

Australian Government Gazette

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**PUBLIC
SERVICE**

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

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

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

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

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

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

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

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

Mail Order Sales, Australian Government Publishing Service, P.O. Box 84, Canberra, A.C.T. 2600 or over the counter from Australian Government Publications and Inquiry Centres at:

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

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

347 Swanston Street, Melbourne, Vic. (Telephone 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'.

NOTICES FOR PUBLICATION

EARLY CLOSING TIMES

FRIDAY 12 April 1974, MONDAY 15 April 1974 and THURSDAY 25 April 1974 are public holidays in the Australian Capital Territory and copy intended for publication in the Public Service issues dated 18.4.74, 25.4.74 and 2.5.74 should be in the hands of the Gazette Officer by the following times:

The Gazette of 16.4.74 (General) will not be published.

Gazette of 18.4.74 (Public Service):

Vacancies (Public Service): Monday 8.4.74 at 12.30 p.m. (with Public Service Board).

Other copy: Wednesday 10.4.74 at 9.00 a.m.

Promotions: Thursday 11.4.74 at 9.00 a.m.

Gazette of 25.4.74 (Public Service) will be published on 24.4.74 in lieu of Anzac Day Holiday with the following closing times:

Vacancies (Public Service): Thursday 11.4.74 at 12.30 p.m. (with Public Service Board).

Other copy: Wednesday 17.4.74 at 2.00 p.m.

Promotions: Friday 19.4.74 at 9.00 a.m.

Gazette of 2.5.74 (Public Service):

Vacancies (Public Service): Monday 22.4.74 at 12.30 p.m. (with Public Service Board).

Other copy: Wednesday 24.4.74 at 9.00 a.m.

Promotions: Monday 29.4.74 at 9.00 a.m.

ORDERS IN COUNCIL

Appointments and acting appointments as Permanent Head

I, SIR PAUL MEERNAA CAEDWALLA HASLUCK, Governor-General, acting with the advice of the Federal Executive Council and in pursuance of Section 54 of the *Public Service Act 1922-1972*, hereby appoint Henry John Higgs to act in the place of Donald Fred McMichael, the occupant of the office of the Secretary to the Department of the Environment and Conservation during the period commencing on the 7th day of March 1974 and ending on the 26th day of March 1974 when the said Donald Fred McMichael resumes duty.

Dated this fourteenth day of March 1974.

PAUL HASLUCK
Governor-General

By His Excellency's Command,
M. D. CASS
Minister of State for the
Environment and Conservation
(Ex. Min. No. 20)

I, SIR PAUL MEERNAA CAEDWALLA HASLUCK, Governor-General of Australia, acting with the advice of the Executive Council and in pursuance of section 54 of the *Public Service Act 1922-1973*, hereby appoint Robert Stanley Swift, O.B.E., Deputy Secretary, Department of Primary Industry to act in

the place of Walter Ives, the occupant of the office of the Secretary to the Department of Primary Industry, during the period commencing on the fourteenth day of March 1974 and ending when the said Walter Ives resumes duty in Australia.

Dated this nineteenth day of March 1974.

PAUL HASLUCK
Governor-General

By His Excellency's Command,
K. S. WRIEDT
Minister of State for Primary Industry
(Ex. Min. No. 13)

Appointments, promotions, etc. for Parliamentary departments

DEPARTMENT OF THE SENATE

Appointments on Probation: Timothy Clifford Mackey to be Research Officer \$7899-8639 (Class 5), Third Division

(Ex. Min. No. 6)

John Vander Wyk to be Parliamentary Officer \$9876-10538 (Class 7), Third Division.

(Ex. Min. No. 7)

Confirmation of Appointment: Donald Victor Selth who was appointed to the position of Clerk of Committees (Class 10), Third Division, on 26 July, 1973.

(Ex. Min. No. 4)

Positions created and abolished

DEPARTMENT OF THE CAPITAL TERRITORY

Australian Capital Territory

Offices created: City Manager's Office, Prices and Commercial Practices Branch: Third Division—Clerk \$7651-8230 (one). Fourth Division—Clerical Assistant, Grade 2 (one). Establishments Branch, Organisation, Classification and Methods Section: Third Division—Assistant Inspector \$8518-9097 (one); Investigator \$7651-8230 (one); Clerk \$6787-7434 (one). Housing and Welfare Division Welfare Branch: Second Division—Assistant Secretary \$17300 (one). Fourth Division—Steno-secretary, Grade 1 (one). Housing and Welfare Division, Housing Operations Branch: Third Division—Clerk \$9529-9961 (one). A.C.T. Government Division, Government Branch, Special Enquiries Section: Fourth Division—Motor Driver (one). Finance and Supply Branch, Internal Audit Section: Third Division—Chief Internal Auditor \$10393-10824 (one); Senior Internal Auditor, Grade 1 \$7651-8230 (one); Internal Auditor, Grade 2 \$6787-7434 (one); Internal Auditor, Grade 1 \$5923-6571 (three); Clerk \$4955-5708 (four).

Offices abolished: Establishments Branch, Organisation Classification and Methods Section: Fourth Division—Senior Technical Officer (Engineering), Grade 1 (one); Technical Officer (Engineering), Grade 1 (one); Technical Assistant, Grade 2 (four). Housing and Welfare Division, Welfare Branch: Third Division—Director of Welfare, A.C.T. \$11115-11520 (one).
(Ex. Min. No. 8)

DEPARTMENT OF HOUSING AND CONSTRUCTION

Queensland

Offices created: Personnel and Office Services Branch: Third Division—Clerk \$2298-4770 (three); Fourth Division—Clerical Assistant, Grade 1 (one). Housing Operations Branch: Third Division—Clerk \$4955-5708 (one).

(Ex. Min. No. 9)

New South Wales

Offices created: Defence Service Homes Branch: Third Division—Clerk \$4955-5708 (three). Homes Loans Section: Fourth Division—Searcher, Grade 2 (two).

(Ex. Min. No. 10)

DEPARTMENT OF LABOUR

Central Office

Offices created: Management Services Branch, Information Services Section: Third Division—Clerk \$7651-8230 (one). General Division, National Service and External Relations Branch, General Section: Third Division—Executive Officer \$9529-9961 (one).

South Australia

Office created: Training Branch, Training Development Section: Fourth Division—Clerical Assistant, Grade 3 (one).

Tasmania

Office created: Management Services Branch: Fourth Division—Catering Adviser, Grade 2 \$6003-6274 (one).

(Ex. Min. No. 40)

DEPARTMENT OF THE NORTHERN TERRITORY

Northern Territory

Offices created: Resource Development Division, Mines Branch: Third Division—Geologist, Class 3 \$11050-12364 (one). Management, Legislation and Planning Finance, Supply and Transport Branch: Third Division—Clerk \$8886-9548 (one); Clerk \$7899-8639 (two); Clerk \$6912-7652 (seven); Clerk \$5806-6666 (nine); Clerk \$4521-5594 (four). Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (two); Typist, Grade 1 (two); Stores Supervisor (one); Senior Storeman (five); Storeman (thirteen).

(Ex. Min. No. 15)

DEPARTMENT OF PRIMARY INDUSTRY

Australian Capital Territory

Offices created: Industry No. 2 (Dairy Products) Division, Marketing and Stabilisation Branch: Third Division—Executive Officer \$9529-9961 (one). Forestry and Timber Bureau, Administrative Section: Fourth Division—Clerical Assistant, Grade 6 (one).

Office abolished: Forestry and Timber Bureau, Administrative Section: Third Division—Clerk \$4955-5708 (one).

(Ex. Min. Nos 9, 10)

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Victoria

Offices created: Office of the Prices Justification Tribunal: Third Division—Library Officer, Grade 2 (one). Fourth Division—Clerical Assistant, Grade 5

(one); Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (two); Clerical Assistant, Grade 1 (one).

(Ex. Min. No. 8)

DEPARTMENT OF SCIENCE

Central Office

Offices created: General Services Division, Analytical Services Branch: Third Division—Chemist, Class 2 \$7602-8525 (five).

Australian Capital Territory

Office created: Patent, Trade Marks and Designs Office, Administrative Branch: Third Division—Clerk \$7651-8230 (one).

Office created: Management Services Branch: Third Division—Clerk \$4955-5708 (one).

Bureau of Meteorology

Victoria

Office created: Regional Office, Administrative Section: Third Division—Clerk \$2298-4770 (one).

(Ex. Min. No. 34)

Queensland

Offices created: Regional Office, Administrative Section: Third Division—Clerk \$2298-4770 (three). Fourth Division—Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 2 (one).

Offices created: Field Offices Pool: Fourth Division—Radio Technician (one); Radio Technical Officer, Grade 1 (one).

(Ex. Min. Nos 34, 36)

DEPARTMENT OF SERVICES AND PROPERTY

Central Office

Offices created: Personnel and Services Section, Management Services Branch: Third Division—Clerk \$5923-6571 (one); Clerk \$4955-5708 (two); Clerk \$2298-4770 (two).

Office abolished: Personnel and Services Section, Management Services Branch: Fourth Division—Clerical Assistant, Grade 3 (one).

(Ex. Min. No. 35)

DEPARTMENT OF TRANSPORT

Air Transport Group

Central Staff

Offices created: Flying Operations and Airworthiness Division, General Aviation Branch, Training and Flight Crew Requirements Section: Third Division—Inspector \$7651-8230 (one). Management Services Division, Automatic Data Processing Branch: Third Division—Programmer \$9529-9961 (one). Establishments, Industrial and Systems Branch: Third Division—Senior Inspector \$10393-10824 (two); Inspector \$9529-9961 (one); Clerk \$9529-9961 (one). Personnel Development Branch: Fourth Division—Clerical Assistant, Grade 5 (one); Trainee Technical Officer (Engineering) (six); Trainee Draftsman (six); Dark-room Operator, Grade 1 (one); Clerical Assistant, Grade 1 (one); Assistant, Grade 1 (two). Civil Aviation Agency, Airports Branch, Airport Inspection and Maintenance Section: Fourth Division—Airport Safety Officer \$5091 (one).

Office abolished: Civil Aviation Agency, Operations Branch, Airways Operations Section: Fourth Division—Airport Fire Officer, Grade 5 (one).

New South Wales Region

Offices created: Airways Engineering Branch, Radio Maintenance Section: Fourth Division—Senior Radio

Technical Officer, Grade 1 (one); Radio Technical Officer, Grade 2 (three); Radio Technical Officer, Grade 1 (two). Executive Services Branch, Supply and Transport Section, Transport Sub-section: Fourth Division—Traffic Officer \$5283-5796 (one).

Victoria/Tasmania Region

Offices created: Operations Branch: Third Division—Air Traffic Controller, Class 6 (one). Airways Engineering Branch, Radio Maintenance Section: Fourth Division—Senior Radio Technical Officer, Grade 3 (one); Senior Radio Technical Officer, Grade 1 (four); Radio Technical Officer, Grade 2 (five). Airports Branch, Drafting Section: Fourth Division—Assistant (Plan Printing), Grade 2 (one); Clerical Assistant, Grade 1 (two).

Queensland Region

Offices created: Executive Service Branch, Personnel and Office Services Section, Training Sub-section: Third Division—Senior Training Officer, Grade 1 \$7651-8230 (one). Business and Property Section: Third Division—Clerk \$6787-7434 (one); Clerk \$4955-5708 (one). Airports Branch, Clerical Section: Third Division—Clerk \$5923-6571 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (two). Airways Engineering Branch, Radio Maintenance Section: Fourth Division—Senior Radio Technical Officer, Grade 3 (one); Senior Radio Technical Officer, Grade 1 (four); Radio Technical Officer, Grade 2 (five). Drafting Section: Fourth Division—Drafting Assistant, Grade 2 (one). Mount Isa: Fourth Division—Airport Traffic Officer \$3524-3764 (three).

South Australia/Northern Territory

Offices created: Airways Engineering Branch, Radio Maintenance Section: Fourth Division—Radio Trainee \$2387-4695 (seven). Executive Services Branch, Supply and Transport Section, Supply Sub-section: Fourth Division—Senior Storeman \$3850-4079 (one).

Western Australia Region

Offices abolished: Airways Engineering Branch, Radio Maintenance Section: Fourth Division—Technician-in-training (Electrical) \$2029-4583 (six); Technician-in-training (Radio) \$2029-4583 (five); Apprentice Tradesman (Radio) \$1731-3945 (one); Apprentice \$1686-3772 (ten).

Offices created: Airways Engineering Branch, Radio Maintenance Section: Fourth Division—Radio Trainee \$2387-4695 (eighteen); Electrical Trainee \$2387-4695 (eight). Operations Branch, Airways Operations Section: Fourth Division—Flight Service Officer, Grade 1 (twelve); Communications Officer \$2733-4901 (one). (Ex. Min. No. 1)

RETIREMENTS AND DISMISSALS

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

RETIREMENTS

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

DEPARTMENT OF DEFENCE

Victoria

Section 86: David Henderson, Technical Officer, Grade 1, 5.4.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

New South Wales

Section 67 (Invalidity): Harold Roy Barr, Senior Inspecting Officer, Grade 1, 7.2.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE **Victoria**

Section 85 (1): Leo Henry John Griffin, Clerk, 7.3.74.

DEPARTMENT OF FOREIGN AFFAIRS

Office of Australian Development Assistance Agency **Australia Capital Territory**

Section 67 (Invalidity): H. J. Hilyard, Clerk, 4.2.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

Queensland

Section 85 (1): Harold Irvine Armstrong, Clerk, 13.3.74; Leslie George Sharp, Clerk, 12.3.74.

POSTMASTER-GENERAL'S DEPARTMENT

Central Office

Section 67 (Invalidity): Geoffrey Webber Arnold, Engineer, Class 3, 1.2.74.

Section 86: Edwin William Clayton, Clerk, 7.4.74.

Victoria

Section 67 (Invalidity): Bernard O'Connor, Lines Supervisor, Grade 3, 14.2.74; Edward Noel Egan, Draftsman, Grade 2, 26.2.74; Edith Russell Somerville, Accounting Machinist Supervisor, Grade 1, 26.2.74; Thomas Joseph McMurrick, Lines Supervisor, Grade 3, 8.3.74; John Upton, Lines Supervisor, Grade 3, 8.3.74; Clancy Joseph Peacock, Clerical Assistant, Grade 4, 12.3.74; George Arthur Leech, Senior Stores Supervisor, Grade 2, 13.3.74.

Queensland

Section 67 (Invalidity): Andrew Brown, Telecommunications Technician, 17.1.74; Nelson Bruce Boyd Caton, Clerk, 21.1.74; Reginald George Dark, Clerk, 13.2.74; Leslie Frank Harris, Senior Postal Officer, Grade 1, 1.3.74; Samuel Maurice Horsfall, Mail Officer, 14.2.74; Francis Gordon Jones, Postmaster, Grade 3, 22.2.74; Norman Francis Sommerfeldt, Clerk, 21.9.73; George Edward Woods, Postman, 9.2.74.

Section 85 (1): Frank Gordon Hayle, Telecommunications Technician, 7.12.73; Albert Henry Jenkins, Clerical Assistant, Grade 2, 4.2.74.

Section 86: Victor Reginald Beningfield, Lineman, Grade 2, 20.2.74; Albert Charles Jones, Lineman, Grade 1, 8.12.73.

South Australia

Section 67 (Invalidity): Thomas McIntosh, Supervisor (Postal), Grade 1, 22.2.74.

Section 86: Alfred Otto Pfeiffer, Lineman, Grade 2, 5.3.74.

DEPARTMENT OF THE TREASURY

Australian Taxation Office

Victoria

Section 67 (Invalidity): Marie Lillian Mackenzie, Accounting Machinist Controller, Grade 2, 23.3.74.

K. F. FAULL
Acting Secretary
Public Service Board

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

EXAMINATION No. 6555

TRANSFER AS CLERK (CLASS 1),
THIRD DIVISION

and

EDUCATIONAL QUALIFICATION FOR
TRANSFER TO THE THIRD DIVISION
IN CERTAIN CATEGORIES

(October Clerical)

This examination will be held on Saturday 5 October 1974, and subsequent dates in accordance with the conditions notified in *Gazette* No. 25A of 22 March 1974. Copies of these may be obtained from Public Service Inspectors.

Timetable for the examination is as follows:

Saturday 5 October 1974

Economics: 9.00 a.m.—12.10 p.m.

Mathematics B: 1.30 p.m.—4.40 p.m.

Saturday 12 October 1974

History A: 9.00 a.m.—12.10 p.m.

Mathematics A: 1.30 p.m.—4.40 p.m.

Saturday 19 October 1974

English A: 10.00 a.m.—12.10 p.m.

English B: 1.30 p.m.—3.40 p.m.

Saturday 26 October 1974

History B: 9.00 a.m.—12.10 p.m.

Geography: 1.30 p.m.—4.40 p.m.

Saturday 2 November 1974

Public Administration: 9.00 a.m.—12.10 p.m.

General Science: 1.30 p.m.—4.40 p.m.

Saturday 9 November 1974

Commerce and Accounting: 9.00 a.m.—12.10 p.m.

Drawing: 1.30 p.m.—4.40 p.m.

All times include 10 minutes for reading

Examination centres: Capital cities of each State and such other centres as may be determined.

Officers eligible to enter: Officers of the Fourth Division and officers of the Third Division who desire to qualify for transfer as Clerk (Class 1).

Applications on special forms to be lodged with the Public Service Inspector in the capital city of the State or Territory in which the officer is permanently located. In the case of officers located in Papua New Guinea, applications should be lodged with the Public Service Board Representative, ANG House, Port Moresby.

Applications close 18 July 1974. Notice to attend the examination will reach candidates by 30 September 1974.

EXAMINATION No. 6579

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

This examination will be held on Tuesday 16 April 1974 in accordance with the conditions notified on page 26 of *Gazette* No. 25A of 22 March 1974.

Examination centre.

Melbourne.

Persons eligible to enter

- (i) For Appointment—Persons who are not permanent officers of the Australian Public Service.

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

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

Applications close 4 April 1974.

EXAMINATION RESULTS

Results of the following examinations have been finalised:

<i>Exam. No.</i>	<i>Title (and date notified where applicable)</i>	<i>Date held</i>
6382	Entry into Data Processing Operator-in-training Class, Canberra (14.12.72)	20.1.73
6384	Entry into Accounting Machinist-in-training Class, Canberra (14.12.72)	13.1.73
6444	Appointment or Transfer as Telegraphist, Postmaster-General's Department. All States except Queensland. For Transfer only in Queensland (31.5.73)	1.12.73
6474	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1 and higher. Melbourne (2.8.73)	25.8.73
6485	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (6.9.73)	22.9.73
6509	Salary Advancement of Limb Maker and Fitter Beyond \$4708 per Annum. Repatriation Department (18.10.73)	1.12.73
6551	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (31.1.74)	13.2.74
NP3029	Appointment or Transfer as Motor Driver, Sydney (13.9.73)	20.10.73
NP3053	Appointment or Transfer as Motor Driver, Newcastle (29.11.73)	15.12.73
NP3063	Appointment as Telephonist, New South Wales	9.3.74
VP4198	Appointment or Transfer as Assistant Postal Officer (Postman Duties), Melbourne	16.2.74
VP4227	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	9.3.74
VP4228	Appointment as Telephonist, Melbourne	9.3.74
WP1392	Appointment as Telephonist, Western Australia (19.12.73)	9.2.74
WP1402	Appointment or Transfer as Assistant Postal Officer (Postal Officer, Grade 1 Duties), Western Australia	16.2.74
TP593	Appointment or Transfer as Assistant Postal Officer (Training in Mail Officer Duties), Hobart (31.1.74)	16.2.74

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

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

K. F. FAUL

Acting Secretary
Public Service Board

VACANCIES

Parliamentary departments

JOINT HOUSE DEPARTMENT

Applications are invited from Permanent Officers of the Australian Public Service for promotion or transfer to the position advertised below.

Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Joint Committee of Public Accounts, Canberra

Applications close: 12.4.74.

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

Duties: Responsible to the Secretary for (a) General research related to activities of the Committee. (b) Specific research on inquiries undertaken. (c) Preparation of reports.

Qualifications: Appropriate tertiary qualifications necessary.

N.B.—Previous applicants will be considered and need not re-apply.

DEPARTMENT OF THE PARLIAMENTARY LIBRARY

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

Librarian, Class 2 \$8066-8984, Third Division, Subject Reference Section, Legislative Reference Service, Canberra

Applications close: 11.4.74.

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

Duties: (No. 116)—To undertake advanced reference work in the fields of foreign affairs and

defence for parliamentarians, parliamentary committees and research specialists.

Qualifications: A university degree including units relevant to foreign affairs and defence, professional qualifications for librarianship, and considerable experience in a reference department.

Library Officer, Grade 2 \$6372-7057, United Nations Documents Officer, Third Division, Technical Services Section, Legislative Reference Service, Canberra

Applications close: 11.4.74.

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

Duties: (No. 32)—To provide reference service using United Nations materials, and to compile associated finding aids.

Qualifications: Higher School Certificate and appropriate library experience.

Statutory authorities

COMMONWEALTH BANKING CORPORATION

ENTRANCE SELECTION EXAMINATIONS

Competitive Entrance Selection Examinations for Appointment to the Service of the Commonwealth Banking Corporation will be held on the following dates:

New South Wales, Australian Capital Territory, Northern Territory and Norfolk Island

6, 20 April 1974

4, 18 May 1974

8, 22 June 1974.

Queensland

27 April 1974

25 May 1974.

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

VACANCIES—PUBLIC SERVICE

General information

VACANCIES OPEN TO PERMANENT OFFICERS

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

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

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

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

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

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

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

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

To be eligible for appointment a person must be:

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

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

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

Permanent officers are required to contribute under the Superannuation Act.

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

SALARIES AND GENERAL CONDITIONS

Actual Salaries

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

General

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

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

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

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

Qualifications

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

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

SUBMISSION OF APPLICATIONS

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

A key to these code letters appears below.

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

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

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

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

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

INDEX OF ADDRESSES

- A1 The Secretary, Department of Aboriginal Affairs, P.O. Box 17, Woden, A.C.T. 2606
- A2 The Department of Aboriginal Affairs, Box 5025, Darwin, N.T. 5794
- 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 14088, Brisbane, Qld 4001
- D5 The Administrative Officer, Attorney-General's Department, G.P.O. Box 2150, Adelaide, S.A. 5001

- D6 The Administrative Officer, Attorney-General's Department, G.P.O. Box U1994, Perth, W.A. 6001
- D7 The Administrative Officer, Attorney-General's Department, G.P.O. Box 3660, Hobart, Tas. 7001
- D8 The Administrative Officer, Attorney-General's Department, P.O. Box 382, Darwin, N.T. 5794
- D9 The Principal Legal Officer, Courts Offices Branch, P.O. Box 370, Canberra, A.C.T. 2601
- D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
- D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
- D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
- D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
- D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
- D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1408R, Brisbane, Qld 4001
- D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
- D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
- D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
- D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
- D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
- D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
- D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
- D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
- D24 The Commissioner of Trade Practices, 5th Floor, City Mutual Building, Hobart Place, Canberra City, A.C.T. 2601
- D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1515, Canberra City, A.C.T. 2601
- D26 The First Parliamentary Counsel, Office of Parliamentary Counsel, Canberra, A.C.T. 2600
- B1 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 1839Q, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box J93, 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 337, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's 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 5865, 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, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- M4 The Director of Health, G.P.O. Box 567, Brisbane, Qld 4001
- M5 The Director of Health, G.P.O. Box 2219, Adelaide, S.A. 5001
- M6 The Director of Health, G.P.O. Box M970, Perth, W.A. 6001
- M7 The Director of Health, G.P.O. Box 919I, 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 498H, Brisbane, Qld 4001
- N5 The Regional Director, Department of Housing and Construction, G.P.O. Box 319, Adelaide, S.A. 5001
- N6 The Regional Director, Department of Housing and Construction, G.P.O. Box L885, Perth, W.A. 6001
- N7 The Regional Director, Department of Housing and Construction, G.P.O. Box 772H, Hobart, Tas. 7001
- O1 The Secretary, Department of Immigration, Canberra, A.C.T. 2600

- O2 The Regional Director of Migration, Department of Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3 The Regional Director of Migration, Department of Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4 The Regional Director of Migration, Department of Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5 The Regional Director of Migration, Department of Immigration, 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
- 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, 10 Queens Road, Melbourne, Vic. 3004
- Z1 The Secretary, Repatriation Commission, Albemarle Building, Furzer Street, Phillip, A.C.T. 2606
- Z2 The Deputy Commissioner, Repatriation Department, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3 The Deputy Commissioner, Repatriation Department, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4 The Deputy Commissioner, Repatriation Department, G.P.O. Box 651, Brisbane, Qld 4001
- Z5 The Deputy Commissioner, Repatriation Department, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6 The Deputy Commissioner, Repatriation Department, G.P.O. Box F352, Perth, W.A. 6001
- Z7 The Deputy Commissioner, Repatriation Department, G.P.O. Box 481E, Hobart, Tas. 7001
- AA1 The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2 The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3 The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289K, Melbourne, Vic. 3001
- AA4 The Regional Director, Bureau of Meteorology, P.O. Box 797, Canberra City, A.C.T. 2601
- AA5 The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AA6 The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AA7 The Regional Director, Bureau of Meteorology, P.O. Box 413F, Brisbane, Qld 4001
- AA8 The Regional Director, Bureau of Meteorology, West Terrace, Adelaide, S.A. 5000
- AA9 The Regional Director, Bureau of Meteorology, 127 Wellington Street, Perth, W.A. 6000
- AA10 The Regional Director, Bureau of Meteorology, P.O. Box 727G, Hobart, Tas. 7001
- AA11 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12 The Officer in Charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14 The Commissioner, Patents Trade Marks and Designs Office, 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 519E, Hobart, Tas. 7001

- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, 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 17970, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 3560, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The National Librarian, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Supply, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Supply, 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 1391a, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Supply, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Supply, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Supply, G.P.O. Box 771h, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O., Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2, P.O., Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2, P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8, P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1, P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5, P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1, P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, P.O. Box 263 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 779L, 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, P.O. 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
- A11 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- A12 The Director, Sub-Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
- A13 The Director, Sub-Treasury, G.P.O. Box 1926a, Melbourne, Vic. 3001
- A14 The Director, Sub-Treasury, G.P.O. Box 158, Brisbane, Qld 4001
- A15 The Director, Sub-Treasury, G.P.O. Box 1248, Adelaide, S.A. 5001
- A16 The Director, Sub-Treasury, G.P.O. Box M937, Perth, W.A. 6001
- A17 The Director, Sub-Treasury, G.P.O. Box 295c, Hobart, Tas. 7001
- A18 The Director, Sub-Treasury, P.O. Box 3971, Darwin, N.T. 5790
- A19 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 2796v, Melbourne, Vic. 3001
- AI13 The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI14 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- AI15 The Deputy Commonwealth Statistician, 1-3 St George's Terrace, Perth, W.A. 6000
- AI16 The Deputy Commonwealth Statistician, G.P.O. Box 66a, Hobart, Tas. 7001
- AI17 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
- AI18 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- AI19 The Deputy Commissioner of Taxation, G.P.O. Box 533b, 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 7120, 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 1973a, Melbourne, Vic. 3001
- AI30 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511h, Brisbane, Qld 4001
- AI31 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001
- AI32 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001
- AI33 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533f, Hobart, Tas. 7001
- AJ1 The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T. 2601
- AK1 The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001
- AK2 The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606
- AK3 The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000
- AK4 The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000
- AK5 The Director of Works, Department of Housing and Construction, G.P.O. Box 1381, Brisbane, Qld 4001
- AK6 The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001
- AK7 The Director of Works, Department of Housing and Construction, G.P.O. Box C115, Perth, W.A. 6000
- AK8 The Controller of Works, G.P.O. Box 813h, Hobart, Tas. 7001
- AK9 The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790
- AK10 The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.
- AK11 The Assistant Director-General, Department of Housing and Construction, G.P.O. Box 3917, Sydney, N.S.W. 2001

Departmental vacancies

ATTORNEY-GENERAL'S DEPARTMENT CENTRAL OFFICE

Australian Legal Aid Office

*Assistant Director \$19085, Second Division (two positions), Canberra

Duties: Responsible for developing, reviewing and implementing legal aid policies over a wide area of law and legal administration and providing advice on these matters to the Attorney-General.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Apply: D1

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

Duties: Responsible to the Director for the provision of Administrative Services in the Central Office and in State and Territory Branches.

Apply: D1

Justice and Family Law Division

Typist, Grade 2 \$4731-5035, Fourth Division (three positions), Canberra

Duties: Nos 36, 37, 38—Take and transcribe shorthand notes as required.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Management and Special Services Division, Operations Branch

Typist, Grade 2 \$4731-5035, Fourth Division (three positions), Canberra

Duties: Nos 248, 249, 250—Take and transcribe shorthand notes as required.

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

Apply: D1

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

Duties: No. 222—Apply to Treasury for Warrant Authority, ensure adequate provision, allocate to Authorising Officer to meet approved requirements. Maintain funds review ledgers and commitment registers, make initial review of expenditure and revenue statements.

Qualifications: Knowledge of Treasury accounting desirable.

Apply: D1

Special Services Branch

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

Duties: No. 65—Provide stenographic and typing services to the Secretariat Section.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Australian Legal Aid Office

*Public Defender and Deputy Director \$17300, Second Division, Canberra

Duties: Responsible for the control, the day to day management and the proper performance of the

work of the Australian Legal Aid Office in the Australian Capital Territory and to maintain liaison with community organisations, referral services, existing legal aid schemes and the legal profession in the Territory. Provide a Public Defender service in Superior and Inferior Courts and to appear personally as Public Defender in the more important criminal cases in the Supreme Court of the Territory.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Apply: D1

Crown Solicitor's Division, Trade Practices Sub-office

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

Duties: No. 13—Take and transcribe shorthand notes as required.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Commonwealth Police Service

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

Duties: No. 11—Take and transcribe shorthand notes as required.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D20

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

Duties: No. 54—Take and transcribe shorthand notes as required.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D20.

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Central Crime Intelligence Bureau (two positions), Canberra

Duties: Nos 52, 53—Assist in the compilation of crime statistics. Prepare paste up folders of information extracts. Perform routine registry filing and mail duties. Assist with clerical work and typing.

Qualifications above two positions: Ability to type desirable.

Apply: D20

Commonwealth Reporting Service

Court Reporting Typist, Grade 1 \$5716, Fourth Division (several positions), Canberra

Duties: Type transcripts of proceedings before the Supreme Court and the Lower Courts of the Australian Capital Territory from tape records; monitor recording machines in the Supreme Court. Other typing duties as directed.

Qualifications: Applicants will be required to pass a typing test of sixty words per minute and a spelling and English comprehension test. From those applicants who are successful at these tests, a selection will be made of those considered suitable for training on tape transcription work in Canberra. After a period of training and work familiarisation, officers considered suitable for the work will be required to demonstrate their capacity to transcribe 500 words from a tape record in 15 minutes.

Apply: D1

Courts Office Branch

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Deputy Crown Solicitor's Office

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

Duties: No. 53—Take and transcribe shorthand notes as required.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Lower Courts Branch

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

Duties: No. 82—Provide a personal stenographic and typing service to the Chief Magistrate.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

Registration Offices Branch

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

Duties: No. 62—Examine dealings allotted by Senior Examiner (Land Titles) including Discharges, Partial Discharges, Transfers and Mortgages; discuss matters raised in requisitions with legal practitioners and other parties.

Apply: D1

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

Duties: No. 39—Counter Officer. Receive and examine all documents lodged. Assess, collect, receipt and account for all fees.

Apply: D1

NEW SOUTH WALES**Australian Legal Aid Office**

*Deputy Director \$19085, Second Division, Sydney

Duties: Responsible for the control, the day to day management and the proper performance of the work of the Australian Legal Aid Office in his State and to maintain liaison with community organisations, referral services, existing legal aid schemes and the legal profession in his State.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Apply: D1

Bankruptcy Branch

Clerk \$6912-7652 (Class 4), Third Division, Official Receiver's Section, Sydney

Duties: No. 64—Examine and submit all proofs of debt for approval or rejection and forward notices to unproved creditors.

Apply: D2

Commonwealth Police Service

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Section, Records and Statistics Sub-section, Sydney

Duties: No. 22—Maintain the nominal index, enter names in index defining type of inquiry. Answer queries on name basis, search index in connection with character checks, Police Gazettes, deserter lists, illegal immigrant lists etc.

Apply: D2

High Court Registry

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

Duties: No. 2—Take shorthand notes as required by the Chief Justice of the High Court of Australia and transcribe same.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D2

VICTORIA**Australian Legal Aid Office**

*Deputy Director \$17300, Second Division, Melbourne

Duties: Responsible for the control, the day to day management and the proper performance of the work of the Australian Legal Aid Office in his State and to maintain liaison with community organisations, referral services, existing legal aid schemes and the legal profession in his State.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Apply: D1

Commonwealth Police Service

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

Duties: No. 31—Perform typing and stenographic duties as required.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D3

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

Duties: No. 30—Assist in the compilation of crime statistics. Prepare paste up folders of information extracts. Perform routine registry filing and mail duties. Assist with clerical work and typing.

Qualifications: Ability to type desirable.

Apply: D3

Commonwealth Reporting Service

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

Duties: No. 13—Perform confidential and other stenographic and typing duties for the Chief Reporter and other officers.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D3

Industrial Registrar's Branch

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

Duties: No. 106—Edit Commonwealth Arbitration Reports and similar publications.

Apply: D3

QUEENSLAND

Australian Legal Aid Office

*Deputy Director \$17300, Second Division, Brisbane

Duties: Responsible for the control, the day to day management and the proper performance of the work of the Australian Legal Aid Office in his State and to maintain liaison with community organisations, referral services, existing legal aid schemes and the legal profession in his State.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Apply: D1

Commonwealth Police Service

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

Duties: No. 38—Maintain confidential registry and ensure that confidential files are passed only to authorised persons. Assist with clerical work including the compilation of crime records and the collation of statistics in relation to crime intelligence. Assist with typing as necessary.

Qualifications: Ability to type desirable.

Apply: D4

Establishments and General Services Branch

Internal Auditor, Grade 2 \$7899-8639 (Class 5), Third Division, Brisbane

Duties: No. 9—Responsible for internal audit of all Branches in Queensland.

Apply: D1

SOUTH AUSTRALIA

Australian Legal Aid Office

*Deputy Director \$17300, Second Division, Adelaide

Duties: Responsible for the control, the day to day management and the proper performance of the work of the Australian Legal Aid Office in his State and to maintain liaison with community organisations, referral services, existing legal aid schemes and the legal profession in his State.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Apply: D1

WESTERN AUSTRALIA

Australian Legal Aid Office

*Deputy Director \$17300, Second Division, Perth

Duties: Responsible for the control, the day to day management and the proper performance of the work of the Australian Legal Aid Office in his State and to maintain liaison with community organisations, referral services, existing legal aid schemes and the legal profession in his State.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Apply: D1

Bankruptcy Branch

Realisation Officer, Grade 2 \$8886-9548 (Class 6), Third Division, Official Receiver's Section, Perth

Duties: No. 21—Supervise the activities of the Review of Estates and Realisation Services Sub-section. Undertake to finality the more important aspects of the realisation and administration of the estates of bankrupts and deceased debtors transferred from the New Estates Sub-section.

Qualifications: Accountancy qualifications recognised by the Board.

Apply: D6

Commonwealth Police Service

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

Duties: No. 24—Maintain confidential registry and ensure that confidential files are passed only to authorised persons. Assist with clerical work including the compilation of crime records and the collation of statistics in relation to crime intelligence. Assist with typing as necessary.

Qualifications: Ability to type desirable.

Apply: D6

TASMANIA

Australian Legal Aid Office

*Deputy Director \$15195-16285, Third Division, Hobart

Duties: Responsible for the control, the day to day management and the proper performance of the work of the Australian Legal Aid Office in his State and to maintain liaison with community organisations, referral services, existing legal aid schemes and the legal profession in his State.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Apply: D1

NORTHERN TERRITORY

Australian Legal Aid Office

*Public Defender and Deputy Director \$17300, Second Division, Darwin

Duties: Responsible for the control, the day to day management and the proper performance of the work of the Australian Legal Aid Office in the Northern Territory and to maintain liaison with community organisations, referral services, existing legal aid schemes and the legal profession in the Territory. Provide a Public Defender service in Superior and Inferior Courts and to appear personally as Public Defender in the more important criminal cases in the Supreme Court of the Territory.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Apply: D1

Northern Territory Police

Clerk \$8886-9548 (Class 6), Third Division, Administration Section, Finance and Works Sub-section, Darwin

Duties: Control and direct the work of the Sub-section. Prepare estimates of expenditure and works programmes. Discharge delegated authority.

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

Apply: D1

Clerk \$5806-6666 (Class 2/3), Third Division, Administration Section, Finance and Works Sub-section, Darwin

Duties: Maintain commitment, expenditure and assets registers. Review level of holdings and scale of issues of stores.

Apply: D1

Clerk \$5806-6666 (Class 2/3), Third Division, Administration Section, Finance and Works Sub-section, Darwin

Duties: Receiver of Public Moneys. Issue licenses and permits.

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

Apply: D1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administration Section, Finance and Works Sub-section, Darwin

Duties: Prepare estimates of requirements of uniforms and stores, issue uniforms, obtain quotes and maintain ledger record of stock holdings.

Apply: D1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administration Section, Finance and Works Sub-section, Darwin

Duties: Carry out stocktakes.

Apply: D1

Clerk \$8886-9548 (Class 6), Third Division, Administration Section, Personnel and Office Services Sub-section, Darwin

Duties: Control and direct the work of the Sub-section. Responsible for all personnel management functions. Discharge delegated authority.

Qualifications: Comprehensive knowledge of all aspects of personnel management and related legislation, determinations and instructions desirable.

Apply: D1

Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Administration Section, Personnel and Office Services Sub-section, Darwin

Duties: Provide stenographic and secretarial services for the Commissioner.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administration Section, Personnel and Office Services Sub-section, Darwin

Duties: Prepare estimates of expenditure for fares, travelling allowance and allowance under Regulation 90A; prepare movement requisitions and travel warrants and process claims in respect of these items.

Apply: D1

Supreme Courts Branch

Senior Legal Officer \$12545-13635, Third Division, Darwin

Duties: No. 2—Hold and discharge the powers, duties and functions of the Deputy Master of the

Supreme Court of the Northern Territory; Deputy Registrar of Probates; and Deputy Registrar in Bankruptcy. Deal with such legal professional work as is referred to him.

Qualifications: Barrister or Solicitor of the High Court of Australia of the Supreme Court of a State or Territory.

Apply: D1

DEPARTMENT OF THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

Australian Capital Territory Government Division, Administrative Planning and Development Branch

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

Duties: No. 768—Undertake the more difficult or involved investigations and research into policy matters relative to A.C.T. planning and development. Make recommendations and prepare associated reports, ministerial and other correspondence.

Qualifications: Policy and research experience desirable. Academic qualifications should be stated.

Apply: E1

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

Director \$13004-13498 (Class 10), Third Division, Land Co-ordination Section, Canberra

Duties: No. 791—Control and supervise the work of the Land Co-ordination Section.

Qualifications: Sound experience in administration and policy formulation desirable.

Apply: E1

City Manager's Office

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

Duties: No. 1053—Attend to registration and Third Party Insurance transactions.

Apply: E1

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

Duties: No. 1054—Receive all cash for transactions undertaken in the Sub-section.

Apply: E1

City Services Branch

**Gardening Overseer, Grade 1 \$6488-6808, Fourth Division, City Parks Administration, Canberra

Duties: No. 1150—Under direction maintain native plant collections at the Botanic Gardens.

Qualifications: Certificate of Horticulture and considerable experience in the growing and maintenance of native plants desirable.

Apply: E1

Conservation and Agriculture Branch

*Technical Officer, Grade 2 \$7843-8347, Fourth Division, Agricultural Inspections and Service Section, Canberra

Duties: No. 624—Carry out regular inspections of rural lands and provide extension and technical information to primary producers in A.C.T. Supervise the activities of rural Rangers.

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

Apply: E1

***Biologist, Class 2 \$9397-10521, Third Division, Environmental Conservation Section, Canberra**

Duties: No. 999—Undertake resource investigations and advise on the planning, development and management of the Gudgenby National Park. Supervise and direct the activities of staff engaged in the development, management and administration of the Gudgenby National Park.

Qualifications: An appropriate degree or diploma in Science (major in Biology); or equivalent qualification.

Apply: E1

***Biologist, Class 2 \$9397-10521, Third Division, Environmental Conservation Section, Canberra**

Duties: No. 1000—Undertake resource investigations and advise on the planning, development and management of the Jervis Bay Nature Reserve. Supervise and direct the activities of staff engaged in the development, management and administration of the Jervis Bay Nature Reserve.

Qualifications: An appropriate degree or diploma in Science (major in Biology); or equivalent qualification.

Apply: E1

***Biologist, Class 2 \$9397-10521 Third Division, Environmental Conservation Section, Canberra**

Duties: No. 642—Conduct intensive investigations, undertake research and advise on the planning, development and management of reserves in the Australian Capital Territory (including Jervis Bay).

Qualifications: An appropriate degree or diploma in Science (major in Biology); or equivalent qualification.

Apply: E1

***Technical Officer (Science), Grade 2 \$7843-8347, Third or Fourth Division, Environmental Conservation Section, Canberra**

Duties: No. 640—Provide an extension service (including the preparation and distribution of extension literature) to Departments, Authorities, Instrumentalities, the public and any other interested bodies, on all aspects of environmental conservation and pollution.

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

Apply: E1

***Technical Officer (Science), Grade 2 \$7843-8347 Third or Fourth Division, Environmental Conservation Section, Canberra**

Duties: No. 1025—Under direction, develop and manage the Gudgenby National Park.

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

Apply: E1

Prices and Commercial Practices Branch

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

Duties: No. 1781—Research consumer protection matters, and prepare associated educational material. Formulate consumer educational programmes and give lectures to schools and organisations. Maintain liaison with other Consumer education officers.

Qualifications: Knowledge of Commercial law, experience in research, and ability to address groups desirable.

Apply: E1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Commercial Practices Section, Canberra

Duties: No. 1782—Register consumer complaints, assist in maintaining the Branch filing system and the preparation of statistical reports.

Qualifications: Registry experience desirable.

Apply: E1

Housing and Welfare Division, Housing Operations Branch

Searcher, Grade 2 \$6458-6844, 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.

Note: Applicants who applied in response to previous advertisement need not re-apply.

Apply: E1

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

Duties: NP—Attend to public counter; answer inquiries and obtain necessary information and detail from clients relating to conveyancing service.

Apply: E1

Welfare Branch

***Social Worker \$9930-9980 (Class 2), Third Division, Operations Section, Canberra**

Duties: Nos 552 and 562—Supervise social welfare activities in a regional office. Carry out social work involving difficult and complex cases.

Qualifications: Degree or diploma of a university or college of advanced education in Social Work or Social Studies or equivalent academic qualification. Experience in working in Community Welfare Services an advantage.

Apply: E1

***Social Worker \$9230-9980 (Class 2), Third Division, Research and Planning Section, Canberra**

Duties: No. 528—Supervise the induction and training of professional and support staff. Plan, implement and oversee continuing in-service staff development courses.

Qualifications: Degree or diploma of a university or college of advanced education in Social Work or Social Studies or equivalent academic qualifications. Experience in working in Community Welfare Services an advantage.

Apply: E1

Establishments Branch

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

Duties: No. 1778—Lead and direct the operation of a departmental team undertaking systems and work measurement studies in selected areas and prepare associated reports and recommendations for improved methods and appropriate standards.

Qualification: Experience in methods studies and the practical application of work measurement systems desirable.

Apply: E1

*Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third or Fourth Division, Organisation, Classification and Methods Section, Work Study Sub-section, Canberra

Duties: No. 1429—Direct and undertake major reviews using work measurement and improvement techniques. Investigate and develop new work measurement techniques and standard time data systems.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Sound knowledge and broad experience in the use of industrial engineering techniques desirable.

Apply: E1

Finance and Supply Branch

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

Duties: No. 1313—Direct and control the expenditure and costing functions; prepare and analyse financial statements, prepare more important submissions on financial aspects of departmental operations.

Qualifications: Wide experience in Treasury and commercial type accounting together with progress in accountancy studies and experience with computer accounting systems desirable.

Apply: E1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue and Business Undertakings Section, Canberra

Duties: No. 1657—Fuel/Goods Assistant. Rate and extend petrol, oil and distillate issue dockets. Sort dockets for journal entry action.

Apply: E1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Revenue and Business Undertakings Section (several positions), Canberra

Duties above positions: Special duties Clerk, Receive mileage schedules from user Departments and Authorities. Check continuity of mileage against previous record, apply hire and mileage rates and calculate amount owing.

Apply: E1

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

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

Duties: Perform stenographic and secretarial duties for senior officers.

Qualifications: Shorthand, at least 100 words per minute.

Apply: G1

Typist, Grade 2 \$4731-5035, Fourth Division (several positions), Canberra

Duties: Perform stenographic duties as directed.

Qualifications: Shorthand, at least 100 words per minute desirable.

Apply: G1

Inland and Special Services Division, Special Services Branch

*Senior Investigator \$7323-7743, Fourth Division, Australian Narcotics Bureau Section (several positions), Canberra

Duties: Under broad supervision control investigators carrying out investigations into suspected illegal trafficking, distribution, importation and exportation of narcotics and drugs of dependence. Conduct important independent investigations.

Qualifications: Experience in law enforcement investigations and a knowledge of narcotic and other drugs of dependence. Ability to control and direct staff.

Note: Positions are located in all capital cities of Australia. Applicants should indicate their preference.

Apply: G1

*Investigator \$6063-6903, Fourth Division, Australian Narcotics Bureau Section (several positions), Canberra

Duties: Under general supervision, investigate or assist in investigations of suspected breaches of Acts and Regulations relating to trafficking in narcotic and drugs of dependence.

Qualifications: Law enforcement experience desirable.

Note: Successful applicants will be expected to travel extensively and undertake a full range of investigation duties as required. Positions are located in all capital cities of Australia. Applicants should indicate their preference.

Apply: G1

NEW SOUTH WALES

Services Branch

Accounting Machinist, Grade 2 \$5165, Fourth Division (two positions), Sydney

Duties: Nos 8, 218—Check computations on entries and invoices.

Apply: G2

*Preventive Officer-in-training \$3299-4713, Fourth Division (several positions), Sydney

Note: Applications are invited for appointment, promotion or transfer to the above positions in accordance with the conditions notified in *Gazette* No. 9 of 30.1.73.

Apply: G2

QUEENSLAND

Services Branch

*Preventive Officer-in-training \$3299-4713, Fourth Division (several positions), Brisbane, Townsville, Cairns

Note: Applications are invited for appointment, promotion or transfer to the above positions in accordance with the conditions notified in *Gazette* No. 9 of 30.1.73.

Apply: G4

SOUTH AUSTRALIA

Services Branch

*Preventive Officer-in-training \$3299-4713, Fourth Division (several positions), Adelaide

Note: Applications are invited for appointment, promotion or transfer to the above positions in accordance with the conditions notified in *Gazette* No. 9 of 30.1.73.

Apply: G5

TASMANIA

Special Services Branch, Prevention Sub-Section

*Preventive Officer \$4713-5468, Fourth Division (several positions), Hobart, Burnie

Note: Conditions governing appointment, promotion or transfer to this position appeared in *Gazette* No. 9 of 30.1.73.

Apply: G7

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Manpower Policy and Management Services Division, Management Services Branch

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

Duties: No. 2306—Supervise and participate in preparation and maintenance of organisation, establishment and classification documents, publications and records. Undertake minor investigations.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics Division, Finance Branch

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

Duties: No. 118—Administration of policy relating to allowances payable to RAAF members including overseas allowances.

Qualifications: Knowledge of RAAF conditions of service desirable.

Apply: H1

Branch of the Air Member for Personnel

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Directorate of Personal Services (A), Canberra

Duties: No. 6—Examine, record and control custody of wills for serving members of the RAAF. Maintain registers of notifiable casualties, and RAAF wartime records. Prepare input data for EDP statistical returns.

Apply: H1

VICTORIA

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

Inspecting Officer, Grade 3 \$7138-7581, Fourth Division, Tottenham

Duties: No. 109—With oversight from more senior staff, responsible for controlling inspection activities in a site at a RAAF Stores Depot.

Qualifications: Trade training and considerable experience in the field of precision mechanical engineering (Airframes) together with knowledge of quality control requirements and procedures desirable.

Note: This vacancy is re-notified in lieu of that appearing in *Gazette* No. 21 of 7.3.74; previous applicants need not re-apply.

Apply: H4

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

Assistant Inspector \$8886-9548 (Class 6), Third Division, Organisation and Methods Section, Canberra

Duties: No. 91—Undertake functional review of forms under the Direction of the Inspector (Forms). Undertake independent investigations into requests for introduction of new Forms or for re-printing of existing forms.

Qualifications: Previous Organisation and Method experience relating to Forms control and design desirable.

Apply: H1

Finance and Logistics Division, Finance Branch

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

Duties: No. 2009—Prepare authorisation and expenditure statements. Maintain Foreign Aid Programme records and prepare periodic statements. Assist with maintenance of Departmental Classification of Charging Codes and prepare Master File Variations (MFV) for Treasury Computer.

Apply: H1

Military Division, Personnel Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Directorate of Army Education, Canberra

Duties: No. 2769—Maintain detail of completed educational qualifications extract for promulgation and take action for the issue of education certificate. Compile and update index of personnel part qualified and follow up to ensure action taken when full entitlement is confirmed.

Qualifications: Typing experience is desirable.

Apply: H1

Military Division Personnel Branch

Clerk \$8886-9548 (Class 6) Third Division, Directorate of Service Conditions, Canberra

Duties: No. 90—Supervise/prepare draft Military Board Instructions, Army Routine Orders, circulars, submissions to Treasury and other Departments as appropriate, draft replies to Ministerials, briefs and general correspondence in relation to 'Personnel' aspects of overseas and other allowances.

Apply: H1

NEW SOUTH WALES

Regional Secretariat

Typist, Grade 3 \$5369, Fourth Division, Personnel and Establishments Section, Typing Sub-section, Paddington

Duties: No. 62—Report on and transcribe the proceedings of Courts Martial. Carry out secretarial duties relating to the administration of Courts Martial and general typing duties as required.

Qualifications: Successful completion of an approved examination in the functions and duties of the office and ability to write shorthand at a corrected speed of 140 words per minute.

Apply: H7

VICTORIA**Training Command, RAEME Training Centre**

*Technical Instructor \$6970-7687, Fourth Division, Bandiana

Duties: No. 116—Instruct students on fitting and turning subjects, equipments and trade practices. Carry out student assessments, prepare tests.

Qualifications: Appropriate trade qualifications or equivalent and satisfactory teaching ability desirable.

Note: The successful applicant shall not be advanced beyond \$7328 per annum unless they have satisfied the Board's requirements for proficiency in the duties of Technical Instructor.

Apply: H8

DEPARTMENT OF DEFENCE—NAVY OFFICE**AUSTRALIAN CAPITAL TERRITORY****Establishments and General Division, EDP Branch**

Senior Programmer \$12019-12510 (Class 9), Third Division, Processing Section, Operations Sub-section, Canberra

Duties: No. 20—Analyse, design and develop policy and long range planning applicable to the running of a large digital Computer System. Direct the work of the section and ensure that computer processing is carried out in accordance with the requirements of the EDP system.

Qualifications: Extensive experience in the operation of a large scale computer installation desirable.

Apply: H1

Programmer \$11032-11525 (Class 8), Third Division, Processing Section, Scheduling Sub-section, Canberra

Duties: No. 31—Responsible for the direction of Computer shift staff and for scheduling control in a large scale computer installation.

Qualifications: Extensive experience in the operation of a large scale computer installation; proven ability in staff control desirable.

Apply: H1

General Services Branch

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

Duties: No. 149—Supervise and control all positions concerned with receipt, distribution and dispatch of unclassified and classified material at Campbell Park. Attend to problems involving cleaning, maintenance, parking and amenities at that complex. Receive and issue office furniture and oversight the duplicating room.

Apply: H1

Supply Division, Armament Supply Branch

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

Duties: No. 63—Overall supervision of the General Services Section of the Branch involving records (files and signals), reproduction, typing pool, furniture, office requisites etc.

Apply: H1

NEW SOUTH WALES**Supply Division, Air Stores Branch**

Typist, Grade 2 \$4731-5035, Fourth Division, North Sydney

Duties: No. 2119—General stenographic and typing duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: H15

VICTORIA**HMAS 'Cerberus'**

Psychologist, Class 1 \$6010-9040, Third Division, Psychology Section, HMAS 'Cerberus'

Duties: No. 3—Examine and advise on routine cases referred for adjustment, disciplinary problems and training failures. Supervise and where appropriate, carry out recording of training results, allocations and other supportive data; summarise statistical and/or nominative studies of training; breakdown and detail of courses, failure and wastage rates etc.

Qualifications: University degree with a major in Psychology or other appropriate qualifications.

Apply: H1

DEPARTMENT OF EDUCATION**CENTRAL OFFICE****Research and Development Division, Language Teaching Branch**

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Methods and Materials Sub-section, Canberra

Duties: No. 7—Provide assistance to computational staff. Assist with marking of test answer sheets. Other duties as required.

Apply: 11

Schools Commission, Policy Development Planning and Research Branch

*Project Officer, \$11032-11525 (Class 8), Third Division, Public Policy and Professional Policy Sections (two positions), Canberra

Duties: NP—Oversight provision of high level information and analysis to Branch Heads for policy formulation purposes.

Qualifications: Experience in research and data analysis and interpretation is required. Academic qualifications to be stated.

Apply: 11

Student Assistance and International Education Division, International Education Branch

Education Officer, Class 2 \$9920-10910, Third Division, Unesco Sub-section, Canberra

Duties: No. 16—Under direction, act as executive officer to the Australian Unesco Committees for Social and Human Sciences, the Arts and associated sub-committees. General assistance as required.

Qualifications: A degree in Education or another appropriate degree and a diploma in Education or equivalent; and at least twelve months' requisite experience in education.

Apply: 11

AUSTRALIAN CAPITAL TERRITORY

Office of the Australian Universities Commission

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

Duties: Stenographic assistance to a senior officer.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: I9

Office of the Commission on Advanced Education, Information and Statistics Section

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

Duties: No. 18—Prepare reports on specific matters raised by the Commission. Maintain liaison with outside sources of information and prepare minor correspondence.

Qualifications: Progress in tertiary studies should be stated.

Apply: I1

WESTERN AUSTRALIA

*Clerical Assistant, Grade 3 \$4822-5254, Fourth Division (two positions), Perth

Duties: NP—Process claims under the Aboriginal Secondary Grants Scheme. Ensure Aboriginal clients understand departmental procedures. Where necessary assist Aborigines to communicate with non-Aboriginal staff.

Qualifications: Ability to communicate effectively with Aboriginal people.

Apply: I6

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Atmospheric, Marine and Living Resources Division, Living Resources Branch

*Clerk \$13004-13498 (Class 10), Third Division, Wildlife Section, Canberra

Duties: No. 26—Lead small teams engaged in review and formulation of policies related to wildlife conservation and management throughout Australia. Provide professional advice on fauna matters including conservation aspects of international trade and administration of international agreements on wildlife.

