

Australian Government Gazette

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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.

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

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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
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NOTICES FOR PUBLICATION and related correspondence should be addressed to:

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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 (except at holiday periods for which special advice of earlier closing times will be given).

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

I, SIR PAUL MEERNAA CAEDWALLA HASLUCK, the Governor-General of Australia, acting with the advice of the Executive Council, and in pursuance of section 54 of the *Public Service Act* 1922-1973, hereby appoint Alan Phillip Renouf to the office of The Secretary to the Department of Foreign Affairs, the appointment to take effect on 20 February 1974.

Dated this thirtieth day of August 1973.

PAUL HASLUCK
Governor-General

By His Excellency's Command,

E. G. WHITLAM
Minister of State for Foreign Affairs
(Ex. Min. No. 62)

Positions created and abolished

ATTORNEY-GENERAL'S DEPARTMENT

Central Office

Offices created: Office of Parliamentary Counsel: Third Division—Professional Assistant \$3940-6055 (two). Crown Solicitor's Division: Second Division—Senior Assistant Crown Solicitor \$19085 (one). Fourth Division—Steno-secretary, Grade 1 (one). Management and Executive Services Division, Executive Services Branch, ADP Section: Third Division—Clerk \$7651-8230 (one); Programmer-in-training \$5144-6571 (four). Fourth Division—Clerical Assistant, Grade 2 (one); Typist, Grade 2 (one). Management and Special Services Division, Information and Public Relations Branch: Third Division—Director of Public Relations \$10891 (one); Journalist, Grade A1 \$9655-10039 (one); Journalist, Grade B \$6888-7234 (one); Clerk \$7651-8230 (one). Fourth Division Clerical Assistant, Grade 3 (one); Typist, Grade 1 (one). Management and Special Services Division, Establishments and Planning Branch: Second Division—Assistant Secretary \$17300 (one). Third Division—Director \$11256-11688 (two); Senior Inspector \$10393-10824 (one); Inspector \$9529-9961 (one); Clerk \$9529-9961 (one); Assistant Inspector \$7651-8230 (one). Fourth Division—Steno-secretary, Grade 1 (one). Management and Special Services Division, Operations Branch: Second Division—Assistant Secretary \$17300 (one). Third Division—Director \$11256-11686 (one); Clerk \$10393-10824 (two); Clerk \$9529-9961 (two); Clerk \$7651-8230 (five); Clerk \$6787-7434 (one); Clerk \$5923-6571 (two). Fourth Division—Steno-secretary, Grade 1 (one). Management and Special Services Division, Special Services Branch: Third Division—Clerk \$10393-10824 (one). Fourth Division—Typist, Grade 2 (one).

(Ex. Min. Nos 1, 2)

Australian Capital Territory

Offices created: Lower Courts Branch: Second Division—Chief Magistrate \$19085 (one); Fourth Division—Steno-secretary, Grade 1 (one).

(Ex. Min. No. 2)

New South Wales

Offices created: Deputy Crown Solicitor's Office, Services section: Third Division—Library Officer, Grade 2 (one).

(Ex. Min. No. 2)

Northern Territory

Offices created: Crown Law Office: Third Division—Principal Legal Officer \$12450-13350 (one); Senior Legal Officer \$10250-11150 (one).

(Ex. Min. No. 1)

Office of the Commissioner of Trade Practices

Australian Capital Territory

Offices created: Second Division—First Assistant Commissioner \$20870 (one). Policy and Planning Branch—Second Division—Assistant Commissioner \$17300 (one). Third Division—Supervising Project Officer \$11256-11688 (two); Senior Project Officer \$10393-10824 (two); Senior Research Officer, Grade 1 \$7651-8230 (one); Research Officer, Grade 1 \$5144-6571 (one). Projects Branch: Third Division—Senior Project Officer \$10393-10824 (six); Project Officer \$9529-9961 (one).

(Ex. Min. No. 14)

DEPARTMENT OF FOREIGN AFFAIRS

Australian Capital Territory

Offices created: Overseas Division, Australian Consulate-General, Osaka: Third Division—Clerk \$9876-10538 (one). Fourth Division—Typist, Grade 2 (one). Management Services Division, Personnel Branch, Conditions of Service Section: Third Division—Clerk \$9876-10538 (one); Clerk \$6912-7652 (three); Clerk \$5806-6666 (two); Clerk \$2713-5594 (two). Management Services Branch, Personnel Section, Brisbane Office: Third Division—Social Worker \$8390-9075 (one); Training Officer \$7899-8639 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Typist, Grade 1 (one).

(Ex. Min Nos 120, 123, 127)

DEPARTMENT OF NORTHERN DEVELOPMENT

Australian Capital Territory

Offices created: Resources Division, Project No. 1 Branch: Third Division—Project Officer \$9529-9961 (one); Senior Research Officer, Grade 1 \$7651-8230 (one); Research Officer, Grade 1 \$5144-6571 (one); Clerk \$5923-6571 (one). Fourth Division—Clerical Assistant, Grade 2 (one). Projects No. 2 Branch: Third Division—Project Officer \$9529-9961 (one). Fourth Division—Clerical Assistant, Grade 2 (one). Commodities Division, Sugar Branch: Third Division—Senior Project Officer \$11256-11688 (two). Project Officer \$9529-9961 (two); Senior Research Officer, Grade 1 \$7651-8230 (one); Clerk \$6787-7434 (one). Beef and General Branch: Second Division—Assistant Secretary \$14479 (one). Third Division—Senior Project Officer \$11256-11688 (one); Project Officer \$9529-9961 (two); Senior Research Officer, Grade 1 \$7651-8230 (one). Management and Special Services Branch: Third Division—Administrative Officer \$9529-9961 (one); Clerk \$7651-8230 (one); Clerk \$6787-7434 (one); Librarian, Class 1 \$4716-6868

(one); Library Officer, Grade 1 \$4650-5250 (one); Clerk \$4955-5708 (three). Fourth Division—Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (three); Typist Supervisor, Grade 1 (one); Steno-secretary, Grade 1 (one); Typist, Grade 2 (one); Typist, Grade 1 (three).

(Ex. Min. No. 5)

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Auditor-General's Office

New South Wales

Offices created: Third Division—Clerk \$6787-7434 (one); Fourth Division—Clerical Assistant, Grade 4 (one).

Office abolished: Fourth Division—Clerical Assistant, Grade 1 (one).

Victoria

Office created: Third Division—Clerk \$6787-7434 (one).

Queensland

Office created: Third Division—Clerk \$5923-6571 (one).

Office abolished: Fourth Division—Accounting Machinist, Grade 2 (one).

South Australia

Office created: Fourth Division—Clerical Assistant, Grade 3 (one).

Western Australia

Office created: Fourth Division—Clerical Assistant, Grade 3 (one).

Tasmania

Office created: Fourth Division—Clerical Assistant, Grade 3 (one).

Office abolished: Fourth Division—Typist, Grade 1 (one).

(Ex. Min. No. 4)

Northern Territory

Offices created: Third Division—Audit Inspector, Grade 2 \$7651-8230 (one); Audit Inspector, Grade 1 \$6787-7434 (two).

(Ex. Min. No. 5)

DEPARTMENT OF SECONDARY INDUSTRY

Central Staff

Office created: Research Division, Industry Research Branch: Third Division—Principal Project Officer \$13004-13498 (one).

(Ex. Min. No. 91)

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

Australian Capital Territory

Offices created: Division No. 3, Special Assistance Branch: Fourth Division—Typist Supervisor, Grade 1 (one); Typist, Grade 2 (three); Typist, Grade 1 (one); Typist, Grade 2 (three); Typist, Grade 1 (two).

(Ex. Min. No. 48)

DEPARTMENT OF THE TREASURY

Australian Taxation Office

Australian Capital Territory

Offices created: Management Division, ADP Branch: Third Division—Principal Programmer \$12120-12551 (two); Senior Programmer \$11256-11688 (one); Senior Programmer \$10393-10824 (three); Inspector \$9529-9961 (one); Programmer \$9529-9961 (nine); Assistant Inspector \$8518-9097 (one); Assistant Inspector \$7651-8230 (one); Programmer \$7651-8230 (nine); Clerk \$6787-7434 (four); Programming Assistant, Grade 1 \$2298-4770 (two). Fourth Division—Clerical Assistant, Grade 4 (four); Clerical Assistant, Grade 2 (two); Senior Computer Operator, Grade 3 (two); Senior Computer Operator, Grade 2 (two); Computer Operator, Grade 2 (one); Computer Operator, Grade 1 (three); Trainee Computer Operator (three).

Offices abolished: Management Division, ADP Branch: Third Division—Assistant Programmer \$6787-7434 (two); Programmer-in-training (three); Programming Assistant, Grade 2 \$4955-5708 (one).

New South Wales

Offices created: Management Branch, General Services Section, Expenditure Sub-section: Fourth Division—Typist, Grade 1 (two).

Victoria

Offices Created: Management Branch, Enforcement Section, Instalment Sub-section: Third Division—Clerk \$7651-8230 (one); Clerk \$5923-6571 (one).

Offices created: Management Branch, General Services Section, Expenditure Sub-section: Third Division—Clerk \$4955-5708 (one). Fourth Division—Clerical Assistant, Grade 2 (one).

Queensland

Offices created: Management Branch, Projects and ADP Services Section, Methods and Systems Sub-section: Third Division—Assistant Inspector \$7651-8230 (two). Third Division—Clerk \$6787-7434 (one).

Western Australia

Office created: Sales Tax and Payroll Tax Branch, Section 1: Third Division—Senior Investigation Officer, Grade 1 \$9529-9961 (one).

Tasmania

Offices created: Management Branch, General Services Section, Establishments and Personnel Sub-section: Third Division—Clerk \$6787-7434 (one); Clerk \$5923-6571 (one); Clerk \$4955-5708 (one).

(Ex. Min. No. 15)

[In lieu of notification appearing in Gazette No. 192 of 19.12.73.]

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.)

ATTORNEY-GENERAL'S DEPARTMENT

New South Wales

Section 67 (Invalidity): G. M. Rudkin, Clerical Assistant, Grade 3, 2.11.73.

DEPARTMENT OF DEFENCE—AIR OFFICE

New South Wales

Section 67 (Invalidity): Norman Charles Jennings, Inspecting Officer, Grade 3, 18.1.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

Australian Capital Territory

Section 67 (Invalidity): Peter Dudley Yeoward, Clerk, 5.12.73.

Queensland

Section 67 (Invalidity): Charles Edward Hall, Clerk, 15.1.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

Australian Capital Territory

Section 67: George Joseph Pierce, Clerk, 8.1.74.

Section 85 (2): Jack Reginald Willis, Clerk, 7.12.73.

Victoria

Section 86: Thomas Fancourt Couchman, Assistant Navy Store Officer, 5.1.74.

DEPARTMENT OF FOREIGN AFFAIRS

Central Office

Section 85: John Keith Waller, Secretary, 19.2.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

South Australia

Section 67 (Invalidity): Jack Reginald Barrett, Clerk, 25.1.74.

DEPARTMENT OF LABOUR

New South Wales

Section 67 (Invalidity): Thomas Henry Boylan, Clerk, 10.1.74; James Walter Frazer Sillince, Assistant Employment Office Manager, Grade 1, 14.1.74.

DEPARTMENT OF THE NORTHERN TERRITORY

Northern Territory

Section 67 (Invalidity): Donald Charles Robertson, Clerk, 27.12.73.

Victoria

Section 67 (Invalidity): Herbert Maxwell Brown, Technical Instructor, Grade 1, 29.11.73; Thomas George Chilton Long, Motor Driver, 13.12.73; Robert Findley Malcolm, Mail Officer, 13.12.73; Albert William Martin, Clerical Assistant, Grade 2, 18.12.73; Stefan Binder, Draftsman, Grade 2, 21.11.73; Harlan

Henry Pattinson, Line Inspector, 28.12.73; Douglas Bernard Davidso, Electrical Fitter and Mechanic, 18.12.73; Josiah John Branchflower, Clerical Assistant, Grade 2, 5.12.73; Thomas George Godwin, Lineman, Grade 2, 17.12.73; Mervyn Willmott Lilley, Engineer, Class 3, 24.12.73; John Henry Roy Gregson, Postmaster, Grade 5, 2.1.74; Raymond Lewis Correa, Lineman, Grade 2, 9.1.74; Basil Bailee Biram, Senior Technical Instructor, Grade 2, 3.1.74; George Patrick Kennedy, Lineman, Grade 2, 12.12.73; Herbert William Smith, Mail Officer, 9.1.74; Harold Edward Sawyer, Postmaster, Grade 2, 2.1.74; Edward John Henry Daly, Telecommunications Technician, 14.12.73; Ernest Leo Bardsley, Senior Mail Officer, 28.12.73.

Section 86: Patrick William Howard Phyland, Postal Officer, Grade 2, 14.12.73.

Queensland

Section 67 (Invalidity): Alan John Hoskins, Clerk, 29.11.73.

South Australia

Section 85 (1): Robert Ismay Harrison, Postman, 11.1.74.

Western Australia

Section 67 (Invalidity): John Alfred Francis, Mail Officer, 13.11.73.

DEPARTMENT OF SOCIAL SECURITY

South Australia

Section 86: May Ileen Michelmore, Occupational Therapist, Class 3, 18.1.74.

DEPARTMENT OF SUPPLY

New South Wales

Section 67 (Invalidity): Angelo Zaccazan, Clerical Assistant, Grade 3, 31.10.73.

South Australia

Section 67 (Invalidity): John Maxwell Branford, Clerical Assistant, Grade 3, 21.11.73; Margaret Mary Longworth, Clerical Assistant, Grade 2, 21.12.73.

Section 86: Helen Mary Moran, Clerical Assistant, Grade 4, 11.1.74.

DEPARTMENT OF THE TREASURY

Commonwealth Sub-Treasury

Victoria

Section 85 (1): Beatrice Thelma O'Dwyer, Clerical Assistant, Grade 2, 13.2.74.

Australian Taxation Office

South Australia

Section 67 (Invalidity): A. Howarth, Clerical Assistant, Grade 4, 14.1.74.

Section 86: M. R. Pocock, Clerk, 22.1.74.

DISMISSALS

POSTMASTER-GENERAL'S DEPARTMENT

Victoria

Section 55: Paul Geoffrey Barrow, Assistant Postal Officer, with effect on and from 14.52 a.m., 2.1.74.

Section 55: Rodney James Trippett, Assistant Postal Officer, with effect on and from 2.35 p.m., 8.1.74.

K. F. FAUL

Acting Secretary, Public Service Board

DETERMINATIONS UNDER THE PUBLIC SERVICE ACT

Public Service Act 1922-1973

DETERMINATION UNDER SECTION 32

I, DESMOND LAWRENCE LINEHAN, a member of the Public Service Board, to whom the Public Service Board has, by instrument in writing under section 16 of the *Public Service Act 1922-1973*, delegated all its powers and functions under that Act, acting in pursuance of section 32 of that Act, hereby—

- (a) revoke all previous determinations made under that section in respect of all offices having the designation specified in Column One of the Schedule hereunder;
- (b) determine that an officer, other than an officer referred to in (c) below, who occupies an office having a designation specified in Column One of the Schedule hereunder shall not be paid salary at a rate per annum exceeding the rate per annum specified in Column Two of that Schedule unless he has complied with the conditions specified in that Column;
- (c) determine that an officer who occupies an office having a designation specified in Column One of the Schedule hereunder and who is in receipt of a salary at a rate per annum exceeding the rate per annum specified in Column Two of the Schedule shall continue to be paid salary at that rate per annum until he has complied with the conditions specified in that Column; and
- (d) determine that an officer occupying an office having a designation listed in Column One of the Schedule hereunder who has satisfied the conditions specified in Column Three of the Schedule shall be paid salary at the rate per annum specified in Column Three of the said Schedule appropriate to that designation.

Dated this eighteenth day of January 1974.

D. L. LINEHAN
Delegate of the Public Service Board

SCHEDULE

Column One Designation of office	Column Two Salary barrier	Column Three Accelerated advancement
Third Division		
Airworthiness Surveyor (\$9001-10166)	\$9583 per annum: He has passed an examination held by the Board in the functions and duties of this position.	
Drafting Assistant, Grade 1 (\$4439-5468)	\$5126 per annum: He is capable of performing and is required to perform work which, in the opinion of the Board, justifies such advancement.	\$4521 per annum: (a) He has attained the age of 21 years; and (b) he possesses qualifications which, in the opinion of the Board, are of a standard required for transfer from the Fourth Division to the Third Division.
Draftsman, Grade 1 (\$6003-7613)		\$6694 per annum: He has had at least 6 years relevant experience including at least 3 years on drafting work.
Flight Service Officer, Grade 1 (\$5076-7035)	\$6146 per annum: 1. He has completed 2 years' service, post training, as a Flight Service Officer, Grade 1; and 2. he possesses the following three ratings: Flight Information Pilot Briefing Aeromobile; and 3. he is certified as competent to perform the full range of work without supervision.	\$5504 per annum: He has— 1. completed 12 months' service, post training, as a Flight Service Officer, Grade 1; and 2. obtained one of the following ratings: Flight Information Pilot Briefing Aeromobile. \$6360 per annum: 1. He has completed 2 years' service, post training, as a Flight Service Officer, Grade 1; and 2. he possesses the following three ratings: Flight Information Pilot Briefing Aeromobile; and 3. he is certified as competent to perform the full range of work without supervision.

<i>Column One</i> <i>Designation of office.</i>	<i>Column Two</i> <i>Salary barrier</i>	<i>Column Three</i> <i>Accelerated advancement</i>
Illustrating Assistant, Grade 1 (\$4439-5468)		\$4521 per annum: (a) He has attained the age of 21 years; and (b) he possesses qualifications which, in the opinion of the Board, are of a standard required for transfer from the Fourth Division to the Third Division.
Plan Records Assistant, Grade 1 (\$4439-5468)	\$5126 per annum: He is capable of performing and is required to perform work which, in the opinion of the Board, justifies such advancement.	\$4521 per annum: (a) He has attained the age of 21 years; and (b) he possesses qualifications which, in the opinion of the Board, are of a standard required for transfer from the Fourth Division to the Third Division.
Quantity Surveyor, Class 1 (\$6180-8925)		\$6503 per annum: He has qualified for admission or has been admitted to: (a) a degree of an Australian university; or (b) a degree of a college of advanced education that is of a standard at least equal to the standard of a degree conferred by an Australian university; or (c) an award of an overseas educational institution, being an award which, in the opinion of the Board, is at least equal in standard to the qualifications specified in (a) or (b) above; which degree or award is recognised by the Board as appropriate to the duties of the office and the minimum period of full-time study for which is 4 years.
Technical Assistant, Grade 1 (\$4439-5468)	\$5126 per annum: The Permanent Head has certified that the officer has shown an aptitude for, and is required to undertake, better class technical work.	\$4521 per annum: (a) He has attained the age of 21 years; and (b) he possesses qualifications which, in the opinion of the Board, are of a standard required for transfer from the Fourth Division to the Third Division.
Fourth Division Drafting Assistant, Grade 1 (\$4439-5468)	\$5126 per annum: He is capable of performing and is required to perform work which, in the opinion of the Board, justifies such advancement.	\$4521 per annum: (a) He has attained the age of 21 years; and (b) he possesses qualifications which, in the opinion of the Board, are of a standard required for transfer from the Fourth Division to the Third Division.
Draftsman, Grade 1 (\$6003-7613)		\$6693 per annum: He has had at least 6 years relevant experience including at least 3 years on drafting work.
Electrical Fitter and Mechanic (\$5067-5868)	\$5313 per annum: He has passed an examination conducted by or on behalf of the Board for advancement beyond that salary rate per annum.	\$5614 per annum 1. He has passed the examination specified in Column Two of this Schedule; and 2. he has completed at least 12 months service at a salary rate of \$5192 per annum.
Electrical Tradesman (\$5192-5930)	\$5560 per annum: He has passed an examination conducted by or on behalf of the Board for advancement beyond that salary rate per annum.	\$5684 per annum: 1. He has passed the examination specified in Column Two of this Schedule; and 2. he has completed at least 12 months service at a salary rate of \$5315 per annum.

Column One Designation of office	Column Two Salary barrier	Column Three Accelerated advancement
Flight Service Officer, Grade 1 (\$5076-7035)	\$6146 per annum: 1. He has completed 2 years' service, post training, as a Flight Service Officer, Grade 1; and 2. he possesses the following three ratings: Flight Information Pilot Briefing Aeromobile; and 3. he is certified as competent to perform the full range of work without supervision.	\$5504 per annum: He has— 1. completed 12 months' service, post training, as a Flight Service Officer, Grade 1; and 2. obtained one of the following ratings: Flight Information Pilot Briefing Aeromobile. \$6360 per annum: 1. He has completed 2 years' service, post training, as a Flight Service Officer, Grade 1; and 2. he possesses the following three ratings: Flight Information Pilot Briefing Aeromobile; and 3. he is certified as competent to perform the full range of work without supervision.
Illustrating Assistant, Grade 1 (\$4439-5468)		\$4521 per annum: (a) He has attained the age of 21 years; and (b) he possesses qualifications, which in the opinion of the Board, are of a standard required for transfer from the Fourth Division to the Third Division.
Limb Maker and Fitter (\$5085-5864)	\$5362 per annum: He has passed an examination conducted by or on behalf of the Board to qualify for advancement beyond this salary rate per annum.	
Mechanic (Civil Aviation) (\$5067-5480)	\$5313 per annum: He has passed an examination conducted by or on behalf of the Board to qualify for advancement beyond that salary rate per annum.	On passing the barrier examination specified in Column Two of this Schedule he shall— (i) if in receipt of salary of \$5067 or \$5192 per annum, be advanced one increment above his present salary from the first day of the month in which the examination commenced or the exemption was given; and shall be advanced, subject to the prescribed conditions governing incremental advancement, to the next increment 12 months after the date of receipt of his present salary; and (ii) if in receipt of a salary of \$5313 per annum be advanced one increment from the first day of the month in which the examination commenced or the exemption was given.
Mechanic (Maritime Aids) (\$5192-5600)	\$5432 per annum: He has passed an examination conducted by or on behalf of the Board in the duties and functions of his office.	
Mint Craftsman, Grade 2 (Position Nos 99, 100, 188, 189) (\$5504-5748)	\$5504 per annum: (a) He has been employed for at least 2 years on the maintenance, installation and modification of relevant electrical equipment; and (b) he has passed an examination conducted by or on behalf of the Board for advancement beyond that salary rate per annum.	

<i>Designation of office Column One</i>	<i>Salary barrier Column Two</i>	<i>Accelerated advancement Column Three</i>
Plan Records Assistant, Grade 1 (\$4439-5468)	\$5126 per annum: He is capable of performing and is required to perform work which, in the opinion of the Board, justifies such advancement.	\$4521 per annum: (a) He has attained the age of 21 years; and (b) he possesses qualifications which, in the opinion of the Board, are of a standard required for transfer from the Fourth Division to the Third Division.
Technical Assistant, Grade 1 (\$4439-5468)	\$5126 per annum: The Permanent Head has certified that the officer has shown an aptitude for, and is required to undertake, better class technical work.	\$4521 per annum: (a) He has attained the age of 21 years; and (b) he possesses qualifications which, in the opinion of the Board, are of a standard required for transfer from the Fourth Division to the Third Division.
Technician (Radio) (Department of Defence—Army Office) Telecommunications Tradesman Tradesman (Radio) (Departments of Science and Transport) (\$5192-5930)	\$5560 per annum: He has passed an examination conducted by or on behalf of the Board for advancement beyond that salary rate per annum.	\$5684 per annum: 1. He has passed the examination specified in Column Two of this Schedule; and 2. he has completed at least 12 months service at a salary rate of \$5315 per annum.

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

DEPARTMENT OF CUSTOMS AND EXCISE

QUEENSLAND

Selection for training in Customs Control Course No. 4—Training Course Nos. 2 and 3.

In accordance with the notice appearing in Gazette No. 134 of 27 September 1973, the following officers have been selected for training in Customs Control Course No. 4, 2nd and 3rd Courses, Queensland.

Course No. 2

A. D. Grant 65/57101A
R. K. G. Martin 67/57720W
R. P. Rowe 65/57369W
W. Sands 61/57213M
K. S. Smith 58/12361C
P. A. Van Slobbe 66/58356C

Reserve:

W. H. Ferguson 58/27103X

Course No. 3

B. M. Campbell 67/57174T
N. A. Carseldine 58/12131P
W. H. Ferguson 58/27103X
J. H. Hutchins 65/57328P
T. S. Preston 58/12315M
R. C. Sykes 61/37237R

Reserve:

P. J. Huhta 58/12213T

Any Third Division officer not selected may, within twenty-one days of the date of this notification lodge with the Public Service Inspector, Brisbane, an appeal against non-selection.

Protective appeals are not necessary as the case of a selected officer will be considered as a matter of course against all appellants, and against each of the other officers selected for training. Reserves should appeal if they wish to be considered.

Training Courses will not commence until the results of all appeals are determined by the Board.

Reserves

M. O'Connor, 70/39720X
P. Flanagan, 70/41137T

Queensland officers

M. W. Hawkins, 63/57308A
H. C. Biggs, 70/57193K

South Australian officers

D. Barry, 72/66547P
B. Earl, 73/66290E

Western Australian officers

M. J. McGann, 69/75568C

Tasmanian officers

M. Ryan, 70/81124P

On completion of the course, the officers will be required for duty in their respective States. Any Third Division officer not selected may, within twenty-one days of the date of this notification, lodge an appeal under Regulation 33 against his non-selection with the Public Service Inspector, Sydney. Officers selected as reserves should appeal if they wish to be considered.

If an officer wishes to be considered for, and is prepared to serve in, a State other than in which he is residing he must clearly state this. Protective appeals are not necessary as cases of selected officers will be considered as a matter of course against all appellants who are prepared to serve in that State and against each of the other officers selected for that State's quota.

Appeals hearings will only be conducted in those States for which one or more appellants indicate that they wish to be considered. The training courses will not commence until the results of all appeals are determined by the Board.

Course conditions were notified on page 52 of Gazette No. 192 of 19 December, 1973.

EXAMINATION No. 6545

ENTRY INTO DATA PROCESSING OPERATOR-IN-TRAINING CLASS, MELBOURNE

This examination will be held on Saturday 7 February 1974 in accordance with the conditions notified on page 45 of Gazette No. 9 of 30 January 1973, as amended on page 57 of Gazette No. 56 of 17 May 1973, and page 51 of Gazette No. 96 of 9 August 1973.

Examination centre Melbourne.

Persons eligible to enter

This examination is open to all persons.

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 31 January 1974.

EXAMINATION No. VP4205

FOR APPOINTMENT OR TRANSFER AS MOTOR DRIVER, FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT, MELBOURNE

This examination will be held on Saturday 9 March 1974 in accordance with the conditions notified in Gazette No. 9 of 30 January 1973 and amended on page 62 in Gazette No. 93 of 2 August 1973.

Applications on the prescribed form should be lodged with the Director, Posts and Telegraphs, Melbourne, Victoria, not later than 8 February 1974.

Application forms and copies of the above conditions may be obtained from the Director, Posts and Telegraphs, G.P.O., Melbourne, Victoria 3000.

DEPARTMENT OF SOCIAL SECURITY

Advanced Training Course for Vocational Counsellors, Sydney

The following officers have been selected for training on the above course:

New South Wales officers

J. H. Dowsett, 72/11222A
B. Davison, 66/13514X
S. R. Haynes, 70/14404R
G. N. S. Bautovich, 73/12344K
P. Brookhouse, 67/10920E

Reserve

R. A. Parker, 70/15018R

Victorian officers

B. Shanahan, 69/39782X
S. Kline, 70/40662M
E. A. Fearn-Wannan, 72/39204P
S. Pokorny, 73/38325W

EXAMINATION No. QP1234**FOR APPOINTMENT AS TELEPHONIST,
FOURTH DIVISION, POSTMASTER-GENERAL'S
DEPARTMENT, BRISBANE**

This examination will be held on Saturday 23 March 1974 in accordance with the conditions notified on page 124 of Gazette No. 9 of 30 January 1973, as amended on page 51 of Gazette No. 26 of 1 March 1973, and page 62 of Gazette No. 93 of 2 August 1973.

Applications on the prescribed form should be lodged with the Director, Posts and Telegraphs, Brisbane, Queensland, not later than 21 February 1974.

Application forms and copies of the above conditions may be obtained from the Director, Posts and Telegraphs, G.P.O., Brisbane, Queensland 4000.

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>
6410	Appointment or Transfer as Assistant Postal Officer (for Training as Postal Clerk), Victoria and Transfer as Assistant Postal Officer (for Training as Postal Clerk), Queensland and South Australia (15.2.73)	14.4.73
6475	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Canberra (9.8.73)	29.9.73
6481	Appointment or Transfer as Telegraphist-in-Training, New South Wales and Tasmania, Transfer only in South Australia (23.8.73)	13.10.73
6512	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (25.10.73)	22.11.73
6514	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (8.11.73)	29.11.73
VP4199	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	5.1.74
VP4200	Appointment as Telephonist, Melbourne	5.1.74
WP1393	Appointment as Assistant Postal Officer (Telegraph Delivery Duties), Western Australia	22.12.73

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 HOUSE OF
REPRESENTATIVES****Notification of Vacancies**

Applications are invited from officers of the Commonwealth Public Service and other persons eligible for appointment, transfer or promotion to the Service, for the positions specified hereunder. Applicants should state full name, date, year and place of birth, present position, salary and length of service, and indicate their experience and qualifications.

Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra

Applications close: 7.2.74.

Forward applications to: Clerk of the House of Representatives, Parliament House, Canberra.

Duties: Steno-secretary to a Parliamentary Committee in the House of Representatives.

Qualifications: Applicants must have qualified at 100 words per minute shorthand.

Typist, Grade 2 \$4731-5035, Fourth Division, Canberra

Applications close: 7.2.74.

Forward applications to: Clerk of the House of Representatives, Parliament House, Canberra.

Duties: Provide stenographic assistance.

Qualifications: 80 words per minute shorthand.

JOINT HOUSE DEPARTMENT

Applications are invited from permanent officers of the Australian Public Service or other persons eligible for appointment to the position advertised below. Applicants should state full name, date and place of birth, present position, salary, length of service and indicate appropriate experience and qualifications.

Mechanic Air Conditioning, \$4768-4992, Fourth Division, Joint House Department, Canberra

Applications close: 7.2.74.

Forward applications to: The Secretary, Joint House Department, Parliament House, Canberra, A.C.T. 2600

Duties: Under direction assist in the operation and maintenance of all air-conditioning and refrigeration plant.

**DEPARTMENT OF THE PARLIAMENTARY
REPORTING STAFF****NOTIFICATION OF VACANCIES (TEMPORARY
POSITIONS)**

Applications are invited from permanent officers of the Commonwealth Public Service for promotion or transfer to the position advertised below. 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 (*). Applicants should state full name, date and place of birth, present position, salary and length of service and indicate appropriate experience and qualifications.

***Journalist, Grade A \$9015-9450, Canberra**

Applications close: 9.2.74.

Forward applications to: The Principal Parliamentary Reporter, Department of the Parliamentary Reporting Staff, Parliament House, Canberra, 2600.
Duties: Check and correct transcripts prepared from tape recordings, indexing, proof-reading and related functions.

Applications should be submitted in applicant's own handwriting.

Statutory authorities

ADMINISTRATION OF CHRISTMAS ISLAND

Pre-School Teacher

Applications are invited for 2 positions of Pre-School Teacher located on Christmas Island.

Christmas Island is an Australian territory located in the Indian Ocean, about 1600 miles northwest of Fremantle. The small island, 52 square miles in area enjoys a pleasant, healthy climate with an average temperature of 27°C and a yearly rainfall of 80 inches.

The duties of the positions include running a multi-racial pre-school, with more Malay and Chinese than European children. However the language problem will be alleviated by locally engaged teaching assistants as well as by help from Asian and European parents.

Qualifications required are a diploma from a recognised Kindergarten teacher's college and some years experience in pre-school work.

Salary: Within the range \$3972-6701 per annum.

Service conditions:

- Two year engagement
- Return fares paid by the Administration
- Full pay during school term vacations
- Long vacation leave fares paid to Singapore
- Rent free accommodation
- No income tax.

Applications to: The Secretary, Department of the Special Minister of State, East Block, Canberra, A.C.T. 2600 by 14 February 1974.

COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANIZATION

Head Office
CANBERRA, A.C.T.

CLERKS

Finance and Properties Section

Duties: To join a group responsible for the Organization's accounting transactions involving preparation of financial authorisations, procession payment of grants and maintaining associated registers.

Registry Section

Duties: To take charge of a sub-section of correspondence records.

Qualifications: Higher School Certificate or Leaving Certificate or equivalent is essential. Persons who have completed or who are progressing towards a tertiary qualification part-time would be welcome to apply.

Salary: Appointments will be made within the salary range of Clerk Class 2/3: \$5806-6666 p.a.

Conditions: The positions are available for an indefinite period and Australian Government Superannuation benefits are available.

Appointment would provide the opportunity to pursue an administrative career in CSIRO and future progress would not be restricted to the sections shown. Where appropriate, study assistance will be given.

Applications: Applications stating full personal particulars, details of qualifications and experience, giving the names of at least two referees and quoting reference number 110/1397 should reach: The Secretary (Administration), Head Office, CSIRO, P.O. Box 225, Dickson, A.C.T. 2602 by 6 February, 1974.

NATIONAL CAPITAL DEVELOPMENT COMMISSION

The Commission is a comprehensive urban planning and development authority responsible on behalf of the Australian Government for the planning, development and construction of Canberra as the National Capital and Seat of Government of Australia. Its activities include land development, construction of government houses, schools and municipal public utility works. The Commission is also responsible for the design and construction of government offices and national capital projects. At present two new towns are being developed in association with Inner Canberra and two further new towns are currently being planned for development before 1980. In addition, the Commission is expected to provide professional assistance in the planning of new growth centres elsewhere in Australia arising from new Government initiatives.

To fulfil its functions the Commission employs town planners, engineers, architects and landscape architects as well as economists and management/administrative personnel.

Hydraulics and General Engineering Project Officer (Class 8) \$11032-11525

Duties: Under minimal supervision, investigate and prepare reports for Parliamentary Committees, Public Inquiries and Impact Statements on all aspects of engineering projects in Canberra. Prepare major submissions and correspondence for Cabinet, the Minister for Urban and Regional Development, and the National Capital Planning Committee on engineering works of a major, complex or a national nature. Co-ordinate special engineering projects.

Qualifications: Relevant university degree desirable, organisational ability and wide experience in high level liaison with officials of Government.

Conditions: Appointees may be eligible to contribute to the Commonwealth Superannuation Fund. In certain cases superannuation and long service leave entitlements are transferable. Fares for the appointee and approved dependants 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.

Applications: should be submitted in writing to the Secretary and Manager, P.O. Box 373, Canberra City, A.C.T. 2601 by 4 February 1974.

THE PIPELINE AUTHORITY

The Pipeline Authority is a Statutory Authority of the Australian Government which has been established to construct, maintain, and operate pipelines for the conveyance of natural gas and other petroleum products.

Steno-secretary (two positions)

The Authority is currently seeking applications for the above positions, located in Canberra. The duties

involved will consist of secretarial and stenographic duties for senior officers of the Authority.

Qualifications: Shorthand, at least 100 words per minute.

Applications should be forwarded to: The Executive Member, The Pipeline Authority, P.O. Box 1950, Canberra City, A.C.T. 2601

International organisations

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 42/73

Title: Audio-Visual Aids Officer, Audio-Visual Aids Unit, Personnel Licensing and Training Practices Section, Flight Branch, Air Navigation Bureau, Headquarters, Montreal.

Level: P-4.

Post No.: 3252.01.

Salary: Net (free to tax): US\$13,578 increasing by eleven annual increments to US\$17,568 per annum plus allowances.

Duties: Direct and plan activities of the Audio-Visual Aids Unit.

Applications to be addressed to: Chief, Personnel Branch, International Civil Aviation Organization, 1080 University Street, Montreal, 101, P.Q., Canada.

Please quote: Vacancy number and full title of post.
Closing date for the receipt of applications: 13 March 1974.

Departmental reference: 40.2.389.

Copies of the full ICAO vacancy notice and application forms for the above position are available from:

Deputy Secretary, Air Transport Group,
Department of Transport,
GPO Box 1839Q,
Melbourne, Vic. 3001.

The departmental reference should be quoted when making inquiries.

PAPUA NEW GUINEA

The Central Planning Office in the Papua New Guinea Public Service is seeking staff to fill the following positions:

General Planning and Projects Branch

Assistant Director \$17800
Principal Economist \$14491-14984
Economist \$12519-13010

Resource and Industry Branch

Assistant Director \$17800
Principal Economist \$14491-14984
Economist \$12519-13010

Social and Welfare Planning Branch

Assistant Director \$17800
Principal Economist \$14491-14984
Project Officer \$12519-13010
Project Officer \$11532-12025

Area Planning Branch

Assistant Director \$17800
Principal Project Officer \$14491-14984
Project Officer \$12519-13010
Project Officer \$11532-12025

Service conditions:

2 year engagement
Generous leave and allowances for accommodation, leave fares, etc.
Lower income tax
Government employees may be considered for secondment
Married men receive an additional \$360 per annum

Further details:

Application forms and further information can be obtained from Mrs Hendry, 4th Floor, A.M.P. Building, Canberra, phone 486644.

Closing date: 7 February.

Quote advertisement No. 821.

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 OF 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 17, Woden, A.C.T. 2606
- A5 The Regional Director, Department of Aboriginal Affairs, Guardian Royal Exchange Group Building, 50 Grenfell Street, Adelaide, S.A. 5000
- 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 1408x, 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 18390, 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, G.P.O. Box X2212, Perth, W.A. 6001
- F7 The Director, Civil Aviation Agency, 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, P.N.G. 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, Navy 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, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 586, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Medlands, W.A. 6009
- I7 The Regional Director, Hobart Office, Department of Education, P.O. Box 168, Sandy Bay, Tas. 7005
- I8 The Director of Education (Northern Territory Community Schools), Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- I9 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 1937, 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, G.P.O. Box 2219, 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 919, 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 498B, 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

- 01 The Secretary, Department of Immigration, Canberra, A.C.T. 2600
- 02 The Regional Director of Migration, Department of Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- 03 The Regional Director of Migration, Department of Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- 04 The Regional Director of Migration, Department of Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- 05 The Regional Director of Migration, Department of Immigration, G.P.O. Box 2399, Adelaide, S.A. 5001
- 06 The Regional Director of Migration, Department of Immigration, P.O. Box 963M, Perth, W.A. 6001
- 07 The Regional Director of Migration, Department of Immigration, G.P.O. Box 794H, Hobart, Tas. 7001
- 08 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, P.O. Box 2246U, Elizabeth Street, 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
- 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 1913, 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 Officer 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 17970, 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 3560, 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., Yarrawonga, 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, G.P.O. Box 1799, 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 854-J, Hobart, Tas. 7000
- AH8 The Controller, Establishments Section, Department of Transport, G.P.O., Box 2111s, 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, G.P.O. Box 1248, 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, Canberra A.C.T. 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
- AI23 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, G.P.O. Box 1381, 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, G.P.O. Box C115, 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, G.P.O. Box 3917, Sydney, N.S.W. 2001

Departmental vacancies

DEPARTMENT OF ABORIGINAL AFFAIRS QUEENSLAND

Management Services and Projects Branch

*Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, North Queensland Region, Cairns

Duties: Ensure Aboriginal clients understand Departmental procedures. Assist Aborigines in communication with non-Aboriginal staff. Maintain statistical records and filing system and undertake typing and other general duties as required.

Qualifications: A deep and detailed understanding of, and ability to communicate effectively with, Aboriginal people.

Apply: A1

SOUTH AUSTRALIA

South Australian Branch

*Clerical Assistant, Grade 6, \$6458-6844, Fourth Division, Adelaide

Duties: Maintain personal liaison with Aborigines and Aboriginal organisations to ensure a complete two-way flow of information between Aborigines and the Department, and assist in field investigations being carried out by a team of Project Officers.

Qualifications: A deep and detailed understanding of the Aboriginal people and the ability to communicate effectively with Aborigines and to interpret their requirements of the Department.

Apply: A5

ATTORNEY-GENERAL'S DEPARTMENT

ALL STATES AND TERRITORIES

Australian Legal Aid Office

**Principal Legal Officer \$15195-16285, Third Division (several positions)

**Senior Legal Officer \$12545-13635, Third Division (several positions)

**Legal Officer \$7950-11765, Third Division (several positions)

(a) These positions will be located in all capital cities and their suburbs, and in regional centres throughout the country. If a particular state is preferred, this should be indicated in the application.

Duties above positions: Provision of legal advice and assistance including the conduct of litigation for applicants for legal aid. Also, in the Australian Capital Territory and the Northern Territory, provision of a Public Defender Service.

Qualifications above positions: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory. Experience in the fields of general law, family law or criminal law desirable.

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

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Courts Office Branch

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

Duties: No. 7—Receive all documents, assess fees, receive trust accounts moneys and issue receipts. Check documents for compliance with Supreme Court Rules.

Qualifications: A knowledge of the fees payable and relevant provisions of the legislation desirable.

Apply: D1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Supreme Court Section, Canberra

Duties: No. 12—Supreme Court Officer. Act as Court Orderly in the Supreme Court. Serve court and foreign processes, jury summonses and execute writs lodged with the Supreme Court.

Apply: D1

Registration Offices Branch

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

Duties: No. 87—Assist the public requisitioning searches of the Register Books and Plans and refile books after use.

Apply: D1

OFFICE OF THE COMMISSIONER OF TRADE PRACTICES

AUSTRALIAN CAPITAL TERRITORY

Steno-secretary, Grade 1 \$5311-5633, Fourth Division (two positions), Canberra

Duties: Secretarial assistance for senior officers.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D24

NEW SOUTH WALES

Bankruptcy Branch

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Official Receiver's Section, Office Services Sub-section, Sydney

Duties: No. 68—Control the operation of the Records Unit.

Apply: D2

Deputy Crown Solicitor's Office

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

Duties: No. 90—Take and transcribe shorthand notes required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D2

VICTORIA

Commonwealth Police Service

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

Duties: No. 26—Prepare files, attach papers to files as required, attend to dispatch and receipt of mail. Maintain indexes. Perform all typing duties of sub-section.

Apply: D3

WESTERN AUSTRALIA

Bankruptcy Branch

Assistant Official Receiver \$11032-11525 (Class 8), Third Division, Official Receiver's Section, Perth

Duties: No. 3—Supervise the staff engaged on the realisation and administration of estates and resolve issues relating to proofs of debt and dividends. Undertake realisation and administration of the most complex estates.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Arbitrator's Awards and Determinations and Superannuation Act desirable.

Apply: G4

**DEPARTMENT OF DEFENCE
AUSTRALIAN CAPITAL TERRITORY
Directorate of Civil Defence**

Assistant Director \$12019-12510 (Class 9), Third Division, Canberra.

Duties: No. 2190—Assist with civil defence planning and with co-ordinating civil defence throughout Australia. Controller of Civil Defence in the Australian Capital Territory.

Apply: H1

Logistics Division, Equipment Progressing and Technical Branch

Technical Officer, Grade 2 \$7117-7545, Fourth Division, Canberra

Duties: No. 2033—Assess technical progress and advise on technical problems affecting progress on major projects. Assist in preparation of project reports and projections.

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

Apply: H1

Logistics Management and Industry Policy Branch

Executive Officer \$11032-11525 (Class 8), Third Division, Logistics Management Section, Canberra

Duties: No. 1704—Investigate aspects of Service Logistics Systems and assist in the development of new techniques applicable to Defence Group Logistics.

Qualifications: Demonstrated analytical ability, and experience in investigational work together with experience with a Service supply system an advantage. Tertiary qualifications desirable.

Apply: H1

VICTORIA

Data Processing Operator, Grade 2 \$4491, Fourth Division, Melbourne

Duties: No. 1553—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.

Apply: H2

**DEPARTMENT OF DEFENCE—AIR OFFICE
AUSTRALIAN CAPITAL TERRITORY
Establishments and General Division, General Services Branch**

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

Duties: No. 93—Provide general assistance to senior officers in connection with Air Force and Defence Legislation tasks. Carry out routine aspects of regulation amendment. Draft minor legal instruments as necessary.

Qualifications: Legal experience or training desirable. Administrative experience should be stated.

Apply: H1

**DEPARTMENT OF DEFENCE—ARMY OFFICE
QUEENSLAND**

Regional Secretariat, Personnel and Establishment

Typist Supervisor, Grade 1 \$4771-4924, Fourth Division, Typing Pool, Townsville

Duties: No. 199—Supervise and control the staff of the Typing Pool.

Qualifications: Practical experience and proven ability in control of typing staff desirable.

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

Apply: B5

TASMANIA

Regional Secretariat

Assistant (Printing), Grade 1 \$4320-4530, Fourth Division, Reproduction Section, Hobart

Duties: No. 9—Operate Multilith 1250 WLD and 85 offset printing machines and Luxocopy photo-copier including the making of metal and paper lithographic plates and transparencies. Print multicolour and maintain registration on the multilith 1250 WLD printing machine.

Qualifications: Experience in the relevant duties is desirable.

Apply: C8

**DEPARTMENT OF DEFENCE—NAVY OFFICE
AUSTRALIAN CAPITAL TERRITORY
Dockyards and Maintenance Division**

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Dockyards Branch, Canberra

Duties: No. 166—Prepare and maintain records of repair and refit of ships and support craft including historical cost implications.

Apply: H1

Establishments and General Division, EDP Branch

Programmer \$8886-9548 (Class 6), Third Division, Naval Combat Data Systems Section, Canberra (two positions)

Duties: NP—Under direction, maintain, develop and document real time computer programmes and software and assist in the preparation of programme testing and simulation programmes.

Apply: H1

Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division, Naval Combat Data Systems Section, Canberra

Duties: NP—Direct and assist the work of subordinate staff in the various loading and operating functions associated with Magnetic Tape Units, Card and Paper Tape Reader/Punch Units, High Speed Printer, Central Console and maintaining a library of magnetic tapes.

Apply: H1

Computer Operator, Grade 2 \$5894-6192, Fourth Division, Naval Combat Data Systems Section, Canberra (two positions)

Duties: NP—Under direction, maintain various loading and operating functions associated with Magnetic Tape Units, etc.

Apply: H1

Weapons and Electrical Engineering Design Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Naval Combat Data Systems Section, Project Team Sub-section, Canberra

Duties: NP—File, sort, amend, retrieve and distribute technical manuals and associated documentation.

Apply: H1.

Works Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Property and Support Services Section, Canberra

Duties: No. 9—Maintain assets register and prepare appropriate extracts in connection with new projects. Provide information to Branches on assets matters. Assist in preparation of requisitions and prepare outline drawings.

Qualifications: Typing would be an advantage.

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

Apply: H1.

NEW SOUTH WALES

HMA Naval Dockyard, Garden Island

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

Duties: No. 187—Senior Asset Registrar responsible for the maintenance of asset registers, preparation of returns and liaison with Departmental Officers in Asset matters.

Qualifications: Knowledge of asset and stocktaking procedures an advantage.

Apply: H16

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Commonwealth Teaching Service

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

Duties: NP—Organise and participate in the recruitment and selection of casual relief teachers for the geographical areas covered by the Commonwealth Teaching Service. Participate in the administration of Commonwealth Teaching Service Scholarships Scheme and in the planning and administration of in-service training for teachers.

Qualifications: Teacher training would be an advantage.

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

Apply: I1

Policy Division, General Policy Branch

Typist, Grade 2 \$4731-5035, Fourth Division, Australian Pre-schools Committee Secretariat (two positions), Canberra

Duties: NP—Perform stenographic and typing duties as directed.

Qualifications: Shorthand at least eighty words per minute, desirable.

Apply: I1

Research and Development Division, Special Programs Branch

*Education Officer, Class 3 \$9921-10978, Third Division, Canberra

Duties: No. 48—Executive Officer to the National Committee on Social Science Teaching. Provide advice on and participate in the development and evaluation of curricular materials and teaching aids in social science.

Qualifications: A degree in education or other appropriate degree with a diploma in education or equivalent and at least twelve months experience in education. Recent experience in social science teaching and/or curriculum development in the social sciences desirable.

Apply: I1

Student Assistance and International Education Division, International Education Branch

Clerk \$8886-9548 (Class 6), Third Division, International Training Section, Overseas and Scholarships for Australians Sub-section, Canberra

Duties: No. 55—Oversight administrative activities associated with the grants of overseas awards. Act as Secretary for Committees for smaller scholarship schemes and take appropriate executive action. Answer more involved inquiries and correspondence; supervise subordinate staff.

Qualifications: Tertiary qualifications to be stated.

Apply: I1

Student Assistance No. 1 Branch

Clerk \$12019-12510 (Class 9), Third Division, Secondary, Technical, Minor Scholarships and and Common Services Section, Common Services Sub-section, Canberra.

Duties: No. 16—Responsible for the preparation and co-ordination of Ministerial correspondence and briefing in the Branch. Prepare advice on legislation, budgets and statistics.

Qualifications: University degree and knowledge of Australian education desirable.

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

Apply: I1

Territorial and Facilities Division, Facilities Branch

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

Duties: No. 12—Draft correspondence on matters connected with grants for secondary science buildings and equipment. Conduct investigations, extract statistics and prepare reports on matters related to the work of the Branch.

Qualifications: Academic qualifications to be stated.

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

Apply: I1

Territorial Liaison Branch

Director \$13991-14484 (Class 11), Third Division, Technical and Further Education Section, Canberra

Duties: NP—Direct the activities of the Section. Recommend and implement policies in relation to technical and further education. Oversee the financial administration and the Departmental responsibility for curriculum planning at the Canberra Technical College and the Canberra School of Music.

Qualifications: Wide administrative experience in education desirable. Tertiary qualifications to be stated.

Apply: I1

Clerk \$11032-11525 (Class 8), Third Division, Technical and Further Education Section, Canberra School of Music Advisory Council, Canberra

Duties: NP—Perform the duties of Executive Officer and arrange for the implementation of Council decisions. Carry out necessary investigations and prepare reports.

Qualifications: Administrative experience desirable.

Apply: I1

Clerk \$12019-12510 (Class 9), Third Division, Technical and Further Education Section, Policy and Curriculum Planning Sub-section, Canberra

Duties: NP—Prepare advice on policy aspects of the development of technical and further education in the Australian Capital Territory. Prepare submissions on departmental policy for presentation to the Canberra Technical College Advisory Council and the Canberra School of Music Advisory Council.

