973* applies;

AND WHEREAS Itoman & Co. Limited (hereinafter referred to as 'Itoman') and Jusco Supermarkets Limited (hereinafter referred to as 'Jusco') are foreign corporations, being companies constituted and validly existing under the laws of Japan;

AND WHEREAS I, William George Hayden, the Acting Treasurer, have reason to believe that Foster's proposes to issue 20 per cent of its voting shares to Itoman and 20 per cent of its voting shares to Jusco;

AND WHEREAS if the said shares were issued a substantial number of voting shares in Foster's would be owned by Itoman and Jusco;

NOW THEREFORE I, William George Hayden, the Acting Treasurer aforesaid, for the purpose of enabling due consideration to be given to the question whether an order should be made under sub-section (3.) of section 13 of the said Act in relation to Foster's, by this interim order PROHIBIT for a period of three (3) months the issue of the said shares to Itoman and to Jusco.

Dated this Seventeenth day of January, 1974.

W. G. HAYDEN
Acting Treasurer

AUSTRALIA

Companies (Foreign Take-overs) Act 1972-1973

INTERIM ORDER

WHEREAS R. B. Davies Industries Limited (hereinafter referred to as 'Davies'), a company incorporated in the State of New South Wales and having its registered office situated at 450 Illawarra Road, Marrickville, in the said State, is a company to which the *Companies (Foreign Take-overs) Act 1972-1973* applies;

AND WHEREAS Dunbee-Combex-Marx Limited (hereinafter referred to as 'DCM') is a foreign corporation, being a company incorporated in England;

AND WHEREAS I, William George Hayden, the Acting Treasurer, have reason to believe that:

- (a) Davies is proposing to issue shares in Davies to DCM; and
- (b) Negotiations are about to take place with respect to the purchase of shares in Davies by DCM and agreements to purchase shares in Davies by DCM are likely to be entered into as a result of the negotiations;

AND WHEREAS if the said shares were issued to DCM or the said agreements were entered into a substantial number of voting shares in Davies would be owned by foreign persons;

NOW THEREFORE I, William George Hayden, the Acting Treasurer aforesaid, for the purpose of enabling due consideration to be given to the question whether an order should be made under sub-section (3.) of section 13 of the said Act in relation to Davies, by this interim order PROHIBIT for a period of three (3) months:

- (a) the issue of the said shares to DCM; and
- (b) the entering into of an agreement between the said DCM and any shareholder in Davies with respect to the purchase of voting shares in Davies.

Dated this Seventeenth day of January, 1974.

W. G. HAYDEN
Acting Treasurer

AUSTRALIA

Companies (Foreign Take-overs) Act 1972-1973

INTERIM ORDER

WHEREAS Hawkridge Consolidated Properties Pty Limited (hereinafter referred to as 'Hawkridge'), a company incorporated in the State of Tasmania and having its registered office situated at 222 Elizabeth Street, Hobart, in the said State, is a company to which the *Companies (Foreign Take-overs) Act 1972-1973* applies;

AND WHEREAS Itoman & Co. Limited (hereinafter referred to as 'Itoman') and Jusco Supermarkets Limited (hereinafter referred to as 'Jusco') are foreign corporations, being companies constituted and validly existing under the laws of Japan;

AND WHEREAS I, William George Hayden, the Acting Treasurer, have reason to believe that Hawkridge proposes to issue 20 per cent of its voting shares to Itoman and 20 per cent of its voting shares to Jusco;

AND WHEREAS if the said shares were issued a substantial number of voting shares in Hawkridge would be owned by Itoman and Jusco;

NOW THEREFORE I, William George Hayden, the Acting Treasurer aforesaid, for the purpose of enabling due consideration to be given to the question whether an order should be made under sub-section (3.) of section 13 of the said Act in relation to Hawkridge, by this interim PROHIBIT for a period of three (3) months the issue of the said shares to Itoman and to Jusco.

Dated this Seventeenth day of January, 1974.

W. G. HAYDEN
Acting Treasurer