Qualifications: Academic qualifications in biology and experience in policy formulation for wildlife conservation and management desirable.

Apply: J1

Policy Co-ordination Division, Management Services Branch

Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Property and Office Services Section, Canberra

Duties: No. 173—Provide stenographic and secretarial services to the Head of a Division.

Qualifications: Shorthand, at least 100 words per minute.

Apply: J1

National Parks and Wildlife Service

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

Duties: No. 56—Carry out investigation and planning work related to the development of programmes for the management of national parks and wildlife resources. Prepare appropriate reports.

Qualifications: Appropriate tertiary qualifications and experience in investigation and planning work in the nature conservation field desirable.

Apply: J1

*Clerk \$11032-11525 (Class 8), Third Division, Park Operations Section, Canberra

Duties: No. 54—Carry out investigation and planning work and prepare programmes for the development and operation of national parks and equivalent reserves to be vested in the proposed National Parks and Wildlife Commission.

Qualifications: Appropriate tertiary qualifications and extensive experience in national parks planning, management and operations desirable.

Apply: J1

*Clerk \$11032-11525 (Class 8), Third Division, Wildlife Monitoring Section, Canberra

Duties: No. 55—Carry out investigations and planning work related to the development of a nationwide wildlife monitoring programme. Establish and maintain contact with organisations and persons who may assist and participate in such a programme.

Qualifications: Appropriate tertiary qualifications and extensive experience in wildlife research and the correlation of field programmes desirable.

Apply: J1

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, ADP Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Operations, Software and Communications Section, Canberra

Duties: No. 74—Magnetic File Librarian. Issue and receive magnetic files and maintain associated status records. Operate a limited range of peripherals, and equipment for the cleaning and maintenance of magnetic tapes and disc packs.

Note: This position involves shift work.

Apply: M1

Establishments and Finance Branch

Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Establishments Section, Canberra

Duties: No. 219—Senior Post Examiner. Operate the Disposal programme, supervise the work of the Post Examination Group.

Apply: M1

Pharmacy Earnings and Projects Branch

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

Duties several new positions: Collate, compile, code and record data arising from the pharmacy inquiry. Prepare and maintain display charts.

Apply: M1

Executive Officer \$11032-11525 (Class 8), Third Division, Drugs Commissions Secretariat Section, Canberra

Duties: No. 8—Control and direct the Commissions Secretariat Section. Liaise with the CSL Commission, State Departments of Public Health, provide secretarial service to the Interim Commit-

tee for the Production of Pharmaceutical Products, and review legislation and pricing arrangements for CSL activities.

Qualifications: Accountancy qualifications and/or appropriate university degree desirable.

Apply: M1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Pharmacy Enquiry Section, Canberra

Duties: NP—Supervise a team engaged in collating, compiling, coding and recording data concerning the pharmacy inquiry.

Apply: M1

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

Duties: NP—As a team member or individually, undertake special projects within the Department. Prepare Cabinet submissions. Prepare briefs and reports, and participate in meetings and conferences as required.

Qualifications: Appropriate university degree and experience in Project work desirable.

Apply: M1

Medical Services Division, Medical Laboratories Branch

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

Duties: No. 22—Oversight and co-ordinate research and development projects within the Branch. Assist in administration of and development of policy recommendations relating to the organisation and activities of Departmental pathology laboratories and related matters.

Qualifications: Tertiary qualifications together with proven administrative ability and a knowledge of laboratory organisation and activities desirable.

Apply: M1

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

Duties: No. 23—Undertake research and development projects related to pathology laboratories and prepare reports. Develop and co-ordinate the administrative aspects of training schemes for professional and technical staff of laboratories. Prepare ministerial and other correspondence on relevant matters.

Qualifications: Experience in investigational and project work together with the ability to prepare written submissions and reports desirable.

Apply: M1

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

Duties: No. 24—Undertake research and development projects related to pathology laboratories, prepare reports. Prepare ministerial and other correspondence on relevant matters. Oversight work-measurement and work-load recording schemes in use at laboratories.

Qualifications: Experience in investigational and project work together with the ability to prepare written submissions and reports desirable.

Apply: M1

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

Duties: No. 25—Assist with projects and the preparation of submissions and reports on matters relating to administration of Department's pathology laboratories. Compile and analyse work-load and work-measurement statistics in respect of laboratory activities.

Apply: M1

Therapeutics Division, Therapeutic Goods Branch

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

Duties: No. 24—Provide administrative control of the clerical support in connection with importation of therapeutic substances, drug recall procedures and drug sampling. Prepare reports on all drug recall actions and attend to complaints concerning therapeutic goods. Give high-level administrative assistance to senior Branch officers.

Qualifications: Proven administrative ability and experience in the preparation of submissions and reports, and knowledge of drug administration and the Therapeutic Goods Act desirable.

Apply: M1

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

Duties: No. 4—Implement decisions regarding the examination and control of imported disposable sterile equipment. Oversight arrangements for the sampling of drugs under the Therapeutic Goods Act and prepare more important submissions and recommendations.

Qualifications: Proven administrative ability, knowledge of the Therapeutic Goods Act and related legislation together with associated procedures, desirable.

Apply: M1

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

Duties: No. 14—Prepare ministerial and general correspondence relating to the importation of drugs under the Customs (Prohibited Imports) Regulations. Attend to requests for information on new drug applications submitted for evaluation. Supervise the preparation of correspondence and prepare minutes of ad hoc meetings.

Qualifications: Experience in correspondence preparation and knowledge of Customs (Prohibited Imports) Regulations desirable.

Apply: M1

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

Duties: No. 16—Supervise staff engaged in extracting published information related to congenital abnormalities and suspected adverse reactions to drugs. Investigate methods of information retrieval and report on development of more complex projects.

Qualifications: Experience in information retrieval or investigational work desirable.

Apply: M1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administrative Services Sub-section, Canberra

Duties: No. 59—Assist with the preparation of Committee papers and routine correspondence.

Apply: M1

National Biological Standards Laboratory

*Principal Biochemist \$12911-13796, Third Division, Viral Products Section, Melbourne

Duties: No. 184—Direct and control the procedures necessary for immunological potency tests of a variety of killed and living vaccines for human and veterinary use and assist in the definitions of standards and the necessary research.

Qualifications: An appropriate degree in Science, Applied Science, Medical Laboratory Technology; or equivalent qualification. Post-graduate qualifications in biochemistry and experience in viral vaccine testing desirable.

In lieu of notification in *Gazette* No. 24 of 21.3.74. Previous applicants will be considered and need not re-apply.

Apply: M1

NEW SOUTH WALES

School of Public Health and Tropical Medicine

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

Duties: No. 623—Undertake stenographic and typing duties for Principal Medical Officer, Occupational Health Sub-section.

Qualifications: Shorthand at least 100 words per minute.

Apply: M11

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

Duties: No. 658—Routine work in public health virology. Supervision of staff under direction of the Head of Sub-section.

Qualifications: An appropriate degree or diploma in science/applied science (major in bacteriology or microbiology) or medical laboratory technology, or equivalent.

Apply: M11

QUEENSLAND

Pathology Laboratories

Technical Officer (Medical Laboratory), Grade 2 \$7843-8347, Third or Fourth Division (several positions) Townsville, Rockhampton, Toowoomba

Duties above position: Under direction, perform standardised laboratory tests and procedures in such fields as Biochemistry, Bacteriology, Haematology and Serology.

Qualifications: An approved certificate from a Technical College or Institute of Technology or its equivalent, or such other qualifications considered appropriate by the Public Service Board, together with appropriate laboratory experience. Applications will however, be accepted from persons who do not have acceptable formal qualifications providing they have a minimum of 6 years relevant experience including at least 3 years specific experience in appropriate medical laboratory work. If a selected applicant does not possess acceptable formal qualifications he will be required to pass a test of knowledge and competence to establish his eligibility for nomination for the position.

District Allowance: Townsville, Grade III, Rockhampton, Grade I.

Apply: M4

TASMANIA

Health Laboratories Branch

Medical Laboratory Technologist, Class 2 \$9397-10521, Third Division, Serology Section, Hobart

Duties: No. 84—Perform investigations in the serology section and in other areas of the laboratory as required. Apply new approaches and techniques to develop, modify or adapt methods, equipment or apparatus. Assist in the training and supervision of junior staff.

Qualifications: An appropriate degree or diploma in Science, Applied Science or Medical Laboratory Technology or equivalent qualification. Considerable experience, especially in the fields of Serology and Haematology desirable.

Apply: M7

NORTHERN TERRITORY

Management Services Division, Finance and Supply Branch

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

Duties: No. 4—Direct and control the activities of the Finance and Supply Branch. Advise management on all aspects of finance and supply matters in the Department with particular reference to estimates of expenditure and revenue.

Qualifications: Accountancy qualifications desirable.

District Allowance: Grade IV.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Architectural Division, Bank and Special Projects Branch

*Engineer, Class 3 \$11348-12664, Third Division, Structural Engineering Sub-section, Sydney

Duties: No. 128—Manage the structural engineering sub-section. Plan, allocate and control the work of staff engaged on structural engineering investigation and design; make investigations requiring professional skill and experience of a high order and make recommendations based on these investigations. Prepare and/or examine and review designs, specifications, estimates and economic comparisons; supervise components of contract works under construction.

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

Apply: AK11

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Personnel Services Branch

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

Duties: No. 84—Under the direction of the Inspector Personnel Services prepare annual training courses and follow up training activities within the Branch. Investigate and report on special training problems. Control the operation of the Technical Cadet Training Scheme.

Qualifications: Practical knowledge of Service Administrative and aptitude for conference leader-

ship and personal direction of training courses together with Academic qualifications desirable. The Board will provide an appropriate course of training for the officer promoted to this position.

Apply: AK2

Technical Division

*Draftsman, Grade 2 \$7843-8347, Third or Fourth Division, Engineering Design Section, Hydraulics Sub-section, Canberra

Duties: No. EDP 46—Prepare original designs, working drawings and specifications and estimates for hydraulic services to special sites. Supervise the work of subordinate staff.

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

Apply: AK2

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

Duties: No. 4—Under supervision, prepare detailing of water supply, sewerage and stormwater reticulation and mains and associated hydraulic structures.

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

Apply: AK2

*Plumbing Inspector \$6600-7200, Fourth Division, Engineering Design Section, Hydraulics Sub-section, Canberra

Duties: No. 9—Carry out inspection of water, sewerage and sanitary plumbing installation and certify as to compliance with Canberra Sewerage and water Supply Regulations.

Qualifications: Sanitary Plumber's and Drainer's Licence desirable. Applicants should have a thorough knowledge of sewerage and water supply regulations conforming with those applying in the Australian Capital Territory.

Apply: AK2

Management Services Branch

Sub-accountant \$7899-8639 (Class 5), Third Division, Finance Section, Canberra

Duties: No. 11—Certifying Officer. Maintain Central Office and A.C.T. Regional Office accounts. Assist with the preparation of financial statements.

Qualifications: Knowledge of Audit Act and Treasury Regulations desirable. Accountancy qualifications would be an advantage.

Apply: N1

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

Duties: No. 12—Collector of Public Moneys and Paying Officer. Process Treasury Forms 12 and 12A.

Qualifications: Previous experience in Accounts work desirable.

Apply: N1

Senior Training Officer \$8886-9548 (Class 6), Third Division, Training Section, Canberra

Duties: No. 23—Assess and report on the specific training needs in the Department, prepare and implement appropriate training programmes, and

organise and conduct the more important training courses or training conferences for senior staff in the Branches.

Qualifications: Experience in training desirable. Tertiary qualifications should be stated.

Apply: N1

Regional Office

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

Duties: No. 2—Review applications for Home Savings Grants and exercise a delegation to determine the grants payable. Review applications under the Defence Service Homes Act and make recommendations to the Regional Director. Conveyancing for applicants on behalf of the Director of Defence Service Homes.

Apply: N1

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

Duties: NP—Prepare security documents and effect settlement where solicitor is acting on behalf of purchaser in respect of Defence Service Homes Loans.

Apply: N1

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

Duties: NP—Prepare monthly and quarterly statistical returns for Defence Service Homes and Home Savings Grant schemes. Maintain Regional Office Registry.

Apply: N1

NEW SOUTH WALES

General Works Division, Design Branch

*Project Manager, Class 1 \$11348-12664, Third Division, Accommodation Services Section, Sydney

Duties: Manage the planning, interior design and fitting out of office accommodation in Government owned buildings and leased premises.

Qualifications: A degree or diploma in Engineering or Architecture or equivalent qualifications. Management ability of a high order and experience in design and construction desirable.

Apply: AK3

Projects Division No. 1

*Draftsman, Grade 1 \$6003-7613, Third or Fourth Division (several positions), Sydney

Duties: As a member of a multi-discipline Design Project Team, and under direction, undertake investigations, make computations and prepare detailed designs, layouts, working drawings, specifications, estimates and schedules of quantities involving the application of established techniques. (Vacancies exist in the Architectural, Structural, Mechanical and Civil fields.)

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

Apply: AK3

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

Duties: As a member of a multi-discipline Design Project Team, and under general direction, undertake investigations, make computations and prepare detailed designs, site plans, layouts and working drawings, specifications, estimates and schedules of quantities. Check the work of other draftsmen. (Vacancies exist in the Architectural, Structural, Mechanical and Civil fields.)

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

Apply: AK3

- *Senior Draftsman \$8579-9103, Third or Fourth Division (several positions), Sydney

Duties: In a multi-discipline design project team and under limited direction prepare designs, estimates, schedules of quantities and devise solutions to design problems, or, as leader of a team, prepare work plans, direct and control the preparation of sketch plans, working drawings and tender documents, and recommend on tenders. Review or check the work of other draftsmen. (Vacancies exist in the Architectural and Structural and Civil fields.)

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

Apply: AK3

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

Duties: In a multi-discipline design project team, and with limited guidance, undertake investigations, make computations, devise solutions to design problems, prepare sketch designs, estimates, schedules of quantities and specifications, or, as leader of a team, prepare work plans, direct and control the preparation of sketch plans, working drawings and tender documents and recommend on tenders. Review or check the work of other draftsmen. (Vacancies exist in the Architectural and Structural fields.)

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

Apply: AK3

Projects Division No. 2

- *Draftsman, Grade 1 \$6003-7613, Third or Fourth Division (several positions), Sydney

Duties: As a member of a multi-discipline Design Project Team, and under direction, undertake investigations, make computations and prepare detailed designs, layouts, working drawings, specifications, estimates and schedules of quantities involving the application of established techniques. (Vacancies exist in the Architectural, Structural, Mechanical and Civil fields.)

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

Apply: AK3

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

Duties: As a member of a multi-discipline Design Project Team, and under general direction, undertake investigations, make computations and prepare detailed designs, site plans, layouts and working drawings, specifications, estimates and schedules of quantities. Check the work of other draftsmen. (Vacancies exist in the Architectural, Structural, Mechanical and Civil fields.)

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

Apply: AK3

- *Senior Draftsman \$8579-9103, Third or Fourth Division (several positions), Sydney

Duties: In a multi-discipline design project team and under limited direction prepare designs, estimates, schedules of quantities and devise solutions to design problems, or, as leader of a team, prepare work plans, direct and control the preparation of sketch plans, working drawings and tender documents, and recommend on tenders. Review or check the work of other draftsmen. (Vacancies exist in the Architectural and Structural and Civil fields.)

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

Apply: AK3

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

Duties: In a multi-discipline design project team, and with limited guidance, undertake investigations, make computations, devise solutions to design problems, prepare sketch designs, estimates, schedules of quantities and specifications, or, as leader of a team, prepare work plans, direct and control the preparation of sketch plans, working drawings and tender documents and recommend on tenders. Review or check the work of other draftsmen. (Vacancies exist in the Architectural and Structural fields.)

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

Apply: AK3

Projects Division No. 1, Technical Resources Branch

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

Duties: No 124—Undertake studies of clients' functional requirements, determine bases of design, develop design briefs, carry out design of projects and participate in the preparation of tender documentation in respect of structural engineering projects or structural components for projects, where there are unusual, complex critical or novel design features.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Extensive experience in multi-storey building design and construction with a sound background in reinforced concrete, steel and prestressed concrete desirable.

Apply: AK3

Technical Branch

- Architect, Class 2 \$9527-10673, Third Division, Construction Section, Sydney

Duties: No. 79—Assist in the development of Defence Service Homes estates and group homes. Control and direct Works Supervisors engaged in the inspection and supervision of individual and group homes construction. Carry out technical inspections.

Qualifications: Degree or diploma from a recognised School of Architecture or equivalent. Experience in town planning work would be an advantage.

Apply: N2

VICTORIA AND TASMANIA**General Works Division, Eastern Area Branch**

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

Duties: NP—At the Registry Control Point in the Eastern Area Branch, provide a registry service to all officers of the Branch including attaching papers to files, attending to inquiries and controlling file movements.

Apply: AK4

Western Area Branch

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

Duties: NP—As the Registry Control Point in the Western Area Branch, provide a registry service to all officers of the Branch including attaching papers to files, attending to inquiries and controlling file movements.

Apply: AK4

Management Services Division, Programming and Financial Services Branch

Data Processing Operator, Grade 2 \$5165, Fourth Division, Melbourne

Duties: No. 80—Interpret a wide variety of source data and prepare punch cards.

Qualifications: Successful completion of the proficiency test for Data Processing Operator, Grade 1.

Apply: AK4

QUEENSLAND**General Works Division, Townsville Area Branch**

*Works Supervisor \$7988-8312, Fourth Division, Townsville

Duties: No. 274—Supervise building construction works executed by day labour or contracting and inspect properties under the War Service Homes Scheme throughout the north Queensland area. Prepare associated reports, estimates, and sketch plans.

Qualifications: Appropriate trade qualifications, together with extensive experience in the building industry including experience in both multi-disciplined projects and housing desirable.

Apply: AK5

Projects Division, Resources Branch

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

Duties: No. 107—As a member of a multi-disciplined Design Project Team and under general professional supervision prepare designs, working drawings and specifications for architectural projects. Carry out field inspections and prepare reports.

Apply: AK5

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

Duties: No. 107—As a member of a multi-disciplined Design Project Team and under general direction undertake investigations, prepare detailed designs, layouts, working drawings, specifications, mechanical engineering projects.

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

Apply: AK5

SOUTH AUSTRALIA**Technical Division**

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

Duties: EP—Area Planning Officer—Utilising data provided in accordance with the Engineered Performance Method of job analysis and prepare and up-date the planning programme for the execution of the regional work-load carried out by the Department's industrial work force.

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

Apply: AK6

Housing Operations Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Services Section, Interviewing and Correspondence Sub-section, Adelaide

Duties: No. 18—Attend to counter inquiries relating to, and receive applications for a Home Savings Grant. Assist the Migrant Flats Clerk with the preparation of leases etc. and with the vacation induction of tenants.

Apply: N5

WESTERN AUSTRALIA**General Works Division, Minor New Works and R and M Branch**

Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Engineering Section, Civil Sub-section, Perth

Duties: Responsible for ensuring effective planning, programming and implementation of the civil engineering components of Australian Government owned buildings, carry out inspections of Australian Government assets, take measurements, prepare estimates and contract/quotation day labour documents and check estimates on completed documents for repair and maintenance and minor new works. Act as team leader and provide technical guidance and instruction to subordinate staff.

Apply: AK7

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

Duties: Inspect, in selected cases, Australian Government owned buildings, take measurements, prepare estimates and contract/quotation/day labour documents and check estimates on completed documents for repair and maintenance and minor new works. Prepare reports on the effectiveness of building materials under operational conditions.

Apply: AK7

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

Duties: Inspect Australian Government owned buildings, take measurements, prepare estimates and contract/quotation/day labour documents and check estimates on completed documents for repairs and maintenance and minor new works. Prepare reports on the effectiveness of building materials under operational conditions. Act as team leader, plan, allocate and control work of subordinate staff.

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

Apply: AK7

Projects Division, Technical Resources Branch

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

Duties: As a member of a multi-discipline design project team, and under general direction, undertake investigations, make computations and prepare detailed designs, site plans, layouts and working drawings, specifications, estimates and schedules of quantities. Check the work of other draftsmen. (Vacancies exist in the Architectural, Structure, Mechanical, Electrical and Civil disciplines.)

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

Apply: AK7

Technical Services Division, Advisory Services Branch

Senior Technical Officer (Buildings), Grade 2 \$9379-9932, Third or Fourth Division, Perth

Duties: Under technical direction prepare detailed text for Automated Master Specifications in relation to architectural components associated with building construction.

Apply: AK7

*Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third or Fourth Division, Perth

Duties: Under technical direction prepare detailed text for Automated Master Specifications in relation to engineering components (electrical, mechanical, civil) associated with building construction.

Qualifications above two positions: An approved technical college certificate or other approved qualifications, and requisite experience. Experience is computerised specifications to be stated.

Apply: AK7

Defence Service Homes Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Home Loans Section, Legal Sub-section, Perth

Duties: NP—Settlement Clerk. Prepare security documents and complete settlements to secure advances made under the Defence Service Homes Scheme.

Apply: N6

Clerk \$5806-6666 (Class 2/3), Third Division, Mortgage and Property Management Section, Arrears Sub-section, Perth

Duties: No. 49—Conduct outdoor interviews and investigations in relation to arrears in repayment of advances made under the Defence Service Homes Scheme. Serve legal notices and prepare Court documents for signature.

Apply: N6

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Home Loans Section, Existing Property, Build and Additional Advance Sub-section, Perth

Duties: No. 77—Attend to counter inquiries covering matters associated with applications for assistance under the Defence Service Homes Scheme.

Apply: N6

Liaison and Research Section

*Investigation Officer \$8886-9548 (Class 6), Third Division, Perth

Duties: No. 15—Liaise with the housing and building industries and financial and government institu-

tions concerned with these industries, and report on trends and developments, both physical and financial.

Qualifications: Knowledge of the housing and building industries particularly in relation to finance. Academic qualifications to be stated.

Apply: N6

NORTHERN TERRITORY

Technical Division

*Works Supervisor \$7988-8312, Fourth Division, Construction Section, Civil Engineering Sub-section, Darwin

Duties: EP (D66)—Supervise Minor contracts and day labour gangs engaged in the construction and maintenance of highways and country roads in the Darwin area, involving travel by aircraft or motor vehicle for distances up to 500 miles (800 km).

Qualifications: Extensive experience in construction and maintenance of sealed and gravel roads. Proven supervisory experience, local geographical knowledge and local knowledge of engineering soils desirable.

District Allowance: Grade IV.

Taxation: A concession of \$540 per annum plus an amount equal to half the total concession for dependents 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

*Works Supervisor \$7988-8312, Fourth Division, Electricity Supply Undertakings Section, Construction and Installation Sub-section, Darwin

Duties: EP (D47)—Under technical direction of an Engineer Class 2, be responsible for the supervision of HV/LV overhead lines construction carried out by contract or day labour in Darwin and Katherine areas.

Qualifications: Appropriate trade qualifications and/or extensive experience in overhead lines desirable. Experience in supervision of Transmission Line Construction would be an advantage.

District Allowance: Grade IV.

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

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

Apply: AK9

DEPARTMENT OF IMMIGRATION

CENTRAL OFFICE

Management Services Branch

*Assistant Programmer \$7899-8639 (Class 5) Third Division, Systems Development Section, ADP Sub-section, Canberra

Duties: No. 116—As directed assist in performing analysis and systems design within a defined area of application. Prepare detailed programming specifications in respect of that area of application.

Qualifications: Appropriate training in Programming together with experience in ADP fields. Tertiary qualifications to be stated.

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

Apply: O1

DEPARTMENT OF LABOUR

NEW SOUTH WALES

Management Services Branch

Storeman \$4363-4586, Fourth Division, Office Services Section, General Services Sub-section, Sydney

Duties: Responsible for the receipt, issue, dispatch and safe custody of Departmental Stationery Stores and Equipment.

Apply: P2

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

Duties: No. 100—Process leave applications in respect of officers of the Department, prepare variation advices for dispatch of Sub-Treasury in respect of leave without pay etc. Calculate CES agents and cafeteria wages.

Apply: P2

VICTORIA

Employment, Training and Industrial Services Division

Psychologist, Class 2 \$9021-10092, Third Division, Vocational Guidance Section, Melbourne

Duties: No. 5—Assist in organising the Section's Work programmes and supervise the work of Psychologists, Class 1. Participate in selection and training of Departmental staff where required.

Qualifications: Appropriate university degree or equivalent approved qualifications. Experience in Vocational Guidance; administrative ability; capacity to supervise staff desirable.

Apply: P3

Employment Branch

Clerk \$8886-9548 (Class 6), Third Division, Special Employment Categories Section, Youth Employment Sub-section, Melbourne

Duties: No. 82—Manager of the Career Reference Centre. Plan and provide a career reference service to tertiary students, potential tertiary students, parents, student counsellors, career teachers etc. Initiate and maintain liaison with educational and business organisations. Train and supervise Centre staff.

Qualifications: University degree or equivalent tertiary qualifications together with experience with and a substantial knowledge of requirements for professional and career employment. Supervisory experience in a related field an advantage.

Apply: P3

QUEENSLAND

Employment Branch

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

Duties: No. 300—Interview and arrange placement of applicants for employment; obtain vacancies from employers.

District allowance: Grade III.

Apply: P4

Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section, two positions to be shared: Ayr and Townsville, and Rockhampton and Gladstone

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

District Allowance:

Ayr—Grade II

Townsville—Grade III

Rockhampton and Gladstone—Grade I

Note: The occupants of these positions may be required to assist elsewhere in the State.

Apply: P4

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

Duties: Nos 129 and 207—Assist in the reception and registering of persons seeking; general office work including answering inquiries, filing, indexing circulars; typing for the office.

Qualifications: Applicants should indicate their current typing ability.

Apply: P4

SOUTH AUSTRALIA

Industrial Services Branch

Personnel Practice Officer \$7899-8639 (Class 5), Third Division Personnel Practice Section, Adelaide

Duties: No. 12—Undertake investigations of personnel practices, organisation of personnel management, and personnel problems.

Qualifications: A University Degree or equivalent, preferably with a major in one of the social sciences desirable.

Apply: P5

WESTERN AUSTRALIA

Employment Branch

Assistant Employment Officer Manager, Grade 1 \$7899-8639 (Class 5), Third Division, DEO Pool Section, Port Hedland

Duties: No. 248—Assist the Employment Office Manager in the management of the Employment Office.

Apply: P6

TASMANIA

Management Services

Typist, Grade 2 \$4731-5035, Fourth Division, Personnel, Establishments and Office Services Section, Typing Sub-section, Hobart

Duties: No. 11—General stenographic duties.

Qualifications: Shorthand at least 100 words per minute desirable.

Apply: P7

NORTHERN TERRITORY

Employment Branch

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

Duties: No. 192—Interview and arrange placement of applicants for employment. Obtain vacancies from employers.

Apply: P5

DEPARTMENT OF THE MEDIA

AUSTRALIAN GOVERNMENT PUBLISHING SERVICE

AUSTRALIAN CAPITAL TERRITORY

Information Division, Management Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Management Operations Section, Personnel and Office Services Sub-section, Canberra

Duties: No. 169—Provide relief within the various sections of the Australian Government Publishing Service.

Apply: Q2

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

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

Executive Officer \$11032-11525 (Class 8), Third Division, Export Control No. 1 Section, Canberra

Duties: No. 19—Responsible for the security of contracts received under the administration of export controls.

Qualifications: Experience relevant to the duties desirable.

Apply: R1

Management Services Branch

Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Personnel and Establishments Section, Training Sub-section, Canberra

Duties: No. 19—Prepare, organise and conduct training courses and evaluate trainee progress and performance and prepare reports on effectiveness of training provided.

Qualifications: Knowledge of Service and Departmental procedures, aptitude for instructional duties and arranging of training courses desirable.

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

Apply: R1

Clerk \$5806-6666 (Class 2/3), Third Division, Finance and General Services Section, Supply Sub-section, Canberra

Duties: No. 35—Examine all requisitions for goods to see whether items are held in stock, and if not, initiate purchase action.

Qualifications: A sound knowledge of Departmental stores and equipment, systems of provisioning stores, and storehouse and stores accounting procedures desirable.

Apply: R1

Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Finance and General Services Section, General Services Sub-section (several positions), Canberra

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

Qualifications: Shorthand, at least 100 words per minute.

Apply: R1

Typist, Grade 2 \$4731-5035, Fourth Division, Finance and General Services Section, General Services Sub-section (several positions), Canberra

Duties: Perform stenographic and typing duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: R1

Bureau of Mineral Resources, Geology and Geophysics, Geological Branch

*Technical Officer (Science), Grade 1 \$6003-7613, Third or Fourth Division, Sedimentary Section, Canberra

Duties: No. 644—Carry out laboratory work related to marine geological investigations including straightforward chemical analyses.

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

Apply: R1

*Technical Officer, Grade 1 \$6003-7613, Third or Fourth Division, Sedimentary Section, Phosphate (Marine) Sub-section, Canberra

Duties: No. 642—Operate and maintain electronic and seismic equipment at sea; supervise testing, installation and dismantling before and after marine surveys; repair and maintain equipment at headquarters; order supplies and equipment.

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

Apply: R1

*Geophysicist, Class 3 \$11050-12364, Third Division, Metalliferous and Airborne Survey Section, Metalliferous (Regional) Sub-section, Canberra

Duties: No. 286—Plan and direct regional type ground metalliferous surveys in accordance with approved programme and be responsible for the technical standard of field operations; supervise associated contact surveys.

Qualifications: An appropriate degree or diploma with Mathematics at second year standard, and Geophysics at third year standard, or Mathematics and Physics at second year standard, and at least one of the following subjects, Physics, Geology, Mathematics, Engineering (Electronic, Electrical, Radio or Mining) at third year standard, or equivalent qualification.

Apply: R1

*Technical Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Metalliferous and Airborne Survey Section, Canberra

Duties: No. 254—Take charge of survey flights, operate airborne equipment, log geophysical operations and ensure the satisfactory recording of geophysical and positioning data during flight.

Qualifications: Basic training in radio or electronics to PMG or DCA qualified technician level plus some three years experience in operation of related electrical/electronic equipment desirable.

Note: The occupant of this position may be required to undertake up to eight months field work each year.

Apply: R1

*Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Geophysical Services Section, Canberra

Duties: No. 304—Maintain, repair, calibrate and test a wide variety of electronic geophysical equipment; propose and undertake modifications.

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

Apply: R1

Mineral Resources Branch

*Technical Officer (Science), Grade 1 \$6003-7613, Third or Fourth Division, Petroleum Technology Section, Canberra

Duties: No. 499—Supervise the preparation of core, cuttings and outcrop rock samples for analysis and capillary pressure and relative permeability investigations. Carry out the routine type and simpler determination associated with core analysis.

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

Apply: R1

*Assistant Rotary Driller \$4715-4887, Fourth Division, Petroleum Technology Section, Canberra

Duties: Nos 75, NP—Assist in the operation and maintenance of a Mobile Rotary Drilling unit and carry out other duties necessary for the operation, performance and maintenance of a drilling unit and associated vehicles; under supervision operate the plant and equipment when required.

Qualifications: Some relevant drilling experience on a Rotary Drilling unit and/or completion of an apprenticeship as Fitter and Turner or Welder, Motor or Diesel Mechanic is desirable. The ability to drive a 3 ton truck is essential.

In lieu of notification appearing in the *Gazette* of 21.3.74. Previous applicants will be considered and need not re-apply.

Apply: R1

Petroleum Exploration Branch

*Assistant Rotary Driller \$4715-4887, Fourth Division, Petroleum Technology Section (two positions), Canberra

Duties: Nos 75, NP—Assist in the operation and maintenance of a Mobile Rotary Drilling unit and carry out other duties necessary for the operation, performance and maintenance of a drilling unit and associated vehicles; under supervision operate the plant and equipment when required.

Qualifications: Some relevant drilling experience on a Rotary Drilling unit and/or completion of an apprenticeship as Fitter and Turner or Welder, Motor or Diesel Mechanic is desirable. The ability to drive a 3 ton truck is essential.

Apply: R1

Division of National Mapping

*Technical Officer (Surveying), Grade 1 \$6003-7613, Third or Fourth Division, Technical Services Section, Map and Air Photography Sub-section, Canberra

Duties: No. 31—Under direction, classify, record and chart basic mapping data consisting of control surveys, manuscripts and published maps, air-photography mosaics and prints.

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

Apply: R1

Typist, Grade 2 \$4731-5035, Fourth Division, Administrative Section, General Services Sub-section, Canberra

Duties: No. 13—Perform stenographic duties for officers of the Division of National Mapping.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: R1

Geodetic Branch

*Field Assistant \$5067-5313, Fourth Division, Geodetic Survey Section, Survey Services Sub-section, Canberra

Duties: No. 59—Assist in survey activities and record observations anywhere in Australia.

Qualifications: Appropriate experience relevant to the duties.

Apply: R1

VICTORIA**Fuels Branch**

*Senior Fuel Technologist \$11050-12364, Third Division, Petroleum Section, Oil and Pollution Sub-section, Melbourne

Duties: No. 3—Conduct studies of practices and developments, in oil production processing, transport and utilisation both in Australia and overseas, together with the pollution effects of these processes.

Qualifications: A degree or diploma in Science with a major in Chemistry and Physics or with a pass in a course in Fuel Technology, together with 4 years' post-graduate experience in Fuel Technology; or a degree or diploma in Engineering, plus 4 years' post-graduate experience in Fuel Technology; or equivalent qualification.

Apply: R1

*Senior Fuel Technologist \$11050-12364, Third Division, Economic and Forecasting Section, Fuel Survey and Forecasting Sub-section, Melbourne

Duties: No. 15—Assist in the planning of and undertake studies in the usage of solid, liquid and gaseous fuels in Australia.

Qualifications: A degree or diploma in Science with a major in Chemistry and Physics or with a pass in a course in Fuel Technology, together with 4 years' post-graduate experience in Fuel Technology; or a degree or diploma in Engineering, plus 4 years' post-graduate experience in Fuel Technology; or equivalent qualification.

Apply: R1

*Principal Research Officer \$11032-11525 (Class 8), Third Division, Economic and Forecasting Section, Fuel Economics Sub-section, Melbourne

Duties: No. 26—Assist in the planning of and undertake studies into economic aspects of the fuel industries both in Australia and selected overseas countries, including the collection, examination and assessment of capital and operating costs of producing, refining, transporting and using fuels and market pricing of fuels.

Qualifications: Degree preferably at Honours level or higher in Economics. A knowledge of and experience in the fuel industries an advantage.

Apply: R1

Management Services Branch

Typist, Grade 2 \$4731-5035, Fourth Division, Victorian Regional Office, Melbourne

Duties: No. 23—Perform stenographic/typing duties for officers of the Victorian Regional Office, Fuels Branch, visiting Departmental Officers and the Secretary and Minister as and when required. Provide relief in other positions as necessary.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: R1

DEPARTMENT OF THE NORTHERN TERRITORY NORTHERN TERRITORY

Lands and Community Development Division, Lands Branch

*Executive Officer \$13004-13498 (Class 10), Third Division, Land Policy (Rural) Section, Darwin

Duties: No. 25—Plan and direct the review and investigation into rural land policy.

Qualifications: Demonstrated ability and wide experience in policy development and legislation review. Tertiary qualifications to be stated.

Apply: U1

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

Duties: No. 29—Inspect leases in towns in the Northern Territory to ascertain if the covenants and conditions of lease have been met by the lessees; report on outcome of inspections.

Qualifications: Knowledge of the building trade desirable. Ability to read maps and plans and locate boundaries of land from plans; measure land and buildings, and calculate approximate values of buildings and other improvements on lands desirable.

Apply: U1

Local Government and Services Branch

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

Duties: No. 2—Conduct investigations into financial arrangements for local government and community development activity. Research and examine all aspects of branch activity. Review legislation and administrative procedures.

Qualifications: Previous investigation experience and wide administrative experience desirable. Accountancy or economic qualifications an advantage.

Apply: U1

*Vehicle Tester, Grade 1 \$5456-5700, Fourth Division, Traffic Administration Section, Motor Vehicle Registry Sub-section, Darwin

Duties: No. 100—Carry out vehicle inspection and licence tests.

Qualifications: Qualified Motor Mechanic. A sound knowledge of all types of vehicles both petrol and diesel. Ability to maintain good public relations desirable.

Apply: U1

Management, Legislation and Planning Division

First Assistant Secretary \$20870, Second Division, Darwin

Duties: No. 1—Responsible for the general direction of the Establishments and ADP Finance, Supply and Transport, Forward Planning and Major Projects Co-ordination; Legislation; and Parliamentary Liaison Branches. Advise on policy matters related to the work of these branches. Exercise statutory, financial and administrative delegations. Chief Officer for the Department of the Northern Territory.

Qualifications: Proven ability at higher levels of executive management. Wide experience in policy formulation.

Note: Single and married accommodation available on arrival.

Apply: U1

Establishments and ADP Branch

Assistant Director \$13004-13498 (Class 10), Third Division, Personnel and Services Section, Darwin

Duties: No. 5—Direct and control the activities of the Section including personnel, industrial, recruitment, and personnel projects. Develop personnel policies and administrative procedures. Conduct negotiations with staff associations on pay and conditions in Northern Territory Public Service and Northern Territory authorities.

Qualifications: Extensive knowledge and experience in higher level aspects of personnel administration desirable.

Note: Consideration will be given to priority housing.

Apply: U1

Finance, Supply and Transport Branch

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

Duties: No. 118—Preparation of annual financial statements and periodical reports to management in respect of the various business undertakings of the Department.

Qualifications: Sound accounting background and experience in costing procedures desirable. Some progress with accountancy studies desirable.

Apply: U1

Parliamentary Liaison Section

Executive Officer \$13004-13498 (Class 10), Third Division, Darwin

Duties: NP—Plan and direct the work of the Section. Develop procedures for and co-ordinate the preparation and processing of Ministerial, Parliamentary and Cabinet papers and submissions in the Department. Prepare important Parliamentary and Ministerial papers for the Secretary.

Qualifications: Appropriate relevant experience desirable. Academic qualifications to be stated.

Note: Consideration will be given to priority housing.

Apply: U1

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

Duties: No. 2—Assist in the editing and where necessary revision of ministerial correspondence. Co-ordinate and control the receipt, distribution and dispatch of Cabinet submissions and decisions, ministerial correspondence, Parliamentary questions and answers and Executive Council Minutes and decisions.

Qualifications: Considerable experience in report and correspondence writing together with a broad knowledge of the Department's functions desirable.

Apply: U1

Resource Development Division, Mines Branch

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

Duties: No. 94—Provide general Administrative assistance to Geological staff including preparation of correspondence and maintenance of technical records.

Qualifications: Experience in general administrative duties associated with professional or technical organisation desirable.

District Allowance: Grade IV.

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

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

Apply: U1

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

Duties: No. 83—Assist in examination and checking of dealings affecting mining tenements. Prepare related correspondence and less important submissions.

Qualifications: Sound knowledge of mining or land registration practice desirable.

Apply: U1

***Assistant Battery Manager \$5689-5893, Fourth Division, Mining Services Section, Mount Wells**

Duties: No. 62—Supervise the operation and maintenance of a Government Battery treating gold and base metal ores, maintain records and stores, and assay samples as required.

Qualifications: Relevant experience in the customs treatment of ore using stamp mills, amalgamation and tables. Experience in other mineral processing techniques would be an advantage. A knowledge of cyanidation, and of assaying for gold and tin is desirable.

Note: Mount Wells is situated approximately 150 miles south east of Darwin. Single and married accommodation available immediately.

Apply: U1

Water Resources Branch

***Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Investigation and Design Section, Darwin**

Duties: No. 76—Prepare drawings for water resources project investigations, engineering and topographic surveys, and carry out associated minor design work and computations.

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

Apply: U1

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Policy Development Division, ADP and Technical Services Branch

Data Processing Operator, Grade 2 \$5165, Fourth Division, ADP Development Section, Canberra

Duties: Under supervision punch and verify cards on tapes for processing by a computer.

Qualifications: Must have passed the prescribed proficiency test.

Apply: V1

***Senior Project Officer \$13004-13498 (Class 10), Third Division, Operations Research and Econometric Section, Canberra**

Duties: No. 1222—Provide expert advice on the application of econometrics and related techniques to the Department's work.

Qualifications: Wide technical experience and ability to initiate and direct major projects; appropriate university degree desirable.

Apply: V1

***Project Officer \$12019-12510 (Class 9), Third Division, Operations Research and Econometric Section, Canberra**

Duties: No. 1224—Provide advice on and assist in the application of mathematical statistics and related techniques to the Department's work.

Qualifications: Technical experience and ability to conduct projects; appropriate university qualifications desirable.

Apply: V1

***Project Officer \$12019-12510 (Class 9), Third Division, Operations Research and Econometric Section, Canberra**

Duties: No. 1223—Provide advice and assistance in the application of econometric and related computer techniques to problems affecting Australia's secondary industry and international trade.

Qualifications: Experience in econometric and related computer techniques and ability to conduct projects together with appropriate university qualifications desirable.

Apply: V1

Project Officer \$11032-11525 (Class 8), Third Division, Operations Research and Econometric Section, Canberra

Duties: No. 1304—Apply econometric techniques and related modern mathematical and computer techniques to policy problems of international trade and secondary industry for the Department of Overseas Trade and Secondary Industry.

Qualifications: Practical knowledge of the application of econometric and related techniques together with appropriate tertiary qualifications preferably including majors in economics and mathematical statistics.

Apply: V1

Project Officer \$11032-11525 (Class 8), Third Division, Operations Research and Econometric Section, Canberra

Duties: Nos 785, 786—Under direction apply Operations Research Techniques and related modern mathematical and computer techniques to policy problems of the Department.

Qualifications: Knowledge of Operations Research and computer techniques, together with appropriate university degree desirable.

Apply: V1

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

Duties: No. 1305—Under direction, apply econometric and related mathematical and computer techniques to policy problems of international trade and secondary industry for the Departments of Overseas Trade and Secondary Industry.

Qualifications: University degree with emphasis on Economics, Mathematical Statistics and Quantitative Economics desirable.

Apply: V1

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

Duties: No. 869—Research and recommend selection and development of particular mathematical techniques to be used in parts of Operations Research projects and assist in applying the chosen techniques.

Qualifications: University degree with 2 to 3 years study of mathematics desirable.

Apply: V1

REGIONAL OFFICE—NEW SOUTH WALES

Clerk \$7899-8639 (Class 5), Third Division, Information Section, Sydney

Duties: No. 46—Provide an advisory information service on all overseas markets for Australian goods and on major economic issues and Government economic policies. Contact executives and/or senior officials in commerce and manufacturing industry, Government Departments and foreign consulates.

Qualifications: Appropriate academic qualifications together with; ability to determine and assess the type, range and value of required information desirable. Knowledge of manufacturing industry export trade and trade promotion work and advantage.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Director-General's Office, Industrial Relations Branch

Clerk \$7899-8639 (Class 5), Third Division, Negotiation and Conditions of Service Section, Negotiation and Arbitration Sub-section, Melbourne

Duties: No. 26—Assist in the provision of prompt and concise Industrial information to Departmental Management.

Apply: W1

Engineering Planning and Research Division, Research Sub-Division

Engineer, Class 2 \$9581-10702, Third Division, Transmission Systems Branch, Customer Apparatus Section, Melbourne

Duties: No. 8—Carry out investigations into a variety of problems associated with telephone transmission and apparatus.

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

Engineering Works Division, Administrative Branch

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

Duties: No. 154—Under direction conduct appraisal and developmental studies, oversight pilot studies of major administrative methods projects. Conduct reviews of common Headquarters/State administrative procedures, prepare instructions, job descriptions etc.

Qualifications: Knowledge of State Engineering Division practices and procedures together with aptitude for investigatory work desirable.

Apply: W1

Lines Branch

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

Duties: No. 62—Responsible to the Engineer, Class 4 for all aspects of provisioning, tender evaluation of production capacity and capability of tenders. Evaluation of preproduction and production samples and review of specifications, drawings, etc., relative to the following types of items. All aerial lines equipment, enamels and lacquers, identification sets, markers posts, ladders and technicians tools (serials 53, 453, 456-9).

Qualifications: An approved technical college certificate of other approved qualifications, and requisite experience. Workshop experience with a good knowledge of workshop production techniques and costs together with experience in production evaluation and design desirable.

Apply: W1

Telephone Switching Equipment Branch

*Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Circuit Design Section, Melbourne

Duties: No. 23—Construction and testing of exchange prototype equipment in the Circuit Design laboratory.

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

Apply: W1

Management Services Division, Finance and Accounting Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Financial Planning and Management Accounting Section, Financial Planning Sub-section, Melbourne

Duties: No. 20—Assist generally in the operations of the commitment control register. Follow-up and resolve queries raised by machine operators. Follow-up queries with State Administrations on information supplied in connection with contract payments.

Apply: W1

Postal Services Division, Commercial Branch

Clerk \$6912-7652 (Class 4), Third Division, Legislation and International Section, Melbourne

Duties: No. 58—Examine questions relating to the classification and conditions of acceptance of postal articles. Maintain review of Postal Office Guide information and undertake special legislative studies as directed.

Qualifications: Post Office experience and knowledge of Post Office Guide desirable.

Apply: W1

Mails and Transport Branch

Traffic Officer \$7899-8639 (Class 5), Third Division, Production Studies Section, Melbourne

Duties: No. 47—Assist with the review and analysis of mail processing and transport arrangements.

Note: This position is outposted to Adelaide.

Apply: W1

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

Duties: No. 35—Maintain continuous Airmail Traffic Statistics covering Australian and Overseas Air Services.

Apply: W1

Telecommunications Division, Sales and Service Sub-Division

Clerk \$7899-8639 (Class 5), Third Division, Sales Branch, Contracts Section, Melbourne

Duties: No. 69—Collection analysis and interpretation of statistical data relating to Telecommunications services and preparation of relevant reports and graphs.

Qualifications: Academic qualifications should be stated.

Apply: W1

NEW SOUTH WALES

Engineering Division, Administrative Branch

Clerk \$7899-8639 (Class 5), Third Division, Staffing and Industrial Section, Sydney

Duties: No. 456—Participate in selection interviews and prepare recommendations for Appeals and Promotions for higher level administrative, clerical and professional positions.

Qualifications: Sound knowledge of Engineering Division procedures and ability to conduct investigations and to prepare associated reports desirable.

Apply: W2

Construction Branch

Engineer, Class 3 \$11348-12664, Third Division, Primary Works (Metropolitan) No. 2 Section, St Leonards

Duties: No. 146—Design and installation of major conduit and cable projects.

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

Apply: W2

Metropolitan Operations Branch

Stores Supervisor \$5283-5532, Fourth Division, Metropolitan Operations No. 7 Section, Lidcombe

Duties: No. 430—Responsible for the management of a substation installation and external plant store. Overall supervision of stores material procurement, stores staff and stock control.

Qualifications: Sound knowledge of Engineering Standard Stores procedure, and equipment associated with subscriber installation and maintenance desirable.

Apply: W2

Planning and Programming Branch

Engineer, Class 2 \$9581-10702, Third Division, Transmission and Line Planning (Metropolitan) Section, Sydney

Duties: No. 168—Responsible to the controlling Engineer for assignment to particular projects or operational areas on the design of and installation of major conduit or cable works as required.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised

by the Board as appropriate to the efficient discharge of the duties.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Transmission Measurements Section, Sydney

Duties: No. 190—Provide Clerical and Administrative assistance to the Sectional Clerk.

Qualifications: Knowledge of Engineering Division office procedures desirable.

Apply: W2

Regional Operations Branch

Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third or Fourth Division, Trunk Service Section, Sydney

Duties: No. 124—Responsible to the delegated Engineer, to provide a consultative and advisory service, develop draft procedures for the operation, maintenance and monitoring of performance of service assessment equipment in New South Wales.

Apply: W2

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Trunk Service Section (two positions), Sydney

Duties: Nos 125, 126—Responsible to the Senior Technical Officer (Engineering), Grade 2 for overseeing, operation, maintenance and performance monitoring practices for service assessment equipment in New South Wales. Take close interest in initial installations.

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

Apply: W2

Support Services Branch

Supervising Draftsman \$9379-9932, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 178—Control, co-ordinate and check the work of the Metropolitan Equipment No. 5 Sub-section.

Apply: W2

Supervising Draftsman \$9379-9932, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 179—Control, co-ordinate and check the work of the Metropolitan Equipment No. 4 Sub-section.

Apply: W2

Senior Draftsman \$8599-9103, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 8—Advanced design and drafting work in the Metropolitan Equipment No. 4 Sub-section.

Apply: W2

Senior Draftsman \$8599-9103, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 15—Advanced design and drafting work in the Metropolitan No. 5 Sub-section.

Apply: W2

Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 26—Less involved design and drafting work in the Transmission and Telegraph Sub-section.

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

Apply: W2

Senior Illustrator, Grade 2 \$9379-9932, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 266—Control, co-ordinate and check the work of a large group of illustrative staff.

Qualifications: Extensive experience in departmental illustrating display and publicity activities, and ability to control staff desirable.

Apply: W2

Illustrator, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 267—Design and execute straight forward art work.

Qualifications: Training and experience appropriate to Departmental illustrating, display and publicity activities desirable.

Apply: W2

Senior Technical Instructor, Grade 1 \$8599-9103, Third or Fourth Division, Industrial Engineering and Training Section, North Strathfield

Duties: Responsible to a higher grade Senior Technical Instructor for the efficient organisation and supervision of a section of training at a technical training school and participate in teaching duties.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Applicants must have satisfactorily completed a course of teacher training specified by the Board or the Board is satisfied as to ability to teach both theoretical and practical subjects.

Apply: W2

Postal Services Division, Post Offices Branch

Postmaster, Grade 2 \$7044-7822, Third Division, Lawson

Quarters: Nil.

Apply: W2

Supervisor (Postal), Grade 2 \$8104-8947, Third Division, Country (South) Section, Mails and Transport Sub-section, Canberra

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

Apply: W2

Postal Clerk \$4605-5744, Fourth Division (two positions), Alexandria, Sans Souci

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

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

Apply: W2

Telecommunications Division, Country Region

District Telephone Manager \$9876-10538 (Class 7), Third Division, South Section, Nowra District Telephone Office Sub-section, Nowra

Duties: No. 550—Responsible to the Assistant Manager South for the efficient management and control of the Telephone Office and grade of telephone and telegraph service in the district.

Qualifications: A thorough knowledge of telecommunications practices and procedures is desirable.

Apply: W2

Clerk \$8886-9548 (Class 6), Third Division, South Section, Nowra District Telephone Office Sub-section, Nowra

Duties: No. 553—Senior Service Officer. Responsible to the District Telephone Manager for the organisation and control of service activities in the district.

Qualifications: A sound knowledge of Telephone Regulations and extensive experience in the service activities of the Division is desirable.

Apply: W2

Clerk \$7899-8659 (Class 5), Third Division, South Section, Nowra District Telephone Office Sub-section (two positions), Nowra, Campbelltown

Duties: Nos 558 (Nowra); 562 (Campbelltown)—Responsible to the District Telephone Manager for the control and efficient functioning of the Sales Sub-section.

Qualifications: A thorough knowledge of the practices and procedures of the Sales Branch is desirable, particularly in relation to rural areas.

Apply: W2

Clerk \$6912-7652 (Class 4), Third Division, South Section (two positions), Nowra District Telephone Office Sub-section, Nowra; Dubbo District Telephone Office Sub-section, Dubbo

Duties: Nos 554 (Nowra); 50 (Dubbo)—Service Officer. Supervise inspections and training in telephone and telegraph operational areas and investigate difficult service complaints. Evaluate staffing records.

Qualifications: Experience and knowledge of Service procedures desirable.

Apply: W2

Clerk \$6912-7652 (Class 4), Third Division, South Section, Wagga Wagga District Telephone Office Sub-section, Albury

Duties: No. 566—Responsible to the Senior Sales Officer for the processing of applications for telephone services of the more complex type and supervision of the Sales Section.

Qualifications: A thorough knowledge of the practices and procedures of the Sales Branch is desirable particularly in relation to rural areas.

Apply: W2

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

Duties: No. 567—Responsible to the Senior Sales Officer for processing of applications for new subscriber services and additional facilities.

Apply: W2

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

Duties: No. 552—Staff Clerk. Responsible for processing of leave applications, higher duties, incremental advancements and associated staffing procedures.

Qualifications: A knowledge of staffing procedures desirable.

Apply: W2

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

Duties: No. 555—Service Clerk. Investigation of minor service complaints, evaluation of staffing records and preparation of less complex staffing rosters.

Qualifications: A knowledge of Service procedures desirable.

Apply: W2

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

Duties: No. 559—Responsible to Senior Sales Officer for the processing of applications for new subscriber services and additional facilities.

Qualifications: A knowledge of telephone facilities, tariffs and Sales Branch procedures desirable.

Apply: W2

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

Duties: No. 570—Service Clerk. Investigation of minor service complaints, evaluation of staffing records.

Qualifications: Knowledge of service procedures desirable.

Apply: W2

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, South Section, Wagga Wagga District Telephone Office Sub-section, Albury

Duties: No. 569—Meter Recorder and associated duties.

Qualifications: Knowledge of metering procedures desirable.

Apply: W2

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, South Section, Nowra District Telephone Office Sub-section (two positions), Nowra

Duties: No. 560—Meter Recorder. Accept and record meter registrations from field staff. Carry out comparison checks. Operate Ohdner computing machine.

Duties: No. 557—Service Maintain Records and procedural instructions. Assist Service Clerk with evaluation of staffing records, compile statistics and conduct speed of answer checks.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, South Section, Nowra District Telephone Office Sub-section (two positions), Nowra, Campbelltown

Duties: No. 561 (Nowra), No. 564 (Campbelltown)—Receipt and dispatch of mail, maintenance

of office filing system and map records. Periodic check of departmental records.

Apply: W2

Metropolitan Region, Sales Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Telephone Sales Office, Parramatta

Duties: No. 37—Process applications for telephone services and facilities.

Qualifications: A sound knowledge of Telephone Regulations and Sales Branch practices and procedures desirable.

Apply: W2

ADP Branch

Programmer \$8886-9548 (Class 6), Third Division, Data Processing Centre, North Sydney

Duties: No. 83—Undertake, under direction, the design and development of minor ADP applications and assist in the development of larger projects.

Qualifications: Successful completion of an ADP training course and experience in computer programming, systems analysis and design together with tertiary qualifications desirable.

Apply: W2

Finance and Accounting Branch

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

Duties: No. 260—Maintain records of authorised deductions for temporary and exempt employees.

Apply: W2

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

Duties: No. 136—Supervise and direct the staff engaged on the separation of debit notes and paid money orders from Postmasters Statements (Forms 105 and 105A).

Apply: W2

Personnel and Industrial Relations Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Staffing and General Services Section, Registry Sub-section (three positions), Sydney

Duties: No. 98—Central Office Mail Assistant. Responsible for all matters relating to Central Office and Ministerial Mail. Maintain the related 'follow-up' system, locked bag services and associated mail schedules.

Duties: No. 104—Former Papers Officer. Responsible for the attachment of related correspondence to files and liaise with Branches. Direction of additional indexing where necessary.

Duties: No. 137—Main Internal Sorter—Examine and sort all internal files and papers to correct locations. Direct and co-ordinate clearances and locked bag dispatches.

Qualifications: No. 104—A knowledge of Registry procedures and departmental operations is desirable.

Qualifications: No. 137—An extensive knowledge of the Department and its activities together with ability to control staff desirable.