Qualifications: Experience in technical and/or further education desirable. Tertiary qualifications to be stated.

Apply: I1

Clerk \$8886-9548 (Class 6), Third Division, Technical and Further Education Section, Policy and Curriculum Planning Sub-section, Canberra

Duties: NP—Assist with and conduct investigations into trends in technical and further education in Australia and overseas. Prepare reports on such investigations. Analyse financial estimates when necessary.

Qualifications: Experience in education and an appropriate degree desirable.

Apply: I1

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Environment Protection Division

* First Assistant Secretary, \$20870, Second Division, Canberra

Duties: Control and co-ordinate the activities of the Environment Protection Division. Formulate and review policy on matters relating to the operations of the Division.

Qualifications: Appropriate academic qualifications preferably in a discipline such as engineering or the physical or biological sciences. Proven ability at higher levels of management. Experience in policy formulation should be indicated.

Apply: J1

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Personnel Branch

* Training Officer Grade 2 \$7899-8639 (Class 5), Third Division, Organisation, Staffing and Training Section, Sydney

Duties: No. 72—Supervise and co-ordinate detailed training programs for sponsored trainees under various external aid programs. Investigate and develop training courses in consultation with state government agencies. Conduct orientation courses and program counselling for overseas students.

Apply: L3

Services Branch

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

Duties: 719—Assist in the general administration of the Section, prepare draft financial and budget proposals and control related expenditure.

Apply: L1

Office of Australian Development Assistance Agency, Development Division, Aid Branch

Clerk \$7899-8639 (Class 5), Third Division, International and Training Section, Policy and Programming Sub-section, Canberra

Duties: No. 79—Under supervision control the CPTS for Papuans and New Guineans including setting of proposals for provision of training; correspondence and liaison with training authorities, etc., and preparation of submissions including those on problem cases, extensions, terminations, variations in awards and changes in courses.

Apply: K1

Division No. 1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Projects and General Services Section, General Services Experts Group Sub-section, Canberra

Duties: No. 237—Assist in arranging travel and accommodation requirements of Aid Experts, Process all related forms and maintain associated records.

Apply: K1

Aid Branch

Clerk \$6912-7652 (Class 4), Third Division, International Training Section, Training Sub-section, Canberra

Duties: No. 116—Organise training for overseas students studying professional scientific and technical subjects with various authorities and follow-up progress reports and related documentations.

Apply: K1

Clerk \$6912-7652 (Class 4), Third Division, International Training Section, Training Sub-section, Canberra

Duties: No. 114—Organise training for overseas students. Studying professional scientific and technical subjects with various authorities and follow-up progress reports and related documentations.

Apply: K1

PAPUA NEW GUINEA

Division No. 2, Australian Staffing Assistance Group Branch

* Principal Executive Officer \$13991-14484 (Class 11), Third Division, Port Moresby Office, Port Moresby

Duties: NP—Day to day administration of the Australian Staffing Assistance Group (ASAG). Represent the Chief Officer of ASAG on tribunals and committees. Exercise delegated authority. Liaise with PNG Public Service Board on recruitment, appointment, advancement, retirement and associated matters concerning ASAG employees.

Qualifications: Proven ability at a high level of management. Academic qualifications to be stated.

Apply: K1.

* Executive Officer \$12019-12510 (Class 9), Third Division, Port Moresby Office, Port Moresby

Duties: NP—Supervise day to day activities of the Port Moresby Office. Undertake research and investigations relating to classification of positions on specific occupational groups or categories within ASAG. Liaise with the PNG Public Service Board and staff associations on industrial matters relating to ASAG employees. Supervise staff of office.

Qualifications: Experience in classification and industrial work at a high level desirable. Academic qualifications to be stated.

Apply: K1

- * Clerk \$8886-9548 (Class 6), Third Division, Port Moresby Office, Port Moresby

Duties: NP—Secretary to tribunals appointed under the provisions of the Papua New Guinea (Staffing Assistance) Act to hear applications by ASAG employees for termination of employment. Responsible for administrative work associated with terminations.

Qualifications: Ability to prepare correspondence. Previous experience on committee work an advantage.

Note: The Australian Staffing Assistance Group comprises 4,600 overseas personnel in the Papua New Guinea Public Service and authorities who are employed by the Australian Government under the Papua New Guinea (Staffing Assistance) Act. Persons promoted to the above vacancies may be considered for transfer to other areas of the Agency's operations after a minimum of two years service at Port Moresby. Promotees to the position will be paid allowances, fares and removal expenses under the conditions applying to Australian Public Servants serving in Papua New Guinea.

Apply: K1

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, ADP Branch

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

Duties: No. 119—Responsible for the continued running on computer of the Doctors' Prescribing System and other Management Information systems. Maintain appropriate records of computer processing.

Apply: M1

Establishments and Finance Branch

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

Duties: No. 109—Oversight staff engaged on the maintenance and control of establishment records and the preparation of associated correspondence including funds requests, explanatory memoranda and Executive Council minutes. Undertake investigations and report on minor establishment matters.

Apply: M1

Policy and Planning Division, Policy Secretariat and Legislation Branch

- * Journalist, Grade A1 \$10524-10943, Third Division, Public Relations Section, Canberra

Duties: No. 79—Maintain, as a continuous activity, an information campaign on drug abuse and on social medicine issues generally.

Qualifications: Extensive experience at senior level in journalism or public relations desirable.

Apply: M1

Public Health Division

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

Duties: No. 378—Plan and direct an epidemiological service for the Department including design and execution of surveys and development of statistical collections. Liaise with appropriate State and International bodies. Provide expert advice to committees as directed.

Qualifications: Medical practitioner eligible for registration in the Australian Capital Territory. Doctorate or equivalent higher degree or post-graduate diploma in a relevant subject. Considerable experience and expertise in epidemiology and medical statistics and in research methods desirable.

Apply: M1

Therapeutics Division, Therapeutic Goods Branch

- Clerk \$7899-8639 (Class 5), Third Division, Drugs of Dependence Section, Canberra

Duties: No. 31—Prepare associated documents, background material and agenda items for the Medical Standing Control Committee on Drugs of Dependence and expert committee and working parties advising on Drugs of Dependence. Analyse and report on distribution trends and disseminate information on drugs of dependence to various committees.

Apply: M1

National Biological Standards Laboratory

- * Technical Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Antibiotic Products Section (two positions), Canberra

Duties: Nos 77 and 149—General laboratory duties including the assay of antibiotic drugs and sterility testing of pharmaceutical products.

Qualifications above two positions: Qualifications and/or experience appropriate to the duties. Previous laboratory experience and part completion of an appropriate Technical College Certificate Course desirable.

Apply: M9

NEW SOUTH WALES

National Acoustic Laboratories, Hearing Centre

- Psychologist, Class 2 \$9021-10092, Third Division, Sydney

Duties: No. 813—Supervise a team engaged in audiological and audiometric work with children, pensioners and Repatriation cases. Plan and implement rehabilitative measures. Interview patients.

Qualifications: A university degree with a major in Psychology.

Apply: M2

- Psychologist, Class 2 \$9021-10092 Third Division, Newcastle

Duties: No. 839—Control and co-ordinate the activities of the Newcastle Laboratory. Direct the work of staff engaged in audiological, psychological and audiometric work.

Qualifications: University degree with major in Psychology. Considerable experience in audiology and psychology desirable.

Apply: M2

Technical Officer, Grade 1 \$6003-7613, Third or Fourth Division, Parramatta

Duties: No. 846—Supervise work of technical staff at Parramatta Laboratory and ensure that accepted standards of hearing aid repairs and calibrations are maintained. Ensure Laboratory equipment is maintained and calibrated in accordance with established procedures. Undertake measurement of industrial noise.

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

Apply: M2

School of Public Health and Tropical Medicine, Institute of Child Health

*Medical Officer (Research and Teaching), Class 3 \$14466-15111, Third Division, Sydney

Duties: No. 697—Conduct research into child health. Post-graduate teaching in child health and paediatrics. Clinical care of patients at the Royal Alexandra Hospital for Children.

Qualifications: Medical practitioner eligible for registration within New South Wales. Extensive experience in the practice of paediatrics and in research desirable.

Apply: M12

QUEENSLAND

Executive Services Branch

Accountant \$8886-9548 (Class 6), Third Division, Accounts Section, Brisbane

Duties: No. 25—Control the activities of the Accounts Section and advise the Assistant Director and other Senior Officers on financial matters; investigate and report on new proposals with financial repercussions. Where appropriate determine priorities on the use of available funds.

Qualifications: Accountancy qualifications are desirable.

Apply: M4

Clerk \$5806-6666 (Class 2/3), Third Division, Automatic Data Processing Section, Brisbane

Duties: No. 75—Under the direction of the Officer-in-charge, ADP Section, examine computer print-outs, exception reports and computer produced statements of pharmaceutical benefits and test claims and maintain details of operative of downtime equipment.

Qualifications: A knowledge of machine accounting and ADP systems desirable.

Apply: M4

Health Laboratories

Bacteriologist, Class 3 \$11050-12364, Third Division, Townsville

Duties: No. 522—Supervise and control all laboratory procedures carried out by the non-medical professional and technical staff of the Microbiology-TB Section and be responsible for general management of the Section. Perform the more complex investigations and control the project work in Microbiology-TB Section. Advise and assist in other sections of the laboratory as required.

Qualifications: An appropriate degree or diploma in Science/Applied Science (major in Bacteriology or Microbiology), or Medical Laboratory Technology or equivalent qualification.

District Allowance: Grade III.

Apply: M4

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

Duties: No. 414—Raise requisitions for samples. Check and handle patients' reports. Assist with the receipt, sorting and checking of patients' specimens and requests for examinations.

Apply: M4

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

Duties: No. 413—Receive sort and check patients' specimens and requests for examination. Control internal movement of laboratory reports. Extract from bench books details of tests performed.

Apply: M4

NORTHERN TERRITORY

Alice Springs Hospital

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

Duties: No. 1081—Oversight and co-ordinate the Special Services area of the Hospital which include Catering, Laundry, Patient Services, Ground Maintenance, Orderlies, Ambulance, Medical Library, Medical Records, Cleaning and the Child Health Unit.

District Allowance: Grade III.

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 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. These conditions apply to females with eligible dependants. Applicants to state requirements.

Apply: M8

Community Health Services Division, Southern Region Health Services Branch

Clerk \$6912-7652 (Class 4), Third Division, Administration Section, Alice Springs

Duties: No. 310—Certify Treasury forms prepared for salaries variations and claims for payment of various allowances. Oversight recruitment action in respect of nursing requirements in the Southern Region except Tennant Creek Hospital. Approve within delegation sick, special and recreation leave, higher duties and increments. Supervise subordinate staff engaged in the preparation of salary variations and allowances, the preparation of wages sheets and penalty payments and processing of leave applications.

Qualifications: Sound working knowledge of Public Service Act and Regulations and Arbitrators Determinations desirable.

District Allowance: Grade III.

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. Permanent married accommodation is available after a waiting period, but a successful interstate applicant, if married, could be assisted with an accommodation allowance in the interim. These conditions apply to females with eligible dependants. Applicants to state requirements.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

CENTRAL OFFICE

Economic Branch

* Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Canberra

Duties: No. 28—To conduct investigations into present and future trends in the housing industry.

Qualifications: A degree preferably with a major in economics and some statistical training. Some previous experience into investigation work would be desirable.

Apply: N1

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

Duties: No. 75—Compile statistical tables, maintain the Branch's statistical records and assist with the checking of the statistical content of departmental papers and publications.

Qualifications: Previous experience in statistical procedures or related work desirable.

Apply: N1

HEAD OFFICE

Engineering Division, Engineering Design Branch

* Engineer, Class 3 \$11,348-12,664, Third Division, Electrical Section, Hawthorn

Duties: No. M8—As technical specialist, advise in applications of electronics to power station control and instrumentation, high reliability power supplies, supervisory control systems, lifts, intruder alarm systems, fire detection systems, public address systems and allied fields. Evaluate existing and new systems involving solid state techniques and computer based systems.

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. Knowledge of solid state techniques and experience in application and installation of electronic systems desirable.

Apply: AK1

* Senior Programmer \$12,019-12,510 (Class 9), Third Division, Technical Computing Section, Hawthorn

Duties: No. 64

(a) Provide high level mathematical programming advice and assistance to engineers, requiring advanced knowledge of techniques of mathematical modelling, numerical analysis, etc.

(b) Investigate, review and report on aspects of systems software and computing equipment, and assist in the development of new systems software.

Qualifications: Tertiary qualifications majoring in mathematics and/or computing science; extensive experience in the use of high level mathematical techniques.

Apply: AK1

* Engineer, Class 4 \$13,322-14,209, Third Division, Technical Computing Section, Hawthorn

Duties: No. 49—Within the field of Hydraulic engineering, be responsible for:

(a) the investigation and evaluation of needs for computer-aided design techniques, and the provision of expert advice to other professional staff;

(b) review of computer systems/programs available from other sources, and the specification of their adaptation for Departmental use;

(c) the design and supervision of the development and implementation of new computer systems/programs.

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. Extensive experience in engineering design and construction, and evidence of ability in engineering analysis and the design of engineering systems highly desirable.

Apply: AK1

* Programmer \$11032-11525 (Class 8), Third Division, Technical Computing Section, Hawthorn (three positions)

Duties: No. M3—Oversight and control the daily operations of the Technical Computing Network. Provide specialist training advice and assistance to Head Office technical staff engaged on programming, testing and using systems and applications software. Monitor and review performance of all system software and hardware and be responsible for integrity and maintenance of existing systems programs and documentation.

Qualifications: Tertiary qualifications majoring in mathematics and/or computing science, together with extensive experience in systems programming or scientific/technical computing.

Apply: AK1

Duties: No. M4—Provide high-level scientific programming advice/assistance to other staff in an applications software project team, and contribute to the detailed design and documentation of such software. Assist in the review, design and development of operating systems and utility software of a scientific/mathematical nature.

Qualifications: Tertiary qualifications majoring in mathematics and/or computing science, together with extensive experience in scientific/technical programming.

Apply: AK1

Duties: No. M5—Provide high-level graphics programming advice/assistance to other staff in an applications software project team, and contribute to the design of applications that require the use of graphics techniques. Assist in the investigation, design and development of major systems and utility software for graphics input/output and graphics data structuring and processing.

Qualifications: Tertiary qualifications majoring in mathematics and/or computing science, together with extensive experience in scientific/technical programming, including experience in the development and use of graphics software.

Apply: AK1

* Programmer \$8886-9548 (Class 6), Third Division, Technical Computing Section, Hawthorn

Duties: No. M6—For specific computer programming projects, provide assistance to other staff engaged in the development of applications software of a scientific/technical nature including the writing of computer programs, the preparation of detailed test plans, the debugging and maintenance of program modules and the detailed documentation of these modules.

Qualifications: Tertiary qualifications majoring in mathematics and/or computing science, together with experience in scientific/technical programming.

Apply: AK1

*Data Processing Operator, Grade 2 \$4414, Fourth Division, Technical Computing Section, Hawthorn

Duties: No. M7—Provide a data preparation, data verification, and data entry service for technical computing, including the encoding of source programs and job input data by operating low-speed computer terminals of the keyboard type and, under supervision, by operating more complex computer terminal equipment including line-printers.

Qualifications: Proficient in the operation of data processing equipment and in coding documents for a wide variety of applications. Pass in proficiency test for data processing operator, Grade I.

Apply: AK1

Policy and Development Division

*Assistant Secretary \$17300, Second Division, Canberra (two positions)

Duties: Formulate advice on aspects of national planning and policy relating to housing and construction.

Qualifications: Proven ability in executive and policy fields. Tertiary qualifications are desirable.

Apply: N1

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Construction Administration Branch

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

Duties: No. 18—Project Clerk, in consultation with technical staff, develop and undertake the administrative work associated with architectural projects under construction carried out by contract and day labour. Maintain control records, reports on progress or work and initiate action for payment to contractors.

Qualifications: Applicants should indicate any tertiary qualifications or the stage reached with such studies. Ability to undertake planning and organising work and personal attributes necessary to work with technical staff desirable.

Apply: AK2

Personnel Services Branch

Assistant Inspector \$9876-10538 (Class 7), Third Division, Establishments and Methods Section, Canberra

Duties: No. 107—Plan, direct and control the activities of Methods staff involved in investigations concerning office systems and procedures, forms design, mechanisation of office systems. Undertake the more complex and involved methods assignments.

Qualifications: Extensive experience in Methods investigation activities and report writing desirable. In lieu of notification appearing in Gazette of 19.12.73, previous applicants will be considered and need not reapply.

Apply: AK2

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

Duties: No. 114—Relief in the Personnel Services Branch

Qualifications: Experience in Personnel, Establishments, Office Services and/or Organisation and Methods is desirable.

Apply: AK2

Technical Division

*Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Construction Section, Canberra

Duties: CP5—To prepare drawings of: 1. construction variations on major contracts as work proceeds; 2. update existing plans progressively of constructed work, as required; 3. monitor time and performance schedules associated with critical path net work planning and prepare charts as required by project management. Liaise with site supervisors in assessing progress of work in relation to the programme and report thereon.

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

Apply: AK2

*Works Supervisor (temporary position) \$7988-8312, Fourth Division, Construction Section, Major Projects Sub-section, Canberra

Duties: MP5—Supervise and inspect the construction of the Tuggeranong interceptor sewer. Ensure compliance with designs, specifications and prescribed standards, and observance by contractors of obligations under conditions of contract. Prepare progress reports, progress payments and applications to vary contract. Make reports and recommend action.

Qualifications: Appropriate qualifications and/or experience in civil engineering construction, preferably with particular emphasis on underground excavation and concreting, surface earthworks, including laying of large diameter concrete pipes and reinforced concrete structures.

Apply: AK2

*Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Engineering Design Section, Hydraulics Sub-section (two positions), Canberra

Duties: Nos Pool 32, Pool 260—Perform minor design and prepare detailed workings, estimates, specifications and schedules of quantities for routine hydraulic engineering projects.

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

Apply: Z2

*Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Engineering Design Section, Materials Laboratory Sub-section (temporary position), Canberra

Duties: No. EDP20—Control and operate the Soils and Concrete Laboratories at Googong Dam. Programme tests to determine the suitability of materials used in the construction of the Dam. Plan and allocate the testing work and supervise subordinate staff carrying out this work. Make technical assessments of materials used in the construction of the dam. Prepare laboratory reports and accept responsibility for their accuracy.

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

Apply: AK2

*Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Engineering Design Section, Materials Laboratory Sub-section, Canberra

Duties: No. EDP28—Perform and direct the field testing and investigations of soil structures in proposed sub-divisions development areas. Conduct the more important laboratory investigations relating to soil types and prepare reports on tests carried out. Supervise subordinate technical and day labour staff.

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

Apply: AK2

*Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Engineer Design Section, Materials Laboratory Sub-section (temporary position), Canberra

Duties: No. EDP29—Control site laboratory at the Airport Runway Extension project. Perform and direct the laboratory testing and investigation of soils and concrete materials. Give advice on site as required by Project Engineer. Prepare reports on tests carried out.

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

Apply: AK2

*Technical Assistant, Grade 2 \$5681-6371, Third or Fourth Division Engineering Design Section, Materials Laboratory Sub-section (2 temporary positions), Canberra

Duties:

No. EDP31—Undertake tests on soils and materials used in the Googong Dam embankment including maximum dry density and percentage compaction, optimum moisture content and in situ moisture content, mechanical analysis, atterberg limit tests, in situ relative density tests.

No. EDP32—Under directions, carry out laboratory and/or field testing of concrete samples from the Post Office Tower construction project. Prepare work sheets and reports on tests carried out.

Qualifications: Appropriate qualifications and/or experience.

Apply: AK2

*Engineer, Class 4 \$13322-14209, Third Division, Googong Dam Project, Canberra

Duties: No. MP11—Resident Engineer. Responsible for the planning and controlling of the construction of the Googong Dam to ensure compliance with the quality, time and cost requirements.

*Engineer, Class 2 \$9581-10702, Third Division, Googong Dam Project, Canberra (two positions)

Duties:

No. MP12—Responsible for the control of the quality and placement of materials in earth and rock fill zones of filters in the embankment of the Googong Dam. Ensure that work carried out is in compliance with Contract documents.

No. MP13—Responsible, under the Resident Engineer, for the supervision of the Googong Dam, including the spillway, intake tower, bridge to intake tower, pipeline from dam to pumping station. Ensure that the predetermined objectives for these components are achieved.

Qualifications above three positions: 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: AK2

*Works Supervisor \$7988-8312, Fourth Division, Googong Dam Project (two positions), Canberra

Duties:

No. MP15—Supervise and inspect civil and/or structural construction work on the Googong Dam. Ensure compliance with contract provisions.

No. MP16—Supervise, direct and inspect work associated with the grouting operation on the Googong Dam.

Qualifications above two positions: Appropriate qualifications and/or experience.

Apply: AK2

*Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Googong Dam Project, Canberra

Duties: No. MP17—Measure by survey and geometry the qualities of work completed in the more complicated structures of the Googong Dam. Monitor the progress of all items of construction; develop and work out parameters for project management and prepare works-as-executed drawings.

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

Apply: AK2

*Engineer, Class 3 \$11348-12664, Third Division, Lower Molonglo Water Quality Control Centre Project, Canberra

Duties: No. MP18—Supervise civil engineering work and assist in co-ordinating and managing work associated with the construction of the LMWQCC. This work includes completion of excavation, placement and compaction of fill, construction of the Administration, Maintenance, Screening—Incineration and Blower Buildings, construction of major water retaining concrete structures including primary and secondary sedimentation tanks, effluent filters, channels etc, internal roads and site works.

Qualifications: For appointment—Educational qualifications admitting to Grad.I.E.(Aust.), or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Experience in Project Management and an understanding of sewerage treatment processes would be an advantage.

Apply: AK2

*Engineer, Class 2 \$9581-10702, Third Division, Lower Molonglo Water Quality Control Centre Project, Canberra

Duties: No. MP19—Assist in the supervision of civil engineering work associated with the construction of the LMWQCC. This work includes completion of excavation, placement and compaction of fill, construction of the Administration, Maintenance, Screening—Incineration and Blower Buildings; major water retaining concrete structures including primary and secondary sedimentation tanks, effluent filters, channels etc; internal roads and siteworks.

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: AK2

- * Works Supervisor \$7988-8312, Fourth Division, Lower Molonglo Water Quality Control Centre Project (four positions), Canberra

Duties: Nos MP20, 21, 22 and 23—Supervise and inspect work carried out under contract in the construction of the LMWQCC and ensure compliance with contract provisions.

Qualifications: Appropriate qualifications and/or experience. Experience in civil engineering construction, in particular on earthworks and concrete structures desirable.

Apply: AK2

- * Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Lower Molonglo Water Quality Control Centre Project, Canberra

Duties: No. MP24—Monitor the progress of all items of construction for the LMWQCC to ensure compliance with predetermined objectives. Develop and work out parameters for project management; prepare work-as-executed drawings.

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

Apply: AK2

NEW SOUTH WALES

Technical Services Division, Advisory Services Branch

Engineer, Class 4 \$13322-14209, Third Division, Sydney

Duties: No. 15—Principal Mechanical Engineer. Provide a high level of advice and guidance in Mechanical Engineering matters.

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: AK3

VICTORIA AND TASMANIA

General Works Division, Eastern Area Branch

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

Duties: No. NP2—Operate switchboard, type reports, correspondence, quotations and specifications and undertake clerical activities.

In lieu of notification in Gazette No. 5 of 10.1.74.

Apply: AK4

Management Services Division, Programming and Financial Services Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section, Appropriation and Project Ledgers Sub-section, Melbourne

Duties: No. 34—Furnish regular reports to management concerning expenditure, warrant and cash allocation. Maintain losses and assets registers and carry out reconciliation of Trust Monies.

Qualifications: Progress in accountancy studies to be stated.

Apply: AK4

Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section, Examination Sub-section, Melbourne

Duties: No. 46—Under direction of Certifying Officer—examine accounts and investigate outstanding accounts and queries. Sign as person incurring expense.

Qualifications: A progress in accountancy studies to be stated.

Apply: AK4

NORTHERN TERRITORY

Design Services Division, Technical Resources Branch

* Architect, Class 4 \$13190-14100, Third Division, Darwin

Duties: No. NPR—Act as a Design Project Leader engaged on the design of major building projects or building components of engineering projects, where there are unusual, complex, novel or critical features in design.

Apply: AK9

* Architect, Class 3 \$11233-12587, Third Division (several positions), Darwin

Duties: No. NPR—Assume responsibility as a Design Project Leader or participate as a member of a team engaged on the design of building projects or building components of engineering projects.

Apply: AK9

* Architect, Class 2 \$9527-10673, Third Division (several positions), Darwin

Duties: No. NPR—Assume responsibility as a Design Project Leader or participate as a member of a team engaged on the design of building projects or building components of engineering projects.

Qualifications for above positions: An appropriate degree or diploma in Architecture; or equivalent qualification.

Apply: AK9

* Engineer, Class 4 \$13322-14209, Third Division, Darwin

Duties: No. NPR—Act as a Design Project Leader engaged on the design of structural engineering projects or structural components in, or associated with, building projects, where there are unusual, complex, novel or critical features in design.

Apply: AK 9

* Engineer, Class 3 \$11348-12664, Third Division, Darwin

Duties: No. NPR—Assume responsibility as a Design Project Leader or participate as a member of a team engaged on the design of structural engineering projects or structural components in, or associated with, building projects.

Apply: AK9

* Engineer, Class 2 \$9581-10702, Third Division (two positions), Darwin

Duties: No. NPR—Assume responsibility as a Design Project Leader or participate as a member of a team engaged on the design of structural engineering projects or structural components in, or associated with, building projects.

Apply: AK9

*Engineer, Class 4 \$13322-14209, Third Division, Darwin

Duties: No. NPR—Act as a Design Project Leader engaged on the design of mechanical projects or mechanical components in, or associated with, building projects where there are unusual, complex, novel or critical features in design.

Apply: AK9

*Engineer, Class 2 \$9581-10702, Third Division, Darwin

Duties: No. NPR—Assume responsibility as a Design Project Leader or participate as a member of a team engaged on the design of mechanical engineering projects or mechanical components in, or associated with, building projects.

Apply: AK9

*Engineer, Class 4 \$13322-14209, Third Division, Darwin

Duties: No. NPR—Provide a high level of advice and guidance in electrical engineering matters and contribute to the evaluation and solution of design and constructional problems. Participate in technical review of projects, value analysis, determination of design standards, resource allocation and staff development. Maintain liaison with professional, technical and statutory bodies.

Apply: AK9

*Engineer, Class 2 \$9581-10702, Third Division (two positions), Darwin

Duties: No. NPR—Assume responsibility as a Design Project Leader or participate as a member of a team engaged on the design of hydraulic engineering projects or hydraulic components in, or associated with, building projects.

Apply: AK9

*Engineer, Class 4 \$13322-14209, Third Division, Darwin

Duties: No. NPR—Act as a Design Project Leader engaged on the design of civil engineering projects or civil components in, or associated with, building projects where there are unusual, complex, novel or critical, features in design.

Apply: AK9

*Engineer, Class 3 \$11348-12664, Third Division, Darwin

Duties: No. NPR—Assume responsibility as a Design Project Leader or participate as a member of a team engaged on the design of civil engineering projects or civil components in, or associated with, building projects.

Apply: AK9

*Engineer, Class 2 \$9581-10702, Third Division, Darwin

Duties: No. NPR—Assume responsibility as a Design Project Leader or participate as a member of a team engaged on the design of civil engineering projects or civil components in, or associated with, building projects.

Qualifications for above positions: For Appointment—Educational qualifications admitting to Grad.I.E.Aust. For transfer or promotion—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: AK9

*Supervising Draftsman \$9379-9932, Third or Fourth Division (two positions), Darwin

Duties: No. NPR—Under limited guidance of a Design Project Leader prepare the more complex original designs in respect of building projects or building components of engineering projects.

Apply: AK9

*Senior Draftsman \$8599-9103, Third or Fourth Division (several positions), Darwin

Duties: No. NPR—As a member of a multi-discipline team, and working under limited direction, prepare designs, specifications and estimates for building components of engineering projects.

Apply: AK9

*Draftsman, Grade 2 \$7843-8347, Third or Fourth Division (several positions), Darwin

Duties: No. NPR—Prepare original designs, working drawings, estimates and specifications for building projects or building components of engineering projects.

Apply: AK9

*Supervising Draftsman \$9379-9932, Third or Fourth Division, Darwin

Duties: No. NPR—Under limited guidance of a Design Project Leader prepare the more complex original designs, specifications and estimates for structural engineering projects or structural components in, or associated with, building projects.

Apply: AK9

*Senior Draftsman \$8599-9103, Third or Fourth Division, Darwin

Duties: No. NPR—As a member of a multi-discipline team, and working under limited direction, prepare designs, specifications and estimates for structural engineering projects or structural components in, or associated with, building projects.

Apply: AK9

*Draftsman, Grade 2 \$7843-8347, Third or Fourth Division (several positions), Darwin

Duties: No. NPR—Prepare original designs, working drawings, estimates and specifications for structural engineering projects or structural components in, or associated with, building projects.

Apply: AK9

Technical Resources Branch

*Supervising Draftsman \$9379-9932, Third or Fourth Division, Darwin

Duties: No. NPR—Under limited guidance of a Design Project Leader, prepare the more complex original designs, specifications and estimates for electrical engineering projects or electrical components in, or associated with, building projects.

Apply: AK9

*Draftsman, Grade 2 \$7843-8347, Third or Fourth Division, Darwin

Duties: No. NPR—Prepare original designs, working drawings, estimates and specifications for electrical projects or electrical components in, or associated with, building projects.

Apply: AK9

***Senior Draftsman \$8599-9103, Third or Fourth Division, Darwin**

Duties: No. NPR—As a member of a multi-discipline team and working under limited direction, prepare designs, specifications, and estimates for hydraulic engineering projects or hydraulic components in, or associated with, building projects.

Apply: AK9

***Draftsman, Grade 2 \$7843-8347, Third or Fourth Division (two positions), Darwin**

Duties: No. NPR—Prepare original designs, working drawings, estimates and specifications for hydraulic engineering projects or hydraulic components in, or associated with, building projects.

Apply: AK9

***Supervising Draftsman \$9379-9932, Third or Fourth Division, Darwin**

Duties: No. NPR—Under limited guidance of a Design Project Leader prepare the more complex original designs, specifications and estimates for civil engineering projects or civil components in, or associated with, building projects.

Apply: AK9

***Senior Draftsman \$8599-9103, Third Division, Darwin**

Duties: No. NPR—As a member of a multi-discipline team and working under limited direction, prepare designs, specifications and estimates for civil engineering projects or civil components in, or associated with, building projects.

Apply: AK9

***Draftsman, Grade 2 \$7843-8347, Third or Fourth Division (two positions), Darwin**

Duties: No. NPR—Prepare original designs, working drawings, estimates and specifications for civil engineering projects or civil components in, or associated with, building projects.

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

Apply: AK9

Conditions for above positions:

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.

Technical Division

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

Duties: No. 73—Under supervision, prepare working drawings for structural projects.

Qualifications: Appropriate qualifications and/or experience, suitable previous experience in a structural design office 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

***Engineer, Class 3 \$11348-12664, Third Division, Engineering Design Section, Hydraulics Sub-section, Darwin**

Duties: No. 107—Formulate and develop proposals for overall long term and short term planning for water supply and sewerage works and treatment, involving processes, effluent standards and pollution problems. Assist in the integration of future proposals with existing facilities and carry out detailed investigations regarding alternative schemes and economic comparisons.

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

PAPUA NEW GUINEA

Technical Division

Engineer, Class 3 \$11348-12664, Third Division, Construction Section, Ramu Project, Ramu

Duties: EPR 13—Responsible to Class 4 Engineer for supervision of the above ground component for the Ramu I Project. This includes supervision of the construction of a Diversion Weir and Control Building plus Workshop and Batch Plant inspections; oversight of site civil design and drafting cell and material testing facilities; co-ordination with technical and mechanical site staff, supervision of the radial gates NSC.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board.

Conditions and allowances: DROS conditions apply.

Taxation: Is less than the Australian rate.

The period of posting for the above position is until September 1975.

Apply: AK10

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Management Services Branch

Librarian, Class 2 \$8066-8984, Third Division, Finance and Office Services Section, Services Sub-section, Melbourne

Duties: No. 293—Direct and control the work of the Reader Services Unit and assist in developing and reviewing reader services in regional offices.

Qualifications: Appropriate university degree, successful completion of the registration examinations of the Library Association of Australia or equivalent.

Apply: P1

Illustrator, Grade 1 \$6003-7613, Third or Fourth Division, Finance and Office Services Section, Services Sub-section, Melbourne

Duties: No. 245—Create and design art work and illustrations in colour or black and white for publications, charts, posters, displays, etc. Supervise subordinate staff.

Qualifications: Appropriate certificate of art from a technical college or institute or equivalent together with considerable experience in the above duties desirable.

Apply: P1

Employment and Training Division, Employment Branch

Clerk \$7899-8639 (Class 5), Third Division, Migration and Professional Section, Melbourne

Duties: No. 10—Undertake activities in the recruitment of technical experts for service overseas with the United Nations Development Programme, Colombo Plan and similar technical assistance schemes.

Qualifications: Ability to evaluate professional and technical qualifications and experience to conduct correspondence at a high level together with academic qualifications desirable.

Apply: P1

General Division, Productivity Promotion Branch

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

Duties: No. 29—Assist in the establishment of a productivity information service; oversight the maintenance of the service and ensure completeness of holdings. Search journals, catalogues and other sources of information for material relevant to the work of the Branch.

Qualifications: Partial completion of an appropriate University degree desirable.

Apply: P1

Planning and Research Division, Labour Market and Planning Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Labour Market Section, Melbourne

Duties: No. 21—Check, tabulate and consolidate employment statistics from Departmental returns.

Apply: P1

VICTORIA

Industrial Relations Branch

Assistant Director \$12019-12510 (Class 9), Third Division, Melbourne

Duties: No. 1—Responsible for the efficient management of the Industrial Relations Branch, Chairman of committees set up under Tradesmen's Rights Regulation Act.

Qualifications: University degree with majors in Law and Economics desirable. Broad range of experience in Departmental industrial relations work would be an advantage.

Apply: P3

Employment, Training and Industrial Services Division, Training Branch

Senior Industrial Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, National Apprenticeship Assistance Scheme Section, Melbourne

Duties: NP—Direct and supervise the work of the National Apprenticeship Assistance Scheme Section.

Apply: P3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, National Apprenticeship Assistance Scheme Section (two positions), Melbourne

Duties: NP—Prepare claims for subsidies and allowances submitted under the National Apprenticeship Assistance Scheme for payment by Finance and Accounts Section; maintain associated records.

Apply: P3

WESTERN AUSTRALIA

Employment Branch

Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section (three positions) (a) Metropolitan area (2); Relief (1).

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

Note: The occupant of the relief position will be required to provide relief in metropolitan and country offices.

Apply: P6

Industrial Relations Branch

Clerk \$6912-7652 (Class 4), Third Division, Arbitration Inspectorate Section, Perth

Duties: NP—Undertake training in all aspects of Arbitration Inspectorate activities, including short term relief of Inspectors for training purposes.

Apply: P6

TASMANIA

Employment Branch

Clerk \$7899-8639 (Class 5), Third Division, Special Employment Categories Section, Hobart

Duties: No. TE4—Prepare and implement work programmes associated with the employment of handicapped persons and other special categories of workers. Liaise with employers, organisations and Government Departments and agencies.

Apply: P7

DEPARTMENT OF THE MEDIA

AUSTRALIAN CAPITAL TERRITORY

Information Division, Management Branch

Finance Officer \$11032-11525 (Class 8), Third Division, Management Operations Section, Financial Services Sub-section, Canberra

Duties: No. 126—Supervise the Accounting and Costing group. Responsible for the direction and control of the financial operations of the Division. Prepare financial statements. Alternate Authorising Officer.

Qualifications: Accountancy qualifications and experience in Treasury and commercial accounting procedures desirable.

Apply: Q2

TASMANIA**AUSTRALIAN GOVERNMENT PUBLISHING SERVICE****Information Division, Publishing Branch**

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Hobart

Duties: NP—Sell publications, receive cash and issue receipts. Operate account sales procedures. Attend to telephone and personal inquiries relevant to availability, price, etc. of Australian overseas government publications and to the activities of the Australian Government.

Qualifications: Comprehensive knowledge of Australian Government Publications, government activities, etc. Experience in answering public inquiries or selling publications an advantage.

Apply: Q2

AUSTRALIAN BROADCASTING CONTROL BOARD**CENTRAL OFFICE****Technical Services Division**

Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third or Fourth Division, Engineering Services Section, Melbourne

Duties: No. 260—Within broad guidelines, supervise and prepare reports on the work of the laboratory technical staff performing evaluation, testing, maintenance, repair, calibration and development of laboratory type instrumentation associated with sound and television broadcasting services.

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

In lieu of notice appearing in Gazette No. 5 of 10.1.74. Previous applicants will be considered and need not re-apply.

Apply: Q3

Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Engineering Services Section, Melbourne

Duties: No. 261—Under limited direction, investigate and co-ordinate all technical aspects for the procurement of a wide range of technical equipment (including motor transport) associated with the evaluation and planning of sound and television broadcasting services.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Considerable experience in the field of electronic instrumentation for sound and television broadcasting services desirable.

In lieu of notice appearing in Gazette No. 5 of 10.1.74. Previous applicants will be considered and need not re-apply.

Apply: Q3

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Forward Planning and Development Section, Melbourne

Duties: No. 263—Under general direction as to method of approach and requirements, perform tests and measurements and participate in the development of special equipment associated with the introduction of new types of sound and television broadcasting services.

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

In lieu of notice appearing in Gazette No. 5 of 10.1.74. Previous applicants will be considered and need not re-apply.

Apply: Q3

Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third or Fourth Division, Station Facilities and Operations Section, Melbourne

Duties: No. 254—Within broad guidelines, examine and prepare reports on technical matters relating to equipment proposals, inspections and licence renewal of sound and television broadcasting stations.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience in the operation and/or inspection of sound and television broadcasting stations desirable.

In lieu of notice appearing in Gazette No. 5 of 10.1.74. Previous applicants will be considered and need not re-apply.

Apply: Q3

Engineer, Class 3 \$11348-12664, Third Division, Station Planning and Survey Section, Melbourne

Duties: No. 255—Responsible for the preparation of plans for the extension and improvement of the national and commercial sound and television broadcasting services.

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. Extensive experience in all aspects of field and planning work associated with the coverage of sound and television broadcasting services desirable.

In lieu of notice appearing in Gazette No. 5 of 10.1.74. Previous applicants will be considered and need not re-apply.

Apply: Q3

Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third or Fourth Division, Station Planning and Survey Section, (two positions), Melbourne

Duties: No. 256, 257—Within broad guidelines, supervise, take part in and prepare reports on the work of a group engaged in field investigations throughout Australia and laboratory projects on matters relating to RF propagation and the evaluation and planning of sound and television broadcasting services.

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

In lieu of notice appearing in Gazette No. 5 of 10.1.74. Previous applicants will be considered and need not re-apply.

Apply: Q3

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Station Planning and Survey Section, Melbourne

Duties: No. 258—Under general direction as to method of approach and requirements, responsible for the day-to-day planning and conduct of field investigations throughout Australia and laboratory projects on matters relating to RF propagation and the evaluation and planning of sound and television broadcasting services.

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

In lieu of notice appearing in Gazette No. 5 of 10.1.74. Previous applicants will be considered and need not re-apply.

Apply: Q3

Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Station Planning and Survey Section, Melbourne

Duties: No. 259—Under technical direction, assist in the conduct of field investigations throughout Australia and laboratory projects on matters relating to RF propagation and the evaluation and planning of sound and television broadcasting services.

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

In lieu of notice appearing in Gazette No. 5 of 10.1.74. Previous applicants will be considered and need not re-apply.

Apply: Q3

DEPARTMENT OF MINERALS AND ENERGY CENTRAL OFFICE

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

Export Control No. 1 Division, Export Control (Coal) Branch

Senior Executive Officer \$13004-13498 (Class 9), Third Division, Export Control No. 1 Section, Canberra

Duties: No. 18—Supervise and direct research and the formulation of advice on policy issues arising from: 1. export controls, on specified minerals; and 2. processing of minerals for export. Keep above policies and related overseas developments under review.

Qualifications: Experience in the formulation of policy advice together with academic qualifications desirable.

Apply: R1

Division of National Mapping

***Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Geographic Section, Regions Sub-section, Canberra**

Duties: No. 262—In respect of the maps and associated reports relating to selected areas and topics, supervise the collection of data and supervise and/or undertake the analysis and preparation of data for maps and reports.

Qualifications: Appropriate university degree with major in geography. Experience in resources mapping or related work desirable.

Apply: R1

NEW SOUTH WALES Management Services Branch

Typist, Grade 2 \$4113-4378, Fourth Division, New South Wales, Regional Office, Sydney

Duties: No. 5—Perform stenographic duties for the Executive Officer and visiting senior officers of the Department.

Qualifications: Shorthand, at least 80 words per minute desirable.

Apply: R1

Clerical Assistant, Grade 2 \$3853-4101, Fourth Division, New South Wales Regional Office, Sydney

Duties: No. 14—Attend to day to day map and publication sales at the public counter and provide advice to clients regarding the availability of map and publications.

Apply: R1

DEPARTMENT OF NORTHERN DEVELOPMENT CENTRAL OFFICE

Special Projects Branch

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

Duties: No. 104—Provide clerical assistance as required in the preparation of material for meetings of the Northern Development Council, and in connection with the Section's research activities.

Qualifications: Appropriate tertiary qualifications desirable.

Apply: T1

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Local and Community Development Division, Local Government and Services Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Local Government Section, Library Services Sub-section, Darwin

Duties: No. 112—Arrange requisitions for books, stores and services and take follow up action. Prepare non-technical correspondence and draft annual estimates. Act as Collector of Public Monies.

Qualifications: Background in accounting or stores work desirable. Library knowledge an advantage.

Apply: U1

Management, Legislation and Planning Division

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Parliamentary Liaison Section, Darwin

Duties: NP—Maintain the special registration systems for Ministerial, Cabinet, Executive Council and Legislative Council papers and submissions.

Qualifications: Knowledge of registry procedures desirable. Ability to type an advantage.

Apply: U1

Resource Development Division, Forestry, Fisheries, Wildlife, Environment and National Parks Branch

Technical Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Forestry Section, Maningrida

Duties: No. 51—Responsible for logging, roading, fire protection, and silvicultural treatment of natural forest in the Cadell River district. General

supervision of employees, vehicles and equipment and the maintenance of records and staff working hours.

Qualifications: Appropriate qualifications and/or experience. General forestry experience with emphasis on silvicultural treatment and fire protection desirable.

District Allowance: Darwin, Grade IV; Maningrida VI.

Accommodation: Single accommodation available. The waiting period for married accommodation in Darwin is approximately 12 months from the date of arrival in the Northern Territory. However, interstate married officers who obtain private flat or house accommodation during this waiting period, may be paid a reasonable allowance to cover the higher rental involved. Single and married accommodation immediately available at Maningrida.

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

Apply: U1

Social and Commercial Affairs Division, Prices and Consumer Affairs Branch

- * Director \$17300, Second Division, Darwin

Duties: NP—Direct and control the activities of the Branch.

Qualifications: Extensive relevant experience at Senior Executive level desirable. Appropriate academic qualifications to be stated.

Apply: U1

- * Executive Officer \$13004-13498 (Class 10), Third Division, Consumer Affairs and Rent Control Section, Darwin

Duties: NP—Direct and control the activities of the Consumer Affairs and Rent Control Section. Undertake complex investigations and deal with Ministerial and other important correspondence.

Qualifications: Accountancy or other similar qualifications desirable.

Apply: U1

- * Executive Officer \$13004-13498 (Class 10), Third Division, Investigations and Operations Section, Darwin

Duties: NP—Undertake highly complex and important investigations into price structures. Direct and control the work of the Investigation and Operations Section of the Branch.

Qualifications: Accountancy or similar qualifications desirable.

Apply: U1

- * Clerk \$11032-11525 (Class 8), Third Division, Consumer Affairs and Rent Control Section, Darwin

Duties: NP—Review consumer protection measures. Investigate consumer needs and develop proposals to ensure effective consumer protection measures. Deal with more important correspondence.

Qualifications: Accountancy or similar qualifications desirable. Relevant commercial experience an advantage.

Apply: U1

- * Clerk \$11032-11525 (Class 8), Third Division, Investigations and Operations Section (two positions), Darwin

Duties: NP—Undertake important investigations into prices. Direct team investigations. Make recommendations on price justification or control measures.

Qualifications: Accountancy or similar qualifications desirable. Relevant commercial experience an advantage.

Apply: U1

- * Clerk \$8886-9548 (Class 6), Third Division, Investigations and Operations Section (two positions), Darwin

Duties: NP—Assist with investigations into the price structure of goods and services.

Qualifications: Accountancy or similar qualifications desirable. Relevant commercial experience an advantage.

District Allowance: Darwin, Grade IV.

Accommodation: Single accommodation available. The waiting period for married accommodation is approximately 12 months from the date of arrival in the Northern Territory. However, interstate married officers who obtain private flat or house accommodation during this waiting period, may be paid a reasonable allowance to cover the higher rental involved.

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

Apply: U1

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

- Assistant Inspector \$8818-9409 (Class 7), Third Division, Personnel and Establishments Section, Canberra

Duties: No. 932—As team member, or independently, undertake establishment investigations and reviews.

Qualifications: Previous experience in O & M, Establishments or related work desirable.

Apply: V1

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

Duties: No. 601—Supervise the work of staff engaged on standard personnel records. Exercise delegations under the Public Service Act and Regulations.

Qualifications: Sound knowledge of Public Service Act General Orders and Arbitrator's Determinations desirable.

Apply: V1

Overseas Markets Division, Trade Commissioner Branch

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

Duties: No. 1177—Assist in the preparation of investigatory material for the continuous review of the Trade Commissioner establishment. Follow up matters connected with the recruitment and appointment of Trade Commissioners and Assistant Trade Commissioners.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Director-General's Office

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

Duties: No. 7—In charge of messengerial and other services for the office of the Director-General.

Apply: W1

Industrial Relations Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Negotiation and Conditions of Service Section, Negotiation and Arbitration Sub-section, Melbourne

Duties: No. 35—Maintain reference books, instructions, awards, determinations and library; and distribute instructions on determinations and replacement pages on awards and determinations.

Note: This position was advertised in Gazette No. 116 of 30.8.73. Previous applicants will be considered and need not re-apply.

Apply: W1

Engineering Planning and Research Division, Planning and Programming Sub-division

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Data and Customer Facilities Branch, Networks and Facilities Section, Melbourne

Duties: No. 19—Under general direction, undertake the dimensioning of circuit groups in telegraph and data networks. Collect and analyse technical data for use in telegraph and data network planning studies. Undertake studies and investigations as required.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Applicants should indicate their experience in one or several of the following fields: (i) Datal; (ii) Telex and Tress; (iii) Traffic engineering; (iv) Crossbar switching systems; and (v) Computer based switching systems.

Note above three positions: These positions were advertised in Gazette No. 90 of 26.7.73. Previous applicants will be considered and need not re-apply.

Apply: W1

Clerk \$6912-7652 (Class 4), Third Division, Transmission and Line Planning Branch, Melbourne

Duties: No. 23—Responsible to the Branch Clerk for provision of administrative assistance to professional staff, including preparation of non-technical correspondence, secretarial duties at conferences, and office management.

Apply: W1

Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Data and Customer Facilities Branch, Systems Section, Melbourne

Duties: No. 20—Under limited direction, prepare the more complex technical specifications for the design of certain new plant items for data and telegraph signalling and switching systems and customers telephone, telegraph, data and visual apparatus to meet specified objectives for customer and network facilities and service. Undertake special technical studies and analysis as required.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Ability to document descriptive information for new facilities and prepare information bulletins on new equipment desirable. In addition, applicants should indicate their experience in one or several of the following fields: (i) Datal; (ii) Telex and Tress; (iii) Traffic engineering; (iv) Crossbar switching systems; and (v) Computer based switching systems.

Apply: W1

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Data and Customer Facilities Branch, Systems Section, Melbourne

Duties: No. 21—Under general direction, analyse detailed technical data and make appropriate assessments for planning purposes. Prepare complex technical specifications for the planning and operating requirements of new facilities associated with the data and telegraph signalling and switching systems and customers apparatus. Undertake studies and investigations as required.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Applicants should indicate their experience in one or several of the following fields: (i) Datal; (ii) Telex and Tress; (iii) Traffic engineering; (iv) Crossbar switching systems; and (v) Computer based switching systems.

Apply: W1

Engineering Planning and Research Division, Research Sub-division

Engineer, Class 3 \$11348-12664, Third Division, Advanced Techniques Branch, Solid State and Quantum Electronics Section, Melbourne

Duties: No. 13—Conduct research and undertake exploratory development in the field of solid state device fabrication.

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: W1

Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third or Fourth Division, Physical Sciences Branch, Physics and Polymer Section, Physics Sub-section, Melbourne

Duties:—No. 245—Within broad guidelines, plan, organise and control the work of subordinate staff engaged in the evaluation of telecommunication materials, components and practices. Undertake complex design and development of specialised electronic (digital and analogue) and mechanical test equipment.

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

Apply: W1

Administrative Branch

Clerk \$8886-9548 (Class 6), Third Division, Staff, Industrial and General Services Section, Melbourne

Duties: No. 25—Registry Manager. Responsible for the efficient management and operation of the Registry servicing Engineering Works and Engineering Planning and Research Divisions.

Apply: W1

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Staff, Industrial and General Services Section, Melbourne

Duties: No. 196—Responsible for the examination of correspondence files in the Central Engineering Registry.

Qualifications: Good knowledge of the principles of orderly file development together with an appreciation of archival techniques desirable.

Apply: W1

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Staff, Industrial and General Services Section, Melbourne

Duties: No. 123—Responsible for the provision of an information and file reference service in the Engineering Divisions Central Registry.

Qualifications: Ability to analyse and precis documented subject matter and to efficiently research information sources desirable. Knowledge of technical terminology and neat handwriting would be an advantage.

Apply: W1

Typist Supervisor, Grade 1 \$4695-4848, Fourth Division, Staff, Industrial and General Services Section, Melbourne

Duties: No. 111—Direct and control the activities of typing staff in the Research Sub-division typing pool.

Qualifications: Ability to control and direct staff desirable.

Apply: W1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Staff, Industrial and General Services Section, Melbourne

Duties: No. 124—Responsible to OIC Registry for sorting and distribution of mail and internal services. Overnight clearance and carrier services.

