

Australian Government Gazette

Published by the Australian Government Publishing Service



No. 23 **Canberra, Thursday, 14 March 1974**

CONTENTS

Orders in Council	2
Notices under the Superannuation Act	3
Retirements and dismissals	3
Vacancies	3
Vacancies—Public Service	5
Transfers to advertised vacancies	32
Promotions	34

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

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

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

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

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

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

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

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

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

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

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

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

347 Swanston Street, Melbourne, Vic. (Telephone 6633010)

Ground Floor, Mt Newman House, 200 St George's Terrace, Perth, W.A. (Telephone 224737)

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

and from Commonwealth Sub-Treasuries at:

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

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

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

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

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

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

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

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

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

Positions created and abolished

DEPARTMENT OF ABORIGINAL AFFAIRS

Australian Capital Territory

Offices created: Management Services and Projects Branch: Fourth Division—Typist, Grade 1 (two). (Ex. Min. No. 1)

DEPARTMENT OF THE CAPITAL TERRITORY

Australian Capital Territory

Offices created: Finance and Supply Branch: Third Division—Clerk \$9529-9961 (one). Establishments Branch, Establishment Reserve—Third Division, Clerk \$9529-9961 (one); Clerk \$7651-8230 (one); Clerk \$5923-6571 (one); Clerk \$4955-5708 (three); Clerk \$2298-4770 (one). Fourth Division—Data Processing Operator, Grade 2 (three); Clerical Assistant, Grade 4 (four); Clerical Assistant, Grade 3 (five); Clerical Assistant, Grade 2 (four). City Manager's Office, Commercial and Transport Operations Branch, Transport Section: Fourth Division—Transport Supervisor \$4852-5110 (three).

Office abolished: City Manager's Office, Conservation and Agriculture Branch: Third Division—Senior Inspector \$7651-8230 (one). (Ex. Min. No. 4)

DEPARTMENT OF DEFENCE—AIR OFFICE

Central Office

Offices created: Finance and Logistics Division, Finance Administration Branch: Third Division—Clerk \$5923-6571 (one). Finance and Logistics Division, Finance Administration Branch, Pay Section: Third Division—Clerk \$9529-9961 (one). (Ex. Min. No. 76)

Victoria

Office created: Headquarters Support Command, Senior Engineering Staff Officer Branch, Staff Officer Engineering Branch Services: Fourth Division—Illustrator, Grade 1 (one). (Ex. Min. No. 76)

DEPARTMENT OF FOREIGN AFFAIRS

Australian Capital Territory

Office created: Overseas Division, Australian Embassy, Phnom Penh: Fourth Division—Clerical Assistant, Grade 5 (one).

Office abolished: Overseas Division, Australian Embassy, Phnom Penh: Fourth Division—Machine Operator (one).

Office created: Pacific and Western Division, South Pacific Section: Third Division—Clerk, \$8886-9548 (one).

Offices created: Management Services Division, Services Branch, Internal Audit Section: Third Division—Senior Internal Auditor, Grade 2 \$9876-10538 (three); Internal Auditor, Grade 1 \$6912-7652 (three); Fourth Division—Clerical Assistant, Grade 1 (one).

Office created: Management Services Division, Services Branch, Communications, Technical and General Services Section, Communications Sub-section, Diplomatic Mails Group: Fourth Division—Clerical Assistant, Grade 2 (one). (Ex. Min. Nos 19, 25, 26, 27)

Offices created: Management Services Division, Communications, Technical and General Services Section, General Services Sub-section, Office Management Group: Fourth Division—Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (one).

Office abolished: Management Services Division, Communications, Technical and General Services Section, General Services Sub-section, Office Management Group: Third Division—Clerk \$5806-6666 (one). (Ex. Min. No. 28)

Offices created: Development Division, Information and Cultural Relations Branch, Cultural Relations Section: Third Division—Clerk \$11032-11525 (one); Clerk \$8886-9548 (two); Clerk \$6912-7652 (one); Fourth Division—Clerical Assistant, Grade 1 (one). (Ex. Min. No. 29)

Offices created: Pacific and Western Division, Pacific Branch, Papua and New Guinea Section: Third Division—Clerk \$5806-6666 (one); Overseas Division, Australian Embassy, Brasilia: Fourth Division—Typist, Grade 2 (one). (Ex. Min. No. 30)

DEPARTMENT OF HEALTH

Central Office

Office created: Policy and Planning Division, Policy Secretariat and Legislation Branch: Fourth Division—Clerical Assistant, Grade 3 (one).

Australian Capital Territory

Office created: Medical Services Branch: Third Division—Physiotherapist, Class 3 (one).

Victoria

Office created: Health Laboratories, Bendigo: Third Division—Senior Specialist-in-charge \$17004 (one).

Queensland

Office created: Health Laboratories, Toowoomba: Third Division—Medical Laboratory Technologist, Class 2 (one).

Western Australia

Office created: Health Laboratories, Kalgoorlie: Fourth Division—Technical Officer (Medical Laboratory), Grade 1 (one).

Northern Territory

Offices created: Planning and Development Division, Master and Project Planning Branch: Third Division—Clerk \$2298-4770 (two). (Ex. Min. No. 7)

DEPARTMENT OF MINERALS AND ENERGY

Australian Capital Territory

Offices created: Division of National Mapping, Map Production Branch: Fourth Division—Senior Draftsman (one); Draftsman, Grade 2 (one); Draftsman, Grade 1 (one); Drafting Assistant, Grade 2 (twelve); Drafting Assistant, Grade 1 (one). Bureau of Mineral Resources, Geology and Geophysics, Mineral Resources Branch: Fourth Division—Rotary Driller, Grade 2 (two); Rotary Driller, Grade 1 (five); Assistant Rotary Driller (four). (Ex. Min. No. 1)

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Australian Capital Territory

Offices created: Office of the Government, Ceremonial and Hospitality, Royal Visit Organisation: Second

Division—Director \$20870 (one). Development Division: Fourth Division—Steno-secretary, Grade 1 (one). Operations Division: Fourth Division—Steno-secretary, Grade 1 (one).

(Ex. Min. Nos 3, 4)

DEPARTMENT OF SOCIAL SECURITY

Australian Capital Territory

Offices abolished: Management Division, Establishments and Finance Branch: Fourth Division—Typist, Grade 1 (one). Hospital Insurance and Nursing Division, Nursing Homes Benefits Branch: Third Division—Director \$11256-11688 (one).

Offices created: Management Division, Secretariat and Information Branch: Third Division—Director \$11256-11688 (one); Assistant Director of Public Relations \$10891 (one); Clerk \$10393-10824 (one); Journalist, Grade A1 \$9655-10039 (two); Clerk \$9529-9961 (two); Clerk \$8518-9097 (three); Clerk \$7651-8230 (one); Clerk \$6787-7434 (one); Clerk \$5923-6571 (one); Clerk \$4955-5708 (one); Fourth Division—Clerical Assistant, Grade 2 (one).

(Ex. Min. No. 8)

New South Wales

Office created: Regional Offices: Third Division—Social Worker, Class 2 \$7256-7859 (six).

(Ex. Min. No. 8)

Queensland

Office created: Social Security Branch, Unemployment and Sickness Benefits Section: Third Division—Clerk \$5923-6571 (one).

(Ex. Min. No. 7)

DEPARTMENT OF THE TREASURY

Central Office

Australian Capital Territory

Office created: Overseas Economic Relations Division (located in Tokyo): Second Division—Assistant Secretary \$19085 (one).

(Ex. Min. No. 10)

NOTICES UNDER THE SUPERANNUATION ACT

Superannuation Act 1922-1973

(Section 120)

ELECTION BY CONTRIBUTORS OF ONE MEMBER OF THE SUPERANNUATION BOARD

Pursuant to paragraph 37 of the notice appearing in the *Australian Government Gazette* No. 139 of 4 October 1973, I hereby declare the following candidate duly elected, namely Margery Anne Freeman.

FRANK CREAM
Treasurer

RETIREMENTS AND DISMISSALS

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

RETIREMENTS

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

DEPARTMENT OF DEFENCE—AIR OFFICE

Australian Capital Territory

Section 67 (Invalidity): Henry Evans, Clerical Assistant, Grade 3, 30.1.74.

POSTMASTER-GENERAL'S DEPARTMENT

Queensland

Section 67 (Invalidity): Douglas Gerrard Fraser, Mail Officer, 10.10.73; Innes Margaret Harris, Typist, Grade 2, 20.12.73; William Henry Harris, Telecommunications Technical Officer, Grade 2, 5.2.74; Roberts Kerr Jennings Hodgkinson, Telecommunications Technician, 13.2.74; Mervyn Hyde, Mail Officer, 28.11.73; James William Frederick Whittaker, Lines Supervisor, Grade 3, 1.2.74.

Section 85 (1): Patrick Lawrence Fanning, Postal Officer, Grade 3, 3.1.74; Patrick Clement Healy, Clerical Assistant, Grade 1, 11.1.74.

Section 86: Arthur Thomas Charles Allen, Stores Supervisor, 31.12.73.

South Australia

Section 67 (Invalidity): Milton John Wilks, Clerk, 11.1.74; Jennifer Christine Bailey, Accounting Machinist-in-charge, Grade 1, 17.1.74; Vincent Nunn, Senior Licence Inspector, 29.1.74; Thomas Hugh Quaife, Mail Officer, 31.1.74; Norman Alfred Baldock, Mail Officer, 22.2.74; William Allan Bandt, Postman, 22.2.74; Cecil Russell Holland, Clerk, 26.2.74.

Western Australia

Section 86: Edgar Corscaddon Moffatt, Lines Supervisor, Grade 2, 17.2.74; David Stanley Selfe, Superintendent, 28.2.74.

DEPARTMENT OF THE TREASURY

Australian Taxation Office

Queensland

Section 86: Edward Bernard Smith, Group Controller, 21.3.74.

K. F. FAUL
Acting Secretary
Public Service Board

VACANCIES

Statutory authorities

COMMONWEALTH BANKING CORPORATION

ENTRANCE SELECTION EXAMINATIONS

Competitive Entrance Selection Examinations for appointment to the Service of the Commonwealth Banking Corporation in the Melbourne Metropolitan Area will be held on the following dates:

20 April 1974

25 May 1974

22 June 1974

Application forms setting out full particulars may be obtained from any branch of the Commonwealth Banking Corporation.

B. B. CALLAGHAN
Managing Director
Commonwealth Banking Corporation

NATIONAL CAPITAL DEVELOPMENT COMMISSION

SOCIAL SCIENTISTS

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.

To fulfil its functions the Commission, which employs town-planners, engineers, architects, economists, social scientists, and management personnel requires people with experience and skill in community organisation, social development, planning, and social research to provide a social input into planning and to develop community involvement programmes.

Applications are invited for the following vacancies:

Project Officer \$11032-11525

Duties: Maintain continual liaison with groups and organisations within the community. Identify projects where community inputs are required. Develop processes of community consultation for particular projects and the implementation of programmes.

Preferred qualifications: Tertiary Training in a social science and skills and experience in community organisation.

Research Officer \$8886-9548

Duties: Collect and analyse data on the social development of Canberra, social indices and community attitudes. Under direction prepare feedback studies of social and behavioural aspects of residential environments. Provide a social input to planning teams on particular projects.

Preferred qualifications: Tertiary training and research skills in a social science and interest in social development preferred.

Conditions: Appointees may be eligible to contribute to the Australian Government 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 22 March 1974.

Steno-secretary, Grade 2 \$6014-6484 per annum

An Associate Commissioner of the National Capital Development Commission requires the services of a competent Secretary with extensive typing and shorthand experience together with a sound knowledge of general secretarial work. She will also assume the responsibility of receiving visitors, arranging functions and maintaining personal papers.

Commencing salary will be negotiated according to qualifications and experience.

The successful applicant will be located in the Commission's air-conditioned offices at 220 Northbourne Avenue, Canberra. Generous leave benefits and flexible working hours are offered and the appointee may be eligible to contribute to the Australian Government Superannuation Fund.

Applications will be treated in confidence and should be forwarded in writing to: The Acting Secretary and Manager, National Capital Development Commission, Box 373, Canberra City, A.C.T. 2601 by 21 March 1974.

ARCHITECT

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, social scientists and management/administrative personnel.

Architect (Class 4), District Development

The occupant of this position will be required to manage and provide technical advice on major architectural projects being undertaken by private agent architects and Authorities for the Commission. He will also be required to provide advice on briefs, programmes, costs and performance, analyse design proposals, review documentation and standards and report on specialised technical matters.

Qualifications: Applicants should possess a degree or diploma from a recognised school of Architecture or equivalent qualifications together with considerable design and construction experience.

Salary: Salary will be commensurate with qualifications and experience and will be within the range of \$13190-14100 per annum.

Conditions: Appointees may be eligible to contribute to the Australian Government 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 21 March 1974.

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 87a.

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 1408x, 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 14088, 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 First Assistant Director, General Management Services Division, Air Transport Group, Department of Transport, G.P.O. Box 18390, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box 193, Brickfield Hill, N.S.W. 2000
- 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), G.P.O. Box 4131, 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, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O., Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The General Manager, H.M.A. Naval Dockyard, Nelson Place, Williamstown, Vic. 3016
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- I2 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- I3 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 586J, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, 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, International Training Institute, Middle Head Centre, Middle Head, Mosman, N.S.W. 2088
- K4 The Officer-in-charge, Australian Development Assistance Agency, P.O. Box 789, Fortitude Valley, Qld 4006
- 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, corner 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 919J, 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, Westfield Towers, 100 William Street, Potts Point, N.S.W. 2011
- 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
- O1 The Secretary, Department of Immigration, Canberra, A.C.T. 2600

- O2** The Regional Director of Migration, Department of Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3** The Regional Director of Migration, Department of Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4** The Regional Director of Migration, Department of Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5** The Regional Director of Migration, Department of Immigration, G.P.O. Box 2399, Adelaide, S.A. 5001
- O6** The Regional Director of Migration, Department of Immigration, P.O. Box 963M, Perth, W.A. 6001
- O7** The Regional Director of Migration, Department of Immigration, G.P.O. Box 794H, Hobart, Tas. 7001
- O8** The Regional Director of Migration, Department of Immigration, Box 864, Darwin, N.T. 5794
- P1** The Secretary, Department of Labour, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- P2** The Regional Director, Department of Labour, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- P3** The Regional Director, Department of Labour, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- P4** The Regional Director, Department of Labour, G.P.O. Box 1382, Brisbane, Qld 4001
- P5** The Regional Director, Department of Labour, G.P.O. Box 2299, Adelaide, S.A. 5001
- P6** The Regional Director, Department of Labour, G.P.O. Box R1273, Perth, W.A. 6001
- P7** The Regional Director, Department of Labour, G.P.O. Box 585F, Hobart, Tas. 7001
- P8** The Officer-in-Charge, Department of Labour, P.O. Box 399, Canberra City, A.C.T. 2601
- Q1** The Secretary, Department of the Media, 153 Walker Street, North Sydney, N.S.W. 2060
- Q2** The Controller, Australian Government Publishing Service, G.P.O. Box 84, Canberra, A.C.T. 2600
- Q3** The Chairman, Australian Broadcasting Control Board, Marland House, 562-574 Bourke Street, Melbourne, Vic. 3000
- R1** The Secretary, Department of Minerals and Energy, Canberra, A.C.T. 2600
- T1** The Secretary, Department of Northern Development, P.O. Box 823, Canberra City, A.C.T. 2600
- U1** The Director, Establishments and ADP, Department of the Northern Territory, P.O. Box 231, Darwin, N.T. 5794 (by Airmail)
- V1** The Secretary, Department of Overseas Trade, Canberra, A.C.T. 2600
- V2** The Administrative Officer, Department of Overseas Trade, G.P.O. Box 7054, Sydney, N.S.W. 2000
- V3** The Assistant Director, Department of Overseas Trade, Private Bag, Post Office, South Yarra, Vic. 3141
- V4** The Regional Director, Department of Overseas Trade, 1st Floor, Commonwealth Offices, 232 Adelaide Street, Brisbane, Qld 4000
- V5** The Regional Director, Department of Overseas Trade, G.P.O. Box 477D, Adelaide, S.A. 5001
- V6** The Regional Director, Department of Overseas Trade, G.P.O. Box M967, Perth, W.A. 6001
- V7** The Regional Director, Department of Overseas Trade, 2nd Floor, M.L.C. Building, 65 Murray Street, Hobart, Tas. 7000
- W1** The Director-General of Posts and Telegraphs, Melbourne, Vic. 3000
- W2** The Director of Posts and Telegraphs, G.P.O. Box 6001, Sydney, N.S.W. 2001
- W3** The Director of Posts and Telegraphs, Melbourne, Vic. 3000
- W4** The Director of Posts and Telegraphs, Brisbane, Qld 4000
- W5** The Director of Posts and Telegraphs, Adelaide, S.A. 5000
- W6** The Director of Posts and Telegraphs, Perth, W.A. 6000
- W7** The Director of Posts and Telegraphs, Hobart, Tas. 7000
- X1** The Secretary, Department of Primary Industry, Canberra, A.C.T. 2600
- X2** Regional Director, Department of Primary Industry, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- X3** Regional Director, Department of Primary Industry, 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
- X7** Regional Executive Officer, Department of Primary Industry, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1** The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2** The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y3**
- Y4** The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5** The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601
- Y6** The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- Y7** The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y8** The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001
- Y9** The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001
- Y10** The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001
- Y11** The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001
- Y12** The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794
- Y13** The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14** The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15** The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16** The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17** The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18** The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19** The Chief Auditor, Auditor-General's Office, G.P.O. Box 106B, Brisbane, Qld 4001
- Y20** The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21** The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22** The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23** The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24** The Director, Office of the Prices Justification Tribunal, 4 Treasury Place, Melbourne, Vic. 3000
- Z1** The Secretary, Repatriation Commission, Albemarle Building, Furzer Street, Phillip, A.C.T. 2606
- Z2** The Deputy Commissioner, Repatriation Department, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3** The Deputy Commissioner, Repatriation Department, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4** The Deputy Commissioner, Repatriation Department, G.P.O. Box 651, Brisbane, Qld 4001
- Z5** The Deputy Commissioner, Repatriation Department, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6** The Deputy Commissioner, Repatriation Department, G.P.O. Box F352, Perth, W.A. 6001
- Z7** The Deputy Commissioner, Repatriation Department, G.P.O. Box 481E, Hobart, Tas. 7001
- AA1** The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2** The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3** The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289U, 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
- AA16** The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- 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 519B, 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, P.O. Box 694, Darlinghurst, N.S.W. 2010
- 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, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344c, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, 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 1797q, 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, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- 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 1391k, 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 4311, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O. Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2, P.O., Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2, P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8, P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1, P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5, P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1, P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, cnr. Sallon and Phoenix Sts., Brunswick, Vic. 3056
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square P.O., Canberra City, A.C.T. 2608
- AH1 The Assistant Secretary, Management Services Branch, Surface Transport Group, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 308, Milsons Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 7791, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, Cloister Square, Perth, W.A. 6001
- AH7 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 854-J, Hobart Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, 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, Australian Bureau of Census and Statistics, 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 2796g, 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 533r, 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 2807A, 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

AUSTRALIAN CAPITAL TERRITORY

Management Services Branch

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Establishments and Finance Section, Canberra

Duties: Assist the Officer-in-charge, Registry, with staff training and Supervision. Classify ministerial correspondence and assist with the handling and processing of classified paper and files.

Qualifications: Sound knowledge of Registry procedures desirable.

Apply: A1

ATTORNEY-GENERAL'S DEPARTMENT

OFFICE OF THE COMMISSIONER OF TRADE PRACTICES

AUSTRALIAN CAPITAL TERRITORY

Policy and Planning Branch

*Assistant Commissioner \$17300, Second Division, Canberra

Duties: No. 94—Direct the work of a branch in developing policy relating to objectives, priorities and the use of resources in dealing with restrictive trade practices, in planning and supervising research, and in maintaining a continuing evaluation of progression and the effectiveness of procedures under existing and proposed trade practices legislation.

Qualifications: A degree in economics, commerce and/or law preferably at honours level an advantage, together with experience in planning and supervising economic research.

Apply: D24

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Government Division, Government Branch

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

Duties above positions: Prepare instructions to the Parliamentary Draftsman for legislation within the department's functions, including the revision of more complex drafts. Prepare the submission of more 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.

Apply: E1

A.C.T. Lands and Transport Policy Division, Land Administration Branch

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

Duties: No. 821—Review continuously and recommend amendments to legislation administered by the Section. Examine and report on the practicability of proposed forms of land development. Undertake investigations, make recommendations and prepare correspondence and reports associated with the various valuation appeals boards.

Qualifications: Experience in investigation, analysis and report writing desirable.

Apply: E1

Clerk \$9876-10538 (Class 7), Third Division, Leasing Section, Canberra

Duties: No. 1721—Prepare reports and recommendations and conduct negotiations with lessees on lease matters. Prepare replies to ministerial correspondence and representations on matters administered by the Variations Sub-section.

Qualifications: Experience in investigation, analysis and report writing desirable.

Apply: E1

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

Duties: No. 838—Undertake the more important investigations and negotiations in cases of alleged breaches of lease covenants.

Apply: E1

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

Duties: No. 822—Undertake investigations, submit reports and assist generally on matters arising out of the activities concerned with the sales of residential land.

Qualifications above two positions: Experience in investigation and report writing desirable.

Apply: E1

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

Duties: No. 854—Responsible for collecting, co-ordinating and analysing statistics associated with land sales or required in connection with leasing projects.

Qualifications: Experience in statistical processes desirable.

Apply: E1

Clerk \$6912-7652 (Class 4), Third Division, Leasing Section (several positions), Canberra

Duties above positions: Responsible for the work of a leasing team engaged in investigating and reporting on cases of alleged breaches of lease covenants.

Qualifications: Aptitude for investigation work and ability to prepare submissions and recommendations desirable. Ability to deal with members of the public desirable.

Apply: E1

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

Duties: No. 859—Lodgments Clerk, arrange and make lodgments at the Titles Office in connection with the grant, transfer, surrender and determination of leases.

Apply: E1

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

Duties: No. 860—Attend counter and deal with routine inquiries.

Apply: E1

Housing and Welfare Division, Housing Operations Branch

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

Duties: No. 875—Maintain and control accounts for Co-operative Building Societies and liaise with Secretaries of the Societies.

Qualifications: Progress in accountancy studies desirable.

Apply: E1

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

Duties: No. 497—Review accounts and calculate discharge figures in relation to Commonwealth Mortgage and A.C.T. Trust Account Loans.

Qualifications: Progress in accountancy studies desirable.

Apply: E1

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

Duties: No. 225—Direct, supervise and control the work of the Conveyancing cell and ensure that all policy and procedural instructions are being correctly applied and that all conveyancing work is performed in accordance with the procedures and practices laid down by the Senior Legal Officer.

Qualifications: Experience in conveyancing desirable.

Apply: E1

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

Duties above positions: NP—Provide conveyancing service to applicants under the Housing Ordinance in accordance with established practices and procedures.

Qualifications: Experience in conveyancing desirable.

Apply: E1

Searcher, Grade 2 \$5735-6084, Fourth Division, Conveyancing Section, Canberra

Duties: NP—Undertake searches of land titles and where necessary, depositor plans and unit title plans.

Qualifications: Previous Title Searching experience desirable.

Apply: E1

City Manager's Office, City Services Branch

Clerk \$8886-9548 (Class 6), Third Division, Social Controls and Authorities Section (two positions), Canberra

Duties above positions: Conduct Inspections of real estate agents, building societies and credit unions.

Qualifications: Investigational experience and accountancy qualifications highly desirable.

Apply: E1

Forests Branch

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

Duties: No. 609—Supervise and direct staff in the preparation of forestry production, major plant and vehicle maintenance records, oversight calling of tenders and the procurement procedures of the Branch.

Apply: E1

DEPARTMENT OF DEFENCE AUSTRALIAN CAPITAL TERRITORY

Defence Officer, Class 5 \$13004-13498 (Class 10), Third Division, Canberra

Duties: No. 1782—Manage a large support group in a research environment. Responsible for general administrative, publishing, storage, retrieval and dis-

tribution services, including registries, reference library systems and other analyst support services.

Apply: H1

Defence Planning Division, Planning Branch No. 1

Chief Executive Officer \$13991-14484 (Class 11), Third Division, Canberra

Duties: No. 2059—Lead a section dealing in a geographical/functional area of major concern in Defence planning. Advise on strategic policy in regard to that area and direct appropriate executive action.

Qualifications: Appropriate University Degree, preferably at honours level desirable.

Apply: H1

Manpower Policy and Management Services Division, Management Services Branch

Accountant \$8886-9548 (Class 6), Third Division, Finance Section, Canberra

Duties: No. 1916—Control and supervise the full range of day to day accounting activities of the Section. Perform the functions of Authorising Officer and alternate Certifying Officer.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

Inspector (Personnel) \$11032-11525 (Class 8), Third Division, Canberra

Duties: No. 70—Responsible to the Assistant Secretary, Establishments, for advice on civil personnel management and the implementation of approved policies within the Department. Exercise control and supervision over Directorate of Civil Personnel.

Qualifications: Wide experience in personnel work desirable.

Apply: H1

VICTORIA

Branch of the Air Member for Technical Services, Directorate of Quality Assurance, Victorian Field Office

*Inspecting Officer, Grade 2 \$6336-6859, Fourth Division, Melbourne

Duties: No. 124—Under direction, carry out field staff duties involving direct inspection, patrol inspection, planning of re-inspection and the supervision of subordinate staff.

Qualifications: Appropriate trade training and experience in the field of Mechanical Engineering (Airframes). Experience in quality control requirements and procedures desirable.

Note: This position is to be filled on a temporary basis.

Apply: H4

DEPARTMENT OF DEFENCE—ARMY OFFICE AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Establishments and Personnel Section, Establishments General Office, Canberra

Duties: No. 33—Maintain position records, organisation charts, duty statements and functional statements. Prepare routine correspondence on establishment matters and maintain establishment statistical records.

Apply: H1

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

Duties: No. 26—Carry out, as a team member, programmed, cyclic and special establishment inspections of integrated (Military/Civilian) units. Prepare reports and recommend overall organisation and establishment requirements. Prepare organisation proposal reports and represent the Department, as necessary, in negotiations with the Public Service Board.

Apply: H1

Royal Military College Duntroon, Faculty of Military Studies

*Technical Officer, Grade 2 \$7843-8347, Fourth Division, Canberra

Duties: No. 188—The work involves assisting staff members and post-graduate students with the design, construction and maintenance of digital electronic equipment and in projects in both the computer centre and the computer Science Laboratory. Current activities include projects on interface equipment and inter-computer links, together with a research project in computer design.

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

Apply: H1

*Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Department of Engineering, Canberra

Duties: No. 18—Assist with the construction, installation and maintenance of a wide range of electrical and electronic equipment used by staff and students in teaching and research.

Qualifications: Engineering trade qualifications with experience in electrical and electronic engineering desirable.

Apply: H1

*Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division, Physics Sub-section, Canberra

Duties: No. 164—Assist with the design and development of high vacuum systems and cryogenic installations. Manufacture vacuum systems, cryogenic equipment and other experimental and teaching equipment as required by the Department. Install and maintain laboratory and research equipment.

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

Apply: H1

NEW SOUTH WALES

Training Command, 1st Recruit Training Battalion

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administration Section, Orderly Room Sub-section, Wagga Wagga

Duties: No. 2—Check documentation associated with records of public monies, leave and attendance. Initiate adjusting action of errors detected and investigate accounting queries. Carry out spot checks of rations and petrol/oil/lubricants.

Note: Previous applicants need not re-apply.

Apply: H7

DEPARTMENT OF DEFENCE—NAVY OFFICE AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, EDP Branch

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

Duties: No. 166—Undertake direction, maintain, develop and document real time computer programmes and software. Assist in the preparation of programme testing and simulation programmes.

Qualifications: Appropriate training in programming together with relevant experience with substantial knowledge of real time Computer Systems. Tertiary qualifications to be stated.

Apply: H1

Finance and Materiel Division

Clerk \$9876-10538, (Class 7), Third Division, Materiel Section, Canberra

Duties: No. 3—Critically examine and draft recommendations on the more important submissions to Minister, Business Advisor, Cabinet etc, on equipment projects and works matters.

Qualifications: Proven report writing ability with ability to analyse proposals with varying degrees of complexity desirable. Experience in Defence/Treasury financial programming would be an advantage.

Apply: H1

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Personnel Branch

Registrar \$8886-9548 (Class 6), Third Division, Organization, Staffing and Training Section, Establishments and Methods Sub-section, Canberra

Duties: No. 262—Continually review organization, methods and procedures relating to the keeping of the Departmental records both in Australia and overseas and introduce improvements where possible. Keep abreast of modern record keeping techniques, especially those involving automatic, electronic or photographic processes.

Apply: L1

Assistant Registrar \$7899-8639 (Class 5), Third Division, Organization, Staffing and Training Section, Establishments and Methods Sub-section, Canberra

Duties: No. 263—Undertake research into and planning of improved methods and procedures for records management with special emphasis on the development of methods and procedures for the evaluation, sentencing and disposal of semi-active and inactive records held in the central office, interstate offices, and overseas posts of the department.

Qualifications: Tertiary studies with a background in history would be an advantage.

Apply: L1

Services Branch

Programmer \$8886-9548 (Class 6), Third Division, ADP Section, Canberra

Duties: No. 718—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 together with considerable systems design and programming experience desirable.

Apply: L1

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

Duties: Examine departmental procedures and carry out checks on departmental records. Prepare appropriate reports. Discuss matters arising from audits with management of areas audited.

Qualifications: Completed or partially completed accountancy qualifications desirable as well as previous experience in audit functions.

Apply: L1

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

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

Duties: No. 915—Responsible for the operation of the Office Services Sub-section.

Qualifications: Extensive knowledge of reproduction facilities and procurement and maintenance of stores and equipment records desirable.

Apply: K1

Division No. 1, Aid Branch

Clerk \$6912-7652 (Class 4), Third Division, Projects and General Services Section, General Services Sub-section, Canberra

Duties: No. 18—Maintain register of experts, conditions documentation and provide details of past experts services offered to recipient countries. Arrange medical and security clearances and issue certificates of service.

Apply: K1

PNG Projects and Programmes Branch

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

Duties: No. 936—Under direction provide research assistance as required. Other duties as directed.

Qualifications: Tertiary qualifications desirable.

Apply: K1

DEPARTMENT OF HEALTH

CENTRAL STAFF

Steno-secretary, Grade 1 \$5311-5663, Fourth Division (several positions), Canberra

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

Qualifications: Shorthand at least 100 words per minute.

Apply: M1

Management Services Division, ADP Branch

*Programmer \$11032-11525 (Class 8), Third Division, Services Section, Canberra

Duties: No. 27—To evaluate, plan and conduct both theoretical and practical training on all aspects of ADP work.

Qualifications: Experience in Systems Analysis, Design and Programming, together with tertiary qualifications and prior training experience, particularly in the field of ADP desirable.

Apply: M1

*Programmer \$8886-9548 (Class 6), Third Division, Services Section, Canberra

Duties: No. 45—Assist in the formulation and the conduct of training courses in Systems Analysis and Design, Programming and Computer Operation.

Qualifications: Considerable experience in Systems, Design and Programming. Aptitude for training work. Tertiary qualifications desirable.

Apply: M1

National Biological Standards Laboratory

*Chemist Class 2 \$9397-10521, Third Division, Canberra

Duties: No. 219—Assist with research into analytical method for incorporation into official standard using infra-red spectroscopy, develop identification methods (including computer-assisted searching of spectra) and maintain a comprehensive file of reference spectra. Develop quantitative IR and near NIR methods. Supervise examination of samples by IR spectroscopy.

Qualifications: An appropriate degree or diploma in Science (major in Chemistry or Biochemistry), or Chemical Engineering or equivalent qualification.

Apply: M1

*Chemist, Class 2 \$9397-10521, Third Division, Canberra

Duties: No. 271—Using Ultra-violet spectroscopy, maintain a comprehensive file of reference spectra and develop new analytical methods (especially those for single-tablet assays, involving automated equipment). Supervise examination of samples using UV spectroscopy.

Qualifications: An appropriate degree or diploma in Science (major in Chemistry or Biochemistry) or Chemical Engineering or equivalent qualification.

Apply: M1

National Health and Medical Research Council Division

*Medical Officer, Class 2 \$13358-13852, Third Division, Canberra

Duties: No. 17—Chairman or Convener of Committees of the National Health and Medical Research Council in various specialty areas. Undertake research, prepare papers and provide advice for committees on professional topics. Liaise with Universities, professional and voluntary organisations as appropriate.

Qualifications: Medical practitioner eligible for registration in Australia. Postgraduate qualifications in an appropriate field of medicine desirable.

Apply: M1

Administration Branch

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

Duties: No. 7—Assist in processing of grant applications and preparation of notifications. Responsible for processing of applications to hold committee meetings and for payment of committee member's allowances.

Apply: M1

Policy and Planning Division, Policy Secretariat and Legislation Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Public Relations Section, Canberra

Duties: No. 35—Clerical assistance associated with checking written material for publication. Maintenance of distribution system for press release, monthly and quarterly journals and annual reports.

Apply: M1

Public Health Division

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

Duties: No. 9—Act as minute secretary to several food committees of National Health and Medical Research Council. Assist in processing papers and in the preparation of briefs relating to Codex Alimentarius matters. Assist Departmental officers serving on committees of the Standard Association of Australia.

Qualifications: Experience in secretarial work to important committees and preparation of Ministerial correspondence desirable.

Apply: M1

Aboriginal Health Branch

***Senior Project Officer \$12019-12510 (Class 9), Third Division, Canberra**

Duties: No. 3—Provide advice on the sociological and cultural aspects of aboriginal health projects. Prepare associated reports, submissions and Ministerial correspondence.

Qualifications: Appropriate tertiary qualifications together with administrative ability and aptitude for report writing.

Apply: M1

Dental Services Branch

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

Duties: No. 11—Examination and evaluation of proposals for capital projects concerning buildings for clinical and related purposes. Preparation of recommendations and reports.

Apply: M1

Occupational Health Branch

***Medical Officer, Class 3 \$14466-15111, Third Division, Melbourne**

Duties: No. 17—Provide a consultant service in occupational health and safety for Postmaster-General's Department. Develop and undertake occupational health studies and research throughout Australia for the Department. Plan and arrange the implementation of approved programmes in preventive medicine and health education.

Qualifications: Medical practitioner eligible for registration in Australia. Postgraduate qualifications in Occupational Health, Public Health or Internal Medicine highly desirable.

Note: The successful applicant will be seconded for duty with the Postmaster-General's Department, Melbourne.

Apply: M1

Therapeutics Division, Therapeutic Goods Branch

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

Duties: No. 53—Secretary and Convenor of Ministerial Advisory Committee on Adverse Drug Reactions. Undertake research, prepare agenda items and associated background material on drug relations.

Qualifications: University degree in Science and experience in drug administration desirable.

Apply: M1

VICTORIA

Australian Radiation Laboratory

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

Duties: No. 457—Supervise and direct the work of staff engaged in accounts, purchasing, typing, records, other clerical duties; attend to staffing and recruitment matters; assist in preparing estimates; maintain oversight of expenditure; prepare correspondence and reports.

Apply: M3

NORTHERN TERRITORY

Darwin Hospital

***Senior Tutor Sister, Grade 1 \$7137, Fourth Division, Nursing Section, Darwin**

Duties: No. 1898—Plan, organise, implement and co-ordinate the approved programme for the training of Pupil Midwives.

Apply: M8

***Tutor Sister, \$5645-6614, Fourth Division, Nursing Section, Darwin**

Duties: No. 1899—Arrange programmes of lectures and tutorials for the training of Pupil Midwives.

Qualifications above two positions: General Nursing Certificate. A Diploma in Nursing Education of the College of Nursing, Australia, or the Sister Tutor Diploma of the New South Wales College of Nursing desirable.

District allowance: Grade IV.

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

Accommodation: Single board and lodging (air-conditioned) is available for \$28 per fortnight.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Architectural Division, Architectural Design Branch

***Senior Draftsman \$8599-9103, Third or Fourth Division, Bank and Special Projects Branch, Structural Sub-section, Sydney**

Duties: No. 20—Make calculations, prepare working drawings, designs and estimates and specifications for building projects in reinforced concrete and structural steel. Prepare specifications notes and rough sketches for guidance of subordinate staff engaged on preparation of structural engineering designs. Assess foundation conditions; also stability, safety or load-bearing condition of existing structures.

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

Apply: AK11

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Finance Branch

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

Duties: No. 25—Examination of traders, wages and miscellaneous accounts.

Qualifications: Experience in finance work desirable.

Apply: AK2

Technical Division

Draftsman, Grade 2 \$7843-8347, Third or Fourth Division, Architectural Design Section, Canberra

Duties: No. 13—Under general supervision, prepare sketch plans, working drawings, details, specifications, schedules and reports and co-ordinate engineering components for projects of normal complexity. Supervise technical staff of lower status.

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

Apply: AK2

***Works Supervisor \$7988-8312, Fourth Division, Construction Section, Architectural Sub-division and Housing, Canberra**

Duties: No. 173—Supervise and inspect painting work being carried out by contract to ensure compliance with specifications and prescribed standards. Provide advice to various sections on paints, paint finishes and specialised protective coatings. Analyse paint failures and defects and report on causes of failure.

Qualifications: Appropriate trade qualifications and/or experience in a supervisory capacity appropriate to the duties.

Apply: AK2

***Technical Officer (Buildings), Grade 1 \$6003-7613, Third or Fourth Division, Quantity Survey Section, Canberra**

Duties: No. 14—Under the direction of professional staff, undertake or assist in the inspection and preparation of complete or sectional estimates and associated functions for routine building works in design and construction stages.

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

Apply: AK2

NEW SOUTH WALES

Management Services Division, Programming and Financial Services Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounts Section, Appropriation and Project Ledgers Sub-Section, Sydney

Duties: No. 34—Maintain Job Records. Answer inquiries about Job Numbers and Treasury Classifications and ensure that these are correctly recorded on posting media for daily costing.

Apply: AK3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounts Section, Cashiers Sub-Section, Sydney

Duties: No. 67—Act as Witnessing Officer for payment of salaries and wages and assist Pay Officer with acquittance of paid vouchers at end of pay runs.

Apply: AK3

Clerk \$6912-7652 (Class 4), Third Division, Programming and Budgeting Section, Budget and Overhead Analysis Sub-section, Sydney

Duties: No. 18—Carry out analyses of the cost of productive manhours and of overhead costs. Assist in the preparation of budgets.