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, Staffing and General Service Section, Staff Resources Sub-section (two positions), Sydney

Duties: Nos 208, 315—Staff Changes. Deal to finality with all types of staff movements work affecting particular Divisions and Branches.

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney

Duties: No. 340—Post Appointments Officer. Examine medical reports which determine fitness for permanent appointment, prepare and sign correspondence and confirm probationary appointments, etc.

Apply: W2

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney

Duties: No. 157—Recruitment. Deal with inquiries at staff employment counter and conduct interviews with applicants.

Apply: W2

VICTORIA

Engineering Division, Administrative Branch

Typist Controller, Grade 1 \$6719-6954, Fourth Division, General Services Section, Melbourne

Duties: No. 206—Supervision and co-ordination of the work of the typing staff of the Engineering Division.

Apply: W3

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

Duties: No. 179—Relief Clerk, Metropolitan Area.

Apply: W3

Metropolitan Operations Branch

Engineer, Class 4 \$13322-14209, Third Division, Metropolitan Operations No. 7 (South) Section, Cheltenham

Duties: No. 10—Responsible to the Executive Engineer for the management and control of the Section.

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

Apply: W3

Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 1 (West) Section, Melbourne

Duties: Estimating duties associated with the provision of external plant.

Qualifications: Qualified cable joiner with several years experience in District Works desirable.

Note: This position will be transferred to Footscray at a later date.

Apply: W3

Planning and Programming Branch

Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Power Co-ordination Section, Melbourne

Duties: No. 137—Under technical direction prepare exposure diagrams for proposed power and telephone routes and calculate induced voltages and determine separation requirements and protection measures. Carry out field tests.

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

Apply: W3

Regional Operations Branch

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

Duties: No. 154—Supervise the inspection of radio-communication stations. Examine applications for licences.

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

Apply: W3

Postal Services Division, Mail Exchange Branch

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

Duties: No. 73—Manage the Administrative Section. Control and co-ordinate the activities of the Personnel and Training, Finance and Statistics and Office Services Sub-sections.

Qualifications: A comprehensive knowledge of the Administrative and operational functions of the Mail Exchange Branch is desirable.

Apply: W3

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

Duties: No. 85—Customer Advisory Officer (Education). Prepare and conduct mailing courses for staff of private firms and Government Departments. Interview and advise executives of business firms and other organisations on the various types of mailing services available.

Qualifications: Knowledge of the Post and Telegraph Act and the Postal Regulations desirable together with ability to conduct lecture sessions.

Apply: W3

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

Duties: No. 90—Sampling Officer. Carry out regular sampling of mail passing through the mail Exchange Branch.

Qualifications: A sound knowledge of Postal Regulations desirable.

Apply: W3

Telecommunications Division, Metropolitan Region, Sales Branch

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Directory and Sales Checks Section (two positions), Melbourne

Duties: No. 217—Cutover Officer. Edit telephone directory entries involved in exchange cutovers.

Qualifications: A sound knowledge of directory editing and listing procedures is desirable.

Apply: W3

Duties: No. 219—Officer-in-charge, Printing. Arrange and oversight receipt and dispatch of copy for Victorian country telephone directories and printing of interim directories.

Qualifications: A sound knowledge of country directory compilation procedures, including service information is desirable.

Apply: W3

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Directory and Sales Checks Section (four positions), Melbourne

Duties: Nos 220 and 222—Editing Officer, Melbourne Alphabetical Telephone Directory.

Qualifications above two positions: A sound knowledge of Sales Branch directory and contracts procedures is desirable.

Apply: W3

Duties: No. 227—Complete debit/credit advices concerning variations for chargeable matter in telephone directories.

Qualifications: A good knowledge of directory procedures and charges is desirable.

Apply: W3

Duties: No. 228—Country Manuscript Officer. Resolve advertising and printing contractors queries in respect to compilation of country telephone directories.

Qualifications: Some knowledge of Sales Branch directory procedures is desirable.

Apply: W3

Supervisor (Data Processing), Grade 1 \$5839-6015, Fourth Division, Directory and Sales Checks Section, Melbourne

Duties: No. 434—Supervise a small pool of Data Processing Operators transcribing telephone directory information.

Qualifications: Experience with Olivetti Audit equipment would be an advantage.

Apply: W3

Data Processing Operator, Grade 2 \$5165, Fourth Division, Directory and Sales Checks Section (three positions), Melbourne

Duties: Nos 435, 436, 437—Data transcription of specialised transactions for telephone directories.

Qualifications above three positions: Applicants must have passed the prescribed test. Experience in Olivetti Audit equipment an advantage.

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Directory and Sales Checks Section, Melbourne

Duties: No. 19—Assist in the preparation of telephone directory debit advices.

Apply: W3

Finance and Accounting Branch

Accounting Machinist Supervisor, Grade 1 \$5487-5663, Fourth Division, Finance Section (two positions), Melbourne

Duties:

No. 140—Assist in the oversight, direction and training of the staff of the Finance Section Machine room.

No. 208—Control, co-ordinate and supervise the workflow and staff employed on the NIXDORF equipment.

Apply: W3

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

Duties: No. 55—Post allowances on draft paysheets and extend taxable earnings.

Note: Use of Accounting Machine is involved.

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Post Offices Accounting Section, Melbourne

Duties: No. 82—Maintain running file of paid money orders in serial number order under respective offices of issue.

Apply: W3

QUEENSLAND

Engineering Division, Construction Branch

Engineer, Class 2 \$9581-10702, Third Division, Country Installation No. 2 Section, Brisbane

Duties: No. 954—Responsible to Engineer Class 4 for installation of radio communications equipment throughout the State.

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

Apply: W4

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Primary Works No. 1 Section, Brisbane

Duties: No. 1144—Leave Clerk.

Apply: W4

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Installation No. 1 Section (two positions), Brisbane

Duties: Nos 1434, 1437—Provide clerical assistance to Senior Telecommunications Technical Officer in charge of an exchange installation group with variable headquarters.

Apply: W4

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Installation No. 2 Section, Brisbane

Duties: No. 1435—Provide clerical assistance to Senior Telecommunications Technical Officer in charge of an exchange installation group with variable headquarters, anticipated Gold Coast City area for considerable period in future.

Apply: W4

Postal Services Division, Post Offices Branch

Postmaster, Grade 5 \$10334-11072, Third Division, Toowoomba

Quarters: Six rooms (three bedrooms).

Apply: W4

Telecommunications Division, Country Region

Supervisor, Grade 2 (Telephone) \$6610-7110, Fourth Division, District Telephone Office, Gold Coast

Duties: No. 76—Conduct inspections of official and non-official exchanges, PBXs Telex installations. Train staff for PBXs and Telex operation. Retrain departmental staff as required. Assist with cutovers of PABXs and SCAXs. Service advisory duties particularly relating to STD.

Qualifications: Applicants must be qualified by examination as Monitor (Telephone). Current drivers licence desirable.

Apply: W4

Country Branch

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division Central Section, Rockhampton

Duties: Responsible to Senior Telecommunications Technical Officer, Grade 1. In charge for maintenance

nance and repair of microwave terminal and repeater equipment and low capacity RT Systems.

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

Apply: W4

Finance and Accounting Branch

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

Duties: No. 106—Supervise and control the work of the Philatelic Sales Group.

Apply: W4

Licence Inspector, Grade 2 \$5879-6265, Fourth Division, Post Offices Accounting Section, Brisbane

Duties: No. 124—Direct and control a team of Licence Inspectors engaged in field duties, train new staff, conduct investigations to detect unlicensed broadcast and television receivers and prepare reports, also give evidence as directed and prosecute cases on behalf of the Department.

Apply: W4

Licence Inspector, Grade 1 \$5398-5686, Fourth Division, Post Offices Accounting Section, Brisbane

Duties: No. 127—Conduct investigations to detect unlicensed broadcast and television receivers and prepare reports, give evidence as directed and prosecute cases on behalf of the Department.

Apply: W4

Post Offices Branch

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

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

Apply: W4

Regional Operations Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Cable Protection Section, Brisbane

Duties: Supervision of the installation of new and rearranged gas pressure alarm systems.

Apply: W4

Support Services Branch

Senior Technical Instructor, Grade 1 \$8599-9103, Third or Fourth Division, Industrial Engineering and Training Section, Brisbane

Duties: Under the direction of a Supervising Instructor (Senior Technical Instructor Grade 2) to be responsible for the management of a section of a training section consisting of four to five instructional staff. Prepare and conduct theory and practical lessons and associated student assessments in Telecommunications Principles, techniques and practices for Telecommunications Tradesmen, Assistants and Technical Officers.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience and to have satisfactorily completed a course of teacher training specified by the Board, or the Board is satisfied as to the ability to teach both theoretical and practical subjects.

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Planning and Programming Branch

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

Duties: No. 906—Undertake research associated with the quantification, validation, evaluation and analysis of telecommunications network statistics.

Qualifications: Appropriate tertiary qualifications with some knowledge of computer programming and statistical analysis desirable.

Apply: W5

Support Services Branch

Senior Carpenter, Grade 1 \$5622-5778, Fourth Division, Workshops Section, Kidman Park

Duties: No. 344—Control and direct staff employed on general carpentry and wood machining activities within the Carpenters Shop.

Qualifications: Appropriate trade qualifications and ability to control and direct staff desirable.

Apply: W5

Postal Services Division, Post Offices Branch

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

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

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

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

Note above three positions: These positions are also open to Fourth Division Officers. If occupied by officers of the Fourth Division, the positions, when so occupied, will be included in the Fourth Division.

Apply: W5

Telecommunications Division, Country Region

Clerk \$6912-7652 (Class 4), Third Division, District Telephone Office Section, Central Sub-section, Adelaide

Duties: No. 98—Responsible to Senior Sales Officer for control and direction of staff in a Sales Group.

Qualifications: Sound knowledge of sales practices and procedures particularly in respect of country areas desirable.

Apply: W5

Overseer \$5760-6160, Fourth Division, District Telephone Office Section, Central Sub-section, Adelaide

Duties: Service sampling of local and STD calls at exchanges in the Central District Telephone Office.

Qualifications: Applicants must be qualified as Monitor (Telephone).

Appearing in lieu of notification in *Gazette* No. 19 of 28.2.74. Previous applicants need not re-apply.

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Regional Operations Branch

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

Duties: Officer in charge of Station responsible for the operation and maintenance of a high power National Regional Television Transmitter and associated equipment.

Accommodation: Married accommodation is available.

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

Apply: W6

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, Trunk Service Section, Perth

Duties: As a member of the SRTCC team organise the withdrawal of transmission links and switching equipment from traffic for installation and maintenance work. Monitor the telecommunications network and advise management of the progress of restoration during equipment failures and implement restoration plans as required.

Apply: W6

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, Trunk Services Section, Perth

Duties: As a member of the SRTCC team conduct investigation in the telecommunication network in order to plan and develop strategies for the co-ordinated restoration of transmission links in the event of equipment failures. Monitor telephone traffic flow on main traffic routes and develop re route procedures to cater for overload conditions.

Note above two positions: Familiarity with both the transmission and switching aspects of the Western Australian metropolitan and country networks desirable.

Apply: W6

Telecommunications Division, Sales Branch

Clerk \$8886-9548 (Class 6), Third Division, Metropolitan Region, Survey Section, Perth

Duties: No. 89—Control and co-ordinate the work programme of Survey Officers and Survey Teams.

Qualifications: A sound knowledge of survey work with an ability to control staff and an ability in report writing desirable.

Apply: W6

Personnel and Industrial Relations Branch

Clerk \$6912-7652 (Class 4), Third Division, Establishments and Management Advisory Services Section, Perth

Duties: No. 124—Develop forms design layouts up to final artwork stage and prepare specifications for the guidance of composing staff and printers.

Qualifications: Knowledge of form design techniques, printing practices and use of paper together with analytical ability desirable.

Apply: W6

TASMANIA

Finance and Accounting Branch

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

Duties: No. 103—Sort payment cutoffs, extract paid accountant stubs and prepare for part payments, special debits etc. Balance extracted stubs to

control total. File payment advices and issue reminder notices; attend to telephone and counter inquiries.

Qualifications: Knowledge of Revenue Accounting Procedures desirable.

Apply: W7

Personnel and Industrial Relations

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Establishments and Management Advisory Services Section, Hobart

Duties: No. 57—Maintain establishment and office machine records for the Department. Prepare organisation charts and other records as required.

Qualifications: A knowledge of Establishment records, group proposals and machine records procedures is desirable.

Apply: W7

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Staffing and General Services Section, Hobart

Duties: No. 19—Provide general assistance to the Recruitment Officer, preparation of staff statistical returns, handle counter inquiries, conduct Department advancement and transfer examinations.

Qualifications: A sound knowledge of Public Service examination, appointment and statistical procedures together with ability to handle inquiries from the public of an employment and examination nature desirable.

Apply: W7

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Development Division, Policy Development Branch

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

Duties: No. 3137—Develop, prepare and advise on policy proposals affecting primary industries; co-ordinate departmental policy activities; prepare submissions and advice for the Minister and Secretary; represent the Department at appropriate meetings.

Qualifications: Ability for policy analysis over a wide spectrum of activities. Management ability of a high order desirable. Academic qualifications to be stated.

Apply: X1

Management Services Branch

Accountant \$9876-10538 (Class 7), Third Division, Finance and General Services Section, Finance and Accounts Sub-section, Accounts Unit, Canberra

Duties: No. 1519—Control Commodity Trust Accounts and special funds, including receipts, review of expenditure statements and investment of surplus funds. Supervise Accounts Unit.

Qualifications: Wide accounting knowledge and experience desirable. Accountancy qualifications an advantage.

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

Apply: X1

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

Duties: No. 1564—Direct the activities of the Departmental Library and establish, modify and review library procedures.

Qualifications: An appropriate degree or diploma together with training in Librarianship which qualifies for admission to Registration by the Library Association of Australia; or a recognised course of integrated study in Librarianship and academic subjects; or other approved qualification.

Apply: X1

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

Duties: No. 3162—Will involve all aspects of written, graphic and spoken communication.

Qualifications: Extensive experience in written, graphic and/or oral communication together with a broad knowledge of primary industries both in Australia and overseas desirable.

Apply: X1

Bureau of Agricultural Economics, Commodities Analysis Branch

***Field Officer, Grade 1 \$5806-6666 (Class 2/3), Third Division, Commodities No. 1 Section, Canberra**

Duties: No. 3631—Assist in Bureau investigations of economic aspects of livestock and meat marketing. The position will involve field surveys of sections of the livestock and meat industry and the preparation of survey data for processing.

Qualifications: Previous experience in livestock, meat industry or in the processing of field survey data an advantage. Tertiary qualifications desirable.

Apply: X1

Forestry and Timber Bureau, Forest Research Branch

***Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Silviculture Section, Seeds Sub-section, Canberra**

Duties: No. 3280—Maintain seeds laboratory, seed processing and storage facilities and equipment. Carry out seed processing, testing, fumigation and presowing treatment. Compile technical data.

Qualifications: Leaving Certificate, preferably with mathematics and botany or biology, together with 3 years experience in field or laboratory experimentation desirable.

Apply: X1

TASMANIA

Forestry and Timber Bureau, Forest Research Branch

***Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Regional Section, Tasmanian Research Station Sub-section, Hobart**

Duties: NP—Compile data relating to plot establishment surveys in a form suitable for EDP processing. Maintain a data bank of growth records of nature forest species and the native forest herbarium and collect, preserve and mount additional species.

Qualification: Appropriate qualifications and/or relevant experience.

Apply: X1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Regional Section, Tasmanian Research Station Sub-section, Hobart

Duties: NP—Provide general administrative services for the station including preparation of correspondence, maintenance of budgetary control system and preparation of requisition and maintenance of records for stores and equipment.

Apply: X7

Typist, Grade 2 \$4731-5035, Fourth Division, Regional Section, Tasmanian Research Station Sub-section, Hobart

Duties: NP—Perform stenographic and typing duties for officers of the station. Operate switch-board.

Qualifications: Shorthand at least 100 words per minute desirable.

Apply: X7

DEPARTMENT OF THE PRIME MINISTER AND CABINET

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL OFFICE

Services Branch

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

Duties: No. 310—Head team engaged on systems analysis, design and programming. Prepare plans and procedures for the implementation and maintenance of computer systems.

Qualifications: Extensive experience in programming in both Fortran and Cobol; tertiary qualifications desirable.

Apply: Y23

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

Duties: No. 311—Assist in the investigation of the Commission's information requirements and develop systems to meet those requirements.

Qualifications: Appropriate academic qualifications and experience in system analysis and design desirable. Experience in the use of Fortran and Cobol preferable.

Apply: Y23

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

Duties: No. 323—Responsible for the accession and routing of all library periodicals and maintaining the periodical accessions register.

Qualifications: Experience in library work an advantage.

Apply: Y23

AUSTRALIAN CAPITAL TERRITORY

External Relations and Defence Division, General Branch

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

Duties: No. 58—Prepare submissions and more important correspondence on defence matters. Liaise with other Departments on matters concerning defence services.

Qualifications: Tertiary qualifications to be stated.

Apply: Y1

OFFICE OF GOVERNMENT CEREMONIAL AND HOSPITALITY

AUSTRALIAN CAPITAL TERRITORY

Hospitality Branch

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

Duties: No. 487—Oversight the work of the Branch. Direct arrangements for the Government's hospitality (including lunches, dinners and receptions) and ceremonial occasions (arrivals and departures of visiting dignitaries, state funerals and other official events).

Qualifications: Extensive administrative experience preferably in dealing with arrangements associated with the duties of the position desirable.

Apply: Y1

Operations Division, Services Branch

Executive Officer \$11032-11525 (Class 8), Third Division, Special Services Section (two positions), Canberra

Duties: Nos 546, 547—Undertake in-depth investigations and special projects associated with the policy functions of the Services Branch.

Apply: Y1

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

Duties: No. 245—Subject indexer.

Qualifications: Previous indexing experience desirable.

Apply: Y1

Welfare Division, Arts and Media Branch

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

Duties: No. 117—Assist with the preparation of submissions and briefs for the Prime Minister and the Secretary, and deal with correspondence within fields of the functions of the Branch, as directed. Undertake research and assist with systematic analysis of major policy questions.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

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

Duties: No. 323—Prepare and/or draft submissions and briefs for the Prime Minister and the Secretary, and prepare and/or draft the more important correspondence within fields of the functions of the Branch, as directed. Undertake the investigations of and drafting of replies to Parliamentary Questions.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

Community Affairs Branch

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

Duties: No. 676—Assist with the formulation of major policy proposals and recommendations especially in relation to women's affairs. Prepare submissions, briefing notes, correspondence and advice for the Prime Minister and Secretary as necessary. Represent the Department at inter-departmental meetings.

Qualifications: Tertiary qualifications desirable, with experience in and ability for research and policy analysis.

Apply: Y1

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

Duties: No. 677—Prepare submissions and briefs for the Prime Minister and the Secretary and deal with correspondence within fields of the function of the Branch, especially in relation to women's affairs. Undertake analysis of major policy questions, as directed. Attend inter-departmental meetings as required.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

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

Duties: No. 678—Assist with the preparation of submissions and briefs for the Prime Minister and the Secretary and deal with correspondence within fields of the functions of the Branch, especially relating to women's affairs.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

THE OFFICE OF THE PUBLIC SERVICE BOARD NEW SOUTH WALES

Establishment Services Branch No. 2

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

Duties: No. 14—Investigate and report on the more important organisation, classification and methods proposals. As required, assist with development of subordinate staff and control an investigation group.

Qualifications: Applicants to state academic qualifications.

Apply: Y6

OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL

VICTORIA

Secretary's Branch

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

Duties: No. 615—Provide typing and stenographic services for the work of the Branch in servicing the Tribunal.

Qualifications: Shorthand at 100 words per minute desirable.

Apply: Y24

AUDITOR-GENERAL'S OFFICE

TASMANIA

Audit Inspector, Grade 1 \$7899-8639 (Class 5), Third Division, Hobart

Qualifications: Accountancy qualifications or equivalent desirable. University qualifications should be stated.

Apply: Y22

Assistant Audit Inspector \$6912-7652 (Class 4), Third Division, Hobart

Duties: No. 22—Under supervision perform audit duties mainly of a regulatory nature.

Apply: Y22

**THE OFFICE OF THE PUBLIC SERVICE BOARD
TASMANIA**

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

Duties: No. 9—Perform stenographic and typing duties.

Apply: Y11

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Benefits and Legislation Division, Benefits Branch

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

Duties: No. 5—Prepare submissions to the Repatriation Commission on applications, appeals and policy matters relating to general assistance and benefits, including Soldiers' Education Scheme.

Qualifications: Sound departmental knowledge and experience desirable.

Apply: Z1

Clerk \$5806-6666 (Class 2/3), Third Division, Benefits Examination and Operations Section, Canberra

Duties: No. 11—Administration of pensions and benefits payable overseas. Preparation of correspondence and submissions to determining authorities.

Qualifications: A sound knowledge of the Repatriation Act, Regulations and General Orders is desirable.

Apply: Z1

Clerk \$5806-6666 (Class 2/3), Third Division, Benefits Examination and Operations Section, Canberra

Duties: No. 22—Prepare submissions to the Central Training Committee relating to training schemes for National Servicemen and Regular Servicemen of the Defence Force. Prepare advices of all Commission decisions on General benefits personal cases.

Qualifications: Sound relevant knowledge of training schemes for ex-servicemen and experience in this field desirable.

Apply: Z1

Clerk \$7899-8639 (Class 5), Third Division, Benefits Policy and Planning Section, Canberra

Duties: No. 18—Examination of procedures, review of procedural manuals, amendment of General Orders Pensions, Entitlement, General Assistance, Soldiers' Children Education Scheme and related manuals.

Qualifications: A sound knowledge of the Repatriation Act and Regulations and of procedures generally is desirable.

Apply: Z1

Legislation and Policy Branch

Clerk \$11032-11525 (Class 8), Third Division, Policy Projects and Development Section, Canberra

Duties: No. 12—Conduct investigations into existing Repatriation policies. Prepare reports, recommendations, draft papers and briefing material. Represent on inter-departmental committees.

Qualifications: Experience in policy research on legislation work preferably in the social welfare field desirable. Academic qualifications to be stated.

Apply: Z1

Management Services Division, ADP Branch

***Programmer, Class 8 \$11032-11525, Third Division, Operations Section, Software Sub-section, Sydney**

Duties: No. 54—Direct and control the duty programmer staff. Undertake the more complex tasks involving software, productions systems and problem solving.

Qualifications: Extensive experience in software and operations and ability to supervise staff. Knowledge of OS 360(MFT) and teleprocessing software would be an advantage. Tertiary qualifications should be stated.

Note: Some shift work may be involved.

Apply: Z1

NEW SOUTH WALES

Branch Office

***Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Medical Section, Sydney**

Duties: No. 223—Provide welfare assistance under the supervision of social workers.

Qualifications: Experience in welfare work. Completion or partial completion of a course of training in welfare or related studies is desirable.

Note: This position is located at Lady Davidson Hospital, Turrumurra.

Apply: Z2

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

Duties: Nos 18, 99—Supervise a Standard Personnel Records Group. Take action in regard to increments, higher duties allowances, leave, superannuation, cessations, etc. Prepare Treasury Forms 28c and exercise appropriate delegations.

Qualifications: Knowledge of Public Service Act, Regulations, General Orders, Treasury's ADP salaries system etc, and experience in personnel work desirable.

Apply: Z2

VICTORIA

Branch Office

Assistant Inspector \$9876-10538 (Class 7), Third Division, Personnel Section, South Melbourne

Duties: No. 11—Direct and control the Staff and Industrial Sub-section in the application of rates of pay and conditions of service. Prepare policy submissions and important correspondence. Oversight preparation and revision of staff estimates. Exercise delegated authority.

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

Apply: Z3

WESTERN AUSTRALIA

Branch Office

Director (Medical Services) \$19085 Second Division, Medical Section, Perth

Duties: No. 1—Control, oversight and direct technical medical matters throughout the Branch Medical Services.

Qualifications: Registered Medical Practitioner. Proven administrative ability.

Apply: Z6

DEPARTMENT OF SCIENCE**BUREAU OF METEOROLOGY****CENTRAL OFFICE****Facilities Branch**

*Communications Operator, \$4393-5516, Fourth Division, Observations and Traffic Section (several positions), Melbourne

Duties: Operate a wide range of communications equipment handling the reception and transmission of meteorological data.

Qualifications: Experience in the operation of communications equipment including teleprinter and facsimile desirable.

Note: These positions involve shift work covering 24 hours per day and seven days per week.

Apply: AA3

VICTORIA**Regional Office**

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Forecasting, Warning and Information Section, Melbourne

Duties: No. 18—Prepare meteorological bulletins from coded and uncoded reports; prepare messages and information sheets and operate communications equipment. Assist with plotting of synoptic charts and aerological diagrams.

Note: This position involves shift work.

Apply: AA6

DEPARTMENT OF SERVICES AND PROPERTY**NEW SOUTH WALES****New South Wales Office**

*Drafting Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Survey and Drafting Section, Drafting Sub-section, Sydney

Duties: Draw minor land and engineering survey plans. Make tracings of involved plans for reproduction. Assist more senior officers in calculations of important land surveys. Make minor calculations of land surveys.

Qualifications: Qualifications and/or experience appropriate to the duties.

Apply: AC2

QUEENSLAND**Property Division**

*Draftsman, Grade 2 \$7843-8347 (Third or Fourth Division) Survey and Drafting Section (two positions), Brisbane

Duties: Nos 15 and 45—Plot and draw difficult land and engineering plans from Surveyors field notes and sketches. Compile plans with information supplied from other sources and make necessary calculations.

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

Apply: AC4

SOUTH AUSTRALIA**Property Division**

Clerk \$8886-9548 (Class 6), Third Division, Accommodation Section, Adelaide

Duties: No. 135—Direct the activities of staff engaged in accommodation management projects. Undertake the more complex projects and prepare reports and recommendations relating to accommodation management projects.

Apply: AC5

DEPARTMENT OF SOCIAL SECURITY**CENTRAL STAFF****Benefits Policy and Review Division**

First Assistant Director-General \$20870, Second Division, Canberra

Duties: No. 10—Responsible to the Director-General for the control of the Benefits Policy and Review Division, comprising the Planning and Research Branch, Policy Branch and Review and Appeals Branch.

Apply: AD1

Medical Insurance Services Division, Practitioner Services Branch

Director \$13004-13498 (Class 10), Third Division, Development (Eligibility) Section, Canberra

Duties: No. 897—Direct a Section investigating and developing arrangements concerning eligibility of persons for Australian health insurance benefits in Australia and overseas, including reciprocal arrangements with overseas countries.

Qualifications: Appropriate academic qualifications, and experience in policy formulation desirable.

Apply: AD1

Rehabilitation and Compensation Division, Rehabilitation Services Branch

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

Duties: No. 706—Senior Vocational Counsellor. Assist in the development and co-ordination of vocational rehabilitation services for handicapped persons, including mentally retarded adolescents, attending centres conducted by the Australian Rehabilitation Service.

Qualifications: Appropriate experience or attributes indicating ability and aptitude to perform the duties of the position desirable. Academic qualifications with a major in psychology would be an advantage.

Apply: AD1

NEW SOUTH WALES**Regional Offices**

Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Wollongong, Sydney

Duties: No. 1454—Conduct reviews of age, invalid, wife's and widow's pensions and supporting mother's benefits. Interview persons seeking detailed information on pension entitlement.

Qualifications: A sound knowledge of the Social Services Act and departmental procedures is desirable.

Apply: AD2

Health Insurance and Benefits Branch

Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Insurance and Organisations Section, Sydney

Duties: No. 1835—Supervise an investigation team on an inspection programme of registered organisations and report on the annual financial and statistical returns of organisations.

Qualifications: Accountancy qualifications desirable.

Apply: AD2

Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Insurance and Organisations Section, Sydney

Duties: Nos 1885, 1886—Carry out an inspection programme of registered organisations and prepare relevant reports.

Qualifications: Part completion of an Accountancy course desirable.

Apply: AD2

VICTORIA

Health Benefits and Services Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Insurance and Organisations Section, Registered Organisations Sub-section (two positions), Melbourne

Duties: Nos 1401, 1402—Assist Investigation Officers in financial investigations and examination of annual returns of registered Medical and Hospital Benefit Organisations. Approve the transfer of contributors to or from Special Account and verify the gross income applicable to Special Account.

Qualifications: Progress towards an accounting qualification is desirable.

Apply: AD3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Insurance and Organisations Section, Registered Organisations Sub-section, Melbourne

Duties: No. 1418—Provide general assistance to members of the sub-section including inspection tour arrangements, assembly of documents and files. Collate information from worksheets and maintain necessary records.

Apply: AD3

Clerk \$6912-7652 (Class 4), Third Division, Nursing Benefits Section, Domiciliary Nursing Care Sub-section, Melbourne

Duties: No. 1730—Correspondence Clerk. Act as a team leader of teams engaged on processing applications for ordinary nursing care, intensive nursing care, handicapped children's benefits, and domiciliary nursing care benefit. Interview members of the public, medical profession, home nursing organisations etc. regarding entitlement to benefit.

Qualifications: Supervisory ability, together with a sound knowledge of the National Health Act relating to nursing benefits and handicapped children's benefits desirable.

Apply: AD3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Nursing Benefits Section, Fees Control Sub-section, Melbourne

Duties: No. 1706—Register applications received for the review of Nursing Homes fees. Prepare and issue Certificates of Approval. Assemble files as required.

Apply: AD3

SOUTH AUSTRALIA

Regional Offices

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

Duties: No. 935—Attend to all counter and telephone inquiries regarding general Departmental activities.

Qualifications: Broad knowledge of Departmental activities and various Acts together with ability to satisfactorily handle inquiries from members of the public desirable.

Apply: AD5

Management Branch

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

Duties: No. 362—Supervise the Treasury Accounting functions of the Finance Sub-section. Act as Departmental Certifying Officer and alternate Authorising Officer. Prepare estimates of expenditure.

Qualifications: Thorough knowledge of Treasury Regulations and Audit Act and departmental procedures together with accounting qualifications desirable.

Apply: AD5

Welfare Services

Social Worker, Class 2 \$9230-9980, Third Division, Social Work Section, Adelaide

Duties: Responsible for the functioning of a group of Social Workers engaged in direct services to clients. Ensure appropriate orientation of Welfare Officers to maintain high quality of all direct services.

Qualifications: An appropriate degree or diploma in Social Work or Social Studies; or equivalent qualification.

Apply: AD5

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 2, General Branch

Clerk \$12019-12510 (Class 9), Third Division, Grants Commission and Special Projects Section, Canberra

Duties: NP—Assist in the formulation and co-ordination of policy advice, and undertake projects, in economic, social and other fields related to the work of the Branch including the operation of the Grants Commission Act.

Qualifications: Academic qualifications and any experience in local government to be stated.

Apply: AE1

Clerk \$7899-8639 (Class 5), Third Division, Grants Commission and Special Projects Section, Canberra

Duties: NP—Assist with research into projects in economic, social and other fields related to the work of the Branch, including the operation of the Grants Commission Act.

Qualifications: Academic qualifications to be stated.

Apply: AE1

Australian Archives***Director-General \$22655, Second Division, Canberra**

Duties: Initially required to head a Task Force set up to review and report to the Government within three months of appointment on the functions and structure of the Australian Archives with the object of their development as a body of world standing in the provision of archival services. Thereafter, responsible for the activities of the Australian Archives which has offices in all capital cities of Australia.

Qualifications: Demonstrated capacity in the establishment and administration of a new organisation including the promotional activity necessary for the general acceptance and increased use of the new facilities when established.

Apply: AE2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Policy, Planning and Review Section, Registration and Disposal Sub-section (CRS Registry), Canberra

Duties: No. 111—Assist in the maintenance of basic archive control records, inventories, indexes and dossiers.

Apply: AE2

NATIONAL LIBRARY OF AUSTRALIA**AUSTRALIAN CAPITAL TERRITORY****Resources Organisation and Development Branch**

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Selection, Acquisition and Processing Section, Acquisition Sub-section, Canberra

Duties: No. 162—Supervise Monograph accessioning process and resolve problems encountered in processing and distribution/material. Check and certify receipt of monograph and other non-serial material consignments.

Apply: AE3

DEPARTMENT OF SUPPLY**CENTRAL OFFICE****Finance and Management Services Division, Finance Branch**

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

Duties: No. 12—Examine overseas vouchers. Dissect expenditure and distribute vouchers. Maintain expenditure records and initiate correspondence.

Qualifications: Considerable accounts experience, preferably with accounting methods for overseas expenditure desirable.

Apply: AF1

Planning and Procurement Division, Production Planning Branch

Engineer, Class 5 \$14882-15845, Third Division, Canberra

Duties: No. 2—Participate in the formulation of departmental policy and direct and control Branch activities in the forward planning of new Defence industrial capability. Prepare high level briefs and submissions.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Extensive knowledge of Service equipment requirements, associated defence group procedures and Australian manufacturing capacity together with ability to critically analyse complex proposals desirable.

Apply: AF1

Research and Development Division, Central Studies Establishment

*Experimental Officer, Class 3 \$11050-12364, Third Division, Canberra

Duties: No. 6—Undertake operational research studies of Defence Systems, with emphasis on economic analysis.

Qualifications: A degree or diploma in field of study appropriate to the duties, or equivalent qualification.

Apply: AF1

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

Duties: No. 2004—Contribute to the formulation and analysis of operational research problems connected with defence studies and assist in the assessment of relevant data, with emphasis on economic analysis.

Qualifications: A degree or diploma in a field of study appropriate to the duties, or equivalent qualification.

Apply: AF1

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

Duties: No. 33—Prepare and test programmes involving scientific, technical and mathematical data. Modify and test existing programmes. Develop and maintain library of programmes.

Qualifications: Tertiary qualifications desirable.

Apply: AF1

VICTORIA**Defence Printing Establishment**

*Assistant (Printing), Grade 2 \$4739-4949, Fourth Division, Brunswick

Duties: No. 32—Correct imperfections in photographic negatives by the application of opaquing solutions.

Qualifications: Experience in engineering tracing, hand lettering, ticket writing or simple artwork desirable.

Apply: AF22

Finance Branch

Senior Cost Investigator \$11032-11525 (Class 8), Third Division, Melbourne

Duties: No. 55—Plan, direct and allocate the work of a group of Cost Investigators.

Qualifications: Qualifications specified under Section 53 of the Public Service Act and as promulgated page 1320 of Gazette No. 19 of 27.2.69.

Apply: AF3

WESTERN AUSTRALIA**Stores and Transport Branch**

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

Duties: No. 15—Officer-in-charge, Treasury Accounting sub-section.

Qualifications: Some progress in accountancy desirable.

Apply: AF6

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

Duties: No. 29—Workshop Cost Clerk. Cost operational fleet and recoverable works jobs and prepare financial returns.

Apply: AF6

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

Duties: Undertake detailed review of policies and procedures related to coastal and overseas shipping. Prepare associated reports and recommendations.

Qualifications: Sound experience in policy and legislative type services together with academic qualifications desirable.

Apply: AH1

Civil Aviation Agency, Airways Engineering Branch

CENTRAL STAFF

*Supervising Mechanic (Civil Aviation), Grade 1 \$6962-7151, Fourth Division, Mechanical Section, Installation Sub-section, Port Moresby

Duties: No. 110—Supervise and direct work of Senior Mechanics and Mechanics engaged in installations and modification of mechanical plant and associated equipment.

Apply: F7

*Senior Mechanic (Civil Aviation), \$5791-5945, Fourth Division, Mechanical Section, Installation Sub-section, Port Moresby

Duties: No. 111—Take charge of the work of mechanics and/or undertake the installation, maintenance, repair and operation of mechanical plant, including high speed diesel engine prime movers and associated equipment and marine craft.

Qualifications above two positions: Appropriate trade qualifications and/or wide experience in the installation and/or maintenance of mechanical equipment, including high speed diesel engines, together with an ability to control staff desirable.

Conditions above two positions: Allowances and conditions in accordance with Determinations Relating to Overseas Service are applicable for Papua New Guinea. Full details are available from Departmental Personnel Areas.

Note: Previous applicants for the above two positions will be considered and need not re-apply.

Apply: F7

Operations Branch

*Senior Mechanic (Aircraft) \$6771, Fourth Division, Flying Operations Section, Port Moresby

Duties: No. 5—Inspect and certify Departmental Aircraft maintenance in all categories under the requirements of the Air Navigation Regulations. Maintain job register of work performed and component history cards for aircraft records.

Qualifications: Possession of Aircraft Maintenance Engineer's Licence with Group 3 category for Electrical and/or Instrument installations. Extensive experience in maintenance of modern transport and other types of aircraft. Sound knowledge of Air Navigation Regulations relating to Airworthiness requirements desirable.

Conditions: Allowance and conditions in accordance with Determinations relating to Overseas Service are applicable for Papua New Guinea. Full details are available from Departmental Personnel areas.

Apply: F7

Ground Facilities Division, Airport Engineering Services Branch

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

DEPARTMENT OF TRANSPORT

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Management Services Branch

Assistant (Printing), Grade 1 \$4529-4739, Fourth Division, Canberra

Duties: No. 15—Responsible for the operation and general maintenance of an offset printer. Operate Xerox photocopier.

Qualifications: Experience relevant to the duties would be an advantage.

Apply: AH1

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

Duties: No. 52—Under direction maintain basic organisation and establishment records. Prepare and maintain lists of positions and how occupied. Prepare special staffing lists and establishment statements as required by senior officers, P.S.B., etc.

Qualifications: Experience in establishment duties desirable.

Apply: AH8

Land Transport Policy Division, Rail and Urban Transport Branch

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

Duties: No. 18—Assist in the co-ordination of activities directed toward the development of policy, assessment and implementation of programmes and operational considerations in connection with urban transport systems.

Qualifications: Experience in policy development and/or functional areas related to duties. Tertiary qualifications should be stated.

Apply: AH1

Sea Transport Policy Division, Shipping Systems Branch

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

Duties: No. 3—Direct the work of a specialist group dealing with specific aspects of sea transport. Prepare important briefs and ministerial correspondence.

Qualifications: General experience in policy matters desirable. A knowledge of the operations of the Maritime Industry would be an advantage.

Apply: AH1

Duties: No. 88—Assist in the development and control of New Work and Maintenance building programmes; prepare correspondence and submissions for approval and co-ordinate and maintain a project control system.

Qualifications: Sound knowledge of Airport Engineering systems and procedures; ability to prepare correspondence, reports etc; and knowledge of PERT or similar statistical method desirable.

Apply: F1

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

Duties: NP—Assist with preparation of important correspondence for incorporation in Cabinet Submissions and PWC hearings. Provide high level administrative assistance to Chief Technical Officer and Sub-section heads, including secretariat duties.

Qualifications: Sound knowledge of Airport Engineering Services Branch systems and procedures together with an ability to prepare detailed correspondence, minutes and reports desirable.

Apply: F1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Services Section, Buildings Sub-section, Melbourne

Duties: NP—Assist the programme Sub-section with preparation review and control of various building programmes; maintain appropriate progress charts and graphs of projects. Process requisitions and assist with the Section reporting systems.

Qualifications: A knowledge of Airport Engineering Services Branch and Buildings Section procedures together with ability to prepare correspondence and reports desirable.

Apply: F1

Chief Technical Officer (Buildings), Grade 3 \$12332, Third or Fourth Division, Buildings Section, Major Projects, Terminals and Operational Buildings Sub-section, Melbourne

Duties: NP—Responsible for the control of functional planning and co-ordination of major projects, terminals and operational buildings including formulation of forward programming for such buildings; represent the Department at Public Hearings and maintain high level liaison with senior management and representatives of Government Departments and airline operators.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Considerable experience in complex types of aviation buildings and sound management ability desirable.

Apply: F1

Senior Technical Officer (Buildings), Grade 2 \$9379-9932 Third or Fourth Division, Buildings Section, Major Projects and Terminal Buildings Sub-section, Melbourne

Duties: NP—Undertake planning and prepare functional briefs for major projects and terminal buildings. Collaborate with Department of Housing and Construction and other authorities and perform other duties in the planning of such buildings in accordance with the Head Office/Regions policy for complex buildings.

Apply: F1

Senior Technical Officer (Buildings), Grade 3 \$10227-10522, Third or Fourth Division, Buildings Section, Operational Buildings Sub-section, Melbourne

Duties: NP—Supervise the preparation of functional briefs and activities of subordinate staff; determine priorities and allocate work for the more complex operational projects on various programmes; assume responsibility of project officer and undertake high level negotiations with management and other authorities.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Sound training, experience and ability of a high order in the functional planning of complex aviation buildings desirable.

Apply: F1

Senior Technical Officer (Buildings), Grade 2 \$9379-9932, Third or Fourth Division, Buildings Section, Private Authority Buildings Sub-section, Melbourne

Duties: NP—Investigate and check designs and documents for large and complex Private Authority and Local Ownership buildings to ensure compliance with Departmental and other regulations. Collaborate with other Branches and Authorities and approve or recommend approval of such projects. Develop Departmental standards and policy requirements in regard to such buildings.

Qualifications above two positions: An approved technical college certificate or other approved qualifications, and requisite experience. Ability to perform complex technical work requiring a high order of individual contribution and judgment desirable.

Apply: F1

Airport Planning and Development Branch

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

Duties: NP—Carry out engineering work of a more complex, more novel or critical nature associated with the determination of detailed functional requirements, precise location, physical dimensions and the preparation of design briefs for the stage development of existing or establishment of new intermediate and major aerodromes. Act as Project Co-ordinator and/or Project Officer for development projects.

Apply: F1

*Engineer, Class 3 \$11348-12664, Third Division, Planning Section (two positions), Melbourne

Duties: NP—Carry out engineering work of a more complex or critical nature relating to the selection of new sites and the preparation and review of sections of master plans for the future development and approach protection of major aerodromes. Assist with the development of broad planning concepts.

Apply: F1

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

Duties: NP—Select sites and/or prepare and regularly review the more complex and critical master plans or sections of master plans for the future development and approach protection of intermediate aerodromes.

Apply: F1

Illustrator, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: NP—Create and design straight forward art work in relation to departmental reports and publications, technical, operational and safety training procedural manuals and instructions.

Qualifications: A suitable qualification in industrial or graphic design and requisite experience desirable.

Apply: F1

Illustrating Assistant, Grade 1 \$2220-5468, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: NP—Assist with the preparation of art work for a variety of departmental media.

Qualifications: Knowledge of art procedures and techniques desirable.

Apply: F1

Illustrating Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: No. 175—Prepare less involved illustrations and art work for charts, posters and graphs for departmental reports, publications, training manuals, technical instructions etc.

Qualifications: Some illustrating experience and knowledge of art procedures and techniques desirable.

Apply: F1

International Relations Policy Division, International Relations 'A' Branch

Senior International Relations Officer \$12019-12510 (Class 9), Third Division, Melbourne

Duties: No. 5—Assist in the review and development of Australian policy proposals relating to bilateral air services agreements and arrangements and civil aviation relations with countries in Europe, North America and Africa.

Qualifications: Ability to develop and apply Australian policy relating to bilateral air services agreements and arrangements and to international civil aviation relations together with an appropriate university degree or diploma desirable.

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

Apply: F1

Management Services Division, Commercial Branch

Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Melbourne

Duties: No. 50—Examine major new radio and telecommunication equipments and associated handbooks, specifications, drawings etc. and nominate those items for which maintenance spares should be held. Consult with manufacturers and designers as requested. Assist with the conduct of Value Analysis investigations.

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

Apply: F1

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

Duties: NP—Under technical supervision in the more complex and critical tasks, undertake investigations relating to new sites and the preparation and review of sections of master plans for future development and approach protection of major aerodromes.

Apply: F1

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

Duties: No. 24—Under technical supervision in the more complex and critical tasks, prepare and regularly review master plans or sections of master plans for the future development and approach protection of intermediate aerodromes.

Qualifications above six 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. Experience in planning and provision of transportation facilities desirable.

Apply: F1

Communications and Air Traffic Control Engineering Branch

***Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section, Control Engineering (Project Circuitry) Sub-section, Melbourne**

Duties: No. 155—Under direction, undertake drafting in relation to the design and development of circuitry for air traffic control and associated equipment installations, including preparation of equipment and rack layouts, and circuit schematic diagrams. Undertake associated calculations, computations and investigations.

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

Apply: F1

Senior Illustrator, Grade 1 \$8599-9103, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: NP—Direct and co-ordinate the work of a small group of illustrators engaged on the design and preparation of art work for a variety of departmental media. Determine work priorities, grade and allocate work. Inspect, supervise and check the work of subordinate staff.

Qualifications: A suitable qualification in industrial or graphic design and requisite experience desirable.

Apply: F1

Illustrator, Grade 2 \$7843-8347, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: No. 174—Create, design and execute the more involved art work in relation to departmental reports and publications, technical, operational and safety training and procedural manuals and instructions, and animated drawings for departmental films.

Qualifications: A suitable qualification in industrial or graphic design and requisite experience desirable.

Apply: F1

Personnel Development Branch

*Darkroom Operator, Grade 1 \$1761-4371, Fourth Division, Melbourne

Duties: NP—Operate all manual darkroom equipment. Mix chemicals, fill tanks and set electronic timers for processing.

Qualifications: Experience in darkroom work desirable.

Apply: F1

NEW SOUTH WALES REGION**Executive Services Branch**

Clerical Assistant, Grade 7 \$7087-7330, Fourth Division, Personnel and Office Services Section, Personnel Sub-section, Sydney

Duties: No. 61—Officer-in-charge Registry. Plan, supervise and direct the work of the Registry at Regional Headquarters. Ensure that records at outstations are maintained in accordance with prescribed practices.

Qualifications: Thorough knowledge of registry practices and procedures together with an ability to control staff desirable.

Apply: F2

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Supply and Transport Section, Transport Sub-section, Sydney

Duties: No. 172—Allocate and control the use of Transport in The Transport Pool. Arrange hire car bookings and supervise motor drivers.

Qualifications: Knowledge and experience in Transport and Supply procedures together with possession of current driver's licence desirable.

Apply: F2

VICTORIA-TASMANIA REGION**Executive Services Branch**

Clerk \$6912-7652 (Class 4), Third Division, Personnel and Office Services Section, (several positions), Melbourne

Duties: Assess and approve the payment of salary adjustments, increments, furlough and allowances within prescribed delegations. Approve the granting of leave within prescribed delegations. Allot units, determine rates of contributions and take all other action relating to contributions to the Superannuation Fund or Provident Account.

Qualifications: Extensive knowledge of Public Service Act, General Orders, Superannuation Act, determinations and conditions of service desirable.

Apply: F3

Operations Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Airways Operations Section, Flight Service Sub-section, Melbourne

Duties: NP—Provide clerical assistance to Regional Flight Service officers. Prepare non-technical correspondence. Perform clerical duties relating to issue, renewal, endorsement and suspension of Certificates of Competency and maintain history record cards.

Qualifications: Ability to work with technical staff together with a knowledge of Air Navigation Regulations and Airways Operations Instructions relative to Flight Service matters desirable.

Apply: F3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Airways Operations Section, Fire Services Sub-section, Melbourne

Duties: NP—Maintain history and training record cards for Regional Fire Staff. Perform all clerical duties relating to issue, renewal, endorsement and cancellation of Certificates of Proficiency. Prepare routine correspondence.

Qualifications: A knowledge of Airways Operations Instructions relative to Fire Service matters desirable.

Apply: F3

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

Duties: NP—Record, index and file all Major Defect Reports, circulate reports to technical staff and ensure that follow-up reports are received. Maintain and amend maintenance and flight manuals.

Qualifications: A knowledge of Airworthiness Instructions desirable.

Apply: F3

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

Duties: NP—Operate a registry system in the Airworthiness Unit, in particular receive and distribute incoming mail and files, classify and record correspondence, maintain and locate files and perform clearance duties. Perform messengerial and other duties.

Qualifications: A current car driving licence is desirable.

Apply: F3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Airworthiness Section, Moorabbin Airport

Duties: NP—Assist with the processing of Certificates of Registration and Airworthiness and the maintenance and amendment of aircraft flight manuals. Sort and distribute incoming correspondence and undertake clearance and dispatch duties.

Apply: F3

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

Duties: NP—Register, file and distribute aeronautical engineering drawings and advise organisations of approval or otherwise. Maintain and amend copies of maintenance manuals, ANOs, ANRs and AIWs.

Apply: F3

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Flying Operations Section, General Aviation Sub-section, Melbourne

Duties: NP—Arrange flight test programme for Examiners of Airmen and Flight Test Officers. Arrange hire of aircraft and travel and accommodation bookings in connection with flight tests. Accept bookings for use of Departmental aircraft.

Apply: F3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Flying Operations Section, Regular Public Transport Sub-section, Melbourne

Duties: NP—Prepare analysis sheets and maintain records for the domestic airlines' Airline Flight Liaison Scheme. Maintain records relating to the approval and flight testing of airline company Check Captains.

Apply: F3

Melbourne Airport

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

Duties: No. 16—Control on a shift basis all activities associated with the Airport Terminal. Represent the Airport Manager outside normal hours. Liaise with company management and engineering staff in relation to matters affecting operations within the Terminal. Take all possible action to ensure the comfort of passengers and visitors to the area. Attend to complaints or inquiries from business concessionaires. Provide all possible assistance during VIP movements.

Qualifications: Proven capacity to exercise discretion in public relations and ability to resolve problems without benefit of immediate access to higher authority, together with knowledge of departmental responsibilities in relation to processing of passengers on international and domestic travel flights highly desirable.

Apply: F3

QUEENSLAND

Surface Transport Group

*Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Navigational Aids Section, Operational Maintenance Sub-section, Brisbane

Duties: No. 52—Maintain Regional radio navigation and communication equipment to prescribed standards, instal new equipment, develop maintenance programmes and modifications and inspect equipment in use.

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

Apply: AH4

*Tradesman (Radio) \$5192-5930, Fourth Division, Navigational Aids Section, Operational Maintenance Sub-section, Brisbane

Duties: No. 192—Under the direction of the Radio Technical Officer, Grade 2, perform routine maintenance on radio navigation and communication equipment. Assist with maintenance, repair and modification of operational equipment.

Qualifications: Possession of qualifications as first class Tradesman (Radio) or equivalent and successful completion of a practical test.

Note above two positions: Some travel to navigational aids by launch, ship and aircraft is involved.

Apply: AH4

SOUTH AUSTRALIA-NORTHERN TERRITORY REGION

Airports Branch

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

Duties: No. 152—Investigate and report on proposals with a view to their inclusion in design lists, new works and maintenance programmes. Liaise with Head Office on functional briefs, and, where applicable, prepare preliminary layout designs of movement area works. Check design plans and

specifications. Prepare draft 'method of working' plans as appropriate. Attend to the more complex matters relating to licensed aerodromes.

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

Note: This position may be transferred to Darwin and the occupant may be required to move to that location.

Apply: F5

DEPARTMENT OF THE TREASURY CENTRAL STAFF

Accounting and Supply Division, Accounting Operations Branch

Clerk \$8886-9548 (Class 6), Third Division, Public Accounting and Supply Section, Canberra

Duties: No. 38—Carry out financial investigations, assist in examination of departmental estimates and proposals for additional commitments. Assist in the preparation of Budget papers.

Qualifications: Experience in financial investigations, administration and control desirable. Tertiary qualifications to be stated.

Apply: A11

Accounting Policy Branch

Finance Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Legislation and General Section, Canberra

Duties: No. 148—Conduct investigations, prepare submissions and correspondence concerning the administration of the Audit Act, Treasury Regulations and Directions.

Qualifications: Progress in Accountancy or similar studies to be stated.

Apply: A11

Defence and Works Division, Defence Branch

Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Defence Policy (General) Section, Canberra

Duties: No. 56—Undertake research and assist with analysis of defence policy issues including proposals relating to defence manpower and defence equipment.

Qualifications: Degree in Economics, Commerce or Arts (Economics) and research experience or equivalent approved qualifications.

Apply: A11

Financial Institutions Division, Banking and Insurance Branch

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

Duties: No. 25—Undertake preliminary investigations into policy aspects of general insurance. Draft reports, submissions and correspondence.

Qualifications: Appropriate university degree together with experience in investigation work and ability to write clear and concise reports desirable.

Apply: A11

Private Sector Transactions Branch

Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Company Finances Section, Canberra

Duties: No. 31—Investigate and report on investment proposals by companies and regulations relating thereto.

Qualifications: Appropriate university degree and experience in dealing with policy issues desirable.

Apply: A11

Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Overseas Transactions Section, Canberra

Duties: No. 19—Investigate matters relating to exchange control, including proposals by Australian residents to invest overseas or borrow abroad and proposals by overseas residents to invest or borrow in Australia.

Qualifications: University degree desirable.

Apply: A11

General Financial and Economic Policy Division, Economic Conditions Branch

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

Duties: No. 9—Direct research and investigations into current economic conditions in Australia.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard, together with intensive relevant experience desirable.

Apply: A11

Revenue, Loans and Investment Division, Development Projects Branch

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

Duties: No. 52—Undertake research and investigations into the economic and financial aspects of development projects submitted by the States for Australian Government financial assistance in the transportation field.

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

Apply: A11

Loans and Debt Management Branch

***Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Debt Management Section, Canberra**

Duties: No. 12—Undertake research and investigation into Australian capital markets and short term interest rates; prepare reports and briefs for senior officers on market conditions and trends.

Qualifications: Degree in Economics, Commerce or Arts (Economics). Appropriate experience desirable.

Apply: A11

Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Local Government Section, Canberra

Duties: No. 63—Undertake research and investigations into matters relating to financial assistance for local government and regional activities.

Qualifications: Degree in Economics, Commerce or Arts (Economics) or other appropriate qualifications. Previous research experience desirable.

Apply: A11

State Finances Branch

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

Duties: No. 29—Undertake research and analysis of State finances, with particular reference to current expenditures and revenues.

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

Apply: A11

Social Security Division, Education, Science and General Branch

Assistant Investigation Officer, \$5806-6666 (Class 2/3), Third Division, Immigration and General Section, Canberra

Duties: No. 71—Assist with the general investigation and administrative work of the Section.

Qualifications: Completion or partial completion of appropriate tertiary studies desirable. Aptitude for investigation work an advantage.

Apply: A11

Employment Conditions Branch

Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division, Conditions of Service Section, Canberra

Duties: No. 47—Investigation of proposals concerning conditions of service overseas; examination of estimates of expenditure.

Apply: A11

Management Services Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Staff Development and Training Sub-section, Canberra

Duties: No. 328—Obtain information and assist generally in investigation into manpower planning and staff development techniques.

Qualifications: Aptitude for investigating and training duties desirable.

Apply: A11

Clerk \$7899-8639 (Class 5), Third Division, Finance and General Services Section, Parliamentary Liaison Sub-section, Canberra

Duties: No. 134—Liaison officer on Cabinet and Parliamentary matters. Follow up replies to outstanding correspondence.

Apply: A11

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and General Services Section, Registry Sub-section, Canberra

Duties: No. 100—Supervise and direct the work of Clearance Operators, Transit Post Operators, and Dispatch Assistant; receive and sort all incoming mail, files and papers received in the Registry Sub-section, and register remittances.

Apply: A11

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and General Services Section, Registry Sub-section, Canberra

Duties: No. 126—Messenger activities associated with classified material.