Apply: W1

Long Line and Telepower Equipment Branch

Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third or Fourth Division, Systems Design Section, Melbourne

Duties: No. 54—Under broad guidelines, carry out complex technical investigations and other work associated with the systems design of broadband line transmission systems and related equipment.

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

Apply: W1

Radio Branch

Clerk \$8886-9548 (Class 6), Third Division, Regulatory and Licensing Section, Melbourne

Duties: No. 86—Provide assistance to the OIC of the Legislation and Licensing Group in legislative, policy and other matters arising from the administration of the Wireless Telegraphy Act and Regulations and the provisions of the Broadcasting and Television Act relating to the licensing of broadcast and television receivers.

Apply: W1

Radio Australia Branch

Clerk \$9876-10538 (Class 7), Third Division, Melbourne

Duties: No. 33—Research, co-ordinate, edit and prepare detailed briefing material and reports for the Minister and/or senior management, for deputations and/or parliamentary debates, etc; on matters relating to Radio Australia.

Qualifications: Administrative ability of a high order and a sound knowledge of Broadcasting administration desirable.

Apply: W1

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

Duties: No. 34—Control and direct the clerical activities of the Branch.

Qualifications: Sound knowledge of Branch activities and proven administrative ability desirable.

Apply: W1

Support Services Branch

Illustrator, Grade 1 \$6693-7383, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 60—Undertake the less involved design and art work in the technical Illustration Sub-group.

Qualifications: Two years of a Diploma of Graphic Art and appropriate experience desirable.

Apply: W1

Engineer, Class 3 \$11348-12664, Third Division, Workshops Production Section, Melbourne

Duties: No. 52—Develop and arrange provision of manufacturing processes and other 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.

Apply: W1

Engineer, Class 2 \$9581-10702, Third Division, Engineering Management Systems Section, Melbourne

Duties: No. 27—Assist in the development and application of Industrial Engineering techniques to the solution of engineering problems. These techniques include systems analysis and design, work study, value engineering and ergonomics.

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.

Note: Previous Industrial Engineering experience is not essential as training will be provided.

Apply: W1

Senior Technical Instructor, Grade 2 \$8716, Third or Fourth Division, Recruitment and Training Section, Melbourne

Duties: No. 15—Plan and design syllabuses, write and edit technical training publications, design bench projects, and specify training aids and references for syllabuses in the Telecommunications Principles area of technical training courses.

Qualifications: Applicants must have qualified for an office of Telecommunications Officer, or possess such other qualifications as the Board deem appropriate and have satisfactorily completed a course of teacher training specified by the Board or have satisfied the Board as to ability to teach both theoretical and practical subjects. Extensive experience in conducting technical training courses, preparation of syllabuses, references and course material is desirable.

Apply: W1

Telegraphs and Data Equipment Branch

Engineer, Class 2 \$9581-10702, Third Division, Datal Equipment Section, Melbourne

Duties: No. 4—Detailed engineering work concerned with the specification and procurement of data modems and associated equipment for the APO Datal Services, including schedule preparation, tender examination, laboratory and field testing.

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: W1

Telephone Switching Equipment Branch

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Installation Practices Section, Melbourne

Duties: No. 74—Provide technical assistance in the development of new methods and procedures in installation engineering.

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

Apply: W1

Management Services Division, Finance and Accounting Branch

Senior Finance Officer \$11032-11525 (Class 8), Third Division, Accounting Systems Development Section, Accounting Studies and Research Sub-section, Melbourne

Duties: No. 13—Research and undertake studies into the principles and practices relating to depreciation accounting, classification of expenditure, and capitalisation of overheads etc., and their application in the Australian Post Office.

Qualifications: Accountancy or other appropriate academic qualifications desirable.

Apply: W1

Finance Officer \$9876-10538 (Class 7), Third Division, Accounting Section, Post Office Accounting Sub-section, Melbourne

Duties: No. 48—Development and review of procedures for the control of the money order and postal order services, Cash on Delivery parcel service and the distribution of stamps and values to post offices. Inspect the Service Groups (Post Office Accounting Section) in the States to ensure observance of approved procedures.

Qualifications: Accounting or other appropriate academic qualifications desirable.

Note: Previously advertised in Gazette No. 143 of 11.10.73. Previous applicants will be considered and need not re-apply.

Apply: W1

Clerk \$8886-9548 (Class 6), Third Division, Accounting Section, Revenue Accounting Sub-section, Melbourne

Duties: No. 60—Assist with testing and evaluation of the ADP Telephone Accounting system and with the development and documentation of appropriate Accounts Instructions.

Qualifications: Accountancy or other academic qualifications to be stated.

Apply: W1

Clerk \$7053-7713 (Class 5), Third Division, Office Services Section, Melbourne

Duties: No. 20—Relief Clerk.

Qualifications: Experience in State accounting practices and procedures desirable. Accountancy or other academic qualifications to be stated.

Apply: W1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Expenditure Sub-section, Melbourne

Duties: No. 282—Provide general clerical assistance to a team developing an automated staff pay system.

Apply: W1

Clerk \$8886-9548 (Class 6), Third Division, Economic Policy and Financial Analysis Section, Financial Analysis and Studies Sub-section, Melbourne

Duties: No. 31—Assist in the development and application of pricing and costing principles associated with Post Office operations, including studies to determine special product costs and earnings.

Apply: W1

Clerk \$7899-8639 (Class 5), Third Division, Economic Policy and Financial Analysis Section, Financial Analysis and Studies Sub-section, Melbourne

Duties: No. 27—Financial Analysis associated with minor Tender Board recommendations, and conducting of negotiations with tenderers regarding these recommendations.

Qualifications above two positions: Accountancy or other appropriate academic qualifications desirable.

Apply: W1

Personnel Branch

Inspector \$11032-11525 (Class 8), Third Division, Establishments Section, Establishments Review, No. 3 Sub-section, Melbourne

Duties: No. 37—Undertake establishment reviews and special studies to effect restructuring of Headquarters and State establishments.

Apply: W1

Assistant Inspector \$9876-10538 (Class 7), Third Division, Establishments Section, Establishments Review, No. 2 Sub-section, Melbourne

Duties: No. 19—Undertake reviews of Division/Branch establishments or specific designation groups.

Qualifications above two positions: Wide experience in establishments work or related investigatory activities desirable.

Apply: W1

Investigator \$8886-9548 (Class 6), Third Division, Establishments Section, Establishments Review, No. 1 Sub-section, Melbourne

Duties: No. 12—Investigate proposals for establishment variations and prepare appropriate recommendations.

Qualifications: Experience in establishments work or related investigatory activities desirable.

Apply: W1

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Management Advisory Services Section, Operations Research Sub-section, Melbourne

Duties: No. 92—Assist in Operations Research Projects. Prepare computer programs for simulation and data analysis.

Qualifications: An appropriate degree; or equivalent qualification. Programming experience and extensive knowledge of mathematical and statistical techniques desirable.

Apply: W1

*Controller \$13004-13498 (Class 10), Third Division, Management Advisory Services Section, Operations Research Sub-section, Melbourne

Duties: No. 68—Responsible for the provision of an advisory and consulting service in Operations Research to all Divisions and Branches.

Qualifications: Specialist knowledge in Operations Research together with administrative ability of a high order desirable.

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

Apply: W1

Supply Branch

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

Duties: No. 58—Assistant Supply Officer in charge of a Supply Sub-section.

Qualifications: Sound knowledge of Supply provisioning and purchasing practices and procedures desirable.

Apply: W1

Postal Services Division, Mails and Transport Branch

Clerk \$7053-7713 (Class 5), Third Division, Staffing and Service Section, Melbourne

Duties: No. 70—(a) Undertake cost studies of particular aspects of the operation of Mail Exchange and Transport Branches (b) Assist in the analysis of financial and statistical data concerning Mail Exchange and Transport Branches.

Apply: W1

Post Offices Branch

Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Staff Section, Melbourne

Duties: No. 37—In collaboration with the Management Services Division, assess training needs and assist in the revision of training courses. Participate in training programmes at supervisory and higher levels. Provide advice on design and non-operational content of courses, training methods, and the development of training areas.

Apply: W1

Clerk \$7899-8639 (Class 5), Third Division, Staff Section, Melbourne

Duties: No. 54—Review and prepare training manuals, side and related material for use in operative, supervisory and other training courses within the Branch.

Qualifications: A sound knowledge of the Branch's policies and practices, particularly at the operative level desirable.

Note above two positions: Previously advertised in Gazette No. 192 of 19.12.73. Previous applicants will be considered and need not re-apply.

Apply: W1

Postal Planning and Engineering Sub-Division

Deputy Assistant Director-General \$17300, Second Division, Postal Planning Branch, Melbourne

Duties: No. 63—Responsible for the management and control of the Branch.

Qualifications: Previous experience in planning major utility networks and a degree or diploma in economics, commerce or engineering desirable.

Apply: W1

NEW SOUTH WALES

Director's Staff

Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section, Sydney

Duties: No. 28—Carry out programmed audits. Prepare reports and discuss matters arising from audits with management.

Qualifications: Progress in studies to be stated.

Apply: W2

Engineering Division, Construction Branch

Engineer, Class 2 \$9581-10702, Third Division, Design Co-ordination Section, Sydney

Duties: No. 180—Undertake the circuit design of telephone exchange equipment.

Apply: W2

Engineer, Class 2 \$9581-10702, Third Division, Primary Works (Metropolitan) No. 2 Section, St Leonards

Duties: No. 148—Responsible to the controlling Engineer for particular projects or operational areas as required.

Qualifications above two positions: 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

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Country Installation No. 4 Section, Sydney

Duties: No. 69—Distribution of mail, maintain file register and provide assistance to Clerical officers where necessary.

Apply: W2

Metropolitan Operations Branch

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

Duties: No. 193—Officer-in-charge, Performance Analysis. Supervise, co-ordinate and control work of Works Section.

Qualifications: Knowledge of works procedures and cost accounts instructions desirable.

In lieu of notification appearing in Gazette No. 188 of 13.12.73. Previous applicants should re-affirm their desire to be considered for this position.

Apply: W2

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, Metropolitan Operations No. 6 Section, Miranda

Duties: Assistant to the Officer-in-charge. Responsible for supervision and procedures within the Subscribers District Centre.

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

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third or Fourth Division, Metropolitan Operations No. 8 Section, Newtown

Duties: Provide technical assistance to professional and technical staff within the Section. Carry out technical investigations and prepare reports.

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

Apply: W2

Planning and Programming Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Transmission and Lines Planning (Country) Section, North Sydney

Duties: No. 89—Provide general clerical assistance in the Sectional Office.

Apply: W2

Cable Assigner \$5668, Fourth Division, Transmission and Lines Planning (Metropolitan) Section, Sydney

Duties: Carry out work associated with the recording and allocation of junction cable pairs in the Sydney Metropolitan Network.

Apply: W2

Support Services Branch

Plan Records Officer \$6003-7613, Third or Fourth Division, Drafting Section, Waterloo

Duties: No. 434—Prepare and amend plan records of cables and conduits in the Metropolitan Cables and Conduits No. 6 Sub-section.

Qualifications: Relevant experience and knowledge of Cable and Conduit reticulation drafting practices desirable.

Apply: W2

Postal Services Division, Post Offices Branch

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

Note: The above position is open also to officers of the Fourth Division. If occupied by a Fourth Division Officer the position, whilst so occupied, will be included in the Fourth Division.

Apply: W2

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

Note: The above position is open also to officers of the Third Division. If occupied by a Third Division Officer the position, whilst so occupied, will be included in the Third Division.

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

Apply: W2

Senior Cleaner, Grade 1 \$4415, Fourth Division, Country (South) Section, Wollongong

Duties: No. 179—Supervise the operations of the Post Office Cleaning Section. Perform cleaning duties.

Apply: W2

Telecommunications Division, Country Region

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, North Section, Kempsey District Telephone Office Sub-section, Kempsey

Duties: No. 412—Meter recorder. Accept and record meter registrations from field staff. Carry out comparison checks. Operate Ohdner computing machine.

Apply: W2

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

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

Apply: W2

Monitor \$4242-4379, Fourth Division, South Section, Wollongong District Telephone Office Sub-section, Wollongong

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

Apply: W2

Finance and Accounting Branch

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

Duties: No. 12—Classification Officer. Departmental Accounts.

Apply: W2

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Miscellaneous Revenue Sub-section, Sydney

Duties: No. 552—Officer-in-charge, Mail opening team.

Apply: W2

Accounting Machinist Supervisor, Grade 1 \$5487, Fourth Division, Revenue Section, Sydney

Duties: No. 411—Assist with the supervision and control of the Accountancy Machining Pool.

Apply: W2

Personnel and Industrial Relations Branch

Clerk \$6912-7652 (Class 4), Third Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney

Duties: No. 310—Officer-in-Charge, Staff Changes Group. Responsible to the Staff Movements Officer for the control and oversight of the Group.

Apply: W2

Senior Cleaner, Grade 1 \$4415, Fourth Division, Staffing and General Services Section, General Services (Custodian) Sub-section, Sydney

Duties: No. 178—Supervise Cleaning Staff and assist with cleaning duties.

Apply: W2

VICTORIA

Senior Postal Clerk, Grade 1 \$6002-6555, Third Division (six positions), Geelong

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

Note: The above six positions are also open 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: W3

Finance and Accounting Branch

Clerk \$7899-8639 (Class 5), Third Division, Revenue Section (two positions), Melbourne

Duties: No. 471—Group Controller (Service) Program, control supervise and co-ordinate the activities of the Service Group.

Duties: No. 169—Senior Accounting Officer, Country Ledgers.

Apply: W3

Clerk \$6912-7652 (Class 4), Third Division, Revenue Section (two positions), Melbourne

Duties: Nos. 298, 473—Accounting Officer (ADP), control and supervise the work of a Credit Team.

Apply: W3

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

Duties: Nos. 123, 124—Senior Assistant Accounting Officer (ADP), Country ledgers.

Duties: No. 125—Senior Pre-transcription Officer (ADP), Country Ledgers.

Apply: W3

Clerk \$5806-6666 (Class 2/3), Third Division, Administrative and Relief Section, Melbourne

Duties: No. 20—Relief Officer—Revenue Section.

Apply: W3

Personnel and Industrial Relations Branch

Inspector \$11032-11525 (Class 8), Third Division, Industrial Relations Section (two positions), Melbourne

Duties: Nos. 244, 253—Provide Industrial Information Service to Departmental Management; develop policies to improve Management/Staff relations; liaise with Management, Staff Associations and Staff on industrial matters.

Qualifications above two positions: Applicants should state studies completed or being undertaken.

Note above two positions: Duties include field work throughout the State.

Apply: W3

Clerk \$5806-6666 (Class 2/3), Third Division, Staffing and General Services Section, Melbourne

Duties: No. 188—Processing of appointments to finality.

Qualifications: Applicants should state studies completed or being undertaken.

Apply: W3

Engineering Division, Administrative Branch

Accounting Machinist, Grade 2 \$5165, Fourth Division, Costing Section, South Melbourne

Duties: No. 212—Posting of engineering abstracts.

Qualifications: Applicants must have completed the prescribed test.

Apply: W3

Building Branch

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

Duties: No. 79—Assist the Senior Accommodation Officer in the provision of office accommodation.

Qualifications: A sound knowledge of office accommodation standards and Departmental organisation is desirable.

Apply: W3

Construction Branch

Engineer, Class 2 \$9581-10702, Third Division, Melbourne

Duties: No. 5—Circuit Standards Engineer.

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: W3

Clerk \$6912-7652 (Class 4), Third Division, Metropolitan Installation No. 1 (South) Section, Melbourne

Duties: No. 326—Works Officer.

Apply: W3

Clerk \$5806-6666 (Class 2/3), Third Division, Country Installation No. 2 (East) Section, Melbourne

Duties: No. 98—Assistant Works Officer (Contracts).

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Electronic Exchange Installation Section, Melbourne

Duties: No. 100—Provide general clerical assistance to the Principal Technical Officer in charge of the installation of electronic trunk exchanges.

Apply: W3

Clerk \$5806-6666 (Class 2/3), Third Division, Country Installation No. 2 (East) Section, Melbourne

Duties: No. 137—Assistant Works Officer.

Apply: W3

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

Duties: No. 95—Process and check travelling allowance claims.

Apply: W3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Metropolitan Installation No. 1 (South) Section, Melbourne

Duties: No. 328—General clerical assistance to the Sectional Clerk.

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Country Installation No. 2 (East) Section, Melbourne

Duties: No. 99—Process junction schedules and provide general clerical assistance to the project engineers.

Apply: W3

Clerk \$5806-6666 (Class 2/3), Third Division, Primary Works (Country) Section, St Kilda
Duties: No. 180—Assistant Works Officer.
Apply: W3

Metropolitan Operations Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 1 (West) Section (two positions), Footscray
Duties above two positions: Responsible to Technical Officers and Engineers for the preparation of estimates of minor and major works associates with the provision and maintenance of external plant.
Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray
Duties: No. 236—Fault dispatch assistance to the Principal Telecommunications Technical Officer in charge of the Fault Dispatch Centre.
Note: Shift work involved.
Apply: W3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Hawthorn
Duties: No. 214—Senior Fault Dispatch Assistant. Direct subordinate staff and provide general clerical assistance to the Principal Telecommunications Technical Officer in charge of the Fault Dispatch Centre.
Apply: W3

Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 7 (South) Section, Brighton
Duties: Area Supervisor.
Apply: W3

Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 7 (South) Section, Cheltenham
Duties: Estimating Supervisor.
Apply: W3

Planning and Programming Branch

Engineer, Class 4 \$13322-14209, Third Division, Switching and Facilities Section, Melbourne
Duties: No. 5—Co-ordination of switching aspects of regional network plans.
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: W3

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 2 \$9379-9932, Third or Fourth Division, Gippsland Section, Sale
Duties: Officer in charge of maintenance in a large country district comprising ARF/SXS switching equipment, R/T bearer equipment and CAX's.
Apply: W3

Lines Supervisor, Grade 2 \$6258, Fourth Division, Gippsland Section, Sale
Duties: Second in charge of Sectional Store.
Qualifications: Experience in stores duties desirable.
Apply: W3

Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third or Fourth Division, Metropolitan Operations No. 5 (East) Section, Hartwell
Duties: In charge of large SXS Exchange, including line finder equipment.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.
Apply: W3

Lines Supervisor, Grade 1 \$5668, Fourth Division, North Eastern Section, Cobram
Duties: Party Leader
Apply: W3

Cable Assigner \$5668, Fourth Division, North Eastern Section, Shepparton
Apply: W3

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division, South Western Section, Geelong
Qualifications above two positions: An approved technical college certificate or other approved qualifications and requisite experience.
Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Telegraphs and Data Section, Melbourne
Duties: No. 1—General clerical assistance to the Senior Telecommunications Technical Officer in charge of telex installation.
Note: Hours of duty 8 a.m. to 5 p.m.
Apply: W3

Support Services Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Automotive Plant Section, Port Melbourne
Duties: No. 166—Maintain tool, plant and tyre registers.
Apply: W3

Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section (three positions), Melbourne
Duties: No. 47—Less involved design and drafting work in the Sub-station Equipment Sub-section.
Duties: No. 97—Less involved design and drafting work in the Building Sub-section.
Duties: No. 404—Less involved design and drafting work in the Exchange Installation No. 3 Sub-section.

Qualifications above three positions: An approved technical college certificate or other approved qualifications and requisite experience.
Apply: W3

Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section, Melbourne
Duties: No. 142—Perform less involved design and drafting work in the Planning Sub-section.

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

Apply: W3

Postal Services Division, Mail Exchange Branch

Senior Mail Officer \$5516-5744, Fourth Division (four positions), Melbourne

Duties above four positions: Checking and Taxing duties in the Inland Section. Occupants must be prepared to rotate with other Senior Mail Officers on all shifts, as required.

Qualifications above four positions: A sound knowledge of, and experience in, Inland Section activities, procedures and documentation desirable. Applicants must be qualified in accordance with conditions notified in Gazette No. 9 of 30.1.73.

Note: The above four positions are also open to officers of the Third Division. If occupied by a Third Division officer the positions while so occupied will be included in the Third Division.

Apply: W3

Post Offices Branch

Postmaster, Grade 4 \$9227-9967, Third Division (two positions), Boronia and Chelsea

Quarters: Boronia—Nil; and Chelsea—six rooms (three bedrooms).

Apply: W3

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

Duties: No. 6—Preparation and review of Branch estimates for equipment, etc., and general clerical duties.

Qualifications: A sound knowledge of Post Offices Branch procedures is desirable.

Apply: W3

Senior Postal Clerk, Grade 2 \$6782-7302, Third Division (three positions), Ferntree Gully, Geelong and Ringwood

Apply: W3

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

Note: The above position is also open 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: W3

Postal Clerk \$4605-5744, Fourth Division (two positions), Ballarat East and Echuca (Relief)

Note: The above two positions are also open to officers of the Third Division. If occupied by a Third Division officer the positions while so occupied will be included in the Third Division.

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

Apply: W3

Telecommunications Division, Metropolitan Region, Service Branch

Overseer \$4780-5055, Fourth Division, Main Trunk Exchange (two positions), Hawthorn

Duties above two positions: Responsible for the conduct of Service and Telephonist Observations at the Hawthorn Directory Assistance Centre.

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Main Trunk Exchange, Melbourne

Duties: No. 9—Maintain records and prepare advices concerning Local Instructions, Operating Procedures, Switchboard Notices etc.

Qualifications: A good knowledge of Main Trunk Exchange working is desirable.

Apply: W3

Monitor \$4242-4379, Fourth Division, Main Trunk Exchange (seven positions) (a) Hawthorn Directory Assistance Centre (four positions), Melbourne and Windsor Directory Assistance Centre (two positions)

Qualifications above nine positions: Must be qualified as Monitor (Telephone).

Apply: W3

QUEENSLAND

Engineering Division, Construction Branch

Engineer, Class 4 \$13322-14209, Third Division, Metropolitan Installation, No. 2 Section, Brisbane

Duties: No. 1414—Responsible to the Branch Head for 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: W4

WESTERN AUSTRALIA

Director's Office

Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section, Perth

Duties: No. 9—Assist in the development of modern internal audit techniques. Appraise departmental policies, procedures and practices.

Qualifications: Tertiary qualifications or progress in academic studies (in any field) desirable. Ability to operate either independently or as a member of a team would be an advantage.

Apply: W6

Personnel and Industrial Relations Branch

*Postal Investigation Officer, Grade 1 \$4608-5391, Fourth Division, Postal Investigation Section, Perth

Duties: No. 34—Investigate and report on offences against the Post and Telegraph Act, Commonwealth Crimes Act and Public Service Act. Prosecute offenders in Courts of Summary Justice and appear as witness where necessary.

Qualifications: Appropriate qualifications and/or experience.

Note: Shift duty is involved and the possession of a current driver's licence is desirable.

Apply: W6

Engineering Division, Buildings Branch

Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Minor Works Section, Perth

Duties: No. 117—Prepare briefing information on building Engineering services for minor new works, repairs and maintenance associated with the building programme.

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

Apply: W6

Country Branch

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, South Western and Great Southern Section, Jerramungup

Duties: In charge of a Country Technicians' District including ARK, APO, RAS's and manual exchange and long line equipment.

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

Accommodation: Married accommodation is available.

Apply: W6

Metropolitan Operations Branch

Lines Supervisor, Grade 1 \$5668, Fourth Division, Metropolitan Operations No. 2 Section, Armadale

Duties: In charge of Cable Maintenance Party.

Note: Previously advertised in Gazette No. 102 of 16.8.73. Previous applicants should re-apply.

Apply: W6

Planning and Programming Branch

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Transmission Measurement Section, Perth

Duties: No. 799—Under general direction prepare the complex or involved exposure diagrams for proposed power and telephone routes, calculate the induced voltages and the separation requirements and determine protective measures to be applied.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Practical experience and knowledge of APO line, exchange and transmission plant together with a knowledge of commercial power system desirable.

Note: Previously advertised in Gazette No. 29 of 8.3.73. Previous applicants need not re-apply.

Apply: W6

Regional Operations Branch

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, Trunk Service Section (two positions), Perth

Duties above two positions: Shift Leader positions at Pier Trunk Switching Centre involving operation and maintenance of Perth ARM Main Exchange, Perth and Country Minor Switching Centre and outgoing Trunk Tandem ARF equipment.

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

Apply: W6

Support Services Branch

Inspecting Officer, Grade 1 \$5572-6129, Fourth Division, Material Section, Perth

Duties: No. 2—Assist in testing and inspecting duties, record results, make recommendations. Operate and service testing equipment.

Qualifications: Appropriate trade qualifications and experience with communication plant desirable.

Apply: W6

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Workshops Section, Guildford

Duties: No. 297—Maintain technical drawing registry, dispatch and distribute correspondence.

Apply: W6

Postal Services Division, Mail Exchange Branch

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

Duties: Supervisor's Clerk, City Section.

Qualifications: Familiarity with City Section staffing and rostering arrangements desirable.

Note: Continuous day shift.

Apply: W6

Telecommunications Division, Country Region

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Service Group, Head Office, Perth

Duties: No. 57—Visit country manual telephone exchanges to assemble special studies and process them to determine manual assistance junction and position requirements. Prepare copies of telephone network charts showing access for subscribers and operators.

Qualifications: Experience in telephone operating procedures and in compiling traffic studies as well as knowledge of the telephone network desirable.

Apply: W6

TASMANIA

Director's Staff

Historian \$6912-7652 (Class 4), Third Division, Public Relations Section, Hobart

Duties: No. 10—Research and compile historical information and undertake associated Departmental activities throughout the State.

Qualifications: Tertiary studies leading to or a possession of, a major in history is desirable.

Apply: W7

Finance and Accounting Branch

Clerk \$7899-8639 (Class 5), Third Division, Finance Section, Hobart

Duties: No. 19—Undertake major and monthly reviews of directly classified expenditure, costed expenditure and asset expenditure for all areas of responsibility other than Engineering. Liaise with Divisions/Branches in establishing trends and analysing pattern of expenditure behaviour. Oversight the daily levels of cash payments.

Qualifications: Intimate knowledge of Departmental accounting procedures desirable.

Apply: W7

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Clerk \$6912-7652 (Class 4), Third Division, Secretary's Staff, Canberra

Duties: No. 1657—Personal Assistant to the Permanent Head.

Qualifications: Experience appropriate to the nature of the duties and a sound knowledge of and experience in typing and shorthand desirable.

Apply: X1

Management Services Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and General Services Section, General Services Sub-section, Library Unit, Canberra

Duties: No. 1258—Record, process and route all official periodicals received. Check on changes in title, frequency, etc. and arrange follow-up action.

Apply: X1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and General Services Section, General Services Sub-section, Library Unit, Canberra

Duties: No. 1259—Check and identify incoming material and record as required.

Apply: X1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and General Services Section, General Services Sub-section, Library Unit, Canberra

Duties: No. 1261—Record, process and route all non-official periodicals, received and carry out follow-up checks for non-receipt of issues.

Apply: X1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and General Services Section, General Services Sub-section, Office Services Unit, Canberra

Duties: No. 3155—Departmental receptionist at Barton Office. Oversight telephonist and tea services and control bookings of Departmental conference and interview rooms.

Apply: X1

*Inspector \$11032-11525 (Class 8), Third Division, Personnel and Establishments Section, Internal Consultancy Sub-section, Canberra

Duties: No. 3110—Provide internal consultancy services to Divisions and Branches embracing: systems and procedures, management structures, management control systems and functional arrangements.

Qualifications: Relevant experience desirable. Academic qualifications to be stated.

Apply: X1

*Assistant Inspector \$8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Internal Consultancy Sub-section, Canberra

Duties: No. 1623—Under direction, investigate and report on the efficiency and suitability of systems in use throughout the Department.

Qualifications: Experience in document management an advantage. Academic qualifications to be stated.

Apply: X1

Clerk \$8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Training and Staff Development Sub-section, Training Unit, Canberra

Duties: No. 3646—Undertake investigations and prepare reports relating to staff development in the Department. Implement and evaluate approved staff development schemes.

Qualifications: Some experience in statistical analyses desirable. Academic qualifications to be stated.

Apply: X1

Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Training and Staff Development Sub-section (two positions), Canberra

Duties: No. 3644, 3645—Conduct training courses for departmental staff and act as course manager for specialist professional and technical courses.

Qualifications above two positions: Wide experience in departmental training desirable. Academic qualifications to be stated.

Apply: X1

Agriculture and Food Services Division, Grants Administration Branch

Clerk \$8886-9548 (Class 6), Third Division, War Service Land Settlement Section, Canberra

Duties: No. 3143—Under direction, examine and evaluate applications for Loans under the Defence (Re-establishment) Act 1965-68. Liaise with and issue instructions to the Deputy Crown Solicitors for the preparation of security documents.

Qualifications: Experience in rural credit arrangements and a knowledge of agricultural production desirable. Tertiary qualifications in agriculture and/or valuation an advantage.

Apply: X1

Development Division, Reconstruction and Adjustment Branch

*Senior Executive Officer \$12019-12510 (Class 9), Third Division, Canberra

Duties: No. 3141—Assist in the development, review and modification of primary industry policy proposals generally, with particular reference to rural reconstruction, rural adjustment schemes and schemes relating to rehabilitation of farmers.

Qualifications: Demonstrated administrative and analytical ability desirable. Academic qualifications to be stated.

Apply: X1

Industry No. 3 (Field Crops) Division, General Crops and Inspection Services Branch

*Chief Entomologist \$14250-15163, Third Division, Technical Services and Exports Standards Section, Canberra

Duties: No. 3632—Direct and control the work of the Section. Provide professional advice on entomological problems. Recommend on the technical aspects of export standards for grains and grain products. Control the administration of legislation.

Qualifications: A degree or diploma in Agricultural Science, Rural Science or Science (major in Zoology) with a major study of Entomology included in the course or equivalent qualification. Extensive experience in entomology and management ability of a high order desirable.

Apply: X1

Industry No. 5 (Fisheries) Division, Operations Branch

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

Duties: No. 3560—Provide executive and secretariat services for departmental, interdepartmental, Commonwealth/State and other committees, conferences, meetings, etc. with which the Division is involved.

Qualifications: Experience in the organisation of committees, conferences, meetings, etc. and the provision of secretariat services; ability to prepare reports and submissions desirable.

Apply: X1

Forestry and Timber Bureau

Technical Assistant, Grade 2 \$5260-5899, Fourth Division, Silviculture Section, Seeds Sub-section, Canberra

Duties: No. 3280—Maintain seeds laboratory, seed processing and storage facilities and equipment. Carry out seed processing, testing, fumigation and pre-sowing treatment. Compile technical data.

Qualifications: Leaving Certificate, preferably with mathematics and botany or biology, together with 3 years experience in field of laboratory experimentation desirable.

Apply: X1

VICTORIA/TASMANIA

Regional Office

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Management Services Section, Registry Sub-section, Melbourne

Duties: No. 137—Examine follow-on correspondence prior to attachment and where necessary refer for further indexing and retitling. Search for and locate files in action areas and attach correspondence.

Apply: X3

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

External Relations and Defence Division, Science and Defence Branch

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

Duties: No. 538—Provide general clerical assistance within the Branch and operate Registry 'control point' within the Branch in accordance with current instructions.

Apply: Y1

Operations Division, Services Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Special Services Section, Office Services Sub-section, Canberra

Duties: No. 277—Arrange all travel accommodation bookings and transport for staff and members of committees associated with the Department. Maintain travel timetables, accommodation guides and transport instructions.

Apply: Y1

THE OFFICE OF THE PUBLIC SERVICE BOARD CENTRAL OFFICE

ADP Division, Management Information Branch

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

Duties: Prepare tabular presentation of various personnel and establishments statistics. Assist in special surveys of staff and establishment as required.

Qualifications: Previous statistical experience desirable. Academic qualifications should be stated.

Apply: Y4

Personnel Management Division, Personnel Development Branch

*Assistant Inspector \$11032-11525 (Class 8), Third Division, Training Section, Canberra

Duties: No. 112—Assess the training needs of senior managers and develop appropriate management development and training plans; provide an advisory and consultancy service to departments on management training.

Qualifications: Specialist knowledge and experience in management training. Tertiary qualifications to be stated.

Apply: Y4

Assistant Inspector \$11032-11525 (Class 8), Third Division, Training Section, Canberra

Duties: No. 119—Develop and co-ordinate an advisory and information service to departments on training matters. Oversight preparation and production of training literature, films and audio-visual sequences.

Qualifications: Wide experience in training in the Service. Tertiary qualifications to be stated.

Apply: Y4

Office of the Industries Assistance Commission, Services Branch

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

Duties: Responsible for the staging of computer runs; carry out clerical support duties.

Qualifications: Experience in the work areas of ADP accounts and work scheduling an advantage.

Apply: Y23

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Management Services Section, Canberra

Duties: Arrange acquisition of library material and prepare associated correspondence.

Qualifications: Experience in library work, particularly in the purchasing field desirable.

Apply: Y23

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Benefits and Legislation Division, Legislation and Research Branch

Clerk \$6912-7652 (Class 4), Third Division, Ministerial and General Section, Canberra

Duties: No. 5—Maintain a register of ministerial correspondence, prepare acknowledgments and interim replies, and undertake drafting of less complex correspondence.

Apply: Z1

Management Services Division

*Journalist, Grade A1, \$10524-10943, Third Division, Canberra

Duties: No. 3—Advise on all matters of publicity and public relations for the Department. Prepare draft press releases. Act as departmental liaison officer with the media and advise on departmental publications, particularly the Annual Report.

Qualifications: Academic qualifications to be stated. Extensive experience at senior level in journalism or public relations desirable.

Apply: Z1

ADP Branch

Clerk \$6912-7652 (Class 4), Third Division, Operations Section, Computer Operations (N.S.W.) Sub-section, Sydney

Duties: No. 66—Provide general administrative assistance to the Computer Manager, particularly in respect of scheduling shift rosters, stationery, personnel matters and office services.

Qualifications: Previous experience in the computer environment desirable.

Apply: Z1

Finance Branch

Assistant Inspector \$9876-10538 (Class 7), Third Division Cost Reviews Section, Canberra

Duties: No. 14—Participate in departmental management accounting functions. Conduct special investigations of operational areas within the department's institutions.

Qualifications: Progress in appropriate tertiary studies to be stated.

Apply: Z1

Management Services Division, Finance Branch

Assistant Inspector \$8886-9548 (Class 6), Third Division, Systems and Audit Section, Canberra

Duties: No. 23—Under direction, investigate and report on departmental accounting procedures and assist in the more complex investigations. Prepare draft accounting instructions.

Qualifications: Progress in appropriate tertiary studies to be stated. Some experience with ADP accounting systems an advantage.

Apply: Z1

Methods and Services Branch

Assistant Inspector \$8886-9548 (Class 6), Third Division, Personnel, Establishments and Training Section, Canberra

Duties: NP—Examine proposals relating to, and undertake reviews of personnel policies, practices and procedures. Examine Ministerial, Parliamentary and other inquiries relating to personnel matters and prepare reports and replies as appropriate. Prepare formal papers and recommendations relating to statutory appointments. Develop and review departmental procedures relating to salary estimates.

Qualifications: Prior experience in personnel practices desirable. Academic qualifications to be stated.

Apply: Z1

NEW SOUTH WALES**Branch Office**

Clerk \$12019-12510 (Class 9), Third Division, Accounts Section, Sydney

Duties: No. 1—Branch Accountant. Responsible for the proper and efficient functioning of all accounting activities within the Branch comprising financial accounting, trust accounting, planning and budgets, costing and stores control.

Qualifications: Proven administrative ability and experience at senior levels and sound knowledge of Audit Act and Treasury Directions together with accounting qualifications desirable.

Apply: Z2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounts Section, Sydney

Duties: No. 89—Provide relief throughout Accounts Section.

Apply: Z2

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Personnel Section, Sydney

Duties: No. 15—Liaise between staff, administrative officers and representatives of employee organisations in connection with staff amenities and matters affecting the welfare of individual officers within the Department. Prepare and edit staff magazine.

Apply: Z

Repatriation General Hospital

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administrative Services Section, Concord

Duties: No. 151—Secretary to Consultant (Radiology) and Specialists. Type and file reports, maintain X-ray library, copy films and answer inquiries.

Qualifications: Typing ability desirable.

Apply: Z2

VICTORIA**Branch Office**

Clerk \$8886-9548 (Class 6), Third Division, Personnel Section, Establishments Sub-section, South Melbourne

Duties: No. 3—Undertake major establishment reviews and prepare reports and recommendations. Carry out work measurement studies and special assignments.

Qualifications: Ability to perform detailed investigations and prepare reports desirable.

Apply: Z3

Macleod Repatriation Hospital

*Physiotherapist, Class 2 \$7117-7831, Third Division, Mont Park

Duties: No. 99—Plan, develop and implement the provision of physiotherapy treatment at the hospital.

Qualifications: An appropriate degree or diploma in Physiotherapy; or equivalent qualification.

Apply: Z3

Repatriation General Hospital

Clerical Assistant, Grade 2 \$3309-3540, Fourth Division, Administrative Services, Heidelberg

Duties: No. 87—Answer inquiries regarding patients and direct visitors to wards.

Note: The occupant of this position will be expected to work shift duty on any five days in a week.

Apply: Z3

SOUTH AUSTRALIA**Branch Office**

*Medical Records Officer \$5806-6666, Third Division, Technical Services Section, Daw Park

Duties: No. 10—Medical Records Librarian. Responsible for the management of the medical records for the South Australian Branch.

Qualifications: Satisfactory completion of the registration examination of the Medical Records Association of Australia or equivalent.

Apply: Z5

WESTERN AUSTRALIA**Repatriation General Hospital, Hollywood**

*Specialist \$13581-18412, Third Division, Medical Section, Perth

Duties: No. 6—Responsible for the overall management of Operating Theatre area and the organisation of Anaesthetics. In addition to clinical work in Anaesthetics, he will be expected to participate in the clinical activities of the hospital, including post-graduate training programmes, and to liaise with the university authorities and the relevant post-graduate college. The Specialist will also act as adviser to the Director (Medical Services) on matters relating to anaesthetics.

Qualifications: Qualifications admitting to registration as a medical practitioner with appropriate post-graduate qualifications. Experience in the speciality of Anaesthesia desirable.

Apply: Z6

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

General Services Division, Scientific Services Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Scientific Investigation and Information Section, Canberra

Duties: No. 25—Collect and maintain data relating to the progress of surveys of research and developments and tabulations concerning the state of replies and questionnaires. Provide summaries as required. Arrange receipt and dispatch of all correspondence.

Apply: AA1

BUREAU OF METEOROLOGY

CENTRAL STAFF

Management Branch

Clerk \$9876-10538 (Class 7), Third Division, Property and General Services Section, Melbourne

Duties: No. 415—Direct and control the Section comprising property, acquisitions, works and office services. Plan and co-ordinate Bureau works programmes. Recommend acquisitions of premises and property. Advise on accommodation and residential standards.

Qualifications: Extensive experience in civil works budgetting procedures together with sound knowledge of office services requirements desirable. Experience in a field type organisation an advantage.

Apply: AA3

Services Division, Analysis Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Operations Section (two positions), Melbourne

Duties: Nos 20 and 17—Decode meteorological reports and plot data on weather charts.

Qualifications: Neatness and legibility of handwriting an advantage.

Training: Successful applicants will receive a period of training.

Note—Shift duty is involved.

Apply: AA3

WESTERN AUSTRALIA

Field Offices Pool

*Radio Technician, \$6003-6693, Fourth Division, Technical Maintenance Section, Perth

Duties: Nos 143, 145—Maintain, modify, install and operate electronic and other equipment to prescribed standards at the Perth Airport and the Perth Regional Office, involving the diagnosis, location and clearing of more difficult fault conditions. Provide relief throughout the Region.

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

Apply: AA9

TASMANIA

Regional Office

Computing Assistant \$4488-5254 Fourth Division—Special Services Section, Hobart

Duties: Carry out computing work for other sections and assist with the extraction of data for projects.

Qualifications: Ability to operate various office machines desirable.

Apply: AA10

DEPARTMENT OF SECONDARY INDUSTRY

CENTRAL STAFF

Industry Policy and Planning Division

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

Duties: No. 347—Assist in investigations relating to government purchasing programmes.

Qualifications: Knowledge of Australian industry and government policies affecting industry development desirable. Academic qualifications to be stated. Previous applicants will be considered and need not re-apply.

Apply: AB1

Australian Industrial Research and Development Grants Board

Senior Investigation Officer \$11032-11525 (Class 8), Third Division, Canberra

Duties: No. 10—Investigate and make recommendations on complex applications under the Industrial Research and Development Grants Act.

Qualifications: Experience in industry investigations an advantage. Academic qualifications desirable.

Apply: AB1

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Overseas Property Bureau, Policy and Programming Branch

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

Duties: NP—Review draft estimates of expenditure on overseas property. Assist in preparation of forward, revised and additional estimates of expenditure on property at overseas posts. Continually review expenditure at each post.

Apply: AC1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Canberra

Duties: NP—Collate draft estimates received from overseas posts. Maintain programme schedules and registers. Assist in preparation of monthly expenditure returns on property matters at each overseas post.

Apply: AC1

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

Duties: No. 7—Undertake examination of more important aspects of proposed programmes and estimates for purchase, lease and disposal of land and accommodation. Negotiate with client departments, Treasury etc., recommend on final programmes and review progress. Undertake major investigations of a special nature.

Qualifications: Appropriate academic qualifications and relevant experience desirable.

Apply: AC1

VICTORIA**Property Division**

Executive Officer \$13004-13498 (Class 10), Third Division, Accommodation Section, Melbourne

Duties: No. 300—Direct the activities of the Accommodation Section. Exercise delegations and make formal recommendations under approved legislation.

Qualifications: Considerable managerial experience together with ability to negotiate at senior levels both within and without the Service desirable.

Apply: AC3

AUSTRALIAN ELECTORAL OFFICE**CENTRAL OFFICE**

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

Duties: No. 7—Stenographic duties for Senior Officers.

Qualification: Shorthand at least 80 words per minute desirable.

Apply: AC9

QUEENSLAND

Divisional Returning Officer \$8886-9548 (Class 6), Third Division, Divisional Staff, Toowoomba

Duties: No. 13—Responsible for the administration of an Electoral Division. Conduct elections and referendums, enforce compulsory enrolment and voting provisions of the law, act as Electoral Registrar.

Apply: AC12

SOUTH AUSTRALIA

Clerical Assistant Grade 3 \$4230-4610, Fourth Division, Adelaide

Duties: No. 6—Examination and indexing of Electoral Claims, transfer notifications, etc.

Apply: AC13

WESTERN AUSTRALIA

Clerk \$4955-5708 (Class 2/3) Third Division, Divisional Staff, Nedlands

Duties: No. 17—Assist in the maintenance of rolls and electoral work generally.

Apply: AC14

DEPARTMENT OF SOCIAL SECURITY**SOUTH AUSTRALIA****Regional Offices**

Inquiry Officer, Grade 2 \$5217-5478, Fourth Division, Berri

Duties: No. 934—Conduct outdoor inquiries as directed. Take evidence where claimants cannot visit the office.

Apply: AD5

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

Duties: No. 922—Operate and maintain regional indexes in respect of all pension and benefit claims. Prepare new claims coding sheets.

Apply: AD5

DEPARTMENT OF SUPPLY**CENTRAL OFFICE****Finance and Management Services Division, Establishments Branch**

Inspector \$9876-10538 (Class 7), Third Division, Personnel Management and Development Section, Canberra

Duties: No. 8—Undertake organisation and classification investigations throughout the Department.

Qualifications: Experience in organisation and classification activities an advantage. Tertiary qualifications to be stated.

Apply: AF1

Inspector \$9876-10538 (Class 7), Third Division, Personnel Management and Development Section, Canberra

Duties: No. 599—Participate as a team member in the introduction, extension and further development of a bulk system for controlling Departmental Establishments.

Qualifications: Experience in organisation and classification activities an advantage. Tertiary qualifications to be stated.

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

Apply: AF1

Munition Supply Division, Management and Development Branch

Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Canberra

Duties: No. 62—Prepare agenda and briefing notes for the Operational Safety Committee on current practices. Report on the implementation of corrective or preventive safety action in divisional factories. Undertake investigations into and report on new development in the safety field. Prepare safety statistics and maintain records.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Sound practical experience in industrial safety in a production environment and/or knowledge of safe practices in the handling of explosives and ammunition desirable.

Apply: AF1

WESTERN AUSTRALIA**General Services**

Typist, Grade 2 \$4731-5035, Fourth Division, Perth

Duties: Perform stenographic duties for senior officers.

Qualifications: Shorthand, eighty words per minute desirable.

Apply: AF6

DEPARTMENT OF TOURISM AND RECREATION**CENTRAL OFFICE****Tourism Projects and Operations Branch**

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

Duties: No. 64—Investigate proposals in the tourism field.

Qualifications: Knowledge of Australia's tourist industry an advantage. Academic qualifications to be stated.

Apply: AG1

DEPARTMENT OF TRANSPORT

CENTRAL STAFF

Civil Aviation Agency

*Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Training College, Port Moresby

Duties: No. 2—Provide personal instruction and tuition at the Training College. Create various courses designed to encourage an active interest in civic affairs including the role of Civil Aviation within the Communications network and basic supervisory and management training courses.

Qualifications: Extensive experience in the design of training courses and their presentation together with proven skill in instruction techniques and appropriate academic qualifications desirable.

Apply: F7

*Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Training College, Port Moresby

Duties: No. 11—Prepare and deliver lectures and practical demonstrations in non-operational/technical subjects at the Civil Aviation Training College. As necessary, assist in the preparation of appropriate training aids.

Qualifications: Experience in the presentation of training courses together with knowledge of class room techniques. Academic qualifications to be stated.

Conditions above two positions: Allowances and conditions in accordance with Determinations Relating to Overseas Service are applicable for Papua New Guinea. Full details are available from Departmental Personnel areas.

Apply: F7

Airways Engineering Branch

*Supervising Mechanic (Civil Aviation), Grade 1 \$6962-7157, Fourth Division, Mechanical Section, Installation Sub-section, Port Moresby

Duties: No. 42—Supervise and direct the work of Senior Mechanics and Mechanics engaged in installation and modification of mechanical plant and associated equipment.

Qualifications: Appropriate trade qualifications and/or wide experience in the installation and/or maintenance of mechanical equipment, including high speed diesel engines. An ability to control staff desirable.

Apply: F7

*Senior Mechanic (Civil Aviation) \$5791-5945, Fourth Division, Mechanical Section, Installation Sub-section, Port Moresby

Duties: No. 43—Take charge of the work of mechanics and/or undertake the installation, maintenance, repair and operation of mechanical plant, including high speed diesel engine prime movers and associated equipment and marine craft.

Qualifications: Appropriate trade qualifications and/or wide experience in the installation and/or maintenance of mechanical equipment, including high speed diesel engines. An ability to control staff desirable.

Apply: F7

Operations Branch

Clerk \$7899-8639 (Class 5), Third Division, Administrative and General Section, Port Moresby

Duties: No. 2—Provide high level administrative assistance to the branch and section heads. Investigate operational aspects within the aviation industry and prepare more important correspondence relating to flying operations. Continuously review Branch records, practices and procedures.

Apply: F7

Training College

*Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Port Moresby

Duties: No. 3—Examine training manuals, visual aids, lecture notes and discussion papers to determine suitability of indigenous training at the Training College. Prepare courses and lecture in the subjects of mathematics, physics and basic aeronautical principles. Develop training aids and materials.

Qualifications: Experience in the design of training aids and in the use of Audio Visual Aids combined with an analytical ability of a high order. Appropriate tertiary qualifications would be an advantage.

Apply: F7

Flying Operations and Airworthiness Division, General Aviation Branch

*Inspector \$8886-9548 (Class 6), Third Division, Training and Flight Crew Requirements Section, Melbourne

Duties: New position—Responsible for the development of standards for sport parachuting in Australia and for the overall surveillance of parachuting operations.

Qualifications: Be designated a Class A Parachute Instructor, possess extensive experience as a parachutist and parachute instructor, and occupy a supervisory position with a parachute organisation desirable.

Apply: F1

Ground Facilities Division, Navigational Aids Electrical and Mechanical Engineering Branch

*Engineer, Class 2 \$9581-10702, Third Division, Electrical Section, Melbourne

Duties: No. 8—Under general technical direction carry out investigations and evaluations concerned with the design and development of equipment and systems in the electrical and electronic engineering fields.

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. Extensive experience in the design and development of electronic systems together with some knowledge of data processing systems and statistical analysis desirable.

Apply: F1

*Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Electrical Engineering Section, Airport Lighting Sub-section, Melbourne

Duties: No. 101—Direct staff engaged in design, development testing and procurement of airport lighting equipment. Provide high level technical assistance in the airport lighting field. Prepare instructions and specifications, examine tenders and prepare reports.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience in the electrical engineering field desirable.

Apply: F1

Management Services Division, Commercial Branch

Director \$13004-13498 (Class 10), Third Division, Melbourne

Duties: No. 95—Formulate and review policy applicable to the generation of revenue by the commercial development of airports and to the control of departmental land and buildings. Administer the provisions of the Airports (Business Concessions) Act 1959 and the Airports (Surface Traffic) Act associated with the economic aspects of airport car parking. Prepare programmes for the acquisition/leasing of land and buildings and the acquisition of furniture and fittings. Exercise appropriate delegations.

Qualifications: Sound administrative experience together with the ability to effectively negotiate complex commercial arrangements is desirable together with initiative of a high order in developing new fields of commercial activities and in motivating staff engaged on specific projects desirable.

Apply: F1

Data Processing Operator, Grade 2 \$4414, Fourth Division, Melbourne

Duties: No. 55—Under supervision, prepare punched paper tapes from complex documents involving interpretation and coding.

Qualifications: Successful completion of proficiency test for Data Processing Operator, Grade 1. Experience in operating Flexowriter machines and associated tape punching apparatus desirable.

Apply: F1

Personnel Development Branch

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

Duties: New Position—Act as divisional representative in Central Staff for interviews of clerical administrative, professional, sub-professional and operational staff for appointment or promotion. Make recommendations regarding procedures for selection.

Qualifications: Thorough knowledge of the Public Service Act, Regulations and General Orders relating to the appointment, transfer and promotion of staff together with tertiary qualifications desirable.

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

Apply: F1

*Photographer \$4695-5460, Fourth Division, Melbourne

Duties: No. 321—Operate all types of cameras for indoor and outdoor photography (colour and black and white) including in particular work related to studio photography, copying of drawings and duplicating of slides. As required undertake field photography of aircraft accidents and incidents.