Qualifications: Analytical ability and completion or partial completion of accountancy qualifications or other relevant academic qualifications is desirable.

Apply: AK3

Projects Division No. 2, Technical Resources Branch Engineer, Class 3 \$11348-12664, Third Division, Sydney

Duties: Civil Engineer, Class 3. Lead a multi-discipline design team or lead a multi-discipline construction supervision team or carry out design tasks as a member of a multi-discipline team on projects where there are unusual, complex, novel or critical design features.

Apply: AK3

Engineer, Class 3 \$11348-12664, Third Division, Sydney

Duties: No. 221—Maritime Works Engineer, Class 3. Supervise and participate in investigation, design and documentation of Maritime Engineering Works.

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: AK3

Technical Services Division, Work as Executed Drawings Branch

***Senior Technical Officer (Buildings), Grade 1 \$8599-9103, Third or Fourth Division, Sydney**

Duties: No. 149—Plan, allocate and control the work of subordinate staff engaged on the alteration and updating of record drawings to include modifications made during construction and subsequent maintenance; review the quality of such modifications to ensure that they are in accordance with Departmental standards practices and procedures.

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

Apply: AK3

QUEENSLAND

General Works Division, Design Branch

Senior Technical Officer (Buildings), Grade 3 \$10227-10522, Third or Fourth Division, Brisbane

Duties: No. 245—Oversight and report on availability of technical officer staff and advise on the allocation thereof. Develop review and report on the general standard and performance of technical officer staff and arrange rotational and external training where necessary. Undertake forward planning in respect of the R. & M. programme.

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

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

Apply: AK5

Management Services Division, Contracts Branch

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

Duties: No. 587—Assistant Contracts Officer. Provide a service to senior officers of the Region by undertaking, on request, enquiries and investigations on specific contractual problems in construction, and occasionally, design.

Qualifications: A thorough knowledge of Commonwealth and departmental procedures relating to building and engineering contracts desirable.

Apply: AK5

WESTERN AUSTRALIA

Accounts Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personal Loan Section, Perth

Duties: No. 85—Responsible for the maintenance of groups of ledger cards. Attend to counter and telephone inquiries in the Accounts Branch.

Apply: N6

NORTHERN TERRITORY

Management Services Division, Finance Branch

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

Duties: NP—Assistant Certifying Officer—classify and certify expenditure on vouchers, journal entries and treasury forms 18 and supervision of Examiners of Accounts.

Qualifications: Experience in preparation of wages and salaries sheets in accordance with relevant Awards and Determinations is necessary.

District Allowance: Grade IV.

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

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

Apply: AK9

Technical Division

Architect, Class 4 \$13190-14100, Third Division, Construction Section, Architectural (Darwin) Sub-section, Darwin

Duties: No. 188—Responsible for the organisation, co-ordination and control of the execution of major architectural projects carried out by contract in the Darwin Region according to approved programmes.

Qualifications: Appropriate degree or diploma preferably in Architecture; or equivalent qualifications.

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

Utilities Division

*Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Electricity Supply Undertakings Section, Darwin

Duties: EP (D14)—Under general technical direction carry out investigations, estimating, design and development work associated with 132, 66, 22 and 11KV zone sub-station installations, modifications and/or extensions. Carry out special field studies as directed.

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

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

*Works Supervisor \$7988-8312, Fourth Division, Construction Section, Port Moresby

Duties: No. 21—Supervise the construction by contract of Civil Contracts in Papua New Guinea. Carry out inspections, prepare reports, estimates, specifications and contract payments as necessary.

Qualifications: Appropriate qualifications and/or experience. Wide experience in construction of roads, footpaths and associated works including sealing, kerbing, channels and stormwater drainage, bridges and reinforced concrete structures generally, together with experience in the installation of water and sewer mains to 30 inches diameter, would be an advantage.

Apply: AK10

*Works Supervisor \$7988-8312, Fourth Division, Construction Section, Port Moresby

Duties: No. 74—Member of team to supervise construction by contract of the Port Moresby Airport Development Project. Carry out inspections, prepare reports, estimates, specifications and contract payments as necessary. Train Papua New Guinea nationals as Inspectors of work.

Qualifications: Considerable contractual and/or supervisory experience on major projects of a similar nature together with ability to train Papua New Guinea nationals is desirable. Sound knowledge of controlled manufacturing, laying of high quality concrete and heavy earthmoving, compaction and quarrying equipment, is preferred.

Conditions above two positions: Selection will be made for a two year posting under the conditions of DROS.

Taxation: Taxation is presently at a slightly lower rate than in Australia.

Local Allowance: Married \$2450 per annum; single \$820 per annum.

Apply: AK10

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Management Services Branch

Clerical Assistant Grade 3 \$4822-5254, Fourth Division, Personnel, Establishments and Methods Section, Melbourne

Duties: No. 57—Perform all phases of registry work including classifying, indexing and registration in respect of staff, personal, and establishment files.

Apply: P1

NEW SOUTH WALES

Employment, Training and Industrial Services Division, Training Branch

Clerical Assistant Grade 3 \$4822-5254, Fourth Division, Training and Development Section, Sydney

Duties: NPH—Contact senior officials at all levels regarding meetings, etc., assist on all aspects of surveys written on Industry, carry out other support clerical duties as required.

Apply: P2

Management Services Branch

Data Processing Operator, Grade 2 \$5165, Fourth Division, Office Services Section, ADP Sub-section, Sydney

Duties: No. 82—Tape, punch and verify data from precoded and partially precoded documents following a range of procedures associated with the Department's ADP system.

Qualification: Completion of the prescribed test.

Apply: P2

Planning and Research Branch

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Technological Change and Occupational Research Section, Sydney

Duties: No. 21—Undertake research studies and investigations into the employment effects of technological change.

Qualifications: Appropriate university degree (or equivalent tertiary qualifications). Relevant research experience.

Apply: P2

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Labour Market Information Section, Sydney

Duties: No. 35—Assist in the processing of statistical data from Employment Office returns and special surveys and in the maintenance of the Section's statistical data records and filing system.

Apply: P2

VICTORIA

Employment, Training and Industrial Services Division, Employment Branch

Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section (several positions), Colac, Geelong, Ballarat, Morwell, Hamilton.

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

Apply: P3

Officer-in-charge \$9876-10538 (Class 7), Third Division, Special Employment Categories Section, Youth Sub-section, Melbourne

Duties: No. 11—Oversight and direct work programmes relating to the counselling and placement of young people in employment.

Apply: P3

TASMANIA

Management Services Branch

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

Duties: NP—Provide Relief within Regional Office.

Apply: P7

Regional Office

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

Duties: No. 16—Test Administrator. Administer group and individual psychological tests in metropolitan and country areas.

Qualifications: Current study towards a degree with a major in psychology, an advantage.

Apply: P7

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

Duties: No. 12—Attend to counter and telephone inquiries; type reports, etc.

Qualifications: Competent typist.

Apply: P7

DEPARTMENT OF THE MEDIA

CENTRAL OFFICE

Broadcasting and Film Division, Film Australia

Typist, Grade 2, \$4731-5053, Fourth Division (two positions), Lindfield

Duties: No. 11, 203—Perform typing and stenographic duties as required.

Apply: Q1

AUSTRALIAN CAPITAL TERRITORY

Information Division, Australian Government Publishing Service, Management Branch

Stores Supervisor \$5283-5532, Fourth Division, Supply Section, Stores and Procurement Sub-section, Canberra

Duties: No. 536—Directly supervise the operations of the Bulk Paper store including (a) receipt, identification and acquittal of stores received; (b) segregation according to vocabulary and stowage of all stock items; (c) issue and dispatch of stores, etc.

Qualifications: Ability to operate mechanical handling aids, e.g. Fork Lifts, and train subordinate staff to licenced standard is desirable.

Apply: Q2

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

Resources Division, Projects No. 2 Branch

Research Officer, Grade 1 \$6022-7652, Third Division, Transport and Industry Section, Canberra

Duties: No. 35—Assist in the detailed investigations and studies of specified proposals for development projects and resources exploitation in northern Australia. Maintain dossiers on resources data and other relevant information.

Qualifications: Appropriate university degree, or equivalent qualifications.

Apply: T1

Special Projects Branch

***Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Bowen Basin Development and Special Projects Section, Canberra**

Duties: 109—Assist in studies of the co-ordination of industrial and other development in the Bowen Basin region, the economic evaluation of specific projects and formulation of advice on these matters.

Qualifications: Appropriate University degree. Experience in project evaluation an advantage.

Apply: T1

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Land and Community Development Division, Local Government and Services Branch

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

Duties: No. 14—Clerical duties associated with administration of Workers Compensation and Long Service Leave legislation.

Qualifications: Experience in labour and industry fields an advantage.

Apply: U1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Traffic Administration Section, Darwin

Duties: No. 88—As cashier, receive all cash for transactions undertaken at the Motor Vehicle Registry. Carry out necessary balances, effect payments to Collector of Public Moneys and prepare summaries as necessary.

Qualifications: Related experience, including operation of a multi key cash register desirable.

Apply: U1

Urban Development and Town Planning Branch

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

Duties: No. 17—Responsible for the control of the preparation of the finances and work programmes. Constantly review Administrative procedures, staffing and organisation. Preparation of important reports for management.

Qualifications:—Sound administrative experience particularly in the fields of finance and personnel desirable.

Apply: U1

Management, Legislation and Planning Division, Finance, Supply and Transport Branch

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

Duties: No. 2—Perform secretarial, stenographic and typing duties for the Branch Head.

Qualifications: Shorthand, 100 words per minute.

Apply: U1

Clerk \$6912-7652 (Class 4), Third Division, Accounting Section, Darwin

Duties: No. 122—Certifying Officer. In accordance with Section 34 of the Audit Act, Certify accounts and Journal entries for the Department.

Qualifications: A sound knowledge of the Audit Act, Treasury Regulations and Directions desirable.

Apply: U1

Assistant Controller \$11032-11525 (Class 8), Third Division, Supply Section, Darwin

Duties: No. 32—Provide assistance to the Assistant Director (Supply) on Administrative matters. Conduct major investigations into the procurement and distribution of supplies and provision of services throughout the Northern Territory together with the review of branch practices and policies.

Qualifications: Thorough knowledge of Supply procedures and experience in investigatory work desirable.

Apply: U1

Resource Development Division, Water Resources Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Alice Springs Section, Alice Springs

Duties: No. 115—Maintain bore data and other statistical records. Arrange provision of stores and services for field staff, and maintain internal filing system.

Qualifications: Experience appropriate to the duties desirable.

Apply: U1

Social and Commercial Affairs Division, Commercial and Industrial Affairs Branch

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

Duties: No. 2—Perform secretarial, stenographic and typing duties for the Branch Head.

Qualifications: Shorthand, 100 words per minute.

Apply: U1

Public Utilities and Housing Branch

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

Duties: No. 37—Under direction, interview applicants for Housing and War Service Loans; register and process applications; prepare statistical statements, maintain Commitments Register.

Qualifications: Previous experience relevant to the duties desirable.

District Allowance: Darwin, Grade IV; Alice Springs, Grade III.

Accommodation: Single accommodation available. The waiting period for marriage 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 allowed.

Apply: U1

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

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

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

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

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

Apply: V1

VICTORIA

Regional Office

Clerk \$11032-11525 (Class 8), Third Division, Melbourne

Duties: No. 196—Officer-in-charge. Direct and control the work of a section engaged on investigation, trade promotion and industry survey activities.

Establish and maintain contact with executives in commerce and industry. Interview and make arrangements for overseas visitors.

Qualifications: Ability to direct staff, including field staff. Capacity to undertake investigations and prepare reports. Academic qualifications to be stated.

Apply: V1

WESTERN AUSTRALIA

Regional Office

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

Duties: No. 15—Officer-in-charge, Registry.

Qualifications: Knowledge of registry procedures desirable.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT CENTRAL OFFICE

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

Assistant Director-General \$19085, Second Division, Data and Customer Facilities Branch, Melbourne

Duties: No. 9—Responsible to the Sub-division Head for the control and management of the Branch.

Qualifications: Proven high level administrative ability.

Apply: W1

Engineer, Class 5 \$14882-15845, Third Division, Telephone Switching and Facilities Branch, National Trunk Network Section, Melbourne

Duties: No. 5—Responsible to the Branch Head for management of the Section which performs the intermediate and long-term planning of the national trunk switched network.

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

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

Duties: No. 23—Analyse detailed technical data for the various numbering, switching and charging elements of Regional Network Planning procedures and make appropriate assessments of Network Development Plans submitted by the States. Prepare complex technical specifications for the planning and operating requirements of new facilities associated with the existing local switching equipment.

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

Apply: W1

Engineer, Class 3 \$11348-12664, Third Division, Telephone Switching and Facilities Branch, Exchange and Communications Systems Section, Melbourne

Duties: No. 4—Carry out planning studies relating to the appraisal and evaluation of new local exchange switching systems and facilities in relation to standards, policies and objectives. Prepare facility specifications for local exchange and centralised service equipment.

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

Apply: W1

Research Sub-division

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Switching and Signalling Branch, Melbourne

Duties: No. 26—Undertake design and development work relating to digital switching and signalling systems. This may involve some software work.

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

Apply: W1

Engineer, Class 3 \$11348-12664, Third Division, Switching and Signalling Branch, Systems Development Section, Melbourne

Duties: No. 103—Supervise and conduct field trials of newly developed switching and signalling equipment.

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

Apply: W1

Engineering Works Division, Long Line and Telepower Equipment Branch

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

Duties: No. 22—Analyse tenders, prepare technical reports, etc., for multiplex equipment provisioning. Control and direct Engineer and other staff as directed by the Supervising 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: W1

Network Performance and Operations Branch

Engineer, Class 2 \$9581-10702, Third Division, Telephone Subscribers' Equipment Operations Section, Melbourne

Duties: No. 30—Development and standardization of procedures and practices for maintenance of subscribers' equipment, PAPX equipment and public telephones.

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: This position was advertised in *Gazette* No. 5 of 10.1.74. Previous applicants will be considered and need not re-apply.

Apply: W1

Radio Branch

Engineer, Class 2 \$9581-10702, Third Division, Provisioning (Broadband Radio) Section, Melbourne

Duties: No. 30—Design, specification and procurement of equipment for broadband radio projects.

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

Apply: W1

Clerk \$5806-6666 (Class 2/3), Third Division, Provisioning (Subs. and Small Capacity R/T) Section

Duties: No. 126—Provision of administrative assistance to an engineering group.

Apply: W1

Clerk \$5806-6666 (Class 2/3), Third Division, Provisioning (Special R/T Projects) Section, Melbourne

Duties: No. 124—Provision of administrative assistance to an engineering group.

Apply: W1

Technical Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Design (Broadband Radio) Section, Melbourne

Duties: No. 101—Construct, assemble, wire and assist in laboratory testing of experimental models. General assistance in Radio laboratory including maintenance of test equipment.

Apply: W1

Support Services Branch

Senior Technical Instructor, Grade 2 \$9437, Third or Fourth Division, Recruitment and Training Section (three positions), Melbourne

Duties: Nos 55, 68, 69—Plan and design syllabuses, write and edit Technical Training Publications, design bench projects and specify training aids for on or more of the following areas of technical training courses: (i) Broadband Radio and Television Equipment; (ii) Line Transmission Equipment; and (iii) Telegraphs and Data Equipment.

Qualifications above three positions: (a) An approved certificate from a Technical College or Institute of Technology or such other qualifications as the Board deem appropriate, together with appropriate experience; and (b) Satisfactory completion of a course of teacher training as specified by the Board as to the ability to teach both theoretical and practical subjects. Experience in teaching Technical Training Courses in one or more of the above areas together with proven technical writing ability is also desirable.

Apply: W1

Telegraphs and Data Equipment Branch

Senior Technical Officer (Engineering), Grade 3 \$10227-10522, Third or Fourth Division, Datal Equipment Section, Melbourne

Duties: No. 63—Under the direction of the Supervising Engineer, control and co-ordinate the activities of the technical officers of the Section involving permits to connect, network development and design, equipment design and evaluation, and equipment provisioning.

Apply: W1

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

Duties: No. 37—Under the functional control of an engineer, develop new designs for datal equipment, develop specifications and laboratory acceptance tests procedures for data equipment purchased under contract and conduct advanced laboratory tests and prepare engineering instructions related to datal equipment.

Apply: W1

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

Duties: No. 38—Under the functional direction of an engineer, prepare, design diagrams for Australia-wide data networks; develop and document new standards, principles and practices for providing data networks and liaise with all parties associated with the provision of data networks.

Apply: W1

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

Duties: No. 39—Establish and maintain a provisioning programme for all datal equipment. Oversight the acceptance delivery and distribution of datal equipment including liaison with contractors and State Material Inspection staff.

Apply: W1

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

Duties: No. 40—Conduct detailed office and laboratory evaluations of applications for permit to connect to the Datal Service. Maintain and extend the permit to connect system. Consult with equipment supplies on their applications for permits.

Qualifications above five positions: An approved technical college certificate or other approved qualifications, and requisite experience. Experience at the appropriate grade in any aspect of the provision and maintenance of the Datal Services desirable.

Note above five positions: Any experience in the design, provisioning, planning, installation or maintenance of transmission equipment will be considered suitable.

Apply: W1

Telephone Switching Equipment Branch

Engineer, Class 3 \$11348-12664, Third Division, Circuit Design Section, Melbourne

Duties: No. 5—Develop and evaluate new and revised circuit designs for metropolitan telephone exchanges.

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

Clerk \$6912-7652 (Class 4), Third Division, Equipment Design Standards (Local) Section, Melbourne

Duties: No. 33—Sectional Clerk of Equipment Design Standards (Local and Trunk) Sections. Responsible to the Engineers Class 4 (Trunk and Local) for administrative duties.

Apply: W1

Management Services Division, Supply Branch

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

Duties: No. 182—Assist in maintaining stock levels and the procurement of supplies.

Apply: W1

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

Duties: No. 222—Supervise and direct subordinate staff responsible for the procurement of supplies.

Qualifications above two positions: A good knowledge of Supply procedures and practices desirable.

Apply: W1

Postal Services Division, Post Offices Branch

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

Duties: No. 20—Formulate standards and methods of training supervisory staff of the Branch and develop suitable training courses.

Qualifications: Knowledge of Branch procedures and practices desirable.

Note: This position was advertised in *Gazette* No. 163 of 1.11.73. Previous applicants will be considered and need not re-apply.

Apply: W1

NEW SOUTH WALES

Director's Staff

Senior Internal Auditor, Grade 2 \$9876-10538 (Class 7), Third Division, Internal Audit Section, Sydney

Duties: No. 18—Oversight and review State internal audit programme.

Qualifications: Ability to lead and control staff desirable. Applicants should indicate Accountancy and/or other qualifications.

Apply: W2

Engineering Division, Administrative Branch

Accounting Machinist, Grade 2, \$5165, Fourth Division, Costing section, Sydney

Duties: No. 171—Cost abstraction and reconciliation.

Qualifications: Applicants should have passed the prescribed test.

Apply: W2

Metropolitan Operations Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, City Operation Section, Sydney.

Duties: No. 157—Centre Clerical Assistant at the East Subscriber District Centre.

Apply: W2

Support Services Branch

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

Duties: No. 60—On an itinerant basis, responsible for the acceptance inspection of material in the radio telephony, data equipment, transmission test equipment, electrical measuring instruments and electronic components fields.

Qualifications: Appropriate technical qualifications and considerable experience in the evaluation and acceptance inspection of electronic equipment desirable.

Apply: W2

Postal Services Division, Post Offices Branch

Senior Postal Clerk, Grade 3 \$8104-8947, Third Division, Nowra.

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

Apply: W2

Postal Clerk \$4605-5744, Fourth Division (two positions), Eastwood, Gosford.

Note: The above two positions are open also to officers of the Third Division. If occupied by a Third Division officer the position while so occupied will be included in the Third Division.

Apply: W2

Motor Driver \$4821-4991, Fourth Division, Wollongong

Duties: Emergency Relief.

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

Apply: W2

Overseer (Postman) \$5630, Fourth Division, Gosford

Duties: Oversight of letter delivery arrangements including control of fourteen or more Postmen.

Apply: W2

Transport Branch

Assistant Transport Overseer \$5418-5695, Fourth Division (two positions), Chippendale.

Duties: A—Assist Transport Overseers in the receipt and distribution of motor cycles. B—Identify faults and arrange and process repairs for motor vehicles. Undertake equipping of plant.

Qualifications: A—Aptitude for equipment type duties desirable.

Apply: W2

Assistant Transport Overseer \$5418-5695, Fourth Division, Redfern

Duties: Instruct to prescribed theoretical and practical levels motor drivers in the performance of their duties.

Note: The occupant of this position may be required to rotate with other Assistant Transport Overseers within the branch.

Apply: W2

Telecommunications Division, Country Region

Clerk \$5806-6666 (Class 2/3), Third Division, Central and Head Office Section, Sydney

Duties: No. 10—Check Telecommunications staffing records and rosters for accuracy, prepare staffing proposals for group positions, review night telephone duty at exchanges.

Qualifications: Some knowledge of Telecommunications staffing principals desirable.

Apply: W2

Country Region

Monitor \$4970-5310, Fourth Division, Central and Head Office Section, Canberra District Telephone Office Sub-section, Canberra

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

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, South Section, Dubbo District Telephone Office Sub-section, Dubbo

Duties: No. 138—Responsible to the Senior Sales Officer for the processing of applications for new subscriber services and additional facilities.

Apply: W2

Monitor \$4970-5310, Fourth Division, South Section, Narrandera District Telephone Office Sub-section, Griffith

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

Apply: W2

Metropolitan Region, Service Branch

Monitor \$4970-5310, Fourth Division, Chief Telegraph Office Section (four positions), Sydney

Qualifications above four positions: Applicants must be qualified for transfer or promotion as Monitor (Phonograms).

Apply: W2

Service Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Service Standards Section, Burwood

Duties: No. 384—Register and record written complaints; maintain an efficient bring forward system and compile statistical returns. Arrange interception and re-direction of telephone calls as directed. Accept requests for visits by Service Advisors and maintain and update Service Advisory records.

Qualifications: A knowledge of Service Standards and Service Advisory practices and procedures is an advantage.

Apply: W2

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Service Standards Section, Burwood

Duties: No. 298—Routine inspection and checking of all public telephones, leased coin services, and company coin telephones in area. Reporting and follow up of faults Record and summarise results of inspections.

Note: Ability to drive a motor vehicle desirable.

Apply: W2

Overseer \$5760-6160, Fourth Division, Service Standards Section (two positions), Sydney

Duties above two positions: Conduct of all types of service sampling.

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

Apply: W2

Personnel and Industrial Relations Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Establishments and Management Advisory Services Section, Milsons Point

Duties: No. 354—Maintain Sub-sectional file registries. Distribute and collect correspondence within the Section.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Industrial Relations Section, Welfare and Safety Sub-section, Sydney

Duties: No. 186—Receptionist. Clerical work in connection with the oversight of junior staff.

Apply: W2

Typist, Grade 2 \$4731-5035, Fourth Division, Staffing and General Services Section, General Services Sub-section, Sydney

Duties: No. 57—Perform general typing and stenographic duties.

Qualifications: Shorthand 100 words per minute desirable.

Apply: W2

VICTORIA

Engineering Division, Metropolitan Operations Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Metropolitan Operations No. 2 (North West) Section, Coburg

Duties: No. 175—Assistant Personnel Officer.

Apply: W3

Lines Supervisor, Grade 1 \$5668, Fourth Division, Metropolitan Operations No. 3 (North) Section, Collingwood

Duties: Penman.

Apply: W3

Lines Supervisor, Grade 1 \$5668, Fourth Division, Metropolitan Operations No. 3 (North) Section, Thornbury

Duties: Party Leader.

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, City Operations Section, Melbourne

Duties: No. 54—Maintain telephone order register and prepare associated returns.

Note: Hours of duty 8 a.m. to 4.45 p.m.

Apply: W3

Planning and Programming Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Transmission and Line Planning (Metropolitan Section), Melbourne

Duties: Estimating and recording of line equipment (external plant) proposals associated with metropolitan junction and exchange network development studies.

Qualifications: Estimating experience and knowledge of the 03-CNA junction and exchange network is desirable.

Apply: W3

Regional Operations Branch

Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Radio Section (two positions), Richmond

Duties: No. 230—Undertake proto-type testing of radio equipment supplied by manufacturers. Repair and/or calibrate frequency and other measuring equipment used by the Regulatory and Licensing group.

Duties: No. 166—Direct staff engaged in investigation of complaints of interference to broadcasting and television reception.

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

Apply: W3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Radio Section, Richmond

Duties: No. 302—Maintenance of Radio Communications Records.

Apply: W3

Clerk \$5806-6666 (Class 2/3), Third Division, Central Western Section, Ballarat

Duties: No. 47—Works Officer 'A'.

Apply: W3

Lines Supervisor, Grade 2 \$6258, Fourth Division, Gippsland Section, Sale

Duties: In charge of team dismantling aerial wires.

Note: Extensive travel throughout the Gippsland Section will be involved.

Apply: W3

Lines Supervisor, Grade 1 \$5668, Fourth Division, South Western Section, Belmont

Duties: Penman.

Apply: W3

Postal Services Division, Mail Exchange Branch

Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Melbourne

Duties: Control of a group of Mail Officers at Parcels Section. The occupant will also be responsible for the security of the building and its contents until such time as the day shift commences. The occupant may be required to rotate with other Senior Postal Officers on all shifts as required.

Qualifications: Experience in and a good knowledge of the operations and procedures of the Parcels Section desirable.

Apply: W3

Senior Mail Officer \$5516-5744, Fourth Division, Melbourne

Duties: Relief of Senior Mail Officers for recreation leave and days rostered off. Occupant must be prepared to rotate with other Senior Mail Officers on all shifts as required.

Qualifications: Applicants must be qualified in accordance with the conditions notified in *Gazette* No. 9 of 30.1.73 and should have experience in and a good knowledge of the operations and procedures in the Interstate and Overseas Section.

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.

Apply: W3

Post Offices Branch

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

Apply: W3

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

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

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

Apply: W3

Telecommunications Division

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

Duties: No. 109—Officer-in-charge, Staff and Pay Unit.

Qualifications: A sound knowledge of the Public Service Act and Regulations, General Orders, Arbitration Awards and Determinations is desirable.

Apply: W3

Metropolitan Region, Service Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Service Standards Section, Melbourne

Duties: No. 174—Supervise staff engaged on service checking. Provide assistance with investigations into sub-standard service. Act as paying officer for Telecommunications Division staff located at Russell Exchange.

Apply: W3

Finance and Accounting Branch

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

Duties: No. 5—Examine and review cost variation clauses in contracts and agreements.

Qualifications: Accountancy or similar qualifications required.

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative and Relief Section, Melbourne

Duties: No. 86—Relief Officer, Post Offices Accounting Section.

Apply: W3

QUEENSLAND

Engineering Division, Regional Operations Branch

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

Duties: Power equipment routine test design and long line maintenance, Edison Trunk Terminal, Edison Exchange.

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

Apply: W4

Postal Services Division

Clerk \$7899-8639 (Class 5), Third Division, Postal Planning Section, Brisbane

Duties: No. 6—Investigation of Post Office site, leasing and building needs, and assessment of forward functional and operational requirements.

Qualifications: Knowledge of divisional activities with particular reference to Post Offices Branch procedures desirable.

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Regional Operations Branch

Engineer, Class 2 \$9581-10702, Third Division, Radio Section, Adelaide

Duties: No. 1377—Responsible for the design and installation of broadcast and television transmitters throughout South Australia and Northern Territory.

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: Appearing in lieu of notification in *Gazette* No. 15 of 14.2.74. Previous applicants need not reapply.

Apply: W5

Postal Services Division, Post Offices Branch

Inspector \$8886-9548 (Class 6), Third Division, Metropolitan District Section No. 3, Adelaide

Duties: No. 56—Assist the District Postal Manager in the control and management of the District.

Apply: W5

Postmaster, Grade 1 \$5290-6555, Third Division, Freeling

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

Quarters: 5 rooms, 2 bedrooms.

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

Apply: W5

Finance and Accounting Branch

Investigator \$7899-8639 (Class 5), Third Division, Finance Section, Adelaide

Duties: No. 45—Prepare annual estimates of revenue and commercial goals. Carry out reviews as required. Prepare reports as necessary.

Qualifications: Accountancy qualifications desirable.

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Buildings Branch

Field Officer \$7617-7818, Fourth Division, Minor Works Section, Perth

Duties: No. 225—Inspect, arrange repair and maintenance of Engineering Services in Departmental Buildings.

Note: An Electrical Workers Licence would be an advantage.

Apply: W6

Construction Branch

Lineman, Grade 2 \$4962-5136, Fourth Division, Primary Works Section (fifteen positions), Perth

Apply: W6

Clerk \$5806-6666 (Class 2/3), Third Division, Primary Works Section, Perth

Duties: No. 160—Staff Clerk.

Apply: W6

Clerk \$5806-6666 (Class 2/3), Third Division, Country Installation Section, Perth

Duties: No. 564—Estimates Clerk.

Apply: W6

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Country Installation Section, Perth

Duties: No. 565—Maintain office registry; supervise opening, distribution and despatch of mail.

Apply: W6

Country Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, North-West Section, Perth

Duties: Leave Clerk.

Apply: W6

Metropolitan Operations Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Metropolitan Operations No. 1 Section, Perth

Duties: No. 77—Staff Clerk.

Apply: W6

Support Services Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Buildings and Properties Section, Perth

Duties: No. 339—Operate registry; receive and examine correspondence and accounts. Receive enquiries for services and maintain office records.

Apply: W6

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Workshops Section, Bayswater

Duties: No. 674—Maintain sectional Library, registry and motor vehicle records. Hold petty cash and perform driving duties as required.

Note: Applicants should be in possession of a current motor driver's licence.

Apply: W6

TASMANIA

Postal Services Division, Post Offices Branch

Clerk \$5806-6666 (Class 2/3), Third Division, District Postal Manager's Office, Burnie

Duties: No. 26—Staff and General Clerical duties in the District Postal Manager's Office.

Qualifications: A sound knowledge of Post Offices Branch practices and procedures is desirable.

Apply: W7

Finance and Accounting Branch

Clerk \$7899-8639 (Class 5), Third Division, Finance Section, Hobart

Duties: No. 121—Preparation of annual estimates of cash receipts and development of subsidiary budgets. Carry out major and monthly reviews. Compile statistical data to assist in establishing trends and analysing the growth rate of cash receipts.

Qualifications: Intimate knowledge of Departmental Accounting procedures desirable.

Apply: W7

DEPARTMENT OF THE PRIME MINISTER AND CABINET

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

The Secretary's Division, Legislation and General Division

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

Duties: No. 528—Advise Branches on Legislative matters. Assist with, and where necessary supervise aspects of the legislative work of the Branch. Assist with and advise on legal aspects of project work undertaken by the Branch.

Qualifications: Appropriate university degree and experience in departmental legal work desirable.

Apply: Y4

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL STAFF

Services Branch

Senior Programmer \$12019-12510 (Class 9), Third Division, ADP Section, Canberra

Duties: No. 172—Examine the potential for use of automatic data processing within the office of the Industries Assistance Commission.

Qualifications: Extensive experience in systems analysis and design and relevant tertiary educational qualifications desirable.

Apply: Y23

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

Duties: No. 65—Direct and control the work of office services. Assist in the preparation of annual estimates of expenditure and undertake tasks associated with furniture, fittings and accommodation

Qualifications: Relevant experience and ability to control and direct the work of a sub-section desirable.

Apply: Y23

Typist, Grade 2 \$4731-5035, Fourth Division, Management Services Section, Sydney

Duties: Perform the more difficult typing duties for the Commission, including operation of a repetitive typewriter on applications requiring involved editing functions.

Qualifications: Appropriate typing experience and experience in the operation of a repetitive typewriter desirable.

Apply: Y23

Typist, Grade 2 \$4731-5035, Fourth Division, Management Services Section, Melbourne

Duties: Perform the more difficult typing duties for the Commission, including operation of a repetitive typewriter on applications requiring involved editing functions.

Qualifications: Appropriate typing experience and experience in the operation of a repetitive typewriter desirable.

Apply: Y23

Assistance Evaluation and Development Division, Assistance Evaluation and Review Planning Branch

*Assistant Commissioner \$17300, Second Division, Canberra

Duties: Direct studies relating to the evaluation of assistance to Australian industries.

Qualifications: A high level of management ability, appropriate experience and academic qualifications desirable.

Apply: Y23

*Director \$13991-14484 (Class 11), Third Division, Assistance Evaluation Section, Canberra

Duties: Plan and supervise studies evaluating the assistance afforded activities and industries in Australia. Advise on techniques of measuring assistance

Qualifications: Appropriate academic qualifications and extensive experience in the supervision of economic research. Administrative ability and special aptitude for writing reports.

Apply: Y23

Development Branch

*Assistant Commissioner \$17300, Second Division, Canberra

Duties: Plan and control studies relating to operating criteria and approaches by the Commission to questions of assistance to Australian industries.

Qualifications: A high level of management ability, appropriate experience and academic qualifications desirable.

Apply: Y23

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

Duties: Direct the preparation of reports dealing with formulation of operating criteria and approaches by the Commissioner to questions of assistance to specified industries.

Qualifications: Appropriate academic qualifications and experience in the supervision of economic research desirable.

Apply: Y23

Industry Performance Branch

*Assistant Commissioner \$17300, Second Division, Canberra

Duties: Plan and control studies relating to the effects of assistance afforded Australian industries and the economic performance of assisted industries.

Qualifications: A high degree of management ability, appropriate academic qualifications and experience desirable.

Apply: Y23

Industry Economics Division, Consultancy and Industry Studies Branch

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

Duties: Plan and supervise the evaluation of approaches, techniques and quantitative methods of economic analysis used in industry studies.

Qualifications: Appropriate academic qualifications and experience in the supervision of economic analysis desirable.

Apply: Y23

Primary Industry Branch

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

Duties: Plan and supervise work of teams engaged on industry studies involving primarily demand, supply and inter-industry analyses for the Commission's inquiries.

Qualifications: Appropriate academic qualifications and experience in the supervision of economic analyses desirable. Administrative ability and aptitude for report writing.

Apply: Y23

Secondary Industry Branch

*Assistant Commissioner \$17300, Second Division, Canberra

Duties: Develop and advise on studies relating primarily to demand, supply and inter-industry aspects of industries under inquiry.

Qualifications: Appropriate academic qualifications and extensive experience in the supervision of advanced economic analysis desirable. Administrative ability of a high order and aptitude for report writing.

Apply: Y23

Project Division No. 2, Project Branch No. 6

*Director \$13004-13498 (Class 10), Third Division, (several positions), Canberra

Duties: Supervise and co-ordinate the work of a project team in investigating and servicing the Commission's inquiries.

Qualifications: Comprehensive knowledge of Australian industry and of analytical techniques used to measure the inter-industry and other effects of assistance, the scope for scale economics and other matters relating to the economics of Australian industry. Appropriate academic qualifications desirable.

Apply: Y23

Senior Project Officer \$12019-12510 (Class 9), Third Division (several positions), Canberra.

Duties: Collate and prepare material for use by the Commission in its inquiries. Prepare analyses of evidence and draft submissions.

Qualifications: Ability to collate and analyse information and prepare submissions desirable. Qualifications and/or experience relating to agricultural economics, together with some knowledge of quantitative economics would be an advantage.

Apply: Y23

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

Duties: Under direction, prepare material and draft submissions for use by the Commission in its inquiries.

Qualifications: Ability to collate and analyse information and prepare submissions desirable. Qualifications and/or experience relating to agricultural economics would be an advantage.

Apply: Y23

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

Duties: As directed, assist in the preparation of material and drafting of submissions for use by the Commission in its inquiries.

Qualifications: Ability to collate and analyse information and prepare submissions, together with appropriate academic qualifications desirable. Some knowledge of quantitative economics an advantage.

Apply: Y23

AUSTRALIAN CAPITAL TERRITORY

Economic Division, Domestic Economic Policy Branch

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

Duties: No. 15—Control the activities of a section within the Branch. Assist with the formulation of policy proposals and prepare submissions, briefing notes and advice for the Prime Minister and Secretary. Represent the Department at inter-departmental meetings.

Qualifications: Demonstrated capacity for dealing with policy issues and a degree in Economics, Commerce or Arts (Economics) desirable.

Apply: Y1

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Management Services Division, Methods and Services Branch

Senior Training Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Personal, Establishments and Training Section, Training and Staff Development Sub-section, Canberra.

Duties: No. 7—Plan, design, co-ordinate and evaluate Managerial and higher level supervisory training to meet Departmental requirements.

Qualifications: Considerable relevant training experience together with tertiary qualifications desirable.

Apply: Z1

NEW SOUTH WALES

Branch Office

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Accounts Section, Sydney.

Duties: No. 18—Remittance Clerk. Receive remittances and issue receipts. Maintain sub-advance and provide relief for cashier. Prepare reconciliation statement of salary advances.

Apply: Z2

*Specialist \$13581-18412, Third Division, Medical Section, Sydney.

Duties: No. 17—Manage the laboratory clinical biochemical service and provide advice to the medical administration within the specialty of pathology.

Qualifications: Qualifications admitting to registration as a medical practitioner under the laws of a State or Territory of Australia, and an appropriate post-graduate degree or diploma; or equivalent qualification.

Apply: Z2

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

Duties: No. 33—Provide general clerical assistance to the Deputy Commissioner, Assistant Deputy Commissioner (Treatment) and Director (Medical Services). Attend to inquiries received at the Deputy Commissioner's Suite and refer them to appropriate Departmental Officers.

Qualifications: Good knowledge of Departmental functions and administrative arrangements desirable.

Apply: Z2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Sections, Sydney.

Duties: No. 150—Register and record details of Pensions Authorities. Check Pensions Authorities Forms for cancelled service pensions; record details and prepare appropriate advices.

Apply: Z2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Sydney.

Duties: No. 71—Examine determinations by Repatriation Boards. Record in Register Repatriation Board decisions. Assemble files for cases being submitted to the Boards. Maintain miscellaneous advices Register.

Apply: Z2

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

Duties: No. 36—Assist in implementing the Branch Training Programme. Prepare and conduct training courses and schemes for Third and Fourth Division staff at the Institutions.

Qualifications: Knowledge of Departmental procedures desirable. Academic qualifications to be stated. The Board will provide an appropriate course of training for the officer promoted to this position.