Apply: A11

**OFFICE OF THE AUSTRALIAN GOVERNMENT
ACTUARY AND LIFE INSURANCE
COMMISSIONER**

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

Duties: No. 39—Assist in supervising the operation of an IBM 1800 Computer installation and in the development of software and data processing systems.

Qualifications: Experience in the design and development of software and data processing systems desirable. Experience in the supervision of operations and advantage.

Apply: A11

AUSTRALIAN CAPITAL TERRITORY

**Australian Government Retirement Benefits Office,
Operations Branch**

Clerk \$8886-9548 (Class 6), Third Division, DFRB Section, Contributions and Benefits Sub-section, Canberra

Duties: NP—Assist with the supervision of the activities of the Benefits Group, including the distribution of work; approve payments to estates with probate and payments of grants of new pensions.

Qualifications: Experience with the relevant legislation and procedures and ability to write clear and concise reports and correspondence desirable.

Apply: A11

Clerk \$7899-8639 (Class 5), Third Division, DFRB Section, Contributions and Benefits Sub-section, Canberra

Duties: NP—Team Leader. Check calculations on new grants, commutations and variations of pension and payment to estates.

Apply: A11

Clerk \$7899-8639 (Class 5), Third Division, DFRB Section, Contributions and Benefits Sub-section, Canberra

Duties: No. 297—Supervise and train staff in all aspects of work of Group responsible for Contributor's Records for Army personnel. Initiate and sign correspondence on contribution matters and sign advices to Department in respect of reduction in contributions in retirement cases.

Apply: A11

Clerk \$6912-7652 (Class 4), Third Division, DFRB Section, Contributions and Benefits Sub-section (two positions), Canberra

Duties: NP—Certify correctness of calculations of aggregate pay and costing for purchase of past service. Prepare correspondence advising members of costs and options available.

Apply: A11

Clerk \$6912-7652 (Class 4), Third Division, DFRB Section, Contributions and Benefits Sub-section, Canberra

Duties: NP—Prepare and calculate new grants and commutations of pensions, payment to estates, refunds of contributions and variations to pensions. Prepare correspondence and attend to inquiries from members.

Apply: A11

Clerk \$5806-6666 (Class 2/3), Third Division, DFRB Section, Contributions and Benefits Sub-section, Canberra

Duties: NP—Calculate and prepare refunds of contributions and payment of gratuities to members. Calculate and prepare advance payments of gratuities. Deal with routine correspondence and advices to members concerning their benefit payments.

Apply: A11

Clerk \$8886-9548 (Class 6), Third Division, Services Section, Management Projects Sub-section, Canberra

Duties: No. 3—Undertake assignments in organisation and methods, work measurement and documentation. Examine and report on staff suggestions and their implications.

Qualifications: Experience in organisation and methods activities desirable.

Apply: A11

Typist, Grade 2 \$4731-5035, Fourth Division, Services Section, Typing Sub-section, Canberra

Duties: No. 18—Operate an automatic typewriter on applications requiring involved editing functions or the use of multiple tapes.

Apply: A11

Clerk \$9876-10538 (Class 7), Third Division, Superannuation Section, Papua and New Guinea Pensions Sub-section, Canberra

Duties: No. 539—Prepare recommendations for investment; implement approved investment programme for the Papua and New Guinea Superannuation and Retirement Benefits Funds. Oversight the maintenance of investment ledgers, interest registers, amortisation schedules and records relating to investment programmes for all Funds. Prepare quarterly statements for members of the Boards and annual accounts statistics.

Apply: A11

COMMONWEALTH SUB-TREASURY

NEW SOUTH WALES

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Paymaster and Receiver Section (several positions), Sydney

Duties: As a member of a Treasury Regulation 109 checking team, verify cheque issue details against source documents and refer discrepancies for corrective action; cancel paid claims and spoil cheques.

Apply: A12

Commonwealth Sub-Treasury

TASMANIA

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

Duties: No. 4—Examiner of Accounts.

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

Apply: A17

AUSTRALIAN BUREAU OF STATISTICS**AUSTRALIAN CAPITAL TERRITORY****Economic Accounts Division, Prices, Quantum and Household Expenditure Branch**

*Field Officer \$7150-7550, Fourth Division, Retail Prices Section, Canberra

Duties: Position No. 12—Assist in the collection and checking of retail prices in Canberra.

Qualifications: Trade experience in, and knowledge of, clothing, drapery, food and other fields of household expenditure.

Apply: AI10

Qualifications: Considerable statistical experience and knowledge of anatomy and the aetiology of disease together with appropriate academic qualifications desirable.

Apply: AI13

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT**AUSTRALIAN CAPITAL TERRITORY****Development Projects and Task Forces Division, Development Corporations Branch**

*Assistant Secretary \$17300, Second Division, Canberra

Duties: No. 108—Direct the work of the Branch as a Co-ordinating body for all aspects of the operations of the Development Corporations and other development agencies. Liaise with State and Australian Government agencies and prepare proposed annual investment programmes for each Development Corporation including the development of planning programming budgeting techniques.

Qualifications: Appropriate tertiary qualifications together with a knowledge and background in the urban development process and the operations of development agencies, desirable.

Apply: AJ1

Management Division

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

Duties: No. 39—Direct and Control the work of a major project team whose current interests are focussed on such inner-city questions as how to; ensure balanced development in the central business districts; increase the provision of housing for low income families; and, preserve and improve community facilities.

Qualifications: Tertiary qualifications and experience in one or more of the fields of Economics, Law, Social Work, Planning and Sociology, desirable.

Apply: AJ1

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

Duties: No. 215—Responsible to a Director or Supervising Project Officer for the control, direction and management of a small project team whose current interests are focussed on such inner-city questions as how to; ensure balanced development in the central business districts; increase the provision of housing for low income families; and, preserve and improve community facilities.

Qualifications: Tertiary qualifications and experience in one or more of the fields of Economics, Law, Social Work, Planning and Sociology, desirable.

Apply: AJ1

*Senior Investigation Officer, Grade 1 \$9876-10538 (Class 7), Third Division, Project Pool, Canberra

Duties: No. 86—As a member of a project team undertake detailed investigations and inquiries focussed on such inner-city questions as how to; ensure balanced development in the central business districts; increase the provision of housing for low income families; and, preserve and improve community facilities.

Qualifications: Tertiary qualifications and experience in one or more of the fields of Economics, Law, Social Work, Planning and Sociology, desirable.

Apply: AJ1

VICTORIA**Population and Employment Branch**

Clerk \$6912-7652 (Class 4), Third Division, Demography Section, Population Census Sub-section, Melbourne

Duties: No. 73—Undertake investigations into occupation and industry classifications for the Population Census. Participate in census preparation, pin-pointing of growth for Urban criteria, check local government boundaries.

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

Apply: AI12

Population Survey Operations Branch

Senior Research Officer Grade 1 \$8886-9548 (Class 6), Third Division, Sample Management, Processing and Development Section, Development Sub-section, Melbourne

Duties: No. 5—Assist in the technical developments of population survey in the review of existing population survey procedures.

Qualifications: Appropriate academic qualifications. Considerable statistical or research experience desirable.

Apply: AI12

Clerk \$7899-8639 (Class 5), Third Division, Sample Management, Processing and Development Section, Processing, Finance and Quality Control Sub-section, Melbourne

Duties: No. 7—Analyse survey procedures and results, and recommend appropriate quality control procedures to reduce the incidence of non-sample errors. Assist in the development of quality control systems.

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

Apply: AI12

QUEENSLAND**Population and Employment Branch, Demography and Social Section**

Clerk \$7899-8639 (Class 5), Third Division, Vitals and Health Sub-section, Brisbane

Duties: No. 8—Direct and engage in the checking of morbid conditions. Consult with hospitals, health authorities, medical schools and medical practitioners and provide expert advice on the International Classification of Diseases, Injuries and Causes of Death (IDC) and train staff in the use of IDC.

TRANSFERS TO ADVERTISED VACANCIES

Name and personnel number	Transferred from	Transferred to	Date of notification of vacancy
ATTORNEY-GENERAL'S DEPARTMENT			
CENTRAL OFFICE			
R. E. Cooper 73/88955P	Principal Legal Officer, Third Division	Principal Legal Officer, Third Division, Business Affairs Division, Restrictive Trade Practices and Consumer Protection Branch, Policy Section, Canberra (No. 20)	22.11.73
AUSTRALIAN CAPITAL TERRITORY			
S. J. Roberts 69/10831P	Clerk (Class 2/3), Third Division, Sydney	Clerk (Class 2/3), Third Division, Commonwealth Police Service, Canberra (No. 22)	6.12.73
R. J. Bakker 69/39232T	Clerk (Class 2/3), Third Division, Melbourne	Clerk (Class 2/3), Third Division, Commonwealth Police Service, Canberra (No. 34)	19.12.73
M. P. Willoughby-Thomas 72/87682R	Clerk (Class 2/3), Third Division	Clerk (Class 2/3), Third Division, Registration Offices Branch, Titles Section, Canberra (No. 53)	17.1.74
DEPARTMENT OF THE CAPITAL TERRITORY			
AUSTRALIAN CAPITAL TERRITORY			
B. V. Eastale 68/85161G	Clerk (Class 8), Policy Review Section, Administration Planning and Development Branch (No. 768)	Clerk (Class 8), Welfare Policy Section, Housing and Welfare Policy Branch (No. 4)	21.3.74
DEPARTMENT OF DEFENCE—NAVY OFFICE			
WESTERN AUSTRALIA			
B. S. Hornsby 58/21306M	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence—Navy Office, Fremantle	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence—Navy Office, Naval Staff Office, Fremantle (No. 19)	17.1.74
DEPARTMENT OF EDUCATION			
QUEENSLAND			
M. L. Hethorn 63/57415W	Clerk (Class 2/3), Third Division, Repatriation Department, Brisbane	Clerk (Class 2/3), Third Division, Brisbane (No. 59)	18.10.73
In lieu of notification appearing in <i>Gazette</i> No. 15 14.2.74			
DEPARTMENT OF FOREIGN AFFAIRS			
OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY			
AUSTRALIAN CAPITAL TERRITORY			
G. Stern 69/85715M	Education Officer, Class 3, Third Division, Department of Education, Canberra	Clerk (Class 9), Third Division, Aid Branch, International Training Section, Canberra (No. 104)	11.10.73
L. Watters 67/10559E	Education Officer, Class 3, Third Division, Department of Education, Canberra	Clerk (Class 9), Third Division, Aid Branch, International Training Section, Canberra (No. 133)	11.10.73
DEPARTMENT OF HEALTH			
NORTHERN TERRITORY			
F. M. Biddle 67/36888T	Clerk (Class 2/3) Third Division, Department of Supply, Sydney	Clerk (Class 2/3) Third Division, Supply Section, Purchasing and Contracts Sub-section, Darwin (No. 17)	10.1.74
DEPARTMENT OF HOUSING AND CONSTRUCTION			
NEW SOUTH WALES			
R. G. Avery 65/11149R	Clerk (Class 4), Third Division, Collector of Public Moneys, Accounts Section, Sydney	Clerk (Class 4), Third Division, Supervisor (ADP Insurance), Accounts Section, Sydney (No. 156)	22.11.73
NORTHERN TERRITORY			
T. G. R. Wharton 68/88223G	Stores Supervisor, Grade 1 \$5283-5532, Fourth Division, Department of the Northern Territory, Darwin	Senior Storeman \$4724-4977, Fourth Division, Regional Office, Katherine (No. 23)	13.12.73

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
DEPARTMENT OF THE MEDIA			
AUSTRALIAN BROADCASTING CONTROL BOARD			
CENTRAL OFFICE			
C. A. English 67/38863E	Clerk \$6912-7652 (Class 4), Third Division, Department of Supply, Regional Office, Melbourne	Research Officer, Grade 1, \$6022-7652, Third Division, Programme Services Branch, Australian Broadcasting Control Board, Central Office, Melbourne (No. 25)	22.11.73
F. G. A. Waldron 59/72126C	Engineer, Class 3, \$11348-12664, Third Division, Development and Laboratory Section, Melbourne	Engineer, Class 3, \$11348-12664, Third Division, Station Planning and Survey Section, Melbourne (No. 255)	24.1.74
DEPARTMENT OF THE NORTHERN TERRITORY			
NORTHERN TERRITORY			
S. Charnock 65/12403A	Clerical Assistant, Grade 3, Fourth Division, Department of the Treasury, Sydney	Clerical Assistant, Grade 3, Fourth Division, Administration Section, Lands Branch, Lands and Community Development Division, Darwin (No. 46)	4.10.73
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
J. M. Colley 62/45043T	Assistant Inspector (Class 5), Third Division, unattached	Assistant Inspector (Class 5), Third Division, Postal Services Division, Post Offices Branch, Country (South) Section, Cootamundra (No. 79)	20.9.73
K. M. Taylor 59/34702T	Assistant Inspector (Class 5), Third Division, unattached	Clerk (Class 5), Third Division, Postal Services Division, Post Offices Branch, Branch Service Section, General Services Sub-section, Sydney (No. 122)	25.10.73
M. E. Dewar 67/22557G	Assistant Inspector (Class 5), Third Division, unattached	Clerk (Class 5), Third Division, Postal Services Division, Post Offices Branch, Branch Services Section, General Services Sub-section, Sydney (No. 123)	25.10.73
P. M. Minarelli 65/13286M	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Lismore	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Regional Operations Branch, North Coast Section, Lismore (No. 152)	8.11.73
D. J. Holland 70/13482A	Senior Storeman, Fourth Division, Supply Branch, Sydney	Senior Storeman, Fourth Division, Supply Branch, Warehousing Section, Redfern	15.11.73
L. A. Verhaeghe 65/22592E	Monitor, Fourth Division, Telecommunications Division, Bowral	Monitor, Fourth Division, Telecommunications Division, Country Region, South Section, Wollongong District Telephone Office Sub-section, Wollongong	22.11.73
B. J. Hewson, 65/24474P	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Newtown	13.12.73
L. W. Chapman 62/22384R	Postal Clerk, Fourth Division, Broadway	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Kogarah	13.12.73
K. R. Gnaden 70/13128K	Draftsman, Grade 1, Third Division, unattached	Draftsman, Grade 1, Third Division, Engineering Division, Support Services Branch, Drafting Section, Sydney (No. 391)	17.1.74
W. K. Price 71/22029X	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Lithgow (Emergent Relief)	7.2.74
VICTORIA			
B. M. Dall 59/61526P	Clerical Assistant, Grade 4, Fourth Division, Postal Services Division	Clerical Assistant, Grade 4, Fourth Division, Postal Services Division, Mail Exchange Branch, Melbourne (No. 82)	6.12.73
QUEENSLAND			
W. A. Potheccary 59/25439R	Transport Overseer, Fourth Division, Postal Services Division	Transport Overseer, Fourth Division, Postal Services Division, Transport Branch, Brisbane	18.10.73
L. J. Bosworth 63/61577A	Postal Clerk, Third Division, Toowong	Postal Clerk (Relief), Third Division, Postal Services Division, Post Offices Branch, South Brisbane	10.1.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
P. R. C. Chambers 59/20718T	Postmaster, Grade 1, Fourth Division, Isisford	Senior Postal Clerk, Grade 1, Fourth Division, Postal Services Division, Post Offices Branch, Mossman	17.1.74
G. D. Bishop 70/61209E	Postal Clerk, Fourth Division, St George	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Normanton	17.1.74
SOUTH AUSTRALIA			
S. R. Ferguson 65/70050T	Telecommunications Technician \$6003-6693, Third Division, Telecommunications Division	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division, Country Region, District Telephone Office Section, Mount Gambier Sub-section, Mount Gambier (No. 124)	25.10.73
G. R. M. Tucker 59/11806K	Senior Postal Clerk, Grade 2, Third Division, Morphett Vale	Senior Postal Clerk, Grade 2, Third Division, Postal Services Division, Post Offices Branch, General Post Office, Adelaide	15.11.73
NORTHERN TERRITORY			
R. R. Gill 65/70309C	Postal Clerk, Fourth Division, Mount Gambier	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Darwin	17.1.74
TASMANIA			
C. H. Phillips 69/83087G	Clerical Assistant, Grade 2, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2, Fourth Division, Finance and Accounting Branch, Post Offices Accounting Section, Hobart (No. 67)	14.2.74
DEPARTMENT OF PRIMARY INDUSTRY			
WESTERN AUSTRALIA			
I. D. Johnstone 68/75445A	Employment Officer, Class 4, Third Division, Department of Labour, Perth	Clerk, Class 4, Third Division, Regional Office, Management Services Section, Personnel and General Services Sub-section, Perth (No. 200)	17.1.74
DEPARTMENT OF THE PRIME MINISTER AND CABINET			
THE OFFICE OF THE PUBLIC SERVICE BOARD			
NEW SOUTH WALES			
A. O. Wilson 70/85907G	Assistant Inspector (Class 8), Third Division, Canberra	Assistant Inspector (Class 7), Third Division, Establishment Services Branch No. 2, Sydney (No. 6)	29.11.73
REPATRIATION DEPARTMENT			
CENTRAL OFFICE			
J. F. Rosa 63/11392E	Clerk (Class 6), Third Division, Canberra	Clerk (Class 6), Third Division, Benefits Examination and Operations Section, Pensions Examination Sub-section, Canberra (No. 10)	17.1.74
G. T. O'Loughlin 66/12418W	Clerk (Class 6), Third Division, Canberra	Clerk (Class 6), Third Division, Benefits Policy and Planning Section, Canberra (No. 25)	17.1.74
DEPARTMENT OF SERVICES AND PROPERTY			
CENTRAL STAFF			
B. A. Jelfs 72/85884W	Senior Technical Officer (Surveying), Grade 1, Fourth Division	Senior Technical Officer (Surveying), Grade 1, Fourth Division, Survey Branch (No. 397)	8.11.74
D. I. Wade 72/86245E	Technical Officer (Surveying), Grade 2, Fourth Division	Technical Officer (Surveying), Grade 2, Fourth Division, Survey Branch (No. 399)	8.11.74
K. D. Tybell 58/17390A	Land Surveyor, Class 1, Third Division, Darwin	Land Surveyor, Class 1, Third Division, Survey Branch, Canberra (No. 235)	8.11.74
QUEENSLAND			
G. H. Roberts 71/95687P	Land Surveyor, Class 1, Third Division, Darwin	Land Surveyor, Class 1, Third Division, Survey Branch, Brisbane (No. 49)	8.11.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
WESTERN AUSTRALIA			
D. W. Hoops 74/86536M	Land Surveyor, Class 1, Third Division, Canberra	Land Surveyor, Class 1, Third Division, Survey Branch, Perth (No. 76)	8.11.74
AUSTRALIAN ELECTORAL OFFICE			
QUEENSLAND			
R. L. R. Kidd 70/58233P	Clerk \$5806-6666 (Class 2/3), Third Division, Divisional Staff (located at Albion)	Clerk \$5806-6666 (Class 2/3), Third Division, Australian Electoral Office, Brisbane (No. 3)	8.11.73
DEPARTMENT OF THE SPECIAL MINISTER OF STATE			
WESTERN AUSTRALIA			
F. T. Bryant 72/75174M	Clerk (Class 5), Third Division, Australian Archives, Canberra	Clerk (Class 5), Third Division, Australian Archives, Technical Services Section, Perth (No. 13)	10.1.74
DEPARTMENT OF THE TREASURY			
CENTRAL STAFF			
L. J. Buckland 70/86339T	Senior Finance Officer, Grade 2 (Class 9), Third Division	Senior Finance Officer, Grade 2 (Class 9), Third Division, Revenue, Loans and Investment Division, State Finances Branch, Revenue Funds Section, Canberra (No. 47)	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 THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

T. A. Cahill, 24.1.74 (p. 64) Cancelled.
R. Vivian, 21.3.74 (p. 72) 'Fourth Division' should read 'Third Division'.

DEPARTMENT OF DEFENCE—AIR OFFICE AUSTRALIAN CAPITAL TERRITORY

J. A. Poxon, 14.2.74 (p. 54) Personnel number should read 72/85387P.
L. McClean, 14.3.74 (p. 41) Surname should read L. McLean.

DEPARTMENT OF DEFENCE—NAVY OFFICE AUSTRALIAN CAPITAL TERRITORY

D. G. Evans, 7.3.73 (p. 61) Initials should read 'D. S.'.

DEPARTMENT OF EDUCATION CENTRAL OFFICE

H. M. Jackson, 28.2.74 (p. 66) Lapsed.

DEPARTMENT OF FOREIGN AFFAIRS

Office of Australian Development Assistance Agency
AUSTRALIAN CAPITAL TERRITORY

H. S. Mathews, 21.3.74 (p. 84) Designation promoted from should read 'Research Officer, Grade 2'.

DEPARTMENT OF HEALTH CENTRAL STAFF

C. L. Rogers, 19.12.73 (p. 112) Lapsed.

DEPARTMENT OF HOUSING AND CONSTRUCTION

NEW SOUTH WALES

Y. H. Lichtenberger, 28.3.74 J. H. Lichtenberger.

VICTORIA AND TASMANIA

D. J. Hutchinson, 14.3.74 (p. 53) Personnel number should be 58/12902W.

WESTERN AUSTRALIA

N. Witcombe 73/95689E, 7.3.74 (p. 81) Lapsed.

DEPARTMENT OF LABOUR CENTRAL OFFICE

L. Doherty, 14.3.74 (p. 54) Major Sectionalisation should be Management Services Branch and Section promoted to should read Information Service Section in lieu of that notified.

K. M. Dixon, 14.3.74 (p. 54) Withdrawn.

DEPARTMENT OF MINERALS AND ENERGY CENTRAL OFFICE

L. A. Stafford, 21.3.74 (p. 99) Position No. should be 818.

POSTMASTER-GENERAL'S DEPARTMENT VICTORIA

W. M. Kirby, 16.8.73 (p. 164) Lapsed.
C. G. E. Pulford, 16.8.73 (p. 171) Lapsed.
D. A. Marshall, 30.8.73 (p. 178) Lapsed.
L. R. Robins, 29.11.73 (p. 118) Lapsed.
V. A. D. Willmott, 29.11.73 (p. 118) Lapsed.
D. J. Wicks, 17.1.74 (p. 85) Lapsed.
D. T. Sandford, 14.2.74 (p. 86) Lapsed.

WESTERN AUSTRALIA

D. H. Beasley, 21.2.74 (p. 101) Withdrawn.
L. Greening, 10.1.74 (p. 136) Withdrawn.
K. M. Payne, 2.8.73 (p. 150) Withdrawn.
M. Williams, 14.2.74 (p. 90) Withdrawn.

DEPARTMENT OF PRIMARY INDUSTRY CENTRAL OFFICE

J. P. Barnes, 28.2.74 (p. 95) Lapsed.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

The Office of the Public Service Board

CENTRAL OFFICE

W. R. Bateman, 21.3.74 (p. 116) Sectionalisation should read 'Personnel Development Branch, Training Programmes Section'.

L. M. Bohm, 21.3.74 (p. 116) Sectionalisation should read 'Personnel Development Branch, Training Programmes Section'.

C. E. Taylor, 21.3.74 (p. 115) Designation promoted from should read 'Clerk \$8886-9548 (Class 6)'.

VICTORIA

A. K. Marshall, 6.9.73 (p. 145) Provisional promotion lapsed.

REPATRIATION DEPARTMENT

VICTORIA

D. R. Grant, 19.12.73 (p. 135) Provisional promotion declined.

DEPARTMENT OF SCIENCE CENTRAL OFFICE

F. R. Wojtaszak, 21.3.74 (p. 122) Initials should read F. S.

DEPARTMENT OF SERVICES AND PROPERTY CENTRAL STAFF

J. C. Sandifort, 21.3.74 (p. 123) Salary promoted to should read \$5681-6371.

QUEENSLAND

A. L. M. Spurgin, 21.3.74 (p. 63) Confirmation withdrawn.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

J. M. Spiller, 28.2.74 (p. 104) Withdrawn.

DEPARTMENT OF SUPPLY

AUSTRALIAN CAPITAL TERRITORY

G. Hull, 27.9.73 (p. 148) Lapsed.
G. T. O'Connor, 29.11.73 (p. 142) Lapsed.

VICTORIA

R. J. Swainson, 14.3.74 (p. 75) Consequential date should have read 14.3.74.

DEPARTMENT OF THE TREASURY**CENTRAL STAFF**

N. G. Holtby, 10.1.74 (p. 174) Lapsed.
A. G. Waterhouse, 24.1.74 (p. 111) Lapsed.

Australian Bureau of Statistics**AUSTRALIAN CAPITAL TERRITORY**

I. M. MacMaster, 24.1.74 (p. 117) Cancelled.

Australian Taxation Office**QUEENSLAND**

M. S. Booth, 21.3.74 (p. 144) Promoted from should read Clerk \$5806-6666 (Class 2/3), Third Division, Management Branch.

Confirmation of provisional promotions

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

ATTORNEY-GENERAL'S DEPARTMENT

J. G. Wotzko, P. De B. Helm, 1.11.73; S. S. Ross, M. Klemencic, 19.12.73; D. M. Smith, 24.1.74; R. C. Brown, G. B. Brohan, C. A. Nolan, 14.2.74; K. J. W. Titheradge, D. A. Atkinson, B. J. Costello, K. J. Gill, 28.2.74.

Office of the Commissioner of Trade Practices

J. V. McKeown, 28.2.74.

DEPARTMENT OF THE CAPITAL TERRITORY

T. W. Morley, 1.11.73; W. C. Curedale, H. Sek-Sekalski, 21.2.74.

DEPARTMENT OF CUSTOMS AND EXCISE

K. M. Gray, R. Dubin, L. D. Sayer, A. P. Van Vliet, V. Evsukoff, K. J. Kost, G. T. Brown, R. V. Timberlake, K. D. Fraser, P. J. Hearn, V. H. Goy, K. M. Hogan, P. H. Taylor, E. J. Angus, B. J. Lowther, J. L. Travers, A. T. M. Lamont, P. J. Kershaw, H. Bjaaland, B. W. St. Clair, J. L. Roberts, C. A. McGrory, J. L. Heymansson, E. J. Edwards, T. A. Curtis, L. C. Bayley, S. E. Baldwin, J. C. Allen, J. Kershaw, C. M. Burns, S. J. Ulbrick, D. McL. Patterson, P. J. Lewis, A. M. Port, 1.11.73; W. Pankiw, J. E. Coyne, E. J. R. Flynn, I. C. Jamieson, J. Marks, S. Harper, L. A. Pendergrast, E. A. Bunce, W. P. Motherway, S. E. Evans, J. R. Edwards, G. R. Pratt, R. L. Mews, L. A. Keay, R. W. Meredith, V. P. Berryman, R. A. N. Caldwell, R. G. Metcalf, J. Litis, G. F. Tully, S. M. Clarke, C. M. R. Roberts, I. D. Ross, 22.11.73; L. T. Toohey, S. J. Morris, R. Axford, R. B. Atkinson, J. A. Irvine, M. G. Tierney, G. Pearson, J. P. Howe, T. B. Babbage, N. H. Argy, B. T. Dowling, B. R. Pauchet, S. J. Morris, 10.1.74; R. J. Power, A. L. Davis, 14.2.74.

DEPARTMENT OF DEFENCE

R. J. Raadts, C. G. Fanning, J. S. Hastie, 1.11.73; B. J. Tye, A. R. Groves, S. R. Miller, J. D. Ford, J. C. Keneley, D. A. Lea, E. Mitchell, V. J. Ford, 10.1.74; A. M. Moore, P. M. D. Amos, 14.2.74; W. D. Rossetto, G. J. Smith, 21.2.74; G. J. Durham, P. J. Rootes, R. J. Weeden, E. A. Curren, D. R. Hartley, 28.2.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

E. L. Hudson, 10.1.74; V. T. Sheehan, 17.1.74; F. E. Woodyard, R. H. Warnecke, M. L. Toohey, D. W. Boucher, N. A. Cornish, J. F. R. Dallas, L. Rosette,

A. Lampos, M. M. Laida, M. G. Harris, 7.2.74; B. J. Stark, L. R. McGrath, M. A. Scott, W. N. Scott, C. Hemmings, 14.2.74; R. K. Bain, B. Kalms, 21.2.74; W. Weinert, R. J. Whiting, C. Lamb, R. G. Curtis, 28.2.74; C. J. Hall, 21.3.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

L. S. Weston, D. M. Andrews, R. A. Stewart, G. Gaunt, 7.2.74; D. G. Friend, K. M. Sternberg, G. R. Wildman, M. R. Rankine, A. M. West, M. C. Blundell, 14.2.74; E. P. Kitchener, 28.2.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

A. D. Corney, 19.12.73; H. A. McInerney, 10.1.74; P. F. Monagle, G. E. Bush, R. A. Haywood, I. C. Snowball, 21.2.74; M. P. Hay, W. White, 28.2.74.

DEPARTMENT OF EDUCATION

B. T. Leonard, 27.9.73; J. W. Mather, 25.10.73; D. W. Moss, 8.11.73; W. C. Bowron, K. R. Fowler, 29.11.73; S. G. Weymouth, 19.12.73; L. M. Martin, J. A. Milne, J. E. Wilson, 10.1.74; G. Zuber, 17.1.74; S. B. Kirk, P. M. Boggis, S. G. Thompson, L. M. Fellows, 7.2.74; E. P. Ellis, 28.2.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

L. M. Bain, 25.10.73; L. J. J. Beens, 7.2.74

DEPARTMENT OF FOREIGN AFFAIRS

E. J. Stevens, D. P. Connors, G. E. C. Gibson, 9.8.73; P. J. Colvin, M. D. Temperley, 1.11.73.

DEPARTMENT OF HEALTH

C. M. Eisenhower, 7.2.74; V. J. Ackroyd, 14.2.74; S. W. Denny, L. A. Parry, K. Watkins, N. E. Kendrick, R. Wang, B. F. Hatch, M. T. Bayley, A. G. Burn, T. N. Swindon, 21.2.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

A. E. Smith, 25.10.73; C. G. Hansen, 1.11.73; M. Criniti, B. Miller, W. H. F. Grimmond, J. A. News, K. N. Constantine, 10.1.74; J. Newton, K. N. West, B. E. Woodward, S. K. Bansemer, S. Lockwood, 17.1.74; C. G. Connelly, B. C. Selby, L. J. Thomas, 24.1.74; R. K. Dunk, S. R. O'Grady, N. Borsodi, 7.2.74; R. Fairhurst, A. H. Fitzpatrick, J. E. White, H. K. Birch, P. Johnson, N. R. Patrick, K. J. Quinlan, R. Smithson, A. Lofthouse, E. Snell, L. Bock, R. M. Saltmarsh, 14.2.74; S. Frank, M. J. Treloar, 21.2.74; K. Jarzynski, 28.2.74.

DEPARTMENT OF IMMIGRATION

J. P. Tunbridge, 4.10.73; P. T. W. Feekery, 11.10.73; D. J. Hegarty, V. J. Evans, M. A. Freemantle, T. A. Weat, A. D. Sadler, G. L. Rees-Kerr, W. C. Honan, D. M. Beattie, J. L. Deacon, S. M. Carter, J. A. Naumann, K. D. Duffy, K. Lacey, 21.2.74.

DEPARTMENT OF LABOUR

H. Bily, 10.1.74; P. J. Brookhouse, 17.1.74; K. L. Capelin, B. J. Booth, N. R. Irwin, M. Rimmer, D. R. Harvey, 7.2.74; J. A. Skipper, M. J. McVeay, A. P. Thompson, 14.2.74; K. A. J. Lipman, G. E. Mathieson, M. L. Walters, C. E. McK. Phillips, 21.2.74.

DEPARTMENT OF THE MEDIA

Information Division, Australian Information Service
D. K. Bogg, 21.2.74.

DEPARTMENT OF MINERALS AND ENERGY

G. Lamberts, 10.1.74; G. J. Paull, 21.2.74; P. J. Koorey, R. J. Westmore, J. W. Hudspeth, M. R. Moffat, J. W. Graham, P. V. Mooney, B. A. J. Murphy, 28.2.74.

DEPARTMENT OF NORTHERN DEVELOPMENT

J. F. Moloney, 28.2.74; P. G. Farrell, 7.2.74.

DEPARTMENT OF OVERSEAS TRADE

R. J. Hall, A. J. Cook, J. Ramsey, A. J. Glenn, P. J. Anderson, R. C. Bolduan, J. J. Kenna, R. C. Raven, B. A. Schick, 28.2.74.

POSTMASTER-GENERAL'S DEPARTMENT

D. H. Nott, J. S. Patterson, N. G. Dever, 17.5.73; N. F. Toohey, P. J. Gillin, R. J. Low, K. F. Bailey, S. J. Lindsay, L. J. Small, 16.8.73; A. Cawthorne, 6.9.73; T. A. Wilkinson, D. J. Kattenhorn, 20.9.73; M. J. Willis, 11.10.73; S. D. S. Rakkar, G. R. Nolan, J. E. Hiller, M. I. Idris, 25.10.73; P. Mahar, D. M. Murphy, D. J. Cox, 1.11.73; A. M. Johnson, R. R. Pierson, 8.11.73; J. M. Waldron, A. B. Vantwest, S. D. Cork, R. J. Richardson, L. A. Dawson, T. L. Tiffin, P. J. O'Shea, 15.11.73; R. I. Duff, F. X. C. Ponedar, G. D. Weeks, P. H. Rowlands, S. V. Shortis, W. Edmondston, A. M. Shanahan, V. Orloff, P. R. Whitby, 29.11.73; I. B. Green, 6.12.73; W. J. Laurie, 19.12.73; B. J. Clarke, G. R. McAuliffe, 10.1.74; W. R. Robson, L. R. Anderson, C. Capenhurst, B. G. Thompson, G. Kimber, M. A. Northey, J. S. Johanson, L. M. Read, R. A. Culph, J. V. Hodges, B. J. Smith, D. M. Perrin, S. R. Beardshaw, R. J. Barnes, A. M. Hurley, 17.1.74; M. P. Conlon, H. L. Sutton, D. E. Lewis, C. M. Lawrence, Z. P. Longley, K. L. Manchester, R. T. Smith, R. J. Keogh, W. F. Watt, L. R. Green, B. T. Donohue, 24.1.74; B. J. Matheson, G. L. Stockden, I. J. Turner, P. Wright, R. J. Strickland, A. W. Moss, J. Anthony, G. R. Dunning, P. K. Hill, B. R. O'Driscoll, R. A. John, J. E. Aubin, F. M. Bennett, J. T. Allen, J. Baggs, H. W. Prott, G. G. Malouf, A. Taylor, B. Shallies, B. V. Dooley, R. A. Ellis, 31.1.74; V. T. A. Forrest, R. C. Stephens, R. V. J. Skinner, G. C. Dunn, R. W. W. Wing, J. D. Lodge, T. Mease, R. R. Cooper, J. N. Lewin, T. T. O'Kamura, T. M. McLean, A. H. W. Kluver, T. J. Crowley, R. M. Steven, G. T. Jones, B. A. Webb, J. E. M. Holborn, S. R. Grosert, M. L. Jefferey, 7.2.74; J. H. Bateman, R. R. Jarrett, J. A. Quilliam, R. N. Slater, D. B. Campbell, R. Batty, P. L. Larkins, V. P. J. Colosimo, J. A. O'Brien, G. T. Regos, E. M. Slater, C. A. Kousal, C. R. French, C. P. Vickers, J. M. G. Lebrasse, E. Panagiotopoulos, M. S. Bray, T. Collins, T. A. Cartwright, K. L. Jeffery, C. J. Livingston, W. J. Martin, P. M. Oddy, K. A. R. Sheldrick, K. A. Tatti, B. M. Barrie, M. G. Block, R. G. McLeod, 14.2.74; C. T. Colliver, D. G. Marshall, H. D. Kwasny, H. A. J. Meijerink, L. G. Favier, I. Kirkland, N. J. N. Evans, I. R. Malcolm, J. H. Need, A. Rotunno, R. E. Davey-Milne, J. Dickson, G. Bradford, 21.2.74.

DEPARTMENT OF PRIMARY INDUSTRY

P. McMullen, 7.2.74; D. A. Langham, J. A. L. Sparks, L. M. McSpeerin, G. M. White, J. N. Chapman, C. Powell, R. H. Blanks, P. E. Flint, J. E. Baird, R. W. Alison, A. O. Amos, I. H. Woolcock, G. A. Watts, D. J. Campbell, J. A. Laity, F. J. Gordon, G. M. Dowling, J. H. Campbell, 28.2.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

J. E. Kurr, 13.12.73; M. A. Graham, 28.2.74.

The Office of the Public Service Board

J. D. Eddy, S. C. Varney, S. M. Rowe, 6.9.73; B. T. Kimball, M. A. Luckett, D. R. Hickey, 4.10.73; A. K. Marshall, 25.10.73; B. N. Marshall, D. M. Coulthard, A. F. Johnson, C. G. Lynch, S. E. Jenkins, 8.11.73; C. Perry, 15.11.73.

Office of the Industries Assistance Commission

M. B. Meers, 29.11.73; A. M. Klinck, 7.2.74; P. W. Flint, 14.2.74.

Office of the Prices Justification Tribunal

P. E. O'Leary, 10.1.74; E. K. Richards, 7.2.74; J. D. Olive, 21.2.74.

Auditor-General's Office

R. De Simoni, 21.2.74.

REPATRIATION DEPARTMENT

L. A. Tonkin, 22.11.73; G. P. Perkins, M. D. Dasan, B. O. Loos, M. L. H. Marion, M. D. Sammut, A. M. Murphy, D. Kentwell, R. Widman, P. A. E. Smith, 7.2.74.

DEPARTMENT OF SCIENCE

P. L. Cummins, 28.2.74.

Bureau of Meteorology

R. M. Tester, 13.12.73; R. Barnes, M. J. Keatinge, 17.1.74.

DEPARTMENT OF SECONDARY INDUSTRY

F. M. Karpfen, 28.2.74.

DEPARTMENT OF SERVICES AND PROPERTY

J. Davidson, B. A. Tink, 1.11.73; D. W. Ganderton, 13.12.73; A. C. W. Cotterell, D. B. Jones, R. Fearn, D. T. Baguley, K. K. Hegg, P. M. Carroll, 10.1.74; S. M. Wilson, S. G. Clark, F. Smallman, J. E. S. Wajtaszak, M. Kallinger, A. Quinn, P. A. Reynolds, P. G. Bridson, 21.2.74.

Australian Electoral Office

M. K. Horvat, C. Flego, 10.1.74; C. T. Christie, 28.2.74.

DEPARTMENT OF SOCIAL SECURITY

A. S. Tasker, 27.9.73; L. G. Street, 8.11.73; W. J. B. Locke, 7.2.74; K. W. Bawden, 18.3.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

A. V. Hickerton, P. R. Gaul, J. E. Hantken, 28.2.74.

National Library of Australia

F. Stefek, M. Kendall, 28.2.74.

DEPARTMENT OF SUPPLY

L. T. R. Harvey, 27.9.73; J. M. Jordan, 18.10.73; A. C. O. Gibb, P. L. Silver, 1.11.73; N. B. Baker, M. J. E. Ridout-Allen, A. J. Merlino, P. E. Mulcahy, J. L. Falvey, A. F. Grundeman, 29.11.73; Y. C. Owen, T. Panto, R. A. Driver, A. A. Henry, R. N. Miles, W. J. Stevens, C. R. Gosden, E. C. Ashforth, R. D. Broadhead, D. M. Carnell, E. J. Russell, D. V. Allchin, W. Mazurek, M. M. Dal Tio, E. Murby, 10.1.74; M. Adamedes, L. M. Hillard, A. W. Jackson, J. M. Robertson, P. J. Skinner, J. R. Waterhouse, 17.1.74; E. M. O'Connell, J. G. Metters, 24.1.74; B. J. Wicks, W. B. Johnson, W. A. Eason, A. M. Devlin, 31.1.74; J. M. Halse, M. J. Phillips, A. De Luca, D. M. Tapscott, J. E. Lucas, B. N. Cotter, D. G. Hudson, C. R. Lawrie, R. C. Maitland, M. J. Pearce, W. J. Sanderson, J. P. Wilson, J. M. Cliff, J. A. Young, 7.2.74; J. T. Jongebloed, W. M. Davey, A.

E. Grigg, A. P. W. Haddon, R. E. Edwards, P. T. F. Lindley, P. L. Walker, A. Runacres, W. H. Clements, A. C. Williams, K. A. Edwards, C. D. Pitson, R. J. Healy, R. Perri, 14.2.74; F. J. Austin, R. E. Hammond, N. K. Jones, D. St. J. Robb, S. G. Pethick, J. DeFavari, F. R. Wade, C. F. Blessing, P. E. Coombe, D. M. Goddard, N. Crook, D. M. Morley, J. S. Hadley, 21.2.74.

DEPARTMENT OF TOURISM AND RECREATION

K. Rule, 8.11.73.

DEPARTMENT OF TRANSPORT

R. J. Collins, J. H. McMillan, G. A. Ritchie, 13.12.73; P. D. Barlow, J. S. Buchan, R. G. Christie, P. A. Coman, M. J. Dumas, P. R. Farline, F. W. Fritzlaff, M. E. Henderson, G. P. Howard, L. J. Lean, B. V. Lee, R. J. Love, G. D. Lowe, G. K. Paul, T. D. Regan, R. C. Smedley, A. Steele, G. P. Taggart, D. C. Tarrant, 10.1.74; M. A. Dowling, H. G. Equid, V. M. Faulkner, S. J. Fay, J. F. Green, B. J. Hewett, A. H. Hibbard, P. M. Kennedy, W. J. Montgomery, W. V. Pope, B. A. Stewart, T. B. Weekes, W. W. Witts, 17.1.74; V. E. Hawthorne, R. B. Lubke, 24.1.74; B. H. Allen, C. T. Baylon, R. S. Brook, I. A. Burgett, K. H. Champion, E. J. Collins, R. A. Condon, M. B. Curley, M. A. Fienberg, T. E. Frowd, C. L. Harper, A. J. Holbeck, A. B. Iselin, K. Janz, A. McBrien, R. A. Richards, G. D. Swenson, 31.1.74; J. K. Davis, J. H. Flower, E. W. Medlow, K. Oehlerich, G. W. Stephens, B. J. Tavender, C. F. Watts, 7.2.74.

Surface Transport Group

C. W. Chambers, 11.10.73; B. C. Pierce, M. F. Taniane, 6.12.73; W. G. Priddy, D. Hebda, C. M. Rowley, 10.1.74; E. L. Clements, B. Kay, V. Mason, 7.2.74; M. Biffi, R. Hicks, M. Taranto, 14.2.74; V. M. Swann, K. S. Huggan, 28.2.74.

DEPARTMENT OF THE TREASURY

J. H. Hammond, 18.10.73; H. G. Pearce, 25.10.73; C. F. Coyle, 1.11.73; J. P. Frewin, D. A. Peterson, M. J. K. Jacques, J. F. Grant, J. F. Hicklin, 8.11.73; J. A. Walker, T. P. Scanlon, M. J. Simpson, S. Diaz, 15.11.73; D. P. G. Pyman, 22.11.73; K. M. Flower, J. D. Sutherland, 29.11.73; D. P. Mullen, 6.12.73; M. K. Lord, 13.12.73; D. H. Kellond, 10.1.74; M. B. Albrecht, V. M. Bowen, J. E. Burke, 21.2.74; D. L. Brownbill, J. C. Gates, J. R. Kingston, L. M. Borbiero, K. J. Horton-Stephens, M. J. Meehan, D. W. Nicol, R. J. Crocombe, J. M. Hickman, C. J. Louttit, 28.2.74.

Australian Bureau of Statistics

J. D. Dowson, S. G. Cox, I. McPhee, M. J. Bellingham, W. Kopras, S. P. Barnes, G. J. Cranitch, J. V. Dawson, H. M. Kriegel, D. J. Crago, L. J. Koolen, G. L. Wright, J. S. Walter, 1.11.73; G. C. Groves, 6.12.73; B. D. Martin, R. J. Davis, T. G. Mitchell, R. C. Leonard, 7.2.74; R. A. P. White, A. M. Mackay, M. J. Van Der Hoek, L. F. Fardell, H. M. McFarlane, 21.2.74; D. J. Gregory, L. P. Gasson, 14.2.74.

Australian Taxation Office

J. P. Kenny, L. A. Leong, D. C. Toner, J. B. Paul, S. Gaunson, G. J. M. Bugeja, F. J. Denny, D. A. Merrett, A. J. Monaghan, J. V. Riordan, B. D. Williams, J. F. Jackson, P. J. Tyrell, 11.10.73; J. L. Trigg, A. T. Phillips, K. Temby, C. R. Lawrence, 1.11.73; D. P. Brignell, 19.12.74; K. T. Hedger, L. S. McMaster, N. J. Cachia, M. A. Dadsey, D. R. Volpon, V. Oliveri, E. M. Galea, A. D. Miller, A. M. Serpa, D. Shaw, V. C. Lord, J. R. M. Orr, K.

Lancashire, J. L. Smart, T. M. Riordan, M. E. Whitehouse, I. Galea, A. Cakakios, B. E. McMahon, J. M. McRoberts, D. K. Browne, B. Sullivan, E. L. Jenkins, T. A. Winch, A. McKay, G. A. Caugley, R. J. Murcutt, H. T. Russell, L. Boyle, S. M. Lemish, K. V. Dick, J. E. McLeod, M. J. Fedyshyn, N. M. Delphine, L. J. White, J. E. Hopgood, C. F. Hanks, D. A. Horan, 10.1.74; T. G. Jones, P. R. Walker, C. A. Glennon, G. N. Mitchell, W. H. O. Malek, K. E. Sharp, T. P. Harpa, B. D. Moffatt, J. A. Laurie, C. H. Boon, C. J. Boase, S. V. D'Aloisio, A. Katsidonas, H. R. Boehm, M. T. Gardiner, P. Grady, P. V. Clifford, L. F. O'Brien, G. H. Martin, 17.1.74; B. M. Samms, P. B. Alabaster, M. S. Sue-Tin, P. A. McCsker, P. L. Bannerman, 31.1.74; R. G. Williams, R. A. MacAulay, M. A. Turner, P. W. McArdle, G. J. Forbes, G. J. Westriem, R. A. Anders, J. C. Dempsey, G. R. Evans, T. M. Ryan, L. Brakmanis, 7.2.74; Y. D. Zemdeg, S. E. Amos, C. B. O'Brien, L. La Bella, L. S. Guy, F. P. Bollard, 14.2.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: S. Hopkins, 19.7.73; P. J. Moore, 13.9.73; G. K. Edwards, R. L. Kennedy, A. Stone, D. J. E. Coleman, N. L. Perry, F. W. Towers, F. Merchant, E. W. Harwood, W. Fennell, G. F. Gardner, M. W. Denovan, A. Doring, A. R. Baxter, G. L. Robertson, A. R. T. McGeorge, E. G. Freeman, M. J. Morrissey, 20.9.73; R. J. Clifford, 4.10.73; D. A. Mullarvey, C. L. King, 25.10.73; J. Sheard, S. L. Walsh, I. D. Wicks, A. G. Soesan, I. J. Otley, 1.11.73; P. F. York, 8.11.73; R. D. Steins, 15.11.73; C. J. L. Arnold, 22.11.73; H. Metaxas, T. Hrymakowski, 29.11.73; W. F. Holman, 6.12.73; M. C. O'Hagan, K. S. Dawson, P. A. Noone, C. R. Murray, D. V. Brumwell, 13.12.73; J. H. Chandler, J. Harris, 19.12.73; L. E. Richardson, E. M. Haggart, 10.1.74; G. K. Armstrong, G. J. Ferguson, J. A. Whitelaw, G. R. Smith, D. N. Power, F. K. Nicholson, 17.1.74; B. J. Wilson, 31.1.74; K. B. Franklin, 7.2.74.

2. Promoted the undermentioned officers as shown:

ATTORNEY-GENERAL'S DEPARTMENT

NEW SOUTH WALES

M. A. Young, 69/11058X, Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Repatriation Department, as Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Bankruptcy Branch, Official Receiver's Section, Sydney (No. 69), with effect from 19.12.73.

DEPARTMENT OF CUSTOMS AND EXCISE

VICTORIA

H. Smelter, 70/39468K, Clerk \$2713-5594 (Class 1), Third Division, as Examining Officer \$5806-6666 (Class 2/3), Third Division, Port Services Section, Services Branch, Victoria (No. 9), with effect from 1.11.73.

T. R. O'Neill, 70/37628C, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, Services Branch, Victoria (No. 13), with effect from 1.11.73. T. J. McHugh, 69/38319K, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, Services Branch, Victoria (No. 34), with effect from 1.11.73.

QUEENSLAND

P. J. Thomas, 63/57395R, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$6912-7652 (Class 4), Third Division, Management Services Branch, Personnel Management Section, (Relief Staff) (No. 26), with effect from 13.12.73.

WESTERN AUSTRALIA

R. E. Cargeeg, 70/752685M, Clerk \$2713-5594 (Class 1), Third Division, as Boarding Officer \$5806-6666 (Class 2/3), Third Division, Services Branch, Port Services Section, Shipping (Boarding Group) Sub-section, Western Australia, with effect from 22.11.73.

DEPARTMENT OF THE MEDIA

WESTERN AUSTRALIA

D. D. Long, 70/75262X, Clerical Assistant, Grade 2 \$3853-4104, Fourth Division, Postmaster-General's Department, Western Australia, as Clerical Assistant, Grade 3 \$4230-4610, Fourth Division, State Office, Australian Broadcasting Control Board, Perth, with effect from 29.11.73.

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

A. J. Cleary, 59/43584R, Lineman, Grade 2 \$4594-4756, Fourth Division as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Western Section, Dubbo, with effect from 20.9.73.

T. W. Gallagher, 59/43980K, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Western Section, Dubbo, with effect from 20.9.73.

L. Hill, 59/38159A, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Newcastle Section, Cessnock, with effect from 20.9.73.

P. E. Gatenby, 62/22295T, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 4 Section, St Marys, with effect from 20.9.73.

B. A. Bromley, 59/41158E, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 2 \$5794, Fourth Division, Engineering Division, Construction Branch, Primary Works (Country) Section, Sydney, with effect from 20.9.73.

F. M. Daley, 59/43736K, Lineman, Grade 2 \$4594-4756, Fourth Division as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, North Coast Section, Lismore, with effect from 20.9.73.

C. G. Bell, 59/48211K, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, North Coast Section, Taree, with effect from 20.9.73.

D. T. Neville, 59/38686C, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, North Coast Section, Taree, with effect from 20.9.73.

G. L. Farrell, 59/43910M, Lineman, Grade 2 \$4594-4756, Fourth Division as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, North Coast Section, Kyogle, with effect from 20.9.73.

J. W. Roddom, 59/38934M, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Newcastle Section, Cessnock, with effect from 20.9.73.

J. R. McCann, 59/38608G, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Newcastle Section, Wickham, with effect from 20.9.73.

R. H. Curtis, 59/43732R, Lineman, Grade 2 \$4594-4756, Fourth Division as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Northern Section, Inverell, with effect from 20.9.73.

S. B. Creek, 59/43689X, Lineman, Grade 2 \$4594-4756, Fourth Division as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Northern Section, Tamworth, with effect from 20.9.73.

R. G. Riley, 59/45081E, Lineman, Grade 1 \$4594-4756, Fourth Division as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Northern Section, Inverell, with effect from 20.9.73.

J. R. O'Brien, 59/47506R, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Outer Sydney Section, Windsor, with effect from 20.9.73.

R. W. Jones, 67/23986W, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Construction Branch, Country Installation No. 4 Section, Redfern, with effect from 20.9.73.

H. R. Norris, 59/44834W, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Wollongong Section, Unanderra, with effect from 20.9.73.

A. J. Lynch, 59/42166P, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Regional Operations Branch, Wollongong Section, Wollongong, with effect from 20.9.73.

D. A. Cowley, 59/35458P, Senior Postal Clerk, Grade 3 \$8104-8947, Third Division, Marrickville, as Postmaster, Grade 4 \$9227-9967, Third Division, Postal Services Division, Post Offices Branch, Broadway, with effect from 6.12.73.

VICTORIA

J. Baragwanath, 68/38200M, Programming Assistant, Grade 2 \$5184-5952, Third Division, Department of Housing and Construction, Victoria, as Programmer-in-Training \$6022-7652, Third Division, Management Services Division, ADP Branch, Development Section, Melbourne, with effect from 10.1.74.

A. M. Saundry, 72/36405C, Clerk, \$2713-5594 (Class 1), Third Division, Australian Taxation Office, Victoria, as Programmer-in-Training, \$6022-7652, Third Division, Management Services Division, ADP Branch, Development Section, Melbourne, with effect from 10.1.74.

B. A. Hood, 59/68691C, Postal Officer, Grade 3 \$4605-5744, Fourth Division, Ballarat, as Senior Postal Clerk, Grade 1 \$6002-6555, Fourth Division, Post Offices Branch, Creswick, with effect from 29.11.73.

QUEENSLAND

B. F. Grice, 59/25283E, Clerk \$2713-5594 (Class 1), Third Division as Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch, Staffing and General Services Section, Brisbane (No. 239), with effect from 13.12.73.

DEPARTMENT OF THE PRIME MINISTER AND CABINET**VICTORIA**

I. G. Elliott, 67/36181X, Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Department of Labour, Victoria as Clerk \$11032-11525 (Class 8), Third Division, Projects Branch, Office of the Prices Justification Tribunal, Victoria (No. 450), with effect from 13.12.73.

P. A. Noone, 59/62763G, Clerk \$9876-10538 (Class 7), Third Division, Australian Taxation Office, Victoria, as Clerk \$11032-11525 (Class 8), Third Division, Projects Branch, Office of the Prices Justification Tribunal, Victoria (No. 612), with effect from 13.12.73.

DEPARTMENT OF SOCIAL SECURITY**VICTORIA**

W. J. Ashford, 67/38878K, Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence (Navy Office), Victoria as Clerk \$6912-7652 (Class 4), Third Division, Management Branch, Establishments Section, Melbourne (No. 206), with effect from 13.12.73.

DEPARTMENT OF TRANSPORT**VICTORIA**

M. A. Cahill, 71/36931K, Clerk \$5806-6666 (Class 2/3), Third Division, Department of Housing and Construction, Victoria, as Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Management Services Division, Personnel Development Branch, Victoria (No. 87), with effect from 19.12.73.

K. F. FAULL

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 ABORIGINAL AFFAIRS**AUSTRALIAN CAPITAL TERRITORY****Management Services and Projects Branch**

B. J. Holt 65/66734R	Clerk \$6912-7652 (Class 4), Third Division, Department of Supply, Adelaide	Clerk \$8886-9548 (Class 6), Third Division, Establishments Section, Can- berra (No. 100)
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Duties: Investigate and report on establishment and classification matters, prepare submissions and correspondence to the Public Service Board and Public Service Inspector.

Qualifications: Experience in establishments and classification procedures desirable.

Operations Division, Community Affairs Branch

P. C. Bourke 69/87813K	Senior Project Officer \$11032-11525 (Class 8), Third Division	Director \$13004-13498 (Class 10), Third Division, Education and Employment Section (No. 184)
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Duties: Supervise and direct the work of the section in the development, execution and review of programs of financial assistance in relation to the education and employment of Aborigines.

Qualifications: Ability to understand and communicate effectively with Aboriginal people desirable.