Qualifications: Appropriate qualifications and/or experience. Experience in advanced film processing techniques desirable.

Apply: F1

Surface Transport Group, Management Services Branch

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

Duties: No. 9—Recruitment and Estimates Clerk under direction prepare departmental estimates and expenditure of salaries and attend to regular interviews. Prepare Gazette notices, draft press advertisement both local and overseas and arrange insertion.

Qualifications: Appropriate related experience desirable.

Apply: AH8

NEW SOUTH WALES REGION

Airports Branch

*Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Airport Inspection and Maintenance Section, Sydney

Duties: No. 16—Under technical direction, undertake tasks relating to the design, specification of requirements and materials, preparation of estimates and supervision and direction of maintenance and development of roads, car parks, gardens, fences, engineering services, etc., in building areas at aerodromes and navigational aids sites in the Sydney area.

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

Apply: F2

Airways Engineering Branch

Lineman, Grade 2 \$4594-4756, Fourth Division, Radio Maintenance Section, Sydney (Kingsford-Smith), Airport

Duties: No. 68—Maintain (including painting) masts, towers, overhead line equipment and earthing systems associated with transmitting and receiving installations. Maintain overhead and underground communication and power types of cables, conduits and open wire routes. Joint and terminate power and communications type of cable.

Qualifications: Cable jointing certificate desirable.

Apply: F2

VICTORIA/TASMANIA REGION

Executive Services Branch

Senior Training Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Personnel and Office Services Section, Training Sub-section, Melbourne

Duties: No. 47—Under limited direction, analyse training requirements in the Region and advise management on all matters relating to training. Develop, implement and report on the approved training programme, and direct subordinate staff within the training unit.

Qualifications: Knowledge of departmental organisation, practice and procedure together with proven skill in supervision and conference leadership and tertiary qualifications desirable.

Apply: F3

WESTERN AUSTRALIA REGION

Airways Engineering Branch

Senior Technical Instructor, Grade 1 \$8045-8212, Fourth Division, Radio Maintenance Section, Perth

Duties: No. 111—Prepare and deliver lectures to Apprentices and to Mechanics (Civil Aviation) on

special courses. Assist with the supervision of field training of apprentices. Organise, direct and oversight the work of subordinate instructional staff.

Qualifications: Sound automotive/mechanical background and teaching experience desirable.

Apply: F6

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Management Services Branch

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

Duties: No. 308—Staff Clerk. Supervise and control the work of the salaries group. Sign Treasury Forms 28. Plan, develop and implement training programs. Review procedures within the salaries group.

Qualifications: Sound practical experience in general/personnel functions, especially ADP payroll operations and provisions of the Public Service Act, Regulations, General Orders, Determinations, etc., desirable.

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

Apply: A11

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

Duties: No. 39—Examine, calculate and review travelling and other allowances and assist generally with overseas travel and postings.

Qualifications: Practical experience in processing and determining allowances and knowledge of the Public Service Act, Regulations and General Orders desirable.

Apply: A11

Accounting and Supply Division, ADP Branch

Programming Assistant, Grade 2 \$5806-6666 (Class 2/3), Third Division, Applications Section, Canberra

Duties: No. 70—Under supervision write simple computer programmes and assist with fact finding assignments. Undertake duties associated with the maintenance and evaluation of records relating to Treasury computer processing.

Qualifications: Acceptable level of aptitude for ADP work desirable.

Apply: A11

Defence and Works Division, Works and Mainland Territories Branch

Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Works (Policy and General) Section, Canberra

Duties: No. 69—Undertake investigations and prepare draft reports, submissions, etc., in relation to trends in expenditure on the civil works, acquisitions, repairs and maintenance and associated programmes.

Qualifications: Experience in investigation work, together with appropriate tertiary qualifications desirable.

Apply: A11

General Financial and Economic Policy Division, Economic Conditions Branch

*Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Economic Section, Canberra

Duties: No. 31—Assist, as directed, in the research and investigation work relating to current economic conditions in Australia.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard. Appropriate research experience desirable.

Apply: A11.

Fiscal and Monetary Policy Branch

*Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Fiscal Policy Section, Canberra

Duties: Nos 23, 56—Assist, as directed in the research and investigation work into the more important aspects of budget policies and fiscal measures and generally assist in the preparation of associated papers and reports.

Qualifications above two positions: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard; appropriate research experience desirable.

Apply: A11

Taxation Policy Branch

*Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Review Section, Canberra

Duties: No. 76—Assist as directed in the research and investigation work into income tax and prepare relevant reports and papers.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard. Appropriate research experience desirable.

Apply: A11

Revenue, Loans and Investment Division, Loans and Debt Management Branch

*Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Debt Management Section, Canberra

Duties: No. 10—Undertake and supervise investigations into the policy and economic aspects of the Australian Government and State debt and prepare associated reports, submissions. Assist in operations of the National Debt Commission.

Qualifications: Degree in Economics, Commerce or Arts (Economics) desirable and experience in dealing with policy issues.

Apply: A11

Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Debt Management Section, Canberra

Duties: No. 12—Undertake research and investigation into Australian capital markets and short term interest rates; prepare reports and briefs for senior officers on market conditions and trends.

Qualifications: Degree in Economics, Commerce or Arts (Economics). Appropriate experience desirable.

Apply: A11

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Debt Management Section, Canberra

Duties: No. 13—Research into, and analysis of, conditions and developments in money markets and debt management techniques.

Qualifications: Degree in Economics, Commerce or Arts (Economics). Relevant experience desirable.

Apply: A11

Social Security Division, Social Welfare Branch

Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Health Section, Canberra

Duties: No. 53—Examination of policy proposals concerning national health benefits and activities of the Health Department excluding territorial health services. Maintain oversight of departmental expenditure.

Qualifications: Degree in Economics, Commerce or Arts (Economics) desirable.

Apply: A11

Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Health Section, Canberra

Duties: No. 58—Undertake investigations as directed and provide general assistance on health matters.

Qualifications: Degree or part degree in Economics, Commerce or Arts (Economics) and aptitude for investigational work desirable.

Apply: A11

Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Social Services Section, Canberra

Duties: No. 21—Assist in the examination of social welfare policy proposals. Examination of departmental estimates and oversight of departmental expenditure.

Qualifications: Degree, preferably in Economics, Commerce or Arts (Economics), desirable. Experience in investigation and policy work desirable.

Apply: A11

Office of the Australian Government Actuary and Life Insurance Commissioner

****Actuarial Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Actuarial (Commonwealth) Section, Canberra**

Duties: No. 38—Under supervision, undertake actuarial investigations and calculations, and draft reports.

Qualifications: Intermediate Examination of the Institute of Actuaries, or equivalent examinations of the Faculty of Actuaries in Scotland.

Apply: A11

Office of the Insurance Commissioner, Authorisations Branch

Clerk \$11032-11525 (Class 8), Third Division, Company Examinations No. 2 Section, Canberra

Duties: No. 12—Supervise and control the activities of an examination team reviewing insurance company's applications for authorisation and periodical returns. Make assessments and report on compliance with financial criteria and trends in solvency. Prepare correspondence and submissions in the more complex aspects of insurance companies' financial operations.

Qualifications: Accountancy or equivalent qualifications desirable.

Apply: A11

AUSTRALIAN CAPITAL TERRITORY

Office of the Superannuation and DFRB Boards, Operations Branch

Clerk \$9876-10538 (Class 7), Third Division, DFRB Section, Advisings and Information Sub-section, Canberra

Duties: No. 502—Undertake investigations into problems arising from the implementation of the new DFRB legislation; prepare submissions and reports.

Apply: A11

Clerk \$6912-7652 (Class 4), Third Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra

Duties: Nos 67, 68—Investigate and prepare replies to correspondence from contributors, departments and authorities. Check calculation of final contribution dates; issue maximum age cessation advices to departments and authorities.

Apply: A11

Clerk \$6912-7652 (Class 4), Third Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra

Duties: No. 107—Calculate and rectify new pension payments, pension variations and verify position of contributions prior to refund. Prepare correspondence and deal with inquiries.

Apply: A11

VICTORIA

Revenue, Loans and Investment Division, Loans and National Savings Branch

***Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Melbourne**

Duties: No. 13—Promote investment in Government Securities including Treasury Bonds, Special Bonds and Drought Bonds. Promote and service National Savings Groups. Assist in matters relating to Service recruiting. Liaise with management in commerce, industry banking and government departments.

Qualifications: Practical experience in public relations, sales promotional work, banking or other relevant experience.

Apply: A129

STATISTICIAN'S BRANCH

QUEENSLAND

Distribution and Finance Branch, Trade, Transport and Integration Section

Clerical Assistant Grade 2 \$4393-4678, Fourth Division, Integration Sub-section, Brisbane

Duties: No. 41—Sort returns and other documents containing updating information and assemble prepared amendment advice forms for forwarding to Data Preparation Section.

Apply: A113

Population and Employment Branch, Demography and Social Section

Senior Compiler \$8886-9548 (Class 6), Third Division, Vitals and Health Sub-section, Brisbane

Duties: No. 3—Control the day to day work of the Sub-section to achieve the goals of quality and timeliness of statistics, and economy and effectiveness of operation.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Apply: A113

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, ADP Branch

***Programmer Class 8 \$11032-11525 Third Division, Software Section, Canberra**

Duties: No. 767—Undertake the less complex assignments relating to operating systems, compilers, communications packages, utilities and other miscellaneous software requirements of the Taxation Office central computer installation.

Apply: A117

***Programmer Class 8 \$11032-11525 Third Division, Applications Section**

Duties: No. 178—Carry out the more involved assignments in relation to; systems analysis and design; preparation of programs to agreed specifications and development of programs to operational standards.

Apply: AI17

***Programmer Class 6 \$8886-9548 Third Division, Applications Section, Canberra**

Duties: No. 179—Carry out involved assignments in relation to; the preparation of programs to agreed specifications, development of programs to operational standards and the documentation of programs.

Apply: AI17

***Programmer Class 6 \$8886-9548 Third Division, Software Section, Canberra**

Duties: No. 776—Undertake assignments relating to operating systems, compilers, communications packages, utilities and other miscellaneous software requirements of the Taxation Office central computer installation.

Apply: AI17

***Programmer Class 6 \$8886-9548 Third Division, Planning and Services Section, Canberra**

Duties: No. 775—Prepare and assist with the preparation of material for ADP courses including courses for Programmers-in-training, computer operations staff and Programming Assistants, assist Programmers, Class 8 in the preparation and presentation of advanced training courses for programmers.

Qualifications above five positions: Appropriate training in programming together with accountancy or other appropriate tertiary qualifications.

Apply: AI17

Management Services Branch

Clerical Assistant Grade 4 \$5398-5686, Fourth Division, Finance, Property and Services Section, Registry Sub-section, Canberra

Duties: No. 55—Responsible to the Officer-in-charge for the immediate supervision, control and direction of the Fourth Division staff engaged on filing, messengerial and mail duties.

Apply: AI17

Management Division, Operations Branch

Inspector \$12019-12510 (Class 9), Third Division, Control Section, Canberra

Duties: No. 117—Examine existing and new ADP systems; develop an internal audit program to be performed manually or by computer process. Ensure affective and adequate audit of all computer activities in Canberra and State Offices.

Qualifications: Accountancy or other appropriate tertiary qualifications and considerable experience in ADP operations, systems design and interpretation of programs desirable.

Apply: AI17

WESTERN AUSTRALIA

Management

Steno-secretary, Grade 1 \$4618-5663, Fourth Division, Income Tax Division, Perth

Duties: No. 633—Provide a stenographic and secretarial service for Management Officers.

Apply: Y24

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division, Management Services Branch

Clerk \$9876-10538 (Class 7), Third Division, Finance and General Services Section, Canberra

Duties: NP—Control and direct the general services area together with responsibility for the planning and implementation of the more important programmes for office accommodation and layout with particular reference to longer term concepts.

Apply: AJ1

Senior Finance Officer, Grade 2, \$12019-12510 (Class 9), Third Division, Finance and General Services Section, Budgets and Funds Control Sub-section, Canberra

Duties: NP—Initiate and direct the preparation of annual estimates of revenue and expenditure and forward estimates. Develop and pursue a program of continuous reviews of budgetary achievement. Prepare reports on budgetary achievement prospects and advise on the necessity for variations to approved programs.

Apply: AJ1

Inspector \$11032-11525 (Class 8), Third Division, Personnel and Establishments Section, Canberra

Duties: NP—Direct and control the work of the Recruitment and Training and Personnel Sub-sections. Plan, develop, review and document recruitment, training and personnel policies and procedures. Exercise delegations.

Apply: AJ1

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

Duties: NP—Manage and conduct specialised instructional courses and sessions covering the main functional areas of the Department. Devote particular attention to the induction of new staff especially those recruited from outside the service. Responsible for the management of the Department's internship scheme.

Apply: AJ1

Director \$13004-13498 (Class 10), Third Division, Special Projects Section, Canberra

Duties: NP—Responsible to the Assistant Secretary for management and project control and direction of special projects requiring a significant input from operational branches. Provide high level advice and assistance on matters for which the Department is responsible for administrative carriage concerning representation on statutory authorities.

Qualifications: Considerable experience in administrative policy work an advantage. Tertiary qualifications are preferred.

Apply: AJ1

Clerk \$9876-10538 (Class 7), Third Division, Special Projects Section, Canberra

Duties: NP—Develop, prepare and continuously review agreements for engagement of consultants and contract or fee staff. Review methods of determining fees with a view to effecting significant economies. Maintain effective records and reports on consultant performance.

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 CUSTOMS AND EXCISE			
TASMANIA			
B. P. Fletcher 63/81078M	Clerk \$6912-7652 (Class 4), Third Division, Management Services Branch (No. 62)	Clerk \$6912-7652 (Class 4), Third Division, Management Services Branch (No. 63)	9.8.73
DEPARTMENT OF DEFENCE			
AUSTRALIAN CAPITAL TERRITORY			
B. W. Oxley 70/86319X	Executive Officer \$11032-11525 (Class 8), Third Division, Directorate of Recruiting, Manpower Policy and Management Services Division	Executive Officer \$11032-11525 (Class 8), Third Division, Special Studies Branch A, Secretariat Division (No. 1965)	6.9.73
DEPARTMENT OF DEFENCE—AIR OFFICE			
NEW SOUTH WALES			
J. A. Ross 70/13532A	Typist, Grade 2 \$4113-4378, Fourth Division, Department of Transport, Sydney	Typist, Grade 2 \$4113-4378, Fourth Division, Headquarters Support Command, RAAF Base, Wagga	1.11.73
DEPARTMENT OF EDUCATION			
VICTORIA			
T. P. M. Russell 67/39462A	Clerk (Class 4), Third Division, Department of Supply	Clerk (Class 4), Third Division, Administration Section, Melbourne (No. 44)	13.12.73
DEPARTMENT OF HEALTH			
CENTRAL STAFF			
B. P. Lloyd 72/85179X	Clerical Assistant, Grade 3, Fourth Division	Clerical Assistant, Grade 3, Fourth Division, Public Health Division, Community Health Branch (No. 54)	17.1.74
DEPARTMENT OF HOUSING AND CONSTRUCTION			
QUEENSLAND			
T. G. Juster 71/95534G	Draftsman, Grade 2, Fourth Division, Darwin	Draftsman, Grade 2, Fourth Division, Projects Division, Resources Branch, Brisbane (No. 58)	9.8.73
DEPARTMENT OF LABOUR			
NEW SOUTH WALES			
P. C. Lamond 70/12658P	Employment Officer, Class 4, Third Division, Employment, Training and Industrial Services Division, Hornsby	Employment Officer, Class 4, Third Division, Employment, Training and Industrial Services Division, Employment Branch, District Employment Offices Pool Section, Kempsey	4.10.73
DEPARTMENT OF THE MEDIA			
AUSTRALIAN BROADCASTING CONTROL BOARD			
SOUTH AUSTRALIA			
K. A. Merrick 66/66003T	Clerk (Class 4), Third Division, Department of Transport, Adelaide	Clerk (Class 4), Third Division, State Office, Adelaide (No. 233)	19.7.73
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
H. Christie 72/11036G	Clerical Assistant, Grade 2, Fourth Division, Telecommunications Division, North Sydney	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Regional Operations Branch, Northern Section, Armidale (No. 146)	21.6.73
V. W. Hooper 59/33491M	Clerk, \$7899-8639, (Class 5), Third Division, Postal Services Division, Sydney	Postmaster, Grade 2 \$7044-7822, Third Division, Postal Services Division, Post Offices Branch, Doonside	9.8.73
A. M. Gordon 59/39937M	Senior Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division, Newtown	Senior Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 8 Section, Kingsgrove	16.8.73
E. T. Austin 64/22333K	Clerk (Class 2/3), Third Division, Engineering Division, North Sydney	Clerk (Class 2/3), Third Division, Engineering Division, Regional Operations Branch, Outer Sydney Section, Gosford (No. 416)	6.9.73

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
N. J. Bullen 59/47992W	Assistant Inspector (Class 5), Third Division, unattached	Clerk (Class 5), Third Division, Postal Services Division, Postal Planning Branch, Sydney (No. 33)	27.9.73
D. G. McLaughlan 62/23572E	Assistant Inspector (Class 5), Third Division, unattached	Clerk (Class 5), Third Division, Postal Services Division, Postal Planning Branch, Sydney (No. 35)	27.9.73
VICTORIA			
J. C. Sparkes 59/67711W	Lines Supervisor, Grade 3, Fourth Division, Engineering Division	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Regional Operations Branch, Gippsland Section, Leongatha	21.6.73
A. J. Lowry 71/37571M	Clerical Assistant, Grade 2, Fourth Division, Engineering Division	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 5 (East) Section, South Yarra (No. 222)	8.11.73
SOUTH AUSTRALIA			
L. L. Rosewarne 69/95288R	Clerk, (Class 2/3), Third Division, Telecommunications Division	Clerk, (Class 2/3), Third Division, Telecommunications Division, Country Region, District Telephone Office Section, Murray Bridge Sub-section, Murray Bridge (No. 120)	5.7.73
WESTERN AUSTRALIA			
C. D. Cope 59/52546A	Telecommunications Technical Officer, Grade 2, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 2 Section, Manning	16.8.73
H. M. Smith 59/54069E	Lineman, Grade 2, Fourth Division, Engineering Division	Lineman, Grade 2, Fourth Division, Engineering Division, Country Branch, North West Section, Port Hedland	16.8.73
W. J. Graham 63/78370T	Lineman, Grade 2, Fourth Division, Engineering Division	Lineman, Grade 2, Fourth Division, Engineering Division, Country Branch, South West and Great Southern Section, Albany	16.8.73
DEPARTMENT OF PRIMARY INDUSTRY			
CENTRAL OFFICE			
E. S. Malikides 64/88047G	Chief Finance Officer (Class 11), Third Division, Department of the Treasury, Canberra	Principal Executive Officer (Class 11), Third Division, Development Division, Reconstruction and Adjustment Branch, Canberra (No. 3140)	11.10.73
DEPARTMENT OF THE PRIME MINISTER AND CABINET			
OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL			
VICTORIA			
R. L. Hollindale 73/37331X	Librarian, Class 2, Third Division, Department of Transport, Central Office, Melbourne	Librarian, Class 2, Third Division, Services Branch, Melbourne	20.9.73
J. J. Holt 59/60352M	Clerk (Class 6), Third Division, Postmaster-General's Department, Victorian Branch, Costing Section, Melbourne	Clerk (Class 6), Third Division, Secretary's Branch, Melbourne (No. 640)	27.9.73
DEPARTMENT OF SCIENCE			
BUREAU OF METEOROLOGY			
SOUTH AUSTRALIA			
B. D. Robertson 60/66022G	Technical Officer (Meteorology), Grade 2, Third Division, Department of Science, Adelaide	Technical Officer (Meteorology), Grade 2, Third Division, Special Services Branch, Adelaide (No. 117)	1.11.73
DEPARTMENT OF TRANSPORT			
CENTRAL STAFF			
J. A. Williams 70/36470M	Data Processing Operator, Grade 2, Fourth Division, Department of Defence (Army Office), Melbourne	Data Processing Operator, Grade 2, Fourth Division, Management Services Division, Commercial Branch, Melbourne (No. 54)	4.10.73

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions, notified on the dates and page numbers indicated, have been amended as follows:

ATTORNEY-GENERAL'S DEPARTMENT

AUSTRALIAN CAPITAL TERRITORY

E. D. Quilter, 8.11.73 (p. 95) Lapsed.

Office of the Commissioner of Trade Practices NEW SOUTH WALES

E. A. Barton, 22.11.73 (p. 104) Position promoted from should read 'Clerk \$2713-5594 (Class 1), Third Division, Repatriation Department, Sydney' in lieu of that notified.

DEPARTMENT OF THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

J. de Smet, 17.1.74 (p. 55) Promotion withdrawn.
J. Schneider, 17.1.74 (p. 56) Designation promoted from should read 'Senior Vehicle Tester'.

DEPARTMENT OF CUSTOMS AND EXCISE CENTRAL OFFICE

D. Lam, 5.4.73 (p. 115) Withdrawn.

QUEENSLAND

E. E. Bond, 10.1.74 (p. 82) Personnel No. should read 68/57085M.

DEPARTMENT OF DEFENCE VICTORIA

G. J. A. Lack, 1.11.73 (p. 117) Lapsed.

DEPARTMENT OF DEFENCE—AIR OFFICE AUSTRALIAN CAPITAL TERRITORY

C. P. Southern, 17.1.74 (p. 60) Qualifications should read: 'Shorthand, 100 words per minute'.

DEPARTMENT OF DEFENCE—ARMY OFFICE VICTORIA

M. T. Greenough, 25.10.73 (p. 95) Lapsed.
D. Barnes, 8.11.73 (p. 94) Lapsed.

DEPARTMENT OF DEFENCE—ARMY OFFICE AUSTRALIAN CAPITAL TERRITORY

G. Brown, 17.1.74 (p. 62) Lapsed.

WESTERN AUSTRALIA

G. J. McPherson, 8.11.73 (p. 110) Lapsed.

DEPARTMENT OF HEALTH CENTRAL STAFF

P. W. Jones, 6.9.73 (p. 123) Lapsed.

AUSTRALIAN CAPITAL TERRITORY

R. P. Hancock, 29.11.73 (p. 100) Cancelled.

DEPARTMENT OF HOUSING AND CONSTRUCTION

CENTRAL OFFICE

C. G. Cornford, 20.12.73 (p. 113) Withdrawn.

QUEENSLAND

D. B. Loneragan, 10.1.74 (p. 103) Name should read Loneragan.

J. C. Mason, 10.1.74 (p. 102) Withdrawn.

G. O. Melloy, 25.10.73 (p. 162) Initials should read G. D.

DEPARTMENT OF LABOUR

CENTRAL OFFICE

T. A. O'Loughlin, 17.1.74 Promoted from should read Clerical Assistant Grade 4 \$5398-5686, Fourth Division, Department of Transport, Central Office, Melbourne.

DEPARTMENT OF THE MEDIA VICTORIA

D. A. O'Connor, 29.11.73 (p. 104) Lapsed.

Australian Broadcasting Control Board

QUEENSLAND

J. Cox, 10.1.74 (p. 110) Should read Brisbane in lieu of Melbourne in column 'promoted to'.

DEPARTMENT OF MINERALS AND ENERGY NEW SOUTH WALES

E. Pritchard, 10.1.74 (p. 112) Promotion withdrawn.

DEPARTMENT OF NORTHERN DEVELOPMENT CENTRAL OFFICE

P. C. Holberton, 8.11.73 (p. 111) Lapsed.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

J. W. J. Lynch, 11.10.73 (p. 122) Lapsed.

POSTMASTER-GENERAL'S DEPARTMENT VICTORIA

R. G. Morris, 25.10.73 (p. 127) Lapsed.

DEPARTMENT OF PRIMARY INDUSTRY CENTRAL OFFICE

A. E. Hague, 8.11.73 (p. 127) Lapsed.

K. B. Franklin, 10.1.74 (p. 141) Lapsed.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

D. M. Mendelssohn, 10.1.74 (p. 145) Position No. should read 350.

The Office of the Public Service Board NEW SOUTH WALES

C. C. Russell, 29.11.73 (p. 132) Lapsed.

DEPARTMENT OF SCIENCE

Bureau of Meteorology

CENTRAL STAFF

J. A. Ashbury, 10.1.74 (p. 151) Surname should read Asbury.

SOUTH AUSTRALIA

S. V. D'Alisio, 12.12.73 (p. 154) Provisional Promotee has advised that he wishes not to accept the promotion.

TASMANIA

J. A. Clark, 17.1.74 (p. 106) Cancel promotion.

DEPARTMENT OF SECONDARY INDUSTRY

CENTRAL OFFICE

E. J. Calver, 10.1.74 (p. 152) Name entered incorrectly as "Calven".

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

I. K. Passmore, 19.12.73 (p. 139) Withdrawn.

DEPARTMENT OF TRANSPORT

VICTORIA-TASMANIA REGION

C. S. Dean, 13.12.73 (p. 182) Name should read C. S. Dean.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

D. W. Simpson, 8.11.73 (p. 141) Lapsed.
J. H. Squires, 10.1.74 (p. 174) Withdrawn.

Statistician's Branch

AUSTRALIAN CAPITAL TERRITORY

D. J. Mullooly, 1.11.73 (p. 169) Lapsed.
M. I. Harrison, 10.1.74 (p. 179) Name should read M. I. Harrison in lieu of that notified.

Confirmation of provisional promotions

The following provisional promotions, notified on the dates indicated, have been confirmed:

ATTORNEY-GENERAL'S DEPARTMENT

S. V. Stone, 13.12.73; S. E. O'Brien, R. M. Tasker, J. W. Briggs, K. F. Allen, B. J. Leyshan, R. B. Hiscock, F. C. Higgins, I. C. Dunmore, M. P. Johnston, D. J. Gormley, C. Dann, 19.12.73.

Office of Parliamentary Counsel

M. Hughes, 13.12.73; A. Van Wierst, 19.12.73.

DEPARTMENT OF THE CAPITAL TERRITORY

J. Parn, 30.8.73.

DEPARTMENT OF CUSTOMS AND EXCISE

P. D. Reid, 25.1.73; R. S. Montgomery, 1.2.73; S. Spinos, E. Tesch, A. N. Howard, S. L. E. Warr, H. M. Wright, C. A. Jepson, L. C. Vanny, G. S. Amundsen, 30.8.73; K. M. O'Shea, M. J. Brasher, W. T. Rewell, F. O. Lavers, C. M. O'Grady, C. Perry, M. Shymko, 6.9.73; M. E. Morcom, J. Cairns, E. D. McLean, A. Baker, A. E. Crooks, H. Bastian, P. A. Lester, I. W. Doyle, F. Marganis, J. C. Poole, B. A. Scott, D. B. Mulquiney, C. B. Rintoul, I. A. Reid, E. L. Bowen, D. I. Orr, M. G. McMullen, R. Lloyd, J. P. McMaster, R. L. Pearce, D. Williams, D. W. Sanford, R. J. McGibbon, R. F. Pratt, S. L. Wise-would, G. R. Leitch, N. L. Harper, N. E. Childs, G. L. Pullen, M. R. Lomas, G. M. Scarfaly, C. J. Willey, B. M. Wheare, 6.12.73; G. C. Sly, R. A. Robinson, B. F. De Haviland, R. C. Papworth, J. Cockburn, J. W. Short, D. J. Hogg, L. Kwasnycia, M. J. Curtis, A. Dumetz, G. M. Scales, G. W. Parker, I. L. Kentwell, R. S. Montgomery, J. B. Pitman, P. W. Graves, V. H. Lake, W. A. Armstrong, T. G. Anderson, C. H. Sage, J. S. Noonan, P. Jennens, P. A. Holding, L. J. Atyeo, 19.12.73.

DEPARTMENT OF DEFENCE

G. J. A. Lack, E. R. Carter, 6.12.73.

DEPARTMENT OF DEFENCE—ARMY OFFICE

N. N. Jones, 19.12.73.

DEPARTMENT OF DEFENCE—NAVY OFFICE

D. W. Muller, P. F. Woods, V. Mishkinis, 19.12.73.

DEPARTMENT OF EDUCATION

B. P. Rollo, 9.8.73; A. J. Roberts, M. C. Jennison, K. Blundell, 19.12.73.

DEPARTMENT OF FOREIGN AFFAIRS

J. A. Benson, J. S. F. Bowan, R. S. Merrillees, 9.8.73; G. L. Quayle, S. Brown, 19.12.73.

DEPARTMENT OF HEALTH

B. B. Ducker, A. Kaupins, 30.8.73; A. G. McKeaig, 18.10.73; J. L. Gluyas, 15.11.73; P. E. Curtis, 22.11.73; A. B. Hoare, C. A. Sheppard, 6.12.73; H. Ebdon, D. G. Sayer, L. F. Morgan, 13.12.73; B. E. Bayes, 19.12.73.

DEPARTMENT OF HOUSING AND CONSTRUCTION

I. L. Turner, 6.9.73; E. Spilbergs, 11.10.73; C. E. Wevill, K. P. Sharkey, 6.12.73; R. M. Harman, 6.12.73; M. S. S. Grimwood, J. L. Barker, M. J. Lindsay, W. I. W. Matthews, 13.12.73; J. B. M. White, 13.12.73; R. J. Taylor, 13.12.73; W. J. McConnell, L. Eickenloff, M. E. Graham, I. G. Lever, T. A. Forsyth, C. A. Cambroner, S. P. Townsend, J. Kovarik, L. A. Orchard, R. T. Ward, B. Vogt, R. A. Hooper, 13.12.73; K. R. Penhallow, M. R. Laskowski, C. M. Clarke, J. A. Hogan, P. M. Lahtinen, G. L. Pool, 19.12.73.

DEPARTMENT OF LABOUR

B. I. Callegari, M. W. Anglin, 29.11.73; R. J. Whyte, J. R. Stoner, G. C. Laslett, M. G. Haynes, R. McLeod, 13.12.73; D. E. Whittall, E. C. Messer, A. G. Shaw, J. E. Brown, M. T. F. Ettia, S. M. Butler, P. F. Walker, J. R. Lee, G. W. McGill, S. J. De Hoedt, 19.12.73.

DEPARTMENT OF THE MEDIA

Australian Government Publishing Service, Information Division

R. G. Walker, 22.11.74; S. L. Murray, 6.12.73.

DEPARTMENT OF MINERALS AND ENERGY

B. A. Barton, 18.10.73; M. C. Missingham, 25.10.73; V. J. Doolan, 29.11.73.

DEPARTMENT OF THE NORTHERN TERRITORY

J. G. Legzde, S. M. Watson, 29.11.73; K. R. Brumby, P. B. Herden, K. Muir, C. H. Noske, A. M. Waters, 6.12.73.

DEPARTMENT OF OVERSEAS TRADE

P. J. Searle, 30.8.73; M. L. Allen, 18.10.73; T. J. Roberts, 1.11.73; F. Stathakis, 15.11.72; G. F. Bruns-gard, 13.12.73.

POSTMASTER-GENERAL'S DEPARTMENT

A. Thompson, R. B. Coleman, 26.7.73; G. R. Turton, R. J. Woods, P. R. Barker, J. H. Hunter, P. M. Mannell, P. G. Cargill, A. Covassin, G. F. Wilson, G. D. Austen, L. Bozza, B. G. Debnam, M. E. Peers, A. Aroustian, C. E. Lum, R. A. Young,

A. Barany, F. L. Lengyel, W. J. Scott, W. M. Christophers, M. H. C. Chan, B. Chung, C. Pater, R. F. Verco, I. Binnie, R. H. Freeman, G. R. Hutchison, R. F. Byrnes, D. I. Anderson, R. N. Spears, T. C. Wellard, L. La Greca, D. R. Swift, N. A. Patulny, B. A. Keegan, J. Beaton, R. I. Bamber, I. Kauniste, L. J. Chapman, K. L. McCallum, C. M. Kimpton, V. Batmanian, W. C. Beer, G. K. Young, R. J. Hayward, C. J. Reynolds, 16.8.73; S. J. Palywoda, 6.9.73; L. J. Algie, B. J. Brigg, J. K. W. Osbourne, W. E. Blunt, A. H. Davis, F. S. Elliott, R. E. Preston, 20.9.73; J. Tolsdorf, 27.9.73; P. J. Taylor, D. S. Meuross, 4.10.73; J. P. Geoghegan, 11.10.73; P. A. Collier, A. F. Myers, 18.10.73; D. N. Goulding, C. J. Logan-Bell, P. E. Houston, P. D. Sellar, R. J. V. Thomas, 25.10.73; J. L. Natoli, K. F. O'Callaghan, 1.11.73; P. F. Harford, J. K. Grant, 8.11.73; I. D. Roberts, 29.11.73; T. H. Broughton, J. K. Craick, D. R. Appleton, R. D. Goldsmith, G. A. J. Asher, P. J. Luff, G. G. Patterson, R. V. Vial, G. V. Cunningham, D. D. Marsh, D. F. Sedunary, H. K. Cousins, F. Lascala, D. D. Moon, S. E. Beatty, D. A. Rowe, L. J. Doherty, M. L. Jacks, K. Rogan, K. W. Sheppard, D. J. Cronin, N. Jeffery, N. C. Heaslop, T. F. Rutherford, G. E. Tomlin, W. J. Schipper, B. S. Murphy, M. T. Whitney, M. A. Crehan, T. A. Murray, W. M. Fischmann, A. K. West, E. M. Capelin, D. P. Curtis, E. M. Formosa, R. K. Charlesworth, G. E. Stone, M. J. B. Lock, G. A. Hogben, I. S. Crilly, R. D. Wilkinson, D. M. Nankervis, A. Egger, 6.12.73; R. Hazelgrove, E. M. Berg, P. Berridge, H. F. Attia, W. Lazdans, K. J. Miell, J. Caswell, L. E. Jensen, B. A. M. Young, A. J. Reilly, G. B. Casey, C. M. Chapman, L. G. Wolfe, R. T. Clarke, J. R. Adlington, C. L. Cavanagh, A. R. Longhurst, E. A. Shand, C. R. Heathcote, C. P. W. Brincat, G. B. McCauley, J. B. Rivet, S. Webb, D. M. Lloyd, P. J. Collier, S. E. Allan, C. M. O'Meally, A. R. Sheath, T. P. Burns, S. Lalic, R. S. Campbell, A. R. Dohnt, A. C. Tamsett, M. E. Roots, R. P. Manley, K. Martin, G. K. Rosser, F. R. Hubbard, R. W. Smith, N. B. Wilson, C. B. Cook, M. A. Lee, N. R. J. Joyce, R. H. Turner, N. E. Holmes, K. R. Reilly, L. P. Mulheran, G. L. Vaughan, G. W. Bahr, J. I. Blee, M. J. Moore, M. B. Bohlscheid, K. V. Pitt, R. M. Warhurst, P. B. Gaydon, P. R. Ryan, D. F. Burnard, D. J. Koerber, A. J. Kasserbaum, J. M. Rodda, C. R. Bowler, J. H. F. Young, G. K. Manuel, R. S. Thomas, L. G. Rock, K. G. A. Jaunutis, R. R. Walker, D. J. Tippet, B. N. Wellington, R. G. Charlton, R. J. Myrtle, J. B. Erwin, R. J. McNabb, F. W. Wion, J. R. R. Wettenhall, H. J. Gray, G. Collings, A. D. Aitkenhead, K. M. Ward, G. A. Oakley, J. M. Donnelly, D. M. Pentony, L. A. Broussard, C. M. Edema, F. L. Andrew, A. V. Malberg, J. B. Notarfrancesco, D. M. Ecclestone, C. A. Sharp, J. Dennis, B. M. Kelly, J. Desira, T. Joiner, E. J. Melen, H. J. Murray, P. J. Hanson, R. W. McNamara, L. F. Annear, B. J. Kelly, R. J. Spencer, P. A. Borg, G. F. Moore, W. R. Birch, W. G. Devereaux, C. J. Ring, M. P. Dowd, T. J. Gleeson, A. J. Sinclair, T. W. Holt, P. R. Savage, J. G. Turner, N. Y. Ryder, C. A. Maple, M. J. Wunderly, J. W. Couper, J. R. Marsden, P. J. Davie, B. L. Klein, P. J. Camilleri, M. Lovell, W. H. Donovan, W. S. T. Forbes, D. J. Dickie, 13.12.73; J. D. Wray, S. P. Mayhew, B. W. May, V. E. Dowd, C. R. Hitzke, S. P. Smith, L. R. Egan, B. J. Noakes, L. G. Drover, C. H. Dunstan, M. P. Dwyer, R. A. Levy, M. L. Williams, I. A. Schleter, G. W. Thomas, T. M. McManus, K. Cavanagh, C. Sambrook, R. E. Osmond, R. E. Hogan, S. A. Weatherall, W. J. Tindall, I. A. Saxby, T. R. McKenzie, T. P. Scanlon, D. M. Gleeson, B. C. Salkeld, L. V. J. Dennis, K. R. Upcroft, J. M. McHenry, J. Law, B. A. Cauchi, S. G. I. Williams, L. W. Stevens, I. M. Poeck, L. Philippe,

D. R. Dare, P. Brandon, B. D. McInerney, N. J. Morris, L. R. Elmer, D. R. Traves, L. H. Iverach, J. A. Berrell, G. C. Lattimer, R. P. McCudden, R. F. Jenkins, W. L. O'Rielly, B. R. Perkins, A. Y. C. Quan, M. W. Mosig, G. R. Ruehland, G. W. Borthwick, J. H. Diolle, N. L. Waters, E. J. Walsh, K. S. Brennan, E. A. Ditchfield, K. W. Farnell, J. Carr, 19.12.73.

DEPARTMENT OF PRIMARY INDUSTRY

L. G. Butterfield, 13.12.73; G. R. Moore, 19.12.73.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

The Office of the Public Service Board

C. A. Moore, E. C. Washer, 29.11.73; A. J. Mikowski, 13.12.73.

Office of the Industries Assistance Commission

A. G. Waters, 15.11.73; C. U. Leavers, 13.12.73; S. W. Stone, 19.12.73.

Office of the Prices Justification Tribunal

A. R. R. Lumsden, S. Costanzo, R. T. Wright, I. R. Wilson, 6.9.73; B. M. Long, 22.11.73.

Auditor-General's Office

D. W. R. Baulch, 6.12.73; E. M. Fisher, P. L. Foreman, 13.12.73.

REPATRIATION DEPARTMENT

G. A. Harrison, 18.10.73; I. Currell, 15.11.73; J. M. Gordon, J. H. Morrell, A. B. Garrett, H. A. Anderson, 29.11.73; J. R. Hetherington, A. J. Cameron, 6.12.73; P. J. Zavattaro, S. J. Kasper, A. Alliman, J. T. Goldsworthy, S. J. Horspool, D. J. Hanley, J. A. Alexander, G. M. York, G. Bru, J. A. Foran, M. D. Byrne, H. M. Mossemeneur, J. M. Burrows, 13.12.73; A. R. Earl, L. W. Holtom, P. E. Cruickshank, 19.12.73.

DEPARTMENT OF SCIENCE

R. Edens, 13.12.73; K. R. Kerry, 19.12.73.

Bureau of Meteorology

J. J. O'Connor, 22.2.73; K. L. Green, 29.11.73.

DEPARTMENT OF SERVICES AND PROPERTY

E. A. McNamara, L. W. Taylor, N. C. Deakin, C. Lubans, V. K. Joice, 13.12.73.

DEPARTMENT OF SOCIAL SECURITY

D. S. Shelback, 8.11.73; R. Davis, 15.11.73; R. Wadeson, C. Charles, B. U. Weiss, C. D. Ball, N. H. F. Sykes, J. F. Brewer, W. H. Glover, J. M. Kitchen, M. J. Eggleston, V. H. King, 6.12.73; B. D. Head, C. J. Starkie, G. Paton, J. W. McKinlay, P. F. Hamann, P. L. Allom, 13.12.73; L. G. Williams, P. J. Frearson, G. W. Lowe, 19.12.73.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

S. A. Wenger, 22.11.73; M. P. Lance, I. D. Gillespie, C. P. Bellchambers, I. H. White, R. F. J. Smith, C. M. Robertson, R. A. Wise, 13.12.73; M. A. Nicholas, S. L. Kerr, P. M. Deakin, P. J. Stubbs, J. F. Barker, K. P. Cooper, H. J. Barnes, N. H. Lewis, B. J. Duff-Jones, W. F. Matthews, 19.12.73.

DEPARTMENT OF SUPPLY

E. Youle, 22.2.73; G. A. Morgan, 11.10.73; P. D. Wright, A. J. Moyse, 25.10.73; C. W. Le Maistre, 15.11.73; M. R. Bosworth, 22.11.73; S. H. Ford, L.

F. Madden, M. T. Reid, K. A. Horan, A. Blackburn, R. A. G. Simpson, F. J. Kapteina, J. Cade, 13.12.73; I. D. Kirley, M. M. Crennan, 19.12.73.

DEPARTMENT OF TOURISM AND RECREATION

L. A. Howlett, A. Walsh, O. A. Biziak, 11.10.73.

DEPARTMENT OF TRANSPORT

R. C. Carter, J. R. Kjar, 22.11.73; G. P. Horscroft, G. P. Hodge, G. C. Johnson, B. E. McAdie, 29.11.73; M. Thompson, 6.12.73; J. C. Griffin, G. Kelly, M. Mahoney, G. M. H. Milner, W. G. Upton, 13.12.73.

DEPARTMENT OF THE TREASURY

K. W. Thompson, 27.9.73; B. W. Thomson, C. H. M. Van Rooy, 18.10.73; M. I. Simmons, 1.11.73; J. A. Sims, B. S. Lawson, L. D. Sojan, 15.11.73; J. P. M. Christensen, L. J. Crowd, 22.11.73; D. N. Droop, V. Rimsky-Korsakov, 6.12.73; D. R. Dawson, J. W. Wadeson, C. Charles, B. U. Weiss, C. D. Ball, N. H. Chamberlain, P. A. Young, K. R. Fielder, W. U. Bodle, R. N. Guest, 13.12.73; L. J. Lee, S. Howell, D. J. Gniel, M. C. Bernhardt, D. P. Luck, V. S. Staines, R. J. Brown, M. A. Mawhinney, L. Y. Nelson, C. M. Browne, N. Stuparich, E. H. Powley, 19.12.73.

Statistician's Branch

D. A. Miller, J. R. Hampson, 26.7.73; L. C. Clements, F. J. Von Reibnitz, 25.10.73; W. J. Collins, 15.11.73; S. M. Davies, 22.11.73; W. A. Pattinson, T. C. D. Smith, E. A. Alsop, E. J. Stretton, G. R. Greenhalgh, D. A. Staples, A. A. Cilia, S. J. Farwell, R. V. King, G. J. Foley, G. W. Parkes, D. P. Farrell, A. G. Donnelly, R. W. Duker, G. J. Buckley, B. C. Webb, J. L. Goulden, I. M. Wong, F. C. Harrison, S. I. Hattersley, 6.12.73; R. A. Bellchambers, 19.12.73.

Australian Taxation Office

D. P. Carroll, I. M. Ford, P. A. Bell, W. F. Gaston, 23.8.73; J. A. Ford, M. M. O'Connor, 27.9.73; H. Lintner, J. Russell-Green, G. F. Bricknell, E. R. Amos, R. C. Unsworth, 19.12.73.

Promotions—Section 50 (9)

Public Service Act 1922-1973.

The Public Service Board has:

1. Cancelled the provisional promotions as in Gazettes indicated: B. P. Challen, 16.8.73; N. C. Stephenson, 23.8.73; G. D. Faichney, 6.9.73; T. P. Herne, N. F. Sparksman, 20.9.73; R. L. Donaldson, 27.9.73; B. Wintrip, 8.11.73; P. L. Harris, 11.10.73; P. M. Boersen, 25.10.73; A. R. Russel, 13.12.73.
2. Promoted the undermentioned officers as shown:

DEPARTMENT OF HEALTH

AUSTRALIAN CAPITAL TERRITORY

N. J. Clarke, 58/46746K, Executive Officer \$9850-10290 (Class 8), Third Division, as Director \$11611-12052 (Class 10), Third Division, Administration Section, Canberra (No. 3), with effect from 6.9.73.

DEPARTMENT OF HOUSING AND CONSTRUCTION

NORTHERN TERRITORY

R. G. Muir, 66/36759C, Clerk \$7053-7713 (Class 5), Third Division, Department of Housing and Construction, Victoria-Tasmania Branch, Victoria as Clerk \$7934-8525 (Class 6), Third Division, Personnel Services Branch, Establishment Section, Darwin, (No. 76), with effect from 27.9.73.

DEPARTMENT OF LABOUR

AUSTRALIAN CAPITAL TERRITORY

J. M. Holden, 66/86845E, Clerical Assistant, Grade 2 \$3853-4104, Fourth Division, as Clerical Assistant, Grade 3 \$4230-4610, Fourth Division, Vocational Guidance Section, Canberra, (No. 59), with effect from 23.8.73.

POSTMASTER-GENERAL'S DEPARTMENT

VICTORIA

I. A. Trehwella, 71/38915M, Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Postmaster-General's Department, Central Office, Victoria, as Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Management Services Division, Personnel Branch, General Services Section, Central Office, Staffing Sub-section, Postmaster-General's Department, Melbourne, (No. 126), with effect from 8.11.73.

WESTERN AUSTRALIA

H. L. Andrews, 59/52158E, Telecommunications Technical Officer, Grade 2 \$7717-7545, Fourth Division, as Senior Telecommunications Technical Officer, Grade 1 \$7770-8219, Fourth Division, Regional Operations Branch, Telegraphs and Data Section, Perth, with effect from 16.8.73.

REPATRIATION DEPARTMENT

QUEENSLAND

K. Tomson, 69/57082P, Storeman \$4040-4246, Fourth Division, Repatriation Department, Greenslopes, as Senior Storeman, \$4374-4608, Fourth Division, Repatriation General Hospital, General Services (Stores), Greenslopes, (No. 19), with effect from 25.10.73.

DEPARTMENT OF TOURISM AND RECREATION

AUSTRALIAN CAPITAL TERRITORY

W. B. Smith, 68/85795A, Clerk \$7899-8639 (Class 5), Third Division, Department of Minerals and Energy, A.C.T., as Clerk \$8886-9548 (Class 6), Third Division, Community Recreation Section, Canberra, (No. 38), with effect from 11.10.73.

K. F. FAUL

Action Secretary, Office of the 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

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Advising Division, Constitutional and International Branch

H. C. Burmester 71/87717K	Senior Legal Officer \$12545-13635	Principal Legal Officer \$15195-16285, Third Division, Canberra (No. 20)
<i>Duties:</i> Prepare draft opinions and other material on major questions of constitutional and international law. Represent the Department at conferences and on committees.		
<i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		

Management and Special Services Division, Automatic Data Processing Branch

R. C. Child 63/85564C	Clerk \$7899-8639 (Class 5), Third Division, Department of Defence (Air Office)	Clerk \$8886-9548 (Class 6), Third Division, Administration Section, Canberra
<i>Duties:</i> Act as Minute Secretary to the ADP Policy Committee and other committees; prepare reports and correspondence; provide administrative support for ADP Section.		
<i>Qualifications:</i> Proven administrative ability and experience in committee work; some knowledge of ADP an advantage.		

Establishments and Planning Branch

G. J. Chapman 65/85654M	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Establishments Section, Canberra (No. 78)
<i>Duties:</i> Prepare minor organisation proposals; assist investigation teams in the preparation of major proposals. Supervise the follow-up action relating to organisation proposals including funding and maintenance of establishment records.		

Special Services Branch

R. G. Melville 58/28184T	Clerk \$11032-11525 (Class 8), Third Division	Clerk \$12019-12510 (Class 9), Third Division, Secretariat Section, Canberra (No. 59)
<i>Duties:</i> Control and direct the work of the Section. Prepare high level correspondence for the Secretary and Deputy Secretaries with Judges, Justices, the Institute of Criminology, etc.		

AUSTRALIAN CAPITAL TERRITORY

Australian Capital Territory Police

W. P. Foster 69/87819M	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Canberra (No. 196)
<i>Duties:</i> Responsible for oversight and control of finance for the Branch. Preparation of Estimates of Expenditure.		
<i>Qualifications:</i> Extensive relevant experience desirable.		

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Courts Office Branch

L. B. Shoemark
70/88367C Clerical Assistant, Grade 3 \$4822-5254, Fourth Division Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Lower Courts Section, Canberra (No. 62)

Duties: Train and supervise Court Officers servicing the Court of Petty Sessions.

Qualifications: Knowledge of court procedures desirable.

A. E. Dickinson
72/68018E Clerical Assistant, Grade 1 \$1959-4298, Fourth Division Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Lower Courts Section, Canberra (No. 69)

M. T. Debenham
70/86783M Clerical Assistant, Grade 3 \$4822-5254, Fourth Division Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Lower Courts Section, Canberra (No. 70)

Duties: Provide services to the Court of Petty Sessions as Monitor or Court Officer.

K. J. Titheradge
68/86602C Clerk \$6912-7652 (Class 4), Third Division Clerk \$7899-8639 (Class 5), Third Division, Lower Courts Section, Canberra (No. 20)

Duties: Direct and supervise the work of the Civil Sub-section in relation to matters in the civil jurisdiction of the Court of Petty Sessions. As directed hold and exercise the powers and functions of Deputy Clerk of the Court of Petty Sessions.

Qualifications: Detailed knowledge of the process and procedure of the Court of Petty Sessions in its civil jurisdiction.

D. M. Smith
70/85714G Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Supreme Court Section, Canberra, vice K. J. Titheradge, prov. prom. 24.1.74 (No. 6)

Duties: Check documents in the Supreme Court, Matrimonial and Adoption jurisdictions. Provide general assistance to the Deputy Sheriff and maintain records of foreign process received for service.

G. B. McDonald
73/85380X Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Defence (Army Office), Canberra Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administration Section, Canberra (No. 53)

Duties: Maintain file room, select files for archival disposal; maintain store, stock records and assist in stocktake.

Deputy Crown Solicitor's Office

M. C. Cahill
69/86108A Legal Officer \$6830-11763, Third Division Senior Legal Officer \$12545-13635, Third Division, Property and Agreements Section, Canberra (No. 72)

Duties: Control and direct the work of the unit. Personally handle the more important matters.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

VICTORIA

Commonwealth Police Service

D. M. Miller
72/41906K Typist, Grade 1 \$1838-3981, Fourth Division, Department of Social Security, Melbourne Typist, Grade 2 \$4113-4378, Fourth Division, Melbourne (No. 6)

Duties: General stenographic duties.

Qualifications: Shorthand, at least 100 words per minute desirable.