Note: This position is located at Repatriation General Hospital, Concord.

Apply: Z2

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

Duties: No. 166—Prepare correspondence answering more complex queries and ministerial enquiries regarding pensions and related benefits. Investigate and prepare submissions concerning the write-off of irregular payments of pensions and allowances.

Qualifications: Sound knowledge of Repatriation Act and Regulations and General Orders Pensions desirable.

In lieu of Notice appearing in *Gazette* No. 15 of 14.2.74.

Apply: Z2

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

Duties: No. 167—Prepare correspondence answering queries regarding pensions and related benefits. Examine and prepare applications for payment of pensions and allowances to deceased pensioners' widows and dependants.

Qualifications: Sound knowledge of Repatriation Act and Regulations and General Orders Pensions desirable.

In lieu of Notice appearing in *Gazette* No. 15 of 14.2.74

Apply: Z2

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

Duties: No. 4—Classify and direct policy correspondence, index and raise policy files. Supervise staff engaged in classifying and directing personal case correspondence and in maintaining the policy files system. Carry out post action examination and the archival programme in relation to policy files.

Qualifications: Knowledge of Registry procedures and General Orders Registry desirable.

Apply: Z2

Lady Davidson Hospital

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Turramurra

Duties: No. 4—Prepare purchase orders for supplies, equipment, services etc. Prepare accounts for payment and maintain register of claims. Arrange for supply of brochures, catalogues, demonstrations and preparation of specifications for proposed equipment.

Apply: Z2

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Turramurra

Duties: No. 142—Compile, maintain and reconcile inventories of all non-consumable stores and stock establishments for all consumable imprest stores. Maintain related stores records and reconcile as necessary.

Apply: Z2

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Turramurra

Duties: No. 182—Maintain staff records and compile staffing returns. Check attendance and prepare attendance and penalty rate sheets. Maintain leave registers. Attend to staff inquiries.

Apply: Z2

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

Duties: No. 197—Prepare summaries of stores requisitions of consumable stores. Register requisitions and maintain stores stock records. Compile statistical data and prepare costing forms. Maintain records of works programmes.

Apply: Z2

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

Duties: No. 206—Relief Assistant. Provide relief in the Administrative Services Section.

Apply: Z2

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Turramurra

Duties: No. 211—Supervise and direct activities of Admissions and Discharge area. Carry out admission interviews with all new patients. Arrange appointments, transport and payment of travelling expenses.

Apply: Z2

Out-Patient Clinic

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

Duties: No. 52—Attend to patients reporting for medical examination by Specialist Medical Officers. Approve reimbursement of travel expenses and arrange travel requirements. Prepare certificates of attendance and unfitness.

Apply: Z2

Repatriation General Hospital

Cook, Grade 2 \$4417-4681, Fourth Division, General Services (Miscellaneous) Section, Concord

Duties: No. 88—Assist with preparation, cooking and serving of meals prior to despatch to wards.

Qualifications: Experience in cookery and ability to undertake general cookery duties desirable.

Apply: Z2

DEPARTMENT OF SCIENCE

IONOSPHERIC PREDICTION SERVICE BRANCH

NEW SOUTH WALES

Engineering Branch

*Engineer, Class 2 \$9851-10702, Third Division, Electronics Laboratory Section, Sydney.

Duties: No. 8—Undertake original design work of a complex nature and participate in the more advanced aspects of the Branch's engineering design work. Direct subprofessional staff in the construction, testing, commissioning and maintenance of complex electronic equipment and systems.

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: AA13

BUREAU OF METEOROLOGY

QUEENSLAND

Regional Office

Observer, Grade 3 \$6881-7321, Fourth Division, Brisbane

Duties: No. 224—May include one or more of the following—

- (a) Officer in charge of a field station;
- (b) Senior Observer in a Regional Office, Forecast and Warning Section;
- (c) Senior Observer in an aviation office;
- (d) Inspector of allowance observing stations;
- (e) Quality control, processing and analysis of meteorological data.

Qualifications: Considerable experience and proven performance as an Observer and demonstrated capacity for supervision of staff and management ability desirable.

Apply: AA7

SOUTH AUSTRALIA

General Services Division, Analytical Services Branch

Chemist, Class 2 \$9397-10521, Third Division, South Australia, Adelaide

Duties: No. 12—Complete the more difficult and complex analyses and tests in fields of foods, beverages, drugs and medicines requiring a high degree of initiative and judgement. Undertake investigation into methods and techniques.

Qualifications: Appropriate degree or diploma preferably in Science majoring in Chemistry from a recognised institution. Post graduate experience of some years in relevant fields of analytical chemistry is desirable.

Apply: AA16

DEPARTMENT OF SECONDARY INDUSTRY

CENTRAL STAFF

Industry Policy and Planning Division, Industry Efficiency Branch

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

Duties: No. 625—Consult with industry associations and company managements on the use of Interfirm Comparisons. Plan, implement, evaluate and develop particular interfirm comparison studies. Required to undertake frequent interstate travel.

Qualifications: Knowledge and experience of financial and business management and a university degree and some formal training in management or finance desirable.

Apply: AB1

DEPARTMENT OF SERVICES AND PROPERTY NEW SOUTH WALES

New South Wales Office

Clerk \$7899-8639 (Class 5), Third Division, Accommodation Section, Accommodation Projects Sub-section (various positions), Sydney

Duties: Undertake investigations associated with variations to Australian Government accommodation holdings.

Apply: AC2

Clerk \$6912-7652 (Class 4), Third Division, Accommodation Section, Accommodation Projects Sub-section (various positions), Sydney

Duties: Assist investigators with the examination of Australian Government accommodation variation proposals including arranging for valuations, surveys and searches as required.

Apply: AC2

Clerk \$7899-8639 (Class 5), Third Division, Land Section, Land Projects Sub-section (several positions), Sydney

Duties: Undertake investigations associated with variations to Australian Government land holdings.

Apply: AC2

Clerk \$6912-7652 (Class 4), Third Division, Land Section, Land Projects Sub-section (several positions), Sydney

Duties: Assist investigators with the examination of Australian Government land variation proposals, including arranging of valuations, surveys and searches as required.

Apply: AC2

VICTORIA

Accounts and Personnel Section

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

Duties: NP—Investigate, organise and conduct training of an induction, clerical skills and supervision nature.

Qualifications: Academic qualifications to be stated. Skill in conference leadership desirable.

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

Apply: AC3

SOUTH AUSTRALIA**Accounts and Personnel Section**

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Woomera

Duties: No 77—The collection, custody and banking of public moneys, maintenance of tenants rental accounts and the preparation of financial statements.

Qualifications: Knowledge of relevant Treasury Directions, experience in the collection and accounting of public moneys and typing ability would be an advantage.

Apply: AC5

Property Division

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

Duties: No. 10—Accept requests from tenants for repairs and maintenance to houses and arrange for execution of minor works. Maintain register of properties and tenants and prepare relative returns.

Qualifications: Typing ability desirable.

Apply: AC5

DEPARTMENT OF SOCIAL SECURITY**CENTRAL STAFF****Medical Insurance Services Division, Practitioner Services Branch**

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

Duties: No. 461—Examine cases and prepare submissions to the Minister and Director-General regarding State Medical Services Committees of Inquiry reports and prepare correspondence on Pensioner Medical Service matters.

Qualifications: Tertiary qualifications to be stated.

Apply: AD1

VICTORIA**Management Branch**

Clerk \$7899-8639 (Class 5), Third Division, Aged Persons Welfare Section, Melbourne

Duties: No. 1074—Examine applications for approval of premises providing Personal Care Services. Check periodical claims; prepare reports and recommendations. Interview and advise representatives of organisations, concerning the provision of personal care services and delivered meals services and the conditions for approval of subsidy.

Qualifications: Sound knowledge of the Aged Persons Homes Act and Delivered Meals Subsidy Act and ability to prepare and deliver addresses desirable.

Apply: AD3

Clerk \$6912-7652 (Class 4), Third Division, Establishments and Finance Section, Establishments and Personnel Sub-section, Melbourne

Duties: No. 185—Collate, analyse and report on the work performance results of jobs measured by Clerical Work Measurement teams. Maintain records and assist with work surveys.

Apply: AD3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Establishments and Finance Section, Melbourne

Duties: No. 1640—Driver. Perform motor driving duties as required. Collect, transport and deliver files and stores between departmental offices in accordance with arranged time-table.

Qualifications: Possession of a motor driver's licence desirable.

Apply: AD3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Rehabilitation Section, Glen Waverley Rehabilitation Centre, Glen Waverley

Duties: No 1511—Medical Secretary. Provide secretarial and receptionist support to the Specialist (Rehabilitation), and Sessional Consultants.

Qualifications: Typing and shorthand ability desirable.

Apply: AD3

Welfare Services Branch

****Physiotherapist, Class 2 \$7117-7831, Third Division, Rehabilitation Section, 'Coonac' Day Attendance Centre, Toorak**

Duties: No. 981—Under control of Physiotherapist, Class 3, direct a group of physiotherapists in the general treatment unit, and carry out the more unusual or specialised treatments; plan and advise on work requirements; allocate work and staff; review reports and evaluate patients' progress.

Qualifications: An appropriate degree or diploma in Physiotherapy; or equivalent qualification.

Apply: AD3

QUEENSLAND**Welfare Services Branch**

Senior Vocational Counsellor, Grade 1 \$8886-9548 (Class 6), Third Division, Rehabilitation 'Kingsholme', Brisbane

Duties: No. 772—Organise and supervise the work of the Vocational Counsellors and Tutors. Carry out regular counselling reviews and advise Counsellors on more difficult cases. Liaise with Director Medical Services on vocational aspects of Rehabilitation.

Apply: AD4

Vocational Counsellor, Grade 2 \$7899-8639 (Class 5), Third Division (four positions), Rehabilitation 'Kingsholme', Brisbane

Duties: No. 536-538, 773—Under direction of the Senior Vocational Counsellor, co-operate with medical and treatment staff to assist in developing vocational aspects of rehabilitation. Assess employment capabilities and determine employment objectives of rehabilitees. Arrange educational therapy and training and prepare progress reports for case files.

Apply: AD4

TASMANIA**Regional Offices**

Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Devonport

Duties: No. 241—Investigate and assess new claims for unemployment, sickness and special benefits. Recommend grant or rejection and rate of benefit and approve continuation of same.

Qualifications:—A working knowledge of the relevant sections of the Social Services Act is desirable.

Note: In addition to the notification appearing in Gazette No. 174 dated 22.11.73. Previous applicants need not re-apply.

Apply: AD7

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 3—Policy Branch

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

Duties: No. 160—Prepare reports and recommendations on special policy topics dealt with by the Minister in his role as Special Minister of State and Minister assisting the Prime Minister.

Qualifications: Tertiary qualifications, preferably at Honours level, together with experience in policy analysis and advice, desirable.

Apply: AE1

DEPARTMENT OF SUPPLY

QUEENSLAND

Stores and Transport Branch

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

Duties: No. 110—Provisioning Officer.

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

Duties: No. 114—Purchasing Officer for automotive spare parts, accessories and general stores.

Apply: AF4

DEPARTMENT OF TRANSPORT

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Land Transport Policy Division, Rail and Urban Transport Branch

Principal Research Officer \$12019-12510 (Class 9), Third Division, Urban Transport and Transport Development Section, Canberra

Duties: No. 8—Direct major research projects. Prepare material for related policy statements and submissions.

Qualifications: An appropriate university degree. Considerable experience in independent research work desirable.

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

Apply: AH1

Clerk \$8886-9548 (Class 6), Third Division, Urban Transport Policy and Project Control Section, Canberra

Duties: No. 29—Assist with tasks dealing with the development of policy, assessment and implementation of programmes and operational considerations in connection with urban transport systems.

Qualifications:—Related experience desirable. Tertiary qualifications should be stated.

Apply: AH1

Sea Transport Policy Division, Exports Transportation Branch

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

Duties: No. 651—Maintain statistical records and maintain and operate the storage of reference material and documents kept in the Section.

Qualifications: Some experience in statistical extraction and the maintenance of reference material desirable.

Apply: AH1

NEW SOUTH WALES

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

Duties: No. 21—Personnel Officer. Supervise and direct the day to day operation of the Personnel Sub-section. Deal with personnel matters arising on recruitment, selection of staff for appointment, promotion, temporary transfer and relief, compensation and staff welfare and amenities.

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

Apply: AH2

Typist, Grade 2 \$4731-5035, Fourth Division, General Services Section, Personnel and Office Services Sub-section, Sydney

Duties: No. 40—Stenographic and typing services for senior officers.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: AH2

Clerk \$6912-7652 (Class 4), Third Division, Mercantile Marine Section, Port Kembla

Duties: No. 79—Deputy Superintendent (Stabilisation). Operate and maintain the Seaman's Stabilisation System. Superintend the engagement and discharge of seamen.

Apply: AH2

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

Duties: No. 27—Relief Clerk.

Apply: AH2

SOUTH AUSTRALIA

Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Navigational Aids Section, Planning and Services Sub-section, Adelaide

Duties: No. 74—Assist in the supervision of activities of the Planning and Services and Maintenance Sub-sections. Undertake detailed planning and investigate problems associated with the installation and operation of electrical/electronic navigational aids. Oversight training of artisan and lightkeeping staff, supervise the planning of routine maintenance schedules, perform regular inspections and undertake operator training for cargo handling facilities. Act as regional safety officer.

Qualifications: Technical qualifications and requisite experience. Extensive experience in electrical engineering and in the installation, operation and maintenance of marine aids to navigation desirable.

Apply: AH5

Clerk \$7899-8639 (Class 5), Third Division, Mercantile Marine Section, Port Adelaide

Duties: No. 2—Superintendent, Mercantile Marine. Control the operation of all Mercantile Marine Offices in South Australia. Attend to more important matters and arbitrate in disputes arising under the Navigation Act, Merchant Shipping Act and South Australian Marine Act.

Qualifications: Extensive experience in Mercantile Marine activities desirable.

Apply: AH5

SOUTH AUSTRALIA/NORTHERN TERRITORY REGION

Executive Services Branch

Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division, Internal Audit Section, Adelaide

Duties: No. 123—Responsible for the implementation of prescribed audit programmes and directions in an independent, impartial and efficient manner.

Qualifications: Audit experience and accounting qualifications desirable.

Apply: F5

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Management Services Branch

Assistant Registrar \$7899-8639 (Class 5), Third Division, Establishments Section, Management Projects Sub-section, Canberra

Duties: No. 121—Undertake duties associated with disposal and retrieval of registry and non-registry records. Research into non-current records and review registry systems including index headings; prepare associated reports.

Qualifications: Sound knowledge of registry and archives disposal procedures desirable.

Apply: AI1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Finance and General Services Section, Office Services Sub-section, Canberra

Duties: No. 145—Supervise the reproduction unit. Train staff in the use of various types of equipment and in departmental procedures.

Qualifications: Previous experience in reproduction work and staff control desirable.

Apply: AI1

Accounting and Supply Division, Accounting Operations

Finance Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Operations Management Section, Canberra

Duties: No. 65—Operational control of the ADP standard file system. Liaise with Sub-Treasuries and user Departments in relation to the operational aspects of the system.

Qualifications: Detailed knowledge of the Treasury ADP Appropriation/Ledger system and preferably some knowledge of the standard file system and processing desirable.

Apply: AI1

General Financial and Economic Policy Division, Resources Branch

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Development Section, Canberra

Duties: No. 46—Undertake research and assist in the preparation of reports and publications related to aspects of the availability and allocation of resources in the Australian economy.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard desirable.

Apply: AI1

Revenue, Loans and Investment Division, Loans and Debt Management Branch

**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), and relevant experience.

Apply: AI1

Social Security Division, Employment Conditions Branch

Chief Finance Officer, Grade 2 \$13991-14484 (Class 11), Third Division, Canberra

Duties: No. 73—Direct the Section responsible for examination and report on special projects in salaries and conditions of service fields.

Apply: AI1

Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Salaries and Projects Section, Canberra

Duties: No. 86—Undertake research into salaries and conditions of service matters; investigate developments in Government services in other States and overseas.

Apply: AI1

AUSTRALIAN CAPITAL TERRITORY

Australian Government Retirement Benefits Office, Operations Branch

Clerk \$6912-7652 (Class 4), Third Division, Superannuation Section, Medical and Invalidity Benefits Sub-section, Canberra

Duties: No. 489—Exercise delegations under the Superannuation Act. Assist in processing applications under various sections of the Superannuation Act and prepare associated Board agenda and correspondence.

Apply: AI1

COMMONWEALTH SUB-TREASURY

NEW SOUTH WALES

Clerk \$6912-7652 (Class 4), Third Division, Paymaster and Receiver Section, Sydney

Duties: No. 64—Responsible for computer cheque production and the operation of the flexowriter cheque issue tape conversion system. Exercise Signing Officer appointment.

Qualifications: Sound knowledge of Treasury accounting procedures, Audit Act, Treasury Regulations and Directions and flexowriter and computer systems for cheque writing desirable.

Apply: AI2

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

Duties: No. 16—Maintain Sub-Treasury Cash Book and reconcile with Commonwealth Public Account; prepare daily reimbursement for the various Drawing Accounts.

Apply: AI2

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

Duties: No. 3—Examiner of Accounts.

Qualifications: Knowledge of Audit Act, Treasury Regulations and Directions desirable.

Apply: AI2

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

Duties: No. 70—Responsible for transactions on behalf of the Commonwealth Stores Supply and Tender Board.

Apply: AI2

STATISTICIAN'S BRANCH

AUSTRALIAN CAPITAL TERRITORY

Economics Accounts Division, Prices, Quantum and Household Expenditure Branch

Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Household Income and Expenditure Section, Household Income and Expenditure Estimates Sub-section, Canberra

Duties above six positions: Manually edit and resolve ADP and manual edit queries on completed Household Expenditure Survey returns. Perform other complex processing tasks.

Apply: AI10

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Household Incomes and Expenditure Section, Household Income and Expenditure Estimates Sub-section, Canberra.

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Household Income and Expenditure Section, Household Income and Expenditure Estimates Sub-Section, Canberra

Duties above four positions: Prepare and code completed Household Expenditure Survey returns for computer processing. Classify poorly described expenditure items where possible.

Apply: AI10

Management Services Branch, Personnel Management Section

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel Sub-section, Canberra.

Duties: No.14—Prepare all gazette notifications and related returns for vacancies and promotions and process the confirmation of promotions. Prepare Regulation 116 Approval forms.

Apply: AI10

QUEENSLAND

Distribution and Finance Branch, Trade, Transport and Integration Section

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Trade and Transport Sub-section, Brisbane

Duties: No. 31—Record, by month, registrations of new vehicles and code cancellation advices. Maintain records of magnetic tapes received from Main Roads Department.

Apply: AI13

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Operations Branch

Advising Officer, Grade 2 \$11032-11525 (Class 8), Third Division, Advising Section, Canberra

Duties: No. 124—Examine, formulate recommendations and prepare reports and correspondence on cases arising under the taxation laws in relation to administration, returns and assessments and the collection and recovery of tax.

Qualifications: Completion of training in Accountancy or Law recognized by the Public Service Board; or compliance with other provisions of the Section 53 determination published in the *Gazette* No. 163 of 1.11.73.

Apply: AI17

Assistant Inspector \$9876-10538 (Class 7), Third Division, Control Section, Canberra.

Duties: No. 114—Assist Inspectors in all phases of inspectorial work and undertake less important inspections in Branch Offices.

Qualifications: Accountancy or other appropriate qualifications desirable.

Apply: AI17

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 THE CAPITAL TERRITORY			
AUSTRALIAN CAPITAL TERRITORY			
P. J. Bozykowski 69/87761A	Clerk, Class 4, Third Division, Commonwealth Police Force, Attorney-General's Department, Canberra	Clerk, Class 4, Third Division, Office Services Sub-section, Tourism Section, Commercial and Transport Operations Branch, City Manager's Office, Department of the Capital Territory (No. 263)	8.11.73
DEPARTMENT OF DEFENCE—NAVY OFFICE			
WESTERN AUSTRALIA			
G. Cole 70/76278T	Clerk (Class 2/3), Third Division, Department of Transport, Perth	Clerk (Class 2/3), Third Division, Department of Defence—Navy Office, Naval Staff Office, Fremantle (No. 24)	17.1.74
DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION			
AUSTRALIAN CAPITAL TERRITORY			
B. S. Wisener 60/36316E	Finance Officer \$11032-11525 (Class 8), Third Division	Inspector \$11032-11525 (Class 8), Third Division, Management Services Branch, Establishments and Methods Section, Canberra (No. 113)	22.11.73
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
M. W. Stanley 59/36952T	Postal Officer, Grade 3, Fourth Division, Postal Services Division, Tamworth	Clerical Assistant, Grade 4, Fourth Division, Telecommunications Division, Country Region, North Section, Tamworth District Telephone Office Sub-section, Tamworth (No. 471)	18.10.73
C. A. Johnson 65/12802G	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Bankstown	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Metropolitan Region, Sales Branch, Contracts Section, Blacktown (No. 458)	8.11.73
K. L. Corby 69/11017R	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Metropolitan Region, Sales Branch, Contracts Section, Group 8, Bankstown (No. 267)	6.12.73
K. M. Chaseling 72/10275M	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Homebush	Clerical Assistant, Grade 2, Fourth Division, Postal Services Division, Mail Exchange Branch, Administrative Section, Statistical Sub-Section, Redfern (No. 487)	19.12.73
QUEENSLAND			
P. W. Bendall 59/72139X	Telecommunications Technical Officer Grade 1, Fourth Division, Engineering Division, New South Wales	Telecommunications Technical Officer Grade 1, Fourth Division, Engineering Division, Construction Branch, Metropolitan Installation Section, Brisbane	12.7.73
DEPARTMENT OF THE PRIME MINISTER AND CABINET			
OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL			
VICTORIA			
E. E. Arrowsmith 59/64481G	Clerk Class 8, Third Division, Postmaster-General's Department, Finance and Accounting Branch, Central Office	Clerk Class 8, Third Division, Department of the Prime Minister and Cabinet, Office of the Prices Justification Tribunal, Services Branch, (No. 453)	21.6.73

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
AUSTRALIAN ELECTORAL OFFICE			
QUEENSLAND			
C. J. Pryde 67/57835K	Clerk (Class 2/3), Third Division, located at Rockhampton (No. 30)	Clerk (Class 2/3), Third Division, located at Gympie (No. 33).	8.11.73
DEPARTMENT OF SOCIAL SECURITY			
CENTRAL STAFF			
R. T. Coffey 58/16585X	Senior Inspector \$12019-12510 (Class 9), Third Division	Senior Inspector \$12019-12510 (Class 9), Third Division, Establishments and Projects Section, Canberra (No. 841)	8.11.73
DEPARTMENT OF THE SPECIAL MINISTER OF STATE			
AUSTRALIAN CAPITAL TERRITORY			
B. W. Evans 58/11473R	Clerk \$9876-10538 (Class 7), Third Division, Canberra	Clerk \$9876-10538 (Class 7), Third Division, Division No. 2, General Branch, Grants Commission and Special Projects Section, Canberra (No. 271)	19.12.73
DEPARTMENT OF SUPPLY			
WESTERN AUSTRALIA			
K. J. McCusker 68/75355X	Clerk (Class 4), Third Division, Stores and Transport Branch, Perth (No. 15)	Clerk (Class 4), Third Division, Stores and Transport Branch, Perth (No. 78)	10.12.74
DEPARTMENT OF TRANSPORT			
CENTRAL STAFF			
L. A. Langenfelds 63/37387R	Assistant Inspector \$8886-9548 (Class 6), Third Division	Investigator \$8886-9548 (Class 6), Third Division, Air Transport Policy Division, Economic Policy and Licensing Branch, Melbourne (No. 5)	25.10.73
NEW SOUTH WALES REGION			
G. L. Boles 67/13142P	Draftsman, Grade 1, Fourth Division	Technical Officer (Buildings), Grade 1, Fourth Division, Airports Branch, Buildings Section, Sydney (No. 321)	20.9.73
SOUTH AUSTRALIA-NORTHERN TERRITORY REGION			
A. K. B. Charles 62/66822M	Clerk (Class 4), Third Division	Clerk (Class 4), Third Division, Executive Services Branch, Personnel and Office Services Section, Industrial Sub-section, Adelaide (No. 188)	25.10.73
SURFACE TRANSPORT GROUP			
TASMANIA			
K. A. Tilyard 68/57304E	Clerk (Class 4), Third Division, Supply and Transport Section, Civil Aviation Agency, Port Moresby	Clerk (Class 4), Third Division, General Services Section, Supply Sub-section, Hobart (No. 29)	22.11.73
DEPARTMENT OF THE TREASURY			
CENTRAL STAFF			
J. R. Martin 67/86696R	Senior Finance Officer, Grade 1 (Class 8), Third Division, unattached	Senior Finance Officer, Grade 1 (Class 8), Third Division, Insurance Section, Banking and Insurance Branch, Financial Institutions Division, Canberra (No. 24)	17.1.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions, **notified on the dates and page numbers indicated**, have been amended as follows:

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

G. C. Atkinson, 28.2.74 (p. 55) Personnel number should read 70/85190P.

A. C. Eliason, 28.2.74 (p. 57) Should read 'vice A. W. Mitchell, prov. prom. 19.12.73 (No. 52)'.

A. J. McInnes, 28.2.74 (p. 59) Promoted from should read 'Clerk \$5806-6666 (Class 2/3)'.

R. G. Bennett, 28.2.74 (p. 59) Promoted from should read 'Clerk \$5806-6666 (Class 2/3)'.

DEPARTMENT OF DEFENCE—NAVY OFFICE

VICTORIA

J. M. Etheredge, 28.2.74 (p. 66) Position promoted from should read 'Clerk \$7899-8639 (Class 5), Third Division, Department of Education, Canberra'.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

N. R. Manton, 9.8.73 (p. 113) Position number should read '772'.

DEPARTMENT OF HOUSING AND CONSTRUCTION

NEW SOUTH WALES

P. R. Hirst, 31.1.74 (p. 62) Withdrawn.

DEPARTMENT OF LABOUR

QUEENSLAND

G. J. O'Brien, 21.2.74 (p. 82) Position promoted to should be Employment Officer \$6912-7652 (Class 4), Third Division, Relieving Staff, DEO Pool Section, Mackay (No. 328).

J. W. Gratten-Wilson, 21.2.74 (p. 82) Position promoted to should be Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section, Mackay, vice K. J. Turner, prov. prom. 6.12.73 (No. 330).

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

J. T. M. Chapple, 8.11.73 (p. 113) Lapsed.

VICTORIA

B. D. Blackall, 31.1.74 (p. 84) Surname should read Blackhall.

SOUTH AUSTRALIA

M. L. J. Beaumont, 28.2.74 (p. 90) Initials should read 'M. L. J.' in lieu of that notified.

M. A. Hewitt, 21.2.74 (p. 98) Seniority should read '8.3.73'.

J. H. G. Zerna, 28.2.74 (p. 91) Salary in 'promoted from' column should read '\$4962-5136' in lieu of that notified.

L. G. Steward, 28.2.74 (p. 91) Surname should read 'Steward' in lieu of that notified.

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

P. A. Morris, 7.2.74 (p. 95) Lapsed.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Office of the Prices Justification Tribunal

VICTORIA

B. F. Cullen, 13.9.73 (p. 146) Lapsed.

DEPARTMENT OF SCIENCE

Bureau of Meteorology

TASMANIA

I. Aitken, 7.2.74 (p. 103) Personnel number incorrectly notified should read 71/81015T.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

R. F. Bohmer, 21.2.74 (p. 108) Position promoted to should read No. 901.

TASMANIA

J. M. Howard, 14.2.74 (p. 99) Effective date of promotion is 28.3.74.

S. C. Midson, 21.2.74 (p. 113) Effective date of promotion is 21.3.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

National Library of Australia

AUSTRALIAN CAPITAL TERRITORY

M. Clarke, 28.2.74 (p. 104) Surname should read Clark.

DEPARTMENT OF THE TREASURY

Statistician's Branch

AUSTRALIAN CAPITAL TERRITORY

D. A. Mullarvey, 25.10.73 (p. 153) Cancelled.

Australian Taxation Office

AUSTRALIAN CAPITAL TERRITORY

T. H. Cahill, 7.2.74 (p. 122) Should read T. A. Cahill.

Confirmation of provisional promotions

The following provisional promotions, **notified on the dates indicated**, have been confirmed.

DEPARTMENT OF CUSTOMS AND EXCISE

G. Peterson, J. B. Hilderbrand, E. J. French, R. S. Edmonds, T. M. Ring, B. G. Whitney, W. G. Boggon, W. J. Kemp, K. J. McMaster, P. R. Horsburgh, T. M. A. Fitz, E. Giuliano, J. A. Charleston, M. T. J. Byrne, J. K. Maloney, 18.10.73; T. V. Medley, R. W. Farrington, D. N. Horrocks, L. J. Morrison, T. K. Woods, 22.11.73; G. F. McKay, R. Praks, V. E. Evans, T. Smarsz, 19.12.73; L. R. Thompson, K. M. Pelvin, K. R. Urban, 10.1.74; I. E. Bamford, P. Gulbransen, M. S. Fegan, G. W. Robertson, P. S. White, 17.1.74.

DEPARTMENT OF DEFENCE

R. Azzopardi, 31.1.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

E. K. Glaznieks, N. L. Dyer, R. J. Wright, 13.12.73; C.A. Peika, S. Bell, J. W. Noakes, J. C. Therkelsen, M. MacNab, J. R. Durbridge, 10.1.74; A. M. Hinspeter, C. P. Southern, H. Finnemore, R. Gough, R. Phillips, 17.1.74; D. P. Crawley, R. A. Fisher, M. Blyton, 7.2.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

P. B. Sheppard, D. F. Kerr, 24.1.74; G. D. Anstess, 7.2.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

P. B. Maurer, 14.2.74.

DEPARTMENT OF HEALTH

E. D. G. Forrest, 17.1.74; W. J. Carolan, M. S. Fegan, C. W. Box, 7.2.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

A. M. Eddey, 25.10.73; G. W. Byers, J. G. Arnold, P. O. Young, V. J. Neumann, P. J. Longhurst, L. M. Kreicbergs, L. Barton, R. E. Coles, R. A. Coutts, H. C. Cumes, C. J. Coombes, R. H. Beadman, 10.1.74; F. H. Tait, M. A. Callaghan, K. E. Warner, A. K. Harding, 17.1.74; A. J. Gentile, R. A. Johnson, J. Forman, L. R. Kingma, J. V. Ebejer, 24.1.74; S. Infantino, G. P. Hilli, 31.1.74; M. J. Williamson, P. Lee, R. C. Hibberd, V. Huxley, R. Henkel, W. G. L. Burke, 7.2.74.

DEPARTMENT OF IMMIGRATION

B. E. Driver, P. J. Bowman, A. F. Svoboda 10.1.74; S. R. L. Thompson, K. J. Macafee, R. J. Squires, T. G. Goldsmith, M. E. Craddock 7.2.74.

DEPARTMENT OF LABOUR

T. R. Usher, H. F. Keen, D. J. Pring, L. Blackhouse, D. A. Elder 13.9.73; M. G. Williams, A. M. Holder 6.12.73; S. E. Anderson 31.1.74.

DEPARTMENT OF MINERALS AND ENERGY

J. S. W. Jackson, 13.12.73; E. W. MacGibbon 7.2.74.

DEPARTMENT OF OVERSEAS TRADE

M. J. Gottaas 25.10.73; D. E. Harrison 29.11.73; B. J. Piper, J. A. J. Donald 10.1.74.

POSTMASTER-GENERAL'S DEPARTMENT

I. V. Demura, P. K. Harris, K. G. Sutherland, M. D. Moore 4.10.73; D. J. South, J. R. Billsdon, P. A. Kilvert 18.10.73; W. D. Douglas 1.11.73; G. R. Bourne, J. A. Kilner, G. M. Brumhead, R. W. Wilson, J. R. Henson 8.11.73; R. H. Murray 22.11.73; F. P. Kuhn, J. I. Grant, P. H. Van der Kley, L. G. Meeny 29.11.73; L. C. West 13.12.73; M. R. Ashton 19.12.73; C. C. Wong, M. G. Besley, P. G. Christopher, K. A. Hargraves, J. H. Rock, M. L. McCormick, I. J. Parish, W. H. Murray, K. M. Peek, W. R. O. Thomas, D. P. Holden, P. V. Siggs, B. M. Schmid, R. J. Scott, T. J. Johnston, M. N. Heinicke, P. H. Orrock, W. A. Tulloch, R. O. Maddern, A. G. Sibly, K. H. Watt 10.1.74; R. J. Dowling, W. R. Campbell, J. L. Dykes, J. R. Edwards, P. Nelson, R. Ruff, R. J. Bren, I. T.

Wigley, J. T. C. Vella, R. R. Row, G. R. Drechsler, J. M. Milczarek 17.1.74; J. J. Hallion, M. J. Walker, R. L. Hintz, B. D. Emery, K. J. Taylor, G. G. Sterzl, J. A. Horne, R. A. Webb 24.1.74; V. L. Ryan, C. Perri, K. H. Hunter, M. J. Eacott, F. N. Crump, M. R. Vorcheimer, D. J. Hilton, S. T. Dowling, L. A. Hanrahan, J. F. Newman, M. J. Olney, W. E. Wright, B. T. Pardy, B. A. Fricker, J. J. Stekerhofs, O. Oswald, K. Owen, M. M. Monet, M. Yeghigian, D. L. Cotterill, P. F. Nash, B. D. Blackhall, T. D. Shenfield, J. W. Stevenson, K. G. Anderson, M. Davis, D. J. Hemmings, J. J. Soulsby, R. G. Winterburn, W. K. Boxer, G. G. McLaren, G. J. Carvosso, G. D. Evans, J. J. Matczak, J. M. Taylor, R. S. Seakins, A. E. Rundell, P. J. B. Hannon, R. W. Mackrell, N. C. Flint, R. E. Renshaw, B. W. Keats, R. L. Nines, W. D. Keane, R. S. Lillywhite, J. A. Schofield, H. R. Lynch, J. T. Bishop, K. G. Wall, E. H. Scutter, R. Andrews, J. J. E. Francis, J. J. Cornelisse, H. Chappel, S. A. Knowles, I. E. Simpson, H. E. Callaghan, N. H. S. Parker, W. J. T. Gordon, P. W. R. Monds, I. R. Mouat, A. Thompson, P. L. Maher, S. P. Mayhew, P. B. Plowman, N. W. G. Sharkey, J. D. Kiley, 31.1.74; V. A. Bell, R. F. Bayliss, M. L. Rogers, P. Sampson, E. J. Tully, P. T. Delahunty, S. A. Wood, G. B. McCloud, R. G. Pretty, R. O. Harris, G. E. Larkins, N. J. Brook, H. D. Smith, D. Storer, M. W. Travers, A. A. H. Hoskins, M. A. Whitman, J. Traeger, M. L. Jenkins, J. C. Novak, H. L. Williamson, K. G. Prior, T. L. Parish, R. Edwards, S. L. J. Nelson, R. J. Taylor, 7.2.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

J. D. Kelly, 17.1.74.

The Office of the Public Service Board

D. M. McNuff, D. E. Piggott, P. A. Wales, 10.1.74.

Auditor-General's Office

R. J. McVicar, 31.1.74.

REPATRIATION DEPARTMENT

H. G. Baldwin, 10.1.74; M. D. Bloomfield, P. Pitman, A. M. Wykes, G. D. Gardner, G. M. O'Sullivan, M. S. Della-Rodolfa, 17.1.74; R. M. Neville, R. A. Billett, L. J. Bagnell, 31.1.74.

DEPARTMENT OF SERVICES AND PROPERTY

J. A. Attenborough, 10.1.74.

DEPARTMENT OF SOCIAL SECURITY

D. J. Mitchell, 20.9.73; E. M. Bell, M. Wagstaff, 10.1.74; G. A. Geddie, R. M. Ford, J. E. Amezdroz, M. W. Rieger, G. J. Ferguson, 17.1.74; P. O'Connell, O. G. Kotz, B. J. Laxton, M. J. O'Donohoe, J. Testrow, F. B. McNicholl, J. Messenger, 7.2.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

National Library of Australia

A. M. Hartig, 22.1.74; M. Balderson, S. E. Dodds, W. Tully, 7.1.74; N. Gardiner, 10.1.74; S. McKernan, J. D. McQueen, 7.2.74.

DEPARTMENT OF SUPPLY

B. R. Norman, 22.11.73; P. F. Hilton, J. A. Anderson, E. A. Kerr, B. Cruickshanks, A. J. Cornel, 17.1.74; M. R. Billington, B. Scott, R. P. Mere, A. L. Simmons, H. M. Merity, C. M. McPherson, A. Laszlo, 31.1.74.

DEPARTMENT OF THE TREASURY

P. A. Sigmund, 10.1.74; M. J. McGrath, 24.1.74; S. M. Flavel, 31.1.74; J. E. Hantken, T. K. Kaine, W. C. Robins, G. Ely, 7.2.74.

Statistician's Branch

E. U. G. Binka, D. L. Quigley, R. G. Halse, L. Valletta, G. M. Wilkins, D. L. Speedie, D. Becroft, M. M. Kerr, R. L. Hansen, B. P. Pryor, J. M. Tode, P. M. Tosolini, R. L. Booth, 9.8.73; B. J. McLinden, 29.11.73; L. K. Carter, F. Cheok, J. A. Haydon, 17.1.74.

Australian Taxation Office

C. E. Hamill, 15.11.73; F. C. Berge, 10.1.74; J. C. Williams, L. G. Wiffen, P. H. Russell, 24.1.74; E. A. Toomey, V. J. Cheeson, C. J. Connolly, V. Slater, C. P. Smith, 31.1.74.