VICTORIA**Management Services and Projects Branch**

W. L. Perry 58/19166M	Clerk \$9076-10538 (Class 7), Third Division, unattached	Assistant Director \$11032-11525 (Class 8), Third Division, Melbourne (No. 267)
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Duties: Direct and co-ordinate the activities of the Department in Victoria. Responsible for the provision of management and administrative services to the Victorian Section and Tasmanian Section. Develop and co-ordinate administrative and financial arrangements for assumption of Victorian State responsibilities in policy and co-ordination of Aboriginal matters.

Qualifications: Extensive administrative experience and ability to co-ordinate a wide range of management activities. Ability to communicate effectively with Aboriginal people desirable.

ATTORNEY-GENERAL'S DEPARTMENT**CENTRAL OFFICE****Crown Solicitor's Division**

G. L. Walker 58/39637T	Senior Legal Officer \$12545-13635, Third Division	Principal Legal Officer \$15195-16285, Third Division, Canberra (No. 4)
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Duties:—Prepare submissions in relation to the conduct of constitutional and other important litigation and to appeals to superior courts. Prepare instructions to Counsel. Prepare and sign opinions of importance not requiring consideration at a higher level.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management and Special Services Division

K. M. Crotty 58/22242X	Assistant Secretary \$17300, Second Division	First Assistant Secretary \$20870, Second Division, Canberra (No. 1)
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Duties: Control and direct the work of the Division.

Special Services Branch

A. M. Roberts 66/11887P	Clerk \$6912-7652 (Class 4), Third Division, Department of the Special Minister of State, Commonwealth Archives Office, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Literature Review and Policy Section, Canberra (No. 21)
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Duties: Review and make recommendations on imported materials. Draft ministerial and departmental correspondence.

Operations Branch

D. F. Higgins 71/57028R	Clerk \$8886-9548 (Class 6), Third Division, Department of the Prime Minister and Cabinet, Canberra	Librarian, Class 3 \$9371-10534, Third Division, Canberra (No. 282)
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Duties: In charge of Departmental libraries.

Qualifications: An appropriate degree or diploma together with training in librarianship which qualifies for admission to Registration by the Library Association of Australia; or a recognised course of integrated study in Librarianship and academic subjects; or other qualification.

AUSTRALIAN CAPITAL TERRITORY

Commonwealth Police Service

R. K. Biddle 72/88469C	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Treasury, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Canberra (No. 31)
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Duties: Direct and control the work of Personnel and Office Services Sub-section; prepare submissions to the Delegate of the Commissioner for Employees Compensation.

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

R. J. Bakker 69/39232T	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Canberra (No. 45)
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Duties: Review accommodation, furniture and fittings and equipment requirements, prepare estimates of expenditure. Prepare proposals for new works, repairs and maintenance and purchase or hire of equipment.

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

NEW SOUTH WALES

Bankruptcy Branch

J. E. Willott 70/10843E	Clerk \$2713-5594 (Class 1), Third Division, Department of Defence, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Official Receiver's Section, Sydney (No. 13)
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Duties: Assist Realisation Officers generally in the realisation and administration of current estates.

E. G. Lees 59/28667E	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Official Receiver's Section, Sydney (No. 68)
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Duties: Control the operation of the Records Unit.

R. Curtis 67/13334K	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Postmaster-General's Department, Sydney	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Official Receiver's Section, Sydney, (No. 53)
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Duties: Alternate signing officer for cheques drawn on the Official Receiver's Estate Account. Continually review contributions by bankrupts and other periodical payments being made to bankrupts' estates. Initiate action in default cases.

T. W. Duggan 59/37844X	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Postmaster-General's Department, Sydney	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Official Receiver's Section, Proof of Debt and Dividend Sub-section, Sydney (No. 55)
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Duties: Perform routine duties in relation to proofs of debt and dividends including maintenance of the proofs of debt register and assisting in the distribution of moneys in estates. Maintain statistics for the Sub-section.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

Deputy Crown Solicitor's Office

J. M. Fitzherbert 71/39597A	Professional Assistant \$4670-6050, Third Division	Legal Officer \$6830-11765, Third Division, Property and Agreements Section, Melbourne (No. 100)
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Duties: Deal with matters referred to her. Prepare agreements, leases and other documents of a contractual nature.

Qualifications: Graduate in Law at an Australian university.

QUEENSLAND

Deputy Crown Solicitor's Office

I. C. R. Diehm 61/57074P	Clerk \$7899-8639 (Class 5), Third Division, Department of Customs and Excise, Brisbane	Legal Officer \$6830-11765, Third Division, Prosecutions Section, Brisbane (No. 6)
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Duties: Deal with matters referred to him.

Qualifications: Graduate in Law at an Australian university.

OFFICE OF THE COMMISSIONER OF TRADE PRACTICES

AUSTRALIAN CAPITAL TERRITORY

Project Branch

S. F. Skehill 70/41658T	Project Officer \$11032-11525 (Class 8), Third Division	Senior Project Officer \$12019-12510 (Class 9) Third Division, Canberra, (No. 99)
C. J. Dennett 67/11612R	Project Officer \$11032-11525 (Class 8), Third Division	Senior Project Officer \$12019-12510 (Class 9) Third Division, Canberra, (No. 101)
R. B. Wyatt 68/85101R	Project Officer \$11032-11525 (Class 8), Third Division	Senior Project Officer \$12019-12510 (Class 9) Third Division, Canberra, (No. 102)
R. L. Evans 66/13196A	Project Officer \$11032-11525 (Class 8), Third Division	Senior Project Officer \$12019-12510 (Class 9) Third Division, Canberra, (No. 103)

Duties: Supervise the examination of agreements and practices in terms of the Restrictive Trade Practices Act; analysis of economic and public interest issues in more important cases; preparation of submissions and case memoranda. Discussions with industry as required.

Qualifications: Knowledge of, or experience in, industry and commerce. Qualifications in commerce, economics or law to be stated.

H. G. E. Hollow 71/57653T	Senior Compiler \$9876-10538 (Class 7), Third Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Project Officer \$11032-11525 (Class 8), Third Division, Canberra, vice K. W. Harvey, prov. prom. 21.3.74. (No. 46)
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Duties: Assist in examination of agreements and practices under the Restrictive Trade Practices Act; analysis of economic and public interest issues; preparation of submissions and case memoranda.

Qualifications: Knowledge of, or experience in, industry and commerce. Qualifications in commerce, economics or law to be stated.

R. T. C. Smith 73/13336X	Research Officer, Grade 1 \$6022-7652, Third Division	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Canberra (No. 57)
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Duties: Undertake research into particular aspects of industries and the economic and social aspects of examinable agreements and practices; assist in the detailed examination of agreements and practices as required.

Qualifications: Appropriate university degree and relevant experience.

Policy and Planning Branch

J. P. O'Neill 63/38163C	Project Officer \$11032-11525 (Class 8), Third Division	Senior Project Officer \$12019-12510 (Class 9), Third Division, Canberra (No. 105)
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Duties: Maintain continuing review of progression and procedures for dealing with restrictive trade practices; supervise and undertake research into restrictive trade practices and related matters.

Qualifications: Experience in economic research; qualifications in commerce, economics and/or law to be stated.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

M. J. Frost 72/88155A	Clerk \$9876-10538 (Class 7), Third Division	Project Officer \$11032-11525 (Class 8), Third Division, Canberra, vice S. F. Skehill, prov. prom. 28.3.74 (No. 50)
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R. James 72/66459W	Clerk \$9876-10538 (Class 7), Third Division	Project Officer \$11032-11525 (Class 8), Third Division, Canberra, vice R. B. Wyatt, prov. prom. 28.3.74 (No. 52)
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Duties: Assist with reviews of progression and procedures for dealing with restrictive trade practices; undertake research into restrictive trade practices and related matters.

Qualifications: Experience in economic research; qualifications in commerce, economics and/or law to be stated.

J. E. Lester 69/85003G	Librarian, Class 2 \$8953-9970, Third Division	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Canberra (No. 108)
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Duties: Undertake research into particular aspects of restrictive trade practices; maintain continuing review of statistics for annual report purposes.

Qualifications: Appropriate university degree and relevant experience.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

D. T. Kemp 58/48133G	Clerk \$6912-7652 (Class 4), Third Division, Department of Defence (Army Office)	Personnel Officer \$8886-9548 (Class 6), Third Division, A.C.T. Personnel and Office Services Section (No. 1256)
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Duties: Control and direct subordinates and sign correspondence concerned with personnel administration, conditions of service, including attendance, pay, leave, allowances, overseas travel and the Personnel Sub-Registry.

Qualifications: Extensive experience in the Personnel field. A sound knowledge of the Public Service Act, Regulations, General Orders and Arbitrators Determinations. Ability to control and direct Staff desirable.

J. Stitt 70/87277P	Senior Technical Officer, Grade 1 \$8599-9103, Fourth Division	Investigator \$8886-9548 (Class 6), Third Division, Organisation, Classification and Methods Section (No. 1779)
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Duties: As a member of a team, undertake system and work measurement studies in selected areas and assist in the preparation of associated reports and recommendations for improved methods and appropriate standards.

Qualifications: Experience in methods study and/or the practical application of work measurement systems desirable.

P. Royall 73/88035T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Services Section (No. 1271)
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Duties: Responsible for the review of staffing requirements, preparation of reports to Promotions Appeal Committees and induction of new staff members.

Qualifications: Knowledge of the Public Service Act, General Orders and Public Service Board instructions, with demonstrated liaison ability.

K. Sullivan 71/88281W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Services Section (No. 1015)
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Duties: Staff Clerk. Supervise, direct and train members of Standard Personnel Records Teams. Co-ordinate work flow and level of activity between various teams.

Qualifications: Ability to supervise and train staff. Knowledge of Public Service Act, Regulations, General Orders and Superannuation Act desirable.

J. C. Boulsover 73/87915A	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Housing and Construction	Programmer - in - training \$6022-7652, Third Division, ADP Section (No. 1307)
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Duties: Undergo a training course combining theoretical and practical work on ADP investigations and programming.

Notes: 1. Conditions governing the recruitment, training and advancement of Programmers-in-training appear on page 61 of Gazette No. 9 of 30.1.73. 2. Appeals may be lodged by officers whose salary is less than \$7713 per annum.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

T. R. Wells 71/86320M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Personnel and Services Section (No. 1453)
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Duties: Supervise and direct works of Record Cell.

Housing and Welfare Division

J. Robinson 71/85231C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of Foreign Affairs	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Information and Public Relations Section (No. 12)
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Duties: Supervise construction of displays and ensure that conference organisers are consulted as necessary; plan and design minor displays.

A.C.T. Government Division, Administrative Planning and Development Branch

M. A. Johnston 73/10050X	Clerk \$2713-5594 (Class 1), Third Division, Department of Foreign Affairs	Clerk \$8886-9548 (Class 6), Third Division, Policies Review Section (No. 770)
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Duties: Undertake investigations and research into policy matters relating to A.C.T. planning and development.

Qualifications: Policy and research experience desirable.

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Management Services Division, Automatic Data Processing Branch

P. J. Talty 68/57568G	Assistant Programmer \$7899-8639 (Class 5), Third Division, Department of Defence	Programmer \$8886-9548 (Class 6), Third Division, Applications Section (No. 11)
J. L. Vine 73/10045P	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Applications Section (No. 36)
T. D. Whight 73/88506X	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Applications Section, vice G. Bannister, prov. prom. 28.2.74 (No. 103)
D. M. Russell 73/88533E	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Applications Section (No. 106)
T. M. Howie 73/88295C	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Applications Section, vice M. Taylor, prov. prom. 28.2.74 (No. 108)
H. E. Rose 73/88296G	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Applications Section (No. 111)
P. H. Marshall 73/10042A	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Applications Section (No. 112)

Duties above seven positions: Assist in the analysis, design and documentation of real time and batch systems ADP applications.

Qualifications: Appropriate experience in systems analysis and programming.

J. J. Reid 73/88507C	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Technical Support Section, vice C. Williamson, prov. prom. 28.2.74 (No. 23)
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Duties: Write and test software modules and utility programmes as directed, and investigate specific software queries arising from Production and testing of applications.

Qualifications: Appropriate experience in systems analysis and programming.

P. M. Phelan 73/99043R	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Technical Support Section (No. 208)
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Duties: Develop communications drivers and line service routines for remote computers within a real time environment.

Qualifications: Experience in design and programming of real time systems.

G. H. Day 74/85100R	Computer Operator, Grade 1 \$5302-5600, Fourth Division, Department of Health	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Computer Operations Section (No. 137)
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Duties: Operate a full range of peripheral equipment on a large scale computer.

Qualifications: Experience in operating the peripheral equipment on a large scale computer.

Note: This position involves shift work.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

NEW SOUTH WALES

Management Services Branch

H. C. Plociennik 72/11598C	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section (No. 187)
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Duties: Perform internal checks for the Personnel Section in accordance with the Internal Check Programme. Maintain history sheets and prepare history and appraisal folders for Promotion Appeal Committees.

Services Branch

A. N. Hynes 58/10878P	Clerk \$7899-8639 (Class 5), Third Division	Inspector \$8886-9548 (Class 6), Third Division, Port Services Section (No. 17)
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Duties: Responsible for the application on the waterfront of Customs and other legislation requirements in respect of cargo imported, exported or removed under Customs control and also for passengers, crew and stores of overseas vessels.

VICTORIA

Management Services Branch

M. Galakos 71/38498K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and General Services Section (No. 3)
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Duties: Maintain Centralised Document Storage by receipt into store and location in appropriate repositories of residual records from all Sections. Responsible for the location of such documents and maintenance of suitable records of all documents held in storage.

C. J. Mann 71/36681R	Storeman \$4363-4568, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and General Services Section, vice P. E. Spring, prov. prom. 28.3.74 (No. 2)
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Duties: Maintain register of claims for all general expense accounts received; endorse claims 'not previously paid'. Enter consecutive number for general expense claim in Departmental Register of Accounts. Compare statement of accounts received with register of accounts and investigate any discrepancies.

K. R. Sanford 71/41788P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Storeman \$4363-4568, Fourth Division, Finance and General Services Section, vice C. J. Mann, prov. prom. 28.3.74 (No. 47)
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Duties: Receive into, and issue from store, all items of stationery and office requisites and maintain Bin Tally Cards. Register all stationery requests. Raise requisitions on Bulk Store to maintain adequate level of stock.

Revenue Branch

R. L. Leffanue 58/36080G	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division	Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Invoice Section (No. 55)
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Duties: Conduct research and evaluate commodities to determine areas of sensitivity and risk, and suitability of goods for inclusion in facilitated clearance procedures. Provide information on commodities, importers and agents.

H. E. Waugh 71/36682W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Invoice Section (No. 180)
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Duties: Check presentation of 'Advance' entries. Refer designated entries and associated documents to the Clerk, Random Check.

C. M. Gregory 70/40602W	Clerical Assistant, Grade 1 \$1959-4298; Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Invoice Section, vice H. E. Waugh, prov. prom. 28.3.74 (No. 197)
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Duties: Receive and register all requests for tariff classification advice. Maintain other records and file register. Perform messengerial and other duties as required.

Services Branch

P. E. Spring 70/41534C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Port Services Section, Melbourne Airport (No. 18)
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Duties: Receive and register all imported film ex-aircraft and passengers' baggage. Check title, producer and footage of film as required. Perform daily maintenance on projectors and viewing equipment.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. Burnett 71/36828A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Inland Services Section, vice M. Galakos, prov. prom. 28.3.74 (No. 114)
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Duties: Check claims from oil Companies and Agents with regard to registration and rates. Maintain a register of claims, correspondence and investigations into subsidisation matters.

QUEENSLAND

Revenue Branch

M. A. Hanrahan 69/58587T	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division, Brisbane	Data Processing Operator, Grade 2 \$5165, Fourth Division, Invoice Section, Brisbane (No. 207)
N. Pushkareff 69/57185M	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division, Brisbane	Data Processing Operator, Grade 2 \$5165, Fourth Division, Invoice Section, Brisbane (No. 208)
C. M. Lee 73/58318E	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division, Brisbane	Data Processing Operator, Grade 2 \$5165, Fourth Division, Invoice Section, Brisbane (No. 204)

Duties above three positions: Key Customs Entries through Visual Display Units involving some interpretation and coding by the operator.

J. M. Peacock 73/59157W	Data Processing Operator in Training \$2054-4107, Fourth Division, Brisbane	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division, Invoice Section, Brisbane (No. 210)
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Duties: Key less complicated Customs entries, completion lines and Post-SCAD corrections through visual display units.

TASMANIA

Revenue Branch

R. A. Cox 64/81285P	Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section	Cashier \$6912-7652 (Class 4), Third Division, Invoice and Investigation Section (No. 8)
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Duties: As Receiver of Public Moneys for Tasmania, receive all moneys paid to the Department. Maintain trust account, trust fund, other trust moneys, ledger, receipts and payments.

Services Branch

G. J. King 71/81092K	Clerk \$2713-5594 (Class 1), Third Division, Devonport Section	Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section (No. 41)
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Duties: As Clearing Clerk, check and process underbond removal entries, export entries. Complete all outward manifests and enter and clear vessels.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Secretary's Office

E. M. Smith 74/85498R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Committee of Reference for Defence Forces Pay Section (No. 2014)
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Duties: Prepare and maintain a comprehensive index of the Committee's transcript and proceedings and minutes of meeting. Maintain an industrial relations library and operate a self-contained registry.

Manpower Policy and Management Services Division, Management Services Branch

H. T. Staier 73/87393R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Army Office	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Information Control Section (No. 2349)
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Duties: Safe hand courier in a large classified registry.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Defence Forces Industrial Branch

P. P. Jones 64/85626K	Clerk \$9876-10538 (Class 7), Third Division	Executive Officer \$12019-12510 (Class 9), Third Division, Financial Conditions of Service Section (No. 1761)
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Duties: Supervise and direct the work of the Conditions of Service Overseas Sub-section. Prepare submissions and policy recommendations relating to all conditions of service applicable to members of the Defence Forces serving overseas, and the administration of those conditions of service, Act as chairman of Defence representative in committees.

Qualifications: Tertiary qualifications and experience in wage and salary fixation, related fields and matters of conditions of service overseas desirable.

Information Policy and Legislation Division, Legislation Branch

J. M. Swan 73/87468C	Typist, Grade 2 \$4731-5035, Fourth Division, unattached	Steno-secretary, Grade 1 \$5311-5663, Fourth Division (No. 2145)
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Duties: Perform stenographic and typing duties for a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Programme Management and Defence Facilities Division, Defence Facilities Branch

P. P. F. Jansen 69/87451R	Clerk \$7899-8639 (Class 5), Third Division, Department of Social Security	Clerk \$8886-9548 (Class 6), Third Division, Facilities Planning and Control Section (No. 1274)
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Duties: Assist with the analysis of works proposals and design briefs initiated from within the offices of the Department.

Programme Management Branch

R. C. McKenzie 73/85851C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Economic Analysis and Special Studies Section (No. 2395)
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Duties: Maintain data/reference facilities and locate material in reference collations. Extract data from defined sources.

Defence Planning Division

E. J. Jensen 72/57105P	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division (No. 1383)
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Duties: Conduct research, prepare reports and draft correspondence concerning various aspects of defence, planning, policy and administration.

VICTORIA

A. J. Wilson 73/38075C	Clerk \$2713-5594 (Class 1), Third Division	Defence Officer, Class 1 \$6022-8639, Third Division, Melbourne (No. 1457)
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Duties: Defence research duties.

Qualifications: Experience in such duties.

S. J. MacLeod 73/37344T	Clerk \$2713-5594 (Class 1), Third Division	Defence Officer, Class 1 \$6022-8639, Third Division, Melbourne (No. 1030)
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Duties: Defence research duties.

Qualifications: Experience in such duties.

I. G. Sillett 58/14625T	Machine Operator, \$4183-5290, Fourth Division	Senior Machine Operator, \$5516-5744, Fourth Division, Melbourne (No. 370)
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Duties: Assist the Supervisor in charge of a communication shift in controlling the activities of a Signals Office.

Qualifications: Extensive service communications experience or the equivalent. Sound knowledge of communications methods and procedures.

Logistics Division

J. Vinicombe 73/41141G	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5035, Fourth Division, Melbourne (No. 666)
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Duties: Under general supervision, perform stenography.

Qualifications: Shorthand, eighty words per minute.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

External Programmes and Standardisation Branch

E. J. Woodcock 74/36744K	Assistant Technical Cataloguer \$5195-5691, Fourth Division	Technical Cataloguer \$5861-6373, Fourth Division, Cataloguing Section, Melbourne (No. 2046)
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Duties: Assist technical officers engaged in reviewing item identifications by undertaking research tasks and dealing with simpler identifications.

Qualifications: Qualified or suitably experienced in an appropriate trade or associated field together with completion of a course of instruction in the Defence Cataloguing System desirable.

P. J. Walsh 72/39761M	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Assistant Technical Cataloguer \$5195-5691, Fourth Division, Cataloguing Section, Melbourne, vice B. L. Forbes, prov. prom. 28.3.74 (No. 494)
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Duties: Perform routine technical functions associated with reviewing, revising or adopting item identifications.

Qualifications: Qualified or suitably experienced in an appropriate trade or associated field.

B. M. McGee 67/39803A	Assistant Technical Cataloguer \$5195-5691, Fourth Division	Technical Cataloguer \$5861-6373, Fourth Division, Cataloguing Section, Melbourne (No. 2047)
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T. T. Oakley 73/40608W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Technical Cataloguer \$5861-6373, Fourth Division, Cataloguing Section, Melbourne (No. 457)
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B. L. Forbes 68/38294R	Assistant Technical Cataloguer \$5195-5691, Fourth Division	Technical Cataloguer \$5861-6373, Fourth Division, Cataloguing Section, Melbourne (No. 1344)
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Duties above three positions: Assist technical officers engaged in reviewing item identifications by undertaking research tasks and dealing with simpler identifications.

Qualifications above three positions: Qualified or suitably experienced in an appropriate trade, or associated field.

S. F. Vallance 72/36021M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Assistant Technical Cataloguer \$5195-5691, Fourth Division, Cataloguing Section, Melbourne (No. 2271)
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Duties: Perform routine technical functions associated with reviewing, revising or adopting item identifications.

Qualifications: Qualified or suitably experienced in an appropriate trade, or associated field.

J. Blyth 69/38622M	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Cataloguing Section, Melbourne (No. 1589)
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Duties: Technical research of selected commodity areas to aid the resolution of conflicts which may affect the integrity of the Defence Supply Catalogue. Provide specialist technical assistance arising from this research.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Knowledge of the Defence Cataloguing System desirable.

R. L. Maher 73/37919A	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, unattached	Senior Technical Cataloguer, Grade 1 \$6544-7123, Fourth Division, Cataloguing Section, Melbourne (No. 2270)
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Duties: Under general supervision, verify cataloguing items for validity of form and content in accordance with requirements of the Defence Cataloguing System.

Qualifications: Qualifications and/or experience in an appropriate trade or in an associated field, together with completion of the Defence Cataloguing System indoctrination course desirable.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, General Services Branch

J. Rees 72/87970C	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, General Services Branch, Canberra (No. 39)
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Duties: Preparation of correspondence and attendance to other aspects of less complicated legal matters. Research information and legal material on particular matters for senior officers as required.

Qualifications: Ability to undertake research in areas affecting legal policy and to provide appropriate administrative assistance.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Electronic Data Processing Branch

D. J. Ault 73/85791W	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Electronic Data Pro- cessing Branch, Canberra (No. 108)
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Duties: Investigate high priority inabilities and assess reports, raise input documents. Ensure correct presentation of data.

Finance and Logistics Division, Budget and Costing Branch

L. D. Black 72/87990R	Clerk \$2713-5594 (Class 1), Third Divi- sion, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Budget and Costing Branch, Canberra (No. 28)
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Duties: Maintain financial records and prepare claims for reimbursement of expenditure incurred on behalf of other departments and organisations.

A. Flood 71/85967P	Clerk \$2713-5594 (Class 1), Third Divi- sion, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Budget and Costing Branch, Canberra (No. 11)
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Duties: Maintain master register of liabilities under Treasury items and departmental dissections.

R. L. Anderson 73/87514K	Clerk \$2713-5594 (Class 1), Third Divi- sion, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Budget and Costing Branch, Canberra (No. 6)
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Duties: Maintain detailed records of authorisation and expenditure in respect of minor orders in the Equipment and Shares Division. Responsible for reconciliation of records.

R. K. Barlin 72/88376M	Clerk \$2718-5594 (Class 1), Third Divi- sion, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Budget and Costing Branch, Canberra (No. 5)
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Duties: Maintenance of records in connection with Air Programme other than aircraft. Reconcile overseas expenditure with master appropriation register. Dissection of New York expenditure.

Qualifications above four positions: Knowledge of departmental accounting procedure desirable.

VICTORIA

Headquarters Support Command, No. 1 Stores Depot

J. M. Peel 73/37231X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Tottenham (No. 590)
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Duties: Maintain stock location sheets. Reconcile receipt documents with procurement documents and resolve discrepancies. Attend to correspondence, leave and attendance records.

Qualifications: Knowledge of RAAF stores system desirable together with accuracy in recording.

E. M. McLeod 73/40742E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Tottenham (No. 3)
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Duties: Maintain Demand and Review Register and record details of purchase orders and amendments in RAAF stores environment. Raise stock inability cancellation advices and provisioning advice vouchers.

Qualifications: High degree of accuracy in recording and filing.

V. Nothard 73/38510K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Tottenham (No. 610)
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Duties: Recording duties associated with voucher control in RAAF stores environment; registration and follow up of issue instructions.

Qualifications: High degree of accuracy in recording and filing.

Senior Maintenance Staff Officer Branch

J. Vaughan 69/36608C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Melbourne (No. 588)
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Duties: Open maintenance order files; draft and amend maintenance and job orders; amend catalogues and publications; and maintain maintenance records.

Qualifications: A thorough knowledge of HQSC Maintenance Procedures and a working knowledge of EDP procedures.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Royal Military College, Duntroon

J. Rossiter 61/85242T	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Canberra (No. 135)
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Duties: Perform technical work associated with laboratory experiments including the supervision of the setting up, maintenance and safe usage of complex equipment including the electron microscope and X-ray diffractometers. Undertake development work associated with prototype experimental equipment.

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

QUEENSLAND

Regional Secretariat, Personnel and Establishments

L. M. O'Leary 66/58106A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Civil Personnel Section, Brisbane, vice E. A. Dawes, prov. prom. 21.3.74 (No. 20)
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Duties: Assist with the drafting of *Gazette* material for Promotions, Transfers and advertising of vacancies. Assist with preparation of schedules of applicants and complete arrangements for interviews for promotions or appointments.

TASMANIA

Hobart Workshops Platoon

S. Shegog 58/21975K	Motor Mechanic, Grade 1 \$5067-5313, Fourth Division, Glenorchy	Inspecting Officer, Grade 3 \$7178-7581, Fourth Division, Glenorchy (No. 9)
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Duties: Carry out the functions of Trade Repair Supervisor. Carry out final "Out Inspections" and tests of equipment repaired by Hobart Workshops. Raise rectifications slips if necessary. Check job documentation and sign inspection records.

Qualifications: Sound knowledge of Army equipments; Electrical and Mechanical Instructions (EMEI's and RAEME procedures).

DEPARTMENT OF DEFENCE—NAVY OFFICE

NEW SOUTH WALES

HMA Naval Dockyard, Garden Island

J. M. Casey 72/10022W	Clerk \$2713-5594 (Class 1), Third Division, Postmaster-General's Department	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Division (No. 28)
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T. Johns 72/14195M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Division (No. 209)
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Duties above two positions: Carry out investigation of compensation claims and make appropriate recommendations.

Qualifications: Knowledge of compensation legislation an advantage.

R. L. Keogh 73/14711K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Industrial Section, Personnel Division (No. 27)
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Duties: Oversight and direct the activities of the Leave and General Sub-section.

Qualifications: Sound knowledge of General conditions of service desirable.

R. C. Ritchie 65/11829R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Industrial Section, Personnel Division (No. 3)
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Duties: Deal with more complex compensation claims and make appropriate recommendations.

Qualifications: Knowledge of compensation legislation together with relevant experience desirable.

P. M. Clift 73/11617T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance Division, No. 170
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Duties: Prepare FC 10 material and contract advices weekly, providing check on accuracy of batching and coding.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

G. L. Shaw 71/14381P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Production Division, (No. 43)
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Duties: Prepare yard demand and issue vouchers for stores required by groups and return notes for completed work items. Maintain appropriate register.

VICTORIA

Naval Staff Office

A. Wolowski 72/38515R	Psychologist, Class 1 \$6010-9040, Third Division, HMAS Cerberus	Psychologist, Class 2 \$9840-11010, Third Division, Psychology Section, Melbourne (No. 24)
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Duties: Responsible to the Senior Psychologist, Victoria, for the provision of a psychological service in the area, including the assessment of candidates for the Navy and referrals from the fleet. Act as consultant to selection boards and study boards for naval personnel under training at educational institutes in the area. Act as advisor to a study board for officers enrolled at RMIT and represent the Director of Psychological Services in liaison with other organisations.

Qualifications: University degree with a major in Psychology.

WESTERN AUSTRALIA

Naval Staff Office

J. G. Sainsbury 69/75404K	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Trans- port, Perth	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Fremantle (No. 5)
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Duties: Supervise the operation of the Central Registry. Register, classify and distribute all inward correspondence. Control of Franking Machine.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

D. C. Kennedy 67/87641W	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Department of Defence (Navy Office)	Internal Auditor, Grade 2 \$7899-8639 (Class 5), Third Division, Internal Audit Section, Canberra (No. 175)
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Duties: Examine procedures and practices and carry out prescribed checks in Central Office and A.C.T. Schools and Pre-schools, Canberra School of Music, Canberra Technical College and A.C.T. Regional Office. Report on effectiveness of internal check and control.

Qualifications: Knowledge of Audit Act, Treasury Regulations and Directions together with related experience. Some progress in accountancy studies desirable.

Schools Commission

H. J. Short 73/87474R	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra (No. 19)
L. J. Cross 73/87475W	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra (No. 31)

Duties above two positions: Provide stenographic and secretarial assistance to Officers of the Commission.

Qualifications: Shorthand at least 100 words per minute.

Programs No. 1 Branch

D. W. Weeden 66/85805T	Clerk, \$5806-6666 (Class 2/3), Third Division, Schools Commission	Clerk, \$8886-9548 (Class 6), Third Division, Building Grants Section, Can- berra (No. 105)
T. R. Martin 68/88496M	Clerk, \$7899-8639 (Class 5), Third Division, Apprenticeship Board	Clerk, \$8886-9548 (Class 6), Third Division, Building Grants Section, Can- berra (No. 106)
B. P. Rollo 72/88505C	Clerk, \$7899-8639 (Class 5), Third Division, Facilities Branch	Clerk, \$8886-9548 (Class 6), Third Division, Building Grants Section (No. 107)
E. P. Ellis 73/88566P	Clerk, \$7899-8639 (Class 5), Third Division, Commission on Advanced Education	Clerk, \$8886-9548 (Class 6), Third Division, Library Grants Section, Can- berra (No. 102)

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

K. J. Curtis 72/88366W	Clerk, \$6912-7652 (Class 4), Third Division, Territorial Planning and Building Branch	Clerk, \$8886-9548 (Class 6), Third Division, Disadvantaged Schools Grants Section, Canberra (No. 108)
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Duties above five positions: Assist with investigations, prepare correspondence and reports on general school buildings, library facilities and special purpose grants for non-government schools. Assist with committee servicing. Control the distribution of funds to States for government schools.

Qualifications: Appropriate administrative experience.

K. P. Schaefer 70/87545M	Clerk \$8886-9548 (Class 6), Third Division, Facilities Branch	Clerk \$11032-11525 (Class 8), Third Division, Building Grants Section, Canberra (No. 100)
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W. A. Ingram 72/75341W	Clerk \$8886-9548 (Class 6), Third Division, Commonwealth Teaching Service	Clerk \$11032-11525 (Class 8), Third Division, Disadvantaged Schools Grants Section, Canberra (No. 101)
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J. D. Howden 59/28486W	Clerk \$8886-9548 (Class 6), Third Division, Facilities Branch	Clerk \$11032-11525 (Class 8), Third Division, Library Grants Section, Canberra (No. 99)
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Duties above three positions: Investigate and report on grants and applications for grants for non-government schools including library facilities, general school buildings and disadvantaged schools. Where necessary, examine buildings sketch plans for conformity with established standards. Prepare submissions for committees and liaise with school authorities. Supervise the distribution of funds to States for government schools.

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

B. M. Piraner 73/87718W	Clerk 2713-5594 (Class 1), Third Division, Repatriation Department	Clerk \$5806-6666 (Class 2/3), Third Division, Building Grants Section, Canberra (No. 118)
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Duties: Draft correspondence, extract statistics and provide assistance with investigation and reports.

J. P. Carter 73/85574M	Clerk \$2713-5594 (Class 1), Third Division, Commission on Advanced Education	Clerk \$7899-8639 (Class 5), Third Division, Building Grants Section, Canberra (No. 113)
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C. Marchesi 73/88553T	Clerk \$2713-5594 (Class 1), Third Division, Commission on Advanced Education	Clerk \$7899-8639 (Class 5), Third Division, Building Grants Section, Canberra (No. 114)
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R. S. Perdriau 70/58886R	Clerk \$6912-7652 (Class 4), Third Division, Department of Labour, Brisbane	Clerk \$7899-8639 (Class 5), Third Division, Building Grants Section, Canberra (No. 115)
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L. P. Sowden 73/87904P	Clerk \$2713-5594 (Class 1), Third Division, Commission on Advanced Education	Clerk \$7899-8639 (Class 5), Third Division, Building Grants Section, Canberra (No. 116)
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D. C. Cox 73/88708A	Library Officer, Grade 1 \$5458-6143, Third Division, Bureau of Statistics	Clerk \$7899-8639 (Class 5), Third Division, Library Grants Section, Canberra (No. 109)
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P. J. Cormick 68/85447P	Clerk \$6912-7652 (Class 4), Third Division, Department of Supply	Clerk \$7899-8639 (Class 5), Third Division, Library Grants Section, Canberra (No. 110)
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T. F. Brennan 70/86610R	Clerk \$6912-7652 (Class 4), Third Division, Department of Housing and Construction	Clerk \$7899-8639 (Class 5), Third Division, Library Grants Section, Canberra (No. 111)
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D. J. Shaw 73/87896X	Clerk \$2713-5594 (Class 1), Third Division, Territorial Liaison Branch	Clerk \$7899-8639 (Class 5), Third Division, Disadvantaged Schools Grants Section, Canberra (No. 117)
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Duties above eight positions: Prepare details of entitlements under on expenditure and availability of funds. Prepare correspondence.

Qualifications: Appropriate administrative experience.

Programs No. 2 Branch

S. Dicker 63/85697W	Clerk \$8886-9548 (Class 6), Third Division, Special Programs Branch	Clerk \$11032-11525 (Class 8), Third Division, Special Education Grants Section, Canberra (No. 123)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

W. E. Kilner 70/11506A	Education Officer, Class 2, \$9920-10910, Third Division, International Education Branch	Clerk, \$11032-11525 (Class 8), Third Division, Innovations and Teacher Development Section, Canberra (No. 121)
K. R. Fowler 71/66145C	Clerk \$8886-9548 (Class 6), Third Division, Facilities Branch	Clerk \$11032-11525 (Class 8), Third Division, Innovations and Teacher Development Section, Canberra (No. 122)
R. E. Whitfield 68/88375K	Education Officer, Class 2 \$9920-10910, Third Division, Schools Commission	Clerk \$11032-11525 (Class 8), Third Division, General Recurrent Grants Section, Canberra (No. 120)

Duties above four positions: Investigate and report on grants and applications for grants for non-government schools including special education, education centres and general recurrent grants.

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

H. J. Buchler 73/87594P	Education Officer, Class 1 \$6890-9590, Third Division, Language Teaching Branch	Clerk \$8886-9548 (Class 6), Third Division, Innovation and Teacher Development Section, Canberra (No. 125)
R. C. Bennett 71/57043G	Clerk \$7899-8639 (Class 5), Third Division, Department of the Prime Minister and Cabinet	Clerk \$8886-9548 (Class 6), Third Division, Special Education Section, Canberra (No. 126)
S. Garrett 69/85729M	Clerk \$7899-8639 (Class 5), Third Division, Department of Social Security	Clerk \$8886-9548 (Class 6), Third Division, General Recurrent Grants Section, Canberra (No. 124)

Duties above three positions: Assist with investigations, prepare correspondence and reports on teacher development and special purpose grants for non-government schools. Assist with committee servicing. Control the distribution of funds to States for government schools.

Qualifications: Appropriate administrative experience.

M. S. Groube 73/88554X	Clerk \$2713-5594 (Class 1), Third Division, Schools Commission	Clerk \$7899-8639 (Class 5), Third Division, General Recurring Grants Section, Canberra (No. 127)
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Duties: Prepare details of entitlements under programs of assistance, including reports on expenditure and availability of funds. Prepare correspondence.

Qualifications: Appropriate administrative experience.

Territorial and Facilities Division, Territorial Planning and Building Branch

K. J. Curtis 72/88366W	Clerk \$6912-7652 (Class 4), Third Division, Territorial Planning and Building Branch	Clerk \$8886-9548 (Class 6), Third Division, Advisory Services Section, Facilities and Services Sub-section, Canberra, vice C. Van Breukelen, prov. prom. 28.2.74 (No. 13)
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Duties: Undertake investigations in regard to user requirements for major educational buildings in the A.C.T. Represent the Department on ad hoc committees convened to consider standards and user requirements. Assist the project officer as required.

Qualifications: Experience in the preparation of functional requirements for buildings, services and grounds including examination of sketch plans, working drawings and other related documents. A sound knowledge of the functional operation of educational buildings would be an advantage.

Territorial Liaison Branch

P. Gamp 71/85414W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, A.C.T. Education Section, Teaching Resources Centre Sub-section, Canberra (No. 85)
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Duties: Supervision and organisation of administrative staff within the Centre. Assist in the organisation of in-service courses for A.C.T. teachers.

Qualifications: Knowledge of departmental procedures combined with administrative experience desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A.C.T. Scholarships Office

J. A. Bilton 73/88588M	Education Officer, Class 1 \$6890-9590, Third Division	Education Officer, Class 2 \$9920-10910, Third Division, Training Section, Canberra (No. 2)
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Duties: Supervise the training of post-graduate university students studying in the A.C.T. under the Australian Government Scholarships schemes.

Qualifications: A degree in education, or another appropriate degree and a diploma in education or equivalent; and at least 12 months experience in education.

Student Assistance and International Education Division, International Education Branch

J. L. Kennedy 66/88116X	Education Officer, Class 3 \$11310-12510, Third Division	Education Officer, Class 4 \$12950-13850, Third Division, International Education Section, Unesco Programme Sub-section, Canberra (No. 4)
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Duties: Plan and supervise the operations of the Unesco Programme Sub-section and the activities of the Branch relating to Unesco programme matters.

Qualifications: A degree in education, or another appropriate degree and a diploma in education, or equivalent; and at least 12 months experience in education.

E. G. Kaye 70/85210T	Education Officer, Class 2 \$9920-10910, Third Division	Education Officer, Class 3 \$11310-12510, Third Division, International Relations Section, Overseas Scholarships for Aus- tralians Sub-section, Canberra (No. 43)
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Duties: Supervise the work of the Sub-section. Review scholarships schemes, develop guidelines and prepare submissions on correspondence related to overseas awards. Liaise with appropriate authorities on publicity and selection for awards for Australians overseas.

Qualifications: A degree in education, or another appropriate degree and a diploma in education or equivalent; and at least 12 months experience in education.

D. W. Moss 64/88028X	Clerk \$12019-12510 (Class 9), Third Division, Student Assistance No. 2 Branch	Education Officer, Class 4 \$12950-13850, Third Division, International Training Section, Sponsored Training Sub- section, Canberra (No. 40)
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Duties: Direct and supervise the section dealing with Colombo Plan and other government sponsored training schemes.

Qualifications: A degree in education, or another appropriate degree and a diploma in education or equivalent, and at least 12 months experience in education. Extensive experience in administration desirable.

NEW SOUTH WALES

State Office

G. Gamkrelidze 71/14501C	Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Australian Taxation Office, Sydney	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Administrative Section, Sydney (No. 280)
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Duties: Manage staff training at all levels in the Office. Organise induction, procedural and auxiliary skill training courses including the development and preparation of materials and conduct sessions at these courses.

Qualifications: Experience in staff training and ability to manage the training needs of an office with minimal direction. Appropriate tertiary qualifications desirable.

SOUTH AUSTRALIA

State Office

P. R. Jones 73/66702X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Scholarships Section, Adelaide (No. 38)
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Duties: Assist with the administration of the Commonwealth Post-graduate Award Scheme including the determination and arrangement of payment of all allowances and maintenance of records.

C. Nikolic 67/66891K	Clerk \$2713-5594 (Class 1), Third Division, Department of Supply, Adelaide	Clerk \$5806-6666 (Class 2/3), Third Division, Scholarships Section, Adelaide (No. 24)
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Duties: Extract and collate statistical information in relation to various Scholarship Schemes.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. M. Stone 74/66190M	Clerk \$2713-5594 (Class 1), Third Division	Education Officer, Class 1 \$6890-9590, Third Division, Scholarships Section, Adelaide (No. 21)
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Duties: Determine the complex cases of academic assessment under the Tertiary Allowances Scheme. Provide guidance to students on their eligibility for assistance.

Qualifications: A degree in Education, or another appropriate degree and a diploma in Education or equivalent, and at least twelve months experience in Education.

OFFICE OF THE COMMISSION ON ADVANCED EDUCATION

AUSTRALIAN CAPITAL TERRITORY

T. J. McNamara 68/88506K	Clerk \$8886-9548 (Class 6), Third Divi- sion, Repatriation Department	Clerk \$9876-10538 (Class 7), Third Division, Administrative Services Sec- tion, Finance Sub-section, Canberra (No. 27)
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Duties: Maintain financial records and prepare payment documentation in connection with the provision of financial assistance to colleges of advanced education. Prepare financial estimates and replies to ministerial correspondence.

Qualifications: Accountancy qualifications desirable.

R. H. Grahame 67/14154R	Clerk \$13004-13498 (Class 10), Third Division	Clerk \$13991-14484 (Class 11), Third Division, Commission Operations Sec- tion, Canberra (No. 2)
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Duties: Advise on developments and trends in the field of advanced education including preparation of major submissions and briefing material. Assist with the formulation and development of policy recommendations and represent the Commission at meetings as required. Control and direct staff.

Qualifications: Appropriate university degree and considerable experience in the field of education desirable.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Personnel Branch

P. A. Nichols 71/86112W	Clerk \$5806-6666 (Class 2/3), Third Division, Office of Australian Develop- ment Assistance Agency, Sydney	Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Organisation, Staffing and Training Section, Brisbane (No. 280)
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Duties: Assist in negotiations with Commonwealth and State Authorities in connection with training facilities for sponsored trainees. Introduction of trainees to training institutions. Conduct interviews, orientation courses and program counselling for new arrivals.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Establishments and Finance Branch

J. M. Goddard 73/88105G	Clerk \$2713-5594 (Class 1), Third Division, Department of Primary Industry	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section (No. 192)
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Duties: Team Leader. Lead a team engaged on the maintenance of Standard Personnel Records. Preparation and processing of Standard Personnel Records data for ADP purposes.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. E. Stott 72/95160P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section (No. 191)
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Duties: Team Leader. Lead a team engaged on the maintenance of Standard Personnel Records. Preparation and processing of Standard Personnel Records data for ADP purposes.

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

ADP Branch

A. J. McArdle 70/13051P	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence (Navy Office), Sydney	Programmer-in-training \$6022-7652, Third Division, Canberra (No. 105)
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Duties: Undertake appropriate training course.

Notes: (1) Conditions governing the recruitment, training and advancement of Programmers-in-training appear on page 61 of *Gazette* No. 9 of 30.1.73. (2) Appeals may be lodged by Officers whose salary is less than \$7713 per annum.

Medical Services Division, Tuberculosis and Health Standards Branch

S. A. Kenny 66/57940M	Typist, Grade 2 \$4731-5035, Fourth Division, Department of Housing and Construction, Canberra	Steno-secretary, Grade 1 \$5311-5663, Fourth Division (No. 19)
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Duties: Provide secretarial duties for the Assistant Director-General of the Branch.

Qualifications: Shorthand, 100 words per minute.

National Biological Standards Laboratory

G. E. Halford 58/22043K	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division	Senior Technical Officer (Engineering), Grade 3 \$10227-10522, Fourth Division, Administration Section (No. 356)
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Duties: Prepare plans and specifications of requirements for laboratory facilities and equipment and provide specialist technical advice to the Department of Works on laboratory equipment, scientific facilities and user requirements for the National Biological Standards Laboratory.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Previous experience in Laboratory design.

AUSTRALIAN CAPITAL TERRITORY

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

H. L. Dorsett 70/87807W	Medical Laboratory Assistant \$1914-4208, Fourth Division	Trainee Technical Officer (Medical Laboratory) \$2921-5657, Fourth Division (No. 430)
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Duties: Conditions governing promotion as Trainee Technical Officer are as shown on page 60 of *Gazette* No. 84 of 12.7.73.

Qualifications: He possesses qualifications which will admit him to a course of training for an approved certificate of a technical college or equivalent institution recognised by the Board.

Planning and Executive Services Branch

W. C. Callaghan 70/14595R	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Media, Canberra	Clerk \$6912-7652 (Class 4), Third Division, General Services Section, Accounts Sub-section, vice H. M. Page, prov. prom. 14.3.74 (No. 241)
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Duties: Certifying Officer. Supervise the work of the Accounts Examination cell. Assist in the preparation of estimates.

Qualifications: Wide experience in examination of accounts together with a sound knowledge of the Audit Act, Treasury Regulations and Directions desirable.

NORTHERN TERRITORY

Community Health Services Division, Southern Region Health Services Branch

D. K. Edwards 71/95167E	Senior Storeman \$4724-4977, Fourth Division	Stores Supervisor \$5283-5532, Fourth Division, Administrative Section, Alice Springs (No. 1667)
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Duties: Supervise and control the operations of the Alice Springs Regional Store including drugs, medical sundries, food, stationery, hardware and receipt and dispatch. Plan and co-ordinate allocation of staff and work assignments.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Services Division, Operations and Institutions Branch

J. H. Goodwin 65/86081A	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Technical Maintenance Section, Darwin (No. 1941)
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Duties: Develop, direct and co-ordinate a maintenance programme for all X-ray, electro-medical, anaesthetic, resuscitation, medico-mechanical and dental equipment throughout the Northern Territory.

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

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Management Services Division

H. J. Alford 66/39065M	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, General Services Sec- tion, Hawthorn (No. 85)
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Duties: Act as secretary, confidential typist and stenographer to the First Assistant Director-General (Engineering), including taking notes of conferences, etc.

Qualifications: Ability to write shorthand at a corrected speed of 100 words per minute.

Establishment Services Branch

H. M. Monro 71/38328C	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Divi- sion, Personnel and Establishments Section, Hawthorn (No. 142)
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Duties: Carry out research on studies leading to the development of manpower plans for the Department. Undertake studies with the aim of proposing methods for translation of workload predictions into resource requirements.

Qualifications: Tertiary qualifications desirable.

Architecture Division, Architectural Design Branch

G. A. Dobbin 71/39937W	Architect, Class 2 \$9527-10673, Third Division	Architect, Class 3 \$11233-12587, Third Division, Defence Section, Hawthorn, vice G. R. King, prov. prom. 28.3.74 (No. 99)
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Duties: Plan and allocate work within an approved program relating to groups of activities and manage and control subordinate staff. Conduct research, develop design standards or criteria for particular structures with unusual or novel problems.

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

Engineering Division, Engineering Design Branch

J. Atlas 73/41030M	Technical Assistant, Grade 1 \$4439-5468, Fourth Division	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Central Testing and Research Laboratories, Port Melbourne (No. 47)
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Duties: Under the direction of a more senior officer, perform tests in the Soils Physics and Engineering Cell, make preliminary assessments of test results and prepare draft reports, assist senior staff with special investigations and carry out other investigations as directed.

Qualifications: Qualifications and/or experience appropriate to the studies.

L. A. Moore 61/88383W	Engineer, Class 2 \$9581-10702, Third Division	Engineer, Class 3 \$11348-12664, Third Division, Mechanical Section, Hawthorn, vice M. D. Mason, prov. prom. 7.3.74 (No. 168)
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Duties: Management of a part of a Section. Lead, develop, control and train a work group. Review the Department's mechanical engineering effort and the performance of consultants and contractors. Provide technical specialist advice.

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. Sound academic knowledge and proven practical experience in depth in one or more of the following technical specialities is desirable; noise and vibration control, human engineering, contamination control, process control, computer-aided design, material engineering, etc. The occupant should preferably be trained and widely experienced in mechanical engineering for telephone exchanges, television and broadcast studies.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Overseas Works Branch

G. R. King 63/11344E	Architect, Class 3 \$11233-12587, Third Division, Hawthorn	Architect, Class 4 \$13190-14100, Third Division, Sydney (No. N7)
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Duties: Undertake investigation and evaluation into proposals for the acquisition of overseas land or buildings either directly or through other staff; undertake and/or review feasibility studies; research, as available, information regarding conditions in overseas locations either directly or through others; act as design project leader as required, etc.

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

P. G. Marshall 69/99025P	Engineer, Class 3 \$11348-12664, Third Division, New South Wales Region, Sydney	Engineer, Class 4 \$13322-14209, Third Division, Sydney (No. 04)
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Duties: In respect of specialist electrical engineering aspects of overseas building projects study functional requirements, develop design briefs, prepare estimates, undertake design commission and oversight consultants and provide specialist engineering advice to officers undertaking related aspects of 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.

N. H. Perkins 58/23567X	Engineer, Class 3 \$11348-12664, Third Division, New South Wales Region, Sydney	Engineer, Class 4 \$13322-14209, Third Division, Sydney (No. 05)
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Duties: In respect of specialist mechanical engineering aspects of overseas building projects, study functional requirements, develop design briefs, prepare estimates, undertake design commission and oversight consultants, and provide specialist engineering advice to officers undertaking related aspects of 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.

CENTRAL OFFICE

Management Services Branch

K. Anderson 58/13933G	Finance Officer \$9876-10538 (Class 7), Third Division	Finance Officer \$11032-11525 (Class 8), Third Division, Finance Section, Can- berra (No. 48)
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Duties: Control, plan and co-ordinate Defence Service Homes accounting operations throughout Australia. Continually review financial statements and all accounting procedures and systems and make recommendations on changes where necessary.

Qualifications: Sound knowledge of the Defence Service Homes Determination and modern accounting procedures and systems desirable. Accountancy qualifications should be stated.

M. G. Lipman 67/85982G	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Divi- sion, Canberra
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Duties: Provide administrative assistance to the chairman and members of various task forces and committees convened by the Department. Organize meetings and act as secretary as required.

Policy and Research Division, Secretariat Branch

A. J. Portelli 64/85822K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Housing Policy Section, Canberra, vice M. G. Lipman, prov. prom. 28.3.74 (No. 31)
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Duties: As directed, carry out analysis and investigation into matters relating to housing policy.

Qualifications: Aptitude for research and ability to prepare correspondence of a policy nature. Appropriate tertiary qualifications an advantage.

AUSTRALIAN CAPITAL TERRITORY

Economic Branch

C. J. Hutton 72/88788P	Clerk \$2713-5594 (Class 1), Third Divi- sion Australian Bureau of Statistics, Department of the Treasury	Clerk \$5806-6666 (Class 2/3), Third Division, Statistics Section, Canberra, vice A. J. Portelli, prov. prom. 28.3.74 (No. 75)
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Duties: Compile statistical tables, maintain the Branch's statistical records and assist with the checking of the statistical content of departmental papers and publications.

Qualifications: Previous experience in statistical procedures or related work.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

NEW SOUTH WALES

Defence Service Homes Branch

C. G. Ford 69/12386X	Clerical Assistant, Grade 1 \$1959-3777, Fourth Division, Management Services Branch, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Home Loans Section, Sydney (No. 80)
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Duties: Assist with entries in the Securities Register and Safe Custody Register. Prepare files and securities for signature by the delegate.

K. M. Cunningham 60/10261M	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Land Acquisition and Development Section, Sydney (No. 99)
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Duties: Investigate the availability of land in broad acres in the Sydney Metropolitan Area and Gosford and Newcastle districts suitable for acquisition by the Director of Defence Service Homes. Submit reports and recommendations for land acquisition.

General Works Division, Administration Branch

G. Goldsworthy 58/23457G	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Programming Section, Sydney (No. 11)
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Duties: Arrange inspections of Commonwealth Assets. Examine recommendations for Repairs and Maintenance. Assess estimates of expenditure and cash requirements.

K. I. James 70/95192M	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Design Administration Section, Furniture Sub-section, Sydney (No. 17)
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Duties: Provide administrative assistance to the Senior Furniture Officer.

Management Services Division, Programming and Financial Services Branch

R. J. Lawrence 63/12063X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Appropriation and Project Ledgers Sub-section, Sydney (No. 23)
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Duties: Cost Ledger Clerk. Examine financial position of projects at the 70 per cent committed expenditure stage. Prepare reports on financial progress of components against detailed estimate under the various heads of expenditure.

Projects Division No. 1

M. N. Lewicki 69/12104R	Project Manager, Class 2 \$13322-14209, Third Division	Project Manager, Class 3 \$14882-15845, Third Division, Sydney (No. 4)
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Duties: Manage the planning, design and construction of major building and engineering projects with the objective of meeting client needs in terms of quality, cost and time.

Qualifications: A degree or diploma or equivalent in engineering or architecture. Management ability of a high order is essential. Extensive experience in the design and construction of major works is desirable.

Administrative Branch

Y. H. Lichtenberger 73/11328C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Resources and Information Services Section, Sydney, vice C. A. P. Urquhart, prov. prom. 14.3.74 (No. 13)
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Duties: Assist in the analysis and preparation of reports from information provided by the Management Information System. Maintain and update records and charts and prepare associated reports on projects.

A. R. McGeorge 64/11264A	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Project Administration Section, Sydney (No. 19)
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L. O. Baker 67/14624R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Project Administration Section, Sydney (No. 20)
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Duties above two positions: Project Clerk—Provide administrative assistance to technical staff in the design and construction of projects. Maintain control records and review contracts in progress.

Qualifications above two positions: Good administrative ability and knowledge of works administration desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Technical Resources Branch

R. J. Zimmerman 73/13318T	Architect, Class 3 \$11233-12587, Third Division, Sydney	Architect, Class 4 \$13190-14100, Third Division, Architectural Section, Sydney (No. 38)
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Duties: Lead a multi-discipline design team on projects of major importance or perform design tasks as a member of a multi-discipline team on projects where there are unusual, complex, novel or critical features in design and where the contribution involves considerable originality, ingenuity or judgment.

Qualifications: A degree or diploma from a recognised school of architecture.

Projects Division No. 2

L. N. Seton 58/23591R	Engineer, Class 4 \$13322-14209, Third Division	Project Manager, Class 3 \$14882-15845, Third Division, Sydney (No. 5)
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Duties: Manage the planning, design and construction of major building and engineering projects with the objective of meeting client needs in terms of quality, cost and time.

Qualifications: A degree or diploma or equivalent in engineering or architecture. Management ability of a high order is essential. Extensive experience in the design and construction of major works is desirable.