Management and Special Services Division, Special Services Branch

M. M. T. Bozinovic
73/37643R Clerk \$2713-5594 (Class 1), Third Division, Industrial Registrar's Branch, Melbourne Clerk \$6912-7652 (Class 4), Third Division, Literature Review and Policy Section, Melbourne, vice E. Reichman prov. prom. 10.1.74 (No. 187)

K. F. Fahey
72/38904R Clerk \$2713-5594 (Class 1), Third Division, Industrial Registrar's Branch, Melbourne Clerk \$6912-7652 (Class 4), Third Division, Literature Review and Policy Section, Melbourne (No. 188)

B. R. Smith
72/40788T Clerk \$2713-5594 (Class 1), Third Division, Deputy Crown Solicitor's Office, Melbourne Clerk \$6912-7652 (Class 4), Third Division, Literature Review and Policy Section, Melbourne, vice J. P. Palazzo prov. prom. 1.11.73 (No. 189)

S. A. Pickering
70/85381E Library Officer, Grade 1 \$4873-5485, Third Division, High Court Registry, Melbourne Clerk \$6912-7652 (Class 4), Third Division, Literature Review and Policy Section, Melbourne, vice D. R. Falkland prov. prom. 29.11.73 (No. 190)

Duties above four positions: Visit importers' premises to examine imported publications and relevant invoices in terms of Customs (Prohibited Imports) Regulations. Examine publications and report as to release, prohibition or submission to Central Office.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Deputy Crown Solicitor's Office

J. M. Martin 58/39401C	Legal Officer \$6830-11765, Third Division	Senior Legal Officer, \$12545-13635, Third Division, Property, Agreements and Recovery Section, Brisbane (No. 24)
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Duties: In charge of Bankruptcy and Recovery Sub-section.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

WESTERN AUSTRALIA

Bankruptcy Branch

G. L. Smith 66/75483M	Typist, Grade 1 \$1838-3981, Fourth Division, Department of the Treasury, Australian Taxation Office, Perth	Typist Supervisor, Grade 1 \$4771-4924, Fourth Division, Official Receiver's Section, Perth (No. 26)
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Duties: In charge of typing pool.

C. R. Horton 71/75814T	Typist, Grade 1 \$1838-3981, Fourth Division, Postmaster-General's Department, Perth	Typist, Grade 2 \$4113-4378, Fourth Division, Official Receiver's Section, Perth (No. 8)
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Duties: Take and transcribe shorthand notes as required.

Qualifications: Shorthand, at least 100 words per minute desirable.

TASMANIA

Bankruptcy Branch

R. B. Reid 58/39523K	Assistant Official Receiver \$11032-11525 (Class 8), Third Division, Perth	Official Receiver \$12019-12510 (Class 9), Third Division, Official Receiver's Section, Hobart (No. 1)
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Duties: Discharge the statutory functions of an Official Receiver for the Bankruptcy District of Tasmania.

Qualifications: Extensive background and experience in all the relevant sections of bankruptcy law and accounting. Accounting or equivalent qualifications.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

J. A. Clark 71/57410K	Clerk \$8886-9548 (Class 6), Third Division	Assistant Inspector \$9876-10538 (Class 7), Third Division, Organisation, Classifications and Methods Section (No. 1233)
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Duties: Carry out investigations into organisation, methods and procedures of all Branches of the Department and furnish reports in regard thereto.

Qualifications: Aptitude for and experience in investigational work and report writing desirable.

A.C.T. Government Division, Government Branch

P. P. Johnston 59/26462R	Clerk \$8886-9548 (Class 6), Third Division, Department of the Northern Territory	Clerk \$9876-10538 (Class 7), Third Division, A.C.T. Legislation Section (No. 996)
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Duties: Prepare instructions to the Parliamentary Draftsman for legislation within the Department's functions, including the revision of less complex draft legislation for approval by the Minister and the Governor-General with explanatory information and presentation to the A.C.T. Advisory Council for consideration.

Qualifications: Experience and academic qualifications appropriate to the duties desirable.

City Manager's Office, City Services Branch

D. R. S. Gruzaz 71/88265A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 Class 2/3), Third Division, Social Controls and Authorities Section (No. 203)
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Duties: Perform duties of Secretary to the Canberra Public Cemetery Trust. Supervise the Cemetery grounds and staff. Conduct all Trust correspondence. Prepare minutes of Trust meetings and Trust's annual report.

Commercial and Transport Operations Branch

E. J. Smith 70/86793T	Assistant Transport Officer \$6733-6914, Fourth Division	Transport Officer \$8068-8285, Fourth Division, Transport Section (No. 1033)
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Duties: As Depot Master supervise and co-ordinate activities and staff at the Woden Transport Depot. Oversight Woden Valley-Weston Creek bus services.

Qualifications: Ability to supervise major staff groups and co-ordinate facilities and services. Thorough knowledge of public transport operations and depot services desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

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|--|---|--|
| W. F. Wintle
66/86140T | Traffic Officer \$5519-6042, Fourth Division | Foreman Mechanic (Motor Repair) Grade 2 \$6679-7239, Fourth Division, Transport Section (No. 1026) |
| <i>Duties:</i> Supervise and direct staff and vehicle repair activities of the Woden Transport Depot Workshops. Ascertain by inspection the extent of repairs and maintenance necessary. | | |
| J. J. Booth
72/87191X | Senior Motor Mechanic, Grade 1 \$5206-5350, Fourth Division | Inspector (Automotive) \$5291-5519, Fourth Division, Transport Section, vice J. Heaton, prov. prom. 24.1.74 (No. 316) |
| <i>Duties:</i> Check estimates received from local outside contractors and recommend their approval or approve within delegation. | | |
| G. E. Newport
69/86157E | Transport Supervisor, \$5558-5822, Fourth Division | Assistant Transport Officer \$6733-6914, Fourth Division, Transport Section, vice E. J. Smith, prov. prom. 24.1.74 (No. 982) |
| <i>Duties:</i> Assist the Transport Officer to control and co-ordinate the operations and staff of the Canberra Omnibus Service. | | |
| <i>Qualifications:</i> Sound knowledge of omnibus operations and omnibus depot procedures. Ability to supervise operational staff. | | |

Housing and Welfare Division, Housing and Welfare Policy Branch

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| T. A. Cahill
59/16009G | Advinsings Officer, Grade 2 \$11032-11525 (Class 8), Third Division, Australian Taxation Office | Clerk \$12019-12510 (Class 9), Third Division, Housing Policy Section (No. 416) |
| <i>Duties:</i> Undertake the more complex investigations and research into policy matters concerning Government Housing in the A.C.T. Prepare associated reports, recommendations and submissions. | | |
| <i>Qualifications:</i> Substantial experience in research and investigation. Academic qualifications desirable. | | |

Housing Operations Branch

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| V. Walsh
73/89885M | Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Department of Overseas Trade | Accounting Machinist, Grade 1 \$4225-4579, Fourth Division, Finance Section (No. 319) |
| L. Kelly
73/86690T | Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Office of Australian Development Assistance Agency | Accounting Machinist, Grade 1 \$4225-4579, Fourth Division, Finance Section (No. 522) |
| <i>Duties:</i> Assist in the operation of Burrough's E2190 Electronic Accounting Unit. Prepare work for machining action and assist in balancing ledgers. | | |
| <i>Qualifications:</i> A pass in a practical test at the required standard on machines used by this Department. | | |

Finance and Supply Branch

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| V. Smorhun
70/86111A | Clerk \$5806-6666 (Class 2/3), Third Division | Clerk \$6912-7652 (Class 4), Third Division, Revenue and Business Undertakings Section (No. 59) |
| <i>Duties:</i> Costing Officer. Control cost ledger for A.C.T. Transport Trust Account, reconcile Trust records to Appropriation Ledger and investigate variations, adjusting where necessary. | | |
| <i>Qualifications:</i> Experience in the examination of accounts, some experience in investigation and report writing and progress in accountancy studies desirable. | | |
| L. J. Morrissey
58/15098M | Clerical Assistant, Grade 6 \$6458-6844, Fourth Division | Clerical Assistant, Grade 7 \$7078-7330, Fourth Division, Revenue and Business Undertakings Section (No. 1630) |
| <i>Duties:</i> Wages Officer. Supervise and co-ordinate all aspects of wages preparation in respect of all Transport industrial employees. Receive and investigate compensation claims. | | |
| S. J. Desmet
72/87154K | Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Department of Health | Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Revenue and Business Undertakings Section (No. 1644) |
| <i>Duties:</i> Carry out the duties of Special Collector in respect of arrears in payment of Water Rates, Sewerage Rates, General Rates and Land Rent. | | |
| <i>Qualifications:</i> 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. | | |
| D. P. Leafe
73/85964G | Clerical Assistant, Grade 1 \$3918-4298, Fourth Division | Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Revenue and Business Undertakings Section (No. 1662) |
| <i>Duties:</i> Examination and registration of Transport account dockets. | | |

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE

NEW SOUTH WALES

Services Branch

J. T. Tracey 58/11324C	Clerk \$5806-6666 (Class 2/3), Third Division	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division, Port Services Section (No. 302)
E. B. Cook 58/10639X	Clerk \$5806-6666 (Class 2/3), Third Division	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division, Port Services Section, vice L. B. Taylor, prov. prom. 30.8.73 (No. 303)

Duties above two positions: Assist in the performance of planned cargo accounting as directed.

P. J. Marzol 67/13627T	Preventive Officer \$4713-5468, Fourth Division	Investigator \$6063-6903, Fourth Division, Special Services Section (No. 195)
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Duties: Conduct investigations into specified offences under the Customs, Excise, Banking and Quarantine Acts. Prepare mutual statements of facts and attend Court as required.

B. J. Nesbitt 66/14575E	Preventive Officer \$4713-5468, Fourth Division	Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Port Services Section, Sydney Airport Sub-section (No. 309)
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A. G. Mayhew 58/10991E	Preventive Officer \$4713-5468, Fourth Division	Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Port Services Section, Sydney Airport Sub-section (No. 311)
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K. L. J. Bishop 68/10079P	Preventive Officer \$4713-5468, Fourth Division	Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Port Services Section, Sydney Airport Sub-section (No. 334)
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B. A. Allington 67/13592K	Preventive Officer \$4713-5468, Fourth Division	Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Port Services Section, Sydney Airport Sub-section (No. 335)
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K. F. Foot 58/11399X	Preventive Officer \$4713-5468, Fourth Division	Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Port Services Section, Newcastle Sub-section (No. 315)
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Duties above five positions: Supervise and direct Preventive Officers engaged on baggage examination and patrol, searching and watching duties. Participate in on-the-job training of Preventive Staff.

T. Johnston 66/14535C	Preventive Officer \$4713-5468, Fourth Division	Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Special Services Section (No. 208)
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C. F. Morgan 68/13746C	Preventive Officer \$4713-5468, Fourth Division	Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Special Services Section (No. 209)
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K. Walker 67/13641E	Preventive Officer \$4713-5468, Fourth Division	Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Special Services Section (No. 210)
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Duties above three positions: Supervise and direct Preventive Officers engaged on baggage examination and patrol, searching and watching duties. Participate in on-the-job training of Preventive Staff.

WESTERN AUSTRALIA

Revenue Branch

D. S. Moran 71/75041C	Typist \$4225-4579 (Grade 1), Fourth Division	Typist \$4731-5035 (Grade 2), Fourth Division, Investigation Section (No. 68)
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Duties: Perform general typing for the section. Perform stenographic duties for Assistant Collector and senior officers. Take stenographic transcripts of formal interviews with importers suspected of Customs offences. Act as receptionist. Attend section switchboard and radio communication system.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

B. D. Johnson 62/85973A	Clerical Assistant, Grade 7 \$7087-7330, Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division (No. 223)
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Duties: Arrange for the supply of goods and services. Prepare requests for office requisitions and equipment, new works, repairs and maintenance, furniture and fittings. Arrange local and overseas travel.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

C. A. O'Connor Steno-secretary, Grade 1 \$5311-5663, Clerical Assistant, Grade 6 \$6458-6844,
65/86110W Fourth Division Fourth Division (No. 2375)
Duties: Clerical and secretarial assistance in the office of the Head of a major Defence organisation.

Secretary's Office

F. J. Harris Senior Inspector \$12019-12510 (Class 9), Chief, Executive Officer \$13991-14484
58/16374T Third Division, Navy Office (Class 11), Third Division, Committee
of Reference for Defence Forces Pay
Section (No. 2165)

Duties: Responsible for the efficient functioning of the Secretariat; analysis of and research into issues referred to the Committee and the preparation of submissions and reports.

Qualifications: Academic qualifications and relevant experience in salary fixation and related fields desirable.

Programme Management and Defence Facilities Division, Defence Facilities Branch

R. J. Perkins Clerk \$6912-7652 (Class 4), Third Division, Army Office Clerk \$7899-8639 (Class 5), Third Division, Facilities Planning and Control
63/10187R Section (No. 1949)

Duties: Undertake preliminary investigation of proposals for variations to approved scales and standards of accommodation and assist in the examination of housing, acquisitions, repairs and maintenance, and hirings.

EDP Division, Technical Support Branch

S. A. Hickey Data Processing Operator, Grade 1 \$1787-3879, Fourth Division Data Processing Operator, Grade 2
73/85635P \$4491, Fourth Division (No. 1135)

Duties: Under supervision, punch tape or cards for a number of different types of source documents and from documents involving some interpretation or coding by the operator.
Qualifications: Experience in the operation of alpha/numeric typewriter/perforator and card punch equipment. Successful completion of the prescribed test.

DEPARTMENT OF DEFENCE—AIR OFFICE

Establishments and General Division, Establishments Branch

R. M. Hodgson Assistant Inspector \$8886-9548 (Class 6) Assistant Inspector \$9876-10538 (Class
66/85738C Third Division, Canberra 7), Third Division, Directorate of Orga-
nisation and Methods (No. 14)

Duties: Officer-in-charge, Office Machines. Continuous review of office machine requirements of RAAF Commands and Units.

Qualifications: Proven investigational ability and sound knowledge of office machines desirable.

NEW SOUTH WALES

Branch of the Air Member for Technical Services, Directorate of Quality Assurance

R. J. Cordingley Inspecting Officer, Grade 3 \$7138-7581, Senior Inspecting Officer, Grade 1
65/10377K Fourth Division, Sydney \$8028-8578, Fourth Division, New
South Wales Field Staff, Sydney (No. 135)

Duties: Responsible to the Resident DQA Officer for the technical control of resident DQA staff carrying out product verification activities and detailed monitoring of Quality Control Systems at a major contractor.

Qualifications: Extensive trade training and experience in the aircraft engineering field, sound knowledge of quality assurance requirements and procedures, proven administrative ability desirable.

K. W. Warwick Inspecting Officer, Grade 2 \$6336-6859, Inspecting Officer, Grade 3 \$7138-7581,
64/13080A Fourth Division, Sydney Fourth Division, New South Wales
Field Staff, Sydney (No. 82)

Duties: Under professional direction act as Resident DQA Officer responsible for carrying out Quality Assurance and acceptance at a contractors premises.

Qualifications: Trade training and experience in the Electronic field, sound knowledge of Quality Assurance requirements and procedures, proven administrative ability desirable.

R. S. Miller Inspecting Officer, Grade 1 \$5572-6129, Inspecting Officer, Grade 2 \$6336-6859,
71/12518T Fourth Division, Sydney Fourth Division, New South Wales
Field Staff, Sydney (No. 103)

Duties: With oversight from more senior staff, responsible for controlling and inspection activity at a major contractor.

Qualifications: Trade training and experience in the Aircraft Electrical and Electronic Fields. Sound knowledge of Quality Assurance requirements and procedures desirable.

J. T. Simmons Inspecting Officer, Grade 2 \$6336-6859, Inspecting Officer, Grade 3 \$7138-7581,
69/11047M Fourth Division, Sydney Fourth Division, New South Wales
Field Staff, Sydney (No. 81)

Duties: With oversight from senior staff responsible for controlling a number of inspection activities at a factory or industrial complex. Carry out patrol inspection and product verification and maintain associated records.

Qualifications: Trade training and experience in the aircraft associated mechanical and electrical fields, sound knowledge of quality assurance requirements and procedures desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

C. A. Crowe 67/11081E	Inspecting Officer, Grade 2 \$6336-6859, Fourth Division, Sydney	Inspecting Officer, Grade 3 \$7138-7581, Fourth Division, New South Wales Field Staff, Sydney (No. 83)
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Duties: Supervise staff engaged on inspection and acceptance of receipts and unit returns.

Qualifications: Sound knowledge of Quality Assurance and Service Stores requirements and procedures and ability to supervise subordinate staff.

F. J. Trevillian 69/12098M	Inspecting Officer, Grade 1 \$5572-6129, Fourth Division, Sydney	Inspecting Officer, Grade 2 \$6336-6859, Fourth Division, New South Wales Field Staff, Sydney (No. 104)
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Duties: With oversight from more senior staff, responsible for controlling on inspection activity at a major contractor.

Qualifications: Trade training and experience in the Aircraft Field. Sound knowledge of Quality Assurance requirements and procedures desirable.

Headquarters Support Command, No. 2 Stores Depot

F. F. Conyers 58/41147C	Storeman \$4363-4586, Fourth Division	Senior Storeman \$4724-4977, Fourth Division, Warehousing Section, Regents Park (No. 70)
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H. Davy 71/10623P	Storeman \$4363-4586, Fourth Division	Senior Storeman \$4724-4977, Fourth Division, Warehousing Section Regents Park (No. 130)
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R. Springall 72/11975M	Storeman \$4363-4586, Fourth Division	Senior Storeman \$4724-4977, Fourth Division, Warehousing Section, Regents Park (No. 140)
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Duties above three positions: Under supervision, responsible for the receipt, storage, protective treatment, issue and dispatch of equipment, in accordance with prescribed procedures, maintenance of associated records, and allocation and supervision of work of subordinate staff.

Qualifications: Sound knowledge of and experience in Stores and Warehousing procedures of a RAAF Stores Depot desirable.

V. L. Edwards 71/13802X	Storeman \$4363-4586, Fourth Division	Senior Storeman \$4724-4977, Fourth Division, Catering Section, Bankstown (No. 28)
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Duties: Receive and issue rations from Ration Store, maintain tally sheets and associated records.

Qualifications: Experience related to the duties to be performed.

QUEENSLAND

Headquarters Operational Command Division, RAAF Amberley Branch

J. H. Reyniers 72/66470T	Gardener Grade 1 \$3956-4147, Fourth Division	Supervisor Gardens and Grounds \$5208- 5477, Fourth Division, Base Squadron Section, Barracks Sub-section, Amberley (No. 4)
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Duties: Under direction of the Squadron Leader Barracks Officer, supervise and direct the activities of all garden staff at the Amberley RAAF Base. Maintain gardens, lawns and sports grounds and supervise and assist in as required the pruning and propagation of trees, shrubs and roses. Maintain close supervision of mechanical equipment and arrange for its safe keeping.

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, General Services Branch

I. D. O'Brien 69/85495P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Services Section, Canberra (No. 2035)
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Duties: Maintain and check daily attendance records and other staff records (including preparation of statements forms and statistics) for Civilian personnel located at Campbell Park. Arrange bookings for use of official transport as authorised for local and visiting personnel.

K. J. Lawson 69/11290G	Typist, Grade 1 \$4225-4579, Fourth Division	Typist, Grade 2 \$4731-5035, Fourth Division, Typing Bureau, Services Sec- tion, Canberra (No. 134)
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Duties: General stenographic duties.

Qualifications: Shorthand, at least eighty words per minute.

Headquarters, Papua New Guinea Defence Force, Force Secretary's Branch

M. J. Nichols 66/85437K	Clerk \$6912-7652 (Class 4), Third Divi- sion	Clerk \$7899-8639 (Class 5), Third Divi- sion, Civil Personnel Section (No. 2)
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Duties: As Personnel Officer direct, control and co-ordinate work of Civil Personnel and Central Registry. Accept responsibility for personnel management of civilian staff employed in PNG and exercise delegated authority.

Qualifications: Thorough knowledge of and experience in application of Public Service Act and Regulations, General Orders, Arbitrator's Determinations, and Determinations relating to Overseas Service.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Royal Military College, Duntroon, Faculty of Military Studies

J. P. Slezar 64/86154M	Mint Craftsman, Grade 1 \$4769-4995, Fourth Division	Technical Assistant, Grade 2 \$5681-6371, Fourth Division Department of Engineering, Canberra (No. 23)
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Duties: Installation, construction, modification and maintenance of a wide range of mechanical engineering laboratory and research equipment.

Qualifications: Qualifications and/or experience appropriate to the duties. Mechanical engineering trade qualifications are preferred. Experience in an engineering laboratory desirable. Further study is encouraged.

W. J. MacLeod 69/86546E	Mint Craftsman, Grade 1 \$4769-4995, Fourth Division	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Department of Engineering, Canberra (No. 23)
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Duties: Installation, construction, modification and maintenance of a wide range of mechanical engineering laboratory and research equipment.

Qualifications: Qualifications and/or experience appropriate to the duties. Mechanical engineering trade qualifications are preferred. Experience in an engineering laboratory desirable. Further study is encouraged.

NEW SOUTH WALES

2nd Military District, 5 Signal Regiment

L. F. Knowles 73/11535P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Regimental Headquarters Section, Orderly Room Sub-section, Dundas (No. 2542)
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Duties: Assist in maintenance of staff records, attendance books and preparation of paysheets.

L. A. Holmes 73/12259E	Typist, Grade 1 \$3675-3981, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Barracks Troop Section, TP Command Sub-section, Dundas (No. 2545)
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Duties: Prepare work schedules, maintenance requisitions and maintain files and civil administration records.

P. I. Napier 72/10242C	Clerical Assistant, Grade 1 \$3675-3981, Fourth Division, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, 'Q' Troop Section, General Stores Sub-section, Dundas (No. 2535)
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Duties: Calculate ration strengths, ration entitlements, entitlements for expense supplies and related documents. Prepare indents and maintain documentation. Collect non-perishable stores and maintain store.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

P. B. Sheppard 64/12665C	Clerk \$6912-7652 (Class 4), Third Division, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Personnel Section, Personnel General Sub-section, Canberra, vice P. J. Quilty, prov. prom. 17.1.74 (No. 23)
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Duties: Responsible to the Assistant Inspector for Staff Movements (Public Service Act and Naval Defence Act Staff). Supervise staff and exercise delegations.

EDP Branch

P. W. Plews 71/85947A	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Processing Section, Operations Sub-section, Canberra (No. 116)
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Duties: Prepare and maintain instructions for operation of Registry and Magnetic Tape Library.

Naval Staff Secretariat Branch

G. Brown 73/87113T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Services and Property, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Plans and Operations Section, Main Signal Office Sub-section, Canberra (No. 35)
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Duties: Sorting and filing of signals. Distribution of signals to Navy Office Branches. General assistance in the Main Signal Office.

Supply Division, Armament Supply Branch

B. J. Luck 73/87030K	Clerical Assistant, Grade 1 \$1959-5298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and General Section, General Sub-section, Canberra (No. 44)
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Duties: Locate files for senior officers, make up and circulate signal packs and generally assist in the section.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NEW SOUTH WALES

Supply Division, Victualling Stores Branch

D. F. Kerr 68/10336A	Typist, Grade 1 \$1838-3981, Fourth Division, Sydney	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Randwick (No. 105)
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Duties: Maintain records of file movements within the Branch.

VICTORIA

Supply Division, Machinery and Spares Branch

K. R. McCann 58/22477K	Navy Store Officer \$11032-11525 (Class 8), Third Division, Melbourne	Assistant Director \$12019-12510 (Class 9), Third Division, Executive Section, Melbourne (No. 2)
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Duties: Control and direct the Machinery and Spares Supply and Finance Sections. Handle the more complex matters associated with Branch activities and attend meetings and conferences as required.

Electrical Stores Branch

J. R. Morgan 72/40783W	Clerk \$2713-5594 (Class 1), Third Divi- sion, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Projects and Services Section, Finance Sub-section, Melbourne (No. 73)
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Duties: Assist in the co-ordination, preparation and review of Capital Programmes and Estimates. Maintain appropriate financial registers and records.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Territorial and Facilities Division, Territorial Liaison Branch

G. E. West 73/88586C	Education Officer, Class 1 \$6041-8412, Third Division	Education Officer, Class 2 \$8702-9568, Third Division, Canberra (No. 29)
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Duties: Undertake special projects of an educational nature on matters relating to education in the Northern Territory. Carry out investigations and prepare submissions on matters relating to aboriginal education.

Qualifications: A degree in education or another appropriate degree and a diploma in education or equivalent and at least twelve months experience in education.

Schools Commission, Secretariat, Liaison and Services Branch

D. A. Marsh 58/35294P	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Repatriation Department	Principal Executive Officer \$13004- 13498 (Class 10), Third Division, Canberra (No. 59)
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Duties: Direct executive services of the Commission. Develop and direct personnel practices, financial procedures and general administrative services in the Commission.

Qualifications: Extensive administrative experience desirable. Academic qualifications to be stated.

Management Services Branch

L. F. Grigg 69/85471G	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Personnel and Services Section, Canberra, vice D. W. Bain, prov. prom. 10.1.74 (No. 214)
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Duties: Direct and co-ordinate the activities of salaries and wages pay teams. Apply conditions of employment, determinations and awards relating to the employment of teachers.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and the ADP salaries system desirable.

Policy Division, General Policy Branch

I. C. Anderson 70/87865C	Education Officer, Class 2 \$8702-9568, Third Division, unattached	Clerk \$9876-10538 (Class 7), Third Division, Ad Hoc Analysis Section, Canberra (No. 12)
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Duties: Carry out investigations into educational trends and developments at all levels, both in Australia and overseas. Analyse information relating to financial and organisational structures, prepare detailed reports and make subjective judgments based on material used. Draft replies to ministerial and parliamentary inquiries.

Qualifications: University degree with training and/or broad experience in the field of education desirable. Knowledge of statistical procedures an advantage.

AUSTRALIAN CAPITAL TERRITORY

Office of the Australian Universities Commission

P. P. Montalto 73/88240W	Clerk \$2713-5594 (Class 1), Third Divi- sion, Department of Defence—Navy Office, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Research and Analysis Section, Students and Staff (Statistics) Sub- tion (No. 40)
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Duties: Supervise the processing of statistical returns from universities. Extract statistics and carry out more complex compilations.

Qualifications: Experience in statistical work desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Services Branch

C. McC. Baxter 71/12166G	Assistant Programmer \$7899-8639 (Class 5), Third Division, unattached	Programmer \$8886-9548 (Class 6), Third Division, ADP Section, Canberra (No. 718)
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Duties: Assist in the creation and maintenance of PERT, PCS or MCS for the telecommunications project and the simulation model of computer control centres.

Qualifications: Knowledge of operations research techniques. Considerable systems design and programming experience desirable.

Personnel Branch

J. M. Fanning 66/12714E	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence (Air Office), Sydney	Clerk \$6912-7652 (Class 4), Third Division, Organisation, Staffing and Training Section, Sydney (No. 826)
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Duties: Supervise all the administrative services for the Sydney Office including the Clerical Assistant, Grade 5 located at Airport.

Development Division, Information and Cultural Relations Branch

B. R. Woodyatt 72/86676R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Management Services Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Historical Section, Canberra (No. 822)
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Duties: Prepare and maintain files for research staff. Assist research staff with indexing, proofreading, photocopying and other duties as required.

CENTRAL OFFICE

Office of Australian Development Assistance Agency

Division No. 2, Finance Branch

O. S. Rodda 70/85937C	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence (Army Office), Canberra	Clerk \$6912-7652 (Class 4), Third Division, Budgets and Programming Section (No. 937)
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Duties: Maintain records and assist in financial administration of aid to Papua New Guinea.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Public Health Division, Dental Health Branch

P. W. Kenna 61/37512G	Clerk \$6912-7652 (Class 4), Third Division, Department of the Northern Territory	Clerk \$7899-8639 (Class 5), Third Division, Facilities and Operations Section (No. 15)
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Duties: Act as Minute Secretary to various dental committees and sub-committees. Prepare background notes and briefing documents.

Qualifications: Experience in servicing of committees desirable.

Policy and Planning Division, Policy Secretariat and Legislation Branch

B. M. Wellmore 73/87048C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Policy Secretariat Section (No. 57)
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Duties: Under supervision, maintain records and organise distribution of cabinet and other classified documents. Arrange for and check reproduction of important submissions.

Therapeutics Division, Therapeutic Goods Branch

J. A. Hopman 73/86818T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Sampling and General Services Sub-section (No. 7)
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Duties: Maintain records of applications to import under relevant items of Customs (Prohibited Imports) Regulations. Provide general assistance.

S. Barham 73/89848X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Defence, Army Office	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Importation Control Sub-section (No. 59)
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Duties: Index technical material submitted by licensed importers of new therapeutic substances and biological products. Maintain associated registers.

National Acoustic Laboratories

M. J. Moriarty 72/66438C	Computing Assistant \$1969-4610 Fourth Division, Department of Supply, Weapons Research Establishment, Salisbury, South Australia.	Programming Assistant Grade 3 \$6912-7652, Third Division, National Acoustic Laboratories, Sydney
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Duties: No. 518—Provide assistance to Programmer (Class 8) in research on systems for acquisition and display of ultrasonic data in medical diagnosis based on an interdata model 80 computer.

Qualifications: Experience and skill in the field of programme coding.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

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| <p>S. M. Winch
70/85874G</p> <p><i>Duties:</i> No. 522—Perform data and program entry to a computer records and files of computer documentation. Provide clerical assistance in maintaining files on work of section.</p> <p><i>Qualifications:</i> Ability to type and current driving licence desirable.</p> | <p>Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Defence (Navy), Sydney</p> | <p>Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Research Section, Ultrasonic Sub-section, Sydney</p> <p>through teletype keyboard and maintain</p> |
| <p>A. T. Crogan
72/11949K</p> <p><i>Duties:</i> No. 780—Assist with stores purchasing activities.</p> | <p>Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Repatriation Department, Sydney</p> | <p>Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administration Section, Sydney</p> |

National Biological Standards Laboratory

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| <p>R. Broda
73/42076C</p> <p><i>Duties:</i> Confidential stenographer to the Assistant Director and the board.</p> | <p>Typist, Grade 1 \$2075-3981, Fourth Division, Parkville</p> | <p>Typist, Grade 2 \$4113-4378, Fourth Division, Parkville (No. 156)</p> <p>Principal Biochemists. Attend to switch-</p> |
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VICTORIA

Medical Branch

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| <p>W. Bishop
73/42194R</p> <p><i>Duties:</i> Conduct Casualty Section at Department of Supply, Swanston Street, Melbourne.</p> <p><i>Qualifications:</i> Eligible for registration as a general nurse with the appropriate State or Commonwealth nursing authority.</p> | <p>Sister, \$4530-5293, Fourth Division, Melbourne</p> | <p>Sister (Industrial) \$5020-5400, Fourth Division, Melbourne (No. 46)</p> |
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DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Engineering Division, Engineering Design Branch

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| <p>J. J. Kennedy
60/88215G</p> <p><i>Duties:</i> With regard to the planning, design, maintenance and operation of mechanical components or projects, be responsible for: (a) management of part of the workload of the Section; (b) leading, developing and control of staff as assigned; (c) adequacy of recommendations, advice, designs and estimates; (d) provision of technical specialist advice and assistance in relation to specific projects.</p> <p><i>Qualifications:</i> Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Wide experience in Mechanical Engineering aspects of hospitals and laboratories desirable.</p> | <p>Engineer, Class 2 \$9581-10702, Third Division, Melbourne</p> | <p>Engineer, Class 3 \$11348-12664, Third Division, Mechanical Section, Hawthorn (No. E.P. 11)</p> |
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CENTRAL OFFICE

Management Services Branch

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| <p>E. Cooper
73/85892K</p> <p><i>Duties:</i> Control the receipt and dispatch of all ministerial correspondence and take follow up action concerning outstanding ministerials.</p> | <p>Clerical Assistant, Grade 2 \$4393-4678, Fourth Division</p> | <p>Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Office Services Section, Registry Sub-section Canberra (No. 6)</p> |
| <p>E. M. Simon
73/86832E</p> <p><i>Duties:</i> Distribution Supervisor. Supervise the movement, search, storage and distribution of files of the Central Registry. Dispatch correspondence and control the resubmit system.</p> | <p>Clerical Assistant, Grade 1 \$1959-4298, Fourth Division</p> | <p>Clerical Assistant, Grade 2 \$4393-5678, Fourth Division, Personnel and Office Services Section, Registry Sub-section, Canberra, vice E. Cooper, prov. prom. 24.1.74 (No. 91)</p> |

Policy and Development Division

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| <p>R. Mendelsohn
58/14327A</p> <p><i>Duties:</i> Control the operations of the Division, which is concerned with policy aspects of the Department's work, forward planning and programming, the external relations of the Department, publications and public relations.</p> <p><i>Qualifications:</i> Proven ability at a high level in executive and policy fields. Tertiary qualifications desirable.</p> | <p>First Assistant Secretary \$19085, Second Division, unattached</p> | <p>First Assistant Secretary \$20870, Second Division, Canberra (No. 36)</p> |
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Welfare Housing Division

A. J. Selleck First Assistant Secretary \$19085, Second Division, unattached First Assistant Secretary \$20870, Second Division, Canberra (No. 8)
58/46916G
Duties: Control the work of the Welfare Housing Division including the administration of various welfare housing schemes and the preparation of policy advice in relation thereto.
Qualifications: Proven ability at a high level in executive and policy fields. Tertiary qualifications desirable.

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Personnel Services Branch

G. L. Holyland Clerk \$6912-7654 (Class 4), Third Division Clerk \$8886-9548 (Class 6), Third Division, Office Services Section, Canberra vice N. R. Davis prov. prom. 19.12.73 (No. 24)
58/11520C

Duties: Manage the General Office Services Section, involving supervision and control of the following: Registry and Dispatch, Typing, Stationery, Furniture and Equipment, Library, Office Accommodation, Telephones, Transport, Plan Records and Reproduction.

Finance Branch

D. C. Lauchland Clerk \$2713-5554 (Class 1), Third Division Clerk \$5806-6666 (Class 2/3), Third Division, General Accounts Section, Certification and Examination Sub-section, Canberra (No. 21)
71/87937R

Duties: Examination of financial documents related to contracts, including rise/fall claims.

M. D. Ballantyne Clerk \$6912-7652 (Class 4), Third Division Clerk \$8886-9548 (Class 6), Third Division, Budget and Costs Section, Canberra (No. 91)
70/85525A

Duties: Conduct and/or Supervise economic studies and analysis, research and statistics, special costing and financial investigations. Preparation of administrative estimates and review.

Qualifications: Experience in or aptitude for research and statistical work desirable. Academic qualifications (or progress therein) to be stated. Appreciation of computer techniques would be an advantage.

Construction Administrative Branch

T. Tapscott Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Project Administration Section, Canberra, vice J. A. McKenna, prov. prom. 15.11.73 (No. 34)
72/86212W

Duties: Construction Project Clerk. In consultation with Technical staff, develop and undertake management functions of a non-technical nature associated with the administration of construction projects carried out by contract and day labour. Assist with implementation of the work plan. Advise technical staff on administrative procedures and on interpretation of contract documents.

Qualifications: Tertiary qualifications or stage reached with such studies should be stated. Experience in commercial accountancy practice and the personal attributes necessary to work with technical staff is desirable.

J. Stone Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Project Administration Section, Canberra, vice G. Holbeck, prov. prom. 29.11.73 (No. 18)
72/87860N

Duties: Project Clerk. In consultation with technical staff, develop and undertake the administrative work associated with architectural projects under construction carried out by contract and day labour. Maintain control records, reports on progress of work and initiate action for payment to contractors.

Qualifications: Applicants should indicate any tertiary qualifications or the stage reached with such studies. Ability to undertake planning and organising work and personal attributes necessary to work with technical staff.

P. M. Gibson Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Major Projects (Construction) Section, Canberra (No. 73)
68/87220G

Duties: Construction Project Clerk. In consultation with technical staff, develop and undertake the administrative work associated with construction projects carried out by contract day labour. Maintain control of records, reports on progress of work, initiate action for payment to contractors.

Qualifications: Tertiary qualifications or stage reached with such studies should be stated, experience in planning and organising project work and the personal attributes necessary to work with technical staff.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Technical Division

M. D. Boyd 67/367489G	Architect, Class 1 \$6350-8987, Third Division	Architect, Class 2 \$9527-10673, Third Division, Architectural Design Section, Canberra (No. 86)
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Duties: Under general direction, carry out duties as Design Architect, Housing Sub-section, in the development of advanced concepts for group sitings and design of housing units. Investigate usage of materials, building systems and standards of construction. Review techniques of documentation and supervise staff of lower status.

Qualifications: Appropriate degree or diploma of an Australian university, college of advanced education or equivalent.

D. Latukefu 73/85624C	Drafting Assistant, Grade 1 \$4439-5468, Fourth Division.	Drafting Assistant, Grade 2 \$5681-6371, Fourth Division, Architectural Design Section, Canberra (No. 28)
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Duties: Under supervision, preparation of working drawings and estimates for simple architectural works.

Qualifications: Qualifications appropriate to the duties, including a high standard of penmanship. At least 5 years experience in the preparation of working drawings desirable.

V. Zelukin 64/85817A	Draftsman, Grade 2 \$7843-8347, Fourth Division	Senior Draftsman \$8599-9103, Fourth Division, Architectural Design Section, Canberra (No. 114)
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Duties: Prepare original designs and/or working drawings, etc., for more important projects. Supervise technical staff of lower grades.

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

A. Bilski 71/85425G	Senior Draftsman \$8599-9103, Third Division	Supervising Draftsman \$9379-9932, Third Division, Engineering Design Section, Hydraulics Sub-section, Canberra (No. 55)
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Duties: Conduct investigations, prepare reports, original designs, details, estimates and specifications. Provide guidance and advise and supervise subordinate staff.

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

W. J. Francis 68/37529G	Architect, Class 1 \$6350-8987, Third Division	Architect, Class 2 \$9527-10673, Third Division, Architectural Design Section, Canberra (No. 85)
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Duties: Responsible for carrying out duties as Job Architect, Advanced Design Architect, Town Planning Architect, and to supervise, where necessary, the work of Architect, Class 1.

Qualifications: Appropriate degree or diploma of an Australian university, college of advanced education or equivalent.

NEW SOUTH WALES

Defence Service Homes Branch

L. J. Thomas 64/12527A	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Home Loans Section, Sydney (No. 72)
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Duties: Provide conveyancing assistance to applicants under the Defence Services Homes Act in accordance with the Director's policy and procedures required by the Senior Legal Officer, Crown Solicitor's Sub-office.

Management Services Branch

C. G. Connelly 69/10027M	Typist, Grade 2 \$4731-5035, Fourth Division	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Personnel and Office Services Section, Sydney (No. 65)
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B. C. Selby 66/13524M	Typist, Grade 1 \$2113-4579, Fourth Division	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Personnel and Office Services Section, Sydney (No. 78)
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Duties above two positions: Supervise and direct the work of a Typing Pool.

Contracts Branch

J. V. Ebejer 73/11611R	Clerical Assistant Grade 1 \$1959-4298, Fourth Division	Assistant (Printing), Grade 1 \$4320-4530, Fourth Division (No. 148)
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Duties: Operate offset duplicator.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Systems and ADP Branch

A. J. Gentile 63/10928C	Methods Officer \$8886-9548 (Class 6), Third Division, Postmaster-General's Department, Sydney	Assistant Inspector \$9876-10538 (Class 7), Third Division, Sydney (No. 128)
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Duties: Plan, direct and control the activities of a team of Methods Officers involved in investigations concerning office systems and procedures, forms design and mechanisation of office systems. Undertake the more complex assignments.

Qualifications: Ability to plan and direct methods investigations desirable. Academic qualifications are desirable.

Projects Division 1, Technical Resources Branch

R. A. Johnson 63/10351M	Architect, Class 4 \$11937-12760, Third Division	Architect, Class 5 \$13325-14225, Third Division, Sydney (No. 33)
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Duties: As a member of a multi-discipline design project team for building projects of major significance where a high standard of creative design is required, develop the concepts of projects, undertake schematic design and prepare sketch plans, develop schematic design to the stage where tender documents can be prepared.

Qualifications: An appropriate degree or diploma in architecture, or equivalent qualifications.

General Works Division, Furniture Branch

J. Forman 60/10267P	Furniture Officer \$7396-7696, Fourth Division	Senior Furniture Officer \$7735-8034, Fourth Division, Sydney (No. 123)
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Duties: Direct and control the operation of the Furniture Branch, including Workshops, Furniture Pool and Trust Store.

Qualifications: Extensive experience in the furniture, furnishings and fittings trade. Ability to plan, allocate and control the work of subordinate staff.

Note: Effective date of the above promotion is 14.2.74.

General Works Division, Nowra Area

L. R. Kingma 71/12324P	Clerk \$2713-5594 (Class 1), Third Divi- sion, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Nowra (No. 256)
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Duties: Carry out the duties of Project Clerk for the more straightforward contract and quotation works within the district; provide assistance to the Administrative Officer on the administration of the more difficult contracts.

VICTORIA

Management Services Branch

S. G. Hepworth 71/40753K	Clerk \$2713-5594 (Class 1), Third Divi- sion	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Personnel Sub-section, Mel- bourne (No. 26)
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Duties: Relief Clerk—Carry out relief duties as directed.

VICTORIA AND TASMANIA

Projects Division No. 1, Technical Resources Branch

W. F. Cleary 58/12810K	Engineer, Class 2 \$9581-10702, Third Division	Engineer, Class 3 \$11348-12664, Third Division, Melbourne (No. 99)
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R. A. Murrell 65/38432M	Engineer, Class 2 \$9581-10702, Third Division	Engineer, Class 3 \$11348-12664, Third Division, Melbourne (No. 101)
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Duties above two positions: Mechanical Engineer. Assume responsibility as a design or construction project leader or member of a multi-discipline team. Participate in studies of clients functional requirements and the development of design briefs. Prepare designs, specifications and estimates for mechanical works in which there are complex, novel or critical features.

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. Chatto 65/36422G	Engineer, Class 2 \$9581-10702, Third Division	Engineer, Class 3 \$11348-12664, Third Division, Melbourne (No. 77)
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Duties: Assume responsibility as a design or construction project leader, or member of a multi-discipline team. Participate in studies of clients functional requirements and the development of design briefs. Prepare designs, specifications and estimates for structural engineering projects or structural engineering components of projects in which there are complex, novel or critical features.

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.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Technical Services Division, Advisory Services Branch

C. K. Siow 72/40954X	Engineer, Class 2 \$9581-10702, Third Division	Engineer, Class 3 \$11348-12664, Third Division, Engineering Section, Structural Sub-section, Melbourne (No. 13)
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Duties: Supervise assigned subordinate staff. Carry out feasibility studies for structural engineering works. Investigate problems relating to novel or unusual forms of construction, concrete and welding practices. Investigate structural failures and make recommendations. Review and keep abreast of developments concerning structural engineering.

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. Extensive experience in structural design in steel and concrete.

QUEENSLAND

General Works Division, Metropolitan Area Branch

I. B. Clutterbuck 61/57565G	Supervising Draftsman \$9379-9932, Fourth Division	Senior Technical Officer (Buildings), Grade 3 \$10227-10522, Fourth Division, Eagle Farm (No. 328)
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Duties: As District Manager, plan, allocate and control resources in terms of labour, materials, machines, tools and equipment. Programme the workload of the district and provide progress reports on tenderers, contractors and day labour activities. Co-ordinate and control resources allocated to R and M and minor new works activities. Report on the status of programmes in terms of achievement against objectives, technical performance of contractors, and other matters under his control.

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

M. C. Fenwick 65/57183P	Works Supervisor \$7988-8312, Fourth Division	Senior Technical Officer (Buildings), Grade 1 \$8599-9103, Fourth Division, Brisbane (No. 435)
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Duties: Responsible for the direction and control of the Engineered Performance Standards Cell for the Brisbane Metropolitan area, including the investigation and reporting to management on methods and procedures associated with works executed by day-labour staff, the collation and analysis of estimates for material, labour and plant costs, and the definition and development of standard work units. Investigate and report on the existence of efficiency differentials and, wherever practicable, recommend remedial action.

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

Stores Branch

T. J. Dick 72/57075C	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Brisbane (No. 404)
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Duties: Locate sources of supply for a range of materials, obtain quotations, analyse quotations received, make recommendations, prepare purchase orders and follow up orders placed to ensure delivery at the time required.

Qualifications: Knowledge of departmental stores procedures and knowledge of the applicable Treasury Regulations desirable.

Management Services Division, Consultant Services Branch

A. J. Nash 58/20064E	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$9876-10538 (Clerk 7), Third Division, Brisbane (No. 594)
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Duties: Participate in the selection, briefing and commissioning of Consultants. Investigate reported deficiencies in contract documents; report on and recommend appropriate action. Review and advise on procedures and local policy.

Qualifications: Extensive knowledge (in the lay sense) of that branch of common law relating to building and engineering contracts, and of associated service and departmental policies and procedures desirable.

WESTERN AUSTRALIA

Projects Division, Cockburn Sound Development

R. E. Ballantine 58/10029M	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$9876-10538 (Class 7), Third Division, Administrative Sub-section, Perth (No. 1)
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Duties: Provide high level executive support to the project manager and senior professional officers on all non-technical matters. Exercise on behalf of the project manager programming, budgeting and financial control. Direct and control group providing administrative support. Liaise with State and Local authorities involved with the project.

Qualifications: Applicants must be widely experienced in Treasury and departmental procedures covering design and construction administration and should possess the personal characteristics necessary for the development of a closely knit technical and administrative team.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Management Services Division, Administration Division

L. A. Doepel 68/75720R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Construction (Administration) Branch (No. 17)
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Duties: Project Clerk for Area Manager, RAAF Station. Contract Administration including variations to contracts, progress payments, liquidated damages and contingencies. Maintain field cost records. Assist in management of exempt employees, and in preparation of estimates for R and M proposals.

Finance Branch

T. M. Callaghan 58/10037K	Clerk \$5806-6666 Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, General Accounts Section, Perth (No. 4)
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Duties: Direct and control Trust Sub-section. Prepare and review budgets for various Trust Account activities. Prepare operational statements. Review and report on systems, procedures and methods.

Qualifications: Progress in accounting or similar qualifications desirable.

Technical Division

P. Delgoffe 72/75724G	Quantity Surveyor, Class 1 \$8470-8491, Third Division	Quantity Surveyor, Class 2 \$9359-10488, Third Division, Quantity Survey Section, Bills of Quantities and Contract Administration Sub-section (No. 7)
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Duties: Prepare Bills of Quantities, specifications and estimates for more complex works. Measure complex variations to contracts. Supervise subordinate staff.

Qualifications: Degree or Diploma in Quantity Surveying or equivalent or Corporate Membership of Australian Institute of Quantity Surveyors.

NORTHERN TERRITORY

Management Services Division, Personnel Services Branch

R. Keenan 71/95246W	Typist, Grade 1 \$1838-3981, Fourth Division	Typist, Grade 2 \$4113-4378, Fourth Division, Darwin (No. 118)
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Duties: Under general supervision perform more difficult typing on Varitype Machine for all Branches and Sections of the Department (in particular Country Roads Branch) including—Layout and Prepare Forms, Statistical Tables or other documents of a complex nature for printing or other reproduction. Advise on design of forms having regard to machine characteristics. Type information on Plans, Booklet Covers and other such material.

Qualifications: Ability to supervise subordinate staff. Typing speed of fifty words per minute desirable.

M. A. Beattie 72/39282K	Typist, Grade 1 \$1838-3981, Fourth Division	Typist, Grade 2 \$4113-4378, Fourth Division, Darwin (No. 119)
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Duties: Perform typing of a complex and confidential nature, shorthand duties as directed and minor clerical duties. Act as a receptionist.

Qualifications: Shorthand at least 100 words per minute desirable.

Technical Division

M. Nassig 70/66186T	Engineer, Class 1 \$6200-8953, Third Division, Construction Section (No. 110)	Engineer, Class 2 \$9581-10702, Third Division, Construction Section, Darwin (No. NP)
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Duties: Supervise the more important roads and aerodromes construction projects carried out by contract and/or day labour in the Darwin area.

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. W. P. Gargett 63/57173A	Quantity Surveyor, Class 2 \$9359-10488, Third Division	Quantity Surveyor, Class 3 \$10953-12090, Third Division, Quantity Survey Section, Darwin (No. 2)
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Duties: Provide a building economics service to the Quantity Survey Section and Projects Divisions to facilitate accurate cost planning and control. Develop and control systems relevant to the above and organise, co-ordinate and control ad hoc cost research and development teams as directed.

Qualifications: Appropriate degree or diploma of a university, college of advanced education or equivalent qualifications.

P. C. West 73/95344C	Drafting Assistant, Grade 2 \$5260-5899, Third or Fourth Division	Engineer, Class 1 \$6200-8953, Third Division, Engineering Design Section, Structural Sub-section, Darwin (No. 17)
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Duties: Under technical direction, undertake preparatory work on the design of engineering projects and estimates for economic comparisons. Perform designs work, prepare draft specifications and quantities for inclusion in contract schedules. Supervise subordinate staff.

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.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

PAPUA NEW GUINEA

Technical Division

S. P. Jewitt 64/57977G	Architect, Class 3, Third Division	Architect, Class 4 \$13190-14100, Third Division, Port Moresby
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Duties: No. 11—(i) As technical specialist, oversight architectural technical standards. (ii) Lead multi-discipline design or construction project teams on projects of major importance, or perform design tasks as member of a multi discipline design project team on projects where there are unusual, complex, novel or critical features in design and where the contribution involves considerable originality, ingenuity and judgment.

Qualifications: Appropriate degree or diploma of an Australian university, college of advanced education, or equivalent. Extensive design, construction and management experience on major projects highly desirable.

DEPARTMENT OF IMMIGRATION

CENTRAL OFFICE

Management Services Branch

J. H. Roblom 63/11064R	Clerk \$7899-8639 (Class 5), Third Division	Assistant Inspector \$8886-9548 (Class 6), Third Division, Organisation and Classification Sub-section (No. 8)
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Duties: Initiate or examine and report on establishment proposals and prepare submissions including approaches to the Public Service Board.

Planning and Research Branch

P. C. Lange 58/40373M	Clerk \$8886-9548 (Class 6), Third Division	Senior Research Officer Grade 2 \$9876-10538 (Class 7), Third Division, Population Economics Sub-section (No. 8)
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Duties: Conduct research and investigations into economic factors affecting migration.