Promotions—Section 50 (9)**Public Service Act 1922-1973**

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: A. Galanis, L. Volpe, A. H. Groves, W. B. Adam, 16.8.73; R. E. Eastwood, 4.10.73; G. J. Walsh, N. R. Hedges, M. J. Webster, 1.11.73; M. C. Craig, 15.11.73; C. P. Coggins, E. A. Whiting, R. O. Whitfield, 29.11.73; G. Walker, 6.12.73; C. L. E. Rogers, R. G. Woodward, D. G. Hinton, 13.12.73; G. M. Moralee, T. Z. Whitgob, C. J. Thwaites, 19.12.73; T. A. Cahill, P. G. Dowling, R. H. Anns, I. M. McMaster, 24.1.73; S. A. Bush, 14.2.74; K. McNeill, 21.2.74.
2. Promoted the undermentioned officers as shown:

DEPARTMENT OF CUSTOMS AND EXCISE**VICTORIA**

E. N. Fletcher, 61/36111E, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$6912-7652 (Class 4), Third Division, Inland Services Section, Services Branch, Victoria (No. 11), with effect from 1.11.73. M. F. Turner, 65/36858R, Clerk \$5806-6666 (Class 2/3), Third Division, as Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Inland Services Section, Services Branch, Victoria (No. 254), with effect from 1.11.73. B. F. Waters, 65/37048X, Examining Officer (Class 2/3), \$5806-6666, Third Division, as Invoice Examiner, Grade 1 \$6912-7652, Third Division, Invoice Section, Revenue Branch, Victoria (No. 172), with effect from 1.11.73.

DEPARTMENT OF OVERSEAS TRADE**NEW SOUTH WALES**

R. K. Henn, 64/11510A, Clerk \$6912-7652 (Class 4), Third Division, as Clerk \$8886-9548 (Class 6), Third Division, Regional Office, Food Section, Sydney (No. 29), with effect from 29.11.73.

POSTMASTER-GENERAL'S DEPARTMENT**AUSTRALIAN CAPITAL TERRITORY**

D. R. H. Cook, 61/12674G, Senior Postal Clerk, Grade 1 \$5359-5853, Third Division, as Senior Postal Clerk, Grade 2 \$6055-6520, Third Division, Post Office Branch, Canberra, with effect from 16.8.73.

NEW SOUTH WALES

B. Thursby, 59/10259X, Telephonist \$1813-3931, Fourth Division, as Monitor \$4242-4379, Fourth Division, Telecommunications Division, Country Region North Section, Gosford District Telephone Office Sub-section, Gosford, with effect from 29.11.73. K. E. Zimmerli, 59/26130K, Telephonist \$1813-3931, Fourth Division, as Monitor \$4242-4379, Fourth Division, Telecommunications Division, Country Region North Section, Gosford District Telephone Office Sub-section, Gosford, with effect from 29.11.73.

VICTORIA

W. B. Davidson, 59/54942R, Clerk \$8886-9548 (Class 6), Third Division, as Clerk \$11032-11525 (Class 8), Third Division, Engineering Works Division, Buildings Branch, Victoria (No. 7), with effect from 20.12.73. N. J. Goodwin, 59/66697G, Lineman, Grade 2 \$4437-4599, Fourth Division, as Line Supervisor, Grade 2 \$5673, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Coburg, Metropolitan Operations Branch, Engineering Division, Victoria, with effect from 16.8.73. K. W. Jones, 59/56045W, Lineman, Grade 2 \$4437-4599, Fourth Division, as Line Supervisor, Grade 2 \$5673, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Craigieburn, Metropolitan Operations Branch, Engineering Division, Victoria, with effect from 16.8.73. W. H. Hill, 62/45824G, Lineman, Grade 2 \$4437-4599, Fourth Division, as Line Supervisor, Grade 2 \$5673, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Brunswick, Metropolitan Operations Branch, Engineering Division, Victoria, with effect from 16.8.73. P. A. Moon, 69/10147K, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division, Regional Operations Branch, Gippsland Section, Sale (No. 298), with effect from 20.12.73.

DEPARTMENT OF PRIMARY INDUSTRY

D. M. Jones, 71 85166M, Clerical Assistant, Grade 3 \$4230-4610, Fourth Division, as Clerical Assistant, Grade 4 \$4736-4989, Fourth Division, Forestry and Timber Bureau, Canberra (No. 3226), with effect from 15.11.73.

**DEPARTMENT OF SERVICES AND PROPERTY
SOUTH AUSTRALIA**

R. P. Nolan, 59/12972K, Clerk \$7899-8639 (Class 5), Third Division, as Clerk \$9876-10538 (Class 7), Third Division, Property Division, Accommodation Section, Adelaide (No. 26), with effect from 13.12.73.

DEPARTMENT OF SOCIAL SECURITY**VICTORIA**

R. L. Hooper, 61/36255K, Clerical Assistant, Grade 3 \$4230-4610, Fourth Division, as Clerical Assistant, Grade 4 \$4736-4989, Fourth Division, Social Security Branch, Unemployment and Sickness Benefits Section, Melbourne (No. 1607), with effect from 4.10.73.

K. F. FAUL

Acting Secretary
Public Service Board

Provisional promotions

The following promotions are provisional and are subject to appeal by officers to the Public Service Board, and where consequent upon another provisional promotion, are dependent upon the latter being confirmed. The date of promotion is the date of this *Gazette*, except where otherwise specifically indicated. Where an officer desires to appeal against two or more provisional promotions, a separate appeal should be lodged for each one, except where the provisional promotions have been notified in the one *Gazette* and the positions are of the same designation and classification, located in the same State, Department and Branch, when one statement listing the promotees appealed against will be accepted.

WHERE TO LODGE APPEALS

Appeals should be lodged either by letter or telegram so as to be received in the office of the appropriate officer by the close of business on the twenty-first day after the day of this notification. For this purpose the appropriate officer is—if the provisional promotion is made to an office physically located in:

- (a) a State, the Public Service Inspector in that State;
- (b) the Australian Capital Territory, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601;
- (c) the Northern Territory, the Public Service Inspector, Darwin;
- (d) Norfolk Island, the Public Service Inspector, Sydney;
- (e) Papua New Guinea, the Chairman, Promotions Appeal Committee, P.O. Box 76, Port Moresby, P.N.G.;
- (f) the Territory of Cocos (Keeling) Islands, the Public Service Inspector, Perth;
- (g) any other place outside Australia, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601.

Note: The addresses of Public Service Inspectors are included in the Index of Addresses at the front of the 'Notification of Vacancies' section of this *Gazette*.

Appeals not lodged with the appropriate officer within the prescribed period will not be accepted.

GROUND OF APPEAL

The ground of appeal are:

- (i) (a) superior efficiency; or (b) equal efficiency combined with seniority.
- (ii) That the appellant is senior to the Officer provisionally promoted and is efficient, where promotion is made to one of these positions, Assistant, Grade 1; Assistant, Grade 2; Clerical Assistant, Grade 1; Hospital Assistant, Grade 2; Labourer; Lift Attendant; Lineman, Grade 2; Mail Officer; Orderly, Grade 1; Postal Officer, Grade 1; Postman; Quarantine Assistant, Grade 1; Storeman; Stores Assistant; Telephonist.

FORM OF APPEAL

There is no standard form of appeal. However, the appeal must show:

Date of *Gazette*
Name of provisional promotee
Department in which promotion made
Ground of appeal

The following particulars of the appellant should appear at the foot of the appeal:

Full name (block letters).....
Date of birth.....
Designation and salary scale of permanent position...
Office or branch.....
Department.....
Seniority date or number.....

An appeal is acknowledged and the officer is invited to submit a supporting statement in triplicate which should contain:

Ref. No.
Full name.....
Date of birth.....
Date of permanent appointment.....
Educational qualifications (in detail).....
Statement of service.....
Experience.....
Summary of claims.....

DUAL STATUS POSITIONS CREATED IN THE FOURTH DIVISION

The positions listed below are created in the Fourth Division, but become Third Division positions when occupied by an officer of that Division, and revert to the Fourth Division when vacant. A full listing of all positions is to be found in Public Service (Salaries) Regulations 8.

For purpose of appeals against provisional promotions and 'temporary transfers' to these positions, seniority of Third Division officers, shall be determined in accordance with General Order 4/A/3, i.e., according to the earliest seniority date held by the officer whether in the Fourth or Third Division.

All positions in Technical Officer, Technical Cataloguer and Technical Assistant structures and Trainee Technical Officer positions.

All positions in the Draftsman, Drafting Assistant and Illustrator structures and Trainee Draftsman positions.

Airways Telecommunications Officer, Grade 1-4; Assistant Conservator; Communications Officer; Conservator; Electrical Technician; Flight Service Officer, Grade 1-3; Plan Records Assistant, Grade 1-2; Plan Record Officer; Postal Clerk; Postal Officer, Grade 3-4; Radio Technician; Senior Mail Officer; Senior Postal Officer, Grade 1-2; Senior Technical Instructor, all grades (Department of Civil Aviation); Senior Technical Instructor (Postmaster-General's Department); Supervisor (Telegraph); Technical Instructor, Grade 2 (Department of Civil Aviation; Commonwealth Bureau of Meteorology; Postmaster-General's Department); Telecommunications Technician; Telegraphist; Traffic Officer-in-training; Trainee Engineer.

DUAL STATUS POSITIONS CREATED IN THE THIRD DIVISION

The positions in the Postmaster-General's Department listed below are created in the Third Division but become Fourth Division positions when occupied by an officer of that Division, and revert to the Third Division when vacant.

For purposes of appeals against provisional promotions and 'Temporary transfers' to these positions the seniority of Fourth Division officers shall be determined in accordance with General Order 4/A/5.

Senior Postal Clerk, Grades 1 to 3; Instructor, Grades 1 to 3; Postmaster, Grades 1 to 5; Supervisor (Postal), Grades 1 to 3.

SALARIES AND GENERAL CONDITIONS**SALARY RATES**

Salaries shown in the provisional promotions section of this *Gazette* are expressed as current actual salaries.

QUALIFICATIONS

The qualification prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Commonwealth Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in *Gazette* No. 9 of 30.1.73 entitled 'Appointment, Recruitment and Examination Conditions and Determinations 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 also set out in PSB Circular 1973/10 Part D.

GENERAL

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

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

Provisional promotions—notification

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE**NEW SOUTH WALES****Management Services Branch**

R. A. Marks 70/14343E	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5035, Fourth Division, Finance and General Services Section (No. 179)
--------------------------	--	--

Duties: Perform stenographic and typing duties as required.

SOUTH AUSTRALIA**Services Branch**

P. A. Bodossian 66/66669R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Inland Services Section, vice L. W. Mader, prov. prom. 14.3.74 (No. 202)
------------------------------	---	---

Duties: Perform check at company premises. Check particulars on home consumption, export and removal entries with warehouse entries.

S. G. Maycock 66/66670G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, vice E. R. Paull, prov. prom. 14.3.74 (No. 118)
----------------------------	---	---

Duties: Examine Export Entries to ensure that quantities, values, sufficient description statistical items, codes and preparation are in accordance with the Australian Export Commodity Classification requirements.

R. W. Jorgensen 66/66854E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Inland Services Section, vice T. G. Marshall, prov. prom. 14.3.74 (No. 269)
------------------------------	---	--

Duties: Prepare licences, prepare returns and maintain records relating to Operations Sub-section.

D. J. Anderson 63/66963T	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Port Services Section, Adelaide Airport, vice O. P. Pratt, prov. prom. 7.3.74 (No. 223)
-----------------------------	---	--

Duties: Examine invoices and associated documents to establish that imported goods are correctly entered, ensuring that all controls in relation to imported goods are complied with.

L. W. Mader 65/66146C	Clerk \$5806-6666 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Port Services Section, Adelaide Airport (No. 189) accounting records.
--------------------------	---	---

Duties: Conduct planned random checks of Airways Companies' cargo

E. R. Paull 63/66158M	Clerk \$5806-6666 (Class 2/3), Third Division	Boarding Inspector \$6912-7652 (Class 4), Third Division, Port Services Section (No. 63)
--------------------------	---	--

Duties: Supervise and direct the work of Boarding Officers. Prepare reports and attend to submissions generally affecting the functions of the Boarding Group.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Revenue Branch

A. Olivastri 72/66807P	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division, Invoice Section (No. 24)
K. Archontoulis 72/66141A	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division, Invoice Section (No. 25)

Duties above two positions: Under supervision, key Customs Entries through Visual Display Units involving some interpretation and coding by the Operator.

Qualifications above two positions: Successful completion of the Proficiency Test for Data Processing Operator, Grade 1. On-line operational VDU experience desirable.

V. A. Caust 58/12503P	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Invoice Section, vice D. J. Anderson, prov. prom. 14.3.74 (No. 203)
--------------------------	--	--

Duties: Prepare seizure notices under Regulation 4A of the Customs (Prohibited Imports) Regulations. Arrange for safe custody of seized goods and submit to Inspector Auxiliaries for authority for destruction.

J. M. Hollis 65/66199A	Boarding Officer \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section (No. 215)
---------------------------	---	--

Duties: Perform examination of Customs entries accepted by Senior Invoice Examiners, Grade 2, as not requiring major checks by Invoice Examiners, Grade 2.

Management Services Branch

T. G. Marshall 66/66158K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Finance and General Services Section (No. 56)
-----------------------------	--	--

Duties: Perform duties of certifying officer.

J. L. Longmuir 66/66507G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section, vice V. A. Caust, prov. prom. 14.3.74 (No. 27)
-----------------------------	---	--

Duties: Provide relief for Third Division officers at Port Adelaide and outstations on above and next salary range, during their absences on recreation leave and sick leave, etc.

WESTERN AUSTRALIA

Management Services Branch

A. J. Patterson 60/75006P	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division	Clerical Assistant, Grade 7 \$7087-7330, Fourth Division, Finance and General Services Section, General Services Sub- section, Perth (No. 73)
------------------------------	---	--

Duties: Supervise and control the General Services Sub-section, which embraces registry, archives, typing, building maintenance, transport, telephone facilities, maintenance of office machines, issue of stores. Recheck 10 per cent of merchant shipping entries.

J. Chandler 72/75331P	Clerical Assistant, Grade 3 \$4822-5254 Fourth Division	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Finance and General Services Section, General Services Sub- section, Perth, vice A. J. Patterson, prov. prom. 14.3.74 (No. 74)
--------------------------	--	--

Duties: Direct and control the Office Services Group including library publications, stores, transport (Perth and Fremantle), and office services, Fremantle. Liaise with contractors, Department of Works concerning implementation of works programme, correct maintenance of all properties in the State, cleaning (Perth and Fremantle).

D. G. Ireland 65/75245K	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Finance and General Services Section, General Services Sub- section, Fremantle (No. 76)
----------------------------	---	--

Duties: Supervise General Services Group at Fremantle which includes typing, records, correspondence, photocopying, tea service, transport at Fremantle. Responsible for security and maintenance of Customs House, Fremantle.

T. W. Hayes 61/75257M	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Finance and General Services Section, General Services Sub- section, Perth (No. 77)
--------------------------	---	--

Duties: Supervise the Publications Group. Maintain the official library for the Department in Western Australia. Control the amendment and issue of official publications. Supervise the operations of the offset printer and photocopying machine.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

C. G. Pages 67/78538K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and General Services Section, General Services Sub- section, Fremantle (No. 85)
--------------------------	---	--

Duties: Attend to inquiries by public. Receive and display public manifests from Clearing Clerk. Operate photocopying machine. Maintain file movement register.

P. A. Rachow 67/78416C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and General Services Section, General Services Sub- section, Perth (No. 28)
---------------------------	---	--

Duties: Register all new files. Operate resubmission system. Maintain daily register of correspondence received from Central Office.

H. E. Leslie 68/75895W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel Management Section, Perth (No. 51)
---------------------------	---	--

Duties: Examine and distribute correspondence and files. Maintain registry of files in the Section. Arrange travel bookings, and accommodation for officers travelling on official business.

S. R. Oldfield 70/76214K	Clerical Assistant, Grade 1 \$2075-3777, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and General Services Section, General Services Sub- section, Perth, vice P. A. Rachow, prov. prom. 14.3.74 (No. 29)
-----------------------------	---	---

Duties: Sort files and correspondence for distribution to appropriate sections. Record file movements on index cards. Attend to requests for files.

B. K. Bowen 71/75499K	Typist, Grade 1 \$2113-3845, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Training Section, Fre- mantle (No. 71)
--------------------------	---	--

Duties: Arrange for typing, proof reading, printing and collation of training handouts and course syllabi. Maintain training records, programmes, stores and equipment.

Revenue Branch

D. W. Toy 69/75394M	Clerical Assistant, Grade 2 \$4393-4678 Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Invoice Section, Import Clearance Sub-section, Fremantle, vice D. G. Ireland, prov. prom. 14.3.74 (No. 63)
------------------------	--	---

Duties: Check presentation of entries to ensure that correct documents are presented and that necessary details are shown. Maintain register of signatures of persons authorised to sign entries.

Services Branch

A. D. Stitt 58/33486M	Locker, Grade 2 \$4521-5594, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Inland Services Section, Examination and Services Sub-section, Fremantle (No. 243)
--------------------------	---	---

Duties: Examine goods in Queen's Warehouse and prepare catalogue for Collector's Sales. Maintain register, receive, deliver and account for goods at Queen's Warehouse.

D. Wylie 71/75459G	Clerical Assistant, Grade 1 \$2075-3777, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Inland Services Section, Petroleum Products Sub-section, Perth (No. 252)
-----------------------	---	---

Duties: Check subsidy information on claim attachments submitted by oil companies. Maintain register of claims and prepare forms of authorisation. Maintain subsidies group.

P. Detoni 69/75074W	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Inland Services Section, Petroleum Products Sub-section, Perth, vice D. W. Toy, prov. prom. 14.3.74 (No. 244)
------------------------	---	---

Duties: Maintain card indices for diesel fuel certificate holders, oil company agencies, dual users and rebate claimants. Maintain computer printout report on all diesel powered road vehicles. Sort and check sales schedules.

D. I. Dorizzi 71/75641G	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Port Services Section, Shipping Sub-section, Fremantle, vice C. G. Pages, prov. prom. 14.3.74 (No. 193)
----------------------------	---	--

Duties: Receive export entries; stamp, number, sort into order and distribute. File export licenses, restricted goods permits, flour permits etc. Receive outward manifests from Clearing Clerk; associate with wharf papers and prepare for archival action.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

L. K. Black 70/75064P	Clerical Assistant, Grade 1 \$2075-3777, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Port Services Section, Shipping Sub-section, Fremantle, vice H. E. Leslie, prov. prom. 14.3.74 (No. 198)
--------------------------	---	---

Duties: Sort, distribute and file prime copies of entries. Attend to custody and filing of manifests and associated documents. Maintain file movement register for Cargo Control and Accounting Group.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

A. Scherrenberg 72/87095G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Directorate of Civil Personnel (No. 28)
------------------------------	---	---

Duties: Control of Personnel, Travel, Position and State Office files maintained by Civil Personnel Section. Receive and despatch all correspondence concerning Civil Personnel Section. Render assistance in minor personnel work.

S. L. Tuisk 73/87948K	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Directorate of Civil Personnel (No. 63)
--------------------------	--	--

Duties: Continuously perform relief duties within the Department.

P. W. Kwaczynski 73/88122G	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Directorate of Civil Personnel, vice M. G. Deane, prov. prom. 7.3.74 (No. 24),
-------------------------------	--	--

L. McClean 72/85041G	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Directorate of Civil Personnel (No. 25)
-------------------------	--	--

Duties above two positions: Responsible for a salary cell engaged in variations to salaries and allowances, preparing statistical information and actioning leave applications under delegation. Exercise delegated authority.

Qualifications above two positions: Knowledge of the Public Service Act and Regulations, General Orders, Superannuation Act and Arbitrator's determinations desirable. Knowledge of the Compensation (Australian Government Employees) Act and Determinations Relating to Overseas Service would be an advantage.

DEPARTMENT OF DEFENCE—ARMY OFFICE

NEW SOUTH WALES

Logistic Command

2 Army Quality Assurance Unit

P. Wheelwright 69/36051A	Senior Inspecting Officer, Grade 1 \$8028- 8528, Fourth Division, Directorate of Army Quality Assurance, Melbourne	Textile Technologist, Class 3 \$11050-12364, Third Division, Clothing and Textiles Division, Sydney (No. 75)
-----------------------------	--	--

Duties: Manage a group engaged on quality assurance of textiles, clothing and related products. Oversee the implementation of product verification plans. Advise as required on contract quality control system and plans. Advise and make recommendations on the effectiveness of techniques of textile testing, quality control and quality assurance.

Qualifications: Appropriate degree or diploma of a university or college of advanced education or other qualifications which in the opinion of the Board are appropriate to the duties. Experience in one or more of the fields of textile quality control, textile chemistry, textile physics, textile engineering or textile manufacture is desirable.

232 Supply Company

M. Y. Holden 73/10835E	Clerk \$2713-5594 (Class 1), Third Division, Randwick	Clerk \$5806-6666 (Class 2/3), Third Div- ision, Supply Control Section, Local Pur- chase Sub-section, Randwick (No. 12)
---------------------------	--	--

Duties: Supervise and control the activities of the Local Purchase Sub-section ensuring that accounting and procedures are correct and oversight the progressing of deliveries. Ensure expenditure is contained within the prescribed authorisations and allocations of funds.

V. Scarcella 71/10235T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Randwick	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Headquarters Section, Internal Checking and Stocktaking Sub- section, Randwick (No. 28)
---------------------------	---	--

Duties: Check in detail all transactions on manual accounting records. Check accuracy of Voucher Registration, Commitment and Claims Registers and other Local Purchase records. Assist in stocktaking tasks and checking of machine transactions as required.

S. M. Gibson 73/13300A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Randwick	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Warehousing Section, Traffic and Transport Sub-section, Rand- wick (No. 29)
---------------------------	---	--

Duties: Prepare documentation associated with the movement of stores. Compile and maintain traffic statistics. Prepare and maintain transport records.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

M. H. Bubeat 73/13625P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Randwick	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administration Section, 'A' Sub-section, Randwick (No. 15)
<i>Duties:</i> Receive, classify, index, cross-reference, register, distribute and dispatch all inwards and outwards correspondence and packages. Maintain depot registry, including indices, B/F system and location records.		
K. L. McCarthy 70/14641X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Randwick	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Supply Control Section, Claims Sub-section, Randwick, vice V. Scarcella, prov. prom. 7.3.74 (No. 32)
<i>Duties:</i> Register all contractors' claims in the Claims Register and connect with relevant purchase order and associated documentation. Ensure that payments are not duplicated by continuously checking processed vouchers against Claims Received Register.		
M. A. Fuller 72/13680R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Randwick	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Supply Control Section, Control Sub-section, Randwick (No. 31)
<i>Duties:</i> Sort all accounting vouchers by priorities and numerical sequence, select stock control cards against stock numbers and description on vouchers and as required by other sections.		

VICTORIA

Third Military District, Army Design Establishment

L. J. Churchward 61/36950A	Engineer, Class 1 \$6200-8953, Third Division	Engineer, Class 2 \$9581-10702, Third Division, Maribyrnong (No. 391)
<i>Duties:</i> Evaluate and draft technical requirements for new plant and equipment for the ADE Electrical Engineering Laboratory including such design work as necessary to establish technical details; manage and control technical staff.		
<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. Professional experience in an Electrical Engineering Laboratory working in the Radio Communication or Electrical Field. Ability to control and direct staff.		
F. Kovacs 65/37763C	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third Division	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third Division, Maribyrnong (No. 146)
<i>Duties:</i> Within an approved programme, plan and manage the calibration and maintenance of plant and test equipment together with the model construction requirements of an Electrical Engineering Laboratory involved in the design and development of Army Field Equipment.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience. Experience and personal ability in the maintenance of State of Art Electronic Test Equipment, Climatic and Durability Test Equipments and the ability to control and direct a large staff desirable.		
J. E. C. Ford 63/45689T	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Maribyrnong (No. 341)
<i>Duties:</i> Assist in the drafting of engineering standards, monitor the application of standards to development projects.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications and requisite experience.		

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, General Services Branch

H. E. Penridge 71/58658C	Librarian, Class 1 \$6020-8692, Third Division, Department of Supply, Canberra	Librarian, Class 2 \$8953-9970, Third Division, Publications Section, Central Registry Sub-section, Canberra (No. 5)
<i>Duties:</i> Survey library services within the department. Direct the activities of the Navy Office Central Library.		
<i>Qualifications:</i> University degree and Library Association of Australia Registration Examination or equivalent; or recognised qualification in Librarianship from a college of advanced education.		

Naval Design Division, Weapons and Electrical Engineering Design Branch

H. U. Menge 72/85214T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Surface Weapons and Command and Control Section, Planning and Services Sub-section, Canberra (No. 95)
--------------------------	---	---

Duties: Supervise the registration and amendment, checking of specifications and technical instructions received from overseas and local sources.

NEW SOUTH WALES

Supply Division, Minor Administration Branch

P. L. Cush 71/11602R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SSA 40)
C. V. Haines 71/12078P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SSA 130)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

M. N. Rowe 70/11976K <i>Duties above three positions:</i> Carry out stock control procedures and other specialised duties associated with logistic support of a range of stores and equipment.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SSA 131)
--	---	---

R. G. Chapman 70/10869W <i>Duties:</i> Supervise Branch staff activities and assist in Division staff matters.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SSA 42)
--	---	--

General Stores Branch

C. A. Hunt 70/11123P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SGSO 23)
-------------------------	---	---

M. D. McBay 70/10632A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SGSO 24)
--------------------------	---	---

M. L. Olsson 72/12548E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SGSO 26)
---------------------------	---	---

S. H. Mackay 70/12104B	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SGSO 29)
---------------------------	---	---

K. M. J. Jones 71/12099G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SGSO 34)
-----------------------------	---	---

A. D. Manton 71/12124W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SGSO 91)
---------------------------	---	---

P. H. Venning 71/14323G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SGSO 92)
----------------------------	---	---

K. K. Cooper 65/12791E <i>Duties above eight positions:</i> Carry out stock control procedures and other specialised duties associated with logistic support of a range of stores and equipments.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SGSO 93)
---	---	---

Electrical Stores Branch

R. J. Farah 69/12342C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 136)
--------------------------	---	--

M. P. McConnell 72/10383T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 138)
------------------------------	---	--

J. D. Donohoe 71/14156X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 140)
----------------------------	---	--

S. L. Batiste 72/11490G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 142)
----------------------------	---	--

S. R. James 72/11735R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 143)
--------------------------	---	--

J. T. Bright 70/13611R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 144)
---------------------------	---	--

J. P. Lynch 70/13463R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 145)
--------------------------	---	--

C. Bradney 70/10092M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 147)
-------------------------	---	--

P. K. Johnson 71/12088W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 152)
----------------------------	---	--

B. P. Wells 70/13704G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 153)
--------------------------	---	--

K. M. McLaughlin 72/11750G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 158)
-------------------------------	---	--

G. L. Cockayne 71/14222T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 251)
-----------------------------	---	--

M. Andruschro 70/13603T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 252)
----------------------------	---	--

J. M. Collins 72/12314X <i>Duties above fourteen positions:</i> Carry out stock control procedures and other specialised duties associated with logistic support of a range of stores and equipment.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SLSO 253)
--	---	--

Armament Supply Branch

M. J. Randell 71/13190W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Silverwater (No. SASO 42)
----------------------------	---	--

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
L. A. Pothan 71/12434E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Kingswood (No. SASO 27)
D. S. Nixon 59/28960A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Kingswood (No. SASO 29)
P. W. Dean 71/12054G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Kingswood (No. SASO 30)
D. J. Dignam 71/12978W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SASO 32)
P. R. Foster 66/13319C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SASO 37)
<i>Duties above six positions:</i> Carry out stock control procedures and other specialised duties associated with logistic support of a range of stores and equipment.		

Victualling Stores Branch

A. W. Veness 70/13587G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SVSO 18)
R. J. Russell 71/121301C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SVSO 20)
S. A. Cosgrove 61/11665T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SVSO 22)
G. R. Stirling 70/12716M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SVSO 23)
E. M. Baker 70/12185A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SVSO 25)
P. L. Jacobs 68/10486T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SVSO 31)
H. Peleschak 71/12143E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SVSO 30)
J. M. Hodgson 68/12007E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SVSO 57)
<i>Duties above eight positions:</i> Carry out stock control procedures and other specialised duties associated with the logistic support of a range of stores and equipment.		

Machinery and Spares Branch

B. P. O'Connell 71/12267W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 38)
P. G. Faithfull 67/13962A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 40)
N. K. Milliken 71/12056R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 41)
R. D. Clarey 69/13400M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 43)
B. J. Schultz 69/11935C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 44)
P. J. McMahon 71/13210R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 45)
H. Harvey 69/11142X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 48)
H. J. Bryant 69/13051P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 50)
J. Manuel 67/12246E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 52)
C. Wilson 72/14182R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 53)
M. J. Harris 70/10595W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Randwick (No. SMSO 109)
<i>Duties above eleven positions:</i> Carry out stock control procedures and other specialised duties associated with the logistic support of a range of stores and equipment.		

Air Stores Branch

E. A. Fredman 65/13900T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNSO 29)
T. Livvos 69/11835T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNSO 31)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

C. O'Toole 70/12597C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNASO 34)
A. G. O'Brien 71/13183T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNASO 35)
D. J. Alecci 70/12099R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNASO 36)
P. A. Gibbons 71/13143R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNASO 37)
D. A. Boxall 70/10938E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNASO 38)
C. E. Birks 67/14837E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNASO 39)
V. Comino 69/13755W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNASO 40)
J. L. Robertson 68/13818A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNASO 107)
D. J. Wardle 71/12495A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney (No. SNASO 41)

Duties above eleven positions: Carry out stock control procedures and other specialised duties associated with logistic support of a range of stores and equipment.

HMA Naval Dockyard, Garden Island

L. F. Olney 67/13076T	Clerk \$5806-6666 (Class 2/3), Third Division, Production Division	Clerk \$6912-7652 (Class 4), Third Division, Production Division (No. 52)
--------------------------	--	---

Duties: Provide clerical support to Production Manager and supervise clerical staff within Division.

VICTORIA

Supply Division, Electrical Stores Branch

I. F. Stirling 69/37698A	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Projects and Services Section, Finance Sub-section, Melbourne (No. 70)
-----------------------------	--	---

Duties: Co-ordinate and prepare detailed data and maintain records in respect of maintenance finance programmes and estimates. Oversight certification and distribution of billings, invoices, claims, etc., and prepare financial phasings, funds allocations, statistical data. Prepare associated reviews and reports.

A. L. Domjan 70/38738E	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Supply Section, No. 5 Sub-section, Melbourne (No. 41)
J. A. Coghlan 72/36294R	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Supply Section, No. 4 Sub-section, Melbourne, vice W. J. L. Coxhead, prov. prom. 10.1.74 (No. 25)

Duties above two positions: Assessment and procurement of requirements of electrical/electronic equipment and spares, and associated finance estimates and control of expenditure.

J. C. McDonald 71/36957A	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Supply Section, No. 1 Sub-section, Melbourne, vice A. L. Domjan, prov. prom. 14.3.74 (No. 7)
-----------------------------	--	---

Duties: Purchasing and progressing orders with progressive review of finance commitments and expenditure.

D. J. Trethowan 70/39738R	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Projects and Services Section, Capital Projects Sub-section, Melbourne, vice I. F. Stirling, prov. prom. 14.3.74 (No. 76)
------------------------------	--	--

Duties: Prepare, collate and check data required for assessments to be made of additional support requirements of electronic and electrical componentry for systems and outfits. Assist in the assessment of initial spares support requirements for electronics and electrical equipment. Assist in the assessment of spares support requirements resulting from incorporation in fitted equipments of ordalts, shipalts and other modifications.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

C. M. Lorenz 73/87726M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, A.C.T. Schools Administration Sub-section, Canberra, vice M. Hubble, prov. prom. 14.3.74 (No. 219)
---------------------------	---	---

Duties: Interpret awards and determine rates of pay and allowances for ancillary and casual staff in A.C.T. schools. Maintain personnel records and check Treasury forms 12, 18 and 28.

Qualifications: A thorough knowledge of the Public Service Act and Regulations, General Orders, Arbitrator's Determinations, Superannuation Act and ADP Salaries System desirable.

J. A. Cogar 73/88128K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, A.C.T. Schools Administration Sub-section, Canberra, vice R. F. Platt, prov. prom. 14.3.74 (No. 204)
--------------------------	---	---

Duties: Team leader. Supervise the activities of a cell concerned with the processing of salary variations, leave applications, overtime payments, superannuation variations and allowances

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and the ADP salaries system desirable.

J. M. Tome 73/87771E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, A.C.T. Schools Administration Sub-section, Canberra (No. 218)
-------------------------	---	--

Duties: Team leader. Supervise the activities of a cell concerned with the processing of salary variations, leave applications, overtime payments, superannuation variations and allowances.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and the ADP salaries system desirable.

R. F. Platt 68/86722A	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Services Section, A.C.T. Schools Administration Sub-section, Canberra, vice K. Riordan, prov. prom. 29.11.73 (No. 215)
--------------------------	---	---

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.

A. C. Gower 73/88021T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, A.C.T. Schools Administration Sub-section, Canberra (No. 216)
--------------------------	---	--

Duties: Team leader. Supervise the activities of a cell concerned with the processing of salary variations, leave applications, overtime payments, superannuation variations and allowances.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and the ADP salaries system desirable.

VICTORIA

G. E. Ward 70/38576E	Education Officer, Class 1 \$6041-8412, Third Division	Education Officer, Class 2 \$8702-9568, Third Division, Overseas Section, Melbourne (No. 99)
-------------------------	--	--

Duties: Supervise the training of sponsored overseas students.

Qualifications: A degree in Education, or another appropriate degree and a diploma in Education, or equivalent, and at least 12 months experience in Education.

S. A. Hart 71/41038R	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Labour	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Administration Section, Melbourne (No. 164)
-------------------------	--	---

Duties: Supervise and direct the operations of the Registry Sub-section.

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

QUEENSLAND

R. J. Whittington 70/58203T	Education Officer, Class 1 \$6041-8412, Third Division	Education Officer, Class 2 \$8702-9568 Third Division, Postgraduate Awards and Minor Schemes Section, Brisbane (No. 36)
--------------------------------	--	---

Duties: Responsible for the operation of the Postgraduate Awards and various minor schemes.

Qualifications: University degree, Diploma of Education or equivalent training and at least 1 year's experience in education.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NORTHERN TERRITORY

Management Services Branch

Y. M. Clark 72/85180P	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Department of Social Security, Adelaide	Clerical Assistant, Grade 2 \$4398-4678, Fourth Division, Yirara College, Alice Springs (No. 1165)
--------------------------	---	--

Duties: Provide receptionist services and operate the switchboard at Yirara College. Prepare and process movement requisitions for the College.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Policy Co-ordination Division, Management Services Branch

A. E. Ralph 61/66292P	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Health, Alice Springs	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Property and Office Services Section, Registry Sub-section, Canberra (No. 138)
--------------------------	---	---

Duties: File Examiner.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Services Branch

S. H. Arthur 58/21856R	Senior Machine Operator \$5643-5871, Fourth Division, Management Services Division	Supervisor \$5971, Fourth Division, Com- munications, Technical and General Services Section, Communications Sub- section, Canberra (No. 467)
---------------------------	--	--

Duties: Responsible for the preparation of weekly staffing rosters for all Machine Operators and Clerical Assistants employed on shift duties. Examine and approve staff changes as required.

D. B. McLindin 58/49501A	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, A.C.T. Health Services, Department of Health, Canberra	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Communications, Tech- nical and General Services Section, Gen- eral Services Sub-section, Canberra (No. 1010)
-----------------------------	--	---

Duties: Responsible for the day-to-day operation of the stationery store. Initiate procurement action to ensure continuity and adequacy of supplies and stocks, and oversight the ordering, storing and issuing of stores, stationery and forms for Central Office and State Offices.

A. T. Folkard 73/85157R	Storeman \$4363-4586, Fourth Division, Management Services Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Communications, Tech- nical and General Services Section, General Services Sub-section, Canberra (No. 1011)
----------------------------	--	---

Duties: Prepare requisitions and purchase orders for stationery supplies, and continually up-date stock record. Issue supplies as requested.

Overseas Division

R. J. Smith 60/88311X	Foreign Affairs Officer, Class 4 \$13991- 14484, Third Division, Overseas Division	Assistant Secretary \$17300, Second Div- ision, Overseas Division (No. 8)
--------------------------	---	--

Duties: As Deputy Head of Mission, direct the work of the mission including the formulation of policy proposals and implementation of policies. Attend in a representative capacity at international conferences.