NEW SOUTH WALES

Administrative Branch

S. A. Sturman 73/10748R	Clerk \$2713-5594 (Class 1), Third Division, Bureau of Statistics, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Resources and Information Services Section, Sydney, vice T. A. Yan, prov. prom. 14.3.74 (No. 13)
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Duties: Assist in the analysis and preparation of reports from information provided by the Management Information System. Maintain and update records and charts and prepare associated reports on projects.

B. S. Galbraith-Robertson 66/12075M	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Project Administration Section, Sydney (No. 18)
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R. J. Nash 67/10337P	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Project Administration Section, Sydney, vice J. Smolyne, prov. prom. 14.3.74 (No. 19)
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B. A. Findlay 67/11966W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Project Administration Section, Sydney, vice E. W. Bowen, prov. prom. 14.3.74 (No. 21)
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Duties above three positions: Project Clerk—Provide administrative assistance to technical staff in the design and construction of projects. Maintain control records and review contracts in progress.

Qualifications above three positions: Good administrative ability and knowledge of works administration desirable.

P. R. Horn 64/11356M	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Health, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Project Administration Section, Sydney, vice R. B. Mead, prov. prom. 14.3.74 (No. 23)
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Duties: Project Clerk for the Commonwealth/State Law Courts Project.

Technical Resources Branch

F. S. Saw 58/23587M	Engineer, Class 4 \$13322-14209, Third Division	Design Manager, Class 3 \$14882-15845, Third Division, Sydney (No. 36)
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Duties: Resources Manager. Determine the level and skills of staff required to ensure the Division's objectives are met in the designing and constructing of capital works projects within prescribed terms of quality, cost and time. Allocate staff to projects. Assist in the development of the Division's work plans and programmes. Develop and implement project review and checking procedures. Develop and implement analytical techniques to be used in the Division for project planning, co-ordination and control.

Qualifications: A degree or diploma or equivalent in engineering or architecture. Experienced in project co-ordination with managerial ability of a high order and an appreciation of the use of skilled resources for design work.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

B. Nicholson 58/23551P	Architect, Class 3 \$11233-12587, Third Division, Sydney	Architect, Class 4 \$13190-14100, Third Division, Architectural Section, Sydney (No. 38)
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Duties: Lead a multi-discipline design team on projects of major importance or perform design tasks as a member of a multi-discipline team on projects where there are unusual, complex, novel or critical features in design and where the contribution involves considerable originality, ingenuity or judgment.
Qualifications: A degree or diploma from a recognised school of architecture.

VICTORIA AND TASMANIA

Projects Division No. 2, Technical Resources Branch

R. F. Lloyd 60/36428E	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division	Supervising Draftsman \$9379-9932, Fourth Division, Melbourne (No. 99)
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Duties: As leader or member of a multi-discipline team, under limited direction, prepare designs, specifications and estimates for mechanical engineering works where a high order of individual contribution and technical judgment is required. Contribute to the resolution of problems during construction.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Technical Services Division, Network Planning Branch

R. W. Fell 73/41674M	Technical Officer (Buildings), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Buildings), Grade 1 \$8599-9103, Fourth Division, Melbourne (No. 81)
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Duties: In conjunction with Project Leaders and under direction of an Engineer Class 3, critically examine and report on Contractor's Network Schedule (C.P.M.). Carry out regular site reviews, prepare reports on progress against targets and assist in the evaluation of time extension claims. Prepare simple networks for Departmental activities and oversight the work of subordinate staff.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Wide experience in the construction industry and preferably not less than one year's experience in network analysis techniques.

Management Services Division, Consultant Services Branch

J. T. Daley 58/22591E	Clerk \$9876-10538 (Class 7), Third Division	Executive Officer \$11032-11525 (Class 8), Third Division, Melbourne (No. 212)
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Duties: Participate in the selection, briefing and commissioning of consultants. Advise on questions of interpretation of the law and of Departmental policy and practice relating to the use of consultants. Investigate reports on deficiencies in contract documents. Review procedures and local policy in connection with the use of consultant services.
Qualifications: An extended knowledge, in the lay sense, in that branch of the common law relating to building and engineering contracts, and of associated Departmental policies and procedures is desirable. Academic qualifications are desirable.

SOUTH AUSTRALIA

Management Services Division

A. H. Johnson 58/16026R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Industrial Section, Personnel Services Branch, Adelaide (No. 39)
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Duties: Compensation Officer. Investigate and prepare submissions on claims for compensation including the more complex claims by staff and day labour employees and claims for "act of grace" payments. Act as Secretary to the Regional Safety Committee, conduct field training of Depot Clerks and prepare safety Statistical Returns from accidents and injuries recorded. Exercise limited delegation for the Commissioner for Employees Compensation.

F. L. P. Osborn 72/66419T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Internal Audit Branch, Adelaide (No. 216)
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Duties: Assist senior internal audit staff in the conduct of audits and perform minor audits within the framework of the internal audit programme.

A. E. Rees 58/16094E	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Authorisation Sub-section, General Accounts Section, Finance Branch, Adelaide (No. 155)
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Duties: Authorising Officer. Direct and control the work of the Authorisation Sub-section and Machine Group. Act as Branch Authorising Officer and alternative Certifying Officer.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

F. Garie 58/1598K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Cashier's Sub-section, General Accounts Section, Finance Branch, Adelaide, vice A. E. Rees, prov. prom. 4.4.74 (No. 158)
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Duties: Cashier. Receive all moneys due to the Department and account for same through Public Account and Receiver's Trust Account. Obtain and check cash from Armoured Pay Roll Service, organise and supervise all pay operations, control negotiable securities lodged and refund deposits on Tenders or Contracts.

Technical Division

T. M. Daniell 68/66184T	Clerk \$2713-5594 (Class 1), Third Division	Engineer, Class 1 \$6200-8953, Third Division, Engineering Design Section, Adelaide (No. 151)
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Duties: Under technical direction and in connection with structural design matters prepare designs and estimates for examination by an officer of higher status with the object of making economic comparisons.

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.

Personnel and Office Services Branch

A. V. Mallyon 69/67036M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Adelaide	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel Section, Adelaide (No. 33)
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Duties: Assistant Staff Clerk. Process leave applications, maintain Standard Personnel Records, and prepare Treasury Forms 28. Maintain outposted Personnel Section sub-registry.

Qualifications: Knowledge of Public Service Act and Regulations, General Orders and Treasury computer pay system.

Housing Operations Branch

A. S. Jobber 70/67292C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Adelaide	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Services Section, Registry Sub-section, Adelaide (No. 9)
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Duties: Registry Assistant. Assist in the operation of an outposted sub-registry. Maintain postage stamp advance. Check and certify on applications for a Home Savings Grant that no previous grant has been paid.

NORTHERN TERRITORY

Technical Division

D. Westland 67/36745T	Architect, Class 1 \$6350-8987, Third Division	Architect, Class 2 \$9527-10673, Third Division, Architectural Design Section, Darwin (No. 38)
G. M. Faehse 70/66252P	Architect, Class 1 \$6350-8987, Third Division	Architect, Class 2 \$9527-10673, Third Division, Architectural Design Section, Darwin (No. 40)
P. M. Kenny 69/38579T	Architect, Class 1 \$6350-8987, Third Division	Architect, Class 2 \$9527-10673, Third Division, Architectural Design Section, Darwin (No. 60)

Duties: Responsible to an architect of higher status—Formulate design documents. Plan and allocate activities of sub-ordinate staff in the preparation of working drawings based on approved sketch plans. As project architect, co-ordinate the services of consultants, legal authorities etc.

Qualifications: Degree or diploma from a recognised school of Architecture or equivalent.

G. R. Rivalland 72/95639E	Architect, Class 1 \$6350-8987, Third Division	Architect, Class 2 \$9527-10673, Third Division, Architectural Design Section, Darwin (No. 37)
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Duties: Under the direction of an Architect of higher status, carry out design functions for Architectural projects.

Qualifications: 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

J. E. S. Hill 65/86466W	Engineer, Class 2 \$9581-10702, Third Division	Engineer, Class 3 \$11348-12664, Third Division, Country Roads Section, Dar- win (No. 25)
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Duties: Regularly inspect and assess condition of highways in the Northern Territory. Prepare briefs for designs, estimates, specifications etc., of highway works. Prepare and review, in consultation with Regional Engineer, annual and long term programme for new work and maintenance on the Stuart and Barkly Highways. Act as specialist adviser for all country roads on road signs, guide posts etc.

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

R. A. Phillips 69/37232W	Architect, Class 1 \$6350-8987, Third Division, Adelaide	Architect, Class 2 \$9527-10673, Third Division, Casuarina Hospital Develop- ment Project, Darwin
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Duties: Supervise less complex building construction or components of larger Architectural works on the Casuarina Hospital Projects.

Qualifications: A degree or diploma from a recognised school of architecture or equivalent.

J. H. Bingham 70/95132W	Technical Officer, Grade 2 \$7843-8347, Fourth Division, Darwin	Power Station Supervisor \$9882-10152, Fourth Division, Electricity Supply Undertakings, Katherine (No. 67)
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Duties: Plan and supervise the operation of a 6 megawatt diesel power station.

Qualifications: Appropriate qualifications and experience.

PAPUA NEW GUINEA

Technical Division

D. Kasprzak 71/58630C	Draftsman, Grade 2 \$7843-8347, Third Division, Port Moresby	Senior Draftsman, Grade 1 \$8599-9103, Third Division, Structural Section, Port Moresby (No. 9088)
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Duties: (i) In a multi-discipline design project team and under limited direction prepare designs, estimates and schedules of quantities and devise solutions to design problems in the field of structures, bridges, wharves; or (ii) as leader of a design project team, prepare work plans, direct and control the preparation of sketch plans, working drawings and tender documents and recommend on tenders.

Qualifications: An approved certificate from a technical college or institute of technology or such other qualification considered appropriate by the Public Service Board together with requisite experience.

R. F. Taggart 69/36524P	Engineer, Class 1 \$6200-8953, Third Division	Engineer, Class 2 \$9551-10702, Third Division, Structural Section, Port Moresby (No. 86)
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Duties: As a member of a multi discipline design project team, particularly in studies of clients functional requirements, carry out designs of projects, participate in preparation of tender documents and check completed documents for design details and cost control. Provide advice to Project Leaders on problems arising during construction. Assist in briefing, monitoring and checking work of consultant.

Qualifications: Educational qualifications admitting to Graduate Membership of the Institution of Engineers, Australia, or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

DEPARTMENT OF IMMIGRATION

CENTRAL OFFICE

Overseas Division

N. R. J. Bentley 65/85328G	Clerk \$6912-7652 (Class 4), Third Divi- sion	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division, Relief Section (No. 235)
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Duties: As Migration Officer provide recreation and sick leave relief in Greece, Yugoslavia, Turkey and the Middle East.

J. M. Mason 66/86578M	Clerk \$6912-7652 (Class 4), Third Divi- sion	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division (No. 219)
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Duties: Recommend on the general acceptability or otherwise of applicants for migrant visas in France.

A. G. N. Cook 69/87217X	Clerk \$6912-7652 (Class 4), Third Divi- sion	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division (No. 280)
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Duties: Recommend on the general acceptability or otherwise of applicants for migrant visas in Austria.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

R. A. Iffland 69/87827K	Clerk \$5806-6666 (Class 2/3), Third Division	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division (No. 177)
<i>Duties:</i> Recommend on the general acceptability or otherwise of applicants for migrants visas in Yugoslavia.		
D. R. Sinclair 70/88171P	Clerk \$5806-6666 (Class 2/3), Third Division	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division (No. 178)
<i>Duties:</i> Recommend on the general acceptability or otherwise of applicants for migrant visas in Yugoslavia.		
G. J. Stanley 70/85320K	Clerk \$4521-5594 (Class 1), Third Division	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division (No. 97)
<i>Duties:</i> Recommend on the general acceptability or otherwise of applicants for assisted passages in the United Kingdom.		
E. C. Bishop 70/85843G	Clerk \$5806-6666 (Class 2/3), Third Division	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division (No. 98)
<i>Duties:</i> Recommend the general acceptability or otherwise of applicants for assisted passages in the United Kingdom.		
D. J. Richards 66/85336W	Clerk \$5806-6666 (Class 2/3), Third Division	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division (No. 339)
<i>Duties:</i> Assist in the administration of the Australian Government's immigration policy in Japan.		
G. I. Oriolo 66/37216C	Clerk \$5806-6666 (Class 2/3), Third Division	Migration Officer, Grade 1 \$7899-8639 (Class 5), Third Division (No. 334)
<i>Duties:</i> Interview applicants for migration in Chile. Counsel applicants and their families with information on Australia.		

Programme Control and Development Branch

P. J. Lock 73/75032G	Typist, Grade 1 \$4225-4579, Fourth Division	Steno-secretary, Grade 1 \$5311-5665, Fourth Division (No. 13)
<i>Duties:</i> Provide secretarial services to the Assistant Secretary.		

Temporary Residence and Travel Branch

E. M. Reginato 73/87487M	Typist, Grade 2 \$4731-5305, Fourth Division	Steno-secretary, Grade 1 \$5311-5665, Fourth Division (No. 10)
<i>Duties:</i> Provide secretarial services to the Assistant Secretary.		

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Management Services Branch

L. Choma 71/38406P	Typist, Grade 1 \$2113-4579, Fourth Division, unattached	Typist, Grade 2 \$4731-5035, Fourth Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 42)
C. M. King 71/42780P	Typist, Grade 1 \$2113-4579, Fourth Division, unattached	Typist, Grade 2 \$4731-5035, Fourth Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 195)

Duties above two positions: Operate an IBM Selective Composer and perform other duties as required.

G. McMahon 73/40517P	Assistant Library Officer \$2726-5229, Third Division	Library Officer, Grade 1 \$5458-6143, Third Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 253)
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Duties: Undertake descriptive cataloguing; classify and allot subject headings for material of limited scope; assist in the maintenance of authority files and in the preparation of the library bulletin.

J. P. Lord 73/40515E	Assistant Library Officer \$2726-5229, Third Division	Library Officer, Grade 1 \$5458-6143, Third Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 254)
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Duties: Participate in reader's assistance services; provide inter-library loan services; supervise loan systems.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

K. Labas 70/41246R	Typist, Grade 1 \$2113-4579, Fourth Division	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 89)
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Duties: Responsible for the supervision of a group of typists.

P. J. Ryan 58/22315A	Typist, Grade 1 \$2113-4579, Fourth Division, unattached	Typist, Grade 2 \$4731-5035, Fourth Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 106)
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Duties: Transcribe from dictating/audio typing equipment and carry out copy typing, stenography and transcription typing.

B. C. Hourigan 58/37279W	Typist Supervisor, Grade 2 \$6133-6309, Fourth Division, unattached	Typist Controller, Grade 1 \$6719-6954, Fourth Division, Finance and Office Services Section, Services Sub-section, Melbourne (No. 88)
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Duties: Responsible for the management of the Central Office typing service.

Qualifications: Supervisory ability of a high standard desirable.

Employment and Training Division, Employment Branch

D. E. Brunnen 64/37717W	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Migration Section, Melbourne, vice K. M. Dixon, prov. prom. 7.3.74 (No. 74)
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Duties: Lead a team preparing replies to prospective migrants with professional, technical and managerial qualifications; prepare and sign replies to more difficult cases.

Qualifications: Knowledge of opportunities in Australia for professional, technical or managerial personnel. Supervisory experience desirable.

Training Branch

P. J. Murdoch 72/75252E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Migration Section, Melbourne (No. 85)
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Duties: Prepare replies to letters from prospective migrants overseas concerning employment prospects in Australia and related matters.

Qualifications: Aptitude for the preparation of correspondence. Knowledge of industry, occupations and the Australian labour market desirable.

General Division, National Service and External Relations Branch

M. A. Bowman 70/40740X	Clerk \$6912-7652 (Class 4), Third Division	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, General Section, Melbourne (No. 30)
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Duties: Under direction attend to matters arising in the Parliament. Undertake research and prepare reports and papers as required on the Coal Mining Industry Long Service Leave Scheme and on other matters including those arising from the Department's participation in major conferences.

Qualifications: University degree. Appropriate research experience.

NEW SOUTH WALES

Employment, Training and Industrial Services Division, Training Branch

J. E. Stewart 68/10174A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Management Services Branch, Finance and Accounts Section	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Training Schemes Section, Sydney (No. 27)
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N. Wicking 70/15096M	Storeman \$4363-4586, Fourth Division, Management Services Branch, Office Services Section, General Services Sub-section	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Training Schemes Section, Sydney (No. 19)
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M. C. M. Pitchen 72/10882K	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Management Services Branch, Office Services Section, Registry Sub-section	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Training Schemes Section, Sydney (No. 35)
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Duties above three positions: Examine and prepare claims for payment. Maintain records, statistical systems and returns. Attend to routine enquiries and preparation of correspondence and arrange appointments for interviews of applicants.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

R. E. Remai 73/13265E	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Employment Branch, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Training Schemes Section, Sydney (No. 26)
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Duties: Escort overseas trainees to in-industry attachments; arrange transport. Prepare claims for payment, maintain filing and statistical recording systems and prepare routine correspondence.

Employment Branch

P. E. Minehan 70/10758A	Employment Officer \$6912-7652 (Class 4), Third Division, Granville	Assistant Employment Office Manager \$7899-8639 (Class 5), Third Division, District Employment Offices Pool Section, Campbelltown
G. J. Auton 68/11402G	Employment Officer \$6912-7652 (Class 4), Third Division, Sydney	Assistant Employment Office Manager \$7899-8639 (Class 5), Third Division, District Employment Offices (Relieving) Pool Section, Newtown
J. C. Martin 69/12359R	Employment Officer \$6912-7652 (Class 4), Third Division, Sydney	Assistant Employment Office Manager \$7899-8639 (Class 5), Third Division, District Employment Offices (Relieving) Pool Section, Regional Office
R. J. Bushrod 69/14559G	Employment Officer \$6912-7652 (Class 4), Third Division, Newtown	Assistant Employment Office Manager \$7899-8639 (Class 5), Third Division, District Employment Offices Pool Section, Sydney

Duties above four positions: Assist the Employment Office Manager in the management and operational work of the Office of the Commonwealth Employment Service.

Qualifications above four positions: Ability to plan, develop, programme and co-ordinate functional area of work. Competent in Commonwealth Employment Service practice and procedures.

VICTORIA

Management Services Branch

L. A. Phillips 58/28049E	Clerk \$8886-9548 (Class 6), Third Division, Repatriation Department	Clerk \$9876-10538 (Class 7), Third Division, Personnel and Establishments Section, Melbourne (No. 21)
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Duties: Supervise the Personnel and Establishments Section. Provide advice and assistance to management on Personnel and Establishments matters. Initiate staff recruitment and selection procedures and oversight the preparation of regional estimates for salaries and overtime.

QUEENSLAND

Management Services

D. Muirhead 70/57090M	Clerk \$5806-6666 (Class 2/3), Third Division, General Services Section, Brisbane	Clerk \$6912-7652 (Class 4), Third Division, Office Services Section, Brisbane (No. 82)
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Duties: Works and Property Officer. Responsible for the co-ordination of all property matters within the Region, and for development and implementation of the Department's acquisition, new works, repairs and maintenance, furniture and fittings programmes.

H. J. Giesemann 72/58360M	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Office Services Section, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Accounts Section, Brisbane (No. 81)
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Duties: Register claims submitted for payment, allocate consecutive numbers to all accounts authorised for payment and prepare for submission to Sub-Treasury; assist Paymaster in the daily collection of takings from cafeterias under Departmental control.

Employment Branch

D. S. James 64/57166X	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Health, Brisbane	Clerk \$6912-7652 (Class 4), Third Division, DEO Pool Section, Brisbane (No. 71)
T. F. Crawford 67/58107W	Clerk \$2713-5594 (Class 1), Third Division, Department of Immigration, Brisbane	Clerk \$6912-7652 (Class 4), Third Division, DEO Pool Section, Brisbane (No. 72)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

H. M. Ansell 69/58409P	Clerk \$5806-6666 (Class 2/3), Third Division, Special Employment Categories Section, Brisbane	Clerk \$6912-7652 (Class 4), Third Division, DEO Pool Section, Brisbane (No. 9)
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Duties above three positions: Provide employment assistance to professional and executive personnel, and assist employers seeking such labour.

SOUTH AUSTRALIA

Planning and Research

C. A. Thomas 72/66069R	Typist, Grade 1 \$2113-4579, Fourth Division, Adelaide	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Adelaide (No. 6)
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Duties: Issue on loan and receive books, pamphlets and other material. Maintain records of borrowers and take follow up action on overdue loans. In accordance with established procedures arrange orders for all library material in liaison with Management Services Branch and take follow up action on non-receipt of books, pamphlets, periodicals and other material.

Industrial Relations

H. M. Jedrzejczak 68/70472A	Telephonist \$2085-4520, Fourth Division, Telecommunications Division, Postmaster-General's Department, Adelaide	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Arbitration Inspectorate (No. 32)
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Duties: Answer all telephone calls of a non-technical nature. Record confidential detail of complaints. Arrange appointments for interviews with the Section. Maintain Inspectorate Awards, Acts and Manuals. Maintain all records of the Section.

DEPARTMENT OF THE MEDIA

AUSTRALIAN CAPITAL TERRITORY

Information Division, Australian Government Publishing Service, Publishing Branch

J. Inwards 71/88635R	Clerk \$8886-9548 (Class 6), Third Division, Canberra	Clerk \$9876-10538 (Class 7), Third Division, Client Service and Print Procurement Section, The Hague (No. 715)
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Duties: Represent the AGPS in Europe and provide advice to Australian Government Departments and Agencies regarding Australian Government publishing and AGPS requirements. Receive requests for printing and publishing and determine specifications. Prepare tender or quotation documents and take procurement action according to the procedures laid down by AGPS.

Qualifications: Demonstrated skill and ability in printing and publishing activities, together with relevant practical experience. Sound knowledge of Audit Act, Treasury Regulations and Directions desirable.

J. F. Travers 72/86073X	Specifications Officer \$6470, Fourth Division	Clerk \$8886-9548 (Class 6), Third Division, Client Service and Print Procurement Section, Client Service Sub-section, Canberra, vice J. Inwards, prov. prom. 28.3.74 (No. 65)
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Duties: Liaison with client departments on all matters connected with their printing and publishing requirements and advise on matters of editorial policy, design, printing methods and costs. Handle proof approvals, determine priorities.

Qualifications: Demonstrated skill and ability in printing and publishing activities, together with relevant practical experience.

P. C. Downie 70/86426G	Clerk \$6912-7652 (Class 4), Third Division, Department of Overseas Trade, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Publishing Standards and Design Section, Publishing Standards Sub-section, Canberra (No. 662)
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Duties: Edit copy to conform with Commonwealth style, vet copy for possible breaches of the law concerning copyright, defamation, etc., mark up copy in accordance with the design specification and check printers' proofs.

Qualifications: A highly developed critical faculty and a sense of style, editorial experience and/or academic qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

SOUTH AUSTRALIA

L. V. Rawley 67/66902M	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, The Office of the Public Service Board, Adelaide	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Sales and Distribution Section, Retail Outlets Sub-section, Adelaide (No. 709)
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Duties: Answer inquiries from the public (telephone, counter, mail) to provide factual information on the policies, decisions and activities of the Australian Government departments, authorities, etc. Maintain liaison with local departments, authorities, etc, for the provision of up to date information.

NORTHERN TERRITORY

Printing Branch

L. H. Cutler 74/85148E	Compositor \$4489-4700, Fourth Division, Canberra	Linotype Operator \$4795-5006, Fourth Division, Darwin Sub-office (No. 12)
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Duties: Operate linotype machines and assist as required.

Qualifications: Fully qualified tradesman.

AUSTRALIAN BROADCASTING CONTROL BOARD

CENTRAL OFFICE

Engineering Services Division

J. W. Baldwin 59/15902W	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Station Planning and Survey Section, Melbourne (No. 256)
F. J. Bird 61/45554K	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Station Planning and Survey Section, Melbourne (No. 257)

Duties above two positions: Within broad guidelines, supervise, take part in and prepare reports on the work of a group engaged in field investigations throughout Australia and laboratory projects on matters relating to RF propagation and the evaluation and planning of sound and television broadcasting services.

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

A. D. Norris 73/42044X	Technical Officer (Engineering), Grade 1 \$6003-6463, Third Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Third Division, Station Planning and Survey Section, Melbourne (No. 258)
G. E. Lewis 58/15546P	Technical Officer (Engineering), Grade 1 \$6003-6463, Fourth Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Station Planning and Survey Section, Melbourne, vice J. W. Baldwin, prov. prom. (No. 168)

Duties above two positions: Under general direction as to method of approach and requirements, responsible for the day-to-day planning and conduct of field investigations throughout Australia and laboratory projects on matters relating to RF propagation and the evaluation and planning of sound and television broadcasting services.

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

R. N. Lane 59/14666R	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Postmaster-General's Department, Darwin	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Station Facilities and Operations Section, Melbourne (No. 254)
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Duties: Within broad guidelines, examine and prepare reports on technical matters relating to equipment proposals, inspections and licence renewal of sound and television broadcasting stations.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

C. W. Downing 70/41112T	Technical Officer (Engineering), Grade 1 \$6003-7613, Third Division, Postmaster- General's Department, Melbourne	Technical Officer (Engineering), Grade 2 \$7843-8347, Third Division, Forward Planning and Development Section, Melbourne (No. 263)
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Duties: Under general direction as to method of approach and requirements, perform tests and measurements and participate in the development of special equipment associated with the introduction of new types of sound and television broadcasting services.

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

R. S. Hernan 62/46198W	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Support Services Section, Melbourne (No. 260)
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Duties: Within broad guidelines, supervise and prepare reports on the work of the laboratory technical staff performing evaluation, testing, maintenance, repair calibration and development of laboratory type instrumentation associated with sound and television broadcasting services.

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

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

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

K. U. Holtsbaum 58/34698G	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Canberra	Principal Executive Officer \$13004-13498 (Class 10), Third Division, Export Control No. 1 Section, A Sub-section, Canberra, vice R. A. Daukus, prov. prom. 28.3.74 (No. 5)
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Duties: Plan and supervise studies and formulate advice on issues related to the balanced development of Australia's resources.

Qualifications: Administrative ability of a high order desirable. Appropriate academic qualifications desirable.

C. Anson 68/88317C	Executive Officer \$11032-11525 (Class 8), Third Division, Canberra	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Export Control No. 1 Section, Canberra (No. 18)
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Duties: Supervise and direct research and the formulation of advice on policy issues arising from: export controls on specified minerals; processing of minerals for export. Keep above policies and related overseas developments under review.

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

Minerals Policy Division, Minerals Policy No. 1 Branch

R. A. Daukus 58/39098K	Senior Executive Officer \$13004-13498 (Class 10), Third Division, Canberra	Principal Executive Officer \$13991-14484 (Class 11), Third Division, Canberra (No. 94)
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Duties: Plan and supervise studies and formulate advice on issues related to the balanced development of Australia's resources.

Qualifications: Administrative ability of a high order desirable. Appropriate academic qualifications desirable.

R. J. Davis 69/10469K	Clerk \$9876-10538 (Class 7), Third Division, Canberra	Project Officer \$11032-11525 (Class 8), Third Division, Canberra (No. 91)
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Duties: Plan and carry out studies and give advice on issues related to the comprehensive and balanced development of the Australian mineral industry.

Qualifications: Appropriate academic qualifications desirable.

Minerals Policy No. 2 Branch

R. A. K. Amy 58/10457K	Assistant Director \$12019-12510 (Class 9), Third Division, Department of Customs and Excise, Canberra	Principal Executive Officer \$13991-14484 (Class 11), Third Division, Canberra (No. 95)
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Duties: Plan and supervise studies and formulate advice on issues related to the balanced development of Australia's resources.

Qualifications: Administrative ability of a high order desirable. Appropriate academic qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Management Services Branch

L. J. Worsnop 65/36217E	Clerk \$8886-9548 (Class 6), Third Division, Canberra	Assistant Inspector \$9876-10538 (Class 7), Third Division, Personnel and Establishments Section, Organisation Sub-section, Canberra (No. 448)
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Duties: Undertake category reviews representing the Department as required.

Qualifications: Sound investigatory experience desirable.

R. N. Bickerstaff 63/57510G	Clerk \$7899-8639 (Class 5), Third Division, Department of Defence (Air Office), Canberra	Clerk \$8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Organisation Sub-section, Canberra, vice L. J. Worsnop, prov. prom. 28.3.74 (No. 132)
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Duties: As a member of a team, investigate and report on establishment and classification matters. Prepare submissions to the Public Service Board.

Qualifications: Previous investigatory experience desirable.

Bureau of Mineral Resources, Geology and Geophysics Operations Branch

B. A. Baker 72/87212K	Typist, Grade 1 \$2113-3845, Fourth Division, Canberra	Typist, Grade 2 \$4731-5035, Fourth Division, Administrative Section, General Services Sub-section, Canberra, vice L. A. Stafford, prov. prom. 21.3.74 (No. 34)
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Duties: Carry out typing and stenographic duties.

Qualifications: Shorthand, 100 words per minute.

Division of National Mapping, Geodetic Branch

R. J. Bryant 69/85294R	Technical Officer (Surveying), Grade 1 \$6003-7613, Third Division, Canberra	Technical Officer (Science), Grade 2 \$7843-8347, Third Division, Positional Astronomy Section, Canberra (No. 323)
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Duties: Extract statistical performance parameters relating to the behaviour of UTC (Australia) components and the relationship of UTC with other international time scales from all available data.

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

G. L. Moule 72/66415A	Technical Officer (Science), Grade 1 \$6003-7613, Third Division, Canberra	Technical Officer (Engineering), Grade 2 \$7843-8347, Third Division, Positional Astronomy Section, Canberra (No. 322)
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Duties: Construct and modify electronic devices for real time automatic control of astronomical and tracking equipment, data acquisition and lasers.

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

R. W. S. James 66/86758R	Technical Officer (Surveying), Grade 2 \$7843-8347, Third Division, Canberra	Senior Technical Officer (Science), Grade 1 \$8599-9103, Third Division, Positional Astronomy Section, Canberra (No. 321)
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Duties: Determine the operating parameters and required settings needed for the observation team and interpret the ranges acquired in the light of these chosen parameters. Where necessary, adjust the chosen quantities in order to increase the probability of ranges.

Qualifications: An approved technical college certificate or other approved qualification, and requisite experience. Experience with digital computers, file manipulation and a knowledge of geodetic and astronomic methods is essential.

VICTORIA

Division of National Mapping, Topographic Survey Branch

O. Baker 74/36718G	Technical Assistant, Grade 1 \$2220-5468, Fourth Division, unattached	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Examination Surveys Section, Completion Surveys Sub-section, Melbourne (No. 81)
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Duties: On occasions act as sub-party leader engaged in establishment of permanent station marks and associated site surveys; minor surveys at established survey stations; routine maintenance of technical and field equipment.

Qualifications: Appropriate qualifications and/or experience.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

NORTHERN TERRITORY

Bureau of Mineral Resources, Geology and Geophysics—Operations Branch

A. J. Nielson 74/95127A	Typist, Grade 1 \$2113-4579, Fourth Division, Darwin	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Section, Darwin Office Sub-section, Darwin (No. 91)
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Duties: Generally oversee the reception area. Maintain the office library. Undertake the typing workload of the office.

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

Special Projects Branch

R. Hopkins 58/18698A	Engineer, Class 5 \$14882-15845, Third Division, Department of Supply, Canberra	Assistant Secretary \$17300, Second Division, Canberra (No. 112)
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Duties: Control and direct the work of the Special Projects Branch.

Qualifications: Managerial ability, appropriate university degree, and experience in the formulation and evaluation of policy proposals and projects desirable.

In lieu of notification in *Gazette* 21.3.74.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Management, Legislation and Planning Division, Establishments and ADP Branch

A. M. Bennett 73/95055 M	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Computer Operator, Grade 1 \$5302- 5600, Fourth Division, ADP Section, Darwin (No. 201)
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Duties: Under supervision, operate the NCR 500 system including the sorting of data and arranging for processing. Operate the 80 column card sorter.

Qualifications: Experience or appropriate training in the handling of computer peripheral equipment.

A. E. Graham 73/95235R	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personnel and Services Section, Darwin (No. 118)
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Duties: Sort and record movement of all files passing through the Records Control Point in the Finance financial statements and direct action accordingly. Carry out regular clearances of all outward correspondence trays and distribute inwards material.

Qualifications: Previous registry experience desirable.

Finance, Supply and Transport Branch

T. J. Oldroyd 64/37231M	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division	Internal Auditor, Grade 2 \$7899-8639 (Class 5), Third Division, Finance Sec- tion, Darwin (No. 109)
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Duties: Carry out more complex internal audits in the Northern Territory including internal audit of financial statements of commercial undertakings.

Qualifications: Lengthy experience in internal audit work an advantage. A knowledge of commercial accounting most desirable.

Resource Development Division, Animal Industry and Agriculture Branch

T. P. Price 69/95157G	Technical Assistant, Grade 1 \$4521- 5468, Third Division	Technical Assistant, Grade 2 \$5681- 6371, Third Division, Animal Produc- tion Section, Katherine (No. 90)
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Duties: Under direction assist in the establishment, maintenance and recording of animal production experiments and demonstrations.

Qualifications: Training and experience in tropical animal production appropriate to the above duties.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Policy Development Division, Trade Economic Analysis Branch

M. A. Hussin 72/57062G	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Project Officer \$8886-9548 (Class 6), Third Division, Policy Development and Situation Analysis Section, Canberra (No. 1208)
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Duties: Analyse documents relating to the development of trade relations and trade policy between Australia and Asian countries and compile summaries of the significant aspects of this development.

Qualifications: Knowledge of Australia's trading activities particularly in relation to Asian area. Ability to select information and prepare comprehensive reports. Knowledge of relevant languages an advantage.

ADP and Technical Services Branch

A. B. Ralston 72/41685G	Assistant Programmer \$7899-8639 (Class 5), Third Division, Canberra	Programmer \$8886-9548 (Class 6), Third Division, ADP Development Section, Canberra (No. 1316)
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Duties: As a member of a team, undertake the design and development of data based structures and provide technical advice on the use of data based software.

Qualifications: Experience in systems analysis and programming.

P. M. Murray 72/57086P	Assistant Programmer \$7899-8639 (Class 5), Third Division, Canberra	Programmer \$8886-9548 (Class 6), Third Division, ADP Development Section, Canberra (No. 811)
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Duties: As a member of a team, undertake the design and development of data based structures and provide technical advice on the use of data based software.

Qualifications: Experience in systems analysis and programming.

Management Services Branch

P. J. Hattam 63/66800E	Assistant Inspector \$9876-10538 (Class 7), Third Division, Canberra	Inspector \$11032-11525 (Class 8), Third Division, Personnel and Establishments Section, Canberra (No. 685)
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Duties: Plan and direct the work of the Organisation Sub-section. Investigate more important organisation proposals. Plan and direct cyclical program of organisation reviews.

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

A. J. Foley 69/37988W	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Canberra	Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Canberra, vice I. A. Gorrie, prov. prom. 7.3.74 (No. 933)
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Duties: Organise and conduct training programmes and courses for departmental officers and specialised courses related to trade development and promotion.

Qualifications: Sound experience in administration; proven skill in management supervision and conference leadership; ability to negotiate with senior officers; interest in development of staff training programme. Academic qualifications desirable.

D. J. Muir 72/87764W	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Establishments Section, Canberra (No. 601)
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Duties: Supervise the work of staff engaged on standard personnel records. Exercise delegations under the Public Service Act and Regulations.

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

Commodity Policy Division, No. 1 Branch

R. McMahon 70/85412W	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Canberra (No. 346)
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Duties: Analyse developments in international commodity trade. Review trends in the production and export of major Australian commodities. Assist with the preparation of material for international commodity consultations.

Qualifications: Knowledge of Australian and world conditions relating to commodities of importance in international trade an advantage but not essential. Appropriate university degree desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

No. 2 Branch

G. L. McCormack 72/88589A	Research Officer, Grade 1 \$6022-7652. Third Division, Bureau of Agricultural Economics, Department of Primary Industry, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Canberra (No. 728)
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Duties: Analyse developments in international commodity trade. Review trends in the production and export of major Australian commodities. Assist with the preparation of materials for international commodity consultations.

Qualifications: Knowledge of Australian and world conditions relating to commodities of importance in international trade an advantage but not essential. Appropriate university degree desirable.

No. 3 Branch

R. L. Smyth 71/88506R	Programmer-in-training \$6912-7652 (Class 4), Third Division, Bureau of Agricultural Economics, Department of Primary Industry, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Canberra (No. 1053)
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Duties: Study trends in the production and export of major Australian commodities. Assist with the preparation of briefs and material for use in international discussions and negotiations.

Qualifications: A knowledge of Australian and world conditions relating to commodities of importance in international trade desirable. Academic qualifications should be stated.

International Trade Organisations Division, No. 1 Branch

G. T. Keating 72/36432K	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, U.N. and General Section, Canberra (No. 739)
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Duties: Analyse and review information relating to Australia's participation in international trade organisations. Assist in the preparation of policy drafts and of brief material for international conferences.

Qualifications: Knowledge of international trade. Ability to carry out economic research in the international trade policy field. University degree desirable.

Overseas Markets Division, Overseas Markets Branch

S. K. A. Tan 73/75052W	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Office of the Australian Development Assistance Agency, Department of Foreign Affairs, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Canberra (No. 1124)
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Duties: Assist with studies of market developments in specified countries including formulation of export objectives. Assist in providing guidance and oversight of activities of Trade Commissioner Posts overseas.

Qualifications: Knowledge of international trade. Academic qualifications desirable.

I. Magryn 71/66136A	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Canberra (No. 1125)
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Duties: Assist with studies of market developments in specified countries including formulation of export objectives. Assist in providing guidance and oversight of activities of Trade Commissioner Posts overseas.

Qualifications: Knowledge of international trade. Academic qualifications desirable.

M. D. Rogers 65/85331G	Clerk \$7899-8639 (Class 5), Third Division, Department of Secondary Industry, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Canberra (No. 1128)
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Duties: Assist with studies of market developments in specified countries including formulation of export objectives. Assist in providing guidance and oversight of activities of Trade Commissioner Posts overseas.

Qualifications: Knowledge of international trade. Academic qualifications desirable.

Trade Services Division, No. 2 Branch

P. D. Deakin 73/57209G	Education Officer, Class 1 \$6041-8412, Third Division, Department of Education, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Insurance and Finance Section, Canberra (No. 477)
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Duties: Assist with the processing of EPIC national interest applications and the review of Australia's export credit insurance facilities.

Qualifications: Knowledge of Australia's export trade and export credit insurance facilities. Ability to conduct research and prepare reports. Academic qualifications to be stated.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Trade Promotions Division, Trade Promotions Branch

P. P. F. Janson 69/87451R	Clerk \$7899-8639 (Class 5), Third Division, Department of Social Security, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Trade Fairs, Displays and Projects Section, Canberra (No. 470)
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Duties: Assist in the evaluation of major exports promotions and provide support for project officers during absence overseas on industry contact work in States.

Qualifications: Knowledge of Australian industry and export trade. Ability to handle trade promotion work. University degree desirable.

J. Russell 72/39264E	Clerk \$6912-7652 (Class 4), Third Division, Department of Foreign Affairs, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Trade Fairs, Displays and Projects Section, Canberra (No. 767)
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Duties: Assist with trade promotion work.

Qualifications: Knowledge of Australian industry and export trade desirable. Ability to handle trade promotion work. Academic qualifications should be stated.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL STAFF

Director-General's Office

P. E. Berthelot 68/46586M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Director-General's Office	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 7)
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Duties: In charge of messengerial and other services for the office of the Director-General.

CENTRAL OFFICE

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

G. W. Irvine 59/58416P	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Engineering Division, Victoria	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Transmission and Line Planning Branch, Regional Networks Section, Melbourne (No. 30)
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Duties: Evaluate network development plans and carry out technical/economic studies required to establish guidelines for planning the development of networks. Participate in joint studies with other Sections or State Administrations.

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

Research Sub-division

D. M. Clancy 59/57920C	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Engineering Works Division	Senior Technical Officer (Science), Grade 1 \$8599-9103, Fourth Division, Physical Sciences Branch, Physics and Polymer Section, Melbourne (No. 155)
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Duties: Under limited direction undertake and direct the more difficult scientific investigations into the reliability and causes of failure. Undertake development of specialised test equipment.

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

Engineering Works Division, Administrative Branch

V. Caddy 59/59374X	Clerk \$7899-8639 (Class 5), Third Division, Personnel and Industrial Relations Branch, Victoria	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Costing and Statistical Section, Melbourne (No. 182)
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Duties: Undertake research and conduct economic and statistical studies into productivity, depreciation, profitability and related fields.

Qualifications: University degree in Economics or Commerce with experience in statistics and/or economic analysis, in a Telecommunication management or policy area desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Broadcasting Branch

G. R. Pearce 59/60811A	Clerk \$8886-9548 (Class 6), Third Division, Engineering Works Division	Clerk \$9876-10538 (Class 7), Third Division, Melbourne (No. 33)
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Duties: Research, co-ordinate, edit and prepare detailed briefing material and reports for the Minister and/or senior management, for deputations and/or parliamentary debates, etc., on matters relating to Broadcasting.

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

Radio Communications Branch

P. A. Hicks 67/39423C	Engineer, Class 1 \$6200-8953, Third Division, unattached	Engineer, Class 2 \$9581-10702, Third Division, Design (Subs. and Small Capacity R/T) Section, Melbourne (No. 18)
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Duties: Design, development and specification of equipment for mobile, subscriber and paging systems and interfacing of these systems with the National Switching Network.

G. M. Shepherd 68/66415C	Engineer, Class 1 \$6200-8953, Third Division, unattached	Engineer, Class 2 \$9581-10702, Third Division, Provisioning (Broadband Radio) Section, Melbourne (No. 28)
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Duties: Design, specification and procurement of equipment for Broadband Radio Relay projects.

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.

M. M. Sell 71/40459K	Typist, Grade 2 \$4731-5035, Fourth Division, Engineering Works Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Melbourne (No. 140)
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Duties: Secretarial and stenographic duties for the Bute.

Qualifications: Shorthand, at least 100 words per min ranch Head.

Note: This position was advertised in *Gazette* No. 85 of 19 July 1973 as position No. 29.

Support Services Branch

F. Wolstencroft 71/99108P	Engineer, Class 2 \$9581-10702, Third Division, Engineering Works Division	Engineer, Class 3 \$11348-12664, Third Division, Workshops Production Section, Melbourne (No. 52)
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Duties: Develop and arrange provision of manufacturing processes and other facilities.

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

Telephone Switching Equipment Branch

J. F. Loughman 58/14573K	Clerk \$6912-7652 (Class 4), Third Division, Engineering Works Division	Clerk \$7899-8639 (Class 5), Third Division, Melbourne (No. 119)
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Duties: Supervise operations of project scheduling system (CLASS), investigate and recommend improvements in the system and report on progress of design projects through the Branch.

Management Services Division, Finance and Accounting Branch

P. J. O'Neill 59/17794W	Engineer, Class 3 \$11384-12664, Third Division, Engineering Planning and Research Division	Chief Finance Officer \$13991-14484 (Class 11), Third Division, Economic Policy and Financial Analysis Section, Economic Studies Sub-section, Melbourne (No. 3)
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Duties: Provide high level advice on the short and long term implications of economic trends for Post Office operations, and direct the economic analysis and evaluation of major new investment proposals.

Qualifications: Demonstrated ability and wide experience in economic research, together with a degree in Economics, Commerce or Arts (Economics) preferably at Honours standard. Capacity for assessing and evaluating economic trends and determining their relevance for Post Office operations.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

J. E. Carroll 62/81249X	Senior Finance Officer \$12019-12510 (Class 9), Third Division, Management Services Division	Chief Finance Officer \$13004-13498 (Class 10), Third Division, Financial Planning and Management Accounting Section, Financial Management Account- ing Sub-section, Melbourne (No. 6)
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Duties: Responsible for the control and management of the annual cash budget and accrual accounting arrangements for Post Office Services and for Broadcasting and Television Services under the control of the Department—including administration of cash flows, preparation of periodic profit and loss statements and balance sheets and development of budgeting techniques.

Qualifications: Degree in Economics or Commerce or Accountancy qualifications most desirable. Appropriate experience an advantage.

J. M. Heffernan 71/36356R	Typist, Grade 1 \$2113-4579, Fourth Division, Management Services Division	Typist, Grade 2 \$4731-5035, Fourth Division, Office Services Section, Mel- bourne (No. 17)
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Duties: Perform complex typing duties, involving the use of an automatic typewriter in the production and revision of manuals and periodic lists, intended mainly for reproduction.

NEW SOUTH WALES

Engineering Division, Buildings Branch

J. F. McCarthy 59/38613R	Engineer, Class 4 \$13322-14209, Third Division, Engineering Division	Manager (Buildings), Grade 3 \$15274, Third Division, Sydney (No. 207)
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Duties: Control of the Branch to ensure the efficient co-ordination of planning, programming, provision and maintenance of all sites, buildings and accommodation.

Qualifications: Proven administrative ability of a high order desirable.

Administrative Branch

N. R. Corkery 72/12045W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Staff and Industrial Section, Sydney (No. 61)
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Duties: Maintain complete Engineering Division staff location cards and appropriate returns.

Construction Branch

N. J. Batterham 59/37408C	Engineer, Class 2 \$9581-10702, Third Division, Engineering Division, Sydney	Engineer, Class 3 \$11348-12664, Third Division, Primary Works (Metropolitan) No. 1 Section, Homebush (No. 389)
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Duties: Design and control the installation of major conduit and cable projects in the Sydney telephone network including solving of operating and interworking problems, development, evaluation and co-ordination of resources.

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: The location of this position will be transferred to Burwood shortly.

J. Bithell 59/39507E	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division, Sydney	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Country Installation No. 3 Section, Sydney
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Duties: Take charge of installation projects involving automatic and manual exchange equipment and associated long line equipment.

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

Note: Frequent absences from Sydney are involved.

H. Watt 59/43066R	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Sydney	Lines Supervisor, Grade 3 \$6965, Fourth Division, Primary Works (Met- ropolitan) No. 2 Section, St. Leonards
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Duties: Estimating.

Metropolitan Operations Branch

R. Aghabi 72/14778R	Drafting Assistant, Grade 2 \$5681-6371, Fourth Division, Department of Civil Aviation, Sydney	Engineer, Class 1 \$6200-8953, Third Division, Metropolitan Operations No. 1 Section, Sydney (No. 420)
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Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Regional Operations Branch

R. J. Holland 59/44230X	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Grenfell	Lines Supervisor, Grade 3 \$6965, Fourth Division, Western Section, Bathurst
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Duties: Estimating.

Postal Services Division

K. J. Grieve 65/23783G	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Assistant Directors Staff, Sydney (No. 5)
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Duties: Examine applications for registration of newspapers and periodicals and applications for authority to sell, hire or use franking machines. Investigate and prepare reports and correspondence relating to interpretations of the Post and Telegraph Act, the Postal Regulations and the Universal Postal Convention.

Mail Exchange Branch

J. W. S. Green 59/30598T	Supervisor (Postal), Grade 3 \$9227-9967, Third Division, Postal Services Division, Sydney	Assistant Superintendent \$11032-11525 (Class 8), Third Division, Traffic Section, Sydney (No. 5)
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Duties: Direct and co-ordinate the functions of all sections within the General Post Office, examine traffic disposal problems and mail circulation arrangements, prepare proposals to meet development. Responsible for the efficient functioning and standards of service within the area.

H. Burke 59/29908G	Supervisor (Postal), Grade 3 \$9227-9967, Third Division, Postal Services Division, Redfern	Assistant Superintendent \$11032-11525 (Class 8), Third Division, Traffic Section, Redfern (No. 6)
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Duties: Direct and co-ordinate the functions of all Traffic sections within the branch. Examine traffic disposal problems and mail circulation arrangements. Prepare proposals to meet development.

B. A. Williams 74/22474T (13.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Mail Officer \$4374-5273, Fourth Division, Redfern
B. Brooks 74/22475X (13.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Mail Officer \$4374-5273, Fourth Division, Redfern
E. M. Knights 74/22476C (13.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Mail Officer \$4374-5273, Fourth Division, Redfern
B. I. Reilly 74/22478M (13.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Mail Officer \$4374-5273, Fourth Division, Redfern
J. L. Stitt 74/22479R (13.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Mail Officer \$4374-5273, Fourth Division, Redfern
P. M. Hulme 74/22484A (13.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Mail Officer \$4374-5273, Fourth Division, Redfern
C. Saad 74/22613R (8.3.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Mail Officer \$4374-5273, Fourth Division, Redfern
Y. Smith 74/22611G (8.3.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Mail Officer \$4374-5273, Fourth Division, Redfern

Post Offices Branch

R. N. Clutton 74/22573X (13.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Canberra	Mail Officer \$4374-5273, Fourth Division, Country South Section, Mails and Transport Sub-section, Canberra
G. J. Madsen 73/23423A	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division, Sydney	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Kings Cross
M. F. Lane 74/22411P	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Mascot
N. L. Irvine 73/23268G	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Ryde
M. E. Devine 73/22776P	Assistant Postal Officer \$2074-4148, Fourth Division, Glebe	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Glebe

Duties: Driving duties.

Telecommunications Division, Country Region

C. E. Emery 59/28194R	Telephonist \$2085-4520, Fourth Division, Telecommunications Division, Albury	Monitor \$4970-5310, Fourth Division, South Section, Wagga Wagga District Telephone Office Sub-section, Albury
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Qualifications: Occupant must be qualified as Monitor (Telephone)

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Metropolitan Region, Sales Branch

W. K. Howard 59/30807E	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division, Brookvale	Clerk \$6912-7652 (Class 4), Third Division, Contracts Section, St. Leonards (No. 12)
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Duties: Second-in-charge, Telephone Sales Office.

R. J. Smith 67/14427M	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Telecommunications Division, North Sydney	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Directory and Sales Checks Section, North Sydney (No. 470)
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Duties: Oversight production group.

M. P. Beaumont 59/27754G	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Directory and Sales Checks Section, North Sydney (No. 231)
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Duties: Sales Audit Officer. Conduct inspections of more complex telecommunications equipment.

M. F. Tanner 70/24102T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Telecommunications Division, North Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Directory and Sales Checks Section, North Sydney (No. 214)
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Duties: Manuscript Officer (Classified Directory).

Service Branch

S. M. Harrison 63/24131P	Telephonist \$2085-4520, Fourth Division, Telecommunications Division, Sydney	Monitor \$4970-5310, Fourth Division, Main Trunk Exchange Section, Sydney
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J. E. Roberts 65/22886T	Telephonist \$2085-4520, Fourth Division, Telecommunications Division, Sydney	Monitor \$4970-5310, Fourth Division, Main Trunk Exchange Section, Sydney
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Qualifications above two positions: Occupant must be qualified as Monitor (Telephone).

Supply Branch

M. S. Bourke 61/11153G	Clerk \$6912-7652 (Class 4), Third Division, Supply Branch, Milsons Point	Clerk \$7899-8639 (Class 5), Third Division, Stock Control and Accounting Section, Milsons Point (No. 124)
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Duties: Budgets Officer.

G. P. Shearman 66/57010K	Storeman \$4363-4586, Fourth Division, Supply Branch, Queensland	Senior Storeman \$4724-4977, Fourth Division, Warehousing Section, Sydney
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Duties: Responsible for the more skilled activities associated with the receipt, issue and custody of stores.

VICTORIA

Engineering Division, Administrative Branch

N. T. O'Callaghan 59/60773R	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Engineering Division	Clerical Assistant, Grade 7 \$7087-7330, Fourth Division, General Services Section, Melbourne (No. 369)
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Duties: Classifying Officer.

M. G. Stevenson 59/65162G	Clerk \$5806-6666 (Class 2/3), Third Division, unattached	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, General Services Section, Melbourne (No. 370)
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Duties: File Examiner.

Buildings Branch

V. J. Straford 59/70825P	Engineer, Class 4 \$13322-14209, Third Division, Engineering Division	Manager (Buildings), Grade 3 \$15274, Third Division, Melbourne (No. 208)
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Duties: Control of the Branch to ensure the efficient co-ordination of planning, programming, provisioning and maintenance of all sites, buildings and accommodation.

Qualifications: Proven administrative ability of a high order desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

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, Geelong (No. 9)
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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.

In lieu of notification appearing in *Gazette* No. 23 of 14.3.74. The effective date of the above provisional promotion is 14.3.74.

N. A. Birch 59/56536P	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$5668, Fourth Division, South Western Section, North Geelong
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G. V. Gordon 61/45360E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$5668, Fourth Division, South Western Section, North Geelong
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Duties above two positions: Party Leader.

Support Services Branch

A. T. O'Flynn 65/45916R (15.4.65)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Industrial Engineering and Training Section, Ballarat
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Post Offices Branch

B. F. Sullivan 59/69399X	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Cobram	Postal Clerk \$4605-5744, Fourth Division, Warragul (Relief)
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Telecommunications Division, Country Region

K. E. Metcalf 58/16858T	Clerk \$6912-7652 (Class 4), Third Division, Telecommunications Division	Clerk \$8886-9548 (Class 6), Third Division, District Telephone Office, Ballarat (No. 40)
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M. T. Spencer 59/15363M	Clerk \$6912-7652 (Class 4), Third Division, Telecommunications Division, Mt Gambier, South Australia	Clerk \$8886-9548 (Class 6), Third Division, District Telephone Office, Bendigo (No. 54)
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Duties above two positions: Responsible to the District Telephone Manager for the supervision and control of service activities in the District.

Qualifications above two positions: A sound knowledge of telephone regulations and extensive experience in the service activities of the Division is desirable.

Supply Branch

J. Bissett 73/41645W	Storeman \$4363-4586, Fourth Division, Supply Branch	Senior Storeman \$4724-4977, Fourth Division, Warehousing Section, Port Melbourne
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Duties: Under general supervision perform and/or accept responsibility for the more skilled activities associated with documentation, warehouse systems, procedures and checking.

QUEENSLAND

Engineering Division, Country Branch

F. D. Riley 71/61848X	Telephonist \$2085-4520, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Central Section, Gladstone (No. 276)
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Duties: Provide clerical and administrative assistance to the Technical Officer in charge of the Exchange.

Buildings Branch

B. E. C. Brinkley 59/20043C	Engineer, Class 3 \$11348-12664, Third Division, Engineering Division	Manager (Buildings), Grade 2 \$13919, Third Division, Brisbane (No. 1471)
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Duties: Control of the Branch to ensure the efficient co-ordination of planning, programming, provisioning and maintenance of all sites, buildings and accommodation.

Qualifications: Proven administrative ability of a high order desirable.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
Country Branch		
E. J. Kennedy 59/18738K	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Central Section, Proserpine
L. Kirk 59/18760T	Lines Supervisor, Grade 2 \$6258, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Wide Bay-Burnett Section, Gympie

Duties above two positions: Area Supervisor.

Metropolitan Operations Branch

W. J. Madden 59/18849E	Lines Supervisor, Grade 3 \$6965, Fourth Division, Engineering Division	Line Inspector \$7613-8102, Fourth Division, Metropolitan Operations No. 1 Section, Zillmere
J. F. Steele 59/19270R	Lines Supervisor, Grade 3 \$6965, Fourth Division, Engineering Division	Line Inspector \$7613-8102, Fourth Division, Metropolitan Operations No. 1 Section, Zillmere

Duties: Line Inspector (Works)

Duties: Line Inspector (Services)

S. L. Friend 71/57128A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 2 Section, Brisbane (No. 1346)
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Duties: Provide clerical and administrative assistance to the Senior Telecommunications Technical Officer-in-charge of Sunnybank CEM Group (located at Sunnybank Exchange).