Selection and Review Branch

B. R. Boothby 58/40303P	Clerk \$8886-9548 (Class 6), Third Division	Migration Officer, Grade 3 \$9876-10538 (Class 7), Third Division, Section A, Sub-section A (No. 3)
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Duties: Supervise the activities of the Sub-section. Examine, review and make recommendations in individual cases of migrants applying for entry.

Settlement Services Branch

J. P. McGrath 58/13327P	Clerk \$9876-10538 (Class 7), Third Division	Senior Migration Officer \$11032-11525 (Class 8), Third Division, Welfare Services Sub-section (No. 70)
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Duties: Supervise and direct general integration, projects, investigation and social work functions and units.

TASMANIA

J. Urbanski 58/43398G	Clerk \$6912-7652 (Class 4), Third Division	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division, Citizenship and Settlement Section (No. 12)
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Duties: Control and direct the work of the Section.

D. B. Cooper 68/87140T	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Control and Travel Section (No. 3)
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Duties: Direct and control the work of the Section.

M. Ghedini 61/83253K	Clerical Assistant Grade 3 \$4822-5351, Fourth Division, Bureau of Census and Statistics	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Entry and Administration Section, Registry Sub-section (No. 6)
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Duties: Open mail and classify inward correspondence, check for former papers, make new files and index cards.

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Management Services Branch

A. L. Cook 67/38952C	Assistant Inspector \$8886-9548 (Class 6), Third Division	Inspector \$9876-10538 (Class 7), Third Division, Personnel, Establishments and Methods Section, Establishments Sub-section, Melbourne (No. 283)
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Duties: Under the direction of the Senior Executive Officer (Establishments) administer and review the Work Programme System for staffing of Offices of the CES; carry out organisation and establishment services.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Industrial Relations (Policy and Services) Division, Industrial Relations Policy and Research Branch

R. J. Emonson 71/38787A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Industrial Relations Information and Publications Section, Melbourne (No. 50)
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Duties: Maintain an up-to-date collection of awards, determinations and agreements of all State industrial authorities.

Planning and Research Division, Research Branch

G. R. James 73/36768A	Research Officer, Grade 1 \$6022-7652, Third Division	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Technological Change and Redundancy Section, Mel- bourne (No. 44)
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D. M. Saunders 72/37288P	Clerk \$2713-5594 (Class 1), Third Divi- sion, Postmaster-General's Department, Central Administration	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Technological Change and Redundancy Section, Mel- bourne (No. 89)
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Duties above two positions: Conduct research studies into technological changes and redundancy occurring in Australia and overseas.

Qualifications: Appropriate university degree and research experience.

J. A. Naphtali 73/36745X	Clerk \$2713-5594 (Class 1), Third Divi- sion, Postmaster-General's Department, Central Administration	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Manpower Studies Section, Melbourne (No.97)
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P. A. Harrison 67/38674X	Technical Assistant, Grade 2 \$5260- 5899, Third Division, Department of Supply, Aeronautical Research Labora- tories, Melbourne	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Manpower Studies Section, Melbourne (No. 98)
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Duties above two positions: Undertake systematic manpower forecasting studies; draft reports relating to these studies and other manpower policy matters.

Qualifications: Appropriate university degree. Experience in manpower matters desirable.

C. G. Lynch 73/37092A	Clerk \$2713-5594 (Class 1), Third Divi- sion, Postmaster-General's Department, Central Administration	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Manpower Studies Section, Melbourne (No. 101)
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Duties: Undertake investigations into sample design and the use of statistical or mathematical techniques in the collection, processing, analysis and presentation of data.

Qualifications: Appropriate university degree. Statistical research experience desirable.

General Division, Productivity Promotion Branch

K. J. Rebbichi 69/10429G	Clerk \$7899-8639 (Class 5), Third Divi- sion, New South Wales	Clerk \$9876-10538 (Class 7), Third Division, Melbourne (No. 9)
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Duties: Promote working arrangements on productivity promotion between professional and specialist institutes, educational institutions and government agencies, the Productivity Promotion Council of Australia and the Department. Plan and arrange joint productivity promotion activities.

Qualifications: Extensive contact with professional and trade organisations desirable. Knowledge of Australian industrial and commercial organisations and practices. Appropriate studies in management desirable.

SOUTH AUSTRALIA

Employment

M. L. Pembroke 70/66433X	Psychologist, Class 1 \$5434-8290, Third Division, Industrial Services Branch, Adelaide	Officer-in-charge \$8886-9548 (Class 6), Third Division, Professional Employ- ment Office Sub-section, District Employment Office Pool Section, Ade- laide (No. 47)
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Duties: Provide an efficient service for employers seeking to fill executive, professional and higher administration posts and for qualified persons wishing to secure such appointments.

Qualifications: A sound knowledge of industry and the employment avenues available to professional, scientific and technical personnel. Ability to develop and maintain liaison with employers, professional bodies, etc. Appropriate tertiary qualifications desirable.

In lieu of notification appearing in Gazette No. 5. Effective date of this promotion is 10.1.74.

C. A. Cox 73/66047K	Clerk \$2713-5594 (Class 1), Graduate, Third Division, unattached	Clerk \$6912-7652 (Class 4), Third Divi- sion, Professional Employment Office, Adelaide (No. 13)
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Duties: Assist in operating an employment service for persons with recognised professional, technical and scientific qualifications, managerial personnel and senior executives.

Qualifications: A sound knowledge of industry and employment avenues available to professional, scientific and technical personnel; ability to develop and maintain liaison with employers, professional bodies, etc., desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Industrial Services Branch

J. M. Bennett 66/67361P	Clerk \$5806-6666 (Class 2/3), Third Division, Adelaide	Clerk \$6912-7652 (Class 4), Third Division, Productivity Promotion Section, Adelaide (No. 20)
<i>Duties:</i> Attend meetings of productivity groups and provide advice and guidance to group members on general matters associated with productivity group activities; evaluate the progress and effectiveness of group projects and bring to attention instances where further assistance is necessary.		
<i>Qualifications:</i> An understanding of the nature of productivity, the ability to prepare effective written material and liaise with productivity group chairman desirable.		
R. A. Edwards 68/67094C	Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Australian Taxation Office, Adelaide	Clerk \$7899-8639 (Class 5), Third Division, Productivity Promotion Section, Adelaide (No. 28)
<i>Duties:</i> Collect material on productivity activities and achievements within the Region; assess its suitability and write articles for inclusion in state and national productivity publications.		
<i>Qualifications:</i> An appropriate university degree; understanding of factors affecting productivity; aptitude for promotional work and ability to prepare written material desirable.		

DEPARTMENT OF THE MEDIA

AUSTRALIAN GOVERNMENT PUBLISHING SERVICE

AUSTRALIAN CAPITAL TERRITORY

Information Division, Management Branch

L. Rutter 73/85066K	Typist, Grade 1 \$2113-4579, Fourth Division, Department of the Minister of State, Canberra	Typist, Grade 2 \$4731-5369, Fourth Division, Management Operations Section, Personnel and Office Services Sub-section, Canberra (No. 204)
D. LaBouchardiere 73/89863P	Typist, Grade 1 \$2113-4579, Fourth Division, Department of the Minister of State, Canberra	Typist, Grade 2 \$4731-5369, Fourth Division, Management Operations Section, Personnel and Office Services Sub-section, Canberra (No. 205)
<i>Duties above two positions:</i> Perform copy-typing duties on various automatic typewriters for reproduction.		
<i>Qualifications above two positions:</i> Experience in typing documents and statistical tables for printing or other reproduction an advantage.		

AUSTRALIAN BROADCASTING CONTROL BOARD

VICTORIA

State Office

G. M. Read 70/36641X	Clerk \$5806-6666 (Class 2/3), Third Division, Bureau of Census and Statistics, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Melbourne (No. 35)
B. S. Breen 70/37855C	Clerk \$5806-6666 (Class 2/3), Third Division, Postmaster-General's Department, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Melbourne, (No. 221)
A. Orive 72/40243X	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Foreign Affairs, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Melbourne, (No. 222)

Duties above three positions: Observe and report on programmes of commercial broadcasting and television stations.

Qualifications above three positions: Good basic education and knowledge of music and drama desirable.

Note above three positions: Shift work is involved. Travel to country areas may also be required.

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.

In lieu of notification appearing in Gazette No. 7 of 17.1.74. Effectual date of this promotion is 17.1.74.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Export Control No. 2 Division, Export Control (Hydrocarbons) Branch

N. P. Davis 67/85081W	Executive Officer \$12019-12510 (Class 9), Third Division, Canberra	Principal Executive Officer \$13991-14484 (Class 11), Third Division, Canberra (No. 43)
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Duties: Direct the work of a Section. Plan and supervise studies, development of policy and formulation of advice on issues relating to export controls on mineral products.

Qualifications: Appropriate university degree and relevant experience desirable.

Export Control (Non-Ferrous Metals) Branch

J. S. Gleeson 58/10337N	Executive Officer \$12019-12510 (Class 9), Third Division, Canberra	Principal Executive Officer \$13991-14484 (Class 11), Third Division, Canberra (No. 46)
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Duties: Direct the work of a Section. Plan and supervise studies, development of policy and formulation of advice on issues relating to export controls on mineral products.

Qualifications: Appropriate university degree and relevant experience desirable.

Management Services Branch

M. R. Niven 73/87446E	Typist, Grade 2 \$4731-5035, Fourth Division, Canberra	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Finance and General Services, General Services Sub-section, Canberra (No. 125)
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Duties: Undertake stenographic and typing duties for Second Division officers.

Qualifications: Shorthand, at least 100 words per minute.

Bureau of Mineral Resources, Geology and Geophysics, Geological Branch

M. E. Walewicz 72/85859X	Assistant Photographer \$3522-4371, Fourth Division, Canberra	Photographer \$4695-5460, Fourth Division, Geological Services Section, Services Sub-section, Canberra (No. 612)
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Duties: Photograph air photo overlays and copy to exact required scales corrected for distortion caused by aircraft tilt.

Qualifications: Qualified photographer with considerable experience in relevant fields.

J. C. Sandfort 72/85271W	Assistant (Printing), Grade 3 \$4809-5019, Fourth Division, Canberra	Photographer \$4695-5460, Fourth Division, Geological Services Section, Services Sub-section, Canberra (No. 462)
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Duties: Operate process photographic equipment and prepare material for precise and high order reproduction.

Qualifications: Qualified photographer with considerable experience in relevant fields.

Division of National Mapping, Map Production Branch

S. W. Pescud 71/88452X	Drafting Assistant, Grade 2 \$5681-6371, Third Division, Canberra	Draftsman, Grade 1 \$6003-7613, Third Division, Aero Chart and Small Scale Mapping Section, WAC/VTC No. 1 Sub-section, Canberra (No. 193)
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Duties: Carry out compilation, drawing, scribing, masking and negative retouching of WAC, IMW and VTC charts and maps.

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

N. J. Donovan 73/88297M	Drafting Assistant, Grade 2 \$5681-6371, Third Division, Canberra	Draftsman, Grade 1 \$6003-7613, Third Division, Aero Chart and Small Scale Mapping Section, WAC/VTC No. 2 Sub-section, Canberra (No. 174)
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Duties: Carry out compilation, drawing, scribing, masking and negative retouching of WAC, IMW and VTC charts and maps.

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

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

Commodities Division, Beef and General Branch

C. P. Plumley 68/10609W	Clerk \$8886-9548 (Class 6), Third Division, Department of Overseas Trade, Canberra	Project Officer \$11032-11525 (Class 8), Third Division, Beef Section, Canberra (No. 67)
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Duties: Undertake the more difficult aspects of designated duties and investigations concerning the production of beef in northern Australia and related commodity marketing matters.

Qualifications: Appropriate tertiary qualifications and experience in economic analysis and policy formulation desirable. A broad knowledge of the beef industry an advantage.

P. B. Prosser 71/42966W	Research Officer, Grade 2 \$7899-8639, Third Division, Department of Primary Industry, Canberra	Senior Research Officer, Grade 1 \$8886-9548, Third Division, Beef Section, Canberra (No. 65)
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Duties: Undertake designated studies and investigations concerning the production of beef in northern Australia and related commodity marketing matters.

Qualifications: Appropriate tertiary qualifications. Experience in economic analysis desirable and a broad knowledge of the beef industry an advantage.

R. E. Murray 70/87238R	Investigation Officer, Grade 2 \$7899-8639, Third Division, Department of the Treasury, Canberra	Senior Research Officer, Grade 1 \$8886-9548, Third Division, Beef Section, Canberra (No. 68)
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Duties: Undertake designated studies and investigations concerning the production of beef in northern Australia and related commodity marketing matters.

Qualifications: Appropriate tertiary qualifications. Experience in economic analysis desirable and a broad knowledge of the beef industry an advantage.

R. D. Coutts 68/87808K	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Department of Primary Industry, Canberra	Senior Project Officer \$13004-13498 (Class 10), Third Division, Beef Section, Canberra (No. 63)
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Duties: Oversight and co-ordinate the work of the section which is concerned with production of beef in northern Australia and related commodity marketing matters.

Qualifications: Appropriate tertiary qualifications, considerable experience in economic analysis and policy formulation desirable. A broad knowledge of the beef industry an advantage.

Special Projects Branch

W. J. Curnow 58/10318C	Executive Officer \$12019-12510 (Class 9), Third Division, Department of Minerals and Energy, Canberra	Senior Project Officer \$13004-13498 (Class 10), Third Division, Bowen Basin Development and Special Projects Section, Canberra (No. 107)
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Duties: Direct the work of the Bowen Basin Development and Special Projects Section.

Qualifications: Appropriate tertiary qualifications with sound policy experience. A knowledge of mineral processing and related industries and of project evaluation techniques an advantage.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Lands and Community Development Division, Local Government and Services Branch

P. W. Emslie 73/95363M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Traffic Administration Section, Darwin (No. 92)
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Duties: Inspector. Conduct practical and oral tests and assess competency of applicants for all classes of drivers licences.

Qualifications: N.T. driver's licence together with experience in duties an advantage.

Transport Planning Branch

A. L. Sparkman 59/13278K	Clerk \$6912-7652 (Class 4), Third Division, Postmaster-General's Department, Darwin	Project Officer \$9876-10538 (Class 7), Third Division, Roads Section, Darwin (No. 9)
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Duties: Preparation of road programmes and critical examination of proposals for and expenditure on road construction, rebuilding and maintenance.

Qualifications: Experience in economic evaluation and/or works programming an advantage. Academic qualifications to be stated.

Management, Legislation and Planning Division, Establishments and ADP Branch

R. G. Ryan 72/87872C	Programming Assistant \$5806-6666 (Grade 2), Third Division, Department of Customs and Excise, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Automatic Data Processing Section, Darwin (No. 178)
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Duties: Scheduler. Control and co-ordinate all operational facilities of the computer centre including development and introduction of new control procedures. Direct the daily activities of the operating personnel, including the organisation of shift schedules. Organise the job stream for the computer system.

Qualifications: Experience on IBM 360/40 OSMFT/PCP systems equipment an advantage.

Note: Shift work is involved.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

C. A. Thomas 72/95566C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Computer Operator, Grade 1 \$5302- 5600, Fourth Division, ADP Section, Darwin (No. 200)
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Duties: Under supervision, operate the NCR 500 system including the sorting of data and arranging for processing. Operate the eighty column card sorter.

Qualifications: Experience or appropriate training in the handling of computer peripheral equipment.

K. P. Date 72/95159X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Personnel and Services Section, Darwin (No. 43)
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Duties: Group Leader. Supervise and direct the work of Personnel Salaries Group.

Qualifications: Sound knowledge of salary preparation and leave entitlements. Ability to control and train staff.

A. J. Radcliffe 73/95312X	Clerk \$2713-5594 (Class 1), Third Divi- sion	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Sec- tion, Darwin, vice K. P. Date, prov. prom. 24.1.74 (No. 57)
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Duties: Preparation of forms for ADP salaries system. Maintain personnel records.

Qualifications: Experience in personnel work desirable.

A. R. Muir 73/95116X	Clerk \$2713-5594 (Class 1), Third Divi- sion	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, Darwin (No. 55)
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Duties: Preparation of forms for ADP salaries system. Maintain personnel records.

Qualifications: Experience in personnel work desirable.

Resource Development Division, Forestry, Fisheries, Wildlife, Environment and National Parks Branch

R. E. Fox 66/86035A	Biologist, Class 1 \$6000-8953, Third Division, Department of Primary Indus- try, Darwin	Biologist, Class 2 \$9397-10521, Third Division, Wildlife Section, Darwin (No. 123)
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Duties: Under limited direction, carry out biological studies and make recommendations in regard to taking effective conservation measures for plant life in the Alligator Rivers/Arnhem Land Region of the Northern Territory. Required to work as a member of a team for extended periods in remote areas.

Qualifications: Appropriate degree or diploma of an Australian university, college of advanced education or equivalent qualifications. Relevant experience, primarily in the field of plant ecology and ability to direct and supervise staff desirable.

Mines Branch

E. F. C. Ferrier 58/24088G	Project Officer \$11032-11525 (Class 8), Third Division	Senior Project Officer \$12019-12510 (Class 9), Third Division, Planning and Administration Section, Darwin (No. 96)
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Duties: Direct work of Policy and Legislation Sub-section. Undertake more complex investigations concerning development of the mineral industry. Review all relevant legislation. Prepare replies to Ministerial correspondence.

Qualifications: Considerable experience in policy and legislative investigation and preparation of submissions at a high level, together with thorough knowledge of the relevant legislation and its application desirable. Proven ability to plan and direct work of subordinate staff would be an advantage.

E. E. Cutler 65/85125A	Clerk \$7899-8639 (Class 5), Third Divi- sion	Project Officer \$11032-11525 (Class 8), Third Division, Planning and Adminis- tration Section, Darwin, vice E. F. C. Ferrier, prov. prom. 24.1.74 (No. 97)
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Duties: Undertake investigations concerning development of the mining and petroleum industries. Review legislation and recommend changes.

Qualifications: Sound experience in policy investigations and preparation of submissions an advantage. Knowledge of and experience in application of mining and petroleum legislation desirable.

G. Higgins 63/11530X	Clerk \$9876-10538 (Class 7), Third Division	Project Officer \$11032-11525 (Class 8), Third Division, Planning and Adminis- tration Section, Darwin (No. 106)
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Duties: Undertake investigations concerning development of the mining and petroleum industries. Review legislation and recommend changes.

Qualifications: Sound experience in policy investigations and preparation of submissions an advantage. Knowledge of and experience in application of mining and petroleum legislation desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

H. W. D. Castleman 64/85616C	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$9876-10538 (Class 7), Third Division, Planning and Administration Section, vice G. Higgins, prov. prom. 24.1.74 (No. 79)
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Duties: Principal Registrar. Direct work of the Mining, Exploration and Petroleum Registries ensuring implementation of Government policies in respect to issue of tenures. Exercise statutory appointments.
Qualifications: Knowledge of Government policies on mining and experience in preparation of high level submissions. Extensive experience in registration of exploration and production tenures desirable.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Policy Secretariat

P. Violatos 66/86862C	Clerk \$2713-5594 (Class 1), Third Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Central Statistical Section, Canberra (No. 209)
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Duties: Extract and compile statistics in Australian and foreign trade.

Qualifications: Previous experience in collection of statistics desirable.

Management Services Branch

S. C. Gorter 71/87917C	Clerk \$2713-5594 (Class 1), Third Division, National Library of Australia, Department of the Special Minister of State, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Canberra (No. 33)
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Duties: Team leader. Lead a team engaged on the maintenance of standard personnel records.

Qualifications: Knowledge of personnel work desirable.

M. A. Godfrey 66/85442T	Clerk \$8886-9548 (Class 6), Third Division, Canberra	Assistant Finance Officer, \$9876-10538 (Class 7), Third Division, Finance and Services Section, Canberra, vice S. J. Ryan, prov. prom. 23.11.73 (No. 1294)
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Duties: Carry out extensive expenditure reviews and prepare reports. Undertake the preparation of Forward Estimates and supporting explanatory material.

Qualifications: Extensive knowledge of Treasury and departmental budgetary procedures, ability to prepare high level correspondence and to discuss financial matters with senior officers, together with academic or accountancy qualifications desirable.

Trade Relations Division

J. H. Gill 72/88845G	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra, vice P. McNab, prov. prom. 18.10.73 (No. 1090)
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Duties: Assist in investigations and analyses to increase exports to particular countries and areas.

VICTORIA

Regional Office

P. M. Donaldson 73/37658N	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne (No. 70)
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Duties: Collect, classify and record commodity information. Prepare correspondence.

Qualifications: Ability to classify, analyse and index material and write correspondence.

SOUTH AUSTRALIA

Regional Office

D. C. Smale 69/662876G	Clerk \$5806-6666 (Class 2/3), Third Division, Repatriation Department, Adelaide	Clerk \$6912-7652 (Class 4), Third Division, C. and E. R. Section, Adelaide, vice K. T. Stewart, prov. prom. 20.12.73 (No. 5)
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Duties: Interview executives of companies; ascertain information for Australian firms information register.

Qualifications: Broad knowledge of Australian industry and the functions and operations of the Department.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Director-General's Office

Industrial Relations Branch

A. J. Wood 69/38707E	Clerk \$7899-8639 (Class 5), Third Division, Director-General's Office	Clerk \$8886-9548 (Class 6), Third Division, Negotiation and Conditions of Service Section, Negotiation and Arbitration Sub-section, Melbourne (No. 7)
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Duties: Provide Arbitration and Industrial Information Service to Departmental Management.

Engineering Planning and Research Division, Planning and Programming Sub-division

E. R. Banks 74/36201X	Engineer, Class 1 \$6200-8953, Third Division, unattached	Assistant Director-General \$19085, Second Division, Fundamental Planning Branch, Melbourne (No. 18)
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Duties: Responsible to the Senior Assistant Director-General (Planning and Programming) for the control and management of the Branch.

I. H. Maggs 59/38467A	Engineer, Class 5 \$14882-15845, Third Division, Engineering Planning and Research Division	Assistant Director-General \$19085, Second Division, Telephone Switching and Facilities Branch, Melbourne (No. 13)
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Duties: Responsible to the Senior Assistant Director-General (Planning and Programming) for the control and management of the Branch.

Qualifications: Proven high-level administrative ability.

Note: This position was advertised in Gazette No. 126 of 13.9.73 as position No. 51.

D. W. Reid 59/55266W	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third Division, Engineering Works Division	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third Division, Transmission and Line Planning Branch, Systems Application Section, Melbourne (No. 31)
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Duties: Undertake detailed investigations concerning transmission systems and their application to the Australian network. Co-ordinate planning aspects of field trials and analyse results. Specify, acquire and analyse information to be used in application studies.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Considerable knowledge of transmission systems, preferably also with network and/or planning experience, together with aptitude to carry out investigations desirable.

Research Sub-division

R. Torcaso 69/37266K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Planning and Research Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Standards and Laboratory Engineering Branch, Library Section, Melbourne (No. 193)
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Duties: In the Engineering Library, responsible to a Library Officer, Grade 2 for the circulation of periodicals, routing and compilation of subscription lists. Follow up overdue material, compile desiderata lists and claim wanted items.

Qualifications: Experience in special library work and knowledge of cataloguing procedures desirable.

Engineering Works Division, Administrative Branch

M. J. Killorn 70/39616K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Engineering Works Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Organisation and Methods Section, Office Methods Sub-section, Melbourne (No. 193)
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Duties: Provide clerical assistance to Training Officers. Operate and care for all types of training aids such as Audio-visual equipment.

M. A. Landry 63/36407K	Typist, Grade 1 \$1838-3981, Fourth Division, Engineering Works Division	Typist Supervisor, Grade 1 \$4771-4924, Fourth Division, Staff, Industrial and General Services Section, Melbourne (No. 73)
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Duties: Direct and control the activities and typing staff in the Buildings Branch typing pool.

I. McBean 67/36201C	Typist, Grade 2 \$4113-4378, Fourth Division, Engineering Works Division	Typist Supervisor, Grade 1 \$4771-4924, Fourth Division, Staff, Industrial and General Services Section, Melbourne (No. 132)
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Duties: Direct and control the activities and typing staff in the Support Services Branch typing pool.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Support Services Branch

P. N. Mathews 72/40931W	Draftsman, Grade 1 \$6003-7613, Third Division, Engineering Works Division	Draftsman, Grade 2 \$7843-8347, Third Division, Drafting Section, Melbourne (No. 7)
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Duties: Undertake design and drafting work in the Telephone Exchange Equipment Sub-group.

C. R. E. Shaw 69/37031X	Draftsman, Grade 1 \$6003-7613, Third Division, Engineering Works Division	Draftsman, Grade 2 \$7843-8347, Third Division, Drafting Section, Melbourne (No. 6)
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Duties: Undertake design and drafting work in the Circuits 2 Sub-group.

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

Telephone Switching Equipment Branch

P. L. Buuts 59/41227P	Telecommunications Technical Officer, Grade 2 \$7842-8347, Fourth Division, Engineering Division, New South Wales	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Equipment Design Standards (Local) Section, Melbourne (No. 114)
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Duties: Prepare or arrange preparation of standard APO documentation relating to new equipment or changes in design, in particular circuit descriptions and work specifications. Analyse field reports of operation difficulties and faults affecting detailed design; undertake or arrange further investigations and initiate remedial measures.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Thorough knowledge of metropolitan exchange equipment as well as ability to undertake investigations, prepare reports and assemble information to produce standard APO documentation desirable.

Management Services Division, ADP Branch

D. S. Bissett 72/37742E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Management Services Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Development Section, Melbourne (No. 251)
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Duties: During a shift of computer operations assist with the checking and break-up of output.

Notes: Shift work is involved.

Personnel Branch

G. H. Thomson 66/88111A	Research Scientist \$8489-10703, Third Division, Department of Supply, Victoria	Senior Project Officer \$12019-12510 (Class 9), Third Division, Management Advisory Services Section, Operations Research Sub-section, Melbourne (No. 69)
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Duties: Conduct Operations Research projects either individually or as team leader. Develop Operations Research approaches to typical departmental projects.

Qualifications: Suitable academic qualifications as well as specialist knowledge of Operations Research or related techniques desirable.

J. A. Camfield 63/37538E	Experimental Officer, Class 2 \$9397- 10521, Third Division, Department of the Army, Victoria	Principal Research Officer \$11032-11525 (Class 8), Third Division, Management Advisory Services Section, Operations Research Sub-section, Melbourne (No. 8)
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R. P. Liggett 72/41121C	Programmer-in-training \$6022-7652, Third Division, Management Services Division	Principal Research Officer \$11032-11525 (Class 8), Third Division, Management Advisory Services Section, Operations Research Sub-section, Melbourne (No. 9)
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Duties above two positions: Apply Operations Research techniques and related modern mathematical and computer techniques to policy problems of the Department.

Qualifications above two positions: Suitable academic qualifications together with specialist knowledge of Operations Research or related techniques desirable.

G. J. Shegedyn 70/39180K	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Management Services Division	Senior Research Officer, Grade 2 \$9876- 10538 (Class 7), Third Division, Man- agement Advisory Services Section, Operations Research Sub-section, Mel- bourne (No. 91)
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Duties: Participate as a team member in operations research studies of operational problems. Contribute particularly to those parts of operations research studies with high mathematical content.

Qualifications: Extensive knowledge of mathematical and statistical analyses techniques together with appropriate academic qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

L. P. Twining 70/41744C	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Division	Clerk \$6912-7652 (Class 4), Third Division, General Services Section, Central Office Staffing Sub-section, Melbourne (No. 15)
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Duties: Assessment and approval of salaries, higher duties, living, travelling and other allowances and contributions to superannuation.

Qualifications: A sound knowledge of Public Service Act, Regulations and General Orders desirable.

Telecommunications Division, Commercial Sub-division

G. Chamberlain 59/64598E	Clerk \$8886-9548 (Class 6), Third Division, Telecommunications Division, Victoria	Assistant Controller \$11032-11525 (Class 8), Third Division, Facilities Development Branch, Customers Major Facilities Section, Melbourne (No. 51)
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Duties: Review standard telecommunications facilities and services. Prepare recommendations for rationalisation and develop planned obsolescence programmes. Co-ordinate development and establishment of private message switching systems.

NEW SOUTH WALES

Engineering Division, Administrative Branch

L. N. Jackson 59/38228K	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, unattached	Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, General Services Section, Training Sub-section, Sydney (No. 202)
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Duties: Control and direct the Engineering Division Clerical and Administrative Training Sub-section.

Regional Operations Branch

J. S. Schultz 62/22781P	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Sydney	Lines Supervisor, Grade 1 \$5668, Fourth Division, Radio Section, Newtown
R. J. Foggon 68/24671R	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Newtown	Lines Supervisor, Grade 1 \$5668, Fourth Division, Radio Section, Newtown

N. J. Waterworth 70/22606K	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Newtown	Lines Supervisor, Grade 1 \$5668, Fourth Division, Radio Section, Newtown
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Duties above three positions: Party Leader. Installation and maintenance of radio, broadcasting and television stations (external plant) throughout the State.

Qualifications above three positions: Ability to read structural drawings desirable.

Note above three positions: Occupants must be able to work at heights of up to 700 feet above ground level.

J. E. Grenfell 70/22708C	Postal Clerk \$4605-5744, Third Division, Postal Services Division, Canberra City	Clerk \$5806-6666 (Class 2/3), Third Division, Monaro Section, Canberra (No. 364)
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Duties: Works Officer.

K. E. Linter 73/14154W	Typist \$2113-4579, Fourth Division, Engineering Division, Newcastle	Accounting Machinist, Grade 2 \$5165, Fourth Division, Newcastle Section, Newcastle West (No. 369)
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Duties: Preparation and posting of costing abstracts.

B. J. Hughes 69/23979K	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Singleton	Lines Supervisor, Grade 1 \$5668, Fourth Division, Newcastle Section, Singleton
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Duties: Lines Supervisor, Grade 1 (Depot).

P. G. Waller 67/24184A (18.5.67 (206))	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Mayfield	Lineman, Grade 2 \$4962-5136, Fourth Division, Newcastle Section, Wickham
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Duties: Leading Hand in line party.

S. A. A. Williams 59/47946E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Gosford	Lines Supervisor, Grade 2 \$6258, Fourth Division, Outer Sydney Section, Gosford
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Duties: Pole inspections.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

L. R. McMillan 59/36464P	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, St Marys	Cable Assigner \$5668, Fourth Division, Outer Sydney Section, Parramatta
J. K. Ryan 59/45137E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Bathurst	Lines Supervisor, Grade 2 \$6258, Fourth Division, Western Section, Bathurst

Duties: Pole inspections.

C. A. G. Moore 59/44635M	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, unattached	Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Fourth Division, Western Section, Gilgandra
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Duties: In charge of Technician's district comprising CB non-multiple and manual exchanges, long line equipment and broadband radio repeaters.

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

Support Services Branch

D. G. Priday 59/40545K	Technical Officer (Engineering) Grade 2 \$7843-8347, Fourth Division, Engineering Division, Sydney	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Automotive Plant Section, Sydney (No. 265)
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Duties: Receive and examine requests for provision of vehicles and allocate, if justified. Review operating costs and recommend any improvements to economies of operation of vehicle fleet, as deemed necessary.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Ability in fleet management and staff control desirable.

F. G. Davis 72/12835M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Engineering Division, Greenacre	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Materials Section, Greenacre (No. 28)
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Duties: Clerical assistance to the Senior Inspecting Officer at Residential Testing Station, Greenacre.

A. F. Barnes 59/39459P	Senior Fitter and Turner, Grade 1 \$5622-5778, Fourth Division, Engineering Division, St Peters	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division, Workshops Section, Planning Sub-section, St Peters (No. 403)
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Duties: Under general direction from higher grade Technical Officers, prepare production planning documentation for manufacturing operations including specifications of material requirements, determination of manufacturing processes and preparation of labour estimates.

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

Postal Services Division, Mail Exchange Branch

P. L. D. Lock 69/13353A	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Postal Services Division, Redfern	Senior Postal Officer, Grade 2 \$6782-7302, Fourth Division, Administrative Section, Redfern
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Note: The effective date of this provisional promotion is 14.2.73.

Duties: Officer in Charge of the manual training school. Responsible for the school's efficient conduct to the Assistant Superintendent (Administration). Supervise work of Instructional staff and continually revise instructional methods in conjunction with branch training officer.

P. McInnes 59/31375K	Mail Officer \$4374-5273, Fourth Division, Postal Services Division, Redfern	Senior Mail Officer \$5516-5744, Fourth Division, Commercial Section, Redfern
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Duties: Investigation of irregularities occurring in registered mail

W. E. Burke 59/29911G	Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division, Redfern	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Inland Section, Redfern
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Duties: Control a group of mail officers in the Inland Section on a rotating basis.

Post Offices Branch

I. M. Smith 68/23114G	Postal Clerk \$4605-5744, Third Division, North Sydney	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Northbridge
P. A. Sweeney 60/22264M	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Bankstown	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Bankstown
P. J. McMullen 73/23471A (10.8.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Warrawong	Postman \$4260-4601, Fourth Division, Wollongong

Telecommunications Division

G. I. Barnes 69/24589R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administration Section, Office Services Sub-section, Sydney (No. 99)
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Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

K. F. Alexander 65/13749T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division, Parramatta	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administration Section, Office Services Sub-section, Sydney (No. 114)
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Duties above two positions: Assistance to Staff Clerk. Preparation of higher duty schedule.

Country Region

D. P. Layton 59/28656T	Overseer \$5760-6160, Fourth Division, Telecommunications Division, Newcastle	Supervisor (Telephone), Grade 2 \$6860-7110, Fourth Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 274)
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Qualifications: Occupant must be qualified for transfer or promotion as Monitor (Telephone).

R. D. Hines 59/30764X	Telegraphist \$4605-5744, Fourth Division, Telecommunications Division, Newcastle	Supervisor (Telegraph) \$6237-6666, Fourth Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 73)
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H. E. Briggs 59/27851C	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Albury	Overseer \$5760-6160, Fourth Division, South Section, Wagga Wagga District Telephone Office Sub-section, Albury
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Duties: Supervisor of exchange operating staff.

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

Metropolitan Region, Sales Branch

F. J. M. Harricks 69/23408M	Phonogram Operator \$4169-4520, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Directory and Sales Checks Section, North Sydney (No. 202)
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Duties: Maintain manuscript of alphabetical directory entries.

Finance and Accounting Branch

G. F. Maslen 73/13531T (5.6.73)	Data Processing Operator-in-training \$2054-4107, Fourth Division, unattached	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Administrative and Relief Section, Relief Sub-section (No. 124)
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Personnel and Industrial Relations Branch

P. J. Costello 72/11997K	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Industrial Relations Branch, Milsons Point	Methods Officer \$8886-9548 (Class 6), Third Division, Establishments and Management Advisory Services Section, Milsons Point (No. 443)
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Duties: Undertake methods investigations including the more important office mechanisation investigations of a long term project nature.

M. W. O'Sullivan 73/12410E	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$6912-7652 (Class 4), Third Division, Establishments and Management Advisory Services Section, Milsons Point (No. 462)
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Duties: Assistant Forms Officer. Examine office procedures and undertake the design and layout of forms.

P. T. Langtry 73/12412P	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$6912-7652 (Class 4), Third Division, Establishments and Management Advisory Services Section, Milsons Point, vice P. J. Costello, prov. prom. 24.1.74 (No. 12)
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Duties: Investigate less complex organisation and classification proposals and prepare reports and recommendations.

J. R. Wheeler 73/10670R	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$6912-7652 (Class 4), Third Division, Establishments and Management Advisory Services Section, Advisory Services Sub-section, Milsons Point (No. 165)
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Duties: Assist in methods investigations including clerical work measurement studies.

J. M. M. Carroll 69/13588M	Typist, Grade 1 \$2113-4579, Fourth Division, Personnel and Industrial Relations Branch, Milsons Point	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Security Section, Security Sub-section, Sydney (No. 624)
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Duties: Provide clerical and typing assistance for the Regional Security Officer.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

M. E. Duffy 68/10357T	Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Personnel and Industrial Relations Branch, Sydney	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Staffing and General Services Section, Executive Development and Training Sub-section, Sydney (No. 117)
<i>Duties:</i> Organise and conduct training courses in supervision.		
A. A. Hunt 59/33526W	Assistant Superintendent \$12019-12510 (Class 9), Third Division, unattached	Assistant Manager \$13004-13498 (Class 10), Third Division, Industrial Relations Section, Sydney (No. 215)
M. A. Perrott 59/36639K	Assistant Superintendent \$11032-11525 (Class 8), Third Division, unattached	Assistant Manager \$13004-13498 (Class 10), Third Division, Staffing and General Services Section, Sydney (No. 216)
D. H. Guilfoyle 59/35818X	Assistant Superintendent \$12019-12510 (Class 9), Third Division, unattached	Assistant Manager \$13004-13498 (Class 10), Third Division, Establishment and Management Advisory Services Section, Sydney (No. 214)
<i>Duties above three positions:</i> Responsible to the Head of the Branch for the control and direction of the Section and in particular the development of its role.		

Supply Branch

W. R. Stapleton 70/11985M	Clerk \$2713-5594 (Class 1), Third Division, Supply Branch, Milsons Point	Clerk \$5806-6666 (Class 2/3), Third Division, Procurement Section, Milsons Point (No. 49)
<i>Duties:</i> Suppliers' Accounts Examination Officer.		

VICTORIA

Engineering Division, Administrative Branch

H. L. Sutton 65/38528R	Accounting Machinist, Grade 2 \$5165, Fourth Division, Supply Branch	Accounting Machinist Supervisor, Grade 1 \$5487-5663, Fourth Division, Costing Section, Melbourne (No. 224)
<i>Duties:</i> Responsible for the production of accounting machine results and the preparation of cost summaries at state levels for the Engineering Division.		
C. M. Lawrence 70/40940R	Accounting Machinist, Grade 1 \$2113- 4579, Fourth Division, Engineering Division	Accounting Machinist, Grade 2 \$5165, Fourth Division, Costing Section, Mel- bourne (No. 227)
<i>Duties:</i> Posting of engineering abstracts.		
<i>Qualifications above two positions:</i> Completion of the prescribed test.		
K. L. Manchester 71/36779E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Engineering Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Sec- tion, Melbourne (No. 95)
<i>Duties:</i> Index and registration assistant.		

Construction Branch

N. R. Curry 59/59991C	Engineer, Class 2 \$9581-10702, Third Division, Engineering Division	Engineer, Class 3 \$11348-12664, Third Division, Metropolitan Installation No. 1 (South) Section, Melbourne (No. 36)
F. W. Simcox 59/60990K	Engineer, Class 2 \$9581-10702, Third Division, unattached	Engineer, Class 3 \$11348-12664, Third Division, Metropolitan Installation No. 2 (North) Section, Melbourne (No. 46)
<i>Duties above two positions:</i> Design and installation of major exchange switching equipment.		
W. I. Harry 59/60294P	Engineer, Class 2 \$9581-10702, Third Division, Engineering Division	Engineer, Class 3 \$11348-12664, Third Division, Primary Works (Country) Sec- tion, St Kilda (No. 56)
<i>Duties:</i> Design and installation of major conduit and cable systems in Metropolitan and Provincial Centres.		
R. W. Little 59/58566G	Engineer, Class 2 \$9581-10702, Third Division, Engineering Division	Engineer, Class 3 \$11348-12664, Third Division, Country Installation No. 2 (East) Section, Melbourne (No. 18)
<i>Duties:</i> Design and installation of major exchange and long line equipment.		
M. A. Lucardie 63/37420C	Engineer, Class 2 \$9581-10702, Third Division, Engineering Division	Engineer, Class 3 \$11348-12664, Third Division, Country Installation No. 2 (East) Section, Melbourne, vice J. R. Gallagher, prov. prom. 24.1.74 (No. 87)
<i>Duties:</i> Design and installation of exchange switching and transmission equipment.		
R. W. Dean 70/36831K	Engineer, Class 1 \$6200-8953, Third Division, unattached	Engineer, Class 2 \$9581-10702, Third Division, Metropolitan Installation No. 1 (South) Section, Melbourne (No. 38)

*Name and personnel
(also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

D. B. Sellers 69/40104K	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division	Engineer, Class 2 \$9581-10702, Third Division, Metropolitan Installation No. 2 (North) Section, Melbourne, vice M. A. Lucardie, prov. prom. 24.1.74 (No. 48)
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Duties above two positions: Design and installation of exchange switching equipment.

W. M. Tse 71/40646G	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division	Engineer, Class 2 \$9581-10702, Third Division, Country Installation No. 3 Section, Melbourne, vice R. W. Little, prov. prom. 24.1.74 (No. 28)
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Duties: Design and installation of exchanges and transmission equipment (e.g. radio and long line equipment).

R. W. Wallace 70/36848X	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division	Engineer, Class 2 \$9581-10702, Third Division, Melbourne (No. 4)
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Duties: Equipment design and co-ordination and the provision of specialist advice.

W. H. Wheaton 69/38917E	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division	Engineer, Class 2 \$9581-10702, Third Division, Primary Works (Country) Section, St Kilda, vice W. I. Harry, prov. prom. 24.1.74 (No. 58)
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Duties: Design and installation of conduit and cable systems in country and provincial centres.

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

R. J. Keogh 69/37189C	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Country Installation No. 3 Section, Jolimont (No. 48)
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Duties: Personnel Officer.

Metropolitan Operations Branch

L. R. Green 66/45517A	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Operations No. 6 (South East) Section, Clayton
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Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

Telecommunications Division, Country Region

D. E. Lewis 68/40546R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, District Telephone Office, Dandenong (No. 335)
Z. P. Longley 68/45764W	Telephonist \$1813-3931, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, District Telephone Office, Dandenong (No. 322)

Duties above two positions: Deal with inquiries for telecommunication facilities and assist with the processing of applications.

Metropolitan Region, Sales Branch

M. F. Shearer 62/45472W	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Directory and Sales Checks Section, Melbourne (No. 316)
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Duties: Inspection of telecommunications equipment in subscribers' premises and reconciliation with departmental records.

Qualifications: A sound knowledge of telecommunications equipment and charges is desirable.

ADP Branch

T. E. Perrett 59/62799E	Programmer \$11032-11525 (Class 8), Third Division, Management Services Division, Central Staff, Melbourne	Senior Programmer \$12019-12510 (Class 9), Third Division, Technical Services Section, Clayton (No. 3)
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Duties: Manage and control the overall activities of staff and utilisation of equipment in the Technical Services Section.

Qualifications: Experience in the management of a large computer installation, together with experience of computer systems and programming. Administrative ability of a high order. Tertiary qualifications are desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

R. T. Smith 68/38061P <i>Duties:</i> Investigate difficulties arising in production system processing. Control, direct and co-ordinate the activities of lower level staff. <i>Qualifications:</i> Knowledge of large ADP systems and practices is essential. Considerable programming skill and experience. Tertiary qualifications are desirable.	Programmer \$8886-9548 (Class 6), Third Division, Department of Transport, Melbourne	Programmer \$11032-11525 (Class 8), Third Division, Process Control Sub-section, Clayton (No. 4)
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Personnel and Industrial Relations Branch

W. F. Watt 63/37966C <i>Duties:</i> Officer-in-charge, Central Registry. Responsible for the management and operation of the Central Registry. <i>Qualifications:</i> Proven management and administrative ability is required.	Clerk \$7899-8639 (Class 5), Third Division, unattached	Clerk \$8886-9548 (Class 6), Third Division, Staffing and General Services Section, Melbourne (No. 2)
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B. T. Donohue 68/46437X <i>Duties:</i> Check, prepare and bank food service takings. Maintain financial and stocktaking records.	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personnel and Industrial Relations Branch	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Staffing and General Services Section, Melbourne (No. 138)
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QUEENSLAND

Country Branch

J. D. Giltrow 62/61166M <i>Duties:</i> Personnel Officer. In charge of Personnel Group in District Office.	Clerk \$5806-6666 (Class 2/3), Third Division, Post Offices Branch, Roma	Clerk \$6912-7652 (Class 4), Third Division, Central Section, Mackay (No. 162)
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Engineering Division, Administrative Branch

D. S. Cameron 70/58680W <i>Duties:</i> Responsible for keeping sectional establishment records and transcribing pay variations to history cards, and perform other clerical assistance as required.	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Staff and Industrial Section, Brisbane (No. 202)
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Personnel and Industrial Relations Branch

K. Heiniger 59/21060P	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch	Welfare Officer \$6912-7652 (Class 4), Third Division, Industrial Relations Section, Brisbane (No. 45)
C. M. Hickey 68/57788P <i>Duties above two positions:</i> Interview and counsel staff on personal welfare matters. Undertake work associated with staff amenities, housing and Postal Institute. Operate trust accounts.	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch	Welfare Officer \$6912-7652 (Class 4), Third Division, Industrial Relations Section, Brisbane (No. 243)
A. J. Meara 70/57383W <i>Duties:</i> Provide relief in the Establishments and Management Advisory Services Section.	Clerk \$2713-5594 (Class 1), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Staffing and General Services Section, Brisbane (No. 238)

Postal Services Division, Post Offices Branch

R. A. Wheeler 59/21820K <i>Duties:</i> Control a staff of twenty-seven Postmen.	Postman (Relief) \$4260-4601, Fourth Division, Toowoomba	Overseer (Postmen) \$5273, Fourth Division, Toowoomba
B. R. Cornick 59/20403M	Postman \$4260-4601, Fourth Division, Rockhampton	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Rockhampton
M. W. Blunt 73/61269T (30.4.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Tully	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Tully
B. W. Kingsman 72/61451C (1.6.72 (42))	Assistant Postal Officer \$2074-5148, Fourth Division, Nundah	Postman \$4260-4601, Fourth Division, Nundah

Telecommunications Division, Metropolitan Region

M. A. Mahoney 66/61551G <i>Qualifications:</i> Must be qualified as Monitor (Phonograms).	Phonogram Operator \$1813-3931, Fourth Division, Telecommunications Division	Monitor \$4242-4379, Fourth Division, Service Branch, Chief Telegraph Office Section, Brisbane
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

SOUTH AUSTRALIA

Engineering Division, Country Branch

J. J. Hallion 59/14355C	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Northern Section, Leigh Creek
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Duties: Officer-in-charge, responsible for maintenance of long line equipment, manual exchanges, subscribers equipment, PMBX, Teleprinter and national broadcast station 5LC.

Note: Occupant must be licenced to drive a motor vehicle.

M. J. Walker 59/15537C	Telecommunications Technician \$6003- 6693, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Northern Section, Wallaroo
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Duties: Provide technical assistance particularly with respect to circuit modification and design.

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

Support Services Branch

B. G. Webb 59/11876G	Mail Officer \$4374-5273, Fourth Division, Postal Services Division	Photographer-in-charge \$5822-5975, Fourth Division, Drafting Section, Adelaide (No. 85)
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Duties: Control the Photographic activities of the Photographic and Plan Production Sub-section.

R. A. Webb 71/66684W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Engineering Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Automotive Plant Section, Adelaide (No. 572)
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Duties: Provide clerical assistance to the Foreman Mechanic to prepare daily working reports and staff statements and operate petty cash advance and the public address system.

Postal Services Division

R. L. Hintz 59/12609R	Clerk \$7899-8639 (Class 5), Third Division, Telecommunications Division	Clerk \$8886-9548 (Class 6), Third Division, Adelaide (No. 13)
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Duties: Divisional Budget Officer. Co-ordinate Divisional budgets and conduct special budget reviews, analyse submissions for management control purposes, oversight receipts and expenditures, investigate and report on reasons for trends, develop, revise and update the five-year postal services business plan and investigate and report on special projects undertaken on behalf of the Assistant Director.

Qualifications: A sound knowledge of budgetary procedures and business plan accounting as these apply to the Division and a capacity for investigatory work together with Accountancy or other tertiary qualifications desirable.

Mail Exchange Branch

B. D. Emery 59/10496X	Senior Postal Clerk, Grade 1 \$6002- 6555, Third Division, Postal Services Division	Clerk \$6912-7652 (Class 4), Third Division, Adelaide (No. 13)
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K. J. Taylor 65/70257T	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division	Clerk \$6912-7652 (Class 4), Third Division, Adelaide (No. 15)
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Duties above two positions: Discuss and advise the public on the postal facilities provided by the Australian Post Office.

Qualifications above two positions: Thorough knowledge of the Post and Telegraph Act and Post Office Guide desirable.

Post Offices Branch

M. P. Conlon 65/66478K	Postmaster, Grade 2 \$7044-7822, Third Division, Oaklands Park	Postmaster, Grade 3 \$8104-8947, Third Division, Croydon
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Qualifications: Occupant must be qualified in accordance with conditions notified in Gazette No. 9 of 30.1.73.

Finance and Accounting Branch

B. G. Miller 69/66060T	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Administration Section, Adelaide (No. 364)
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G. G. Sterzl 68/66771C	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Administration Section, Adelaide (No. 363)
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Duties above two positions: Provide recreation, sick and special leave relief for Clerks (Class 2/3) and above.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

J. A. Horne 62/66130W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Ade- laide (No. 159)
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Duties: File Telephone Applications (TS33) and intersort daily receipts (FAR200). Process forms TS33 and FAR200 on receipt of New Service Telephone Orders and forms FAR200 held on New Lines Register in excess of 6 months.

TASMANIA

Director's Staff

C. A. Burke 70/81214R	Clerk \$5806-6666 (Class 2/3), Third Division, Director's Staff, Hobart	Assistant Public Relations Officer \$6912- 7652 (Class 4), Third Division, Public Relations Section, Hobart (No. 5)
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Duties: Undertake work associated with public relations activities including (i) the research and preparation of feature articles for the press; (ii) preparation and issue of news releases as required; (iii) maintenance of the Sectional library and (iv) the preparation and submission of material for inclusion in the APO News. Provide general administrative assistance to the Public Relations Officer as required.

Qualifications: Knowledge of and aptitude for public relations work and knowledge of the departmental organisation, services and functions is desirable.

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Management Services Branch

M. B. White 64/86254W	Clerk \$6912-7652 (Class 4), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Finance and General Services Section, Finance and Accounts Sub-section, Finance Unit, Canberra (No. 1270)
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Duties: Assist in the preparation and review of estimates of revenue and expenditure and analyse the progress of revenue collection and expenditure from appropriations. Prepare applications for additional funds as required.

Qualifications: Accountancy qualifications and relevant experience desirable.

E. S. Hartley 73/86870X	Typist, Grade 1 \$1838-3981, Fourth Division, Department of the Prime Minister and Cabinet, Canberra	Clerical Assistant, Grade 2 \$4392-4678, Fourth Division, Finance and General Services Section, General Services Sub- section, Office Services Unit, Canberra (No. 3156)
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Duties: Control manual collating and stores procedures within the document production centre; supervise subordinate staff. Operate addressograph and other equipment as required. Maintain centre's workload records.