E. Burtmanis 64/85036M	Foreign Affairs Officer, Class 3 \$12019- 12510, Third Division, Overseas Division	Foreign Affairs Officer, Class 4 \$13991- 14484, Third Division, Overseas Division (No. 16)
---------------------------	---	---

J. S. Holloway 63/86260T	Foreign Affairs Officer, Class 3 \$12019- 12510, Third Division, Overseas Division	Foreign Affairs Officer, Class 4 \$13991- 14484, Third Division, Overseas Division (No. 146)
-----------------------------	---	--

A. D. McLennan 66/86410A	Foreign Affairs Officer, Class 3 \$12019- 12510, Third Division, Overseas Division	Foreign Affairs Officer, Class 4 \$13991- 14484, Third Division, Overseas Division (No. 290)
-----------------------------	---	--

P. G. Timmins 65/85039R	Foreign Affairs Officer, Class 3 \$12019- 12510, Third Division, Overseas Division	Foreign Affairs Officer, Class 4 \$13991- 14484, Third Division, Overseas Division (No. 463)
----------------------------	---	--

Duties above four positions: Deputy Head of Mission at certain posts and senior political and economic adviser to Head of Mission. Attend in a representative capacity at other than major conferences.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
K. J. Boreham 70/87909P	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$12019-12510, Third Division, Overseas Division, vice A. D. McLennan, prov. prom. 14.3.74 (No. 21)
A. T. Calvert 70/99021W	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$12019-12510, Third Division, Overseas Division, vice P. G. Timmins, prov. prom. 14.3.74 (No. 33)
P. G. Cross 70/85047C	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$12019-12510, Third Division, Overseas Division, vice J. S. Holloway, prov. prom. 14.3.74 (No. 20)
G. J. Forrester 70/85054W	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$12019-11510, Third Division, Overseas Division (No. 695)
R. M. Peek 70/85211X	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$12019-12510, Third Division, Overseas Division (No. 147)
L. F. Schulz 70/99006E	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$12019-12510, Third Division, Overseas Division (No. 776)
M. J. Thwaites 70/99041K	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$12019-12510, Third Division, Overseas Division (No. 55)
B. R. Wawn 69/36078W	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$12019-12510, Third Division, Overseas Division (No. 93)
K. R. Widdows 70/85053R	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division	Foreign Affairs Officer, Class 3 \$12019-12510, Third Division, Overseas Division, vice E. Burtmanis, prov. prom. 14.3.74 (No. 37)
<i>Duties above nine positions: Head of Political and General Section at an overseas post. Attendance in a representative capacity at other than major international conferences.</i>		
G. Atkin 72/87540W	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, Pacific and Western Division	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division, vice G. J. Forrester, prov. prom. 14.3.74 (No. 698)
A. J. Behm 72/87516C	Foreign Affairs Officer, Class 1 \$7899-8639 Third Division, Management Services Division	Foreign Affairs Officer, Class 2 \$8886-9548 Third Division, Overseas Division, vice P. G. Cross, prov. prom. 14.3.74 (No. 41)
J. C. Blount 72/87598R	Foreign Affairs Officer, Class 1 \$7899-8639 Third Division, Management Services Division	Foreign Affairs Officer, Class 2 \$8886-9548 Third Division, Overseas Division, vice K. J. Boreham, prov. prom. 14.3.74 (No. 328)
D. A. Buckingham 72/87517G	Foreign Affairs Officer, Class 1 \$7899-8639 Third Division, Management Services Division	Foreign Affairs Officer, Class 2 \$8886-9548 Third Division, Overseas Division, vice A. T. Calvert, prov. prom. 14.3.74 (No. 577)
R. G. Gordon 72/87520G	Foreign Affairs Officer, Class 1 \$7899-8639 Third Division, Management Services Division	Foreign Affairs Officer, Class 2 \$8886-9548 Third Division, Overseas Division, vice B. R. Wawn, prov. prom. 14.3.74 (No. 699)
V. M. Hamilton 71/38066T	Foreign Affairs Officer, Class 1 \$7899-8639 Third Division, North and West Asia Division	Foreign Affairs Officer, Class 2 \$8886-9584 Third Division, Overseas Division, vice K. R. Widdows, prov. prom. 14.3.74 (No. 40)
M. E. Hillman 72/99010R	Foreign Affairs Officer, Class 1 \$7899-8639 Third Division, South Asia Division	Foreign Affairs Officer, Class 2 \$8886-9548 Third Division, Overseas Division, vice R. M. Peek, prov. prom. 14.3.74 (No. 28)
J. M. Lawe-Davies 72/87523W	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, Pacific and Western Division	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division, vice L. F. Schultz, prov. prom. 14.3.74 (No. 47)

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

B. Martin 72/87599W	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, Overseas Division	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division, vice M. J. Thwaites, prov. prom. 14.3.74 (No. 580)
H. R. Seccombe 72/87507A	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, Overseas Division	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division (No. 702)
P. S. B. Stanford 72/87532X	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, Pacific and Western Div- ision	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division (No. 148)
A. T. Tansley 72/99014K	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, North and West Asia Div- ision	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division (No. 43)
S. P. A. Warner 72/87506W	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, Management Services Div- ision	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division (No. 134)
J. D. Wallis 72/87505R	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, Overseas Division	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division (No. 579)
I. J. Webb 72/87642P	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, Management Services Div- ision	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division (No. 262)
I. N. Wilcock 72/87643T	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, Overseas Division	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division (No. 77)
R. S. Wills 72/87541A	Foreign Affairs Officer, Class 1 \$7899-8639, Third Division, South Asia Division	Foreign Affairs Officer, Class 2 \$8886-9548, Third Division, Overseas Division (No. 452)

Duties above seventeen positions: Assistance with political and general duties at an overseas post; attendance in an advisory capacity at international conferences.

PAPUA NEW GUINEA OFFICE

CENTRAL OFFICE

Government and Legislation Branch

K. P. Cross 73/86081M	Clerical Assistant, Grade 1 \$2075-3777, Fourth Division, Department of the Treasury, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Government Section, Office Services Sub-section, Canberra (No. 44)
--------------------------	--	---

Duties: Act as storeman/messenger. In charge of stores requirements. Perform messenger services.

Qualifications: Possession of current A.C.T. driving licence.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, ADP Branch

R. J. Carcary 73/89697K	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Operations, Software and Communications Section (No. 76)
----------------------------	---	--

Duties: No. 76—Assemble jobs for computer processing. Return area and magnetic files to library on completion of processing.

Note: The above position involves shift work.

Establishments and Finance Branch

M. Villanueva 73/85069X	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of Educa- tion	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section (No. 43)
----------------------------	---	--

Duties: Assistant Classifier. Classification of papers, direct registration indexing and disposition of papers and files.

Policy and Planning Division, Policy and Secretariat and Legislation Branch

G. Tier 73/88233C	Clerk \$2713-5594 (Class 1), Third Divi- sion	Clerk \$5806-6666 (Class 2/3), Third Division, Public Relations Section (No. 34)
----------------------	--	--

Duties: Assist in the collation of material for publication and inter-office distribution; check proofs of material for publication and maintain clerical records; handle routine correspondence.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Health Services Office, Planning and Executive Services Branch

J. L. Hagan 73/88883R	Clerk \$2713-5594 (Class 1), Third Division, Department of Health, Central Office	Clerk \$8886-9548 (Class 6), Third Division, Health Facilities Section, Project Planning and Development Sub-section, Canberra (No. 633)
--------------------------	---	--

Duties: Assist the project officers in the follow-up programme for each project and in the maintenance of master plans and specifications for additional project work in hospitals health centres, nursing homes, health service hostels and other special purpose buildings.

Qualifications: Demonstrated capacity for planning and preparation of specifications.

M. R. Fouracre 67/57373R	Clerk \$7899-8639 (Class 5), Third Division, Department of Housing and Construction, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Health Facilities Section, Project Planning and Development Sub-section, Canberra (No. 634)
-----------------------------	---	--

Duties: Assist in the planning activities for the Belconnen Health Complex and Calvary Hospital and preliminary work on the proposed Tuggeranong and Gungahlin Hospitals. Amend and expand functional briefs for the projects.

Qualifications: Demonstrated capacity for planning work, particularly in relation to hospitals.

N. D. Puniard 66/37467	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Health Facilities Section, Central Services Planning Sub-section, Canberra (No. 635)
---------------------------	---	---

Duties: Assist in the planning activities for centralised facilities for health institutions in the Australian Capital Territory. Prepare material for working parties and conferences with architects, etc., during the planning and construction stages of centralised facilities.

Qualifications: Experience in planning and briefing procedures.

N. H. Baird 58/22528P	Project Officer \$9876-10538 (Class 7), Third Division, unattached	Senior Project Officer \$11032-11525 (Class 8), Third Division, Health Facilities Section, Central Services Planning Sub-section (No. 187)
--------------------------	--	--

Duties: Direct and co-ordinate planning activities for centralised facilities for health institutions in the Australian Capital Territory. Liaise with Consultant Architects, Australian Government Departments and other Authorities. Make recommendations and prepare briefing material as client representative.

Qualifications: Demonstrated ability in managerial work desirable. Sound knowledge of planning and briefing procedures.

H. M. Page 65/85762T	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Health Facilities Section, Commissioning Sub-section (No. 190)
-------------------------	---	---

Duties: Assist in the preparation of specifications for medical and non-medical equipment, furniture and fittings and with the ordering and storage of these items. Assist with the preparation of room schedules for each building.

Qualifications: Related experience in stores procedures desirable.

Mental Health Branch

M. M. Hubble 73/88141R	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Education, Canberra	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Regional Services Section (No. 381)
---------------------------	--	---

Duties: Social Health Visitor. Under direction, provide domiciliary care in personal and family crises and perform other therapeutic activities as required.

Qualifications: Nursing, especially psychiatric nursing or other related experience.

C. I. Smith 74/85547M	X-Ray Attendant \$4174-4379, Fourth Division	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Regional Services Section (No. 383)
--------------------------	--	---

Duties: Social Health Visitor. Under direction, provide domiciliary care in personal and family crises and perform other therapeutic duties as required.

Qualifications: Nursing, especially psychiatric nursing or other related experience.

NEW SOUTH WALES

Pharmaceutical Branch

R. A. Holland 71/13347C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Claims Control Section, Sydney (No. 389)
----------------------------	--	--

R. S. Maiden 69/1399OT	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Claims Control Section, Sydney (No. 398)
---------------------------	--	--

Duties above two positions: Register and check pharmaceutical benefits claims. Prepare claims work sheets and enter details of quality control check.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
K. P. Waring 73/11008M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Claims Control Section, vice. R. A. Holland, prov. prom. (No. 391)
J. M. Baxter 73/11548K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Claims Control Section, Sydney (No. 390)

Duties above two positions: Identify and extract from chemist prescription bundles those prescriptions required for examination.

VICTORIA**Pharmaceutical Branch**

F. W. Twigg 66/36051C	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Melbourne (No. 274)
--------------------------	--	--

Duties: Certifying Officer. Assist with the lay administration of the Pharmaceutical Branch.
Qualifications: Knowledge of Pharmaceutical Benefits and administrative experience desirable.

QUEENSLAND**Pharmaceutical Branch**

S. M. Poole 72/57974E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pharmaceutical Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pharmaceutical Branch, Brisbane (No.-191)
--------------------------	---	---

Duties: Identify and extract prescriptions required for examination in Post Computer checks. Assist as required to maintain work flow in the section.

DEPARTMENT OF HOUSING AND CONSTRUCTION**HEAD OFFICE****Management Services Division, Establishment Services Branch**

T. A. Mouat 69/38379A	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Establishments Section, Personnel Sub-section, Hawthorn (No. 439)
--------------------------	---	--

Duties: Process applications for advertised vacancies, act as Divisional and/or Departmental representative on less important interviews and make appropriate reports and recommendations to the Public Service Inspector. Maintain register of, and attend to, applications for transfer under Regulation 117. Undertake the recruitment of staff from overseas.

Qualifications: Sound knowledge of Public Service Act, Regulations and General Orders, desirable.

P. J. Doolan 72/40246M	Clerk \$4521-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Sub-section, Hawthorn, vice T. Mouat, prov. prom. 14.3.74 (No. 27)
---------------------------	---	---

Duties: Prepare *Gazette* notification of advertisements, provisional promotions, transfers, confirmations, etc., and all associated correspondence. Maintain recruitment register; and prepare less important appointment recommendations. Process removals of furniture and effects of staff from Head Office.

Qualifications: Good knowledge of procedures relating to the appointment, transfer and promotion of staff desirable.

A. W. Brown 71/37079C	Clerk \$4521-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Sub-section, Hawthorn (No. 21)
--------------------------	--	---

Duties: Plan and direct the work of a team engaged in the maintenance of standard personnel records for salaried staff. Assess or check entitlement of salaries, increments, allowances, leave, superannuation, etc.

Qualifications: Good working knowledge of the Public Service Act, Regulations and General Orders, and Treasury Regulations desirable.

G. Sickerdick 63/36414C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Industrial Section, Hawthorn (No. 35)
----------------------------	--	---

Duties: Maintain a reference library of industrial legislation, and all Federal and State awards covering the building and construction industries. Prepare data for arbitration cases, and collate accident statistics.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

N. A. Harrison 66/37852R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Estab- lishments Section, Personnel Sub-section, Hawthorn, vice G. Sickerdick, prov prom. 14.3.74 (No. 23)
-----------------------------	---	--

Duties: Under the direction of the Staff Clerk, maintain attendance records, prepare statistical returns, correspondence, claims for extra duty payments and meal allowances.

AUSTRALIAN CAPITAL TERRITORY

Technical Division

L. Strauts 69/86976M	Draftsman, Grade 2 \$7117-7545, Fourth Division	Senior Draftsman \$8599-9103, Fourth Division, Architectural Design Section, Canberra (No. 44)
-------------------------	--	--

Duties: Under general supervision, prepare original designs, working drawings, details, specifications and schedules for large and complex projects and co-ordinate design components, conduct field inspections, investigations and prepare components and estimates. Assume Project Officer responsibility for appropriate projects. Supervise technical staff of lower status.

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

NEW SOUTH WALES

Management Services Division, Internal Audit Branch

J. A. Train 60/10075T	Clerk \$2713-5594 (Class 1), Third Divi- sion	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Sydney (No. 290)
--------------------------	--	---

Duties: Carry out audits of sections of the internal audit programme including Treasury Accounting Systems, Personnel Services Branch and Metropolitan and Country Areas.

General Works Division, Administration Branch

M. P. Wood 69/12191P	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$7899-8639 (Class 5), Third Divi- sion, Design Administration Section, Sydney (No. 15)
-------------------------	--	---

Duties: Provide administrative assistance to the Design Manager in the planning, programming and control of design work.

Qualifications:—Good administrative ability with a knowledge of works administration desirable.

Metropolitan Area No. 1

J. Smolynec 64/11653A	Clerk \$6912-7652 (Class 4), Third Divi- sion	Clerk \$7899-8639 (Class 5), Third Divi- sion, Artarmon (No. 133)
--------------------------	--	--

Duties: Control administrative services within the area. Develop, in conjunction with the Area Manager and Client Departments, draft Repair and Maintenance programmes. Prepare area work plans.

Qualifications: Good administrative ability with a knowledge of works administration desirable.

Metropolitan Area No. 2

J. N. Walker 58/37816W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$7899-8639 (Class 5), Third Divi- sion, Moorebank (No. 162)
---------------------------	--	---

Duties: Control administrative services within the area. Develop, in conjunction with the Area Manager and Client Departments, draft Repair and Maintenance programmes. Prepare area work plans.

Qualifications: Good administrative ability with a knowledge of works administration desirable.

Metropolitan Area No. 3

E. W. Bowen 58/23379W	Clerk \$6912-7652 (Class 4), Third Divi- sion	Clerk \$7899-8639 (Class 5), Third Divi- sion, Alexandria (No. 188)
--------------------------	--	--

Duties: Control administrative services within the area. Develop, in conjunction with the Area Manager and Client Departments, draft Repair and Maintenance programmes. Prepare area work plans.

Qualifications: Good administrative ability with a knowledge of works administration desirable.

Bathurst Area

B. D. Bailey 73/88771R	Clerk \$2713-5594 (Class 1), Third Divi- sion, Department of Overseas Trade, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Bathurst (No. 293)
---------------------------	---	--

Duties: Arrange for purchase of materials and for carrying out of services in accordance with Government Contracts. Prepare and arrange local advertising of tenders and quotations. Prepare tenderers' accounts for payment.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Projects Division No. 1, Administration Branch

C. A. P. Urquhart 67/10925C	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Resources and Information Services Section, Sydney (No. 12)
--------------------------------	---	--

Duties: Collect and process resource data on projects. Process resource demands to permit start, finish and float times to be computed; prepare reports. Process information concerning man-hours usage on projects.
Qualifications: Good knowledge of works administration and financial control systems, with some knowledge of computer applications, desirable.

N. S. Harding 60/10375W	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Project Administration Section, Sydney (No. 17)
----------------------------	---	--

Duties: Project Administration Officer for the Bradfield Park Project. Act as Secretary at site meetings. Investigate and evaluate physical and financial progress reports. Prepare forecasts of expenditure. Attend to problems arising out of interpretations of conditions of contract, preliminary and special clauses in specifications.

Qualifications: Good knowledge of works procedures and financial control systems desirable.

Projects Division No. 2, Administrative Branch

T. A. Yan 65/14204K	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Resources and Information Services Section, Sydney (No. 12)
------------------------	---	--

Duties: Collect and process resource data on projects. Process resource demands to permit start, finish and float times to be computed; prepare reports. Process information concerning man-hours usage on projects.
Qualifications: Good knowledge of works administration and financial control systems, with some knowledge of computer applications, desirable.

R. B. Mead 66/10442R	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Project Administration Section, Sydney (No. 17)
-------------------------	---	--

Duties: Project Administration Officer for the Commonwealth/State Law Courts Project. Act as Secretary at conferences. Investigate and evaluate physical and financial progress reports. Prepare forecasts of expenditure. Attend to problems arising out of interpretations of conditions of contract, preliminary and special clauses in specifications.

Qualifications: Good knowledge of works procedures and financial control systems desirable.

VICTORIA AND TASMANIA

Management Services Division, Systems and ADP Branch

D. J. Hutchinson 78/12902W	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Melbourne (No. 202)
-------------------------------	---	--

Duties: Undertake the more complex investigations of office systems and procedures, including method studies. Prepare reports and make recommendations.

M. A. Addis 70/37886C	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Melbourne (No. 203)
--------------------------	---	--

Duties: Investigate the need for office machines and prepare proposals in connection therewith. Review forms in use throughout the Region with a view to promoting their standardisation and simplification.

Qualifications: Applicants should state their academic qualifications or progress towards such qualifications.

QUEENSLAND

Projects Division

J. N. Arnold 65/10751E	Architect, Class 3 \$11233-12587, Third Division	Project Manager, Class 3 \$14882-15845, Third Division, Brisbane (No. 3)
---------------------------	--	--

G. W. Curtis 58/19969X	Architect, Class 4 \$13190-14100, Third Division	Project Manager, Class 3 \$14882-15845, Third Division, Brisbane (No. 4)
---------------------------	--	--

D. R. Eaton 58/23430M	Engineer, Class 4 \$13322-14209, Third Division	Project Manager, Class 3 \$14882-15845, Third Division, Brisbane (No. 5)
--------------------------	---	--

Duties above three positions: The overall planning, co-ordination and control of the design, detailing and construction of new works projects with the objective of meeting client functional requirements, time and cost elements and ensuring technical standards are maintained.

Qualifications: Management ability of a high order, together with educational qualifications admitting to Grad.I.E.Aust., or degree or diploma from a recognised school of architecture or equivalent qualifications.

General Works Division, Townsville Area Branch

C. G. T. Adamson 61/57527P	Architect, Class 2 \$9527-10673, Third Division, New South Wales	Architect, Class 3 \$11233-12587, Third Division, Townsville (No. EP)
-------------------------------	--	---

Duties: Act as Construction Project Leader for the major works construction programme in the Townsville Area (placing particular emphasis upon the most important and/or complex projects). Provide assistance to the Area Manager in the management of the Area.

Qualifications: A degree or diploma from a recognised school of architecture or equivalent.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Technical Services Division

D. O. Gale Engineer, Class 4 \$13322-14209, Third Division Design Manager, Class 3 \$14882-15845, Third Division, Brisbane (No. 172)
Duties: As Technical Services Manager, plan, programme, direct and control the work of the Branch to ensure services required by Project Managers and the General Works Division are provided in accordance with requirements. Direct the conduct of technical studies and investigations of an engineering and architectural nature; review and report on results of such studies. Provide design services to the General Works Division.
Qualifications: Management ability of a high order, together with educational qualifications admitting to Grad.I.E.Aust., or degree or diploma from a recognised school of architecture or equivalent qualifications.

DEPARTMENT OF IMMIGRATION

CENTRAL OFFICE

Citizenship and Settlement Division

E. F. Polley Steno-secretary, Grade 1 \$5311-5663, Steno-secretary, Grade 2 \$6014-6484, Fourth Division (No.2)
Duties: Provide a stenographic and secretarial service for First Assistant Secretary.

Management Services Branch

R. L. Maher Data Processing Operator, Grade 1 \$3675-3981, Fourth Division Data Processing Operator, Grade 2 \$4491, Fourth Division, Systems Development Section, ADP Sub-section (No. 142)
 J. Gamble Data Processing Operator, Grade 1 \$3675-3981, Fourth Division Data Processing Operator, Grade 2 \$4491, Fourth Division, Systems Development Section, ADP Sub-section (No. 148)
 J. A. Stenton Data Processing Operator, Grade 1 \$3675-3981, Fourth Division Data Processing Operator, Grade 2 \$4491, Fourth Division, Systems Development Section, ADP Sub-section (No. 153)
 C. M. Martin Data Processing Operator, Grade 1 \$3675-3981, Fourth Division Data Processing Operator, Grade 2 \$4491, Fourth Division, Systems Development Section, ADP Sub-section (N.P.)

Duties above four positions: Undertake the necessary punching duties for the ADP systems.

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Management Services Branch

K. M. Dixon Clerk \$7899-8639 (Class 5), Third Division, Employment and Training Division Assistant Inspector \$8886-9548 (Class 6), Third Division, Personnel, Establishments and Methods Section, Methods Sub-section, Melbourne (No. 94)

Duties: Prepare or edit draft instructions; undertake methods assignments.

Qualifications: Aptitude for investigational work.

Employment and Training Division, Training Branch

C. S. Downing Clerk \$5806-6666 (Class 2/3), Third Division Industrial Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Training Schemes Section, Melbourne (No. 32)

Duties: Arrange and supervise training in Australia for students under international schemes. Prepare reports on trainees' progress. Answer enquiries from Foreign Affairs re training in industrial and commercial establishments.

Qualifications: A general knowledge of Australian industry desirable.

Management Services

D. L. Doherty Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, unattached Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Information Services Section, Melbourne (No. 197)

Duties: Responsible for the efficient operation of the Central bookroom, including provision of advice on the overall operation of the Department to the public. Liaise with other information dissemination units within the Department and supervise over the counter and mail order sales and issues of free material. Monitor stocks and prepare associated correspondence.

Qualifications: Extensive knowledge of the functions of the Department and published material available for distribution desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

NEW SOUTH WALES

Employment, Training and Industrial Services Division, Employment Branch

D. J. Mullooly 72/57659M	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Treasury	Employment Officer \$6912-7652 (Class 4), Third Division, District Employment Offices Pool Section, Canberra, vice R. C. Nicholas, prov. prom. 8.11.73
H. J. Briggs 72/87962E	Clerk \$2713-5594 (Class 1), Third Division, unattached	Employment Officer \$6912-7652 (Class 4), Third Division, District Employment Offices Pool Section, Canberra
R. Y. Wagner 71/88363A	Clerk \$2713-5594 (Class 1), Third Division, Department of Immigration	Employment Officer \$6912-7652 (Class 4), Third Division, District Employment Offices Pool Section
H. Lupinski 70/87752X	Clerk \$2713-5594 (Class 1), Third Division	Employment Officer \$6912-7652 (Class 4), Third Division, District Employment Offices (Relieving) Pool Section, Canberra

Duties above four positions: Interview and arrange placement of applicants for employment; obtain vacancies for employers.

Management Services Branch

W. C. Grabyn 72/10899X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Establishments Section (No. 93)
---------------------------	--	---

Duties: Maintain the staff section sub-registry including all necessary archival action. Amend Determinations, Rates of Pay Manuals, General Orders and the Public Service Act and Regulations.

VICTORIA

Planning and Research Branch

C. B. Granek 73/38819C	Clerk \$2713-5594 (Class 1), Third Division, Department of the Treasury, Melbourne	Research Officer, Grade 1 \$6022-7652, Third Division, Labour Market Information Section, Melbourne (No. 5)
---------------------------	--	---

Duties: Collation and analysis of Employment Service Statistics and labour market information. Prepare regular draft reports on employment in the Region, and participate in special surveys as required.

Qualifications: A university degree in Commerce, Economics or Arts (Economics).

SOUTH AUSTRALIA

Employment Branch

R. J. Robb 65/66208T	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Customs and Excise, Port Pirie	Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section, Port Augusta (No. 213)
-------------------------	---	--

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

DEPARTMENT OF THE MEDIA

AUSTRALIAN GOVERNMENT PUBLISHING SERVICE

AUSTRALIAN CAPITAL TERRITORY

Information Division, Management Branch

B. J. Robinson 58/50991K	Clerk \$9876-10538 (Class 7), Third Division, Office of the Superannuation and DFRB Boards, Department of the Treasury, Canberra	Finance Officer \$11032-11525 (Class 8), Third Division, Management Operations Section, Financial Services Sub-section (No. 126)
-----------------------------	--	--

Duties: 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.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Management Services Branch

P. Metha 63/36792A	Assistant Inspector \$9876-10538 (Class 7), Third Division, Canberra	Inspector \$11032-11525 (Class 8), Third Division, Personnel and Establishments Section, Organisation Sub-section, Canberra (No. 446)
-----------------------	--	---

Duties: Control and direct an inspection team engaged in the investigation of organisation and establishment proposals.

Qualifications: Considerable experience in the application of organisation and classification principles and practices.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

D. R. Rowley 58/11786P	Clerk \$9876-10538 (Class 7), Third Division, Canberra	Inspector \$11032-11525 (Class 8), Third Division, Personnel and Establishments Section, Organisation Sub-section, Canberra (No. 201)
---------------------------	--	---

Duties: Control and direct an inspection team engaged in the investigation of organisation and establishment proposals.

Qualifications: Considerable experience in the application of organisation and classification principles and practices.

Division of National Mapping, Map Production Branch

G. F. Connelly 58/34802M	Senior Draftsman \$8599-9103, Third Division, Canberra	Supervising Draftsman \$9379-9932, Third Division, Topographic Mapping Section, Standard Topographic Mapping No. 1 Sub-section, Canberra (No. 130)
-----------------------------	--	--

Duties: Take charge of a Standard Topographic Mapping Sub-section and maintain quality control of mapping produced.

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

VICTORIA

Management Services Branch

H. Atzis 72/37333R	Typist, Grade 2 \$4731-5035, Fourth Division, Postmaster-General's Department, Melbourne	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Victorian Regional Office, Works and General Services Section, Melbourne (No. 21)
-----------------------	--	--

Duties: Carry out secretarial, reception and stenographic duties for the Assistant Secretary, Fuels Branch.

Qualifications: Shorthand, at least 100 words per minute.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Lands and Community Development Division, Local Government and Services Branch

M. B. Watters 61/12389K	Clerk \$8886-9548 (Class 6), Third Division	Administrative Officer \$9876-10538 (Class 7), Third Division, Administration and Services Section, Darwin (No. 3)
----------------------------	---	--

Duties: Responsible for the control of finances and works programmes and preparation of Branch estimates. Constant review of administrative procedures, staffing and organisation. Preparation of important reports for management.

Qualifications: Sound administrative experience, particularly in the fields of finance and personnel desirable. Academic qualifications should be stated.

Management, Legislation and Planning Division, Finance, Supply and Transport Branch

D. K. Noonan 59/25324C	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Finance Section, Darwin (No. 115)
---------------------------	---	--

Duties: Chief Examiner of Accounts. Responsible for the supervision and control of the Examinations Section.

Qualifications: Relevant experience and a sound knowledge of the Audit Act, and Treasury Regulations and Directions desirable.

J. B. C. Westcott 66/39242C	Clerk \$5806-6666 (Class 2/3), Third Division	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section, Darwin (No. 128)
--------------------------------	---	---

Duties: Conduct internal audits in the Department throughout the Northern Territory.

Qualifications: Experience in internal audit work with some formal training in accounting principles and practice desirable.

A. S. Cauley 73/95576A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5805-6666 (Class 2/3), Third Division, Accounting Section, Darwin (No. 147)
---------------------------	---	---

Duties: Examination of accounts from suppliers.

Qualifications: Knowledge of Audit Act and Treasury Regulations together with previous experience in examination of accounts work desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

P. Bishaw 73/95166G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Accounting Section, Darwin, vice A. T. Dembski, prov. prom. 21.2.74 (No. 144)
------------------------	---	--

Duties: Examine more difficult and complex claims and investigate delays in payment.

Qualifications: Sound knowledge of Audit Act and Treasury Regulations, and previous experience in examination of accounts desirable.

E. C. Gall 71/95096M	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounting Section, Darwin (No. 307)
-------------------------	--	--

Duties: Maintain Recovery Sub-section filing system, attend enquiry counter, sort receipts and control issue of debit notes.

Qualifications: Experience relevant to the duties desirable.

Resource Development Division, Animal Industry and Agriculture Branch

W. A. McGill 58/17272M	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$9876-10538 (Class 7), Third Division, Executive Section, Darwin (No. 153)
---------------------------	---	---

Duties: Administrative Officer. Responsible for the administrative functions of the Branch, including staffing, consolidated financial estimates and control of finances, organisation reviews, accommodation requirements. Assist with the administration of Ordinances. Perform duties of various statutory offices.

Qualifications: Previous administrative ability with experience relative to the duties desirable.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Overseas Markets Division, Trade Commissioner Branch

N. J. Elliott 70/85207T	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Operations Section, Canberra (No. 1177)
----------------------------	---	--

Duties: 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.

M. A. Bonney 72/88547P	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Operations Section, Canberra (No. 1179)
---------------------------	---	--

Duties: Assist in arranging briefing programmes, appointments and other details associated with movements of officers overseas.

REGIONAL OFFICE—VICTORIA

B. C. Carroll 58/22564X	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Army Design Establishment, Department of Defence—Army Office, Melbourne	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Management Services Section, Melbourne (No. 202)
----------------------------	---	--

Duties: Officer-in-charge, Registry.

G. S. Ridd 66/37963M	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Melbourne	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Management Services Section, Melbourne (No. 203)
-------------------------	---	--

Duties: Registry, File Examiner.

P. M. Sievers 58/43880K	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Management Services Section, Melbourne (No. 44)
----------------------------	---	---

Duties: Registry, Indexers.

REGIONAL OFFICE—PERTH

J. M. Hudson 73/75050M	Clerk \$2713-5594 (Class 1), Third Division, Australian Bureau of Statistics, Department of the Treasury, Perth	Clerk \$6912-7652 (Class 4), Third Division, Light Engineering and Electrical Section, Perth (No. 3)
---------------------------	---	--

Duties: Preparation of reports and correspondence on matters relating to Australian secondary industry and overseas trade. Investigation and field work as required.

Qualifications: Ability to prepare reports and undertake industry investigations. Academic qualifications to be stated.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

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

B. J. Fuller 59/37970K	Engineer, Class 3 \$11348-12664, Third Division, Engineering Planning and Research Division	Engineer, Class 4 \$13322-14209, Third Division, Telephone Switching and Facilities Branch, Regional Networks Section, Melbourne (No. 242)
---------------------------	---	--

Duties: Determine and recommend new planning guidelines and techniques for the development of the telephone switching component of 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. A sound knowledge of the Australian switched telephone network and its component items desirable.

Research Sub-division

D. W. Chapman 59/55395W	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, unattached	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Section, Melbourne (No. 162)
----------------------------	--	---

Duties: Preparation and upkeep of equipment records and assets register and library of manuals of equipment.

Engineering Works Division, Buildings Branch

R. P. Slattery 64/38313C	Engineer, Class 3 \$11348-12664, Third Division, Engineering Works Division	Engineer, Class 4 \$13322-14209, Third Division, Planning and Development Sub-Branch, Engineering Services Section, Melbourne (No. 145)
-----------------------------	---	---

Duties: Project Officer or Section Leader on the most complex special major building proposals and as such determine engineering services requirements as dictated by functional needs of the building and approved layout design briefs for submission to the Department of Housing and Construction.

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. Wide experience in mechanical and electrical engineering services with particular reference to high rise buildings desirable.

Support Services Branch

H. C. Ware 64/37491W	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, unattached	Typist Supervisor, Grade 2 \$6133-6309, Fourth Division, Recruitment and Training Section, Melbourne (No. 76)
-------------------------	---	---

Duties: Ability to supervise and train staff in the operation of more complex machines.

A. E. Bond 70/38981A	Typist, Grade 1 \$2113-4579, Fourth Division, Engineering Works Division	Typist, Grade 2 \$4731-5035, Fourth Division, Recruitment and Training Section, Melbourne (No. 85)
-------------------------	--	--

M. C. Crook 72/41136G	Typist, Grade 1 \$2113-4579, Fourth Division, unattached	Typist, Grade 2 \$4731-5035, Fourth Division, Recruitment and Training Section, Melbourne (No. 81)
--------------------------	--	--

K. P. Debono 71/40429P	Typist, Grade 1 \$2113-4579, Fourth Division, unattached	Typist, Grade 2 \$4731-5035, Fourth Division, Recruitment and Training Section, Melbourne (No. 86)
---------------------------	--	--

E. Filipic 71/36203K	Typist, Grade 1 \$2113-4579, Fourth Division, unattached	Typist, Grade 2 \$4731-5035, Fourth Division, Recruitment and Training Section, Melbourne (No. 83)
-------------------------	--	--

E. E. Hornak 69/37942R	Typist, Grade 1 2113-4579, Fourth Division, unattached	Typist, Grade 2 \$4731-5035, Fourth Division, Recruitment and Training Section, Melbourne (No. 80)
---------------------------	--	--

H. Matheson 72/38498A	Typist, Grade 1 \$2113-4579, Fourth Division, Engineering Works Division	Typist, Grade 2 \$4731-5035, Fourth Division, Recruitment and Training Section, Melbourne (No. 78)
--------------------------	--	--

M. G. Pilot 71/38405K	Typist, Grade 1 \$2113-4579, Fourth Division, unattached	Typist, Grade 2 \$4731-5035, Fourth Division, Recruitment and Training Section, Melbourne (No. 84)
--------------------------	--	--

P. F. Riordan 67/37909P	Typist, Grade 1 \$2113-4579, Fourth Division, Engineering Works Division	Typist, Grade 2 \$4731-5035, Fourth Division, Recruitment and Training Section, Melbourne (No. 77)
----------------------------	--	--

M. Sanfilippo 69/36138C	Typist, Grade 1 \$2113-4579, Fourth Division, Engineering Works Division	Typist, Grade 2 \$4731-5035, Fourth Division, Recruitment and Training Section, Melbourne (No. 82)
----------------------------	--	--

Duties above nine positions: Ability to operate Composers and IBM Magnetic tape machines.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

R. G. Palmer 59/16730A	Senior Technical Instructor, Grade 2 \$9437, Third Division, Engineering Works Division	Senior Technical Instructor, Grade 3 \$9866, Third Division, Recruitment and Training Section, Melbourne (No. 69)
---------------------------	---	---

Duties: Direct and control staff engaged in the development and conduct of 10C Training Courses.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Satisfactory completion of a course of Teacher Training as specified by the Board as to the ability to teach both theoretical and practical subjects. Extensive knowledge and experience in the operation of 10C electronic exchange equipment, conduct of training courses and preparation of notes and course material desirable.

Telephone Switching Equipment Branch

K. Johnson-Turner 63/45172K	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Engineering Works Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Equipment Design Standards (Trunk) Section, Melbourne (No. 39)
--------------------------------	--	---

Duties: Responsible to Sectional Clerk for provision of routine clerical assistance to the Engineers, Class 4; and for maintenance and distribution of documentation in the Section.

NEW SOUTH WALES

Engineering Division, Construction Branch

D. I. Knox 70/15109X	Clerk \$2713-5594 (Class 1), Third Division, Engineering Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Country Installation No. 4 Sec- tion, Sydney (No. 330)
-------------------------	---	---

Duties: Works and Estimates Clerk.

G. E. Moar 59/42277K	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division, Sydney	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Staff Engineers Section, Sydney
-------------------------	--	---

Duties: Under the general direction of the Assistant Equipment Design Co-ordinator (Senior Telecommuni-
cations Technical Officer Grade 2), provide assistance on design rationalisation matter.

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

Support Services Branch

K. J. Hammond 69/11629M	Motor Mechanic \$5067-5313, Fourth Division, Engineering Division, Sydney	Senior Motor Mechanic, Grade 1 \$5622-5778, Fourth Division, Automot- ive Plant Section, Alexandria (No. 24)
----------------------------	--	--

Duties: Assist Foreman Motor Mechanic, Grade 2 in the training of Apprentice Motor Mechanics.

G. J. Smith 65/11901A	Motor Mechanic \$5067-5313, Fourth Division, Engineering Division, Sydney	Senior Motor Mechanic, Grade 1 \$5622-5778, Fourth Division, Automot- ive Plant Section, Alexandria (No. 125)
--------------------------	--	--

Duties: Assess extent of necessary mechanical repairs to motor vehicles, prepare and submit estimates for approval.

I. W. Brown 59/43450T	Plan Records Officer \$6003-7613, Fourth Division, Engineering Division, Goulburn	Draftsman, Grade 2 \$7843-8347, Fourth Division, Drafting Section, Wollongong (No. 185)
--------------------------	---	---

Duties: In Country District Office, compilation and amendment of the more complex cable and conduit records and control and organisation of work of subordinate staff.

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

L. R. McKinnon 59/36436C	Painter \$5067-5313, Fourth Division, Engineering Division, Sydney	Senior Painter, Grade 1 \$5622-5778, Fourth Division, Mail Handling Equipment Section, Redfern (No. 160)
-----------------------------	---	--

Duties: Responsible to Foreman (Artisan) Grade 2 for the control of painters engaged on work associated with the provision, modification and maintenance of Mail Handling Equipment.

Postal Services Division, Post Offices Branch

L. E. Nolen 59/31472E	Postmaster, Grade 3 \$8104-8947, Third Division, Narooma	Postmaster, Grade 4 \$9227-9967, Third Division, Woden
--------------------------	---	---

J. E. English 74/22438K (14.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postman \$4260-4601, Fourth Division, Casino
---	--	---

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Telecommunications Division, Country Region

L. P. Piggott 71/11204E	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Gosford	Clerk \$5806-6666 (Class 2/3), Third Division, North Section, Gosford District Telephone Office Sub-section, Gosford (No. 380)
----------------------------	---	--

Duties: Sales Officer. Deal with written and verbal inquiries regarding subscribers facilities.

Metropolitan Region, Sales Branch

L. M. Spencer 70/10847X	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Chatswood	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 16, Blacktown (No. 380)
M. J. M. Kennedy 71/11735A	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, St Leonards	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 19, City South (No. 479)
C. C. Harman 70/12750M	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Potts Point	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 19, City South (No. 28)
R. E. Bennett 70/15438R	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 6, Maroubra (No. 25)
S. E. Lawson 70/13702X	Clerk \$2713-5594, (Class 1), Third Division, Telecommunications Division, Liverpool	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 3, Parramatta (No. 36)
P. A. M. Kohn 70/12583C	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Chatswood	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 4, St Leonards (No. 409)
K. R. Salter 70/13115P	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Mona Vale	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 9, Newtown (No. 53)
M. F. Waugh 70/13103X	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, St Leonards	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 10, Ryde (No. 47)
J. M. Childs 70/23235A	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 18, Bondi Junction (No. 381)
R. W. Cartwright 70/12001T	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Potts Point	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Group 18, Bondi Junction (No. 410)

Duties above ten positions: Issue of telephone orders and clearance of debit notices to Revenue Section.