Planning and Programming Branch

R. E. Deathridge 59/16144W	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Transmission and Line Planning (Metro) Section, Brisbane (No. 43)
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Duties: Under limited direction, preparation of complex trunk circuit rearrangement and detailed plans for complex trunk projects, also estimates of related material needs.

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

Regional Operations Branch

L. W. Moloney 59/17770P	Engineer, Class 2 \$9581-10702, Third Division, Engineering Division	Engineer, Class 3 \$11348-12664, Third Division, Radio Section, Brisbane (No. 1031)
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Duties: Direct and control the installation and maintenance of Sound Broadcasting 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.

Support Services Branch

K. A. J. Dietz 69/61665P	Lines Assistant, Grade 2 \$4109-4282, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$6258, Fourth Division, Automotive Plant Section, Brisbane
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Duties: Undertake both practical and theoretical training for mechanical aid operators throughout the State. The position involves considerable absence from Headquarters.

Qualifications: Thorough knowledge of major and minor mechanical aids together with the ability to train and instruct others desirable.

B. J. Gray 72/61084A	Apprentice Telecommunications Tradesman \$2181-4803, Fourth Division, Engineering Division	Telecommunications Trainee \$2921-5657, Fourth Division, Industrial Engineering and Training Section, Brisbane
B. G. Hettrick 72/61653E	Apprentice Telecommunications Tradesman \$2181-4803, Fourth Division, Engineering Division	Telecommunications Trainee \$2921-5657, Fourth Division, Industrial Engineering and Training Section, Brisbane
G. W. Kilkenny 73/61031T	Apprentice Telecommunications Tradesman \$2181-4803, Fourth Division, Engineering Division	Telecommunications Trainee \$2921-5657, Fourth Division, Industrial Engineering and Training Section, Brisbane

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

E. J. Petersen 71/61145W	Apprentice Telecommunications Tradesman \$2181-4803, Fourth Division, Engineering Division	Telecommunications Trainee \$2921-5657, Fourth Division, Industrial Engineering and Training Section, Brisbane
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Note above four positions: (i) Confirmation of promotion is conditional on admission to the Certificate Course by the Technical Training Institution concerned. (ii) For conditions governing promotion or transfer as a telecommunications trainee see Gazette No. 9 of 30.1.73.

Postal Services Division, Mail Exchange Branch

C. Lukas 73/61178M (6.3.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Mail Exchange Branch	Mail Officer \$4374-5273, Fourth Division, Brisbane
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Post Offices Branch

W. P. Skelton 59/22367K	Postmaster, Grade 3 \$8104-8947, Third Division, Thursday Island	Postmaster, Grade 4 \$9227-9967, Third Division, Longreach
C. G. Jeffery 59/22157K	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Hamilton Central	Postmaster, Grade 2 \$7044-7822, Third Division, Toombul
R. D. Upton 59/22426M	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Maroochydhore	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Nambour
C. A. Lester 73/61231M	Assistant Postal Officer \$2074-4148, Fourth Division, GPO Brisbane	Postal Officer, Grade 2 \$4374-5273, Fourth Division, GPO Brisbane
A. J. Flanagan 71/57581W	Postman \$4260-4601, Fourth Division, Mount Isa	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Mount Isa
M. B. Whitman 66/61624K	Telephonist \$2085-4520, Fourth Division, Telecommunications Division	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Rockhampton

Duties: Telephone Accountancy.

B. L. Wheeler 73/61905X (14.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Annerley
J. A. Reynolds 73/61191T (15.3.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Everton Park	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Everton Park
I. J. Calcutt 73/61321P (21.5.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Mount Isa	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Mount Isa
C. D. Milne 73/62047P (14.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Paddington
B. W. Oakhill 73/61903P (14.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Toowoong	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Toowoong

Duties above five positions: Delivery of telegrams per motor-cycle.

S. E. Bustin 73/62044A (14.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postman \$4260-4601, Fourth Division, Darra
O. R. Lingard 71/62047G (12.11.71 (41))	Assistant Postal Officer \$2074-4148, Fourth Division, Roma	Postman \$4260-4601, Fourth Division, Roma
S. E. Ridley 71/61212W (4.2.71 (45))	Assistant Postal Officer \$2074-4148, Fourth Division, Townsville	Postman (Relief) \$4260-4601, Fourth Division, Townsville
N. T. Ollier 73/61190P (15.3.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Inala	Postman \$4260-4601, Fourth Division, Inala
B. R. McDowall 59/21380E	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Broadway	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Redcliffe
L. W. Blackstein 67/61498E	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Dalby	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Dalby
R. J. Harmsworth 69/61865G	Postman \$4260-4601, Fourth Division, Ayr	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Aitkenvale
N. W. Baker 73/61610E (2.8.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Alderley	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Alderley
P. Geronimos 70/58602A (28.9.70)	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Stones Corner

Duties above two positions: Delivery of telegrams per motor-cycle.

R. J. Booth 73/61914A (14.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Indooroopilly	Postman \$4260-4601, Fourth Division, Corinda
L. E. Durell 73/61661T (27.8.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Manly	Postman \$4260-4601, Fourth Division, Manly

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Transport Branch

W. J. Eeles 59/25393W	Assistant Transport Overseer \$5418-5695, Fourth Division, Postal Services Division	Transport Overseer \$6212-6497, Fourth Division, Brisbane
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Duties: Instruction and testing of motor cyclists and inspection of motor cycles and scooters.

A. Eeles 59/25392R	Transport Assistant \$5835-5976, Fourth Division, Postal Services Division	Transport Overseer \$6212-6497, Fourth Division, Brisbane
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Duties: Relief Overseer.

Telecommunications Division, Metropolitan Region

B. A. Baker 66/61519R	Telephonist \$2085-4520, Fourth Division, Telecommunications Division	Monitor \$4970-5310, Fourth Division, Service Branch, Main Trunk Exchange, Brisbane
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L. E. Williams 66/61517G	Telephonist \$2085-4520, Fourth Division, Telecommunications Division	Monitor \$4970-5310, Fourth Division, Service Branch, Main Trunk Exchange, Brisbane
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Duties above two positions: Provide recreation leave relief.

P. J. Modini 65/62012K	Telephonist \$2085-4520, Fourth Division, Telecommunications Division	Monitor \$4970-5310, Fourth Division, Service Branch, Main Trunk Exchange, Brisbane
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Qualifications above three positions: Must be qualified as Monitor (Telephone).

Country Region

J. C. Markwell 59/22214C	Telegraphist \$4605-5744, Third Division, Telecommunications Division	Traffic Officer, \$6912-7652 (Class 4), Third Division, Rockhampton (No. 21)
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Duties: In charge of Telegraph Section.

K. F. McMahon 65/61361E	Telephonist \$2085-4520, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, District Telephone Office, Rockhampton (No. 127)
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Duties: Maintain office registry, process trunk dockets for trunk and junction loading analysis, evaluate and prepare returns.

Finance and Accounting Branch

D. S. Denny-Geroe 70/57922E	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Post Offices Accounting Section, Brisbane (No. 109)
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Duties: Reconciliation of Commonwealth Savings Bank transactions.

G. M. Davies 69/57672M	Accounting Machinist, Grade 1 \$2113-4579, Fourth Division, Finance and Accounting Branch	Accounting Machinist, Grade 2 \$5165, Fourth Division, Post Offices Accounting Section, Brisbane (No. 61)
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Duties: Perform more involved Accounting Machinist duties.

Qualifications: Must have passed prescribed test.

L. Holman 69/66213R	Accounting Machinist, Grade 1 \$2113-4579, Fourth Division, Finance and Accounting Branch	Accounting Machinist, Grade 2 \$5165, Fourth Division, Finance Section, Brisbane (No. 108)
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Duties: Perform more involved Accounting Machinist duties.

Qualifications: Applicants must have passed prescribed test.

F. B. Jack 59/21130C	Licence Inspector, Grade 2 \$5879-6265, Fourth Division, Finance and Accounting Branch	Senior Licence Inspector \$6458-6844, Fourth Division, Post Offices Accounting Section, Brisbane (No. 121)
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Duties: Organise and direct the activities of Inspectors engaged in the detection of unlicensed broadcast and television receivers.

Supply Branch

J. A. Reid 70/57200T	Clerk \$2713-5594 (Class 1), Third Division, Supply Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Procurement Section, Brisbane (No. 17)
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Duties: Reconcile suppliers monthly statements and investigate outstanding claims.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

L. D. Cogdale 59/25256X	Senior Storeman \$4724-4977, Fourth Division, Supply Branch	Stores Supervisor \$5283-5532, Fourth Division, Warehousing Section, Brisbane (No. 117)
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Duties: Responsible under general direction for provision of limited supply service at B.E.S.W. Sub-Store

R. H. Halcoop 66/58033X	Storeman \$4363-4586, Fourth Division, Supply Branch	Senior Storeman \$4724-4977, Fourth Division, Warehousing Section, Virginia
R. H. A. Jones 66/58372X	Storeman \$4363-4586, Fourth Division, Supply Branch	Senior Storeman \$4724-4977, Fourth Division, Warehousing Section, Virginia
E. A. Williams 66/58443R	Storeman \$4363-4586, Fourth Division, Supply Branch	Senior Storeman \$4724-4977, Fourth Division, Warehousing Section, Virginia

Duties above three positions: Under general supervision, perform and accept responsibility for the more skilled activities associated with the receipt, issue and custody of stores within a Stores Section.

SOUTH AUSTRALIA

Engineering Division, Regional Operations Branch

J. W. Parry 63/66761R	Technical Officer, Grade 2 \$7843-8347, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Radio Section, Whyalla (No. 916)
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Duties: Maintain a District Radio Inspectors Office. Investigate complaints of broadcast and radio communications interference, inspect privately operated and publicly operated H.F. and V.H.F. Stations, conduct examinations for issue of 1st and 2nd Class Commercial Operators Certificates, Broadcast and Amateur Operators Certificates of Proficiency and carry out marine radio surveys and marine inspections.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in administration of Wireless Telegraph Act and Regulations, the International Radio Regulations, Radio Provisions of the Commonwealth and State Navigation Acts and other National and International Laws relating to technical requirements, licensing and operation of radio services desirable.

Buildings Branch

J. R. Lane 59/10975A	Chief Technical Officer (Buildings), Grade 1, \$10825-11136, Third Division, Engineering Division	Manager (Buildings), Grade 2 \$13919, Third Division, Adelaide (No. 210)
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Duties: Control of the Branch to ensure the efficient co-ordination of planning, programming, provisioning and maintenance of all sites, buildings and accommodation.

Qualifications: Proven administrative ability of a high order desirable.

Postal Services Division, Mail Exchange Branch

D. J. Allwood 66/70701T (9.1.67)	Assistant, Grade 1 \$1959-4298, Fourth Division, Telecommunications Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
R. C. Arnold 72/70381R (19.7.72)	Lineman-in-training \$2014-3850, Fourth Division, Engineering Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
C. A. Audoss 61/70386E (23.6.61)	Postman \$4260-4601, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
E. M. Blenkin 68/70002R (2.1.68)	Phonogram Operator \$2085-4520, Fourth Division, Telecommunications Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
R. J. Deer 73/70162E (1.2.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
R. V. Ebert 72/70307P (28.6.72)	Motor Driver \$4270-4429, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
J. T. Field 72/70127K (11.2.72)	Telephonist \$2085-4520, Fourth Division, Telecommunications Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
P. W. Gibbins 72/66773K (9.8.72)	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Engineering Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
A. S. Hay 71/70140A (2.2.71)	Postman \$4260-4601, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
W. J. Henson 72/70288P (21.6.72)	Lineman-in-training \$2014-3850, Fourth Division, Engineering Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
R. T. Hicks 61/70289K (16.5.61)	Postman \$4260-4601, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
E. C. Howard 68/70583W (4.6.68)	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
B. R. Juncken 67/70423E (12.5.67)	Assistant, Grade 1 \$1959-4298, Fourth Division, Telecommunications Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

G. M. Kelly 68/70510K (24.5.68)	Assistant, Grade 1 \$1959-4298, Fourth Division, Telecommunications Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
L. J. Lambert 71/70526A (8.11.71)	Phonogram Operator \$2085-4520, Fourth Division, Telecommunications Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
I. G. McMullan 70/70485M (24.8.70)	Postman \$4260-4601, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
J. W. Marsh 71/70259G (19.4.71)	Postman \$4260-4601, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
J. R. Ridings 65/70788P (26.11.65)	Postman \$4260-4601, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
D. A. Shearer 72/70190A (29.3.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
B. R. Snelling 72/70295G (28.6.72)	Motor Driver \$4270-4429, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
N. E. Spain 70/70395K (29.6.70)	Phonogram Operator \$2085-4520, Fourth Division, Telecommunications Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
G. J. Spears 70/70622A (10.12.70)	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide
G. T. Stringer 69/70187T (3.2.69)	Postman \$4260-4601, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Traffic Section, Adelaide

Post Offices Branch

A. F. Garland 59/10573E	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Hindmarsh	Postmaster, Grade 2 \$7044-7822, Third Division, Kilkenny North
J. A. Spicer 59/11667M	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Clarence Gardens	Postmaster, Grade 2 \$7044-7822, Third Division, Oaklands Park
M. R. Hoole 59/10799P	Postmaster, Grade 1 \$5290-6555, Third Division, Auburn	Postmaster, Grade 2 \$7044-7822, Third Division, Saddleworth

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

R. Dunstan 72/70218R	Assistant Postal Officer \$2074-4148, Fourth Division, St Agnes	Postal Officer, Grade 2 \$4374-5273, Fourth Division, General Post Office, Adelaide
D. W. Fairey 69/70260G	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Kingston	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Glenside
L. W. Hill 69/70484G	Postman \$4260-4601, Fourth Division, Naracoorte	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Naracoorte
J. E. Barnden 68/70526T	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Port Pirie	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Port Pirie

Telecommunications Division, Country Region

G. E. Pedler 59/13037K	Clerk \$6912-7652 (Class 4), Third Division, Telecommunications Division	Clerk \$7899-8639 (Class 5), Third Division, Adelaide (No. 107)
<i>Duties:</i> Examine and prepare proposals for all large or complex Telecommunications installations. Develop and prepare instructions relating to implementation of Sales policies for Country areas. <i>Qualifications:</i> Sound knowledge of all aspects of sales procedures and policies and comprehensive knowledge of major telephone facilities desirable.		
A. W. Saunders 60/70059E	Clerk \$6912-7652 (Class 4), Third Division, Telecommunications Division	Clerk \$7899-8639 (Class 5), Third Division, Adelaide (No. 111)
<i>Duties:</i> Prepare and review expenditure and non-financial budgets including cash receipts, and Capital Work statistics. <i>Qualifications:</i> Sound knowledge of budgeting procedures and policies and comprehensive knowledge of major telephone facilities desirable.		
J. Warner 59/15561W	Clerk \$6912-7652 (Class 4), Third Division, Telecommunications Division	Clerk \$7899-8639 (Class 5), Third Division, Adelaide (No. 109)
<i>Duties:</i> Plan and oversight the implementation of Telecommunication aspects of Capital Works Programme items. <i>Qualifications:</i> Sound knowledge of all Telecommunications Works and Equipment aspects desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. A. Baker 62/66405A	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division	Clerk \$5806-6666 (Class 2/3), Third Division, Adelaide (No. 80)
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Duties—Check and evaluate Base Records, exchange co-efficients, monthly and quarterly staffing statistics. Examine proposals for provision of staff at country centres.

Finance and Accounting Branch

T. A. Hehir 59/10745M	Licence Inspector, Grade 1 \$5398-5686, Fourth Division, Finance and Accounting Branch	Licence Inspector, Grade 2 \$5879-6265, Fourth Division, Post Offices Accounting Section, Adelaide (No. 215)
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Duties: Direct and control the work of a team of Licence Inspectors engaged on field duties, including the training of new staff. Conduct investigations, prepare reports, give evidence, prosecute cases, including the more involved cases, on behalf of the Department.

Qualifications: Experience in Licence Inspection work, a sound knowledge of the Broadcast and Television Act and an aptitude for court work desirable.

Personnel and Industrial Relations Branch

G. M. Fitzpatrick 67/70847X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personnel and Industrial Relations Branch	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Staffing and General Services Section, Adelaide (No. 110)
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Duties: Provide clerical assistance in the examinations area.

G. D. Blyth 72/66021C	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, Adelaide, vice G. M. Fitzpatrick, prov. prom. 28.3.74 (No. 200)
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Duties: Index and classify correspondence in Staff Registry. Register files and maintain record of movement.

NORTHERN TERRITORY

Postal Services Division, Post Offices Branch

M. E. Colbert 66/70650P	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Port Broughton, South Australia	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Darwin
B. J. Lawrence 67/70638C (1.9.67)	Lift Attendant \$3663-3840, Fourth Division, Postal Services Division, South Australia	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Darwin
R. H. Scholz 68/70912E	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Murray Bridge, South Australia	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Tennant Creek

WESTERN AUSTRALIA

Engineering Division, Construction Branch

A. Baxter 64/83083K (24.2.64)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Primary Works Section, Perth
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Duties: Cable jointing.

Country Branch

W. A. Evans 68/45807C (22.1.68)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Victoria	Lineman, Grade 2 \$4962-5136, Fourth Division, Central Section, Bruce Rock
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Note: This position is outposted to Corrigin.

Buildings Branch

K. G. Maxwell 59/20109M	Chief Technical Officer (Buildings), Grade 2 \$11446-11757, Third Division, Engineering Division, Queensland	Manager (Buildings), Grade 2 \$13919, Third Division, Perth (No. 211)
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Duties: Control of the Branch to ensure the efficient co-ordination of planning, programming, provisioning and maintenance of all sites, buildings and accommodation.

Qualifications: Proven administrative ability of a high order desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Planning and Programming Branch

C. K. Caine 59/51668W	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Traffic Engineering Section, Perth (No. 906)
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Duties: Maintenance of records, statistics and graphs.

Qualifications: Computation ability and neatness desirable.

Mail Exchange Branch

D. J. Tobin 72/78732P (15.8.72)	Postman \$4260-4601, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Divi- sion, Perth
C. M. Brooker 61/78096A (22.2.61)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Divi- sion	Mail Officer \$4374-5273, Fourth Divi- sion, Perth

Post Offices Branch

B. A. Bedford 71/78403E	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Divi- sion	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Perth Pier Street
E. E. Leech 73/79703A	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Divi- sion	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Perth St George's Ter- race
R. B. Noack 72/78936A	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Divi- sion	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Wembley
J. A. Curtis 71/78311T	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Divi- sion	Postal Officer, Grade 2 \$4374-5273, Fourth Division, West Perth
R. J. Ostle 73/79267P	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Nedlands

Telecommunications Division, Sales Branch

L. A. Scraze 71/75183X	Clerk \$2713-5594 (Class 1), Third Divi- sion, Telecommunications Division	Clerk \$5806-6666 (Class 2/3), Third Division, Sales Advisory Section, Perth (No. 173)
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Duties: Conduct reviews and assist in the sales promotion of telex and other telecommunications facilities and equipment.

Country Region

W. P. Willis 70/78648G	Telephonist \$2085-4520, Fourth Divi- sion, Telecommunications Division	Telephone Supervisor, Grade 1 \$4970- 5310, Fourth Division, Carnamah
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Qualifications: Occupant must be qualified as Telephone Supervisor, Grade 1 (Telephone).

Personnel and Industrial Relations Branch

A. E. Thomas 59/54208C	Clerk \$6912-7652 (Class 4), Third Divi- sion, Personnel and Industrial Relations Branch	Clerk \$7899-8639 (Class 5), Third Divi- sion, Establishments and Management Advisory Services Section, Perth (No. 181)
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Duties: Forms Officer. Control the State Forms Unit. Conduct investigations into design and use of forms; examine associated procedures; develop and maintain forms control programme.

Qualifications: Experience in, or aptitude for forms design and procedural investigatory work desirable. An appreciation of the technical problems associated with the production and use of forms an advantage.

TASMANIA

Engineering Division, Buildings Branch

I. J. McNiece 59/48779G	Chief Technical Officer (Buildings), Grade 1 \$10825-11136, Third Division, Engineering Division	Manager (Buildings), Grade 1 \$11492- 11831, Third Division, Hobart (No. 212)
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Duties: Control of the Branch to ensure the efficient co-ordination of planning, programming, provision and maintenance of all sites, buildings and accommodation.

Qualifications:—Proven administrative ability of a high order desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Finance and Accounting Branch

M. J. Holmes 66/83037A	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and Accounting Branch	Clerk \$6912-7652 (Class 4), Third Division, Revenue Section, Hobart (No. 144)
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Duties: Control and supervise the work of the Metro Credit Team. Maintain continuous review of credit worthiness of subscribers. Approve instalment payments or grant extensions as requested. Authorise (a) restriction of services (b) reconnection of services and (c) disconnection and cancellation of defaulters services. Furnish reports as required.

Qualifications: Sound knowledge of Revenue Accounting procedures desirable.

M. J. Dransfield 72/81071G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Revenue Section, Hobart (No. 146)
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Duties: Sort payment cut offs and ascertain total value. Extract paid accounting stubs and balance to control total. File payment advices and paid accounting stubs. Issue reminder notices and telephone subscribers whose accounts are overdue as directed. Attend telephone and counter inquiries.

Engineering Division

B. J. Lewis 59/49937A	Draftsman, Grade 2 \$7843-8347, Fourth Division, Engineering Division	Senior Draftsman \$8599-9103, Fourth Division, Support Services Section, Hobart (No. 456)
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Duties: Control and co-ordinate the work of outposted Plan Records Staff and Trainee Draftsmen. The duties will involve short absences from Headquarters.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Possession of driver's licence would be an advantage.

Personnel and Industrial Relations Branch

R. B. Robertson 59/48928M	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Personnel and Industrial Relations Branch	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Staffing and General Services Section, Hobart (No. 89)
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Duties: Responsible for the examination, storage and disposal of correspondence files in the integrated Registry servicing the Tasmanian Administration. Supervise staff employed on file examination, archival and file storage duties.

Qualifications: Thorough knowledge of principles or orderly file development and Departmental archival programme. Ability to control staff.

J. H. McWilliams 68/81335C	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Customs and Excise, Hobart	Welfare Officer \$6912-7652 (Class 4), Third Division, Industrial Relations Section, Hobart (No. 8)
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Duties: Responsible for staff welfare and provision of amenities in all Departmental buildings and protective clothing.

Qualifications: Experience and/or training in Welfare work or studies in psychological and social work would be an advantage.

Finance and Accounting Branch

I. R. Singline 68/83067C	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Postal Services Division, Canberra, Australian Capital Territory	Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Section, Hobart (No. 80)
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Duties: Authorise extension of time to pay bills in accordance with prescribed instructions. Examine and take follow-up action on unpaid accounts. Reconcile debit and credit transactions for the month. Check work of the Credit Assistant. Prepare correspondence for signature. Prepare refunds in respect of overpayments, etc.

Qualifications: Good knowledge of Revenue Accounting Procedures.

Postal Services Division, Post Offices Branch

R. C. Tuck 59/48861X	Clerk \$6912-7652 (Class 4), Third Division, Postal Services Division	Supervisor (Postal), Grade 2 \$8104-8947, Third Division, Launceston District, Launceston (No. 24)
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Duties: Officer in charge of the Launceston Mail Handling Centre.

Qualifications: A sound knowledge of Mail Handling Centre practices and procedures and the ability to control a large group of staff is desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Telecommunications Division

R. D. Hayes 71/83123X	Assistant, Grade 1 \$1959-4298, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Operations Section, Chief Telegraph Office, Hobart (No. 182)
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Duties: Circulation duties associated with the Chief Telegraph Office on 40 hours per week shift duty between hours of 6 a.m. until 12 midnight including Saturdays and Sundays and public holidays. Appropriate penalty rates payable.

Qualifications: A knowledge of telegraph practices and procedures desirable.

Postal Services Division, Post Offices Branch

P. G. Williams 72/83141T (24.11.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Hobart District, GPO
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DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Industry No. 2 (Dairy Products) Division, Marketing and Stabilisation Branch

L. L. Crossman 58/42185G	Clerk \$8886-9548 (Class 6), Third Division, Canberra	Clerk \$9876-10538 (Class 7), Third Division, Egg Section, Canberra (No. 1568)
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Duties: Assist with the administration of equalisation arrangements for the Australian egg industry. Collate, analyse and interpret information concerning production, consumption, stocks and trade in Australia and other countries. Prepare and analyse reports regarding the efficiency of Australian marketing methods.

Qualifications: Ability to prepare reports desirable. Academic qualifications to be stated.

Agriculture and Food Services Division, Grants Administration Branch

P. D. Marshall 70/88302P	Clerk \$6912-7652 (Class 4), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, War Service Land Settlement Section, Canberra (No. 3143)
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Duties: Under direction, examine and evaluate applications for loans under the Defence (Re-establishment) Act 1965-68. Liaise with and issue instructions to the Deputy Crown Solicitors for the preparation of security documents.

Qualifications: Experience in rural credit arrangements and a knowledge of agricultural production desirable. Tertiary qualifications in agriculture and/or valuation an advantage.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

ADP Division, Management Information Branch

C. W. Opie 73/66009R	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Statistical Section, Canberra (No. 647)
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Duties: Assist in matters associated with the development and implementation of the Board's personnel and establishment records systems.

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

Industrial Relations Division

M. O'Brien 66/38433G	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Melbourne	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Melbourne (No. 268)
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OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL OFFICE

Project Division No. 1, Project Branch No. 1

A. R. Clarke 72/39716A	Project Officer \$11032-11525 (Class 8), Third Division, Melbourne	Senior Project Officer \$12019-12510, (Class 9), Third Division, Canberra (No. 9)
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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; appropriate academic qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Project Division No. 2, Project Branch No. 4

M. B. Carter 65/86153X	Project Officer \$11032-11525 (Class 8), Third Division, Canberra	Senior Project Officer, \$12019-12510 (Class 9), Third Division, Canberra, vice R. Bush, prov. prom. 13.12.73 (No. 14)
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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; appropriate academic qualifications desirable.

Industry Economics Division, Secondary Industry Branch

G. R. Banks 72/36434T	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Canberra	Project Officer \$11032-11525 (Class 8), Third Division, Canberra (No. 369)
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Duties: Undertake studies of factors which influence the demand for commodities manufactured in Australia. In particular, apply methods of forecasting the demand for those commodities which are the subject of Commission inquiries.

Qualifications: A high level of personal initiative and appropriate academic qualifications desirable.

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Management Services Division, Finance Branch

T. V. Stoyadinovich 70/86218R	Clerk \$8886-9548 (Class 6), Third Division, Canberra	Assistant Inspector \$9876-10538 (Class 7), Third Division, Cost Reviews Section, Canberra (No. 14)
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Duties: Participate in departmental management accounting functions. Conduct special investigations of operational areas within the department's institutions.

Qualifications: Progress in appropriate tertiary studies to be stated.

Methods and Services Branch

B. D. Rayner 70/85083M	Programmer \$8886-9548 (Class 6), Third Division, Department of Defence, Canberra	Clerk \$11032-11525 (Class 8), Third Division, Research and Statistics Section, Canberra (No. 13)
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Duties: Responsible for the development and utilisation of management and research statistical data associated with ADP systems throughout the Department.

Qualifications: Knowledge of ADP systems and experience in the collection, interpretation and analysis of statistics. University qualifications desirable.

Automatic Data Processing Branch

J. W. Edwards 71/88540R	Programming Assistant, Grade 2 \$5806-6666, Third Division, Public Service Board, Canberra	Programming Assistant, Grade 3 \$6912-7652, Third Division, Canberra (No. 67)
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Duties: Under general supervision, code and test program segments of medium complexity from approved specifications. Write job control statements and maintain test data and program libraries. Prepare, under supervision, documentation of medium complexity.

Qualifications: Appropriate training in computer programming. Knowledge of IBM 360 and COBOL would be an advantage.

D. Shaw 73/89567E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Defence, Canberra	Programming Assistant, Grade 2 \$5806-6666, Third Division, Applications Section, Canberra (No. 69)
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Duties: Under supervision code and test program segments of limited complexity and prepare flow charts and relevant documentation from approved specifications. Assist with program testing.

Qualifications: Appropriate training in computer programming. Knowledge of IBM 360 and COBOL would be an advantage.

NEW SOUTH WALES

Branch Office

R. J. Dorling 70/14383G	Clerk \$6912-7652 (Class 4), Third Division, Postmaster-General's Department, Sydney	Psychologist, Class 1 \$5434-8290, Third Division, Medical Section, Sydney (No. 208)
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Duties: Administer group and individual tests to assess patients referred from psychiatric, rehabilitation and other units. Interpret tests and other data and prepare professional reports. Under direction counsel patients regarding their personal, vocational and other psychological problems.

Qualifications: Appropriate degree or diploma with a major in Psychology of an Australian University, College of Advanced Education or equivalent.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

Branch Office

D. E. Mountain
71/58248K

Training Officer, Grade 2 (Class 5)
\$7899-8639, Third Division, Department
of Housing and Construction, Brisbane

Senior Training Officer, Grade 1 (Class
6) \$8886-9548, Third Division, Personnel
Section, Training Sub-section, South
Melbourne (No. 29)

Duties: Advise management on Branch and Institutional Training policy, direct training programme and supervise the Training Sub-section. Plan, conduct and evaluate staff training courses at Branch Office and Institutions.

Qualifications: Sound administrative and training experience and appropriate educational background.

QUEENSLAND

Repatriation Artificial Limb and Appliance Centre

L. M. Penny
67/57807X

Typist, Grade 1 \$2133-4579, Fourth
Division, Repatriation General Hospital

Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Greenslopes (No. 25)

Duties: Stores and Typing Assistant.

Repatriation General Hospital

F. G. McCartney
71/58814A

Clerk \$2713-5594 (Class 1), Third Divi-
sion

Clerk \$5806-6666 (Class 2/3), Third
Division, Administrative Services Sec-
tion, Greenslopes (No. 81)

Duties: Group Leader (No. 2)—Standard Personnel Records.

Qualifications: Sound knowledge of Public Service Act, Regulations, General Orders and general conditions of service desirable.

Branch Office

R. G. Abraham
58/33637A

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

Clerk \$6912-7652 (Class 4), Third Divi-
sion, Personnel Section, Brisbane (No.
3)

Duties: Establishments Officer.

Qualifications: Sound knowledge of establishment techniques and procedures desirable.

WESTERN AUSTRALIA

Repatriation General Hospital

V. E. Leggo
60/75091C

Matron, Grade 4 \$9180, Fourth Divi-
sion, South Australia

Matron, Grade 5 \$10080, Fourth Divi-
sion, Nursing Services Section, Holly-
wood (No. 1)

Duties: Responsible to the Medical Superintendent for the Nursing Administration of the Hospital.

Qualifications: Post-graduate Nursing Administration Diploma desirable.

DEPARTMENT OF SCIENCE

BUREAU OF METEOROLOGY

QUEENSLAND

Regional Office

R. S. Burnell
64/57667X

Clerk \$7899-8639 (Class 5), Third Divi-
sion, Department of Customs and
Excise, Brisbane.

Clerk \$8886-9548 (Class 6), Third Divi-
sion, Administrative Section, Brisbane
(No. 2)

Duties: Supervise and direct the provision of Administrative Services for the Department of Science in Queensland. Oversight the Personnel, Accounts and Property and General Services Sub-sections. Attend to more complex personnel problems.

Qualifications: Considerable experience in personnel, accounting, property and works and office services.

SOUTH AUSTRALIA

M. R. Tinsley
70/66239G

Clerical Assistant, Grade 1 \$1959-4298,
Fourth Division, Administrative Section

Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Facilities and Infor-
mation Section, Adelaide (No. 125)

Duties: Assist with the preparation of inspection programmes including the stations to be inspected, station equipment, performance record of Observers. Maintain history records of each station.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF SECONDARY INDUSTRY

CENTRAL STAFF

Engineering Industries Division, Heavy Engineering and Metals Branch

J. M. McKenna 70/99066W	Clerk \$9876-10538 (Class 7), Third Division, unattached	Clerk \$11032-11525 (Class 8), Third Division, Basic Metals Section, Canberra (No. 308)
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Duties: Assist in the encouragement of the efficient development of the industry in Australia by undertaking surveys and maintaining close contact with that industry in matters affecting its efficiency, capacity, development, locations, import competition, tariff protection, export prospects, etc., and where appropriate to develop proposals for government policies on these matters.

Qualifications: Ability to direct and undertake inquiries, together with analytical ability and knowledge of policies of assistance to Australian industry desirable. Academic qualifications to be stated.

Chemicals, Textiles and Other Industries Division, Textiles and Apparel Branch

R. H. White 58/19897A	Clerk \$9876-10538 (Class 7), Third Division, unattached	Clerk \$11032-11525, (Class 8), Third Division, Textiles Section, Canberra (No. 277)
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Duties: Undertake examinations with a view to isolating manufacturing industry problems and make recommendations for their solutions. Maintain close association with industry.

Qualifications: Ability to direct and undertake inquiries. Analytical ability and knowledge of policies relating to assistance to Australian manufacturing industries. Academic qualifications to be stated.

Industry Policy and Planning Division, Imports and Projects Branch

L. M. Young 58/43369R	Clerk \$9876-10538 (Class 7), Third Division, unattached	Clerk \$11031-11525 (Class 8), Third Division, Tariff and Imports Section, Canberra (No. 1334)
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Duties: Undertake research and investigations of Australian policies as they affect Secondary Industry.

Qualifications: Ability to undertake economic analysis and research. Academic qualifications to be stated.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

P. A. Jeffress 72/88664X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Services Section (No. 33)
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Duties: Review staffing requirements. Assemble data and prepare Departmental reports to the Promotions Appeal Committee in connection with appeals against provisional promotions and temporary transfers under Regulation 116. Prepare recommendations for appointment under the relevant Section of the Public Service Act.

Qualifications: Sound knowledge of recruitment procedures together with ability to prepare reports and recommendations.

G. A. Withers 71/88179R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Services Section (No. 29)
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Duties: Staff Clerk. Supervise the work of salary teams engaged on the maintenance of standard personnel records.

Qualifications: Sound knowledge of the Public Service Act, General Orders and Superannuation Act together with sound knowledge of ADP Salaries System.

K. S. McNeill 69/14219C	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Automatic Data Processing Section (No. 389)
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Duties: Assist programmers in the development of computer programs.

Qualifications: Training and experience in programming desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Parliamentary and Special Projects Section

W. L. Priddle 73/88794T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Members Entitlement Sub-section (No. 86)
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Duties: Keep under constant review entitlements of Members of Federal Parliament; recommend changes as necessary.

WESTERN AUSTRALIA

Property Division

J. F. Hindge 68/75339C	Clerk \$6912-7652 (Class 4), Third Division, Department of Labour, Perth	Clerk \$7899-8639 (Class 5), Third Division, Accounts and Personnel Section, Perth (No. 20)
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Duties: Senior Clerk and Accountant. Discharge the functions of the Chief Accounting Officer and assist in the administration of the Branch. Discuss and advise on financial matters with the Chief Property Officer and section leaders. Direct and be responsible for the activities of the Accounts and Personnel Section.

P. U. Steele 71/13044M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts and Personnel Section, Perth, vice E. J. Masterson, prov. prom. 10.1.74 (No. 52)
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Duties: Staff Clerk. Responsible for the maintenance of standard personnel records and preparation of salaries.

Qualifications: Sound knowledge of the Public Service Act, Regulations, General Orders and Treasury computer pay systems.

D. Kleps 72/75883C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts and Personnel Section, Perth (No. 21)
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Duties: Collector of Public Moneys. Maintain Rents receivable register, stores and furniture ledgers. Control Surveyors Advance Accounts.

AUSTRALIAN ELECTORAL OFFICE

WESTERN AUSTRALIA

R. E. Southern 59/51787P	Telegraphist \$4605-5744, Third Division, Postmaster-General's Department, Perth	Clerk \$5806-6666 (Class 2/3), Third Division, Divisional Staff (located at Nedlands) (No. 17)
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Duties: Assist in the maintenance of rolls and electoral work generally.

VICTORIA

J. Stuart 70/42163T	Clerk \$2713-5594 (Class 1), Third Division, Australian Taxation Office, Department of the Treasury, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Divisional Staff (located at South Melbourne) (No. 81)
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Duties: Assist in the maintenance of rolls and electoral work generally.

Allowances: Joint Roll Allowances \$180 per annum. Legislative Council Rolls Allowance \$30 per annum.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Management Division, Operations Branch

G. A. Cox 58/28489T	Clerk \$8886-9548 (Class 6), Third Division	Assistant Inspector \$9876-10538 (Class 7), Third Division, Planning Control and Development Section, Canberra (No. 118)
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Duties: To develop management planning and critically examine fundamental issues of departmental administration.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Establishments and Finance Branch

T. D. Woodlock 65/85598X	Assistant Inspector \$8886-9548 (Class 6), Third Division	Clerk \$9876-10538 (Class 7), Third Division, Finance Section, Canberra (No. 136)
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Duties: Prepare Estimates and explanatory notes thereon for all Departmental votes. Analyse and report on expenditure trends and examine financial implications of new policies and projects for planning and forward estimate purposes. Participate in Treasury discussions on estimate matters.

Medical Insurance and Services Division, Fee and Benefit Branch

J. W. Kilpatrick 61/85192W	Senior Executive Officer \$12019-12510 (Class 9), Third Division	Director \$13004-13498 (Class 10), Third Division, Development (Fee and Benefits), Section, Canberra (No. 886)
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Duties: Direct a team undertaking preparation of information and briefs for reviews of fees and benefits for medical and paramedical services, and associated costings and servicing of committees.

G. C. Sims 68/85722P	Assistant Supervisor \$11032-11525 (Class 8), Third Division, Department of Treasury, Statisticians Branch, Canberra	Director \$13004-13498 (Class 10), Third Division, Development (Medical Income and Costs) Section, Canberra (No. 887)
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Duties: Direct a team undertaking investigations into, and critical analysis of movements in, incomes and costs in medical and paramedical professions, and factors influencing those movements and research into basis for reviewing medical fees.

P. D. J. Willems 62/85509T	Executive Officer \$11032-11525 (Class 8), Third Division	Project Officer \$12019-12510 (Class 9), Third Division, Development (Schedule Revision) Section, Canberra (No. 889)
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Duties: Develop and/or analyse proposals for revision of the items of the Medical Benefits Schedule.

J. C. Ryan 68/12321T	Executive Officer \$11032-11525 (Class 8), Third Division	Project Officer \$12019-12510 (Class 9), Third Division, Development (Assessment Procedures) Section, Canberra (No. 890)
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Duties: Develop a modern system of assessment procedures for the Medical Benefits Schedule utilising computer processing.

A. J. Kelly 70/85431E	Executive Officer \$11032-11525 (Class 8), Third Division	Project Officer \$12019-12510 (Class 9), Third Division, Development (Medical Income and Costs) Section, Canberra (No. 888)
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Duties: Assist in the development of information and analysis of medical incomes and costs, and economic factors involved.

T. J. Grigson 67/86780K	Clerk \$8886-9548 (Class 6), Third Division	Project Officer \$11032-11525 (Class 8), Third Division, Development (Fee and Benefits) Section (No. 893)
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Duties: Assist in the development of techniques of costing proposals for review of fees and benefits.

Practitioner Services Branch

J. J. Cardew 59/35309A	Executive Officer \$11032-11525 (Class 8), Third Division	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Administration Section, Canberra, vice J. W. Kilpatrick, prov. prom. 21.3.74 (No. 476)
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Duties: Head a team developing information of the operation of the Medical Benefits Scheme in regard to fees, benefits and incidence of individual services.

R. L. Allnutt 62/85055P	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Department of Defence, Canberra	Director \$13004-13498 (Class 10), Third Division, Development (Registration) Section, Canberra (No. 895)
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Duties: Direct a team investigating and developing activity analysis and medical and paramedical practices.

Hospitals Insurance and Nursing Division, Hospital Insurance Branch

T. J. Turner 63/57108A	Senior Executive Officer \$12019-12510 (Class 9), Third Division	Director \$13004-13498 (Class 10), Third Division, Private Hospitals Section, Canberra (No. 920)
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Duties: Direct a Section investigating and assisting in arrangements in respect of Private Hospitals.

D. W. Ryder 63/75054M	Project Officer \$11032-11525 (Class 8), Third Division, unattached	Director \$13004-13498 (Class 10), Third Division, Medical Services Section, Canberra (No. 921)
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Duties: Direct a Section investigating and assisting in negotiations and arrangements in respect of medical services in hospitals.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Nursing Homes Benefits Branch

B. L. Jackson Clerk \$5806-6666 (Class 2/3), Third Division
72/87856G Clerk \$7899-8639 (Class 5), Third Division, Canberra, vice M. J. Hynes, prov. prom. 27.9.73 (No. 510)

Duties: Examine reports and prepare recommendations concerning hospitals and nursing homes. Draft submissions, correspondence and memoranda.

In lieu of notification in *Gazette* No. 23 of 14.3.74. Effective date of promotion is 14.3.74.

K. R. Browning Clerk \$2713-5594 (Class 1), Third Division
72/87706P Clerk \$6912-7652 (Class 4), Third Division, Canberra (No. 515)

Duties: Prepare Ministerial correspondence in relation to Hospitals and nursing Homes Benefits Schemes.

In lieu of notification in *Gazette* No. 23 of 14.3.74. Effective date of promotion is 14.3.74.

NEW SOUTH WALES

Management Branch

J. R. Hudson Personnel Officer \$7899-8639 (Class 5), Third Division, Sydney
62/10215C Clerk \$8886-9548 (Class 6), Third Division, Establishments Section, Sydney (No. 200)

Duties: Methods Officer. Investigate and review methods and procedures within the State. Prepare reports and recommendations.

Qualifications: A sound knowledge of Departmental procedures.

P. C. Mead Clerk \$7899-8639 (Class 5), Third Division, Sydney
65/10610P Clerk \$8886-9548 (Class 6), Third Division, Establishments Section, Sydney (No. 2252)

Duties: Bulk Establishments Officer. In conjunction with Central Office develop and maintain a system of bulk establishment control.

Qualifications: Considerable experience in establishments and/or organisation and methods work.

R. J. Archibald Clerk \$7899-8639 (Class 5), Third Division, Sydney
61/12054P Clerk \$8886-9548 (Class 6), Third Division, Establishments Section, Sydney (No. 2253)

Duties: Methods Officer. Investigate and review methods and procedures. Organise and oversight the preparation of position job descriptions. Train sub-section leaders and liaise with them in the proper methods of documentation.

Qualifications: A sound knowledge of Departmental procedures.

J. J. Bevan Clerk \$6912-7652 (Class 4), Third Division, Sydney
64/10037P Clerk \$7899-8639 (Class 5), Third Division, Establishments Section, Sydney, vice P. C. Mead, prov. prom. (No. 198)

Duties: Assist with major investigations and reviews of establishments of all Branches, Sections and Regional Offices within the State.

Qualifications: Experience in establishment investigations or related work.

Regional Offices

G. A. Marley Pensions Officer \$7899-8639 (Class 5), Third Division, Dee Why
58/20558M Registrar \$8886-9548 (Class 6), Third Division, Chatswood (No. 2275)

Duties: Responsible for the proper functioning of the Regional Office including the supervision, control and training of staff. Exercise delegated authority to determine claims for age, invalid, wife's and widow's pensions and supporting mother's benefit.

Qualifications: Administrative ability and a sound knowledge of the Social Services Act.

B. P. McMillan Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra
71/86313T Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra (No. 1291)

Duties: Maintain a register of batch control numbers assigned to the office. Prepare batch control forms and allot batch numbers.

D. M. Skelton Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Orange
69/12735W Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Orange (No. 1383)

Duties: Maintain a register of batch control numbers assigned to the office. Prepare batch control forms and allot batch numbers.

C. A. Callaghan Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Orange
69/12781M Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Orange (No. 1726)

Duties: Responsible for the proper functioning of the indices and registries. Peruse correspondence received and direct action to be taken thereon.

K. A. Solomons Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Newcastle
69/12481K Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Newcastle, vice M. Pluck, prov. prom. 28.3.74 (No. 1180)

Duties: Register and document new claims for pensions. Check correspondence against index and make appropriate notations.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

M. T. Stephens 68/12157X <i>Duties:</i> Supervise and assist with the opening of inwards mail, the enveloping and dispatch of outwards mail and the sorting and distribution of correspondence and files.	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Newcastle	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Newcastle (No.1200)
Y. E. Apps 72/85070X <i>Duties:</i> Maintain the pensions index. Register and document new	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra, vice B. P. McMillan, prov. prom. 4.4.74 (No. 1293) claims for pensions.
N. A. Masman 69/13383W <i>Duties:</i> Register and document new claims for Pensions.	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Orange	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Orange (No. 1388)
C. R. Bennett 71/13068T <i>Duties:</i> Undertake relief duties as required.	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Orange	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Orange (No. 2138)
V. A. Frost 69/12374G <i>Duties:</i> Undertake relief duties as required.	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Newcastle	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Newcastle (No. 2158)
C. E. O'Sullivan 68/13001P <i>Duties:</i> Oversight and assist with the work of the Unemployment	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Newcastle	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Newcastle (No. 2159) and Sickness Benefits Index.
T. Freeman 69/13630A <i>Duties:</i> Responsible for the maintenance of the indices and registries of the office. Register and docu- ment claims for pensions, benefits and allowances.	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Newcastle	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, District Office, Mait- land (No. 2246)

VICTORIA

Management Branch

C. M. Maidment 73/37962C <i>Duties:</i> Receive and carry out initial investigations in respect of applications for assistance towards the cost of capital works and equipment under the Handicapped Children (Assistance) Act, and the Sheltered Employment (Assistance) Act. <i>Qualifications:</i> Analytical ability together with an understanding of the requirements of the Sheltered Em- ployment (Assistance) Act and the Handicapped Children (Assistance) Act desirable.	Clerk \$2713-5594 (Class 1), Third Divi- sion, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Rehabilitation and Services Section, Melbourne (No. 1483)
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QUEENSLAND

Regional Offices Branch

L. E. Pfeffer 58/18930 <i>Duties:</i> Review examination of current age, invalid and widows benefit and prepare statistical returns. <i>Qualifications:</i> A sound knowledge of the Social Services Act is desirable.	Clerk \$5806-6666 (Class 2/3), Third Division, Bundaberg Regional Office	Clerk \$6912-7652 (Class 4), Third Divi- sion, Gympie Regional Office (No. 206) pensions. Authorise weekly payments of
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Health Insurance and Benefits Branch

R. A. Vivian 62/58199T <i>Duties:</i> Undertake relief duties at the Class 4 level and above in and Institutions Section. <i>Qualifications:</i> A sound knowledge of the work of the Insurance and Organisations Section and Institutions Section is desirable. <i>Note:</i> Country travel may be involved.	Clerk \$5806-6666 (Class 2/3), Establish- ments Section, Management Branch, Brisbane	Clerk \$6912-7652 (Class 4), Third Divi- sion, Insurance and Organisations Sec- tion, Brisbane (No. 881) the Insurance and Organisations Section
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Social Security Branch

J. A. Caldwell 69/57120X <i>Duties:</i> Examine, investigate and assess in accordance with the employment, sickness and special benefits and recommend grant or rejection and rate of benefit. <i>Qualifications:</i> A sound knowledge of the Social Services Act in relation to unemployment, sickness and special benefits is desirable.	Assessor, Grade 1 \$2713-5594 (Class 1), Third Division, Unemployment and Sickness Benefits Section, Brisbane	Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefits Section, Brisbane (No. 481) Act and instructions, claims for unem-
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Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

SOUTH AUSTRALIA

Regional Offices

- | | | |
|---|---|---|
| N. R. Freeman
67/70676W | Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Accounts Section, Postmaster-General's Department, Adelaide | Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Morphett Vale (No. 922) |
| <i>Duties:</i> OIC Index—Operate and maintain regional indexes in respect of all pension and benefit claims. | | |
| B. Laxton
69/66867X | Storeman \$4363-4586, Fourth Division, Establishments Section, Management Branch, Adelaide | Inquiry Officer, Grade 2 \$5897-6265, Fourth Division, Berri (No. 934) |
| <i>Duties:</i> Conduct inquiries to ascertain circumstances of claimants and/or beneficiaries. Take evidence as directed where claimants cannot visit office. | | |
| <i>Qualifications:</i> Knowledge of Social Services Act desirable. | | |

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Executive

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| R. A. Percival
59/36632C | Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Department of the Prime Minister and Cabinet, Canberra | Clerk \$8886-9548 (Class 6), Third Division, Canberra (No. 263) |
| <i>Duties:</i> Executive assistance to the Permanent Head of the Department. Undertake special assignments, research and investigations as directed by the Permanent Head. | | |
| R. Sharp
69/87772M | Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Department of the Prime Minister and Cabinet, Canberra | Personal Secretary \$6954-7424, Fourth Division, Canberra (No. 273) |
| <i>Duties:</i> Personal Secretary to the Permanent Head of the Department. | | |

Ministerial and Management Services Branch

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| R. W. Coventry
72/88462W | Clerk \$2713-5594 (Class 1), Third Division, Department of Defence (Army Office), Canberra | Clerk \$5806-6666 (Class 2/3), Third Division, Establishments and Finance Section, Accounts Sub-section, Canberra (No. 269) |
| <i>Duties:</i> Examiner of Accounts. | | |
| P. F. Mullins
68/86612K | Clerk \$6912-7652 (Class 4), Third Division, Canberra | Clerk \$8886-9548 (Class 6), Third Division, Services Section, Property Sub-section, Canberra (No. 265) |
| <i>Duties:</i> Investigate and plan the less important accommodation arrangements. Assist the Property Officer in the initiation, examination and progress of accommodation projects. Collate and analyse statistics on departmental accommodation and prepare reports and proposals. | | |
| <i>Qualifications:</i> Experience in property and accommodation matters and associated budgeting control procedures desirable. | | |
| M. J. Dogan
73/85677A | Clerk \$2713-5594 (Class 1), Third Division, Canberra | Clerk \$5806-6666 (Class 2/3), Third Division, Services Section, Office Services Sub-section, Canberra (No. 268) |
| <i>Duties:</i> Arrange and issue orders for the purchase of office requisites, stationery and equipment. Supervise the processing of all requisitions for travel, arrange travel itineraries and accommodation. | | |
| <i>Qualifications:</i> Sound knowledge of procedures for purchase of office requisites etc., desirable. | | |

Australian Archives

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| B. Strangio
67/86468M | Clerk \$6912-7652 (Class 4), Third Division, Canberra | Clerk \$7899-8639 (Class 5), Third Division, Administration Section, Canberra (No. 87) |
| <i>Duties:</i> Oversight and control the work of various support staff. Prepare annual and revised estimates of expenditure. Arrange minor maintenance and attend to furniture and equipment requirements. | | |
| <i>Qualifications:</i> Ability to supervise staff. Knowledge of Audit Act, Treasury Regulations and Directions an advantage. | | |

NATIONAL LIBRARY OF AUSTRALIA

Management Services Branch

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| P. Donnelly
66/85156 | Clerk, \$5806-6666 (Class 2/3), Third Division | Clerk \$6912-7652 (Class 4), Third Division, Administrative Services Section, Finance Sub-section, Canberra (No. 898) |
| <i>Duties:</i> Assist in the collection, collation, processing and distribution of estimates documents. | | |

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
F. Anstey 72/85502E	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Services Section, Accounts Sub-section, Canberra (No. 705)
<i>Duties:</i> Examine claims relating to the supply of material from local sources. <i>Note:</i> Suitably qualified Fourth Division Officers may appeal.		
W. Dawson 67/87337P	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Services Section, Accounts Sub-section, Canberra (No. 899)
<i>Duties:</i> Act as paymaster and ensure that appropriate accounting and security measures are observed.		
W. Falko 66/85211A	Clerk \$8886-9548 (Class 6), Third Division.	Clerk \$9876-10538 (Class 7), Third Division, Administrative Services Section, Accounts Sub-section, Canberra (No. 292)
<i>Duties:</i> Co-ordinate activities of the Accounts Section.		
F. Cross 59/35477	Clerk \$5411-5835 (Class 2), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Administrative Services Section, Accounts Sub-section, Canberra (No. 897)
<i>Duties:</i> Supervise and train staff in the preparation of salary payments, the maintenance of ledgers and the collection and disposal of public monies.		
P. Batho 63/85707T	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Administrative Services Section, Accounts Sub-section, Canberra (No. 293)
<i>Duties:</i> Act as certifying officer and certify correctness of creditors accounts.		
D. Brown 71/86098T	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Services Section, Accounts Sub-section, Canberra No. 704
<i>Duties:</i> Collect, receive and check moneys from agent collectors, and issue receipts. Maintain Petty Cash Advance. <i>Note:</i> Suitably qualified Fourth Division Officers may appeal.		
R. Watts 72/88651C	Clerk \$4521-5594 (Class 1), Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Services Section, Accounts Sub-section, Canberra, vice P. Donnelly, prov. prom. 28.3.74 (No. 703)
<i>Duties:</i> Prepare, calculate and check computations and entries on salary history cards and pay sheets against originating pay variations.		
W. A. Lawrence 63/10449A	Internal Auditor, Grade 2 \$7899-8639 (Class 5), Repatriation Department	Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division, Internal Audit Section, Canberra (No. 740)
<i>Duties:</i> Direct and control the internal audit activities within the National Library. Develop and continually review the internal audit programme. Advise management on audit matters.		
S. Scougall 72/86273R	Clerk \$4521-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Services Section, Accounts Sub-section, Canberra (No. 306)
<i>Duties:</i> Examine claims relating to the supply of library material from overseas sources.		
L. Witer 73/88396R	Clerk \$2713-4115 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Services Section, Accounts Sub-section, Canberra (No. 304)
<i>Duties:</i> Prepare, calculate and check computations and entries on salary history cards and pay sheets against originating pay variations.		
P. Beattie 72/86284C	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Services Section, Accounts Sub-section, Canberra, vice J. Wilson, prov. prom. 28.3.74
<i>Duties:</i> Receive and preliminary sort inward mail and dispatch outward mail. Record claims in the Register of Accounts.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Co-ordination and Policy Branch

J. O'Brien 72/86080R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Extension Services Section, Central Library Sub-section (No. 667)
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Duties: Sort catalogue cards and file into catalogues and shelf list.

E. Murray 67/87040M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Extension Services Section, Central Library Sub-section (No. 668)
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Duties: Check typing of catalogue entries against original draft.

R. Hosking 73/86853X	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Extension Services Section, Central Library Sub-section (No. 257)
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Duties: Check typing of catalogue entries against original draft.

M. Brennan 73/86816K	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Extension Services Section, Central Library Sub-section (No. 485)
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Duties: Sort catalogue cards and file into catalogues and shelf lists.

Information, Reference and Research Branch

J. Wilson 67/87345M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Special Collections Section, Film Collection and Services Sub-section, Canberra (No. 496)
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Duties: Check availability of requested material and enter loan requests in the film booking cards.