Bureau of Agricultural Economics, Technical and Administrative Services Branch

A. Parish 67/86465X	Data Processing Operator, Grade 2 \$4491, Fourth Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Data Processing Operator, Grade 3 \$4771, Fourth Division, Data Processing Section, Support Sub-section, Canberra (No. 1803)
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Duties: Assist the Supervisor as required. Perform the more difficult card punching and verifying involving substantial interpretation of coding.

Qualifications: Proficiency in the operation of Data Processing equipment and encoding documents for a wide variety of applications an advantage. Passed the prescribed test. Ability to supervise staff desirable.

Forestry and Timber Bureau

M. M. Clowry 71/86707R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administrative Section, Finance and Publications Sub-section, Publications Group, Canberra, vice B. P. Peisley, prov. prom. 25.10.73 (No. 3220)
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Duties: Attend to counter sales and written requests for Bureau publications and supervise other staff preparing orders and packaging and dispatching publications. Supervise the maintenance and recording of publication stocks held at the Bureau.

Qualifications: Broad experience in relation to the sale and storage of publications. Experience in providing general information to the public also desirable.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

Economic Division, External Economic Policy Branch

W. J. Brocklebank 71/88483X	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Cities Commission	Clerk \$6912-7652 (Class 4), Third Divi- sion (No. 523)
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Duties: Examine and draft material for submissions and briefs and prepare correspondence. Undertake minor research, as directed.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Domestic Economic Policy Branch

- G. J. Bruest** Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence—Navy Office Clerk \$7899-8639 (Class 5), Third Division, vice E. J. Rogers (No. 18)
68/87558R
Duties: Assist, as directed, with the preparation of material for submissions and briefs. Assist with investigations and research.
Qualifications: Tertiary qualifications desirable.
- K. L. Bone** Clerk \$4521-5594 (Class 1), Third Division Clerk \$7899-8639 (Class 5), Third Division (No. 19)
73/10049G
Duties: Assist, as directed, with the preparation of material for submissions and briefs. Assist with investigations and research.
Qualifications: Tertiary qualifications desirable.
- R. C. Emery** Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Domestic Economic Policy Branch (No. 520)
72/88656A
Duties: Examine and draft material for submissions and briefs and prepare correspondence. Undertake minor research, as directed.

External Relations and Defence Division

- A. B. Smith** Clerk \$12019-12500 (Class 9), Third Division, Department of the Treasury Senior Adviser \$13991-14484 (Class 11), Third Division, Science and Defence Branch (No. 499)
58/46921T
Duties: Responsible to the Assistant Secretary. Control the activities of the Defence and General Section. Prepare submissions, briefing notes and advice for the Prime Minister and the Secretary. Assist with the formulation of policy proposals and recommendations.
Qualifications: Appropriate academic qualifications desirable.

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

ADP Division, Departmental ADP Systems Branch

- P. R. Logan** Programmer \$8886-9548 (Class 6), Third Division, Department of Health, Canberra Programmer \$11032-11525 (Class 8), Third Division, Applications Development Section, Programming Sub-section, Canberra (No. 156)
69/85109T
Duties: As directed, undertake systems analysis, design and programming for the Board's ADP System.
Qualifications: Experience in analysis, design and programming for the Board's ADP System. Tertiary qualifications desirable.

Personnel Management Division, Recruitment Branch

- B. L. Smith** Clerk \$7899-8639 (Class 5), Third Division, Canberra Clerk \$8886-9548 (Class 6), Third Division, Selection Techniques Section, Canberra (No. 173)
70/14373A
Duties: Oversight implementation of the annual programme of examinations; make recommendations on examination policy and procedures.

VICTORIA

Personnel Services Branch

- D. P. Belleville** Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne Clerk \$6912-7652 (Class 4), Third Division, Recruitment Section, Office Categories Sub-section, Melbourne (No. 85)
70/39082K
Duties: Interview and place applicants for appointment as Clerk and Clerical Assistant.
- P. T. Lovett** Clerk \$2713-5594 (Class 1), Third Division, unattached Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, General Conditions Sub-section, Melbourne (No. 19)
72/37592W
Duties: Examine and approve, where authorised, allowances (all types), leave without pay, cancellation of promotions, etc. Answer queries on conditions of service.
- R. J. Maguire** Clerk \$2713-5594 (Class 1), Third Division, unattached Clerk \$5806-6666 (Class 2/3), Third Division, Recruitment Section, Office Categories Sub-section, Melbourne (No. 24)
72/37221R
Duties: Oversight processing of applications for Third Division positions.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

S. M. Rowe 71/40737P	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Recruitment Section, Special Recruitment No. 1 Sub-section, Melbourne, vice H. Cousins, prov. prom. 10.1.74 (No. 25)
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Duties: Organise and administer arrangements for the conduct of specialist recruitment campaigns.

P. J. Rogan 72/37754W	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Recruitment Section, Office Categories Sub-section, Melbourne, vice S. M. Rowe, prov. prom. 24.1.74 (No. 36)
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Duties: Oversight processing of applications for Fourth Division positions.

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL STAFF

C. J. Bain 69/85720W	Clerk, \$7899-8639 (Class 5), Third Division, Government Division	Executive Assistant, \$8886-9548 (Class 6), Third Division, Canberra (No. 43)
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Duties: Carry out special assignments allotted by the Chairman.

Qualifications: Academic qualifications should be stated.

Services Branch

P. M. Medway 70/85181M	Clerk \$5806-6666 (Class 2/3), Third Division, Bureau of Mineral Resources	Clerk \$6912-7652 (Class 4), Third Division, Canberra (No. 336)
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Duties: Direct, control and co-ordinate the Commission's typing, printing, copying and proof reading services. Provide a publications service within the Commission.

Qualifications: Ability to direct and control staff, together with experience in design, specification and control of forms and reports desirable.

L. A. Edgar 73/11612W	Typist, Grade 2, \$4731-5035, Fourth Division, Department of Housing and Construction	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Administration Section, Sydney (No. 286)
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Duties: Provide personal stenographic and secretarial assistance for a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

AUDITOR-GENERAL'S OFFICE

Auditor-General's Office, Queensland Branch

A. W. Hughes 67/57933K	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Science, Bureau of Meteorology, Brisbane	Clerk \$6912-7652 (Class 4), Third Division, Brisbane (No. 64)
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Duties: Responsible to the Chief Auditor for management services functions of the Branch—including personnel, salaries accounting and registry.

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Management Services Division, Methods and Services Branch

R. A. Baxter 66/39134W	Clerk, \$6912-7652 (Class 4), Third Division	Assistant Inspector \$8886-9548 (Class 6), Third Division, Personnel, Establishments and Training Section, Establishments and Information Services Sub-section (No. 13)
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Duties: As directed carry out minor organisation and classification reviews and assist with major reviews.

Finance Branch

R. L. Toomey 65/57920G	Assistant Inspector \$8886-9548 (Class 6), Third Division	Accountant \$9876-10538 (Class 7), Third Division, Budgets and Accounts Section, Accounts and Funds Sub-section (No. 8)
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Duties: Supervise and control the activities of the Accounts Sub-section. Authorising Officer for control of warrant authority and in respect of local and overseas expenditure for Central Office.

Qualifications: Accounting or equivalent qualifications, or progress in studies, should be stated.

NEW SOUTH WALES

Branch Office

D. E. Maclean 71/14542K	Social Worker, Class 1 \$5360-7980, Third Division	Social Worker, Class 2 \$8390-9075, Third Division, Medical Section, Sydney (No. 31)
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Duties: Control the group of Social Workers and Welfare Officers operating from Branch Office.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

M. P. Charlton 71/10374A	Social Worker, Class 1 \$5360-7980, Third Division	Social Worker, Class 2 \$8390-9075, Third Division, Medical Section, Sydney (No. 122)
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Duties: Control the activities of the social work group at Lady Davidson Hospital, Turrumurra.

O. Davies 69/10990K	Social Worker, Class 1 \$5360-7980, Third Division	Social Worker, Class 2 \$8390-9075, Third Division, Medical Section, Sydney (No. 137)
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C. Przialgovskis 71/13017E	Social Worker, Class 1 \$5360-7980, Third Division	Social Worker, Class 2 \$8390-9075, Third Division, Medical Section, Sydney (No. 156)
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M. A. Wadley 68/10117X	Social Worker, Class 1 \$5360-7980, Third Division	Social Worker, Class 2 \$8390-9075, Third Division, Medical Section, Sydney (No. 158)
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Duties above three positions: Control the activities of a Social Work Group at Repatriation General Hospital, Concord.

Qualifications above five positions: Appropriate degree or diploma of a university, college of advanced education or equivalent qualifications.

VICTORIA

Branch Office

M. A. Marinucci 72/38012G	Typist, Grade 1 \$1838-3981, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Treatment Section, South Melbourne (No. 45)
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Duties: Record and check details of claims and maintain register of Treasury Forms 12.

T. G. Assaff 73/36691E	Typist, Grade 1 \$1838-3981, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Treatment Section, South Melbourne (No. 39)
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Duties: Prepare and dispatch letters of advice regarding Specialist appointments. Prepare travel warrants and arrange taxi transport as indicated.

WESTERN AUSTRALIA

Repatriation General Hospital

B. Van Rooyen 67/75122E	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant Grade 4 \$5398-5686, Fourth Division, Administrative Services, Hollywood (No. 11)
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Duties: Purchasing Officer, Medical Consumable Stores and X-ray requirements.

Branch Office

W. G. Rome 60/75039K	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Accounts Section, Perth (No. 12)
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Duties: Chemist Claims Clerk.

V. Fimognari 66/75295K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Accounts Section, Perth (No. 15)
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Duties: Medical Sustenance Clerk.

J. C. Hammill 63/75241K	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Pensions Section, Perth (No. 23)
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Duties: Counter Clerk.

C. C. Willoughby 69/75938T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Registry Section, Perth (No. 3)
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Duties: Classify all inward correspondence and forms. Supervise and direct indexing, registration and Service Documents, interstate liaison, mail and courier dispatch.

DEPARTMENT OF SCIENCE

VICTORIA

Analytical Services Branch

G. S. Roberts 69/37955M	Technical Officer, Grade 1 \$6003-7613, Third Division	Chemist, Class 1 \$6000-8953, Third Division, Melbourne (No. 4)
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Duties: Perform analytical work requiring the exercising of the independent application of established techniques and methods.

Qualifications: Appropriate degree or diploma of a recognised university, college of advanced education or equivalent.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

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|---|---|---|
| <p>C. M. O'Connor
71/40518M
<i>Duties:</i> Conduct and complete analyses, head a team conducting the isolation, purification and determination of chlorinated hydrocarbon and organosphosphate pesticide residues in foodstuffs.
<i>Qualifications:</i> Appropriate degree or diploma of a recognised university, college of advanced education or equivalent.</p> | <p>Technical Assistant, Grade 2 \$5681-6371,
Third Division</p> | <p>Chemist, Class 1 \$6000-8953, Third Division, Melbourne (No. 28)</p> |
| <p>R. W. Cromie
65/37677T
<i>Duties:</i> Conduct and complete analyses, head a team conducting the isolation, purification and determination of chlorinated hydrocarbon and organosphosphate pesticide residues in foodstuffs.
<i>Qualifications:</i> Appropriate degree or diploma of a recognised university, college of advanced education or equivalent.</p> | <p>Technical Officer, Grade 1 \$6003-7613,
Third Division</p> | <p>Chemist, Class 1 \$6000-8953, Third Division, Melbourne (No. 58)</p> |

BUREAU OF METEOROLOGY

CENTRAL STAFF

Management Branch

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| <p>P. Mifsud
72/41962G
<i>Duties:</i> Perform stenographic and typing duties as required.</p> | <p>Typist, Grade 1 \$2113-4579, Fourth Division</p> | <p>Typist, Grade 2 \$4731-5035, Fourth Division, Property and General Services Section, Melbourne (No. 90)</p> |
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Research and Development Branch

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| <p>G. B. Lusby
73/40981W
<i>Duties:</i> Extract, copy, and edit data for special projects. Prepare data sets for computer treatment. Maintain section library, of manuals and reports.</p> | <p>Clerical Assistant, Grade 1 \$1959-4298,
Fourth Division, unattached</p> | <p>Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Special Projects Section, Melbourne (No. 29)</p> |
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QUEENSLAND

Regional Office

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|---|---|---|
| <p>D. J. Faber
73/57603R
<i>Duties:</i> Maintain the records, stores and equipment of the Brisbane Maintenance Unit and prepare relative correspondence.</p> | <p>Clerical Assistant, Grade 1 \$1959-4298,
Fourth Division, Department of Customs and Excise, Brisbane</p> | <p>Clerical Assistant, Grade 2 \$4393-4678,
Fourth Division, Technical Maintenance Section, Brisbane (No. 212)</p> |
| <p>W. J. Fitzgibbon
66/57073P
<i>Duties:</i> Prepare meteorological bulletins from coded and uncoded reports; prepare telegraphic messages; attend to public inquiries.
<i>Qualifications:</i> Typing ability to be stated.
<i>Note:</i> Shift work is involved.</p> | <p>Clerical Assistant, Grade 2 \$4393-4678,
Fourth Division, Department of Labour, Brisbane</p> | <p>Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Facilities and Information Section, Brisbane (No. 305)</p> |
| <p>R. M. Adamson
64/36817T
<i>Duties:</i> Senior Shift Forecaster—Prepare more important analyses and prognoses. Formulate forecast policy. Conduct more complex case studies and investigations.
<i>Qualifications:</i> Appropriate university degree or diploma. Extensive experience and proven ability in analysis, prognosis and forecasting. Management ability of a high order.</p> | <p>Meteorologist, Class 2 \$9397-10521, Third Division, Regional Office, Brisbane</p> | <p>Meteorologist, Class 3 \$11050-12364
Third Division, Regional Forecast Centre, Brisbane (No. 13)</p> |
| <p>R. O. Birks
69/37673P
<i>Duties:</i> Prepare analyses, prognoses, forecasts and warnings. Lead and participate in provision of information to media. Conduct case studies and investigations.
<i>Qualifications:</i> Appropriate university degree or diploma. Considerable experience and ability in analysis, prognosis and forecasting.</p> | <p>Meteorologist, Class 1 \$6000-8953, Third Division, Regional Office, Brisbane</p> | <p>Meteorologist, Class 2 \$9397-10521, Third Division, Regional Forecast Centre, Brisbane, vice R. M. Adamson, prov. prom. 24.1.74 (No.15)</p> |

NORTHERN TERRITORY

Regional Office

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| <p>R. J. Garske
67/57915E</p> | <p>Meteorologist, Class 2 \$9397-10521, Third Division, Regional Office, Darwin</p> | <p>Meteorologist, Class 3 \$11050-12364,
Third Division, Regional Forecast Centre, Darwin, vice R. Falls, prov. prom. 24.1.74 (No. 68)</p> |
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Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

J. R. Dear 62/36519T	Meteorologist, Class 2 \$9397-10521, Third Division, Regional Office, Darwin	Meteorologist, Class 3 \$11050-12364, Third Division, Regional Forecast Centre, Darwin (No. 53)
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G. D. Crane 58/31437K	Meteorologist, Class 2 \$9397-10521, Third Division, Regional Office, Darwin	Meteorologist, Class 3 \$11050-12364, Third Division, Regional Forecast Centre, Darwin (No. 72)
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Duties above three positions: Senior Shift Forecaster. Prepare more important analyses and prognoses. Formulate forecast policy. Conduct more complex case studies and investigations.

Qualifications above three positions: Appropriate university degree or diploma. Extensive experience and proven ability in analysis, prognosis and forecasting work. Management ability of a high order.

J. T. Arthur 68/38119A	Meteorologist, Class 1 \$6000-8953, Third Division, Alice Springs	Meteorologist, Class 2 \$9397-10521, Third Division, Regional Forecast Centre, Darwin, vice R. J. Garske, prov. prom. 24.1.74 (No.8)
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G. Grunbaum 70/38564P	Meteorologist, Class 1 \$6000-8953, Third Division, Regional Office, Darwin	Meteorologist, Class 2 \$9397-10521, Third Division, Regional Forecast Centre, Darwin, vice G. D. Crane, prov. prom. 24.1.74 (No. 9)
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Duties above two positions: Prepare analyses, prognoses, forecasts and warnings. Lead and participate in provision of information to media. Conduct case studies and investigations.

Qualifications above two positions: Appropriate university degree or diploma. Considerable experience and ability in analysis, prognosis and forecasting.

A. E. Doolan 69/37578C	Meteorologist, Class 1 \$6000-8953, Third Division, Regional Office, Darwin	Meteorologist, Class 2 \$9397-10521, Third Division, Facilities and Information Section, Darwin, vice J. R. Dear, prov. prom. 24.1.74 (No. 17)
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Duties: Under general direction of more senior professional staff, supervise the provision of Regional Office information services, maintenance of communications systems and the standard of meteorological observations. Carry out climatological studies as required.

Qualifications: Appropriate university degree or diploma with experience in the provision of meteorological forecasting and information services desirable.

SOUTH AUSTRALIA

Regional Office

J. F. Corbett 62/36936E	Meteorologist, Class 2 \$9397-10521, Third Division, Regional Office, Adelaide	Meteorologist, Class 3 \$11050-12364, Third Division, Regional Forecast Centre, Adelaide (No. 17)
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Duties: Senior shift forecaster. Prepare more important analyses and prognoses. Formulate forecast policy. Conduct more complex case studies and investigations.

Qualifications: Appropriate university degree or diploma. Extensive experience and proven ability in analysis, prognosis and forecasting. Management ability of a high order.

D. T. Evesson 73/66019X	Meteorologist, Class 1 \$6000-8953, Third Division, Regional Office, Adelaide	Meteorologist, Class 2 \$9397-10521, Third Division, Regional Forecast Centre, Adelaide (No. 14)
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Duties: Prepare analyses, prognoses, forecasts and warnings. Lead and participate in provision of information to media. Conduct case studies and investigations.

Qualifications: Appropriate university degree or diploma. Considerable experience and ability in analysis, prognosis and forecasting work.

K. R. Burrows 70/38565T	Meteorologist, Class 1 \$6000-8953, Third Division, Regional Office, Darwin	Meteorologist, Class 2 \$9397-10521, Third Division, Facilities and Information Section, Adelaide, vice J. F. Corbett, prov. prom. 24.1.74 (No. 25)
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Duties: Under general direction of more senior professional staff, supervise the provision of Regional Office information services, maintenance of communications systems and the standard of meteorological observations. Carry out climatological studies as required.

Qualifications: Appropriate university degree or diploma with experience in the provision of meteorological forecasting and information services desirable.

DEPARTMENT OF SECONDARY INDUSTRY

CENTRAL STAFF

Industry Policy and Planning Division, Industry Development Branch

W. R. Irlam 58/39286M	Chief Finance Officer, Grade 2 \$13991-14484 (Class 11), Third Division, Department of the Treasury, Canberra	Assistant Secretary \$17300, Second Division, Canberra (No. 1371)
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Duties: Formulate policy recommendations and interpret and administer policy decisions. Direct and control the operations of the Branch.

Qualifications: Experience at responsible level in the formulation of policy proposals, together with proven managerial and administrative ability desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Survey Branch

J. T. Gerrard 58/17765P <i>Duties:</i> Supervise and control the work of the Land Titles Sub-section. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.	Senior Draftsman \$8599-9103, Third Division <i>Duties:</i> Undertake the more important work carried out by the sub-section.	Supervising Draftsman \$9379-9932, Third Division (No. 151)
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NEW SOUTH WALES

New South Wales Office

J. M. Atkins 58/23725E <i>Duties:</i> Officer-in-charge of Revenue Sub-section. Supervise rents receivable ledger, sundry debtors ledger and Collector of Public Moneys.	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney.	Clerk \$6912-7652 (Class 4), Third Division, Accounts and Personnel Section, Revenue Sub-section (No. 236)
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VICTORIA

Accounts and Personnel Section

M. M. Bonett 58/35360K <i>Duties:</i> Supervise and direct the staff of the Registry to ensure its efficient operation. Sort and classify inward correspondence.	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Office Services Sub-section (No. 50)
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Survey and Drafting

G. N. Lovelock 69/37007E <i>Duties:</i> Prepare land, engineering and topographical plans of some complexity from survey field books or other data. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.	Draftsman \$6003-7613, Grade 1, Third Division	Draftsman \$7843-8347, Grade 2, Third Division, Drafting Sub-section (No. 347)
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SOUTH AUSTRALIA

Accounts and Personnel Section

T. N. Hedger 58/33250W <i>Duties:</i> Direct and control the activities of the section. Provide executive assistance to the Chief Property Officer and liaise with Members of Parliament in relation to facilities, furniture and accommodation standards. Prepare important correspondence and submissions and exercise accounting and Public Service Act delegations.	Clerk \$7899-8639 (Class 5), Third Division, Department of Housing and Construction, Adelaide	Senior Clerk and Accountant \$8886-9548 (Class 6), Third Division, Adelaide, vice C. L. E. Rogers, prov. prom. 13.12.73 (No. 66)
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K. G. May 65/67261P <i>Duties:</i> Personnel Officer. Supervise and direct operations of Personnel, Office Services, Relief and Parliamentary Sub-sections. Prepare correspondence in connection with organisation proposals and maintain organisation and establishment records. Exercise delegations. <i>Qualifications:</i> Sound knowledge of Public Service Act and Regulations and General Orders; other relevant Acts and conditions of employment desirable.	Clerk \$5806-6666 (Class 2/3), Third Division, Adelaide	Clerk \$6912-7652 (Class 4), Third Division, Adelaide, vice W. E. Barton, prov. prom. 19.12.73 (No. 113)
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C. R. Howison 72/66302W <i>Duties:</i> Staff Clerk. Arrange the processing of salary variations and allowances. Maintenance of standard personnel records. <i>Qualifications:</i> Knowledge of Public Service Act and Regulations, General Orders and Superannuation Act desirable.	Clerk \$2713-5594 (Class 1), Third Division, Adelaide	Clerk \$5806-6666 (Class 2/3), Third Division, Adelaide, vice K. G. May, prov. prom. 31.1.74 (No. 75)
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Property Division

D. P. Murphy 58/44609P <i>Duties:</i> Inspect Australian Government properties to ensure that the conditions of tenancy agreements are observed and to determine the repairs and maintenance requirements. Arrange for the necessary repairs to be effected and maintain associated records. <i>Qualifications:</i> Sound knowledge of building trades and the ability to make reports and recommendations desirable.	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Accounts and Personnel Section, Adelaide	Housing Inspector \$6701-7201, Fourth Division, Land Management Section, Adelaide (No. 7)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NEW SOUTH WALES

Australian Electoral Office

T. A. Bunt 72/14488W	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division, Sydney	Data Processing Operator, Grade 2 \$5165, Fourth Division, Sydney (No. 187)
<i>Duties:</i> Undertake punching and verifying duties from more complex documents including interpretation of coding. <i>Qualifications:</i> Successful completion of proficiency test for Data Processing Operator, Grade 1.		
I. T. Tereba 71/12555G	Typist, Grade 1 \$2113-4579, Fourth Division, Papua New Guinea Office, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Sydney (No. 17)
J. Jameson 72/15078P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, PMG, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Sydney (No. 19)
A. T. Crogan 72/11949K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Repatriation Department, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Sydney (No. 21)

Duties above three positions: Examination and indexing of Electoral claims, transfer notifications, etc.

VICTORIA

J. M. Rodgers 71/04105X	Clerical Assistant, Grade 1 \$3918-4928, Fourth Division, Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Index Section, Melbourne (No. 19)
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Duties: Examination and indexing of electoral claims, transfer notifications, etc.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Management Division ADP Branch

L. Carnsew 73/86547G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Defence —Army Office	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Software and Operations Section (No. 638)
<i>Duties:</i> Operate paper handling equipment associated with the Central Computer Centre, viz.: bursters, decollators, envelopers, imprinters, etc.		
S. Barham 73/89848X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Defence —Army Office	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Software and Operations Section (No. 639)
<i>Duties:</i> Operate paper handling equipment associated with the Central Computer Centre, viz.: bursters, decollators, envelopers, imprinters, etc.		

NEW SOUTH WALES

Management Branch

J. K. Giumelli 58/20383R	Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Sydney	Senior Training Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Establishments Section, Sydney (No. 206)
<i>Duties:</i> Plan and supervise the State training programme. Assess training needs for the development of staff to meet the requirements of management policies. <i>Qualifications:</i> Considerable experience in training and conference leadership. Academic qualifications desirable.		
D. O. Viquerat 64/11038E	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Sydney	Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Establishments Section, Sydney (No. 207)
<i>Duties:</i> Supervise the operation of the Regional and District Officers training programme. Prepare courses and investigate, develop and implement special techniques for use in Regional and District Offices. <i>Qualifications:</i> Experience in training and conference leadership. Academic qualifications desirable.		
J. L. Bayliss 63/10580W	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Sydney	Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Establishments Section, Sydney (No. 2193)
<i>Duties:</i> Supervise the operation of the State Headquarters training programme. Manage training courses covering new fields. Administer the staff development scheme, including developmental courses in management and supervision. <i>Qualifications:</i> Experience in training and conference leadership. Academic qualifications desirable.		
A. D. Laney 67/10453T	Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Sydney	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Establishments Section, Sydney (No. 2069)
B. J. Kay 63/11293A	Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Department of Supply	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Establishments Section, Sydney (No. 2052)
M. V. Bailes 70/10081A	Welfare Officer \$6912-7652 (Class 4), Third Division, Postmaster-General's Department	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Establishments Section, Sydney (No. 2070)

Duties above three positions: Plan, organise and conduct procedural and supervisory training courses, conferences, etc.

Qualifications: Academic qualifications desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

P. W. Cooke 67/13751U	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Establishments Section, Sydney (No. 201)
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Duties: Forms Officer. Maintain a forms control system. Design new forms and re-design existing forms. Examine proposals for office machines.

D. Guest 68/11461T	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (Est. 224)	Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Establishments Section, Sydney, vice A. D. Laney, prov. prom. 24.1.74 (No. 209)
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Duties: Conduct training courses for new entrants, counter officers, correspondence training and similar functional training. Attend to the reception and induction of new entrants.

G. P. Ford 68/10938P	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Establishments Section, Sydney (No. 243)
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Duties: Prepare original and additional estimates for salaries, allowances and overtime. Prepare and maintain annual recreation leave rosters.

Regional Offices

V. A. Mitchell 58/20582E	District Officer \$7899-8639 (Class 5), Third Division, unattached	District Officer \$8886-9548 (Class 6), Third Division, District Office, Maitland (No. 1236)
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H. C. Petzel 63/11322G	District Officer \$7899-8639 (Class 5), Third Division, unattached	District Officer \$8886-9548 (Class 6), Third Division, District Office, Griffith (No. 1444)
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D. H. Wonderley 58/20815X	District Officer \$7899-8639 (Class 5), Third Division, unattached	District Officer \$8886-9548 (Class 6), Third Division, District Office, Tamworth (No. 1681)
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W. J. Galvin 58/13436A	District Officer \$7899-8639 (Class 5), Third Division, unattached	District Officer \$8886-9548 (Class 6), Third Division, District Office, Grafton (No. 1334)
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R. A. Grimme 58/36552R	Determining Officer \$7899-8639 (Class 5), Third Division, unattached	District Officer \$8886-9548 (Class 6), Third Division, District Office, Dubbo (No. 1407)
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T. N. Hodgetts 63/10453E	District Officer \$7899-8639 (Class 5), Third Division, unattached	District Officer \$8886-9548 (Class 6), Third Division, District Office, Albury (No. 1440)
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Duties above six positions: Responsible to the Regional Registrar for the efficient functioning of the District Office. Investigate claims for age, invalid, wife's and widow's pensions and supporting mother's benefit. Supervise the investigation and payment of claims for unemployment, sickness and special benefits.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures.

VICTORIA

Management Branch

J. N. Lane 73/37708W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Operations Section, Melbourne (No. 1654)
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Duties: Adjust and execute minor repairs on various enveloping machines; assist in the operation of machines; assist in on-the-job training of machine operators; identify and extract particular cheques.

P. C. Cole 67/37018W	Data Processing Operator, Grade 1 \$1838-4150, Fourth Division	Data Processing Operator, Grade 2 \$4491, Fourth Division, Operations Section, Melbourne (No. 1659)
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M. T. Pattison 69/40390W	Data Processing Operator, Grade 1 \$1838-4150, Fourth Division	Data Processing Operator, Grade 2 \$4491, Fourth Division, Operations Section, Melbourne (No. 1656)
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A. M. Carty 70/38226T	Data Processing Operator, Grade 1 \$1838-4150, Fourth Division	Data Processing Operator, Grade 2 \$4491, Fourth Division, Operations Section, Melbourne (No. 1660)
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J. G. Tagarelli 70/41600X	Data Processing Operator, Grade 1 \$1838-4150, Fourth Division	Data Processing Operator, Grade 2 \$4491, Fourth Division, Operations Section, Melbourne (No. 1657)
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M. O. Nicolas 71/39363T	Data Processing Operator, Grade 1 \$1838-4150, Fourth Division	Data Processing Operator, Grade 2 \$4491, Fourth Division, Operations Section, Melbourne (No. 1658)
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Duties above five positions: Operate card punch and verifying machines relating to input of variable components of a more complex nature.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

TASMANIA

Operations Branch

N. W. Rodd 69/81265E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance Section, Hobart (No. 32)
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Duties: Despatch Officer. Responsible for the enveloping and despatch of all Age, Invalid and Widows pensions, child endowment, unemployment and sickness benefit and Repatriation Department cheques.

Qualifications: Ability to operate a Phillipsburg enveloping machine and a bursting machine desirable.

B. J. Mahoney 69/81299T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Establishments Section	Clerical Assistant, Grade 3, \$4822-5254, Fourth Division, Control and Develop- ment Section, Hobart (No. 236)
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Duties: Input Checker. Maintain Batch Control Register and check input to computer centre. Sort and prepare output checking.

A. J. Direen 63/81003R	Clerk \$6912-7652 (Class 4), Third Division, Department of the Treasury	Accountant \$7899-8639 (Class 5), Third Division, Finance Section, Hobart (No. 27)
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Duties: Accountant. Responsible for the supervision and control of the work of the Section. Authorising and Certifying Officer.

Qualifications: Extensive experience in the Finance area and/or tertiary qualifications desirable.

M. E. Corner 69/81208C	Clerk (Internal Audit) \$5806-6666 (Class 2/3), Third Division, Internal Audit Section	Clerk \$6912-7652 (Class 4), Third Division, Finance Section, Hobart (No. 35)
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Duties: Paymaster. Responsible for the proper functioning and supervision of staff and activities of the Treasury and General Accounting area.

Qualifications: Knowledge of the Audit Act and Treasury Regulations and experience in departmental accounts processing desirable.

Social Security Branch

T. L. Mangan 70/81060P	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, Hobart, vice R. G. Abel, prov. prom. 10.1.74 (No. 81)
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Duties: Special Review Examiner. Carry out special reviews of pensions and allowances with a view to determining continuance, suspension, cancellation or variation of benefit.

Qualifications: A sound knowledge of the Social Services Act is desirable.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Ministerial and Management Services Branch

G. V. Brady 60/85002K	Clerk \$11032-11525 (Class 8), Third Division Department of the Treasury, Canberra	Director \$13004-13498 (Class 10), Third Division, Services Section, Canberra (No. 12)
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Duties: Direct and control operations of the Property, Office Services, Gazette and Directory and the Overseas Visits Committee Secretariat Sub-sections.

Qualifications: Extensive managerial experience particularly in the property and office services functions.

Archives Branch

R. W. Shannon 71/86437K	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, A.C.T. Regional Opera- tions Section, Repository Management Sub-section (Lending), Canberra (No. 118)
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Duties: Undertake the day to day administration of the Search Room and acquaint searchers with the provision of the Search Room regulations.

Qualifications: Extensive knowledge of Archives methods and procedures, and ability to supervise staff and effectively deal with members of the public desirable.

M. P. Crockett 72/86409P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, A.C.T. Regional Opera- tions Section, Repository Management Sub-section (Lending), Canberra, vice R. W. Shannon, prov. prom. 24.1.74
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Duties: Supervision of the lending service team in the Kingston/Fyshwick repositories.

Qualifications: Sound knowledge of lending service procedures, ability to control staff.

T. W. Fardell 73/85692R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, A.C.T. Regional Opera- tions Section, Repository Management Sub-section (Lending), Canberra
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Duties: Receive and sort all returned items. Reconcile 'issued' and 'returned' records.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

H. F. Goworek 73/85788W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, A.C.T. Regional Operations Section, Repository Management Sub-section (Processing), Canberra
T. Newman 73/87358M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, A.C.T. Regional Operations Section, Repository Management Sub-section (Processing), Canberra (No. 124)

Duties above two positions: Carry out Processing Procedures required for the transfer of records to Archives.

Division No. 2, General Branch

B. E. Hinchcliffe 59/35927K	Senior Inspector \$13991-14484 (Class 11), Third Division, Office of the Public Service Board, Canberra	Assistant Secretary \$17300, Second Division (No. 194)
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Duties: Formulate policy advice and direct the work of the Branch in relation to the National Library Act, Grants Commission Act, War Memorial Act, War Graves Commission Charter, Parliamentary Liaison, Grants to National Organisations, Public Works Committee Act and Public Accounts Committee Act.

Qualifications: Extensive experience in policy advising and tertiary qualifications desirable.

National Library of Australia

Co-ordination and Policy Branch

C. R. Horne 73/86918C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Extension Services Section, Branch Libraries Sub-section (P/N 349)
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Duties: Undertake stocktake of CPLS collections; match books against branch shelf lists of Central Library fiction catalogues; check outstanding items and prepare stocktake reports including statements of missing items.

B. de Smet 73/87066G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Extension Services Section, Branch Libraries Sub-section (P/N 357)
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V. R. Cotterell 73/87021G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Extension Services Section, Branch Libraries Sub-section (P/N 424)
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E. J. Clynes 73/86827W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Extension Services Section, Branch Libraries Sub-section (P/N 270)
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Duties above three positions: Re-register borrowers, cancel membership and maintain borrowers register.

P. White 73/86824G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Extension Services Section, Branch Libraries Sub-section (P/N 659)
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Duties: Provide ready reference services and reader guidance at adults and childrens information desks at Dickson. Supervise the work of the Branch Library Unit at Lyneham.

Information Reference and Research Branch

D. Hoadley 68/88344K	Library Officer, Grade 1 \$5458-6143, Third Division	Library Officer, Grade 2 \$6372-7057, Third Division, General Reference Section (No. 106)
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Duties: Plan, organise and control the work of the Stack Service including the allocation of shelf space to accommodate growth of General Collection and to provide for Special Collection. Supervise and train staff.

Management Services Branch

J. F. Travers 72/86073T	Specifications Officer \$5879-6188, Fourth Division, Australian Government Publishing Service, Department of the Media, Canberra	Clerk \$7899-8639 (Class 5) Third Division, Administrative Services Section, vice R. J. Raads, prov. prom. 1.11.73 (No. 744)
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Duties: Supervise arrangements for the printing of National Library publications and other material. Act as secretary to Publications Committee.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

E. M. O'Connel 58/43523E	Director \$13004-13498 (Class 10), Third Division, Melbourne	Project Officer \$13991-14484 (Class 11), Third Division, Melbourne (No. 1)
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Duties: Financial and cost studies relating to major projects.
Qualifications: Extensive financial and accounting experience together with appropriate qualifications desirable.

Research and Development Division

J. H. Walsh 58/43741C	Clerk \$11032-11525 (Class 8), Third Division, Canberra	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Canberra (No. 39)
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Duties: Secretary, Joint Project Board, take executive action arising from Board's decisions. Participate in the preparation of submissions, reports, etc., in connection with Joint Project matters. Direct the activities of the Administrative Sub-section of the Research and Development Division.
Qualifications: Executive ability of a high order desirable.

Munitions Supply Division

P. C. Mitchell 70/66011P	Technical Officer, Grade 2 \$7843-8347, Fourth Division, Canberra	Senior Technical Officer, Grade 1 \$8599- 9103, Fourth Division, Canberra (No. 40)
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Duties: Examine technical data inspection schedules and specifications to determine the technical content of production projects. Collate and examine estimates submitted by production authorities and prepare C.P. networks. Liaise with services inspection and production authorities.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Sound experience in the production of ordnance and field engineer stores desirable.

Planning and Procurement Division, Production Planning Branch

A. F. Shepherd 63/36191R	Programmer \$11032-11525 (Class 8), Third Division, Canberra	Principal Executive Officer \$13004-13498 (Class 10), Third Division, Canberra (No. 6)
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Duties: Assist in the formulation of administrative policy and direct the administrative functions of the Branch, including the preparation and monitoring of Branch expenditure budgets. Co-ordinate Divisional, financial and administrative matters as directed by the Divisional Head. Secretary and Executive Officer to the Production Board.
Qualifications: Extensive administrative experience at senior level. Experience in financial budgeting and in office management and personnel matters. Sound knowledge of Departmental production activities is desirable.

Finance and Management Services Division, Automatic Data Processing Branch

B. McPhee 68/38361R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Melbourne (No. 95)
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Duties: Responsible for custody, issuing and receipt of magnetic tapes and discs.
Note: Shift work is involved.

Buildings and Property Branch

J. M. Krutli 72/75656C	Typist, Grade 1 \$2113-4579, Fourth Division, Melbourne	Typist, Grade 2 \$4731-5035, Fourth Division, Melbourne (No. 12)
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Duties: Perform stenographic and typing duties for the Director (Buildings and Property), and senior officers of the Branch.
Qualifications: Shorthand at a speed of 100 words per minute desirable.
Note: The effective date of this promotion is 7.2.74.

Automatic Data Processing Branch

B. S. Fenby 72/36071W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Melbourne, vice B. McPhee, prov. prom. 17.1.74 (No. 101)
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Duties: Maintain supplies of special stationery to computer room. Perform document and data handling tasks.

VICTORIA

Finance Branch

D. J. Haberman 71/37318K	Clerk (Internal Audit) \$5806-6666 (Class 2/3), Third Division, Melbourne	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section, Melbourne (No. 100)
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Duties: Perform internal audit examinations in establishments located in Victoria and Tasmania. Some travel and absence from Headquarters necessary.
Qualifications: Substantial progress in accountancy or similar studies desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Defence Standards Laboratories

J. Stals 62/88019P	Research Scientist \$9380-11827, Third Division, Maribyrnong	Senior Research Scientist \$12298-14290, Third Division, Technical Section, Maribyrnong (No. 257)
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Duties: Direct and participate in the work of a Section engaged in research in the field of internal ballistics including kinetic, thermodynamic and physico-chemical studies of gun propellants and the mathematical modelling of internal ballistics systems.

Qualifications: PhD in an appropriate field and several years research experience. Alternatively other qualifications and postgraduate research experience of equivalent standard. Demonstrated research ability of a high order.

D. S. Ellice 69/36443P	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, unattached	Senior Technical Officer (Science), Grade 1 \$8599-9103, Fourth Division, Technical Section, Maribyrnong (No. 2)
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Duties: Undertake specialised technical work in relation to the investigation of technical details of proposals for new plant and equipment for the Laboratories and select and edit technical papers and material submitted for inclusion in the Laboratories Annual Report.

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

Aeronautical Research Laboratories

B. C. Bishop 70/40482G	Technical Officer (Science), Grade 2 \$7843-8347, Fourth Division, Fishermen's Bend	Senior Technical Officer (Science), Grade 1, \$8599-9103, Fourth Division, Technical Section, Fishermen's Bend (No. 95)
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Duties: Undertake specialised technical investigations in support of the non-destructive inspection of service and civilian aircraft.

Qualifications: An approved technical college certificate or other qualifications and requisite experience. An expert knowledge of non-destructive inspection techniques, a proven ability to undertake specialised technical investigation and development tasks in all areas of practical aeronautical non-destructive inspection and the preparation of comprehensive written instructions relating thereto desirable.

J. R. Vale 72/40389M	Clerk \$2713-5594 (Class 1), Third Division, Fishermen's Bend	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Fishermen's Bend (No. 36)
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Duties: Provide administrative assistance to the Superintending Scientist and senior scientific staff of Aerodynamics Division.

Qualifications: Appropriate experience desirable.

B. M. Hole 71/41963W	Technical Assistant, Grade 1 \$2055-5468, Fourth Division, Fishermen's Bend	Technical Assistant, Grade 2 \$5681-6311, Fourth Division, Technical Section, Fishermen's Bend (No. 129)
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Duties: Provide routine technical assistance in experimental studies relating to the plastic deformation and mechanical properties of materials.

Qualifications: Qualifications and/or experience appropriate to the above duties.

Government Aircraft Factories

D. G. Bryant 73/41239W	Engineer, Class 1 \$6200-8953, Third Division, unattached	Engineer, Class 2 \$9581-10702, Third Division, Design Section, Fishermen's Bend (No. 107)
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Duties: Operate an analogue computer for the solution or simulation of problems. Develop computational equipment for special or non-linear problem solution or simulation.

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.

H. J. H. Barker 70/37323C	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Fishermen's Bend	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Engineering Section, Fishermen's Bend (No. 5)
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Duties: Supervise staff engaged in the preparation of text for technical publications. Personally undertake major requirements of script writing and editing.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive technical writing experience and knowledge of the requirements of aircraft and guided weapons technical publications desirable.

Australian Government Engine Works

J. M. Hoy 67/37804G	Clerk \$5806-6666 (Class 2/3), Third Division, Port Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Administrative Section, Port Melbourne (No. 19)
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Duties: Undertake personnel functions in compliance with the requirements of management in respect of personnel and employees under the Public Service Act and the Supply and Development Act.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Ordnance Factory

I. V. Gardner 71/38230P	Engineer, Class 1 \$6200-8953, Third Division, Maribyrnong	Engineer, Class 2 \$9581-10702, Third Division, Technical Division, Maribyrnong (No. 47)
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Duties: Under the direction of Head of Section, supervise and control production activities of the Forge and Heat Treatment 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.

J. H. Duffin 70/99077G	Engineer, Class 1 \$6200-8953, Third Division, Maribyrnong	Engineer, Class 2 \$9581-10702, Third Division, Technical Section, Maribyrnong (No. 127)
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Duties: Develop laboratory and prototype designs into fully specified and detailed forms suitable for economical and quantity production.

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.

R. J. Presnail 67/66638G	Engineer, Class 1 \$6200-8953, Third Division, Maribyrnong	Engineer, Class 2 \$9581-10702, Third Division, Technical Section, Maribyrnong (No. 162)
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Duties: Undertake methods engineering and cost reduction studies involving professional engineering considerations.

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.

SOUTH AUSTRALIA

Weapons Research Establishment, Weapons Research and Development Wing, Weapons Systems Division

J. G. Metters 72/67145E	Experimental Officer, Class 1 \$6000-8953, Third Division, Salisbury	Experimental Officer, Class 2 \$9397-10521, Third Division, Salisbury (No. 134)
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Duties: Under general direction, investigate problems arising in service of major weapon systems; study variants of such systems and undertake the preparation of proposals for their implementation.

Qualifications: Appropriate degree or diploma together with relevant experience.

DEPARTMENT OF TOURISM AND RECREATION

CENTRAL STAFF

Tourism Policy and Research Branch

B. D. McCann 71/99062T	Clerk \$11032-11525 (Class 8), Third Division, Canberra	Assistant Director \$12019-12510 (Class 9), Third Division, Policy Section, Canberra (No. 9)
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Duties: Formulate proposals for assistance to the tourist industry particularly in relation to grants, loans, guarantees and tax concessions.

Qualifications: Relevant experience in policy formulation. Academic qualifications should be stated.

Recreation Division, Sports Development and Fitness Branch

J. E. W. Pross 58/35266C	Superintending Navy Store Officer \$13004- 13498 (Class 10), Department of Defence— Navy Office, Sydney	Assistant Secretary \$17300, Second Divi- sion, Canberra (No. 28)
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Duties: Direct and control the operations of the Branch. Formulate policy proposals and recommendations regarding the development of sport and physical fitness.

Qualifications: Proven executive ability. Academic qualifications should be stated.

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

CENTRAL STAFF

Air Transport Policy Division, Research and Planning Branch

T. W. J. Conway 72/38054T	Clerical Assistant, Grade 1 \$1959-4398, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Statistics Section, Mel- bourne (No. 34)
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Duties: Receive all incoming regular returns submitted by general aviation operators, check for completeness and perform necessary processing, including transcription, coding, compilation amendments, simple arithmetic calculations. As appropriate, pass returns to Accounting Machinists for calculation and totalling.

Management Services Division, Establishments, Industrial and Systems Branch

T. J. Baker 62/36598T	Assistant Inspector \$8886-9548 (Class 6), Third Division	Assistant Inspector \$9876-10538 (Class 7), Third Division, Melbourne (No. 567)
A. L. Cook 67/38952C	Assistant Inspector \$8886-9548 (Class 6), Third Division, Department of Labour	Assistant Inspector \$9876-10538 (Class 7), Third Division, Melbourne (No. 205)

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

V. T. Tumath 69/39215T	Assistant Inspector \$8886-9548 (Class 6), Third Division	Assistant Inspector \$9876-10538 (Class 7), Third Division, Melbourne (No. 11)
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Duties above three positions: Investigate and determine organisation requirements and prepare reports.

Personnel Development Branch

P. V. O'Connor 62/57159X	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Queensland Region	Trainee Engineer \$2263-3645, Fourth Division, Melbourne (No. 178)
G. I. Asbury 63/45567M	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division	Trainee Engineer \$2263-3645, Fourth Division, Melbourne (No. 179)
R. J. Wynne 66/66301M	Radio Technician \$6003-6693, Fourth Division, unattached, South Australia/ Northern Territory Region	Trainee Engineer \$2263-3645, Fourth Division, Melbourne (No. 180)
M. A. Yeoman 67/75132M	Radio Technician \$6003-6693, Third Division, unattached, Western Australia Region	Trainee Engineer \$2263-3645, Third Division, Melbourne (No. 181)
C. M. Delmore 71/39464G	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division	Trainee Engineer \$2263-3645, Fourth Division, Melbourne (No. 182)
H. Chan 72/14793G	Instrument Maker \$5425-5666, Fourth Division, New South Wales Region	Trainee Engineer \$2263-3645, Fourth Division, Melbourne (No. 402)

- Note:*
1. Conditions governing promotion or transfer as Trainee Engineer appear on page 76 of Gazette No. 9 of 30.1.73.
 2. Appropriately qualified Fourth Division officers may appeal.
 3. Appeals may be lodged by officers whose salary is less than \$8953 per annum.

D. M. Douglas 64/88009P	Librarian, Class 2 \$8066-8984, Third Division	Librarian, Class 3 \$9371-10534, Third Division, Melbourne (No. 204)
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Duties: Direct the activities of the Central Office Library and exercise functional control of Regional Libraries in order to provide efficient, integrated library services for the Department.

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 qualification. Extensive experience in all aspects of library procedures and practices desirable.

G. Rattray 63/38126P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Deputy Crown Solicitor's Office, Attorney-General's Department	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Melbourne (No. 185)
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Duties: Check amendments against catalogue entry for changes to content of publications.

J. M. Corin 68/37362K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Melbourne (No. 223)
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Duties: Supervise and direct staff associated with overseas travel, overseas enquiries concerning employment in the industry, recognition of flying qualifications, inter-office telephone requirements and removals, and distribution of departmental publications. Prepare correspondence in relation to Ministerial Employment Enquiries.

Commercial Branch

S. R. Wicks 73/37120T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 99)
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Duties: Arrange conversion of RCD coded punched paper tapes from the vocabulary of Stores, Library. Includes splicing preparation of header and trailer tapes, recording dispatch and receipt of tapes, taking corrective action where discrepancies occur. File ISO coded output tapes.

Ground Facilities Division, Airports Development Branch

I. D. Jane 71/37761X	Engineer, Class 1 \$6200-8953, Third Division	Engineer, Class 2 \$9581-10702, Third Division, Major Projects Section, Mel- bourne (No. 11), vice V. W. Rule, prov. prom. 10.1.74
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Duties: Member of a team carrying out engineering investigations relating to the preparation or review of master plans for the future development of building areas at major aerodromes. Assist with the development of broad planning concepts.

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.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

**Civil Aviation Agency
Executive Services Branch**

R. B. Lubke 72/57198P	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Personnel and Office Services Section, Personnel Sub-section, Port Moresby, vice V. M. Faulkner, prov. prom. 17.1.74 (No. 6)
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Duties: Senior Staff Clerk. Under the direction of the Personnel Officer, supervise and co-ordinate the Staff Section. Attend to more complex problems in relation to conditions of service of staff. Prepare and appropriate, sign correspondence, recommendations and returns.

V. E. Hawthorne 73/97029G	Clerk \$4521-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Personnel Sub-section, Port Moresby, vice B. A. Stewart, prov. prom. 17.1.74 (No. 164)
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Duties: Oversight the preparations of the 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.

Airways Engineering Branch

A. F. Seymour 72/59429W	Electrical Tradesman \$4807-5491, Fourth Division	Senior Electrical Tradesman \$5779-5923, Fourth Division, Electrical Section, Installation Sub-section, Port Moresby (No. 141)
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Duties: Take charge of a team engaged on small electrical installation project or on a section of a large installation project; supervise the field training of apprentices.

P. Mendrinos 72/85932M	Technical Officer, Grade 1 \$5558-6903, Fourth Division, Department of National Development	Technical Instructor, Grade 2 \$6918-7545, Fourth Division, Training College, Port Moresby (No. 9)
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Duties: Prepare and deliver lectures and conduct practical demonstrations for technicians-in-training (Radio). As necessary, design, fabricate and maintain appropriate training aids and training college equipment. Prepare and mark examination papers for trainees. Design and prepare standard exercises for trainees.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Applicants must have completed a course of teacher training approved by the Board as they must satisfy the Board as to their ability to teach both theoretical and practical subjects.

NEW SOUTH WALES

Airways Engineering Branch

N. Bate 58/50421R	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division	Senior Radio Technical Officer, Grade 1 \$8599-9103, Fourth Division, Sydney (Kingsford-Smith) Airport (No. 579)
K. Hutson 58/47501C	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division	Senior Radio Technical Officer, Grade 1 \$8599-9103, Fourth Division, Sydney (Kingsford-Smith) Airport (No. 580)
P. H. Clements 58/47328E	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Senior Radio Technical Officer, Grade 1 \$8599-9103, Fourth Division, Sydney (Kingsford-Smith) Airport (No. 581)
A. J. Brown 64/11752E	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Senior Radio Technical Officer, Grade 1 \$8599-9103, Fourth Division, Sydney (Kingsford-Smith) Airport (No. 582)

Duties: As shift supervisor, assume responsibilities for the maintenance of the Ferranti Automatic Message Switching Centres. Liaise with other Centres and Airways Operations staff.