Finance and Accounting Branch

A. S. Williams 59/29554M	Clerk \$6912-7652 (Class 4), Third Division, Finance and Accounting Branch, Sydney	Clerk \$7899-8639 (Class 5), Third Division, Revenue Section, Credit Control Sub-section, Sydney, (No. 29)
<i>Duties:</i> Group Leader, Metropolitan Ledgers.		
L. A. J. Wheeler 71/14677M	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Section, Sydney (No. 73)
<i>Duties:</i> Control and supervise the staff and work of the Payments Control Group.		
G. F. Beitsch 62/24196M	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Revenue Section, Sydney (No. 379)
<i>Duties:</i> Accounting duties associated with check and rendition of subscribers' accounts.		
S. M. Crisp 66/11585C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 218)
C. M. Cairncross 67/12493T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 219)
J. C. Bowes 68/11196K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 220)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. L. McCormick 68/12153E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 221)
<i>Duties above four positions: Compute pro rata rentals on new services.</i>		
C. R. Brown 63/12346A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 651)
M. H. H. Voltaire 66/13829E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 652)
G. L. Blizard 70/10527G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 653)
<i>Duties above three positions: Process payments received on cash register.</i>		
M. J. White 68/13459W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4322-5254, Fourth Division, Revenue Section, Sydney, (No. 382)
L. M. Johannes 66/14162X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 75)
A. J. Driver 67/11804M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 76)
<i>Duties above three positions: Accounting duties associated with payments control.</i>		
D. West 69/14357E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 630)
<i>Duties: Assist on inquiry counter and in New Lines Sub-section.</i>		
Y. M. E. Roelofs 68/12344W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 592)
<i>Duties: Investigate trunk and phonogram rejection for reinput of dockets.</i>		
D. M. Anderson 70/13845X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 620)
<i>Duties: Assist international accounting of overseas calls.</i>		
L. G. Hawley 66/14130T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 91)
<i>Duties: Follow up of closing accounts.</i>		
J. G. Brackam 61/23892E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 109)
<i>Duties: Issue warning letters or overdue closing accounts, prepare defaulters cards, record unclaimed refunds and attend to telephone enquiries.</i>		
P. Cohen 65/11970T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 83)
M. E. Stokes 68/12229W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 607)
M. N. J. Calamel 68/12351P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 608)
<i>Duties above three positions: Assistant Credit Assessor.</i>		
E. C. Deakin 68/24746C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Account- ing Branch, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue Section, Sydney (No. 223)
<i>Duties: To direct, oversight and train the Clerical Assistant Extraction team in the History Group, classify and sort telephone orders, check that cancellation details are complete and follow up discrepancies.</i>		
B. J. Wilcox 68/10010G	Data Processing Operator, Grade 2 \$5165, Fourth Division, Finance and Accounting Branch, Sydney	Data Processing Operator, Grade 3 \$5487, Fourth Division, Revenue Sec- tion, Sydney (No. 234)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

E. J. Aulbury 67/10278M	Data Processing Operator, Grade 2 \$5165, Fourth Division, Finance and Accounting Branch, Sydney	Data Processing Operator, Grade 3 \$5487, Fourth Division, Revenue Sec- tion, Sydney (No. 258)
----------------------------	--	--

Duties above two positions: Assist with the supervision and control of the Data Transcription unit.

Qualifications above two positions: Occupant should have passed prescribed test.

NEW SOUTH WALES

Supply Branch

D. M. O'Brien 73/13637E (15.6.73)	Stores Assistant \$2028-4222, Fourth Division, Supply Branch, Greenacre	Storeman \$4363-4586, Fourth Division, Warehousing Section, Greenacre
--------------------------------------	--	--

VICTORIA

Engineering Division, Administrative Branch

J. P. Noll 72/40336P	Clerk \$2713-5594 (Class 1), Third Divi- sion, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Staff and Industrial Section, Melbourne (No. 241)
-------------------------	--	--

Duties: Relief clerk in the metropolitan area.

Construction Branch

P. N. Jackson 63/45481P	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Country Installation No. 3 Section, Melbourne
----------------------------	--	--

Duties: To take charge of projects involving the installation of transmission equipment (radio communication and line carrier equipment) under the direction of the Controlling Engineer.

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

Metropolitan Operations Branch

L. M. Roberts 59/56322W	Lines Supervisor, Grade 3 \$6965, Fourth Division, Engineering Division	Lines Inspector \$7613-8102, Fourth Division, Metropolitan Operations No. 3 (North) Section, Northcote
----------------------------	--	--

P. J. Tuohey 59/56456T	Lines Supervisor, Grade 3 \$6965, Fourth Division, Engineering Division	Lines Inspector \$7613-8102, Fourth Division, Metropolitan Operations No. 3 (North) Section, Thornbury
---------------------------	--	--

Duties above two positions: Line Inspector, Service.

J. C. McElholm 59/56191W	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Metropolitan Operations No. 2 (North West) Section, Coburg (No. 17)
-----------------------------	--	--

Duties: Personnel Officer.

R. V. Bankes 71/39969A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, City Operations Sec- tion, Melbourne (No. 115)
---------------------------	---	--

Duties: Clerical assistance to the Senior Telecommunications Technical Officer in charge of the City Subscribers Installation Depot and direction of subordinate staff.

A. F. Taylor 73/40641R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Opera- tions No. 7 (South) Section, Windsor (No. 105)
---------------------------	---	---

Duties: Records Assistant.

Regional Operations Branch

W. H. Spriggins 73/40053C	Engineer, Class 1 \$6200-8953, Third Division, unattached Central Office, Melbourne	Engineer, Class 2 \$9581-10702, Third Division, South Western Section, Colac (No. 9)
------------------------------	---	--

Duties: Under general direction perform the usual professional engineering work and under technical supervision, perform professional work of a more novel, complex and/or critical type in relation to the activities concerning a Country Operations 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.

D. J. Costigan 67/38426E	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Central Western Section, Ballarat (No. 74)
-----------------------------	--	---

Duties: Officer-in-charge, Works and General.

V. E. Urdevics 59/67857K	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, North Eastern Section, Benalla (No. 100)
-----------------------------	--	---

Duties: Personnel Officer.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

A. H. Temple 73/41169G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, South East Central Section, Dromana (No. 307)
---------------------------	---	---

Duties: Clerical assistance to the Senior Telecommunications Technical Officer in charge of the telephone exchange.

Support Services Branch

M. R. Anderson 68/46866A	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Plan Records Assistant, Grade 1 \$2220- 5468, Fourth Division, Drafting Section, Greensborough (No. 209)
-----------------------------	--	--

Duties: Prepare and amend the simpler plan records of reticulation of cables and conduits. When located at Line Depots undertake field checking as necessary.

B. C. Sandlant 72/38134P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Engineering Division	Plan Records Assistant, Grade 1 \$2220- 5468, Fourth Division, Drafting Section, Ararat (No. 442)
-----------------------------	---	---

Duties: Convert simple plans of cables and conduits from Imperial to Metric measures in accordance with approved procedures and undertake related calculations and field investigations.

Qualifications above two positions: Experience appropriate to the duties and a good standard of penmanship desirable.

Postal Services Division, Mail Exchange Branch

M. C. J. Jurgens 59/61809R	Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 \$6002- 6555, Fourth Division, Melbourne
-------------------------------	---	--

Duties: Relief Senior Postal Officer in the City Section. The occupant will be required to rotate with other Senior Postal Officers on all shifts as required.

Qualifications: A good knowledge of the documentation and procedures in the City Section desirable.

L. L. Dumolard 73/45240G (8.3.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Melbourne
---	--	---

G. H. F. J. Ford 73/46157X (20.12.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division Melbourne
---	--	--

N. G. Johnstone 73/45243W (8.3.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Melbourne
--	--	---

G. F. Gould 73/45935M (12.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Melbourne
---------------------------------------	--	--

B. J. Hunt 68/23241X (12.2.68)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Melbourne
--------------------------------------	--	--

Post Offices Branch

W. D. Emanuelli 66/45474T	Senior Postal Clerk, Grade 2 \$6782- 7302, Third Division, Degraes Street	Postmaster, Grade 2 \$7044-7822, Third Division, Braybrook
------------------------------	--	---

C. Martin 68/45162G	Senior Postal Clerk, Grade 1 \$6002- 6555, Third Division, Yarraville	Senior Postal Clerk, Grade 2 \$6782- 7302, Third Division, Heidelberg West
------------------------	--	---

Transport Branch

D. G. B. Sutherland 59/69707P	Assistant Transport Overseer \$5418- 5695, Fourth Division, Postal Services Division	Transport Overseer \$6212-6497, Fourth Division, West Melbourne
----------------------------------	--	--

Duties: Arrange introduction, use and replacement of vehicles at outstation establishments. Instruct drivers/riders, liaise with hirers and repair agents.

Qualifications: Knowledge of procedures associated with the provision and upkeep of vehicles in the Postal Services Division.

Telecommunications Division, Country Region

G. M. Dunlop 71/39845K	Clerk \$2713-5594 (Class 1), Third Division, Department of Education, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, District Telephone Office, Warragul (No. 277)
---------------------------	--	--

Duties: Staff Clerk.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

ADP Branch

- T. J. Green**
69/39155M Assistant Programmer \$7899-8639 (Class 5), Third Division, ADP Branch, Central Office, Melbourne
Programmer \$8886-9548 (Class 6) Third Division, Process Control Sub-section, Clayton (No. 6)
Duties: Investigation of software difficulties and maintenance of software systems.
Qualifications: Experience in computer programming and appropriate ADP training together with tertiary qualifications are desirable.
- R. R. Grummet**
70/76178K Assistant Programmer \$7899-8639 (Class 5), Third Division, ADP Branch, Central Office, Melbourne
Clerk \$8886-9548 (Class 6), Third Division, Operations Sub-section, Clayton (No. 7)
Duties: Control of a shift of operations in a large scale computer installation. Diagnose operating difficulties and initiate appropriate remedial action.
Qualifications: Formal training and experience in ADP techniques and a sound knowledge of the Post Office ADP activities of considerable advantage.

Finance and Accounting Branch

- W. J. McGuire**
59/63903W Clerk \$7899-8639 (Class 5), Third Division, Finance and Accounting Branch
Clerk \$8886-9548 (Class 6), Third Division, Finance Section, Melbourne (No. 107)
Duties: Paymaster, Supervise and direct the workings of the Paymaster Group.
- C. A. McRae**
66/37180P Clerk \$5806-6666 (Class 2/3), Third Division, Finance and Accounting Branch
Clerk \$6912-7652 (Class 4), Third Division, Post Office Accounting Section, Melbourne (No. 119)
Duties: Supervise and direct the work of the subordinate staff of the Licence Recording Group.
- D. J. Canale**
70/38116C Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch
Clerk \$5806-6666 (Class 2/3), Third Division, Post Offices Accounting Section, Melbourne, vice C. A. McRae, prov. prom. 14.3.74 (No. 99)
Duties: Check of cash and cash values and associated accounting control records.
- D. Schuhmann**
71/36047M Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch
Clerk \$5806-6666 (Class 2/3), Third Division, Post Offices Accounting Section, Melbourne (No. 227)
Duties: Control work associated with Radio Communication Licences and refunds of licence fees.
- R. P. Stevenson**
72/41652X Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Accounting Branch
Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Post Offices Accounting Section, Melbourne (No. 196)
Duties: Check value of individual orders received from Issuing Officers, Philatelic Bureau. Prepare and despatch orders.

Personnel and Industrial Relations Branch

- P. J. Vine**
69/36869R Clerk \$6912-7652 (Class 4), Third Division, Personnel and Industrial Relations Branch
Clerk \$7899-8639 (Class 5), Third Division, Establishments and Management Advisory Services Section, Melbourne (No. 22)
Duties: Direct the work of the Forms Unit. Conduct investigations into the design and use of forms and provide advice to Divisions and Branches on forms design, usage and printing.
- J. A. Stenner**
65/38518K Data Processing Operator, Grade 3 \$5487, Fourth Division, Finance and Accounting Branch
Keyboard Instructor, Grade 1 \$5957-6309, Fourth Division, Staffing and General Services Section, Melbourne (No. 315)
Duties: Instruct trainees in Data Processing machine procedures. Check rolls and results of daily tests. Assist in preparation of training aids and reports on progress of trainees.
- P. J. Frost**
71/42757A Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Personnel and Industrial Relations Branch
Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Staffing and General Services Section, Melbourne (No. 162)
Duties: Collect cash takings from dining rooms, assist with the preparation of cash for banking and assist in the collation and preparation of accounts for payment.

QUEENSLAND

Engineering Division, Construction Branch

- A. J. Linning**
59/16545M Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division
Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Installation Section, Brisbane
Duties: Take charge of project teams installing Telecommunication equipment (predominantly ARF) in the metropolitan area.
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****Country Branch**

J. D. Round 59/20179K	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Wide Bay-Burnett Section, Bundaberg
--------------------------	--	---

Duties: In charge of the installation and maintenance of all subscribers apparatus in the Bundaberg city area under the control of the Senior Telecommunications Technical Officer, Grade 2, Bundaberg.

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

Metropolitan Operations Branch

K. R. Sloman 71/58464X	Draftsman, Grade 1 \$6003-7613, Third Division, Engineering Division	Engineer, Class 1 \$6200-8953, Third Division, Metropolitan Operations No. 3 Section, Brisbane (No. 1079)
---------------------------	--	---

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.

Postal Services Division

R. F. Finch 59/22061E	Clerk \$7899-8639 (Class 5), Third Division, Postal Services Division	Clerk \$8886-9548 (Class 6), Third Division, Brisbane (No. 18)
--------------------------	---	--

Duties: Divisional consultant on budgetary matters.

Post Offices Branch

E. C. Fuller 61/61336T	Postal Clerk \$4605-5744, Third Division, Tully	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Townsville
K. C. Stumer 73/61442R	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Fortitude Valley
G. V. Spletter 70/62099K	Assistant Postal Officer \$2074-4148, Fourth Division, Upper Mt Gravatt	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Mt Gravatt
M. R. Smith 72/61932P (30.11.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Amberley	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Amberley
C. J. Neal 73/61963E (14.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Mater Hill	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Mater Hill
<i>Duties:</i> Delivery of telegrams per motor-cycle.		
V. M. MacDonald 73/61232R (2.4.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Chermide	Postman \$4260-4601, Fourth Division, Chermide

SOUTH AUSTRALIA**Engineering Division, Construction Branch**

J. M. Rogers 63/70069K	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Installation Section, Clarence Gardens
---------------------------	--	---

Duties: Control installation projects in metropolitan exchanges.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A sound knowledge of automatic exchange equipment and an understanding of PERT systems and the ability to control staff desirable.

Postal Services Division, Mail Exchange Branch

M. Schaedel 59/11567C	Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Traffic Section, Adelaide
--------------------------	--	--

Duties: Responsible for the organisation and supervision of the efficient handling of mails in the City Sub-section.

Qualifications: A sound knowledge of, and experience in, procedures, activities and documentations associated with the City Sub-section desirable.

Postal Services Division, Post Offices Branch

G. Manning 59/11051X	Inspector \$8886-9548 (Class 6), Third Division, Postal Services Division	District Postal Manager \$11032-11525 (Class 8), Third Division, Kadina District Section, Kadina (No. 5)
-------------------------	---	--

Duties: Responsible for the efficient control and management of the Postal District.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Finance and Accounting Branch

A. W. Sharpen 59/13228A	Clerk \$8886-9548 (Class 6), Third Division, Finance and Accounting Branch	Clerk \$9876-10538 (Class 7), Third Division, Finance Section, Adelaide (No. 41)
----------------------------	--	--

Duties: Oversight of preparation of estimates of expenditure and revenue and evaluation of financial aspects of works programmes. Advice on trends in cash receipts. Provide advice to other Divisions and Branches in regard to budgetary procedures. Organise investigations of matters concerning budgets.

Qualifications: A sound knowledge of financial management planning and accounting procedures and techniques. Departmental accounting systems and methods of forecasting academic training in commercial accountancy and budgetary techniques and extensive practical experience on Departmental budgetary work desirable.

W. S. Adams 63/66006K	Investigator \$7899-8639 (Class 5), Third Division, Finance and Accounting Branch	Clerk \$8886-9548 (Class 6), Third Division, Finance Section, Adelaide, vice A. W. Sharpen, prov. prom. 14.3.74 (No. 313)
--------------------------	---	---

Duties: Budget Officer, responsible to the Accountant for the examination and review of draft estimates of expenditure. Appraisal of financial aspects for works. Oversight the financial position of the Post Office Trust Account. Assessment of financial requirements under Supply and Appropriation Acts.

Qualifications: A sound knowledge of the Post Office financial arrangements, budgetary procedures and current financial policies and the ability to use and interpret statistics, preparation of reports and possession of commercial accounting qualifications is desirable.

NORTHERN TERRITORY

Engineering Division, Country Branch

J. Freeman 59/14227G	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$5668, Fourth Division, Northern Territory Section, Alice Springs
-------------------------	---	--

Duties: Take charge of a party engaged on external plant work.

In lieu of notification in *Gazette* No. 19 of 28.2.74. Date of effect of this promotion is 28.2.74.

WESTERN AUSTRALIA

Engineering Division, Construction Branch

N. J. Ponton 59/53806M	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Metropolitan Installation Section, Perth
K. C. Duke 59/52711A	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Metropolitan Installation Section, Perth

Duties above two positions: In charge of a Project Installation Team.

Qualifications above two positions: An approved technical college certificate or other approved qualifications. Considerable relevant experience in the installation of ARF and Step Exchange equipment desirable.

Country Branch

A. V. Melbin 59/53479M	Lines Supervisor, Grade 3 \$6965, Fourth Division, Engineering Division	Line Inspector \$7613-8102, Fourth Division, North West Section, Moora
---------------------------	---	--

Duties: Line Inspector, Service.

Note: Married accommodation is available.

Metropolitan Operations Branch

K. R. Culver 59/52594A	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 2 Section, Perth
---------------------------	---	---

Duties: Preparation of estimates for cable installation.

R. E. Parker 70/78504C	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Metropolitan Operations No. 1 Section, Midland
---------------------------	---	---

Telecommunications Division, Country Region

C. M. Staniland 59/51805K	Clerk \$8886-9548 (Class 6), Third Division, Telecommunications Division	Assistant Manager \$9876-10538 (Class 7), Third Division, Head Office, Perth (No. 65)
------------------------------	--	---

Duties: Responsible to the Manager for the efficient functioning of the Country Region Head Office Sales and Service staff. Co-ordinate the activities of the District Telephone Offices. Arrange for the investigation of and replies to representations of a complex nature.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. J. Criddle 63/78003G	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division	Clerk \$6912-7652 (Class 4), Third Division, District Telephone Office, Geraldton (No. 106)
----------------------------	--	---

Duties: Assistant Senior Sales Officer in the District Office. To deal mainly with more complex facilities and interpretation of the country telephone lines policy.
Qualifications: Sound knowledge of sales practices and procedures and the ability to control staff desirable.

Sales Branch

L. G. Newby 70/75822A	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Perth (No. 112)
--------------------------	--	---

Duties: Sales Officer, Grade 2—Examine applications for subscriber's services and determine needs in accordance with facilities available. Issue orders to field staff, prepare accounts advices for rental and charges.

Postal Services Division, Post Offices Branch

N. Dann 73/79664M (13.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Balga
---------------------------------	---	---

Supply Branch

B. P. Smith 71/7576R	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Industrial Relations Branch	Clerk \$7899-8639 (Class 5), Third Division, Office Services Section, Perth (No. 90)
-------------------------	--	--

Duties: Forms Officer.
Qualifications: Ability to analyse and develop systems and procedures together with the associated forms desirable.

TASMANIA

Engineering Division

W. E. Bergman 71/81259G	Accounting Machinist, Grade 1 \$2113-4579, Fourth Division, Engineering Division	Accounting Machinist Supervisor, Grade 1 \$5487-5663, Fourth Division, Administrative Section, Hobart (No. 21)
----------------------------	--	--

Duties: Supervise and oversight the work of the Engineering Division Accounting Machinists.
Qualifications: Thorough knowledge of Accounting Machinist duties together with demonstrated ability to control and direct subordinate staff an advantage. Good knowledge of Engineering costing procedures desirable.

G. M. Patmore 68/81266T	Accounting Machinist, Grade 1 \$2113-4579, Fourth Division, Engineering Division	Accounting Machinist, Grade 2 \$5165, Fourth Division, Administrative Section, Hobart (No. 377)
----------------------------	--	---

Duties: Accounting Machinist duties.
Qualifications: Must have passed prescribed proficiency test.

Postal Services Division, Post Offices Branch

K. G. Smith 59/71841W	Postal Clerk \$4605-5744, Third Division, Postal Services Division	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Launceston District, George Town
D. W. Bracken 72/83138T (24.11.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Hobart District, G.P.O.
G. Eastley 72/83139X (24.11.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Hobart District, Belterive
P. W. Edwards 73/83108P (26.10.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Hobart District, Glenorchy
R. A. Hull 72/83140P (24.11.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Hobart District, Belterive
J. T. Roberts 73/83109T (28.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Hobart District, Moonah
J. L. Brown 73/83107K (26.10.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Launceston District, Launceston

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

G. J. Butterworth 73/83102M (26.10.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Launceston District, Launceston
G. D. Dale 73/83103R (26.10.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Launceston District, Launceston
D. R. Double 73/83100C (26.10.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Launceston District, Launceston
K. N. Howell 73/83104W (26.10.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Launceston District, Launceston
A. J. Johnston 73/83105A (26.10.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Launceston District, Launceston
W. M. Stagg 73/83111P (16.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Launceston District, Launceston
B. M. Dillon 73/83028T (16.2.73)	Assistant Postal Officer, \$2074-4148, Fourth Division, Postal Services Division	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Burnie District, Zeehan

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

K. M. Thomas 71/86733T	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Overseas Trade, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Secretary's Staff, Canberra (No. 1657)
---------------------------	---	--

Duties: 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.

Management Services Branch

S. R. Trotter 71/87584A	Assistant Inspector \$8886-9548 (Class 6), Third Division, Department of Defence (Air Office), Canberra	Assistant Inspector \$9876-10538 (Class 7), Third Division, Personnel and Establishments Section, Internal Consultancy Sub-section, Canberra (No. 3090)
----------------------------	---	---

Duties: Plan, direct and control forms and machines activities.

Qualifications: Demonstrated investigation, report writing and supervisory ability, knowledge of and experience in, forms design and control functions and in machines justification desirable. Academic qualifications to be stated.

Z. M. Smith 73/85316C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Services and Property, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and General Services Section, General Services Sub-section, Library, Unit, Canberra (No. 1258)
--------------------------	--	---

Duties: Record, process and route all official periodicals received. Check on changes in the frequency, etc., and arrange follow up action.

Qualifications: Experience in special library work desirable.

R. I. Claybourne 73/87234W	Typist, Grade 1 \$2113-4579, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and General Services Section, General Services Sub-section, Library Unit, Canberra (No. 1261)
-------------------------------	---	--

Duties: Record, process and route all non-official periodicals received and carry out follow-up checks for non-receipt of issues.

J. M. Coventry 73/85878X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and General Services Section, General Services Sub-section, Library Unit, Canberra (No. 1259)
-----------------------------	---	--

Duties: Check and identify incoming material and record as required.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Industry No. 5 (Fisheries) Division, Operations Branch

W. A. Inabinet 70/87239W	Clerk \$6912-7652 (Class 4), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Technical Services, Exports Standards and Inspection Section, Administrative Services Sub-section, Canberra (No. 3638)
-----------------------------	---	---

Duties: Provide assistance in the administration of the non-technical aspects of export legislation. Prepare draft amendments to legislation and other reports and submissions relating to the work of the Section.

Qualifications: Ability to undertake investigations and prepare reports desirable. A knowledge of export inspection matters would be an advantage.

R. N. Harriss 73/88111W	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Technical Services, Exports Standards and Inspection Section, Administrative Services Sub-section, Canberra (No. 3639)
----------------------------	---	---

Duties: Prepare correspondence on matters relating to the work of the section. Carry out preliminary checks of labels, brands, etc., submitted for approval and maintain a master list of registered export establishments and appointed places.

D. R. J. Turner 72/86794E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Technical Services, Exports Standards and Inspection Section, Administrative Services Sub-section, Canberra (No. 3640)
------------------------------	--	--

Duties: Provide assistance to professional staff in various tests and analysis of export samples referred to the Section. Assist clerical staff as required.

BUREAU OF AGRICULTURAL ECONOMICS

Technical and Administrative Services Branch

F. W. Barr 70/88469W	Assistant Programmer \$7899-8639 (Class 5), Third Division, Canberra	Programmer \$8886-9548 (Class 6), Third Division, Data Processing Section, Surveys Sub-section, Canberra (No. 3606)
-------------------------	--	---

Duties: Maintain magnetic tape, manuals and documentation libraries. Organise computer processing of accounts.

Qualifications: Formal training in programming together with appropriate experience desirable.

R. L. Kennedy 70/87859P	Research Officer, Grade 1 \$6022-7652, Third Division, Canberra	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Mathematical Services Section, Survey Design and Analysis Sub-section, Canberra (No. 2529)
----------------------------	---	---

Duties: Assist in the investigation of sampling and allied techniques for the design, implementation and analysis of Bureau surveys.

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

DEPARTMENT OF THE PRIME MINISTER AND CABINET

NEW SOUTH WALES

Australian Council for the Arts

J. A. Vaughn 73/11124R	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Media	Project Officer \$8886-9548 (Class 6), Third Division, Sydney (No. 13)
---------------------------	--	--

Duties: Assist in the development and implementation of programmes for encouraging young people in the community to participate in the Arts and acquire an appreciation of them. Particular fields of interest will include the universities, schools, clubs, trade unions and general activities designed to encourage young people. Prepare reports as required.

Qualifications: Tertiary qualifications in an appropriate field and a high level of personal initiative and experience in this field.

D. Walsh 73/13349T	Clerk \$2713-5594 (Class 1), Third Division	Project Officer \$8886-9548 (Class 6), Third Division, Sydney (No. 10)
-----------------------	---	--

Duties: Service the Theatre Board's Drama Panel in all matters relating to drama. Responsible for extensive and specialised investigation into drama in Australia. Prepare reports and interview applicants for assistance. *Qualifications:* Tertiary qualifications in an appropriate field and a high level of personal initiative and experience in this field.

Note: Above two positions in lieu of notification appearing in *Gazette* of 7.2.74. Effective date of these promotions is 7.2.74.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

The Secretary's Division

C. S. Gay 68/87469T	Steno-secretary, Grade 1 \$5311-5633, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 699)
<i>Duties:</i> Perform secretarial duties for the Deputy Commissioner.		
M. J. Power 72/87006A	Steno-secretary, Grade 1 \$5311-5633, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 18)
<i>Duties:</i> Perform secretarial duties for the Division Head.		

ADP Division

C. M. Woods 71/85794C	Steno-secretary, Grade 1 \$5311-5633, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 98)
<i>Duties:</i> Perform secretarial duties for the Division Head.		

Development Division

R. G. Hutchison 70/88219T	Steno-secretary, Grade 1 \$5311-5633, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 458)
<i>Duties:</i> Perform secretarial duties for the Division Head.		

Employment Conditions Division

O. Riley 70/87497W	Steno-secretary, Grade 1 \$5311-5633, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 227)
<i>Duties:</i> Perform secretarial duties for the Division Head.		

Industrial Relations Division, Investigations Branch

D. A. Mason 61/45775W	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Melbourne	Clerical Assistant, Grade 7 \$7087-7330, Fourth Division, Melbourne (No. 708)
<i>Duties:</i> Under supervision conduct pay reviews in specified areas. Maintain related pay documentation. Assist in the preparation of material for filing with the Public Service Arbitrator. Other general assistance as required.		

Management Consultancy Division

L. L. Steiger 69/86838K	Steno-secretary, Grade 1 \$5311-5633, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 549)
<i>Duties:</i> Perform secretarial duties for the Division Head.		

Organisation Division

S. R. Pritchard 69/86476R	Steno-secretary, Grade 1 \$5311-5633, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 99)
<i>Duties:</i> Perform secretarial duties for the Division Head.		

Personnel Management Division

S. P. Willis 68/85914K	Steno-secretary, Grade 1 \$5311-5633, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 266)
<i>Duties:</i> Perform secretarial duties for the Division Head.		

QUEENSLAND

A. P. W. Bisshop 72/57237C	Clerk \$2713-5594 (Class 1), Third Division, Brisbane	Clerk \$7899-8639 (Class 5), Third Division, Personnel and Office Services Section, Brisbane (No. 20)
<i>Duties:</i> Examine and approve where appropriate departmental submissions on allowances and conditions of service. Prepare draft estimates of expenditure and assist in expenditure reviews. Supervise subordinate staff.		

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

Project Division No. 1, Project Branch No. 1

D. F. McTaggart 73/88020P	Clerk \$2713-5594 (Class 1), Third Division, Department of Customs and Excise	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra (No. 356)
------------------------------	---	---

Duties: Under direction, assist in the preparation and compilation of data for Commission inquiries and reports. Assist in processing questionnaire information and follow up action on queries, including contact with intending witnesses at Commission hearings.

Qualifications: Experience in the collation and compilation of statistical data and training in the use of statistical techniques, particularly in economic applications, an advantage. Academic qualifications should be stated.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Project Division No. 2, Project Branch No. 4

J. J. Salvage 73/87562M	Clerk \$2713-5594 (Class 1), Third Division, Department of Air	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra, vice H. M. Fisher, prov. prom. 21.2.74 (No. 348)
----------------------------	--	---

Duties: Under direction, assist in the preparation and compilation of data for Commission inquiries and reports. Assist in processing questionnaire information and follow up action on queries, including contact with intending witnesses at Commission hearings.

Qualifications: Experience in the collation and compilation of statistical data and training in the use of statistical techniques, particularly in economic applications, an advantage. Academic qualifications should be stated.

Project Branch No. 6

J. M. Durie 73/88114K	Clerk \$2713-5594 (Class 1), Third Division, Department of Primary Industry	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra (No. 423)
--------------------------	---	---

P. C. Voss 70/81027T	Clerk \$2713-5594 (Class 1), Third Division, Australian Bureau of Statistics	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra (No. 424)
-------------------------	--	---

Duties above two positions: Under direction assist in the preparation and compilation for data for Commission inquiries and reports. Assist in processing questionnaire information and follow up action on queries, including contact with intending witnesses at Commission hearings.

Qualifications above two positions: Experience in the collation and compilation of statistical data and training in the use of statistical techniques, particularly in economic applications, an advantage. Academic qualifications should be stated.

Services Branch

J. E. Mills 72/86393P	Data Processing Operator, Grade 3, \$5487, Fourth Division	Supervisor (Data Processing), Grade 1 \$5839-6015, Fourth Division, ADP Section, Canberra (No. 312)
--------------------------	--	---

Duties: Supervise the data preparation unit. Develop procedures for the efficient operation of the area. *Qualifications:* Wide knowledge of data preparation and reject clearance procedures. Supervisory experience desirable.

REPATRIATION DEPARTMENT

QUEENSLAND

Repatriation General Hospital

C. A. O'Connell 64/57930X	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Services Section, Greenslopes (No. 86)
------------------------------	--	---

Duties: Maintain Stores Stock Records system.

SOUTH AUSTRALIA

Repatriation General Hospital, Daw Park

R. F. Brown 58/36874R	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Services Section, Daw Park	Clerk \$6912-7652 (Class 4), Third Division, Administrative Services Section, Daw Park (No. 2)
--------------------------	--	--

Duties: Supervise, co-ordinate and control the activities of the Patient Services Sub-section at the Hospital. Liaise on administrative and procedural matters relating to admissions, discharges and treatment of patients. Interview patients and relatives and prepare reports and correspondence.

WESTERN AUSTRALIA

Repatriation General Hospital

W. F. Thair 58/42958K	Orderly Supervisor, Grade 1 \$4355-4493, Fourth Division	Orderly Supervisor, Grade 2 \$4626-4762, Fourth Division, General Services—Orderlies, Hollywood (No. 2)
--------------------------	--	---

Duties: Assistance in supervision, control and training of Orderly staff, including preparation of rosters.

TASMANIA

Branch Office

M. P. Marshall 68/81137T	Clerk \$5806-6666 (Class 2/3), Third Division, Postmaster General's Department	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Office Services Section, Hobart (No. 2)
-----------------------------	--	--

Duties: Staff and Industrial Officer.

Qualifications: Wide knowledge and experience in the Industrial field, ability to conduct interviews and control and direct staff, desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SCIENCE

BUREAU OF METEOROLOGY

QUEENSLAND

Regional Office

R. L. Ditton 65/57856T	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of Educa- tion, Brisbane	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Section (No. 308)
---------------------------	---	--

Duties: Prepare forms TF28 and calculate claims for extra duty. Process applications for transport allowance.
Qualifications: Sound knowledge of ADP salary procedures and calculation of extraneous payments for shift workers an advantage.

DEPARTMENT OF SERVICES AND PROPERTY

TASMANIA

Lands Projects Section

R. D. Flack 72/81080K	Clerk \$2713-5594 (Class 1), Third Divi- sion, Supply Branch, PMG Department, Hobart	Clerk \$5806-6666 (Class 2/3), Third Division, Land Projects Section, Hobart (No. 6)
--------------------------	--	--

Duties: Maintain and keep up to date all land plans for Australian Government properties in Tasmania. Prepare instructions for survey, legal and valuation work requested by departments or authorities.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Hospital Insurance and Nursing Division, Hospital Insurance Branch

C. E. Thompson 70/86025R	Clerk \$2713-5594 (Class 1), Third Divi- sion, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra (No. 489)
-----------------------------	--	--

Duties: Maintain register and prepare precis of Ministerial correspondence. Examine and maintain rules of registered organisations and proposals for amendments thereto. Prepare related correspondence.

Nursing Homes Benefits Branch

K. R. Browning 72/87706P	Clerk \$2713-5594 (Class 1), Third Divi- sion	Clerk \$6912-7652 (Class 4), Third Divi- sion, Canberra (No. 515)
-----------------------------	--	--

Duties: Prepare Ministerial correspondence in relation to Hospitals, Nursing Homes and Handicapped Persons Benefits Schemes.

B. L. Jackson 72/87856G	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$7899-8639 (Class 5), Third Divi- sion, Canberra, vice M. J. Hynes, prov. prom. 27.9.73 (No. 510)
----------------------------	--	--

Duties: Examine reports and prepare recommendations concerning hospitals, nursing homes and handicapped persons homes. Draft submissions, correspondence and circular memoranda.

Management Division, Establishments and Finance Branch

B. Smith 59/56381G	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 5), Third Divi- sion, Establishments and Project Sec- tion, Canberra (No. 33)
-----------------------	--	--

Duties: Direct work and supervise staff engaged in the maintenance and preparation of departmental establishment records. Undertake establishment reviews of less complex nature. Prepare the more involved correspondence associated with the work of the Section.

Benefits Policy and Review Division, Review and Appeals Branch

F. W. Eade 58/20330T	Assistant Director \$11032-11525 (Class 8), Third Division	Assistant Director \$12019-12510 (Class 9), Third Division, Appeals Section, Canberra (No. 903)
-------------------------	---	---

Duties: Assistant Director (Appeals). Responsible for the processing of formal appeals and other representations of an appeals character in relation to pensions benefits and allowances.

J. McKay 58/13561G	Clerk \$9876-10538 (Class 7), Third Division	Assistant Director \$12019-12510 (Class 9), Third Division, Appeals Section, Canberra (No. 902)
-----------------------	---	---

Duties: Assistant Director (Appeals). Responsible for the processing of formal appeals and other representations of an appeals character in relation to pensions benefits and allowances.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

QUEENSLAND

Social Security Branch

P. Hyde 58/18849P	Senior Pensions Officer \$9876-10538 (Class 7), Third Division, Pensions Section, Brisbane	Assistant Director \$11032-11525 (Class 8), Third Division, Pensions Section, Brisbane (No. 375)
----------------------	--	--

Duties: Responsible to the Senior Assistant Director, Social Security Branch for the efficient functioning of the Pensions Section. Make decisions, and direct appropriate action on submissions regarding pensions. Prepare submissions to the Director-General or Director where contentious cases occur. Exercise delegated authority regarding pensions claims.

Qualifications: A sound knowledge of the Social Services Act together with proven administrative ability is desirable.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Ministerial and Management Services Branch

A. P. Butler 73/88065P	Clerk \$11032-11525 (Class 8), Third Division, Canberra	Executive Officer \$12019-12510 (Class 9), Third Division, Ministerial Policy and Services Section, Policy Sub-section, Canberra (No. 224)
---------------------------	---	--

Duties: Provide advice and report on the policy to be adopted concerning facilities and amenities and staffing for Ministers, Opposition Leaders and ex-Office-holders and matters relating to the Remuneration Tribunal.

Qualifications: Experience in policy advising and tertiary qualifications desirable.

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Aircraft, Guided Weapons and Electronics Supply Division

H. V. Humphrey 70/88499R	Clerk \$5806-6566 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Canberra (No. 11)
-----------------------------	---	--

Duties: Direct the General Services Sub-section for the Division, covering staff matters, records, office management, Divisional Standard Practices and Procedures. Provide clerical assistance to senior officers.

Finance and Management Services Division, Finance Branch

S. Stanko 72/40186E	Assistant Finance Officer \$9876-10538 (Class 7), Third Division, Melbourne	Senior Finance Officer \$12019-12510 (Class 9), Third Division, Melbourne (No. 23)
------------------------	---	--

Duties: Develop management accounting systems in a commercial accounting environment.

Qualifications: Good knowledge of management accounting concepts and practices, together with extensive experience in their application. Demonstrated ability for the development of accounting systems or procedures and for clear documentation. Accounting qualifications to be stated. Knowledge of ADP an advantage.

B. W. Redfern 58/46279X	Assistant Finance Officer \$9876-10538 (Class 7), Third Division, Melbourne	Finance Officer \$11032-11532 (Class 8), Third Division, Melbourne (No. 2032)
----------------------------	---	---

Duties: Develop Departmental requirements for the Treasury ADP system. General oversight of Departmental Treasury Accounting.

Qualifications: Accountancy qualifications; wide experience in Treasury Accounting and appreciation of modern management concepts; knowledge of ADP desirable.

Establishments Branch

J. A. Prior 69/86694P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel Management and Development Section, Canberra (No. 53)
--------------------------	--	---

Duties: Maintain personnel registry file index and identify files for follow on papers. Develop and maintain a personnel precedent index.

Qualifications: Experience in registry work desirable.

Security Branch

K. A. Van Pelt 70/87218C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra (No. 10)
-----------------------------	--	---

Duties: Prepare and issue identity passes. Process vetting system requirements. Maintain associated records.

Technical Services Branch

B. Gerrie 70/67554M	Librarian, Class 1 \$5424-7831, Third Division, Canberra, unattached	Librarian, Class 3 \$9371-10534, Third Division, Canberra (No. 18)
------------------------	--	--

Duties: Assist in the design, review and modification of Departmental Information Retrieval Systems and Library modernisation techniques. Preparation of Job Specifications for ADP applications to Library procedures and to liaise with significant users groups for compilation of subject interest profiles. Responsible for the operation of external and internal data bases.

Qualifications: University Degree and Registration Certificate of Library Association of Australia or its equivalent.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

AUSTRALIAN CAPITAL TERRITORY

Stores and Transport Branch

- B. J. Pointon** Clerk \$5806-6666 (Class 2/3), Third Division, Woomera Clerk \$7899-8639 (Class 5), Third Division, Canberra (No. 6)
65/66577P
Duties: Branch Transport Officer. Direct and co-ordinate the work of the Branch vehicle fleet and plan large scale office removals.
Qualifications: Thorough knowledge of transport operations and goods forwarding services. Experience in removal techniques desirable, ability to control and direct staff.
- M. W. Newman** Clerk \$6912-7652 (Class 4), Third Division, Canberra Clerk \$7899-8639 (Class 5), Third Division, Canberra (No. 20)
67/66879G
Duties: Loss/Damage Assessor. Examine claims for loss or damage arising from furniture removals. Assess and negotiate claims and allocate and supervise repair work.
Qualifications: Knowledge of Departmental instructions relating to claims adjustment principles and practices, and the valuation and repair of household furniture and effects desirable.
- B. K. O'Neill** Clerk \$5806-6666 (Class 2/3), Third Division, Maribyrnong, Victoria Clerk \$6912-7652 (Class 4), Third Division, Canberra, vice M. W. Newman, prov. prom. 14.3.74 (No. 33)
68/38668A
Duties: Assist the Transport Officer with the supervision of the section and control transport operations during his absence. Carry out investigations into vehicle utilisation, performance, maintenance, etc. Prepare returns of transport and workshop operations.
Qualifications: Experience in passenger and goods vehicle utilisation and the ability to undertake investigations desirable. Ability to control and direct industrial staff.

NEW SOUTH WALES

Guided Weapons and Electronics Supply Branch

- C. A. Hearn** Typist, Grade 1 \$2113-4579, Fourth Division, St Marys Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Guided Weapons and Electronics Support Facility Section, St Marys, vice A. W. Jackson, prov. prom. 17.1.74 (No. 79)
70/14227A
Duties: Maintain records, instruction manuals, plans and specifications.
- B. R. O. Adams** Technical Assistant, Grade 2 \$5681-6371, Fourth Division Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division, Engineering and Planning Section, Sydney (No. 6)
71/10099K
Duties: Assist in technical management and control aspects of major projects. Undertake technical investigations on materials and developments in the manufacture and production of electronic components.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Experience in planning and estimating in the electronic industry desirable.

Contracts Branch

- P. J. Rees** Clerk \$6912-7652 (Class 4), Third Division Clerk \$7899-8639 (Class 5), Third Division, Procurement Section, Sydney (No. 32)
67/11329C
Duties: Direct work of contract clerks and oversight work control systems. Undertake special projects as required.
Qualifications: Ability to organise and control staff. Experience and knowledge of contract procedures and policies desirable.
- R. S. Newman** Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Procurement Section, Sydney, vice P. J. Rees, prov. prom. (No. 120)
69/10521E
Duties: Arrange more difficult and complex contracts including developmental contracts for Service requirements.
Qualifications: Experience in contract procedures and policies desirable.
- A. J. Davis** Clerk \$2713-5594 (Class 1), Third Division, unattached Clerk \$5806-6666 (Class 2/3), Third Division, Procurement Section, Sydney (No. 100)
73/10270E
Duties: Arrange and prepare contracts for the provision of services and procurement of supplies.

General Administration Branch

- C. M. R. Richards** Typist, Grade 1 \$2113-4579, Fourth Division, Department of Social Security, Sydney Typist, Grade 2 \$4731-5035, Fourth Division, Office Services Section, Sydney (No. 94)
71/10720K
Duties: Provide stenographic service for senior officers.
Qualifications: Shorthand, at least eighty words per minute desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

Munitions Supply Branch

- | | | |
|--------------------------|--|---|
| C. R. Perks
58/43530X | Clerk \$6912-7652 (Class 4), Third Division, Melbourne | Clerk \$7899-8639 (Class 5), Third Division, Melbourne (No. 51) |
|--------------------------|--|---|
- Duties:* Supervise and direct staff engaged on the procurement, disposal, turnover and review of reserve, production reserve, reduction of leadtime and distributory stocks. Prepare financial programmes and estimates and report on achievement against estimates. Attend programming conference and report on delays and efforts to accelerate deliveries. Prepare more important correspondence and submissions.
- Qualifications:* Adequate knowledge of Treasury accounting, stores accounting and procurement procedures desirable. Ability to control and direct subordinate staff.

Contracts Branch

- | | | |
|----------------------------|---|---|
| J. N. Cornish
63/36112R | Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne | Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne (No. 73) |
|----------------------------|---|---|
- Duties:* Ascertain from contractors, by personal visits, delivery progress advice on contracts arranged by Branch. Record relevant details received. Prepare and submit reports on information supplied by contractors. Recommend remedial action if required.
- Note:* Suitably qualified Fourth Division officers may appeal.
- | | | |
|---------------------------|---|--|
| I. G. Morris
66/36127T | Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Melbourne | Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne (No. 113) |
|---------------------------|---|--|
- Duties:* Open and record tenders and quotations. Maintain a register of offers received including offers lodged with interstate offices. Process tenders and quotations for distribution.
- Qualifications:* Suitably qualified Fourth Division officers may appeal.

Finance Branch

- | | | |
|--------------------------|--|---|
| E. G. Tobin
58/37373C | Senior Internal Auditor, Grade 2 \$9876-10538 (Class 7), Third Division, Melbourne | Accountant \$11032-11525 (Class 8), Third Division, Melbourne (No. 2) |
|--------------------------|--|---|
- Duties:* Direct and supervise the Treasury Accounting functions in respect of Victorian State activities.
- Qualifications:* Accountancy qualifications desirable.
- | | | |
|-----------------------------|---|--|
| R. J. Swainson
65/37469C | Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division, Melbourne | Senior Internal Auditor, Grade 2 \$9876-10538 (Class 7), Third Division, Internal Audit Section, Melbourne, vice E. G. Tobin, prov. prom. 7.3.74 (No. 104) |
|-----------------------------|---|--|
- Duties:* Direct and supervise Internal Audit activities in Victorian and Tasmanian Regions.
- Qualifications:* Accountancy qualifications desirable.

Establishments and Services Branch

- | | | |
|-----------------------|--|--|
| R. Banko
70/37879K | Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Melbourne | Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Personnel Section, Melbourne (No. 50) |
|-----------------------|--|--|
- Duties:* Organise and manage residential, local and on the job training courses covering fields such as supervision, safety, communication and industrial engineering.
- Qualifications:* Aptitude for instructional duties and knowledge of departmental training requirements desirable.
- | | | |
|------------------------------|--|--|
| R. B. Cartledge
66/75536A | Security Officer, Grade 2 \$6912-7652 (Class 4), Third Division, Melbourne | Security Officer, Grade 4 \$8886-9548 (Class 6), Third Division, Security Section, Fishermen's Bend (No. 25) |
|------------------------------|--|--|
- Duties:* Oversight Security Branch activities at departmental and associated establishments and ensure the implementation of departmental Security instructions. Review Security instructions and procedures. Initiate Security planning.
- Qualifications:* Extensive experience in all aspects of protective Security.

Stores and Transport Branch

- | | | |
|--------------------------|--|--|
| R. M. Selby
65/67049T | Senior Technical Officer, Grade 2 \$9379-9932, Fourth Division, Woomera, South Australia | Senior Technical Officer (Engineering), Grade 3 \$10227-10522, Fourth Division, Technical Section, Maidstone (No. 181) |
|--------------------------|--|--|
- Duties:* Direct the Branch Automotive repair and maintenance workshops and related services. Advise Departments and Authorities on technical problems associated with operation, modification and conversion of vehicles and specialised equipment.
- 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

Defence Standards Laboratories

O. L. Fullinfaw 71/40900E	Experimental Officer, Class 2 \$9397-10521, Third Division, Maribyrnong	Experimental Officer, Class 3 \$11050-12364, Third Division, Technical Section, Maribyrnong (No. 353)
------------------------------	---	---

Duties: Supervise and participate in the work of a Section engaged on the planning and conduct of laboratory simulated environmental trials of explosives materials and Service stores, including the development and implementation of appropriate experimental techniques. Maintain technical liaison with other Groups, Production Factories and the Services in connection with the above work.

Qualifications: Appropriate Degree or Diploma. Several years experience and proven ability in the relevant field of work.

R. C. Czeglédy 61/37158A	Experimental Officer, Class 1 \$6000-8953, Third Division, Maribyrnong	Experimental Officer, Class 2 \$9397-10521, Third Division, Technical Section, Maribyrnong, vice O. L. Fullinfaw, prov. prom. 28.2.74 (No. 297)
-----------------------------	--	---

Duties: Develop electroexplosive devices containing pyrotechnic and/or propellant materials. Specify the design principles and requirements for test rigs used with such devices. Plan and supervise test programmes which investigate their performance and reliability characteristics.

Qualifications: Appropriate Degree or Diploma. Several years experience and proven ability in the relevant field of work.

G. K. Manzie 67/38677M	Technical Officer (Science), Grade 2 \$7843-8347, Fourth Division, Maribyrnong	Experimental Officer, Class 1 \$6000-8953, Third Division, Technical Section, Maribyrnong, vice R. C. Czeglédy, prov. prom. 28.2.74 (No. 320)
---------------------------	--	---

Duties: Assist in the conduct of a research and experimental programme concerned with specific uses of explosives and explosive devices to meet Service requirements, particularly those related to shaped charges.

Qualifications: Appropriate Degree or Diploma. Several years experience and proven ability in the relevant field of work.

D. B. Prowse 60/88129X	Experimental Officer, Class 2 \$9397-10521, Third Division, Maribyrnong	Research Scientist \$9380-11827, Third Division, Technical Section, Maribyrnong (No. 430)
---------------------------	---	---

Duties: Undertake research aimed at the maintenance of high precision standards of length, mass, volume, pressure or density and the improvement and development of measurement and control of these quantities.

Qualifications: Ph.D. in an appropriate field or other qualifications and post-graduate research experience of equivalent standard together with demonstrated research ability.

D. V. Reitmier 72/39304X	Typist, Grade 1 \$2113-4579, Fourth Division, Maribyrnong	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Administrative Section, Maribyrnong (No. 98)
-----------------------------	---	---

Duties: Perform typing and secretarial duties for the Chief Superintendent of the Laboratories.

Qualifications: Shorthand, 100 words per minute.

Aeronautical Research Laboratories

J. L. McKibbin 72/36093T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division Australian Taxation Office, Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Fishermen's Bend (No. 80)
-----------------------------	--	---

D. E. Sterling 71/42128E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Collingwood	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Section, Fishermen's Bend (No. 6)
-----------------------------	---	--

Duties above two positions: File papers and assist in the examination of files. Conduct primary sorting of inwards mail. Attend to inquiries regarding file locations.

Government Aircraft Factories

E. J. Larkin 71/39512X	Clerk \$6912-7652 (Class 4), Third Division, Fishermen's Bend	Clerk \$7899-8639 (Class 5), Third Division, Administrative Section, Fishermen's Bend (No. 32)
---------------------------	---	--

Duties: Assist in the determination and implementation of costing and reporting requirements for new projects. Conduct cost investigations and assist in implementation of local management accounting procedures.

Qualifications: Completion of, or substantial progress in accountancy study desirable.

SOUTH AUSTRALIA

Production Branch

H. B. Preiss 61/83259M	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Adelaide	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division, Adelaide (No. 39)
---------------------------	---	--

Duties: Assist in the preparation of Production Specifications and Test Schedules and maintenance of other Weapon System documentation.

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

Security Branch

D. M. Edwards 71/66115G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Salisbury	Assistant, Grade 2 \$4393-4678, Fourth Division, Salisbury (No. 22)
----------------------------	--	--

Duties: Receive visitors for contractors area, WRE, Salisbury.

R. Munn 70/66065R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Security, Branch, Salis- bury	Typist, Grade 1 \$2113-4579, Fourth Division, Salisbury (No. 41)
----------------------	---	---

Duties: Routine typing duties.

Weapons Research Establishment, Applied Physics Wing, Systems Analysis Division

J. S. Allison 63/66938W	Research Scientist \$9380-11827, Third Division, Salisbury	Senior Research Scientist \$12298-14290, Third Division, Electronic Warfare Studies Group, Salisbury (No. 29)
----------------------------	---	---

Duties: Lead a section responsible for research into the effectiveness of electronic warfare systems and the development of mathematical models and simulations for this purpose.

Qualifications: Ph.D degree in an appropriate discipline and some years of research experience, or post-graduate research experience of equivalent standard over some years, supported by evidence of research achievement of a high order.

Engineering Wing, Communications and Electronic Engineering Division

J. I. Renton 58/45451E	Engineer, Class 3 \$11348-12664, Third Division, Salisbury	Engineer, Class 4 \$13322-14209, Third Division, Salisbury (No. 23)
---------------------------	---	--

Duties: Plan, direct and control professional electronic engineering work associated with the Underwater Systems Engineering Group. The work includes technical assessment of design proposals, specific design and development of electronic systems, and liaison with scientific and engineering groups within Government establishments and industry.

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 together with extensive relevant experience.

J. B. M. Stradling 58/45579P	Engineer, Class 2 \$9581-10702, Third Division, Salisbury	Engineer, Class 3 \$11348-12664, Third Division, Salisbury (No. 24)
---------------------------------	--	--

Duties: Direct and perform professional electronic engineering work associated with the overall project planning within the Underwater Systems Engineering Group. Plan and co-ordinate the installation of experimental and prototype systems to meet Service trials requirements. Maintain liaison with Service officers and system designers on costs, target dates, system interfaces, ergonomics and installation requirements.

A. G. Anderson 58/44785K	Engineer, Class 2 \$9581-10702, Third Division, Salisbury	Engineer, Class 3 \$11348-12664, Third Division, Salisbury, vice J. I. Renton, prov. prom. 14.3.74 (No. 53)
-----------------------------	--	---

Duties: Direct and participate in the work of a Section engaged on the application of advanced electronic engineering techniques to underwater systems engineering projects. Assume final technical responsibility for the design work of the Section.

C. J. Sparrow 62/36549P	Engineer, Class 2 \$9581-10702, Third Division, Salisbury	Engineer, Class 3 \$11348-12664, Third Division, Salisbury (No. 21)
----------------------------	--	--

Duties: Direct and participate in the work of a Section engaged on advanced electronic engineering design and studies relevant to technology development in the fields of micro-electronics and digital computers. Assume final responsibility for the design work of the Section.

Qualifications above three 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, together with considerable relevant experience.

Workshops and Mechanical Design Division

P. S. Williams 58/45675E	Engineer, Class 3 \$11348-12664, Third Division, unattached	Engineer, Class 4 \$13322-14209, Third Division, Salisbury (No. 25)
-----------------------------	--	--

Duties: In the general field of mechanical engineering undertake more complex stressing calculations. Provide a reference authority for other design engineers, act as consultant for senior management in evaluating the performance of proposed design and systems and provide advice and assistance in formulating the more complex mathematical models of mechanical systems. Adapt existing and develop new design stressing and analysis techniques.

J. Connell 61/88060R	Engineer, Class 3 \$11348-12664, Third Division, unattached	Engineer, Class 4 \$13322-14209, Third Division, Salisbury (No. 31)
-------------------------	--	--

Duties: Manage an electronics workshop involving the manufacture of electronic equipment, including micro-engineering, the design and manufacture of electro-magnetic devices, the testing of electrical and electronic instruments and the acceptance and performance testing of complex electronic equipment. Provide a professional advisory service on electronic manufacturing techniques. Maintain liaison with design and other authorities.

Qualifications above two positions: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to efficient discharge of the duties, together with extensive relevant experience.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

- J. F. Smith**
58/19545E
Duties: Plan and co-ordinate the work of a sub-section responsible for the acceptance and performance testing of electronic assemblies and sub-assemblies including micro-electronic devices and for the maintenance and testing of electrical and electronic instruments. Maintain liaison with design authorities, Defence Services and Quality Assurance authorities on testing and certification of work undertaken on their behalf.
- L. H. Pearce**
58/17983M
Duties: Plan, co-ordinate and control the work of an electronics workshop sub-section responsible for the development and manufacture of micro-engineering devices. Develop new and improved manufacturing techniques and undertake other tasks for which the sub-section has facilities. Maintain liaison with design authorities to keep abreast of technological developments within the micro-engineering field.
- J. F. H. Brook**
64/66057P
Duties: Plan and allocate work and control subordinate staff in the following group of activities: (a) Laboratory work sections engaged on experimental work and prototype development in the precision electro-mechanical engineering field. (b) Precision mechanical equipment manufacturing sections and numerically controlled machine section. (c) Support engineering workshops. (d) Manufacturing methods investigation. Assist in developing specialised engineering facilities and functions within the group.
Qualifications above three 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, together with considerable relevant experience.

Engineering Services

- J. A. Cashel**
72/66491M
Duties: Under limited direction undertake the development of technical work programmes to phase in and co-ordinate activities throughout the Sections of the Central Test House to set target dates. Progress complex tests throughout the specialist Central Test House sub-sections. Provide assistance to the Principal Officer as Secretary/Weapons Research Establishment Standardization Committee in the range of Standards Committee work.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.
- L. R. McKenzie**
66/67051E
Duties: Under limited direction undertake the development of technical work programmes to phase in and co-ordinate activities throughout the Sections of the Central Test House to set target dates. Progress complex tests throughout the specialist Central Test House sub-sections. Provide assistance to the Principal Officer as Secretary/Weapons Research Establishment Standardization Committee in the range of Standards Committee work.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.
- J. Montgomery**
69/66041K
Duties above two positions: Preparation of design drawings for electro-mechanical projects.
Qualifications above two positions: An approved Technical College certificate or other approved qualifications and requisite experience.

Administrative Wing

- D. A. Forrester**
58/45013A
Duties: Carry out investigations and inquiries on major organisation proposals relative to professional/technical grades, etc. Prepare to finality all documentation in this regard. Carry out regular establishment reviews, prepare reports and recommendations and render assistance and guidance to professional staff on organisation matters. Co-ordinate the work necessary to meet particular ADSS reviews and oversight the maintenance of organisation records.

QUEENSLAND

Cost Investigation Branch

- C. W. Schrodt**
66/58158T
Duties: Investigate and report on cost of orders placed with contractors including adequacy of contractor's accounting and costing records and basis for apportionment of overheads.
Qualifications: Completion of an approved accountancy course at a recognised educational institution 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

DEPARTMENT OF TRANSPORT

SURFACE TRANSPORT GROUP

NEW SOUTH WALES

R. J. Boness 59/45744E	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Postmaster General's Department, Sydney	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, General Services Sec- tion (No. 49)
---------------------------	---	---

Duties: Officer-in-charge, Registry. Ensure the proper and efficient working of the Registry including imple-
mentation of policy and procedures, and introduction of approved working methods.

Qualifications: Thorough knowledge of Registry procedures and ability to control staff desirable.

QUEENSLAND

Surface Transport Group

W. P. Bevan 70/57308P	Senior Storeman \$4724-4977, Fourth Division, Department of Defence, Army Office, Brisbane	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, General Services Sec- tion, Supply and Services Sub-section, Brisbane (No. 12)
--------------------------	--	---

Duties: Supply Ledgerkeeper. Maintain supply ledgers and attend to registration of documents. Dispose of
Supply Transaction documents and record stores movements.

Qualifications: Stores knowledge desirable.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Development Branch

P. T. Gough 58/41310T	Clerk \$13004-13498 (Class 10), Third Division, Department of the Capital Territory	Chief Finance Officer, Grade 2 \$13991- 14484 (Class 11), Third Division, Man- agement Accounting Section, Canberra (No. 8)
--------------------------	---	--

Duties: Direct research into the application of management techniques for financial management control,
and in relation to appropriate forms of accounts for departmental trading operations.

Qualifications: Accounting or equivalent qualifications desirable. Extensive experience with financial manage-
ment control systems together with aptitude for research and analysis an advantage.

ADP Branch

J. M. Clark 73/85516W	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division, Depart- ment of Defence	Data Processing Operator, Grade 2 \$5165, Fourth Division, Strategic Design Section, Canberra (No. 170)
--------------------------	---	---

Duties: Prepare computer input from a variety of coding forms for use in different computers, amend com-
puter program input as required. Select data from computer printout, free form coding sheets and other
media and punch and prepare computer input.

Qualifications: Successful completion of the proficiency test for Data Processing Operator, Grade 1.

Financial Institutions Division, Banking and Insurance Branch

G. J. Smith 73/66114K	Clerk \$2713-5594 (Class 1), Third Divi- sion, unattached	Investigation Officer, Grade 1 \$6912- 7652 (Class 4), Third Division, Banking Section, Canberra (No. 8)
--------------------------	--	--

Duties: Assist with investigations into matters arising from the Australian Government's responsibilities in
banking and related fields. Preparation of ministerial and other correspondence.

Qualifications: Completion or partial completion of an appropriate university degree and aptitude for
investigation work desirable.

Private Sector Transactions Branch

M. J. Russell 73/88365R	Clerk \$2713-5594 (Class 1), Third Divi- sion, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra (No. 28)
----------------------------	--	---

Duties: Maintain records and statistical tables, prepare routine correspondence, undertake computational
and other work of some complexity for investigation projects in the Branch.

Qualifications: Aptitude for investigation and statistical work desirable; knowledge of operations of
financial institutions an advantage.

Note: Effective date of this promotion is 4.4.74.

General Financial and Economic Policy Division, Resources Branch

R. C. Rollason 74/86743X	Clerk \$2713-5594 (Class 1), Third Divi- sion, unattached	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Forward Esti- mates Section, Canberra (No. 88)
-----------------------------	--	---

Duties: Assist as directed in the preparation of reports and submissions on the forward estimates. Under-
take research and investigation work as required.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours level, and
appropriate research experience.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

E. J. Sulikowski 73/81027R	Clerk \$6912-7652 (Class 4), Third Division, Department of Secondary Industry	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Expenditure Section, Canberra (No. 41)
-------------------------------	---	---

Duties: Assist as directed, in the research and investigation work of the Branch in the field of larger range estimates of expenditure and other economic aggregates.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard.

Management Services Branch

H. J. Kettniss 66/85806W	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Finance and General Services Section, Parliamentary Liaison Sub-section, Canberra (No. 352)
-----------------------------	---	--

Duties: Receive and process Ministerial correspondence from the Treasurer's Office. Consult Division Heads or their representatives with a view to obtaining replies or determining appropriate acknowledgments for all ministerial correspondence received.

Revenue, Loans and Investment Division, State Finances Branch

G. J. Clark 72/11983K	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division	Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Revenue Funds Section, Canberra (No. 28)
--------------------------	--	---

Duties: Undertake research and analysis of matters concerning Federal State financial relations with particular reference to general revenue assistance to the States.

Qualifications: Degree in Economics, Commerce or Arts (Economics). Research experience, but not necessarily in this particular field.

G. L. Hope 72/57002R	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Revenue Funds Section, Canberra, vice G. J. Clark, prov. prom. 14.3.74 (No. 49)
-------------------------	---	---

Duties: Undertake research and investigations into larger term trends in State expenditures.

Qualifications: Degree in Economics, Commerce or Arts (Economics).

Social Security Division, Employment Conditions Branch

I. R. Dunston 58/46771G	Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division	Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Conditions of Service Section, Canberra (No. 80)
----------------------------	---	---

Duties: Investigate proposals relating to allowances and conditions of service of Australian Government employees and locally engaged staff at overseas posts. Assist in policy formulation.

AUSTRALIAN CAPITAL TERRITORY

Australian Government Retirement Benefits Office, Operations Branch

E. P. Bick 70/10179C	Clerk \$8886-9548 (Class 6), Third Division, Department of Transport	Clerk \$9876-10538 (Class 7), Third Division, DFRB Section, Advising and Information Sub-section, Canberra (No. 502)
-------------------------	--	--

Duties: Undertake investigations into problems arising from the implementation of the new DFRDB legislation; prepare submissions and reports.

STATISTICIAN'S BRANCH

AUSTRALIAN CAPITAL TERRITORY

Computer Service Centre, Applications Systems Branch

D. R. Erbacher 64/57107M	Senior Programmer \$12019-12510 (Class 9), Third Division	Senior Programmer \$13004-13498 (Class 10), Third Division, Canberra, vice A. G. Abrahart prov. prom. 14.2.74 (No. 3)
-----------------------------	---	---

Duties: Responsible for the development of ADP systems based on data management techniques.

Qualifications: Considerable systems analysis, design and programming experience for large-scale computer systems. Experience in the application of data management techniques and tertiary qualifications are desirable.

A. L. Davis 67/90019R	Programmer \$8886-9548 (Class 6), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Canberra (No. 19)
R. A. Mettam 65/85494	Programmer \$8886-9548 (Class 6), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Canberra (No. 23)
M. C. Bolitho 64/85258C	Programmer \$8886-9548 (Class 6), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Canberra (No. 24)

Duties above three positions: Responsible for systems analysis and design for statistical systems.

Qualifications above three positions: Appropriate programming training and considerable experience in computer applications. Tertiary qualifications are desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. S. Barber 58/23900M	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8666-9548 (Class 6), Third Division, Canberra (No. 25)
G. F. Parker 70/85081C	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra (No. 29)
K. M. Dobson 67/75250A	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra (No. 38)
M. J. McGrath 69/12061K	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra (No. 46)
R. C. Johns 68/85792M	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra (No. 47)
M. Grzic 68/86328R	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra (No. 128)
R. G. Williams 70/58859K	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra (No. 129)
W. J. Allard 68/87076A	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra (No. 132)
A. L. Briggs 71/88658T	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra (No. 133)
J. T. Cox 67/14809T	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra, vice M. C. Bolitho, prov. prom. 14.3.74 (No. 36)
T. J. Pinner 71/10052A	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra, vice R. A. Mettam, prov. prom. 14.3.74 (No. 43)
J. A. M. Ots 65/75401G	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Canberra, vice R. H. Morcom, prov. prom. 14.3.74 (No. 44)

Duties above twelve positions: Design and program applications for statistical systems.

Qualifications above twelve positions: Appropriate programming training and experience in programming for medium and large-scale computers. Tertiary qualifications are desirable.

Operations, Techniques and Training Branch

L. D. Shield 66/87231T	Programmer \$11032-11525 (Class 8), Third Division	Senior Programmer \$12019-12510 (Class 9), Third Division, Programming Systems Section, Canberra, vice, D. R. Erbacher, prov. prom. 14.3.74 (No. 17)
---------------------------	--	--

Duties: Under direction, responsible for the systems analysis, design and implementation of computer applications relating to sampling theory and practice, time series analysis, forecasting and econometric model building.

Qualifications: Extensive experience in programming, systems analysis and design. Knowledge of econometric and statistical theory and practice is desirable. An appropriate university degree is desirable.

W. O. Egan 73/87551X	Programmer \$11032-11525 (Class 8), Third Division	Senior Programmer \$12019-12510 (Class 9), Third Division, Programming Systems Section, Canberra (No. 253)
-------------------------	--	--

Duties: Under direction, responsible for the design, development and maintenance of generalised applications packages.

Qualifications: Extensive experience in computing techniques. Aptitude for creative programming. An appropriate university degree is desirable.

J. H. Struik 69/85759G	Programmer \$8886-9548 (Class 6), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Programming Systems Section, Canberra (No. 51)
R. H. Morcom 70/66303T	Programmer \$8886-9548 (Class 6), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Programming Systems Section, Canberra (No. 52)

Duties above two positions: Under direction, develop techniques for use in systems analysis and programming.

Qualifications above two positions: Experience in computer techniques with large-scale computers. Tertiary qualifications are desirable.

J. A. Jarvis 71/75228P	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Computer Systems Section, Canberra (No. 14)
---------------------------	--	---

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
J. L. Mikkelsen 65/58090T	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Computer Systems Section, Canberra (No. 54)
<i>Duties above two positions:</i> Under direction, develop and maintain software systems, and advise applications programmers in the use of computing equipment. <i>Qualifications above two positions:</i> Appropriate programming training and experience in software and applications programming. Tertiary qualifications are desirable.		
E. K. Walker 68/86183R	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Programming Systems Section, Canberra (No. 71)
C. R. Bowers 68/87079P	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Programming Systems Section, Canberra (No. 72)
A. C. Tarry 70/14830E	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Programming Systems Section, Canberra (No. 73)
B. E. Blink 72/87616M	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Programming Systems Section, Canberra (No. 74)
D. R. Hathaway 70/58776A	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Programming Systems Section, Canberra (No. 75)
R. I. Whitty 70/41674P	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Programming Systems Section, Canberra (No. 33)
D. A. Jones 66/86461P	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Programming Systems Section, Canberra, vice A. K. Kuhlmann prov. prom. 10.1.74 (No. 225)
L. Quadraccia	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Programming Systems Section, Canberra, vice J. Struik, prov. prom. 14.3.74 (No. 69)
<i>Duties above eight positions:</i> Under direction, develop and maintain specialised statistical software systems, and advise applications programmers in the use of these systems. <i>Qualifications above eight positions:</i> Appropriate programming training and experience in software and applications programming. Tertiary qualifications are desirable.		
R. W. Gray 65/85466K	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Training Section, Canberra (No. 261)
<i>Duties:</i> Under direction, arrange training courses, lecture on selected ADP topics and assist with documentation of training material. <i>Qualifications:</i> Experience in programming and systems analysis for large-scale computers. Tertiary qualifications are desirable.		
W. H. McDevitt 70/87676W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 300)
P. R. Kowaltzke 72/85119G	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 301)
R. W. Mitton 72/85061W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 302)
D. J. Hosking 70/86508M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 340)
<i>Duties above four positions:</i> Operate Control Data magnetic tape certifying equipment and assist with the maintaining of the magnetic tape library recording system. <i>Qualifications above four positions:</i> Knowledge of (a) the processes involved in the testing and rehabilitation of magnetic tapes, and (b) a magnetic tape library recording system. <i>Note:</i> Shift work is involved in the above four positions.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

P. J. Sadlik 72/86222C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Hardware Systems and Operations Section, Canberra, vice W. H. McDevitt, prov. prom. 14.3.74 (No. 342)
---------------------------	---	---

Duties: Assemble magnetic tapes for computer processing. Assist in the magnetic tape library.

Qualifications: Experience with a numerical filing system is an advantage.

Note: Shift work is involved in the above position.

Demography, Social and Manpower Division, Employment and Labour Branch

V. Donda 71/88348K	Clerk \$5806-6666 (Class 2/3), Third Division, Overseas Transactions Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Labour Force Section, Labour Force Surveys Sub-section, Canberra (No. 41)
-----------------------	--	---

Duties: Assist in processing, estimation, tabulation and publication of the results of labour force and other surveys. Keep abreast of overseas practices in the presentation of Labour Force Statistics.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

Economic Accounts Division, Prices, Quantum and Household Expenditure Branch

P. K. Willis 72/87904X	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Senior Research Officer, Grade 1 \$8886- 9548 (Class 6), Third Division, Quantum Indexes and Wholesale Prices Section, Wholesale Prices and Price Indexes Sub-section, Canberra, (No. 14)
---------------------------	--	---

Duties: Undertake major investigations in connection with new or existing prices collections. Confer with trade and industry representatives as necessary.

Qualifications:—Appropriate university degree and considerable statistical or other appropriate research experience.

Management Services Branch, Personnel Management Section

J. P. Lorenzen 69/85240P	Clerk \$6912-7652 (Class 4), Third Divi- sion	Assistant Inspector \$8886-9548 (Class 6), Third Division, Personnel Sub-sec- tion, Canberra, vice B. J. Cole, prov. prom. 14.3.74 (No. 9)
-----------------------------	--	---

Duties: Direct and co-ordinate the work of the staff and industrial group.

Qualifications: Considerable knowledge of the Public Service Act, Regulations and General Orders, Superannuation Act, Compensation (Commonwealth Employees) Act, Determinations Relating to Overseas Service and the Treasury ADP Salaries system desirable.

B. A. Meek 70/85641E	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Personnel Sub-section, Canberra, vice J. P. Lorenzen, prov. prom. 14.3.74 (No. 21)
-------------------------	--	--

Duties: Supervise the day to day work of two salaries teams and of the attendance cell. Answer superannuation fund inquiries, examine queries and process applications for pensions, lump sum payments and refund of contributions. Check and approve applications for leave and assist in the preparation of annual salary estimates.

Qualifications: Sound knowledge of the Public Service Act, Regulations and General Orders, the Superannuation Act and the Treasury ADP Salaries System.

D. A. Mullarvey 72/85073M	Clerical Assistant, Grade 1 \$1718-3769, Fourth Division	Clerical Assistant, Grade 3 \$4230-4610, Fourth Division, Personnel Sub-section, Canberra (No. 12)
------------------------------	---	--

Duties: Assist in the preparation of internal vacancy advertisements. Receive, acknowledge and schedule applications and arrange necessary interviews. Monitor action being taken to fill vacancies.

Note: Effective date for this promotion is 25.10.73.

G. C. O'Brien 73/88331C	Clerk \$2713-5594 (Class 1), Third Divi- sion, Department of Defence, Navy Office Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Sub-section, Canberra, vice B. A. Meek, prov. prom. 14.3.74 (No. 26)
----------------------------	--	--

Duties: Head a team engaged on the maintenance of standard personnel records and preparation of salaries.

Qualifications: Sound knowledge of the Public Service Act, Regulations and General Orders and the Treasury ADP Salaries System desirable.

B. J. Cole 66/85699C	Clerk \$8886-9548 (Class 6), Third Divi- sion	Inspector \$11032-11525 (Class 8), Third Division, Personnel Practices Sub-section, Canberra (No. 5)
-------------------------	--	--

Duties: Formulate personnel policies and practices for the Statistician's Branch. Develop, prepare and maintain manuals accordingly.

Qualifications: Considerable experience in personnel work and appropriate tertiary qualifications desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

F. C. Hegerty 67/85657G	Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division	Senior Training Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Staff Development and Training Sub-section, Canberra, vice L. F. Hughes, prov. prom. 14.3.74 (No. 72)
----------------------------	--	--

Duties: Develop and co-ordinate all detailed subject matter and statistical training activities.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Aptitude for training duties.

L. F. Hughes 66/12712W	Senior Training Officer, Grade 2 \$9876-10538 (Class 7), Third Division	Inspector \$11032-11525 (Class 8), Third Division, Staff Development and Training Sub-section, Canberra, vice A. H. Shacklock, prov. prom. 14.3.74 (No. 6)
---------------------------	---	--

Duties: Responsible for the work of the Training Group. Investigate the Bureau's overall training needs and formulate training policy accordingly. Evaluate training programmes and courses.

Qualifications: Extensive experience in departmental training. Appropriate academic qualifications desirable.

A. H. Shacklock 61/85687	Inspector \$11032-11525 (Class 8), Third Division	Senior Inspector \$12019-12510 (Class 9), Third Division, Staff Development and Training Sub-section, Canberra (No. 3)
-----------------------------	---	--

Duties: Supervise and control the work of the Sub-section. Formulate recommendations on policies, practices, attitudes and the provision of services within the area of responsibility.

Qualifications: Appropriate academic qualifications together with extensive relevant experience in the field of staff development and training desirable.

Overseas Transactions Division, International Accounts and Trade Branch

A. F. Just 73/57212G	Clerk \$2713-5594 (Class 1), Third Division, unattached	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Overseas Trade and Shipping Section, Overseas Trade Sub-section, Canberra (No. 63)
-------------------------	---	--

Duties: Undertake research into conceptual and definitional problems associated with overseas trade statistics and their impact on classification structures.

Qualifications: Appropriate university degree and considerable statistical or other appropriate research experience.

WESTERN AUSTRALIA

Research, Publications and Services Branch, Computer Service Centre

J. R. Black 69/10750P	Computer Operator, Grade 1 \$5302-5600, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Systems Operation Sub-section, Perth (No. 50)
--------------------------	---	---

Duties: Maintain magnetic tape library.

Note: Shift work is involved.

NORTHERN TERRITORY

Darwin Office

T. M. Digwood 73/10006R	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$7899-8639 (Class 5), Third Division, Darwin (No. 7)
----------------------------	---	---

Duties: Supervise the selection, recruitment, training and management of interviewers engaged in the household expenditure survey. Accept responsibility for the implementation of sample management techniques and appropriate quality control procedures.

Qualifications: Considerable statistical experience. Appropriate academic qualifications desirable.

B. R. Messer 70/57567T	Clerk \$5806-6666 (Class 2/3), Third Division, Statistician Branch, Brisbane	Clerk \$6912-7652 (Class 4), Third Division, Darwin (No. 9)
---------------------------	--	---

Duties: Undertake field work involved in selection, re-selection, notation and testing of samples used in field surveys. Critically review the adequacy of the samples and sampling procedures and report findings. Maintain appropriate records.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

AUSTRALIAN TAXATION OFFICE

NEW SOUTH WALES

Income Tax Division, Assessing Branch

R. W. Ewin 58/25065R	Chief Assessor \$13004-13498 (Class 10), Third Division, Companies Section, Assessing Branch, Sydney	Assistant Deputy Commissioner of Taxation \$17300, Second Division, Sydney (No. 7)
-------------------------	--	--

Duties: Exercise executive control over the Assessing Branch.

Qualifications: Accountancy or other appropriate tertiary qualifications desirable. Wide experience in the administration of Taxation Laws.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

Management Branch

A. P. Harkin 63/37075X	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division	Typist Supervisor, Grade 2 \$6133-6309, Fourth Division, Enforcement Section, Melbourne (No. 3267)
---------------------------	--	--

Duties: Supervision of typing pool.

E. Bezzina 68/39135M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Taxpayer Services Section, Melbourne (No. 2183)
-------------------------	---	---

Duties: Extract and record statistical data from provisional returns. Carry out surveys and extract other data required. Check and accept responsibility for statistical data extracted by three Clerical Assistants, Grade 2.

Income Tax Division, Investigation Branch

A. J. Bedwell 58/48896A	Senior Investigation Officer, Grade 1 \$9876-10538 (Class 7), Third Division	Senior Investigation Officer, Grade 2 \$11032-11525 (Class 8), Third Division, Melbourne, vice A. H. Conway, prov. prom. 13.12.73 (No. 907)
----------------------------	---	--

Qualifications: Completion of training in accountancy or law recognised by the Public Service Board, or compliance with other provisions of the Section 53 determination published in Gazette No. 163 of 1.11.73.