K. Russell 62/10162P	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division Sydney (Kingsford-Smith) Airport (No. 776)
M. W. James 64/11247A	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Sydney (Kingsford-Smith) Airport (No. 775)
K. Stublely 66/12957P	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Sydney (Kingsford-Smith) Airport (No. 777)

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

K. Marsden 58/51781W	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Sydney (Kingsford-Smith) Airport (No. 778)
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Duties: Under general direction from the shift supervisor, carry out routine and corrective maintenance to the Ferranti Automatic Message Switching Centre.

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

R. A. Pratt 65/11919T	Inspecting Officer, Grade 3 \$6609-7019, Fourth Division	Senior Inspecting Officer, Grade 1 \$7433-7896, Fourth Division, Installation Section, Equipment Acceptance and Laboratory Sub-section, Sydney (No. 124)
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Duties: Direct and control subordinate staff engaged on acceptance inspections of new equipment, systems, components, and materials. Prepare and/or sign associated report and recommendations. Take charge of more complex inspections at a factory or departmental store to determine the quality and adherence to specified tolerance and performance.

Kingsford-Smith Airport

E. E. Saunders 73/13958A	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Sydney (No. 35)
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Duties: Provide general clerical assistance to Senior Operations Officer. Operate switchboard, deal with routine inquiries and type operational documents as required. Shift work is involved.

VICTORIA-TASMANIA REGION

Executive Services Branch

J. G. Magnanini 68/40070P	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Office Services Section- Personnel Sub-section (No. 5)
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Duties: Handle the more complex problems in relation to higher duties and other allowances, increments, superannuation, leave and furlough. Supervise and train staff, assist in preparation of annual salary and allowance estimates.

Qualifications: Thorough knowledge of rates of pay and allowances affecting departmental staff, the Public Service Act and Regulations, General Orders, Commonwealth Employees' Furlough Act, Superannuation Act and determinations of the Public Service Arbitrator.

Airways Engineering Branch

H. T. Brown 70/41258G	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Clerical Section, Melbourne (No. 114)
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Duties: Provide general administrative assistance to the Engineer, Class 3, Electrical Maintenance Section. Prepare correspondence, reports, etc., of an administrative or semi-technical nature.

A. J. Fraser 58/38294X	Senior Radio Technical Officer, Grade 2 \$8469-8968, Fourth Division, unattached	Senior Radio Technical Officer, Grade 3 \$9234-9499, Fourth Division, Radio Maintenance Section, Melbourne (No. 1)
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Duties: Take charge of the radar maintenance group and ensure that all equipment under his control is maintained in accordance with prescribed standards. Determine work priority and allocate staff to tasks.

Qualifications: An approved technical college certificate or other approved qualifications. Extensive experience in the maintenance and operation of major airways radio engineering facilities and associated equipment together with ability to direct the work of technical staff.

J. P. Dillon 58/38260K	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Melbourne (No. 583)
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Duties: Take charge of the radio navigational aids and terminal maintenance group at Melbourne Airport and ensure that all facilities under his control are maintained in accordance with prescribed standards.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Extensive experience in the maintenance and operation of major airways radio engineering facilities and associated equipment together with ability to direct the work of technical staff.

R. C. Meyer 58/38430G	Radio Technical Officer, Grade 2 \$7117-7545, Fourth Division	Senior Technical Officer (Engineering), Grade 1 \$7770-8219, Fourth Division, Installation Section, Radio Sub-section, Melbourne (No. 422)
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Duties: Carry out design work associated with important radio installation projects. Undertake general project engineering functions such as the planning of installation projects, co-ordination with other Sections, Departments, etc.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Substantial technical knowledge related to the design and planning of radio installation projects.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

E. J. O'Brien 58/38451A	Radio Technical Officer, Grade 1 \$6066-6903, Fourth Division	Senior Radio Technical Officer, Grade 1 \$7770-8219, Fourth Division, Installation Section, Radio Sub-section, Melbourne (No. 425)
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Duties: Allocate and co-ordinate radio field staff between installation projects, liaise with Engineers and other sections and branches as required. Provide technical liaison and assistance to installation field staff.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Considerable experience in the installation of radio facilities. Experience in controlling technical staff.

A. J. Williams 73/37283G	Carpenter \$4692-4919, Fourth Division	Senior Carpenter, Grade 1 \$5206-5350, Fourth Division, Mechanical Maintenance Section, Melbourne (No. 205)
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Duties: Supervise and direct the work of carpenters engaged in the wood working shop and painters in the paint shop.

Airports Branch

J. D. Jackson 70/66426E	Engineer, Class 1 \$5437-8102, Third Division, South Australia/Northern Territory Region	Engineer, Class 2 \$8671-9685, Third Division, Engineering Section, Melbourne (No. 143)
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Duties: Under general direction as to approach, and with guidance on the more novel and complex problems, perform civil engineering duties in relation to the investigation, planning, operation and maintenance of aerodromes.

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.

QUEENSLAND REGION

Operations Branch

D. R. McKinlay 58/47567W	Supervising Airworthiness Surveyor \$12384-13025, Third Division, New South Wales Region	Assistant Regional Director (Operations) \$16615, Third Division, Brisbane (No. 1)
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Duties: Responsible to the Regional Director for flying operations, airworthiness, airways operations services, noise abatement and aviation security functions within the region.

SOUTH AUSTRALIA-NORTHERN TERRITORY REGION

Executive Services Branch

J. M. Masson 67/66587C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel and Office Services Section, Personnel Sub-section, Adelaide (No. 85)
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Duties: Code for computer input establishment and details of occupancy of positions from source documents. Maintain physical occupancy records for all regional positions.

J. R. Masson 71/66428E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Supply and Transport Section, Transport Sub-section, Adelaide (No. 104)
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Duties: Check all regional running records for correct compilation and authorisation of trips and follow up outstanding accounts. Arrange bookings and allocate the use of transport.

Alice Springs

R. S. Lacy 66/67312K	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Supply, Melbourne	Clerk \$6912-7652 (Class 4), Third Division (No. 18)
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Duties: Assist the Airport Manager in the administration of the airport. Attend to all administrative and personnel functions in respect of Departmental staff located on the airport.

WESTERN AUSTRALIA REGION

Executive Services Branch

D. P. Dellit 69/11774G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Perth (No. 36)
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Duties: Maintain appropriation and liabilities ledgers in approved form. Record and supervise the recording of commitments and ensure that progressive expenditure and commitments do not exceed warrant and allocation advices held.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Management Services Branch

R. H. Annon 71/75356K	Audit Inspector, Grade 1 \$7899-8639 (Class 5), Third Division, Attorney-General's Department, Perth	Clerk \$8886-9548 (Class 6), Third Division, Finance Section, Canberra (No. 20)
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Duties: Assist with analysis, investigation and review of financial aspects of projects, programmes and operational considerations in connection with urban transport systems and railway systems.

Qualifications: Related experience. Tertiary qualifications to be stated.

S. E. Doolan 71/38283M	Clerk \$2713-5594 (Class 1), Third Division, Finance Section	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Melbourne (No. 58)
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Duties: General relief duties in Establishments Section and other branches of the department.

Qualifications: Knowledge of the Public Service Act and Regulations, General Orders, etc., desirable.

W. R. Black 73/38809W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Melbourne (No. 56)
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Duties: Assistant Staff Clerk.

Qualifications: Knowledge of the Public Service Act and Regulations, Superannuation Act and Furlough Act desirable.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, ADP Branch

A. G. Waterhouse 66/85842E	Assistant Programmer \$7899-8639 (Class 5), Third Division, Statistician's Branch	Programmer \$8886-9548 (Class 6), Third Division, Applications Section, Applications Programming Sub-section, Canberra, vice N. G. Holtby, prov. prom. 10.1.74 (No. 121)
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Duties: Construct, document and bring to operational status, programs for Treasury ADP projects.

Qualifications: Appropriate programming training and experience on the development of commercial type ADP applications desirable. A knowledge of COBOL would be an advantage.

B. A. Wood 65/57227A	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Applications Section, Applications Programming Sub-section, Canberra (No. 113)
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Duties: Construct, document and bring to operational status, programs for Treasury ADP projects.

Qualifications: Appropriate programming training and experience on the development of commercial type ADP applications. A knowledge of COBOL would be an advantage.

Defence and Works Division, Defence Branch

D. C. Potts 72/41750X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Defence Policy (General) Section, Canberra (No. 59)
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Duties: Undertake research relating to the economics of defence projects and programs.

Qualifications: Degree, preferably in Economics, Commerce, Arts (Economics or Science). Appropriate experience desirable.

W. A. Handke 73/66493M	Clerk \$2713-5594 (Class 1), Third Division	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Canberra, vice I. R. S. Hardham, prov. prom. 24.1.74 (No. 58)
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Duties: Undertake research relating to economics or defence projects and programs.

Qualifications: Degree, preferably in Economics, Commerce, Arts (Economics or Science). Appropriate research experience desirable.

Works and Mainland Territories Branch

C. E. O'Dea 71/85101X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Defence —Army Office	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra (No. 77)
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Duties: Provide clerical assistance as required within the Branch. Make calculations, prepare tables and graphs of expenditure trends and maintain registers of Ministerial correspondence and Parliamentary questions.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Foreign Investment Division, Foreign Takeovers Branch

L. A. Williams 73/88057R	Clerk \$2713-5594 (Class 1), Third Division, unattached	Research Officer, Grade 1 \$6022-7652, Third Division, Takeovers Policy Section, Canberra (No. 18)
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Duties: Assist in research and investigations in aspects of policy issues arising in the course of investigations of foreign takeovers.

Qualifications: Tertiary qualifications desirable.

General Financial and Economic Policy Division, Economic Conditions Branch

L. A. Clark 73/66868A	Clerk \$2713-5594 (Class 1), Third Division, Management Services Branch	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Short Term Forecasting Section, Canberra (No. 68)
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Duties: Assist, as directed, in the research and investigation work of the Division in one of the following fields: fiscal policies, monetary policies, internal economic conditions, short-term forecasting, longer-term allocation of resources, longer-range estimates of public and private expenditure or taxation policies.

Qualifications: Degree in Economics, Commerce or Arts (Economics) preferably at Honours standard. Appropriate experience desirable.

Management Services Branch

J. A. Selby 73/10002X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Executive Assistance Section, Canberra (No. 350)
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B. D. O'Meagher 73/10017C	Clerk \$2713-5594 (Class 1), Third Division, unattached	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Executive Assistance Section, Canberra (No. 351)
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Duties above two positions: Undertake research and investigation projects for the Secretary and prepare reports and submissions thereon.

Qualifications above two positions: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard.

M. J. Perez 73/87920K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and General Services Section, Canberra, vice R. Marsden, prov. prom. 13.12.73 (No. 195)
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Duties: Post action examiner.

E. K. Doolan 72/57893E	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5369, Fourth Division, Finance and General Services Section, Typing Sub-section, Canberra (No. 80)
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K. M. O'Callaghan 73/89895T	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5369, Fourth Division, Finance and General Services Section, Typing Sub-section, Canberra (No. 345)
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P. J. Spencer 73/87225T	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5369, Fourth Division, Finance and General Services Section, Typing Sub-section, Canberra (No. 346)
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Duties above three positions: Operate magnetic tape automatic typewriters.

Overseas Economic Relations Division, International Relations Branch

J. S. Jepsen 70/86493R	Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division	Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, International Organisations and Commercial Relations Section, Canberra (No. 43)
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Duties: Undertake and supervise research into financial and economic policy issues relating to Australia's commercial relations with other countries.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferable at Honours standard, and appropriate experience desirable.

V. G. Cassimatis 73/57035R	Clerk \$2713-5594 (Class 1), Third Division, unattached	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, External Territories Section, Canberra (No. 50)
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Duties: Undertake or assist in the research and investigation work relating to the economic and financial implications of development in Australia's external territories.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard, together with appropriate research experience.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Overseas Finance Branch

M. J. McGrath
73/10253E Clerk \$2713-5594 (Class 1), Third Division, Office of the Public Service Board, unattached Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, International Finance Section, Canberra (No. 32)

Duties: Undertake or assist in research and investigation work relating to Australia's interest in and relations with, the IMF.

Qualifications: Degree in Economics, Commerce or Arts (Economics) preferably at Honours standard.

International Relations Branch

J. M. Davis
73/75045C Clerk \$2713-5594 (Class 1), Third Division, unattached Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Aid and Development Section, Canberra (No. 21)

Duties: Undertake or assist in the research and investigation work of the section.

Qualifications: Degree in Economics, Commerce or Arts (Economics) preferably at First or Second Class Honours level, or higher degree, and appropriate experience.

C. N. Thorpe
68/67082M Clerk \$5806-6666 (Class 2/3), Third Division, Office of the Public Service Board, Adelaide Research Officer, Grade 1 \$6022-7652, Third Division, Aid and Development Section, Canberra (No. 22)

Duties: Assist as directed, in the research and investigation work of the Division in the fields of: (a) Australia's balance of payments; (b) international financial and commercial relations; (c) membership of international economic organisations; (d) aid to developing countries including Papua New Guinea.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard, together with relevant experience.

Revenue, Loans and Investment Division, Local and Regional Affairs Branch

J. D. Desmond
72/87625P Clerk \$8886-9548 (Class 6), Third Division, Department of the Capital Territory Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Urban Policy and Research Section, Canberra (No. 53)

Duties: Undertake research and investigations into matters relating to the work of the Section.

Qualifications: Degree in Economics, Commerce or Arts (Economics) and previous research experience desirable.

Loans and Debt Management Branch

I. R. S. Hardham
72/87631C Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Loans Section, Canberra (No. 21)

Duties: Undertake research and investigation projects of some complexity and prepare associated draft reports and submissions on developments in Australian capital markets.

Qualifications: Degree in Economics, Commerce or Arts (Economics). Experience in research work desirable.

G. D. Floyd
73/77736K Clerk \$2713-5594 (Class 1), Third Division, unattached Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Loans Section, Canberra (No. 41)

Duties: Undertake preliminary research on overseas borrowings and prepare reports on terms and conditions and other matters of importance relating to international capital market development.

Qualifications: Degree in Economics, Commerce or Arts (Economics) and relevant experience.

State Finances Branch

P. A. Farrelly
73/57036W Clerk \$2713-5594 (Class 1), Third Division, unattached Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Capital Funds Section, Canberra (No. 46)

Duties: Undertake research and analysis of State finances with particular reference to capital expenditures and receipts and factors influencing them.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard, and relevant experience.

Social Security Division, Retirement Benefits Branch

J. H. Squires
73/12407W Clerk \$2713-5594 (Class 1), Third Division Finance Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Special Projects Section, Canberra (No. 46)

Duties: Undertake research and report on particular aspects of special projects in progress; draft replies to Ministerial correspondence.

Qualifications: Degree in Commerce, Arts, Economics, Law or other tertiary qualifications desirable, experience in research and ability to write clear and concise reports and correspondence.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Employment Conditions Branch

S. E. Fenwick 67/86315E	Clerk \$11032-11525 (Class 8), Third Division, Office of the Superannuation and DFRB Boards	Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Conditions of Service Section, Canberra (No. 85)
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Duties: Investigate proposals relating to allowances and conditions of service of Australian Government employees in Australia, including matters referred to Joint Council.

Qualifications: Tertiary qualifications desirable. Experience in conditions of service work an advantage but not essential.

Transport and Industry Division, Manufacturing, Mining and Power Branch

P. J. Thomson 73/88066T	Clerk \$2713-5594 (Class 1), Third Division, unattached	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Manufacturing Section, Canberra (No. 28)
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Duties: Assist as directed in the investigation of matters relating to advice on Government financial assistance to the tourist industry, Government expenditure on export promotion and proposals for Government grants to Australian industry bodies.

Qualifications: Appropriate university degree desirable.

L. J. Kofoed 73/57432P	Clerk \$2713-5594 (Class 1), Third Division, unattached	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Mining and Power Section, Canberra, vice P. J. Goodsell, prov. prom. 19.12.73 (No. 25)
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Duties: Assist in the investigation of developments and problems of the mining industry, and in the regulation of international trade in metals and minerals.

Qualifications: Appropriate university degree desirable.

Rural Industries Branch

S. R. Hoare 73/11111W	Clerk \$2713-5594 (Class 1), Third Division, unattached	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Agricultural Products Section, Canberra (No. 35)
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Duties: Assist in the investigation of proposals relating to financial assistance to rural industries and conditions in those industries; and the preparation of briefs for the Standing Committee on Agriculture.

Qualifications: Degree in Economics or Agricultural Economics desirable.

Note: Effective date of this promotion is 28.2.74.

D. W. Borthwick 72/41740R	Clerk \$2713-5594 (Class 1), Third Division, unattached	Finance Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Animal Products Section, Canberra (No. 12)
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Duties: Assist in examining and advising on policy and administrative matters relating to the meat, dairy, poultry, fishing and honey industries, and general schemes, relating to rural reconstruction.

Qualifications: Degree in Economics or Agricultural Economics desirable. Experience in dealing with policy issues an advantage.

Office of the Australian Government Actuary and Life Insurance Commissioner

R. H. Annon 71/75356K	Audit Inspector, Grade 1 \$7899-8639 (Class 5), Third Division, Auditor-General's Office, Perth	Clerk \$8886-9548 (Class 6), Third Division, Life Insurance Section, Canberra (No. 15)
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Duties: Examine and analyse accounting, financial and statistical returns and statements received from life insurance companies. Undertake reviews of registered companies and draft associated recommendations and correspondence.

Qualifications: Accounting and/or insurance qualifications desirable.

A. J. Julian 73/89942E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Life Insurance Section, Canberra (No. 35)
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Duties: Record and check receipt of statutory and other returns from life insurance companies and prepare associated correspondence, maintain company registers and prepare returns for computer processing.

Qualifications: Mathematical aptitude desirable.

Office of the Insurance Commissioner

Authorisations Branch

J. Hoorweg 70/88082R	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Overseas Economic Relations Division	Clerk \$5806-6666 (Class 2/3), Third Division, Registration and Brokers Section, Registration Sub-section, Canberra (No. 34)
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Duties: Responsible for the maintenance of registration of Insurance Company particulars. Index and cross reference precedent decisions taken. Prepare relevant internal minutes and minor correspondence.

P. G. Dowling 69/10580R	Clerk \$5806-6666 (Class 2/3), Third Division, Australian Taxation Office	Clerk \$6912-7652 (Class 4), Third Division, Company Examinations No. 1 Section, Canberra (No. 30)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

S. Dunlop 71/87951C	Clerk \$5806-6666 (Class 2/3), Third Division, Tariff Board	Clerk \$6912-7652 (Class 4), Third Division, Company Examinations No. 2 Section, Canberra (No. 31)
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Duties above two positions: Carry out initial examination of less complex accounting documents and returns received from insurance companies to determine compliance with statutory requirements. Assist in inspection of financial affairs of insurance companies.

Qualifications above two positions: Progress towards accountancy qualifications desirable.

Investigations, Appeals and Development Branch

J. D. Pinkerton 69/87390E	Company Inspector, Grade 4 \$11032-11525 (Class 8), Third Division, Attorney-General's Department	Senior Inspector \$12019-12510 (Class 9), Third Division, Investigations and Appeals Section, Canberra (No. 9)
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Duties: Supervise and control the operations of the Investigations Sub-section responsible for carrying out investigations in exercise of the Commissioners powers of investigation and enforcement and transitional provisions of the Act. Consider and make recommendations for directions to be given to insurance companies and brokers being investigated.

Qualifications: Accountancy or equivalent qualifications desirable.

P. H. Crowe 71/10066A	Clerk \$9876-10538 (Class 7), Third Division, Office of the Commissioner for Trade Practices	Inspector \$11032-11525 (Class 8), Third Division, Investigation and Appeals Section, Canberra (No. 14)
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Duties: Act in accordance with powers invested in the Commissioner to enter insurance company premises and inspect books, records and obtain explanations from directors and staff on the operations of companies. Prepare reports and correspondence recommending action necessary under the Insurance Act 1973.

Qualifications: Accountancy or equivalent qualifications desirable.

AUSTRALIAN CAPITAL TERRITORY

Royal Australian Mint

J. Papandrea 69/87264T	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Services and Property	Clerk \$6912-7652 (Class 4), Third Division, Finance Section, Costing Sub-section, Canberra (No. 151)
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Duties: Responsible for posting media for factory wages and salaries. Control cafeteria accounts and prepare financial statements.

Qualifications: Partial completion of Accountancy qualifications desirable.

Office of the Superannuation and DFRB Boards, Operations Branch

S. M. Napoli 70/11470M	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, DFRB Section, Contributions and Benefits Sub-section, Canberra (No. 285)
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Duties: Check and certify advance payment of gratuity, refunds of contributions, and pension payments.

R. F. Farr 63/66868G	Clerk \$9876-10538 (Class 7), Third Division	Clerk \$11032-11525 (Class 8), Third Division, DFRB Section, Advising and Information Sub-section, Canberra, vice S. E. Fenwick, prov. prom. 17.1.74 (No. 59)
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Duties: Prepare advices and statements on the administrative implications of proposed legislative changes to the DFRB Act. Prepare internal explanatory material on legislation. Advise on proposals involving new Board policy.

A. B. Webber 69/85478P	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 61)
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Duties: Control and undertake all aspects of Superannuation work for special contributors; ensure safe custody of records. Calculate change over costs on transfer to Superannuation.

G. G. Foster 71/39147E	Clerk \$2713-5594 (Class 1), Third Division, Department of Social Security	Clerk \$5806-6666 (Class 2/3), Third Division, Superannuation Section, Canberra (No. 106)
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J. C. Walker 73/88380G	Clerk \$2713-5594 (Class 1), Third Division, Department of Defence—Air Office	Clerk \$5806-6666 (Class 2/3), Third Division, Superannuation Section, Canberra (No. 101)
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B. J. Munro 73/88373P	Clerk \$2713-5594 (Class 1), Third Division, Statistician's Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Superannuation Section, Canberra (No. 254)
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Duties above three positions: Calculate and certify applications for refunds of contributions and prepare associated correspondence. Calculate variation payments and assist with the calculation of new pensions.

R. M. Bedford 73/88246X	Clerk \$2713-5594 (Class 1), Third Division, Department of Defence—Army Office	Clerk \$5806-6666 (Class 2/3), Third Division, Superannuation Section, Canberra (No. 152)
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Duties: Examine refund cessation advices and certify as to correctness. Initiate action for the adjustment of underpayments and overpayments. Prepare correspondence as necessary.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. L. Sampson 71/86337A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 169)
J. Vogt 73/86665W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 170)
E. Tormey 69/87504E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 172)
L. M. Richards 70/88011P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Superannuation Section, Contribution and Benefits Sub-section, Canberra (No. 174)
J. Hague 68/87268W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 171)

Duties above five positions: Check and code Variation Advices for Superannuation contributions.

COMMONWEALTH SUB-TREASURY

SOUTH AUSTRALIA

W. J. Gabriell 72/66652G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Payroll Section, Adelaide (No. 17)
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Duties: Assist with examination of Pay Variation Advices. Assist in correction of less complex computer control messages. Prepare Amended/Rejected Transaction Advices for errors detected.

Qualifications: Some knowledge of Treasury ADP Salaries system an advantage.

STATISTICIAN'S BRANCH

Demography, Social and Manpower Division, Employment and Labour Branch

G. J. Tonge 70/87757W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Labour Section, Canberra, vice H. W. Asquith, prov. prom. 8.11.73 (No. 14)
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Duties: Assist in the conduct of sample surveys of earnings and hours, labour turnover and other labour statistics.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

Development and Co-ordination Division, Co-ordination Branch

B. G. Thomson 66/85004P	Senior Programmer \$12019-12510 (Class 9), Third Division, Computer Service Centre	Chief Statistical Officer \$13004-13498 (Class 10), Third Division, Departmental Statistics Section, Public Service Board Sub-section, Canberra (No. 2)
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Duties: Direct the work of the Statistical Section. Advise Departmental officers and participate in the interpretation analysis and use of statistics for policy formulation purposes.

Qualifications: Appropriate university degree and extensive statistical experience desirable.

Sampling, Special Surveys and Consultation Branch

R. E. Anderson 72/75334C	Research Officer, Grade 1 \$6022-7652, Third Division, unattached	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Population Survey Operations Section, Household Surveys Development Sub-section, Can- berra (No. 8)
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Duties: Assist in the detailed development of the operations of sample surveys.

Qualifications: Appropriate university degree and statistical or other relevant research experience.

J. D. Wylie 70/75374X	Senior Research Officer, Grade 1 \$8886- 9548 (Class 6), Third Division	Senior Research Officer, Grade 2 \$9876- 10538 (Class 7), Third Division, Population Survey Operations Section, Household Surveys Development Sub-section, Can- berra (No. 5)
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Duties: Undertake the detailed development of more difficult segments of the operations of sample surveys.

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

Statistical Standards and Methodology Branch

W. A. Tarnawski 71/57677A	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Special Projects Section, Special Surveys Sub-section, Canberra, vice J. D. Wylie, prov. prom. 24.1.73 (No. 13)
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Duties: Develop and specify operational procedures for surveys and other projects and assist in design and specification. Collaborate in the development of surveys and other projects and in field test operations. Analyse and advise on these results. Undertake appropriate research.

Qualifications: Appropriate university degree and considerable statistical or other appropriate research experience.

Economic Accounts Division, Prices Quantum and Household Expenditure Branch

I. M. MacMaster 64/85118R	Supervisor \$12019-12510 (Class 9), Third Division	Director \$13991-14484 (Class 11), Third Division, Retail Prices Section, Canberra (No. 2)
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Duties: Direct the work of the Section. Resolve and make recommendations concerning problems of conceptual complexity and issues of policy.

Qualifications: Appropriate academic qualifications desirable. Extensive statistical experience and proven executive ability.

Economic Censuses and Surveys Division, Secondary Production, Classification and Integration Branch

P. M. Wilson 68/66304G	Compiler \$7899-8639 (Class 5), Third Division, Statistician's Branch, Adelaide	Clerk \$8886-9548 (Class 6), Third Division, Internal Trade and Enterprise Section, Wholesale Trade Sub-section, Canberra (No. 11)
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Duties: Undertake investigations into all phases of wholesale census operations. Access and review staffing and other requirements. Review progress of census preparations and operations. Recommend measures to meet time-tables.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Management Services Branch, Finance and General Services Section

B. H. Brickwood 67/869227A	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, General Services Sub-section, Canberra (No. 227)
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Duties: Typing and secretarial duties for Assistant Statistician.

Qualifications: 100 words per minute shorthand.

T. Krugiolka 70/88194R	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, General Services Sub-section, Canberra (No. 225)
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Duties: Typing and secretarial duties for Assistant Statistician.

Qualifications: 100 words per minute shorthand.

J. Mortimer 70/88446T	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, General Services Sub-section, Canberra (No. 226)
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Duties: Typing and secretarial duties for Assistant Statistician.

Qualifications: 100 words per minute shorthand.

Personnel Management Section

M. E. Bailey 73/85333C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4394-4678, Fourth Division, Personnel Sub-section, Canberra (No. 36)
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Duties: Examine attendance books and extract details of absences, late attendance and overtime. Maintain absence register and obtain leave applications for outstanding absences.

Note: Effective date of this promotion is 12.4.73.

W. L. Haugbro 73/85496R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Staff Development and Training Sub-section, Canberra (No. 78)
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Duties: Maintain records of all training courses conducted by the Bureau. Assist course managers, and prepare, as directed, charts, transparencies and other training aids.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Overseas Transactions Division, Foreign Investment Branch

Z. J. Hebda 68/87868A	Clerk \$8886-9548 (Class 6), Third Division	Senior Compiler \$9876-10538 (Class 7), Third Division, International Surveys Section, Supplementary Surveys Sub-section, Canberra (No. 27)
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Duties: Direct the collection, compilation and processing of statistics derived from supplementary surveys of overseas investment. Resolve complex queries and ensure accuracy, consistency and timeliness of statistics.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

International Accounts and Trade Branch

T. P. O'Brien 65/85475M	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Overseas Trade and Shipping Section, Overseas Trade Sub-section, Canberra (No. 59)
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Duties: Control work of Sub-group dealing with individual requests for overseas trade statistics and the special returns system.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

B. Arcus 61/85436A	Compiler \$7899-8639 (Class 5), Third Division, Economic Censuses and Surveys Division	Clerk \$8886-9548 (Class 6), Third Division, Overseas Trade and Shipping Section, Shipping Sub-section, Canberra (No. 64)
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Duties: Investigate methods and co-ordination of all requirements for shipping statistics as related to computer operations.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

VICTORIA

Publications and Research Branch, Research and Analysis Section

J. Andrewartha 73/36726P	Clerk \$2713-5594 (Class 1), Third Division	Research Officer, Grade 1 \$6022-7652, Third Division, Melbourne, vice B. Jurberg, prov. prom. 29.11.73 (No. 9)
R. E. Senn 73/36262C	Clerk \$2713-5594 (Class 1), Third Division	Research Officer, Grade 1 \$6022-7652, Third Division, Melbourne, vice D. J. Clark, prov. prom. 29.11.73 (No. 12)

Duties above two positions: Assist in investigation of sources of information and methods of collection and in outlining proposals for the institution of new collections or expansion of existing collections.

Qualifications above two positions: Appropriate academic qualifications. Previous statistical or research experience an advantage.

TASMANIA

Compiling Branch

L. W. Rhodes 68/81273M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Trade and Transport Sub-section, Compiling Section, Hobart (No. 137)
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Duties: Preliminary examination, classification and coding of import and export entries.

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Management Services Branch

P. Seymour 72/85579K	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Finance and General Services Section	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Registry Sub-section, Finance and General Services Section (No. 704)
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Duties: Control and direct work of Fourth Division staff engaged on file marking and file requests; file maintenance; messengerial services. Receive and arrange counter and telephone requests for files. Conduct on the job training of staff.

R. A. Johnston 58/38776P	Inspector \$12019-12510 (Class 9), Third Division	Senior Inspector \$13004-13498 (Class 10), Third Division, Canberra (No. 10)
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Duties: Exercise control over and co-ordinate the work of the Forms, Machines and Records Control Section and the Finance, Property and Services Section.

S. W. Moore 58/11876R	Inspector \$11032-11525 (Class 8), Third Division	Inspector \$12019-12510 (Class 9), Third Division, Personnel Management and Advising Section, Canberra, vice R. A. Johnston, prov. prom. 24.1.74 (No. 15)
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Duties: Direct the work and the staff of the Personnel Management and Advising Section.

Qualifications above two positions: Accountancy or other appropriate tertiary qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

P. J. McCann 65/67159K	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Personnel Management and Advising Section, Canberra (No. 18)
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Duties: Officer-in-charge, Personnel Sub-section.

A. J. Swift 58/26337T	Assistant Inspector \$9876-10538 (Class 7), Third Division	Inspector \$11032-11525 (Class 8), Third Division, Organisation, Establishment Control and Methods Section, Canberra, vice S. W. Moore, prov. prom. 24.1.74 (No. 16)
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K. Groundwater 71/88497X	Clerk \$8886-9548 (Class 6), Third Division	Inspector \$11032-11525 (Class 8), Third Division, Organisation, Establishment Control and Methods Section, Canberra (No. 521)
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Duties above two positions: Examine organisation proposals forwarded from Branch offices. Carry out inspections where necessary. Conduct methods and establishment reviews.

Qualifications above two positions: Accountancy or other appropriate tertiary qualifications desirable.

R. D. E. Morgan 68/11350X	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Finance, Property and Services Section, Canberra (No. 64)
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Duties: Control and direct the work of the Accounts and Office Services Sub-section.

A. I. Gooden 67/10136R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Finance, Property and Services Section, Canberra, vice R. D. E. Morgan, prov. prom. 24.1.74 (No. 65)
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Duties: Departmental Certifying and Alternate Paying Officer, assist and relieve the officer-in-charge of the Sub-section.

K. F. Robbins 66/37235M	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Organisation, Establishment Control and Methods Section, Canberra (No. 30)
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Duties: Undertake projects relating to work documentation.

J. M. Wheeler 67/57519M	Inspector \$11032-11525 (Class 8), Third Division	Inspector \$12019-12510 (Class 9), Third Division, Staff Development and Training Section, Canberra (No. 523)
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Duties: Direct and control the work of the section engaged on matters affecting the training and development needs of staff groups within the Taxation Office.

Qualifications: Accountancy or other appropriate tertiary qualifications desirable.

Operations Branch

R. G. Woodward 68/12410R	Assistant Inspector \$9876-10538 (Class 7), Third Division	Inspector \$11032-11525 (Class 8), Third Division, Control Section, Canberra (No. 110)
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Duties: Conduct investigations into operational deficiencies throughout the Australian Taxation Office; prepare reports and proposals to implement improvements; examine and report on major organisation proposals; submit final proposals to the Public Service Board.

Qualifications: Accountancy or other appropriate tertiary qualifications desirable.

NEW SOUTH WALES

Income Tax Division, Appeals and Advising Branch

E. A. O'Hara 69/11808M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Sydney (No. 2494)
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Duties: Receive all requests from taxpayers involving appeals to a Court or reference to a Board of Review.

Assessing Branch

J. M. Miller 58/25812R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Section A, Sydney, vice I. Webster, prov. prom. 6.12.73 (No. 195)
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Duties: Objection Register Officer.

F. D. Ryan 67/11579E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Calculations Section, Sydney, vice D. C. Reilly, prov. prom. 6.12.73 (No. 751)
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Duties: Rater.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Management Branch

S. L. Boulger 64/12965E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254 Fourth Division, Taxpayer Services Section, Sydney, vice W. Bearup, prov. prom. 6.12.73 (No. 3721)
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Duties: Overseer, Searching Control, File Control Sub-section.

C. I. Brown 70/13381M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney, vice M. P. Cooper-Cowie, prov. prom. 6.12.73 (No. 2129)
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J. Gardner 70/14871M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney, vice Y. Daley, prov. prom. 6.12.73 (No. 2128)
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C. C. McDonald 58/25643X	Senior Accounting Machinist \$4669, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney, vice P. D. Stanley, prov. prom. 6.12.73 (No. 2138)
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J. K. O'Reilly 66/13636E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney, vice D. R. Ellison, prov. prom. 6.12.73 (No. 2131)
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D. E. Walker 65/14056K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 2130)
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Duties above five positions: Operate a National Cash Register for receipting remittances received by mail, Cashiers Sub-section.

G. C. Clachers 65/14196W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 3849)
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W. J. Guy 71/14921C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 3851)
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Z. Ismirlian 72/10586A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 3850)
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Duties above three positions: Senior Assistant, Filing, Records Sub-section.

E. Delaney 58/24948M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 1631)
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Duties: Supervisor, Control Sorting Unit, Accounts Sub-section.

J. Edwards 68/12891M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 4555)
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R. J. Low 69/13963M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 4556)
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J. P. Sanchez 68/11554K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 3661)
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Duties above three positions: Special Returns Officers, Records Sub-section.

C. A. Feeney 69/11544T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 4513)
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Duties: Statistical Reports Officer, Accounts Sub-section.

J. M. Fitzgerald 58/25106P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 4526)
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Duties: Supervise clerical assist staff engaged on the expeditious treatment of parliamentary and goodwill cases, Accounts Sub-section.

J. R. Green 58/25215A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney, vice H. E. Salmon, prov. prom. 6.12.73 (No. 4032)
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Duties: Senior Lodgment Officer, Sales Tax, File Control Sub-section.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

P. M. T. Hoare 67/12557T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254 Fourth Division, Enforcement Section, Sydney, vice D. M. Harlovich, prov. prom. 6.12.73 (No. 3431)
<i>Duties:</i> Team Leader (Searchers), Recovery Sub-section.		
M. J. Hudson 68/12705K	Typist, Grade 1 \$1838-3981, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Projects and ADP Services Section, Sydney (No. 3243)
<i>Duties:</i> Composing Machine Operator, Methods Sub-section.		
R. A. Kerr 67/13000T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 4528)
J. E. Salter 68/10780T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 4527)
<i>Duties above two positions:</i> Supervise a team of Clerical Assistants engaged in the offsetting, sorting, filing and photo copying of ledger cards, Accounts Sub-section.		
L. M. King 65/11137A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 4529)
<i>Duties:</i> Supervise a team engaged on searching for ledger cards, Accounts Sub-section.		
M. T. King 63/12540R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 4547)
<i>Duties:</i> Supervise a team of Clerical Assistants engaged on photo copying triplicate notices of assessment, Accounts Sub-section.		
W. A. Craven 70/13276T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney, vice M. E. Francis, prov. prom. 6.12.73 (No. 2484)
T. M. R. F. C. Knight 67/14506C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney, vice B. R. E. Pegrum, prov. prom. 6.12.73 (No. 2489)
<i>Duties above two positions:</i> Extract and record statistical data from provisional returns, Estimates and Statistics Sub-section.		
J. A. Lennon 72/12634P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 4322)
<i>Duties:</i> Overseer, Requisitions Control, File Control Sub-section		
M. D. I. Lovell 68/12061T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 4394)
<i>Duties:</i> Supervisor, work receipt unit, Accounts Sub-section.		
G. R. McTaggett 70/10489X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 4587)
<i>Duties:</i> Overseer, Requisitions Searching, File Control Sub-section.		
J. R. McWhirter 70/11283P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Projects and ADP Services Section, Sydney, vice J. H. Goulder, prov. prom. 6.12.73 (No. 3049)
<i>Duties:</i> Operate bursting equipment and accept responsibility for the guillotine equipment, Output Control Sub-section.		
R. G. Mennie 65/10400P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 3665)
<i>Duties:</i> Registration Assistant, File Control Sub-section.		
H. R. Moore 71/13751T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 4517)
<i>Duties:</i> Supervisor Clerical Assistants, Other Taxes Ledger Division, Accounts Sub-section.		
D. J. Morphet 69/13445M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 3962)
<i>Duties:</i> Instalment Records Officer, File Control Sub-section.		

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

D. M. Pellarini 64/10564R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Enforcement Section, Sydney (No. 4333)
<i>Duties:</i> Rating, Checking and Reconciling Officer, Instalment Sub-section.		
P. A. Preston 63/11550M	Typist, Grade 1 \$1838-3981, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 2200)
<i>Duties:</i> Type adjustment sheets in respect of matters pertaining to income tax, Correspondence Sub-section.		
J. E. M. Schofield 67/12565R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 4546)
<i>Duties:</i> Correct file numbers on accounting records and, where necessary, refer to Clerks for preparation of adjusting computer input documents, Accounts Sub-section.		
C. K. Stanley 66/11354K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Projects and ADP Services Section, Sydney, vice J. Morgan, prov. prom. 6.12.73 (No. 4428)
<i>Duties:</i> Error Corrector, Output Control Sub-section.		
A. White 65/12793P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Sydney (No. 1800)
<i>Duties:</i> Supervise Clerical Assistants, Grade 1, employed on mail opening duties, Cashiers Sub-section.		
D. Winspear 65/14224X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Projects and ADP Services Section, Sydney (No. 2786)
<i>Duties:</i> Compare details of previous year assessment with listings on computer printout to ensure accuracy of provisional details, Data Preparation sub-section.		

VICTORIA

Income Tax Division, Assessing Branch

J. C. Williams 58/49935A	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, Estate Duty and Gift Duty Section, Melbourne (No. 3865)
B. T. May 58/50197P	Investigation Officer, Grade 1 \$7899-8639 (Class 5), Third Division, Sales Tax and Payroll Tax Branch	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, Estate Duty and Gift Duty Section, Melbourne, vice L. F. O'Brien, prov. prom. (No. 588)
<i>Qualifications:</i> 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.		

Sales Tax and Payroll Tax Branch

J. B. Flanagan 58/44183W	Investigation Officer, Grade 2 \$8886-9548 (Class 6), Third Division	Investigation Officer, Grade 3 \$9876-10538 (Class 7), Third Division, Melbourne, vice M. L. Chamberlain, prov. prom. 6.9.73 (No. 1067)
T. P. Wilson 61/36977W	Investigation Officer, Grade 2 \$8886-9548 (Class 6), Third Division	Investigation Officer, Grade 3 \$9876-10538 (Class 7), Third Division, Melbourne, vice J. L. Baker, prov. prom. (No. 1014)
L. G. Wiffen 67/36882R	Investigation Officer, Grade 1 \$7899-8639 (Class 5), Third Division	Investigation Officer, Grade 2 \$8886-9548 (Class 6), Third Division, Melbourne (No. 1033)
P. H. Russell 68/36583K	Investigation Officer, Grade 1 \$7899-8639 (Class 5), Third Division	Investigation Officer, Grade 2 \$8886-9548 (Class 6), Third Division, Melbourne (No. 1075)
F. J. Forer 65/36665R	Investigation Officer, Grade 1 \$7899-8639 (Class 5), Third Division	Investigation Officer, Grade 2 \$8886-9548 (Class 6), Third Division, Melbourne, vice J. B. Flanagan, prov. prom. (No. 1069)
I. R. Hunter 65/37396A	Investigation Officer, Grade 1 \$7899-8639 (Class 5), Third Division	Investigation Officer, Grade 2 \$8886-9548 (Class 6), Third Division, Melbourne, vice T. P. Wilson, prov. prom. (No. 1032)

Qualifications above six positions: 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.

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No. 9 A

Canberra, Friday, 25 January 1974

SPECIAL

Prices Justification Act 1973

PHILIP MORRIS LIMITED

Matter No. E73/1059

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 PHILIP MORRIS 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 PHILIP MORRIS LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices of sundry goods and locally purchased pipe and 'roll-your-own' tobacco, imported cigars, pipe tobacco, 'roll-your-own' tobacco and 'roll-your-own' cigarette tissue

Provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 15th day of January 1974.

E. A. C. CHAMBERS

Acting Chairman

Prices Justification Act 1973

PARBURY FOODS PTY LTD

Matter No. E73/23

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 PARBURY FOODS PTY LTD 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 PARBURY FOODS PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in prices of imported foodstuffs where such increases are due entirely to and accurately reflect only the money amount of increases in the landed cost of such goods to the Company

Provided that the Company's audited financial statements are forwarded to the Tribunal annually.

Dated this 16th day of January 1974.

E. A. C. CHAMBERS

Acting Chairman

Prices Justification Act 1973

PARBURY HENTY & CO. PTY LTD

Matter No. E73/23

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 PARBURY HENTY & CO. PTY LTD 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 PARBURY HENTY & CO. PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. the prices of goods sold by the Crockery, Textile, Timber and Raw Materials Divisions

Provided that:

- (a) reports are forwarded to the Tribunal at three monthly intervals setting out sales revenue and estimated gross profit;
 - (b) gross profit rates as established at the date of the last audited balance sheet are reported together with budget rates of gross profit effective as from 1 August 1973;
 - (c) no increase in budget rates of gross profit effective as from 1 August 1973 shall be made without prior notification to the Tribunal in accordance with the Act, and
 - (d) in the case of imported goods any increases in prices are due entirely to and accurately reflect only the money amount of increases in the landed cost of the Company of such goods;
2. the prices of services supplied by the Insurance Division in so far as the activities of the said Division are limited to acting as agents for insurance companies which are not Related Companies;
 3. the prices of services supplied by the Newsprint Division in so far as the activities of the said Division are limited to acting as agents for overseas suppliers of newsprint which suppliers are not Related Companies, and
 4. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 16th day of January 1974.

E. A. C. CHAMBERS

Acting Chairman

*Prices Justification Act 1973***PARBURY HENTY (QLD) PTY LTD**

Matter No. E73/23

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 PARBURY HENTY (QLD) PTY LTD 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 PARBURY HENTY (QLD) PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods supplied by the Company

Provided that:

1. reports are forwarded to the Tribunal at three monthly intervals setting out sales revenue and estimated gross profit;
2. gross profit rates as established at the date of the last audited balance sheet are reported together with budget rates of gross profit effective as from 1 August 1973;
3. no increase in budget rates of gross profit effective as from 1 August 1973 shall be made without prior notification to the Tribunal in accordance with the Act, and
4. financial statements of the Company are forwarded to the Tribunal at six monthly intervals.

Dated this 16th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

*Prices Justification Act 1973***PARBURY NOCOL PTY LTD**

Matter No. E73/23

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 PARBURY NOCOL PTY LTD 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 PARBURY NOCOL PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods supplied by the Company.

Provided that:

1. reports are forwarded to the Tribunal at three monthly intervals setting out sales revenue and estimated gross profit;
2. gross profit rates as established at the date of the last audited balance sheet are reported together with budget rates of gross profit effective as from 1 August 1973;
3. no increase in budget rates of gross profit effective as from 1 August 1973 shall be made without prior notification to the Tribunal in accordance with the Act, and
4. financial statements of the Company are forwarded to the Tribunal at six monthly intervals.

Dated this 16th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

*Prices Justification Act 1973***PARBURY INDUSTRIAL EQUIPMENT PTY LTD**

Matter No. E73/23

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 PARBURY INDUSTRIAL EQUIPMENT PTY LTD 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 PARBURY INDUSTRIAL EQUIPMENT PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods supplied by the Company

Provided that:

1. reports are forwarded to the Tribunal at three monthly intervals setting out sales revenue and estimated gross profit;
2. gross profit rates as established at the date of the last audited balance sheet are reported together with budget rates of gross profit effective as from 1 August 1973;
3. no increase in budget rates of gross profit effective from 1 August 1973 shall be made without prior notification to the Tribunal in accordance with the Act, and
4. financial statements of the Company are forwarded to the Tribunal at six monthly intervals.

Dated this 16th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

*Prices Justification Act 1973***CASTLEMAINE PERKINS LIMITED**

Matter No. E73/964

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 CASTLEMAINE PERKINS 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 CASTLEMAINE PERKINS LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices of spirits, wines and other alcoholic and non-alcoholic liquors purchased from other manufacturers or suppliers for resale in the same condition and at the same prices exclusive of discount as received from the manufacturer or supplier, or where increases in such prices are entirely due to and accurately reflect increases in the prices of such products charged by the manufacturers or suppliers concerned or, as to products not previously supplied by the Company, where the prices are not higher than those charged by the manufacturers or suppliers concerned to retail outlets or unlicensed persons.

Provided that:

1. any increases in prices which are due to variations in the intermerchant discount rate prevailing at 1 August 1973 are notified by the Company to the Tribunal in accordance with section 18 of the *Prices Justification Act 1973*;

2. financial statements are submitted by the Company at six monthly intervals showing sales revenue, gross profits and gross profit margins for such products for the current and previous six months period, and
3. audited financial statements are submitted to the Tribunal annually.

Dated this 17th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

Prices Justification Act 1973

**PACIFIC OUTDOOR ADVERTISING
PTY LIMITED**

Matter No. E73/1007

**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 **PACIFIC OUTDOOR ADVERTISING PTY LIMITED** from the provisions of section 18 of the Act, NOW I, **LINDSAY HALE WILLIAMS**, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said **PACIFIC OUTDOOR ADVERTISING PTY LIMITED** from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of outdoor advertising signs and reflectorized traffic signs manufactured and supplied by the Company where:

1. such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations, and/or
2. such goods are manufactured to an individual customer's specifications

Provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 19th day of December 1973.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

**PRESTON MOTORS (HOLDINGS) LIMITED
AND RELATED COMPANIES**

Matter No. E73/1029

**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 **PRESTON MOTORS (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 **PRESTON MOTORS (HOLDINGS) LIMITED AND RELATED COMPANIES** from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. the prices of new motor vehicles and motor vehicle parts and accessories supplied by General Motors-Holden's Pty Ltd for the complete range of General Motors-Holden's vehicles, provided that the prices do not exceed those recommended in the price lists issued by General Motors-

Holden's Pty Ltd from time to time and provided further that such price lists have been approved by the Tribunal, and

2. prices of spare parts and accessories other than in 1. above purchased by the Companies and resold in the same condition

Provided that:

- (a) the prices of spare parts and accessories referred to in 2. above do not exceed the price lists issued by the suppliers from time to time and provided further that such price lists have been approved by the Tribunal, and
- (b) audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

Preston Motors Proprietary Limited
Preston Motors (Albury) Pty Ltd
Preston Motors (Essendon) Pty Limited
Preston Motors (Footscray) Proprietary Limited
Market Motors (Dandenong) Proprietary Limited
Urban Motors Proprietary Limited
Preston Motors (Malvern) Wholesale Pty Ltd
Preston Motors (Essendon) Wholesale Pty Limited
Preston Motors (Footscray) Wholesale Pty Ltd
Preston Motors (Malvern) Pty Ltd
Preston Motors (Commercial Sales) Pty Ltd
P.M. (Wholesale) 1966 Proprietary Limited
G. V. Clarke (Wholesale) Pty Limited
Market Motors Dandenong (Wholesale) Proprietary Limited
Preston Motors (Morningside) Pty Ltd

Dated this 16th day of January 1974.

E. A. C. CHAMBERS
Acting Chairman

Prices Justification Act 1973

**HUMES LIMITED AND RELATED
COMPANIES**

Matter No. E73/1094

**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 **HUMES 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 **HUMES LIMITED AND RELATED COMPANIES** from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. increases in the prices of goods supplied by the Companies where such increases are due entirely to and accurately reflect only the actual money amount of increases in the cost to the Companies of:

- (a) steel used in the manufacture of such goods, to the extent that increases in the cost of steel are calculated in accordance with the terms of the Tribunal's report dated 10 October 1973 relating to the Broken Hill Proprietary Company Limited and Australian Iron and Steel Proprietary Limited;

- (b) cement used in the manufacture of such goods;
- (c) PVC resins and additives used to provide feed-stock for the manufacture of such goods;
- (d) cartage of raw materials and finished goods, and

2. the prices of goods and services supplied by the Companies to employees at staff canteens operated by the Companies

Provided that audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

Concrete Constructions Pty Ltd
 Vinlon Pty Ltd
 A. K. Lever & Co. Pty Ltd
 Hume-S-Lon Ltd
 Centralian Industries Pty Ltd
 Darwin Crushed Metal (N.T.) Pty Ltd
 Ready Mix Concrete (N.T.) Pty Ltd

Dated this 18th day of January 1974.

E. A. C. CHAMBERS
 Acting Chairman

Prices Justification Act 1973

**PACIFIC OUTDOOR ADVERTISING
 PTY LIMITED**

Matter No. E73/524

**REVOCATION OF 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 revoke the exemption given in respect of PACIFIC OUTDOOR ADVERTISING PTY LIMITED and published in the Australian Government Gazette No. 133 A on the 25th day of September 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 19th day of December 1973.

L. H. WILLIAMS
 Chairman