Assessing Branch

T. G. Erwin 58/33037W	Assessor Supervisor \$11032-11525 (Class 8), Third Division	Senior Assessor \$12019-12510 (Class 9), Third Division, Estate Duty and Gift Duty Section, Melbourne (No. 566)
--------------------------	--	---

R. F. Woollard 58/50368R	Assessor, Grade 6 \$9876-10538 (Class 7), Third Division	Assessor Supervisor \$11032-11525 (Class 8), Third Division, Estate Duty and Gift Duty Section, Melbourne, vice T. G. Erwin, prov. prom. 14.3.74 (No. 567)
-----------------------------	---	---

Qualifications: Completion of training in accountancy or law recognised by the Public Service Board, or compliance with other provisions of the Section 53 determination published in Gazette No. 163 of 1.11.73.

Appeals and Advising Branch

D. Saunders 58/49781X	Advising Officer, Grade 2 \$11032-11525 (Class 8), Third Division	Senior Advising Officer \$12019-12510 (Class 9), Third Division, Melbourne (No. 953)
--------------------------	--	--

S. W. C. Jamison 58/49334R	Senior Investigation Officer, Grade 1 \$9876-10538 (Class 7), Third Division, Investigation Branch	Advising Officer, Grade 2 \$11032-11525 (Class 8), Third Division, Melbourne (No. 961)
-------------------------------	--	--

J. M. Moller 58/49563A	Senior Investigation Officer, Grade 1 \$9876-10538 (Class 7), Third Division, Investigation Branch	Advising Officer, Grade 2 \$11032-11525 (Class 8), Third Division, Melbourne (No. 964)
---------------------------	--	--

J. H. R. Foster 58/49173W	Senior Investigation Officer, Grade 1 \$9876-10538 (Class 7), Third Division, Investigation Branch	Advising Officer, Grade 2 \$11032-11525 (Class 8), Third Division, Melbourne, vice D. Saunders, prov. prom. 14.3.74 (No. 980)
------------------------------	--	--

G. R. Flynn 58/49166C	Assessor, Grade 6 \$9876-10538 (Class 7), Third Division, Assessing Branch	Advising Officer, Grade 2 \$11032-11525 (Class 8), Third Division, Melbourne (No. 3362)
--------------------------	---	---

Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board, or compliance with other provisions of the Section 53 determination published in Gazette No. 163 of 1.11.73.

TASMANIA

Management Branch

T. F. White 71/81130T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Regional Offices Section, Launceston (No. 359)
--------------------------	---	---

Duties: Instalment Inspector.

J. P. Healy 58/38757E	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, General Services Section, Hobart (No. 432)
--------------------------	---	--

Duties: Supervisor, Division 2, Records Sub-section.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division, Management Services Branch

P. E. White 58/16142W	Finance Officer \$11032-11525 (Class 8), Third Division, Department of Overseas Trade, Canberra	Senior Finance Officer, Grade 2 \$12019- 12510 (Class 9), Third Division, Finance and General Services Section, Canberra (No. 225)
--------------------------	---	---

Duties: 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.

V. M. Liengme 73/85168C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and General Services Section, Canberra (No. 21)
----------------------------	---	---

Duties: Receive visitors, answer inquiries and direct or introduce visitors to appropriate officers. Arrange official travel, reservations and accommodation for staff. Provide general clerical assistance to the Section.

Australian Government Gazette

Published by the Australian Government Publishing Service



No. 23 A

Canberra, Thursday, 14 March 1974

SPECIAL

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF THE ACQUISITION OF AN EASEMENT

1. In this notification 'Authority', 'petroleum', and 'pipeline' have respectively the same meaning as those expressions have in the *Pipeline Authority Act 1973*.

2. I hereby notify that His Excellency the Governor-General of Australia, acting with the advice of the Executive Council, has pursuant to the provisions of the *Pipeline Authority Act 1973* (hereinafter called 'the Act') and the *Lands Acquisition Act 1955-1973*, authorised the acquisition by compulsory process of an easement in favour of the Authority over the land described in Schedule 1 at all times and from time to time to construct, maintain and operate pipelines or parts thereof under the Act together with the rights set out in Schedule 2 in, under, on, across, over and through the said land for the purposes of the construction, maintenance and operation of any such pipeline or part thereof and for any purpose incidental to any of those purposes.

3. I hereby declare that the said easement is acquired for the following public purpose approved by the Governor-General namely: For the purposes of the Authority under the Act, such purposes being the construction, maintenance and operation of pipelines or parts thereof under and in accordance with the Act.

SCHEDULE 1

All that piece of land in the Parishes of Monos, Machado, John and Omicron, County of Carruthers, State of Queensland containing a total area of 141.6 hectares more or less, being:

Firstly: That part of Pastoral Holding No. 451 (Naryilco Holding) containing 22.5 hectares more or less shown numbered '1' and diagrammed on the plan hereunder;

Secondly: That part of Pastoral Holding No. 4362 (Tualta Holding) containing 109.9 hectares more or less shown numbered '2' and diagrammed on the said plan; and

Thirdly: That part of Pastoral Holding No. 2587 (Omicron Holding) containing 9.2 hectares more or less shown numbered '3' and diagrammed on the said plan.

SCHEDULE 2

The full and free right for the Authority by itself, its servants and agents and any person authorised by it at all times and from time to time:

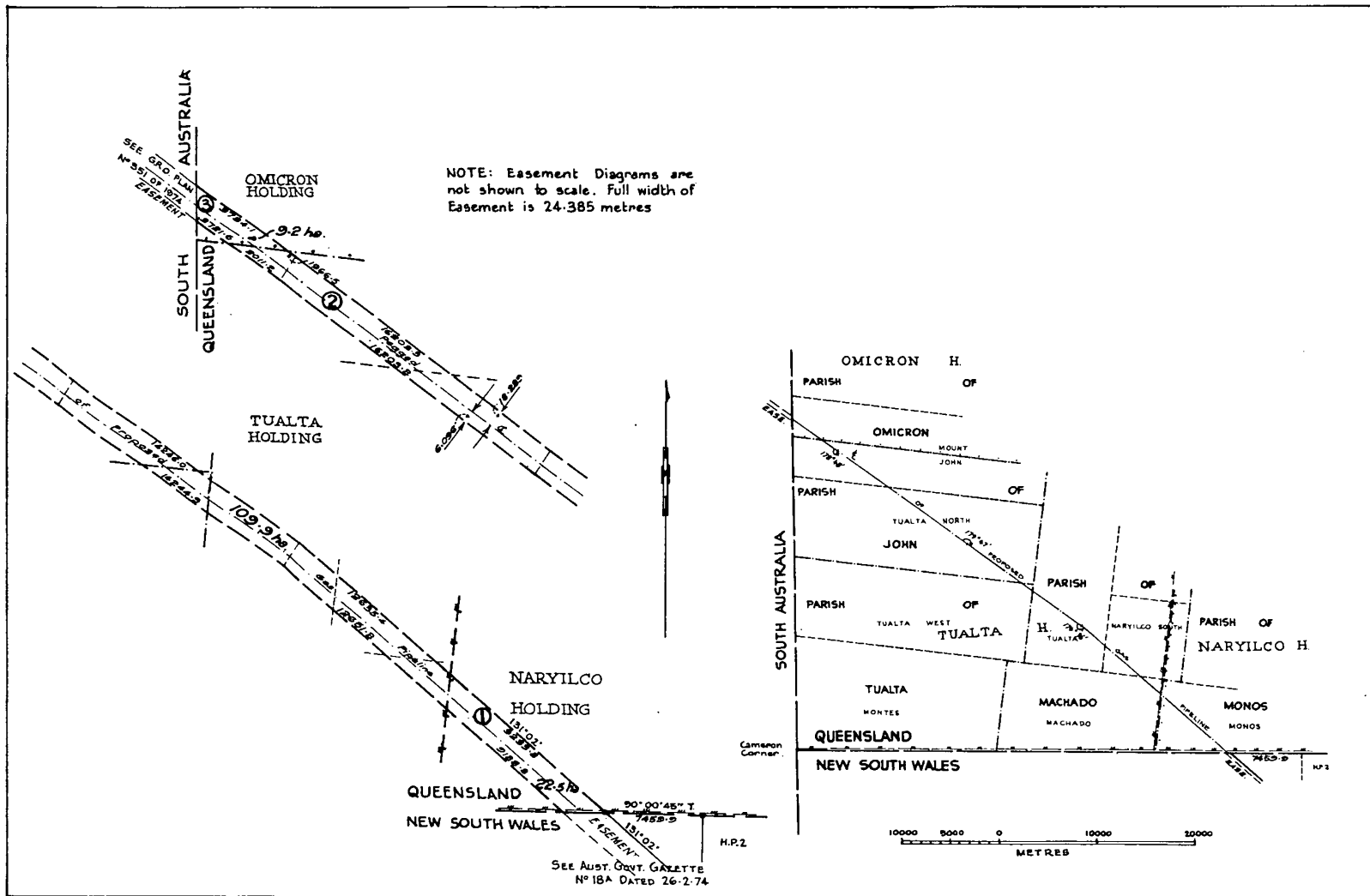
- (a) to enter, go, return, pass, repass and remain with or without tools, implements, machinery, animals and vehicles;
- (b) to clear and remove any obstruction, timber, trees, undergrowths, crops and fences;
- (c) to dig, break up and restore the surface;
- (d) to make surveys, take levels, sink bores, dig pits and examine the soil;
- (e) to lay down pipes together with any associated equipment and structures;
- (f) to construct, build and place any plant, machinery equipment and goods;
- (g) to take sand, clay, stone, earth, gravel, timber, wood and other materials and things;
- (h) to make cuttings and excavations;
- (i) to deposit sand, clay, stone, earth, gravel, timber, wood and other materials and things;
- (j) to erect workshops, sheds and other buildings;
- (k) to make roads;
- (l) to manufacture and work materials of any kind;
- (m) to demolish, destroy and remove any plant, machinery, equipment, goods, workshop, shed, buildings and road;
- (n) to inspect, patrol (including aerial patrol), alter renew, reconstruct, replace, repair, cleanse, maintain and change the size of any pipeline or part thereof;
- (o) to remove any pipeline or part thereof;
- (p) to have the right of support of any pipeline or part thereof;
- (q) to convey through any such pipeline petroleum belonging to the Authority or to other persons;
- (r) to do all things necessary or convenient to be done in connection with or incidental to the exercise of the aforesaid rights.

Dated this 14th day of March 1974.

F. M. DALY

Minister of State for
Services and Property

(Ex. Min. No. 34)



Australian Government Gazette

Published by the Australian Government Publishing Service



No. 23 B Canberra, Thursday, 14 March 1974

SPECIAL

NOTIFICATION OF THE MAKING OF STATUTORY RULES

NOTICE is hereby given that the undermentioned Statutory Rules have been made. Copies of them can be purchased at the Australian Government Publications and Inquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory.

<i>Act under which the Statutory Rules were made</i>	<i>Description of the Statutory Rules</i>	<i>Number and year of the Statutory Rules</i>	<i>Price of the Statutory Rules</i>
<i>Extradition (Foreign States) Act 1966-1973</i>	Extradition (Sweden) Regulations	No. 27, 1974	0.10

Australian Government Gazette

Published by the Australian Government Publishing Service



No. 23 C Canberra, Friday, 15 March 1974

SPECIAL

AUSTRALIAN CAPITAL TERRITORY
NOTIFICATION OF THE MAKING OF ORDINANCE

NOTICE is hereby given that the undermentioned Ordinance of the Australian Capital Territory has been made. Copies of the Ordinance can be purchased at the Australian Government Publications and Inquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory.

Table with 3 columns: Number and year of Ordinance, Short title of Ordinance, Price of Ordinance. Row 1: 4 of 1974, Motor Traffic Ordinance 1974, \$ 0.08

AUSTRALIAN CAPITAL TERRITORY
NOTIFICATION OF THE MAKING OF REGULATIONS

NOTICE is hereby given that the undermentioned Regulations have been made under Ordinances of the Australian Capital Territory. Copies of the Regulations may be purchased at the Australian Government Publications and Inquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory.

Table with 4 columns: Ordinance under which the Regulations were made, Description of the Regulations, Number and year of the Regulations, Price of the Regulations. Row 1: Motor Traffic Ordinance 1936-1974, Amendment of the Motor Traffic Regulations, 3 of 1974, \$ 0.05

AUSTRALIA
Companies (Foreign take-overs) Act 1972-1973
INTERIM ORDER

WHEREAS Cooper Sand Supplies Pty Limited (hereinafter referred to as 'Cooper'), a company incorporated in the State of Western Australia and having its registered office situated at 14 Richardson Street, West Perth, in the said State, is a company to which the Companies (Foreign Take-overs) Act 1972-1973 applies;
AND WHEREAS Australian Consolidated Minerals N.L. (hereinafter referred to as 'ACM'), a company incorporated in the State of Western Australia and having its registered office situated at 12th Floor, 16 St George's Terrace, Perth, in the said State, is a foreign corporation, being a corporation in respect of which American Metal Climax Inc., a company constituted and validly existing under the laws of the United States of America is entitled to exercise, or control the exercise of, the right to cast votes in respect of not less than three-twentieths of the total number of shares in ACM;

AND WHEREAS I, Frank Crean, the Treasurer, have reason to believe that the shareholders in Cooper have offered, by granting an option, to sell all the issued shares in Cooper to ACM;
AND WHEREAS if the said offers were accepted, a substantial number of shares in Cooper would be owned by ACM;
NOW THEREFORE I, Frank Crean, the Treasurer aforesaid, for the purpose of enabling due consideration to be given to the question whether an order should be made under sub-section (3.) of section 13 of the said Act in relation to Cooper, by this interim order PROHIBIT for a period of three (3) months the acceptance of the said offers.
Dated this Eleventh day of March 1974.
FRANK CREAN
Treasurer

AUSTRALIA

Companies (Foreign Take-overs) Act 1972-1973

INTERIM ORDER

WHEREAS United Goldfields Corporation N.L. (hereinafter referred to as 'United Goldfields'), a company incorporated in the State of Western Australia and having its registered office situated at c/o Messrs McDonald Partners, 5th Floor, St George's Court, 16 St George's Terrace, Perth, in the said State, is a company to which the *Companies (Foreign Take-overs) Act 1972-1973* applies;

AND WHEREAS I, Frank Crean, the Treasurer, have reason to believe that United Goldfields is proposing to issue shares in the company and that some

of those shares may be issued to persons who are foreign persons within the meaning of the said Act;

NOW THEREFORE I, Frank Crean, the Treasurer aforesaid, for the purpose of enabling due consideration to be given to the question whether an order should be made under sub-section (3.) of section 13 of the said Act in relation to United Goldfields, by this interim order PROHIBIT for a period of three (3) months the issue of shares in United Goldfields to any person who is a foreign person within the meaning of the said Act.

Dated this Twelfth day of March 1974.

FRANK CREAN
Treasurer



No. 23 D

Canberra, Friday, 15 March 1974

SPECIAL

Prices Justification Act 1973

G.E.C.—A.E.I. (AUSTRALIA) PTY LTD

Matter No. E73/102

**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 G.E.C.—A.E.I. (AUSTRALIA) PTY LTD 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 G.E.C.—A.E.I. (AUSTRALIA) PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of the following goods and services currently supplied by the General Products Division where such goods are not manufactured by the Company:

lamps
lighting
domestic equipment
installation equipment
commercial equipment
spare parts

Provided that:

1. reports are forwarded to the Tribunal at three monthly intervals setting out sales revenue and estimated gross profit in respect of the activities of the Division in each State or Territory of Australia in which it operates and in the following merchandise classifications:
lamps
lighting
domestic equipment
installation equipment
commercial equipment
spare parts;
2. confirmation of the data supplied under (1.) above is forwarded to the Tribunal at six monthly intervals, certifying that the date was arrived at by using the procedures normally followed by the Division;
3. gross profit rates for each of the merchandise classifications referred to in (1.) above established as at 30 September 1973 together with budget rates of gross profit effective as at 1 August 1973 for each of the said merchandise classifications are reported and no increase is made in such budget rates of gross profit without prior reference to the Tribunal in accordance with the Act, and
4. audited financial statements of the Division are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

**KAURI HOLDINGS LIMITED AND RELATED
COMPANIES**

Matter No. E73/752

**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 KAURI HOLDINGS LIMITED AND RELATED COMPANIES listed hereunder 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 KAURI HOLDINGS LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. prices of goods and services where such prices are fixed pursuant to contracts entered into following submission of competitive tenders or competitive quotations;
2. prices of goods and services specially provided to individual customer's specifications;
3. prices of timbers supplied to builders in South Australia where such prices are determined in accordance with the formulae approved by the South Australian Commissioner for Prices and Consumer Affairs;
4. increases in the prices of imported timbers supplied by the Companies, other than those referred to in 3. above, where such prices are due entirely to and reflect not more than the money amount of increases in the landed cost of such timbers to the Companies, and
5. prices of builders and general hardware

Provided that:

- (a) the Companies forward to the Tribunal at six monthly intervals reports setting out sales revenue and estimated gross profit together with a statement certifying that the data contained in such reports was arrived at by using the procedures normally followed by the Companies;
- (b) gross profit rates established at the date of last audited financial statements and budget rates of gross profit effective as at 1 August 1973 are reported to the Tribunal;
- (c) no increase in budget rates of gross profit effective as from 1 August 1973 is made without prior reference to the Tribunal in accordance with the Act, and
- (d) audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

Kauri Holdings Limited
 The Kauri Timber Company Limited
 Kauri Timber Co. (Vic.) Pty Ltd
 The Limerlost Lumber Mills Proprietary Limited
 Kauri Plywoods Pty Ltd
 Globe Timber Mills Pty Limited
 Walter and Morris Pty Limited
 Kauri Timber Co. (Tas.) Pty Ltd
 Kauri Timber Co. Pty Ltd
 J. S. Lee & Sons (Tasmania) Proprietary Limited

Dated this 28th day of February 1974.

L. H. WILLIAMS
 Chairman

*Prices Justification Act 1973***LENIX ELECTRIC HOIST AND CRANE LIMITED**

Matter No. E73/924

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 LENIX ELECTRIC HOIST AND CRANE 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 LENIX ELECTRIC HOIST AND CRANE LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of goods manufactured and supplied by the Company, where such increases are due entirely to and reflect not more than the money amount of increases in the price of raw materials produced locally by companies which have obtained approval of the Tribunal for such increases, provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
 Chairman

*Prices Justification Act 1973***ALCAN AUSTRALIA LIMITED**

Matter No. E73/1039

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 ALCAN AUSTRALIA 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 ALCAN AUSTRALIA LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of the following goods supplied by the Company:

1. scrap metals, to the extent that such are traded in accordance with world competitive prices, and

2. secondary aluminium ingots and products derived therefrom, to the extent that increases in the prices of such are due entirely to and reflect not more than the money amount of increases in the price of the scrap metals from which they are derived

Provided that the audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
 Chairman

*Prices Justification Act 1973***DALGETY AUSTRALIA LIMITED AND RELATED COMPANIES**

Matter No. E73/1060

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 DALGETY AUSTRALIA LIMITED AND RELATED COMPANIES listed hereunder 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 DALGETY AUSTRALIA LIMITED AND RELATED COMPANIES 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 the manufacturers or suppliers for resale where such prices are due entirely to and accurately reflect not more than the money amount of any increase in the prices of such products charged by the manufacturers or suppliers concerned or, as to products not previously sold by the Companies 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 increase in prices which are due to variations in the intermerchant discount rate prevailing at 1 August 1973 are notified by the Companies concerned to the Tribunal in accordance with section 18 of the *Prices Justification Act 1973*;
2. financial statements are submitted by the Companies at six monthly intervals showing for the current and the previous six months period the sales volume gross profits and gross profit margins for such products, and
3. audited financial statements of the Companies are submitted to the Tribunal annually.

Related Companies

Dalgety Trading Co. Pty Ltd
 N.Z.L. Trading Co. Pty Ltd
 Dalgety Trading (S.A.) Pty Ltd
 H. M. Martin & Son Pty Ltd
 W. S. Salter & Son Pty Ltd
 Augustine Barossa Valley Estates Pty Ltd
 Valle D'Oro Pty Ltd
 Stonyfell (S.A.) Pty Ltd
 Holmpark Pty Ltd
 Oakley Adams Pty Ltd
 Roxton Pty Ltd
 Barana Enterprises Pty Ltd

Dated this 28th day of February 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

ICI AUSTRALIA LIMITED AND ICI AUSTRALIA PETROCHEMICALS LIMITED

Matter No. E74/1220

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 ICI AUSTRALIA LIMITED AND ICI AUSTRALIA PETROCHEMICALS 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 ICI AUSTRALIA LIMITED AND ICI AUSTRALIA PETROCHEMICALS LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the price of goods supplied by the Companies in the same condition as received from suppliers where such increases are due to and reflect not more than the money amount of increases in the cost price of such goods to the Companies

Provided that:

- (a) in the case of suppliers subject to the Act:
 - (i) such increases have been approved by the Tribunal pursuant to the Prices Justification Act, or
 - (ii) such increases are in accordance with the exemption granted to the suppliers pursuant to the Act;
- (b) In the case of suppliers not subject to the Act, the Companies will, within 14 days of the effective date of any increase in prices by such suppliers, forward the relevant price lists and amendments thereto the Tribunal;
- (c) (i) up-to-date price lists of the Companies are forwarded to the Tribunal within 21 days of the gazettal of this exemption;
 - (ii) amendments to such price lists are forwarded to the Tribunal within 14 days of the effective date of any increases in price, and
- (d) audited financial statements of each of the Companies are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

NATRA PTY LTD

Matter No. E74/1235

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 NATRA PTY LTD 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 NATRA PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of products manufactured and supplied by the Company where such increases are due entirely to and reflect not more than the money

amount of increases in the price of steel used in their manufacture provided that such increases in steel prices:

1. have been approved by the Tribunal pursuant to the Prices Justification Act, or
2. if the steel is imported by the Company, are due entirely to and reflect not more than the money amount of increases in the landed cost of such steel to the Company

Provided further that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

NATRA SERVICES PTY LTD AND A. F. HOARE & SONS (NATIONAL) PTY LTD

Matter No. E74/1236

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 NATRA SERVICES PTY LTD and A. F. HOARE & SONS (NATIONAL) PTY LTD 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 NATRA SERVICES PTY LTD AND A. F. HOARE & SONS (NATIONAL) PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of goods supplied by the Companies where such increases are due entirely to and reflect not more than the money amount of increases in the cost of such goods purchased from Natra Pty Ltd provided that such increases in prices by Natra Pty Ltd:

1. have been approved by the Tribunal pursuant to the Prices Justification Act, or
2. are in accordance with exemptions granted to Natra Pty Ltd pursuant to the Act

Provided further that audited financial statements of each of the Companies are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

WINTERBOTTOM HOLDINGS LIMITED AND RELATED COMPANIES

Matter No. E74/1267

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 WINTERBOTTOM HOLDINGS LIMITED AND RELATED COMPANIES listed hereunder 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 WINTERBOTTOM HOLDINGS LIMITED AND RELATED COMPANIES from the application of section 18 of the

Prices Justification Act 1973, in respect of the prices of new motor vehicles supplied to the Companies by Leyland Motor Corporation of Australia Limited provided that:

1. such prices do not exceed the prices recommended in the price lists issued from time to time by the suppliers and such price lists have been submitted to and approved by the Tribunal, and
2. audited financial statements of each of the Companies are forwarded to the Tribunal annually.

Related Companies

Fauls Pty Ltd
Fauls (Wholesale) Pty Ltd
Winterbottom Distributors Pty Ltd
Winterbottom Motors Pty Ltd

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

THE GENERAL ELECTRIC COMPANY OF AUSTRALIA LIMITED AND RELATED COMPANIES

Matter No. E74/1273

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 THE GENERAL ELECTRIC COMPANY OF AUSTRALIA LIMITED AND RELATED COMPANIES listed hereunder 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 THE GENERAL ELECTRIC COMPANY OF AUSTRALIA LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the price of stock items supplied by the following divisions of the Companies:

Heavy Engineering Division
Projects Division
Power Plant Division
Machines Division
Elliott Automation Division
Telecommunications Division
Birlec Division

where such increases are due entirely to and reflect not more than the money amount of increases in the purchase price of such goods as charged to the Companies provided that audited financial statements for each of the Companies are forwarded to the Tribunal annually.

Related Companies

G.E.C. Telecommunications Pty Ltd
G.E.C.-Elliott Automation Pty Ltd
Birlec Australia Pty Ltd

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

UNIROYAL PTY LTD

Matter No. E74/1278

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 UNIROYAL PTY LTD 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 UNIROYAL PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. prices of goods supplied by the Company in the same condition as received from manufacturers or suppliers where such prices do not exceed those recommended in lists of prices issued by the said manufacturers or suppliers;
2. prices of tyres and tubes, retread and repair materials, rubber rim strips, flaps and rust bands, off the road and aeroplane tyres where such items are included in the list or lists of standard prices published by the Company and where such goods are supplied at prices not in excess of those set out in such lists of prices, and
3. prices for retreading, repairing and reconditioning of tyres and stock retreads where such goods and services are supplied at prices not in excess of those set out in lists of standard prices of such goods and services

Provided that:

- (a) new and amended price lists are notified to the Tribunal in accordance with section 18 of the Act;
- (b) the Company submits three monthly reports of sales revenue and estimated gross profit in respect of its retail tyre outlets, certified as being arrived at by the application of the Company's normal accounting procedures;
- (c) gross profit rates for retail tyre outlets established as at the date of the last audited financial statements together with budget rates of gross profit effective as at 1 August 1973 are reported to the Tribunal;
- (d) no increase in budget rates of gross profit for retail tyre outlets is made without notification to the Tribunal in accordance with the Act, and
- (e) audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

GEORGE WESTON FOODS LIMITED AND RELATED COMPANIES

Matter No. E74/1282

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 **GEORGE WESTON FOODS LIMITED AND RELATED COMPANIES** listed hereunder 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 **GEORGE WESTON FOODS LIMITED AND RELATED COMPANIES** from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the price of imported goods supplied by the Companies where such increases are due entirely to and reflect not more than the money amount of any increases in the landed cost of such goods provided that where a charge is made on customers for the handling of such goods there is no increase in the scale of such charges expressed as a money amount without notification to the Tribunal in accordance with the Act.

Related Companies

W. Thomas & Co. (W.A.) Pty Ltd
Watsons Foods Holdings Pty Ltd

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

W. A. E. SPROTT PTY LTD

Matter No. E74/1287

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 **W. A. E. SPROTT PTY LTD** 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 **W. A. E. SPROTT PTY LTD** from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods and services supplied by the Company provided that:

1. reports are forwarded to the Tribunal at three monthly intervals, the first such report relating to the period ended 31 March 1974, setting out sales revenue and estimated gross profit of the Company for such period;
2. confirmation is forwarded to the Tribunal at six monthly intervals certifying that the data supplied under 1. above were arrived at by using the procedures normally followed by the Company;
3. no increase is made in budget rates of gross profit without prior notification to the Tribunal in accordance with the Act, and
4. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ADELAIDE & WALLAROO FERTILIZERS LTD

Matter No. E74/1290

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 **ADELAIDE & WALLAROO FERTILIZERS LTD** 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 **ADELAIDE & WALLAROO FERTILIZERS LTD** from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of sundry acid and chemical products as specified in the submission to the Tribunal by the Company on 10 January, 1974
Provided that:

1. the total sales revenue of all such products does not exceed 5 per cent of the total revenue from all goods and services supplied by the Company in any 12 months period, and
2. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

THE COMMONWEALTH INDUSTRIAL GASES LTD

Matter No. E74/1302

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 **THE COMMONWEALTH INDUSTRIAL GASES LTD** 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 **THE COMMONWEALTH INDUSTRIAL GASES LTD** from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of gas welding equipment supplied by the Company where such increases are due entirely to and reflect not more than the money amount of any increases in the prices of copper, zinc or tin used in the manufacture of such equipment.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***AUSTRALIAN GUARANTEE CORPORATION
LTD AND RELATED COMPANIES**

Matter No. E74/1311

**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 AUSTRALIAN GUARANTEE CORPORATION LTD AND RELATED COMPANIES listed hereunder 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 AUSTRALIAN GUARANTEE CORPORATION LTD AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of charges to individual customers for hire purchase, factoring, money lending, leasing and activities which involve acquisition of goods and the subsequent bailment and disposal of such goods at the same price at which they were acquired

Provided that:

1. Australian Guarantee Corporation Ltd forwards to the Tribunal at quarterly intervals the Company's estimate of the average general rates applying during the preceding quarter for retail financing of new and used goods and other finance;
2. increases in charges as prescribed in the Dealer Rate Charts are notified to the Tribunal in accordance with the Act; and
3. audited financial statements for the Company are forwarded to the Tribunal annually.

Related Companies

A.G.C. (Advances) Ltd
A.G.C. (Factors) Ltd
A.G.C. (Household Finance) Ltd
A.G.C. (Household Finance) Qld Pty Ltd
A.G.C. (Wholesale) Pty Ltd
A.G.C. (Leasing) Ltd

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***ILFORD (AUSTRALIA) PTY LTD**

Matter No. E74/1314

**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 ILFORD (AUSTRALIA) PTY LTD 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 ILFORD (AUSTRALIA) PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in

respect of the prices of goods and services supplied by the Company pursuant to contracts entered into following the submission of competitive tenders or competitive quotations provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***TOOTH & CO. LIMITED**

Matter No. E74/1319

**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 TOOTH & CO. 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 TOOTH & CO. LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of waste products derived from the manufacture of beer where such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***NATIONWIDE RESTAURANTS PTY LTD**

Matter No. E74/1320

**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 NATIONWIDE RESTAURANTS PTY LTD 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 NATIONWIDE RESTAURANTS 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 through its Division known as Bobbin Head Restaurant of Bobbin Head via Turramurra, New South Wales provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

NATIONWIDE FOOD SERVICE (NORTH) PTY LIMITED

Matter No. E74/1321

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 NATIONWIDE FOOD SERVICE (NORTH) 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 NATIONWIDE FOOD SERVICE (NORTH) PTY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods supplied by the Company through its Division known as Alberts Snack Bar of 337 Queen Street, Brisbane, Queensland provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

HOECHST AUSTRALIA LIMITED

Matter No. E74/1330

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 HOECHST AUSTRALIA 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 HOECHST AUSTRALIA LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices of goods and services supplied by the Company pursuant to contracts entered into following the submission of competitive quotations provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

AUSTRALIAN CONTROLS INDUSTRIES PTY LTD

Matter No. E74/1343

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 AUSTRALIAN CONTROLS INDUSTRIES PTY LTD 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 AUSTRALIAN CONTROLS INDUSTRIES PTY LTD from the application of section 18 of the *Prices Justifica-*

tion Act 1973, in respect of increases in the prices of goods supplied by the Controls Division of the Company where such increases are due entirely to and reflect not more than the money amount of increases in the cost to the Company of components purchased from unrelated suppliers and used in the manufacture of the said goods

Provided that:

1. such increases in component prices
 - (a) have been approved by the Tribunal pursuant to the Prices Justification Act, or
 - (b) are in accordance with exemptions granted to the suppliers pursuant to the Act, and
2. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ROSELLA FOODS PROPRIETARY LIMITED

Matter No. E73/438

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 ROSELLA FOODS PROPRIETARY LIMITED and published in the *Australian Government Gazette* No. 150 on the 18th day of October 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, REVOKE THE SAID EXEMPTION.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

PRESERVENE PROPRIETARY LIMITED

Matter No. E73/1064

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 PRESERVENE PROPRIETARY LIMITED and published in the *Australian Government Gazette* No. 17B on the 22nd day of February 1974, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 7th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

**G. & R. WILLS (HOLDINGS) LIMITED
AND RELATED COMPANIES**

Matter No. E73/226

**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 G. & R. WILLS (HOLDINGS) LIMITED AND RELATED COMPANIES listed hereunder 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 G. & R. WILLS (HOLDINGS) LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods and services supplied pursuant to the distribution activities of the Companies provided that:

1. reports are forwarded to the Tribunal at six monthly intervals setting out sales revenue and weighted average initial gross margins in respect of each of the following classifications:

haberdashery and piecegoods
menswear
womenswear
fancygoods and tobacco
commission
apparel
toys, giftware, fancygoods and souvenirware
building materials
softgoods
groceries (imported)
farmers supplies and agricultural chemicals
cement (Australian)
engineering products
light engineering and parquet flooring;

2. confirmation of the data supplied under 1. above certifying that it was arrived at by using the procedures normally followed by the Companies is forwarded to the Tribunal at six monthly intervals;
3. in respect of each of the classifications detailed in 1. above the weighted average initial gross margin established at the date of the last audited balance sheets of the Companies together with budget rates of gross margin effective on and from 1 August 1973 are reported to the Tribunal, and no increase is made in such budget rates of gross margin without notification to the Tribunal in accordance with the Act;
4. the Tribunal is advised as soon as practicable before the effective date of any price increases by suppliers, indicating any upward movements of prices in basic items of food, clothing and apparel of all types, footwear, domestic crockery, domestic hardware, electrical goods, manchester, bedding, furniture, floor coverings and such other items or classifications as may be specified by the Tribunal from time to time, and
5. audited financial statements for each of the Companies are forwarded to the Tribunal annually.

Related Companies

G. & R. Wills & Co. Limited
J. P. Keays Pty Limited
George Wills & Co. Limited

Monowills Stanchions Pty Limited

Monozinc Pty Limited

Wills Hartman Pty Limited

Dated this 28th day of February 1974.

L. H. WILLIAMS

Chairman

Prices Justification Act 1973

**G. & R. WILLS (HOLDINGS) LIMITED
AND RELATED COMPANIES**

Matter No. E73/226

**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 G. & R. WILLS (HOLDINGS) LIMITED AND RELATED COMPANIES listed hereunder 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 G. & R. WILLS (HOLDINGS) LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. prices charged by the Companies for goods and services supplied by way of stevedoring activity, and
2. prices charged for goods and services supplied by way of engineering activities where such prices are established following the submission of competitive tenders or competitive quotations.

Related Companies

Mercantile Holdings Limited
The Bunbury Stevedoring Company Pty Limited
Mercantile Services Pty Ltd
South Australian Stevedoring Company Pty Limited
The Fremantle Stevedoring Company Pty Limited
The Fremantle Stevedoring Co. (Albany) Pty Limited
The Adelaide Stevedoring Company Pty Limited
Robert Laurie Pty Limited
The Port Adelaide Haulage Co. Pty Ltd

Dated this 28th day of February 1974.

L. H. WILLIAMS

Chairman

Prices Justification Act 1973

**G. & R. WILLS (HOLDINGS) LIMITED
AND RELATED COMPANIES**

Matter No. E73/226

**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 G. & R. WILLS (HOLDINGS) LIMITED AND RELATED COMPANIES listed hereunder 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 G. & R. WILLS (HOLDINGS) LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for services supplied by the Companies in the form of shipping agencies, and cartage business.

Related Companies

George Wills & Co. Limited
Star Carrying Service Pty Limited
Grieve & Piper Pty Limited
Wills Gilchrist & Sanderson Pty Limited
Mercantile Wharf & Stevedoring Co. Pty Limited

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ROSELLA FOODS PROPRIETARY LIMITED

Matter No. E73/438

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 ROSELLA FOODS PROPRIETARY 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 ROSELLA FOODS PROPRIETARY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of

1. prices of goods and services supplied by the Company other than the following representative lines:

Rosella Tomato Soup 15½ oz.
Rosella Farmhouse Vegetable Soup 15½ oz.
Rosella Chicken and Thick Cut Vegetable Soup 23½ oz.
Rosella Lobster Bisque Soup 15½ oz.
Rosella Tomato Sauce 300 ml.
Rosella Curry Hotpot Base 4½ oz.
Rosella Instant Stock (Beef) 3½ oz.
Rosella Chutney 250 g.
Rosella Tomato Juice 26 oz.
Rosella whole kernel sweet corn 15½ oz.
Rosella vegetable and sausage snack 16 oz.
Rosella minit meal—Hawaiian pineapple and veal 15½ oz.
Rosella canned salad—Sweet 'n' Sour 10 oz.
Rosella baked beans 16 oz.
Rosella spaghetti 15½ oz.
Continental Chicken Noodle Dehydrated Soup 4 serve
Continental French Onion Dehydrated Soup 4 serve
Continental Cream of Chicken "Cup-A-Soup" 4 serve
Vesta Prawn Curry 6 oz.
Vesta Chicken Curry 7½ oz.
Surprise Peas 4 serve
Surprise Beans 4 serve
Deb plain mashed potato 4 oz.

2. prices of goods supplied by the Food Services Division:

- (a) where such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations;
 - (b) where such goods are specially produced to individual customers' specifications, and
 - (c) where such goods are supplied to industrial canteens and other similar users provided that such goods are supplied for use by these organisations and not for resale by them, and
3. variations in the prices of imported tea where such variations are due entirely to and reflect not more than the money amount of variations in the landed cost of tea to the Company

Provided that:

- (a) the product lines listed in 1. above continue to be representative of the Company's products pricing structure;
- (b) current price lists for all products and all future amendments thereto are forwarded to the Tribunal;
- (c) reports are forwarded to the Tribunal at three monthly intervals setting out sales revenue and estimated gross profit for each of the following product groups and for the Food Services Division:
 - (i) soups
 - (ii) meals and dishes
 - (iii) vegetables and fruit
 - (iv) other processed food
 - (v) condiments;
- (d) confirmation of the data supplied under (c) above is submitted to the Tribunal certifying that it was arrived at by the procedures normally followed by the Company, and
- (e) audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ALCOA OF AUSTRALIA LIMITED

Matter No. E73/935

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 ALCOA OF AUSTRALIA 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 ALCOA OF AUSTRALIA LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods and services supplied by the Company to individual customers on the basis of competitively negotiated contracts provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 28th day of February 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

PRESERVENE PROPRIETARY LIMITED

Matter No. E73/1064

**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 PRESERVENE PROPRIETARY 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 PRESERVENE PROPRIETARY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods supplied by the Company where such prices are established pursuant to contracts entered into following the submission of competitive tenders or competitive quotations provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 7th day of March 1974.

L. H. WILLIAMS
Chairman