Resources Organization and Development Branch

G. Kennedy 67/86171E	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division	Clerk \$5806-6666 (Class 2/3), Selection, Acquisition and Processing Section, Acquisition Sub-section (No. 639)
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Duties: Certify the receipt of Subscription Orders, Standing Orders and Backset Orders.

E. O'Hare 69/87473P	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Library Officer, Grade 1 \$5458-6143, Selection, Acquisition and Processing Section, Acquisition Sub-section (No. 24)
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Duties: Supervise checking and acquittal of new serials, the processing of serial pieces and the maintaining of complete current serials by claiming overdue pieces.

H. Ryan 66/85736G	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Selection, Acquisition and Processing Section, Acquisition Sub-section (No. 163)
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Duties: Supervise the recording of receipt of serial pieces in the Current Serial Record.

J. Watson 72/75718T	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2, \$4393-4678, Selection, Acquisition and Processing Section, Acquisition Sub-section (No. 186)
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Duties: File and interfile more complex unbound serial material in the unbound serial Stack.

K. Rawson 73/86826R	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Bibliography Section, National Bibli- ography Sub-section (No. 466)
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J. Page 74/85058C	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Bibliography Section, National Bibliog- raphy Sub-section (No. 464)
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M. Starkey 73/86627C	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Bibliography Section, National Bibliog- raphy Sub-section (No. 462)
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Duties: Interfile catalogue entries converted from microfilm.

R. Humphry 69/87795P	Clerk \$2713-5594 (Class 1), Third Divi- sion	Clerk \$5806-6666 (Class 2/3), Third Division, Selection, Acquisition and Pro- cessing Section, Selection and Search Sub-section (No. 478)
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Duties: Supervise the work of Australian Deposit Assistant (Monographs) and the Overseas Libraries Assistant.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Research and Development Division

P. A. C. Hemsley 58/18695M	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Canberra	Principal Executive Officer \$13004-13498 (Class 10), Third Division, Canberra (No. 32)
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Duties: Assist in formulation and review of divisional administrative policies and practices; develop and implement administrative procedures in connection with the control of the Research and Development program; participate in preparation of submissions, reports and in negotiation and drafting of agreements.

Qualifications: Demonstrated administrative ability of a high order together with ability to prepare more important submissions and correspondence desirable.

American Projects Branch

C. J. Quiggin 58/45436P	Engineer \$11348-12664 (Class 3), Third Division, Canberra	Engineer \$13322-14209 (Class 4), Third Division, Technical Section, Canberra (No. 18)
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Duties: Direct and control the activities of the Common Services and Communication Sub-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. Familiarity with NASA/Department of Supply facilities funding procedures desirable.

Planning and Procurement Division, Stores and Transport Branch

P. D. Rice 63/36728E	Clerk \$9876-10538 (Class 7), Third Division, Department of Defence, Army Office, Melbourne	Clerk \$11032-11525 (Class 8), Third Division, Melbourne (No. 8)
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Duties: Investigate various aspects of supply and inventory management practice with a view to development of a departmental supply management plan.

Qualifications: Knowledge of Treasury and Departmental stores accounting policies and supply management experience together with tertiary training in a commercial or administrative field desirable.

P. J. Stubbs 64/37711T	Clerk \$8886-9548 (Class 6), Third Divi- sion, Canberra	Clerk \$11032-11525 (Class 8), Third Division, Canberra (No. 76)
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Duties: Direct and control the Shipping Sub-section. Plan and co-ordinate shipping and air freight policy and selected operations concerned with the consignment of Government cargo including Foreign Aid Monitor the conduct of support shipping activities in the State Branches.

Qualifications: Knowledge of Sea Cargo and Air Freight Services including carrying capacity, contracting arrangements, stevedoring and port facilities an advantage. Demonstrated planning and organising ability.

R. G. Miller 61/66423P	Clerk \$7899-8639 (Class 5), Third Divi- sion, Woomera	Clerk \$9876-10538 (Class 7), Third Division, Canberra (No. 77)
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Duties: Under direction carry out inspections and investigations of shipping activities and practices in state branches. Prepare draft proposals for agreed charter and other selected operations. Arrange the execution of the more important contracts.

Qualifications: Knowledge of ship chartering and related services an advantage.

D. V. Hailes 63/67090E	Clerk \$6912-7652 (Class 4), Third Divi- sion, Canberra	Clerk \$8886-9548 (Class 6), Third Divi- sion, Canberra, vice P. J. Stubbs, prov. prom. 28.3.74 (No. 5)
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Duties: Undertake investigations, prepare correspondence and instructions to Branches and generally assist in aspects of Central Storage authority activity. Monitor the Plant and Machinery Procurement Programme and Storage Services vote Budgets and Expenditure.

D. V. Costello 63/57545A	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Divi- sion, Canberra (No. 78)
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Duties: Prepare charter shipping proposals, cost estimates, specifications and establish agreement to these proposals. Arrange the execution of the ensuing charter contracts and stevedoring contracts as project officer.

Qualifications: Knowledge of shipping operations and in particular shipping cost factors an advantage.

J. B. Kurr 68/37632R	Clerk \$6912-7652 (Class 4), Third Divi- sion, Canberra	Clerk \$8886-9548 (Class 6), Third Divi- sion, Canberra (No. 40)
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Duties: Branch administration officer. Initiate and co-ordinate action to achieve maximum uniformity in state branch organisations. Prepare and review standard administrative procedures. Control new works and repair and maintenance programmes.

Qualifications: General administrative experience together with ability to investigate, report on and prepare proposals in relation to organisational and procedural matters desirable.

G. I. Cutler 67/66717X	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Divi- sion, Canberra, vice J. B. Kurr, prov. prom. 28.3.74 (No. 41)
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Duties: Responsible for the provision of General Services to the Branch.

Qualifications: General administrative experience together with the ability to control staff.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NEW SOUTH WALES

Finance Branch

E. M. Long 70/11658C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section, Sydney (No. 79)
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Duties: Maintain plant and equipment register together with machine usage, rental and repair records. Prepare estimates of revenue from machine rentals.

Qualifications: Knowledge of departmental stores procedures desirable.

Executive Branch

A. J. Fitzgerald 68/10264C	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division	Internal Auditor, Grade 2 \$7899-8639 (Class 5), Third Division, Internal Audit Section, Sydney (No. 6)
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Duties: Supervise staff performing internal audit inspections in branches and establishments located in New South Wales and Queensland. Undertake the more complex audits.

Qualifications: Completion or partial completion of accountancy qualifications desirable.

Munitions Filling Factory

M. Brennan 71/12165C	Engineer, Class 1 \$6200-8953, Third Division, St Marys	Engineer, Class 2 \$9581-10702, Third Division, Technical Section, St Marys (No. 8)
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Duties: Supervise the safe and efficient production of pyrotechnic stores and the breakdown of unserviceable stores.

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

R. B. Gould 69/86393G	Engineer, Class 1 \$6200-8953, Third Division, St Marys	Engineer, Class 2 \$9581-10702, Third Division, Technical Section, St Marys (No. 28)
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Duties: Supervise and control the work of Factory Inspection on F.D.Z.C. Group. Supervise procurement, maintenance and correct use of all Factory Inspection gauges and other quality control 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.

VICTORIA

Aircraft, Guided Weapons and Electronics Supply Branch

R. W. Wynne 68/40020E	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Melbourne (No. 48)
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Duties: Prepare Branch budgets of authorisation and expenditure. Monitor and review achievements against estimates. Prepare reports and correspondence on financial progress and variations. Maintain expenditure records against aircraft projects. Supervise subordinate staff.

Aeronautical Research Laboratories

K. E. Gooderham 72/40859M	Clerk \$2713-5594 (Class 1), Third Division, Maribyrnong	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Fishermen's Bend (No. 82)
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Duties: Lead a Sub-section responsible for the processing of allowances, furlough, superannuation, increments, leave, overtime, furniture removals, workers' compensation and the maintenance of standard leave and history records.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders, etc., desirable.

H. C. Petrie 71/39086T	Clerk \$2713-5594 (Class 1), Third Division, Fishermen's Bend	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Fishermen's Bend (No. 83)
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Duties: Provide relief in the Administrative Section during staff absences.

G. W. Revill 71/36447X	Technical Officer (Engineering), Grade 1 \$6003-7613, Third Division, Fishermen's Bend	Technical Officer (Engineering), Grade 2 \$7843-8347, Third Division, Technical Section, Fishermen's Bend (No. 244)
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Duties: Undertake more difficult technical work in support of a research and experimental programme related to the fatigue properties of aircraft alloys.

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

R. Bailey 72/38754G	Toolmaker \$5425-5666, Fourth Division, Fishermen's Bend	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Technical Section, Fishermen's Bend (No. 233)
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Duties: Provide routine technical assistance in support of a section engaged in the development and provision of facilities and techniques required for the mechanical testing of aircraft structures.

Qualifications: Qualifications and/or experience appropriate to the above duties. Part completion of a Certificate or Diploma in Engineering desirable.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
R. J. Rossa 71/42059W	Technical Assistant, Grade 1 \$2713-5468, Third Division, Fishermen's Bend	Technical Assistant, Grade 2 \$5681-6371, Third Division, Technical Section, Fishermen's Bend (No. 303)
<i>Duties:</i> Provide routine technical assistance in connection with the development operation and maintenance of analogue and digital electronic equipment required for hybrid simulation studies.		
<i>Qualifications:</i> Qualifications and/or experience appropriate to the above duties. Part completion of a Certificate or Diploma of Engineering desirable.		
K. N. Rogers 74/36235M	Technical Assistant, Grade 1 \$2220-5468, Fourth Division, Fishermen's Bend	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Technical Section, Fishermen's Bend (No. 337)
<i>Duties:</i> Provide routine technical assistance in support of a research programme concerned with automatic and human operator controlled systems.		
<i>Qualifications:</i> Qualifications and/or experience appropriate to the above duties.		
S. Burrows 73/38553A	Illustrating Assistant, Grade 1 \$2220-5468, Fourth Division, Fishermen's Bend	Drafting Assistant, Grade 2 \$5681-6371, Fourth Division, Technical Section, Fishermen's Bend (No. 374)
<i>Duties:</i> Under supervision prepare the less complex detail drawings for mechanical aspects of the Laboratory's research projects and for maintenance activities.		
<i>Qualifications:</i> Qualifications and/or experience appropriate to the above duties.		

Defence Standards Laboratories

E. C. S. Moy 58/44491W	Experimental Officer, Class 2 \$9397-10521, Third Division, Maribyrnong	Experimental Officer, Class 3 \$11050-12364, Third Division, Technical Section, Maribyrnong (No. 489)
<i>Duties:</i> Supervise and participate in short and medium term experimental investigations into problems in manufacture and service of wrought metal components, in particular those relative to ammunition. Maintain liaison and provide an advisory service to appropriate defence agencies in these areas.		
<i>Qualifications:</i> Appropriate degree or diploma. Several years experience and proven ability in the relevant field of work.		
S. D. Boyd 71/42281X	Technical Assistant, Grade 1 \$2713-5468, Third Division, Maribyrnong	Technical Assistant, Grade 2 \$5681-6371, Third Division, Technical Section, Maribyrnong (No. 55)
<i>Duties:</i> Provide routine technical assistance in support of research and development programmes and industrial performance assessments in the field of temperature measurement and control.		
<i>Qualifications:</i> Qualifications and/or experience appropriate to the above duties.		

SOUTH AUSTRALIA

Finance Branch

R. A. Spaan 66/66402A	Cost Investigator, Grade 1 \$7899-8639 (Class 5), Third Division, Adelaide	Cost Investigator, Grade 2 \$8886-9548 (Class 6), Third Division, Cost Investigation Section, Adelaide (No. 20)
<i>Duties:</i> Carry out more complex cost investigation duties. Undertake special investigations.		
<i>Qualifications:</i> Completion or partial completion of an approved accountancy course or equivalent as notified in Gazette No. 9 of 30.1.73. Travel to country areas involved.		

Weapons Research Establishment, Administrative Wing

D. McCormick 61/66377G	Clerk \$5806-6666 (Class 2/3), Third Division, Salisbury	Clerk \$6912-7652 (Class 4), Third Division, General Administration Section, Salisbury (No. 649)
<i>Duties:</i> Manage the administrative services of a Group.		
C. Nikolic 67/66891K	Clerk \$2713-5594 (Class 1), Third Division, Salisbury	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section, Salisbury (No. 671)
E. Sitarenos 66/67167X	Clerk \$2713-5594 (Class 1), Third Division, Salisbury	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section, Salisbury (No. 530)
<i>Duties above two positions:</i> Responsible for the maintenance of a section of Standard Personnel Records. Prepare correspondence on such matters as superannuation, furlough, salaries and allowances etc. and exercise approved delegations in connection with leave, increments, higher duties, etc. Supervise the work of a Clerk (Class 1), engaged on work associated with the above.		
J. M. Donovan 58/44965P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Salisbury	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, General Administration Section, Salisbury (No. 476)
<i>Duties:</i> Maintain and amend as necessary a comprehensive cross-reference and filing system of computer manuals and documents. Order, file, collate and distribute programmes, sub-routines and associated data received from SHARE. Prepare machine usage statements for calculation of accounts, weekly and monthly reports.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

G. J. Hickman 62/66224R	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Salisbury	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, General Administration Section, Salisbury (No. 264)
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Duties: Register, sort, collate and distribute trials results. Maintain records of distribution and prepare receipts. Supervise and direct staff engaged on the preparation and distribution of trials records and data. Maintain trials files and a film and tape recording repository and arrange, as directed, destruction of records in accordance with approved procedures.

E. M. Noack 70/66178W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Salisbury	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel Section, Salisbury (No. 568)
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Duties: In connection with the W.R.E. Institute, prepare and distribute quarterly collection sheets, receive subscriptions and maintain membership records. Distribute notices, circulars, etc., record bookings for the N.C.Y. Hall and Club Rooms and prepare purchase requisitions for Group Buying Schemes. Render general assistance in the Welfare Section, particularly in respect to personal problems of staff.

QUEENSLAND

Stores & Transport Branch

L. W. Smith 66/66172W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Accounting Section, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounting Section, Brisbane (No. 68)
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Duties: Prepare claims for examiner of accounts by attaching supporting vouchers and obtaining necessary certificates.

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

I. A. Myers 71/87921G	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Establishments and Services Section, Establishments and Methods Sub-section, Canberra (No. 62)
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Duties: Conduct investigations into departmental organisation and establishments. Prepare reports and proposals for establishment variations.

AUSTRALIAN CAPITAL TERRITORY

Patent, Trade Marks and Designs Office, Administration Branch

J. R. Day 65/85195X	Clerk \$6912-7652 (Class 4), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Patent Operations section, Sub-section 3, Canberra (No. 119)
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Duties: Direction and control of a sub-section of the Patent Operations section; preparation of cases for officers required to exercise delegations under the Patents Act.

DEPARTMENT OF TRANSPORT

CENTRAL STAFF

Management Services Division, Establishments, Industrial and Systems Branch

J. A. Lourey 58/40764W	Inspector \$11032-11525 (Class 8), Third Division	Senior Inspector \$12019-12510 (Class 9), Third Division, Melbourne (No. 225)
R. W. O'Halloran 58/40812M	Inspector \$11032-11525 (Class 8), Third Division	Senior Inspector \$12019-12510 (Class 9), Third Division, Melbourne (No. 443)

Duties above two positions: Plan, control and co-ordinate the work of an Establishments review team. Undertake high level assignments involving policy considerations and represent the Department on important inter-departmental/Public Service Board committees.

B. F. Curtain 72/37856P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Melbourne (No. 227)
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Duties: Investigate, either individually or as a member of a team, requirements for changes in establishments in the management services and miscellaneous areas.

Personnel Development Branch

R. G. Horsfall 69/75193P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Melbourne (No. 10)
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Duties: Undertake the less complex recruitment cyclical reviews with a view to determining staffing requirements. Under direction, investigate and analyse trends within the Department having regard to projected technical and educational changes, etc. Prepare reports, correspondence and quota forms.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

- | | | |
|--------------------------|---|---|
| I. Bugalski
70/37274G | Technical Officer (Engineering), Grade 2
\$7843-8347, Fourth Division, Depart-
ment of Health, Victoria | Trainee Engineer \$2263-3645, Fourth
Division, Melbourne (No. 402) |
|--------------------------|---|---|

Note: 1. Conditions governing the promotion or transfer as Trainee Engineer appear on page 76 of *Gazette* No. 9 of 30 January 1973.

2. Appropriately qualified Fourth Division officers may appeal.

3. Appeals may be lodged by officers whose salary is less than \$8953 per annum.

Civil Aviation Agency, Executive Services Branch

- | | | |
|-----------------------------|--|---|
| P. V. Abberton
73/97025P | Clerk \$2713-5594 (Class 1), Third Divi-
sion | Clerk \$6912-7652 (Class 4), Third Divi-
sion, Personnel and Office Services Sec-
tion, Establishments Sub-section, Port
Moresby (No. 162) |
|-----------------------------|--|---|

Duties: Investigate the less involved organisation proposals effecting Branch establishments and prepare associated reports or recommendations.

NEW SOUTH WALES REGION

Executive Services Branch

- | | | |
|-----------------------------|--|---|
| J. E. Atkinson
66/13244R | Clerk \$6912-7652 (Class 4), Third Divi-
sion | Clerk \$7899-8639 (Class 5), Third Divi-
sion, Personnel and Office Services Sec-
tion, Establishments Sub-section, Sydney
(No. 286) |
|-----------------------------|--|---|

Duties: Either individually or as a team member, carry out Organisation, Establishment and Classification reviews.

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|-----------------------------|--|---|
| H. J. Lawrence
60/10716W | Clerk \$6912-7652 (Class 4), Third Divi-
sion | Clerk \$7899-8639 (Class 5), Third Divi-
sion, Personnel and Office Services Sec-
tion, Establishments Sub-section, Sydney
(No. 241) |
|-----------------------------|--|---|

Duties: Investigate those organisation reviews programmed on a cyclical basis and prepare associated reports or recommendations.

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|---------------------------|--|---|
| A. M. Jordan
70/10365G | Clerk \$5806-6666 (Class 2/3), Third
Division | Clerk \$6912-7652 (Class 4), Third Divi-
sion, Personnel and Office Services Sec-
tion, Industrial Sub-section, Sydney (No.
7) |
|---------------------------|--|---|

- | | | |
|-----------------------------|--|---|
| R. J. McFadyen
70/13192E | Clerk \$5806-6666 (Class 2/3), Third
Division | Clerk \$6912-7652 (Class 4), Third
Division, Personnel and Office Services
Section, Industrial Sub-section, Sydney
(No. 243) |
|-----------------------------|--|---|

Duties above two positions: Assess and approve the payment of salary adjustments, increments, furlough and allowances, and grant leave within prescribed delegations. Take all action relating to Superannuation Fund or Provident Account Contributions.

Operations Branch

- | | | |
|---------------------------|---|---|
| P. E. Barton
66/13052W | Flight Service Officer, Grade 1 \$5076-
7035, Third Division | Airways Telecommunications Officer,
Grade 4 \$7784-8282, Third Division,
Flight Service Section (No. 362) |
|---------------------------|---|---|

Duties: Conduct on-the-job training, rating and regular assessment of Airways Telecommunications Officers or Communications Officers providing aeronautical fixed telecommunications services or associated functions in accordance with Airways Operations Instructions.

Qualifications: Satisfactory completion of the appropriate training course. Extensive experience in the more complex and responsible telecommunications functions. Aptitude to perform and demonstrate practically the correct application of relevant Airways Operations Instructions.

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|----------------------------|---|--|
| E. A. Kelly
68/66425K | Flight Service Officer, Grade 1 \$5076-
7035, Third Division | Airways Telecommunications Officer,
Grade 4 \$7784-8282, Third Division,
Flight Service Section (No. 557) |
| J. S. Luidens
71/13592G | Communications Officer \$4605-5744,
Third Division | Airways Telecommunications Officer,
Grade 4 \$7784-8282, Third Division,
Flight Service Section (No. 558) |
| C. T. Davies
68/11102E | Flight Service Officer, Grade 1 \$4605-
5744, Third Division | Airways Telecommunications Officer,
Grade 4 \$7784-8282, Fourth Division,
Flight Service Section (No. 559) |
| P. Sheppard
68/12865K | Communications Officer \$4605-5744,
Fourth Division | Airways Telecommunications Officer,
Grade 4 \$7784-8282, Fourth Division,
Flight Service Section (No. 560) |

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

R. Asimus 68/12851K	Communications Fourth Division	Officer	\$4605-5744,	Airways Telecommunications Grade 4 \$7784-8282, Fourth Flight Service Section (No. 561)	Officer, Division,
J. Wells 68/11095W	Communications Fourth Division	Officer	\$4605-5744,	Airways Telecommunications Grade 4 \$7784-8282, Fourth Flight Service Section (No. 562)	Officer, Division,
<i>Duties above six positions:</i> Supervise, direct and control the operation of the Automatic Message Switching Centre including the oversight of the automated system as integrated into the AFTN.					
<i>Qualifications above six positions:</i> Satisfactory completion of the appropriate training course. Comprehensive knowledge of aeronautical fixed telecommunications within the Department. Wide experience within the Flight Service organisation. Proven ability to direct and control staff.					
R. Platt 71/76075C	Communications Fourth Division	Officer	\$4605-5744,	Airways Telecommunications Grade 3 \$7035-7534, Fourth Flight Service Section (No. 363)	Officer, Division,
G. W. Innes 70/13917W	Communications Fourth Division	Officer	\$4605-5744,	Airways Telecommunications Grade 3 \$7035-7534, Fourth Flight Service Section (No. 364)	Officer, Division,
J. G. Carey 71/13589G	Communications Fourth Division	Officer	\$4605-5744,	Airways Telecommunications Grade 3 \$7035-7534, Fourth Flight Service Section (No. 365)	Officer, Division,
N. W. Greenaway 71/13599P	Communications Fourth Division	Officer	\$4605-5744,	Airways Telecommunications Grade 3 \$7035-7534, Fourth Flight Service Section (No. 366)	Officer, Division,
B. E. Brittain 71/13591C	Communications Fourth Division	Officer	\$4605-5744,	Airways Telecommunications Grade 3 \$7035-7534, Fourth Flight Service Section (No. 367)	Officer, Division,
<i>Duties above five positions:</i> Control and monitor the operation of the Automatic Message Switching System.					
O. Heskestad 69/11190X	Communications Fourth Division	Officer	\$4605-5744,	Airways Telecommunications Grade 3 \$7035-7534, Fourth Flight Service Section (No. 368)	Officer, Division,
<i>Duties:</i> Provide relief for Airways Telecommunications Officers, Grade 3 and above absent on recreation or other approved leave.					
<i>Qualifications above six positions:</i> Extensive knowledge of the procedural, organisational and systems requirements of aeronautical fixed telecommunications within the Department. Appropriate experience within the Flight Service organisation. Ability to control staff. Satisfactory completion of the appropriate training course.					
R. A. Lalor 71/13676W	Communications Fourth Division	Officer,	\$4605-5744,	Airways Telecommunications Grade 2 \$6288-6786, Fourth Flight Service Section (No. 369)	Officer, Division,
R. R. Smith 68/12858R	Communications Fourth Division	Officer,	\$4605-5744,	Airways Telecommunications Grade 2 \$6288-6786, Fourth Flight Service Section (No. 370)	Officer, Division,
M. P. Emile 69/13717C	Communications Fourth Division	Officer,	\$4605-5744,	Airways Telecommunications Grade 2 \$6288-6786, Fourth Flight Service Section (No. 371)	Officer, Division,
J. R. Middleton 71/58388W	Communications Fourth Division	Officer,	\$4605-5744,	Airways Telecommunications Grade 2 \$6288-6786, Fourth Flight Service Section (No. 372)	Officer, Division,
J. B. Wiseman 68/12857M	Communications Fourth Division	Officer,	\$4605-5744,	Airways Telecommunications Grade 2 \$6288-6786, Fourth Flight Service Section (No. 373)	Officer, Division,
J. F. King 69/11196A	Communications Fourth Division	Officer,	\$4605-5744,	Airways Telecommunications Grade 2 \$6288-6786, Fourth Flight Service Section (No. 374)	Officer, Division,
A. F. DeLuca 69/11188C	Communications Fourth Division	Officer,	\$4605-5744,	Airways Telecommunications Grade 2 \$6288-6786, Fourth Flight Service Section (No. 375)	Officer, Division,
F. E. Rapana 70/13916R	Communications Fourth Division	Officer,	\$4605-5744,	Airways Telecommunications Grade 2 \$6288-6786, Fourth Flight Service Section (No. 376)	Officer, Division,
A. D. Mitchell 72/15432W	Communications Fourth Division	Officer	\$4605-5744,	Airways Telecommunications Grade 2 \$6288-6786, Fourth Flight Service Section (No. 377)	Officer, Division,

Duties above nine positions: Under direction, assist in the control and monitoring of the Automatic Message Switching System. Direct and control the preparation and transmission of messages originated by subordinate input operators. Apportion workload to ensure the meeting of prescribed transit times. Determine flight plan message addresses and prepare associated departure strips.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

D. G. Howden 70/14704T	Communications Fourth Division	Officer \$4605-5744,	Airways Telecommunications Officer, Grade 2 \$6288-6786, Fourth Division, Flight Service Section (No. 378)
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Duties: Provide relief for Airways Telecommunications Officers, Grade 2 and above on recreation or other approved leave.

Qualifications above ten positions: Satisfactory completion of the appropriate training course. Wide knowledge of the procedural, organisational and systems requirements of aeronautical fixed telecommunications within the Department. Appropriate experience within the flight service organisation. Ability to control staff.

W. Demech 58/47374W	Communications Fourth Division	Officer \$4605-5744,	Airways Telecommunications Officer, Grade 1 \$4669-6038, Fourth Division, Flight Service Section (No. 379)
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M. M. Baillon 68/12864E	Communications Fourth Division	Officer \$4605-5744,	Airways Telecommunications Officer, Grade 1 \$4669-6038, Fourth Division, Flight Service Section (No. 380)
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A. M. McMahon 69/11185P	Communications Fourth Division	Officer \$4605-5744,	Airways Telecommunications Officer, Grade 1 \$4669-6038, Fourth Division, Flight Service Section (No. 381)
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A. D. Moffatt 72/15433A	Communications Fourth Division	Officer \$4605-5744,	Airways Telecommunications Officer, Grade 1 \$4669-6038, Fourth Division, Flight Service Section (No. 382)
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M. C. Ritchie 72/10942R	Communications Fourth Division	Officer \$4605-5744,	Airways Telecommunications Officer, Grade 1 \$4669-6038, Fourth Division, Flight Service Section (No. 383)
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J. Christie 68/12863A	Communications Fourth Division	Officer \$4605-5744,	Airways Telecommunications Officer, Grade 1 \$4669-6038, Fourth Division, Flight Service Section (No. 384)
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D. R. Snedden 70/12067M	Communications Fourth Division	Officer \$4605-5744,	Airways Telecommunications Officer, Grade 1 \$4669-6038, Fourth Division, Flight Service Section (No. 385)
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Duties above seven positions: Prepare in prescribed format and transmit, using a Keyboard Display Unit (KDU), flight plan messages, involving interpretation of flight plans.

Qualifications: Satisfactory completion of the appropriate training course.

Airways Engineering Branch

K. B. Gibbs 72/12496W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Clerk 2/3), Third Division, Clerical Section, Sydney (No. 10)
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Duties: Assist with the preparation and processing of all Branch works proposals, works notifications and minor works. Provide general administrative assistance to the Engineer, Class 3, Electrical Sub-section, Installation Section, as required.

VICTORIA-TASMANIA REGION

Airways Engineering Branch

S. E. Bentley 70/40045G	Technician-in-training (Radio) 5505, Fourth Division	Radio Trainee \$2921-5657, Third Division, Radio Maintenance Section, Melbourne (No. 463)
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E. J. Luck 70/40034W	Technician-in-training (Radio) 5505, Fourth Division	Radio Trainee \$2921-5657, Third Division, Radio Maintenance Section, Melbourne (No. 464)
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G. F. Neal 70/40026X	Technician-in-training (Radio) 5505, Fourth Division	Radio Trainee \$2921-5657, Third Division, Radio Maintenance Section, Melbourne (No. 224)
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P. L. Ratten 70/40041P	Technician-in-training (Radio) 5505, Fourth Division	Radio Trainee \$2921-5657, Third Division, Radio Maintenance Section, Melbourne (No. 282)
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Note above five positions: (1) Conditions governing the appointment or promotion of Radio Trainees are notified on page 68 of *Gazette* No. 9 of 30.1.73; (2) Officers with appropriate qualifications are eligible to appeal; (3) Appeals may be lodged by officers whose maximum salary is less than \$7613.

SOUTH AUSTRALIA-NORTHERN TERRITORY REGION

Executive Services Branch

A. Kourkoulis 66/67082E	Typist, Grade 1 Division	\$2113-4579, Fourth Division Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Office Services Section, Training Sub-section, Adelaide (No. 172)
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Duties: Operate the Aircraft Data collection and oversight the functional operation of the Aircraft Data Sub-libraries at Adelaide and Parafield Airports. Operate collection at Archives Annex. Carry out general library duties and provide assistance to the Library Officer as required.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

K. M. Haverland 70/67030K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Supply and Transport Section, Purchasing and Contracts Sub-section, Adelaide (No. 102)
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Duties: Attend to the more involved matters of expediting supplies, especially for operational facilities and project installations. Supervise routine follow-up, and train staff.

Airways Engineering Branch

S. N. Johnston 66/66303W	Radio Technician \$6003-6683, Fourth Division, unattached	Draftsman, Grade 1 \$6003-7613, Fourth Division, Drafting Section, Adelaide (No. 209)
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Duties: Under direction carry out the minor design and drafting work of a radio/electronic nature in relation to radio communications, navigational aids, radar and associated control functions.

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

Darwin Airport

E. J. Mulcahy 73/95594E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division (No. 26)
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Duties: Prepare correspondence and compile matter for reports, statements, etc. Raise and/or check engineering and stores forms covering new or maintenance works and follow up, obtain quotes for work performed by outside firms and maintain associated records.

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Coastal Services Division, Navigational Aids Branch

M. D. Card 63/36509C	Engineer, Class 2 \$9581-10702, Third Division	Engineer, Class 3 \$11348-12664, Third Division, Planning and Development Section, Melbourne (No. 17)
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Duties: Undertake planning and development projects in the area of Marine Navigational Aids with special emphasis on radio navigation systems and electrical engineering in Navigational Aid Installation.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate for the efficient discharge of the duties. Experience in data analysis by computer methods would be an advantage.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Policy Branch

B. Lanham 73/87548X	Clerk \$2713-5594 (Class 1), Third Division, Department of the Capital Territory	Assistant Investigation Officer \$5806-6666 (Class 2/3), Third Division, Legislation and General Section, Canberra (No. 23)
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Duties: Examine proposals regarding appointments under the Audit Act and Treasury Regulations and prepare related submissions and correspondence thereon.

ADP Branch

D. Shaw 73/89567E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Defence (Air Office)	Programming Assistant, Grade 2 \$5806-6666 (Class 2/3), Third Division, Applications Section, Canberra, vice P. D. Bourne, prov. prom. 1.11.73 (No. 70)
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Duties: Under supervision write simple computer programmes and assist with fact finding assignments. Undertake duties associated with the maintenance and evaluation of records relating to Treasury computer processing.

Qualifications: Acceptable level of aptitude for ADP work desirable.

Management Services Branch

M. J. Wilson 72/88627K	Clerk \$2713-5594 (Class 1), Third Division, Department of Housing and Construction	Clerk \$5806-6666 (Class 2/3), Third Division, International Audit Section, Canberra, vice R. L. Travers, prov. prom. 10.1.74 (No. 274)
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Duties: Conduct minor reviews in accordance with the internal audit programme, and assist with more difficult appraisals.

Qualifications: Relevant experience desirable.

N. L. D. Nicol 64/86008M	Typist, Grade 1 \$2113-4579, Fourth Division, Statistician's Branch, Brisbane	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Finance and General Services Section, Typing Sub-section, Canberra, vice L. M. Hillier, prov. prom. 21.3.74 (No. 209)
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Duties: Provide secretarial and stenographic duties for senior officers.

Qualifications: Shorthand, 100 words per minute.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Overseas Economic Relations Division, Overseas Finance Branch

A. M. Tinney 71/57054T	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division	Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, International Economic Conditions Section, Canberra (No. 59)
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Duties: Undertake independent research and prepare reports on matters involving financial and economic policy considerations relating to Australian membership of OECD.

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

Social Security Division, Employment Conditions Branch

A. K. E. Darbyshire 74/75002C	Clerk \$2713-5594 (Class 1), Third Division	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Conditions of Service Section, Canberra (No. 49)
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Duties: General clerical duties including examination of funds request and proposals relating to conditions of service.

VICTORIA

Revenue, Loans and Investment Division, Loans and National Savings Branch

G. L. Hendy 61/36237E	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Melbourne (No. 13)
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Duties: Promote investment in Government Securities including Treasury Bonds, Special Bonds and Drought Bonds. Promote and service National Savings Groups. Assist in matters relating to Service recruiting. Liaise with management in commerce, industry, banking and government departments.

Qualifications: Practical experience in public relations, sales promotional work, banking or other relevant experience.

Office of the Australian Government Actuary and Life Insurance Commissioner

R. J. Irwin 70/39466A	Assistant Research Officer \$4735-6666, Third Division, Department of Primary Industry	Clerk \$6912-7652 (Class 4), Third Division, Miscellaneous Section, Canberra (No. 37)
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Duties: Provide relief for officers on recreation and sick leave. Carry out clerical tasks from responsibilities under the Companies (Life Insurance Holdings Companies) Ordinance.

Qualifications: Mathematical aptitude desirable.

AUSTRALIAN CAPITAL TERRITORY

Australian Government Retirement Benefits Office, Operations Branch

R. E. Pearson 71/88155K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, DFRB Section, Contributions and Benefits Sub-section, Canberra (No. 494)
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Duties: Certify correctness of contributions for pension and refund purposes. Check calculation of final contribution dates and issue cessation advices to the Departments.

J. E. Lewis 71/88411R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, DFRB Section, Contributions and Benefits Sub-section, Canberra (No. 435)
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Duties: Calculate and prepare refund of DFRB contributions and payment of gratuities for contributors on Manual and ADP records.

A. P. Prout 70/88013X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 107)
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Duties: Calculate and certify new pension payments, pension variations and verify position of contributions prior to refund. Prepare correspondence and deal with inquiries.

P. J. Hoad 66/86055P	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 300)
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Duties: Supervise and direct a Contributor Records Sub-Group. Certify the position of contributions for pension purposes; investigate and resolve errors. Exercise delegations from the Superannuation Board.

A. R. Montgomery 71/42924K	Technical Assistant, Grade 2 \$5681-6371, Third Division, Department of Minerals and Energy, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 67)
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Duties: Investigate and prepare replies to correspondence from contributors, departments and authorities. **Check calculation of final contribution dates;** issue maximum age cessation advices to departments and authorities.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

W. L. Pirie 72/87668S	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence (Air Office)	Clerk \$6912-7652 (Class 4), Third Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 68)
<i>Duties:</i> Investigate and prepare replies to correspondence from contributors, departments and authorities. Check calculation of final contribution dates; issue maximum age cessation advices to departments and authorities.		
R. I. King 68/85849T	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 98)
<i>Duties:</i> Responsible for the processing of Superannuation entitlements. Approve payments of refunds of contributions. Calculate and certify more difficult new pension payments.		
<i>Qualifications:</i> Experience in the application of the more complex legislation.		
T. R. Waters 71/87916X	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence (Navy Office)	Clerk \$6912-7652 (Class 4), Third Division, Services Section, Accounts Sub-section, Canberra, vice J. E. Hantken, prov. prom. 28.2.74 (No. 24)
<i>Duties:</i> Conduct a continuous checking programme in the ledgers group and report on the results. Undertake special checks and investigations and prepare reports.		

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Demography, Social and Manpower Division, Population Census Branch

A. L. Hart 71/88277R	Supervisor \$12019-12510 (Class 9), Third Division	Director \$13991-14484 (Class 11), Third Division, Canberra (No. 3)
<i>Duties:</i> Direct the work of the Section. Resolve and make recommendations concerning problems of conceptual complexity and issues of policy.		
<i>Qualifications:</i> Appropriate academic qualifications desirable. Extensive statistical experience and proven executive ability.		
P. A. Read 72/88748M	Programmer-in-training \$6022-7652, Third Division, Computer Service Centre	Clerk \$6912-7652 (Class 4), Third Division, Processing and Field Organisation Section, Processing Sub-section, Canberra (No. 8)
<i>Duties:</i> Under supervision prepare coding and test statements of medium complexity for inclusion in generalised program systems to service the standard and ad hoc tabulation requirements of the Population Census Branch.		
<i>Qualifications:</i> Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.		

Economic Accounts Division, Prices, Quantum and Household Expenditure Branch

P. Lee 73/11101P	Clerk \$2713-5594, Class 1, Third Division	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Quantum Indexes and Wholesale Prices Section, Wholesale Prices and Price Indexes Sub-section, Canberra (No. 3)
<i>Duties:</i> Assist in the construction, testing and evaluation of new wholesale price indexes. Conduct developmental investigations and field inquiries as required.		
<i>Qualifications:</i> Appropriate university degree and statistical or other relevant research experience.		

Economic Censuses and Surveys Division, Rural, Construction and Private Finance Branch

P. L. Ward 70/13732T	Clerk \$5806-6666 (Class 2/3), Third Division, Australian Bureau of Statistics, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Private Finance Section, Business Surveys Sub-section, Canberra (No. 16)
<i>Duties:</i> Assist in preparation of quarterly estimates from the Supplementary Survey of Capital Expenditure.		
<i>Qualifications:</i> Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.		

Secondary Production, Classification and Integration Branch

R. D. Boyle 69/57438T	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Internal Trade and Enterprise Section, Retail Trade Sub-section, Canberra, vice M. D. Butler, prov. prom. 31.1.74 (No. 16)
<i>Duties:</i> Collect and compile Retail Sales statistics for the Australian Capital Territory and Northern Territory.		
<i>Qualifications:</i> Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Services Branch, Finance and General Services Section

P. Betan 72/85959G	Clerical Assistant \$4393-4678, Grade 2, Fourth Division, Overseas Transaction Division	Clerical Assistant \$4822-5254, Grade 3, Fourth Division, General Services Sub- section, Canberra (No. 34)
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Duties: Arrange all air, rail and accommodation bookings for officers travelling on official duty; arrange all hostel and Commonwealth car bookings.

Computer Service Centre, Applications Systems Branch

J. M. Boughton 66/75152K	Clerk \$6912-7652 (Class 4), Third Divi- sion	Clerk \$7899-8639 (Class 5), Third Divi- sion, Production Staging Section, Canberra (No. 92)
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Duties: Prepare and submit new or more complex applications for computer processing. Check computer output and under direction take appropriate recovery action in the event of abnormal processing runs. Assist in drafting portions of Production Staging Instructions.

Qualifications: Experience in the staging (or processing) of Computer applications or similar experience desirable.

VICTORIA

Computer Service Centre, Systems Operations Section

C. Carydias 71/86254R	Computer Operator, Grade 1 \$5302- 5600, Fourth Division	Computer Operator, Grade 2 \$5894- 6192, Fourth Division, Operations Sub- section, Melbourne, vice R. J. Watkin- son, prov. prom. 14.3.74 (No. 101)
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Duties: Operate the full range of peripheral equipment in the installation and relieve the console operators as required.

Note: The above position involves shift work.

TASMANIA

Personnel, Publications and Research Section

R. J. Clauson 72/81344C	Clerk \$2713-5594 (Class 1), Third Divi- sion, Repatriation Department	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Establishments Sub-section, Hobart (No. 4)
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Duties: Staff Clerk.

Qualifications: Knowledge of the Public Service Act and Regulations and General Orders.

S. L. Caswell 69/81124P	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Publications Sub-section, Hobart (No. 23)
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Duties: Edit Bureau publications (excluding Year Book), maintain publications printing schedules, provide statistical information service from publications, supervise office library service.

Qualifications: Previous statistical, library or publications experience desirable, completion or partial completion of appropriate academic qualifications an advantage.

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, ADP Branch

D. R. Schultz 58/29178R	Senior Programmer \$12019-12510 (Class 9), Third Division	Senior Programmer \$13004-13498 (Class 10), Third Division, Applications Sec- tion, Canberra (No. 757)
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Duties: Direct and co-ordinate the work of several teams of programmers engaged in system analysis and design, preparation and development of programs and documentation of programs.

R. A. Pulford 67/67121K	Programmer \$8886-9548 (Class 6), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Applications Section (No. 182)
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Duties: Perform the more involved assignments in relation to: the preparation of programs to agreed specifications, development of programs to operational standards and the documentation of programs.

J. M. Roper 74/86635R	Programmer \$8886-9548 (Class 6), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Software Section, Canberra (No. 769)
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Duties: Undertake less complex assignments relating to suppliers', operating systems and data entry, communications and printing software requirements of the Taxation Office mini State computer installations.

Qualifications above three positions: Accountancy or other appropriate tertiary qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

Management Branch

W. J. Smyth 58/49822W	Clerk \$9876-10538 (Class 7), Third Division, unattached	Clerk \$11032-11525 (Class 8), Third Division, Enforcement Section, Melbourne (No. 2004)
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Duties: Officer-in-Charge: Defaults Sub-section.

H. J. Loughheed 58/49443C	Clerk \$9876-10538 (Class 7), Third Division, unattached	Clerk \$11032-11525 (Class 8), Third Division, Enforcement Section, Melbourne (No. 2234)
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Duties: Officer-in-Charge: Instalment Sub-section.

P. A. Noone 59/62763G	Clerk \$9876-10538 (Class 7), Third Division, unattached	Clerk \$11032-11525 (Class 8), Third Division, Enforcement Section, Melbourne (No. 3168)
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Duties: Officer-in-Charge: Recovery Sub-section.

S. P. Pitts 65/37098G	Typist, Grade 2 \$4731-5035, Fourth Division	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Enforcement Section, Melbourne, vice A. P. Harkin, prov. prom. 14.3.74 (No. 2026)
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Duties: Supervise and control the work of the Typing Pool.

Valuation Branch

R. S. Webster 72/39702A	Clerk \$8886-9548 (Class 6), Third Division, Department of the Prime Minister and Cabinet	Valuer-in-training \$2723-5607, Third Division, Melbourne (No. 1213)
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Duties: Undergo the prescribed course of training to qualify for advancement as a Valuer Grade 1.

QUEENSLAND

Management Branch

B. W. George 68/57450E	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, Assessing Branch, Section E.D & G.D.	Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division, Internal Audit Section, Brisbane (No. 1425)
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Duties: Perform as a team leader or individually on planned or special audits for Head Office and local management.

Income Tax Division, Assessing Branch

J. J. McKinnon 58/29006A	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, Section B	Assessor Supervisor \$8886-9548 (Class 6), Third Division, Section C/D, Brisbane (No. 49)
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Qualifications: Completion of training in Accountancy or Law recognised by the Public Service Board or compliance with other provisions of Section 53 Determination published in *Gazette* No. 163 of 1.11.73.

SOUTH AUSTRALIA

Income Tax Division, Assessing Branch

W. Reines 58/48276G	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division	Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Estate Duty and Gift Duty Section, Adelaide (No. 172)
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L. R. Guthrie 58/48067M	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, Section A, Adelaide (No. 27)
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B. J. Brown 63/66323M	Assessor Supervisor \$7899-8639 (Class 5), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, Section A, Adelaide (No. 195)
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Qualifications above three positions: Completion of training in Accountancy or Law recognised by the Public Service Board or compliance with other provisions of the Section 53 Determination published in *Gazette* No. 163 of 1.11.73.

Investigation Branch

W. F. Abbott 58/47879P	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, Assessing Branch	Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Adelaide (No. 280)
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D. A. Schultz 63/85186P	Indoor Examiner \$7899-8639 (Class 5), Third Division	Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Adelaide (No. 217)
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Qualifications above two positions: Completion of training in Accountancy or Law recognised by the Public Service Board or compliance with other provisions of the Section 53 determination published in *Gazette* No. 163 of 1.11.73.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Sales Tax and Payroll Tax Branch

M. D. McGrath 58/48187K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Sales Tax Internal Examination and General Section, Adelaide (No. 341)
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Duties: Direct, train and control a group of Internal Examiners.

M. A. Skene 69/66111X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Sales Tax Internal Examination and General Section, vice M. D. McGrath, prov. prom. 28.3.74. (No. 342)
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H. K. Staines 68/12987R	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Sales Tax Internal Examination and General Section, Adelaide (No. 344)
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Duties above two positions: Internal Examiner.

WESTERN AUSTRALIA

Management Branch

R. S. MacNeil 67/75166A	Assessor Supervisor \$7899-8639 (Class 5), Third Division, Assessing Branch	Assistant Inspector \$8886-9548 (Class 6), Third Division, General Services Section, Personnel Sub-section, Perth (No. 631)
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Duties: Supervise the staff and control and direct the work of the Personnel Sub-section.

TASMANIA

Management Branch

L. E. Boxhall 58/38690R	Clerk \$7899-8639 (Class 5), Third Division	Assistant Inspector, \$8886-9548 (Class 6), Third Division, General Services Section, Hobart (No. 361)
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Duties: Officer-in-Charge, Establishments and Personnel Sub-section.

D. M. Beard 58/38684C	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, General Services Section, Hobart (No. 476)
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Duties: Staff Clerk.

Assessing Branch

G. J. Laird 68/81271C	Assessor, Grade 1/2 \$5860-6666 (Class 2/3), Third Division	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, Hobart (No. 20)
C. A. Lockett 67/81165P	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor Supervisor \$7899-8639 (Class 5), Third Division, Hobart (No. 25)
D. A. Lockett 66/81265G	Assessor, Grade 1/2 \$5806-6666 (Class 2/3), Third Division	Assessor, Grade 3 \$6912-7652 (Class 5), Third Division, Hobart (No. 27)
M. R. Lennon 67/81005P	Assessor, Grade 1/2 \$5806-6666 (Class 2/3), Third Division	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division, Hobart (No. 29)
D. J. McCarthy 69/81086E	Clerk \$2713-5594 (Class 1), Third Division	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division, Hobart (No. 33)
D. A. Targett 69/81134W	Assessor, Grade 1/2 \$5806-6666 (Class 2/3), Third Division	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division, Hobart (No. 35)
G. N. Coombes 72/81141W	Clerk \$2713-5594 (Class 1), Third Division	Assessor, Grade 1/2 \$5806-6666 (Class 2/3), Third Division, Hobart, vice D. A. Targett, prov. prom. 28.3.74 (No. 47)
R. D. Sharma 71/42387K	Clerk \$2713-5594 (Class 1), Third Division	Assessor, Grade 1/2 \$5806-6666 (Class 2/3), Third Division, Hobart, vice D. A. Lockett, prov. prom. 28.3.74 (No. 42)
P. A. Bennett 71/81296W	Clerk \$2713-5594 (Class 1), Third Division	Assessor, Grade 1/2 \$5806-6666 (Class 2/3), Third Division, Hobart, vice M. R. Lennon, prov. prom. 28.3.74 (No. 39)

Investigation Branch

P. J. Brown 62/81025X	Indoor Examiner \$7899-8639 (Class 5), Third Division	Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Hobart (No. 105)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

NORTHERN TERRITORY

Management Branch

T. L. Brooking 73/95124W	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Inquiries, Inspection and General Services Section, Darwin (No. 17)
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Duties: Recommend and institute recovery action in the Northern Territory.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division

M. R. Ferguson 73/86852T	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Project Pool, Canberra (No. 186)
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Duties: Prepare for inclusion in team reports or analysis by senior officers summaries, tables or graphs of straightforward statistical data; make additional calculations where necessary. Ensure that all correspondence relating to the team project is attached to correct files and referred to appropriate action officers; identify correct files for attachment of correspondence or establish the necessity for registration of new files. Prepare correspondence of a minor or routine nature.

W. A. Bennett 72/11178C	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Bureau of Statistics, Department of the Treasury, Canberra	Senior Investigation Officer, Grade 1 \$9876-10538 (Class 7), Third Division, Project Pool, Canberra (No. 81)
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Duties: Undertake detailed investigations and inquiries in order to identify possible economic constraints relevant to urban economic and resource planning. Identify requirements, prepare summaries and draft recommendations as appropriate.

Qualifications: A university degree in economics, preferably with honours, and experience in quantitative methods desirable.

R. H. Procter 72/88735R	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Department of Minerals and Energy, Canberra	Senior Investigation Officer, Grade 1 \$9876-10538 (Class 7), Third Division, Project Pool, Canberra (No. 88)
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Duties: Undertake detailed investigations and inquiries into regional resource capabilities and their future development to assist in urban economic and resource planning. Identify requirements, prepare summaries and draft recommendations as appropriate.

Qualifications: A university degree, preferably with honours, with major study in economics or geography desirable.

Management Services Branch

F. M. Higham 69/85647G	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Finance and General Services Section, Canberra (No. 231)
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Duties: Responsible for the Department's procurement and purchasing function involving: investigation of supplies and continued revision of the list of unsatisfactory suppliers; maintenance of quotation register and arrangement of contracts for supplies and services. Supervise, direct and co-ordinate the work of subordinate staff. Deputise for the Officer-in-Charge in his absence.

D. H. Roarty 73/87792X	Clerk \$4521-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and General Services Section, Canberra, vice F. M. Higham, prov. prom. 28.3.74 (No. 11)
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Duties: Perform duties of Paying Officer and all Treasury work and Certifying. Pay accounts including preparation of Treasury Forms 22 and 23.

G. P. Wood 73/87714C	Clerk \$4521-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Canberra (No. 12)
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Duties: Staff Clerk. Maintain standard personnel records, establish entitlements as to pay, allowances, etc., and process relevant correspondence.

M. G. Austin 72/86576G	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Department of Defence—Navy Office, Canberra	Typist Supervisor, Grade 2 \$6133-6309, Fourth Division, Finance and General Services Section, Canberra (No. 232)
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Duties: Exercise management responsibilities over the typing services of the Department, including the identification of overall training needs and organisation inadequacies of the typing services; recommend appropriate action where necessary. Undertake a general responsibility for female welfare services.

L. Shaylor 72/87176G	Typist, Grade 1 \$4225-4579, Fourth Division, Department of Primary Industry, Canberra	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Finance and Service Section, Canberra (No. 19)
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Duties: Direct, supervise and control the work of a Typing Pool. Train staff in departmental requirements and encourage development of shorthand skills.



AUSTRALIAN CAPITAL TERRITORY
NOTIFICATION OF THE MAKING OF ORDINANCES

NOTICE is hereby given that the undermentioned Ordinances of the Australian Capital Territory have been made. Copies of the Ordinances can be purchased at the Australian Government Publications and Inquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory.

<i>Number and year of Ordinance</i>	<i>Short title of Ordinance</i>	<i>Price of Ordinance</i>
		\$
7 of 1974 . .	<i>Building Ordinance 1974</i>	0.05
8 of 1974 . .	<i>Prices Regulation Ordinance 1974</i>	0.08

Australian Government Gazette

Published by the Australian Government Publishing Service



No. 27 B

Canberra, Friday, 29 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>National Health Act 1953-1973</i> . . .	Amendments of the National Health (Pharmaceutical Benefits) Regulations	No. 37, 1974	\$ 0.08
<i>Patents Act 1952-1973</i>	Amendments of the Patents Regulations	No. 38, 1974	0.05

PROCLAMATION

Australia
PAUL HASLUCK
Governor-General.

By His Excellency the
Governor-General of
Australia.

WHEREAS it is provided by section 2 of the *Honey Export Charge Collection Act 1973* that that Act shall come into operation on a date to be fixed by Proclamation:

NOW THEREFORE I, Sir Paul Meernaa Caedwalla Hasluck, the Governor-General of Australia, acting with the advice of the Executive Council, hereby fix 1 April 1974 as the date on which the *Honey Export Charge Collection Act 1973* shall come into operation.

Given under my Hand and the Great Seal (L.S.) of Australia on 19 March 1974.

By His Excellency's Command,

K. S. WRIEDT

Minister of State for Primary Industry

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Minister of State for Primary Industry

12184/74—PRICE 5c (plus postage)

AUSTRALIAN CAPITAL TERRITORY

Motor Traffic Ordinance 1936-1974

WITHDRAWAL OF AN AUTHORIZED INSURER

WHEREAS Western Assurance Company, an authorized insurer under the provisions of the *Motor Traffic Ordinance 1936-1974*, did on the eighteenth day of February 1974 give the Minister notice in writing of withdrawal from insurance business in terms of the said Ordinance: AND WHEREAS sub-section 59 (8) of the said Ordinance provides that an authorized insurer giving notice of withdrawal shall cease to be an authorized insurer as from a date specified in a notice in the *Gazette*.

NOW THEREFORE I, Gordon Fredrick Messiter, the person for the time being performing the duties of the office of Assistant Secretary, Commercial and Transport Operations Branch, City Manager's Office, Department of the Capital Territory, delegate of the Minister of State for the Capital Territory, in pursuance of sub-section 59 (7) of the said Ordinance HEREBY SPECIFY that the thirty-first day of March 1974 shall be the date as from which the said Company shall cease to be an authorized insurer for the purposes of the said Ordinance.

Dated this 22nd day of March 1974.

G. MESSITER

Delegate of the Minister of
State for the Capital Territory

AUSTRALIAN CAPITAL TERRITORY

Motor Traffic Ordinance 1936-1974

WITHDRAWAL OF AN AUTHORIZED INSURER

WHEREAS Royal Insurance Company, an authorized insurer under the provisions of the *Motor Traffic Ordinance 1936-1974*, did on the eighteenth day of February 1974 give the Minister notice in writing of withdrawal from insurance business in terms of the said Ordinance: AND WHEREAS sub-section 59 (8) of the said Ordinance provides that an authorized insurer giving notice of withdrawal shall cease to be an authorized insurer as from a date specified in a notice in the *Gazette*.

NOW THEREFORE I, Gordon Fredrick Messiter, the person for the time being performing the duties of the office of Assistant Secretary, Commercial and Transport Operations Branch, City Manager's Office, Department of the Capital Territory, delegate of the Minister of State for the Capital Territory, in pursuance of sub-section 59 (7) of the said Ordinance HEREBY SPECIFY that the thirty-first day of March 1974 shall be the date as from which the said Company shall cease to be an authorized insurer for the purposes of the said Ordinance.

Dated this 22nd day of March 1974.

G. MESSITER

Delegate of the Minister of
State for the Capital Territory

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NOW THEREFORE I, Gordon Fredrick Messiter, the person for the time being performing the duties of the office of Assistant Secretary, Commercial and Transport Operations Branch, City Manager's Office, Department of the Capital Territory, delegate of the Minister of State for the Capital Territory, in pursuance of sub-section 59 (7) of the said Ordinance HEREBY SPECIFY that the thirty-first day of March 1974 shall be the date as from which the said Company shall cease to be an authorized insurer for the purposes of the said Ordinance.

Dated this 22nd day of March 1974.

G. MESSITER

Delegate of the Minister of
State for the Capital Territory

AUSTRALIAN CAPITAL TERRITORY

Motor Traffic Ordinance 1936-1974

WITHDRAWAL OF AN AUTHORIZED INSURER

WHEREAS British America Assurance Company, an authorized insurer under the provisions of the *Motor Traffic Ordinance 1936-1974*, did on the eighteenth



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.

<i>Ordinance under which the Regulations were made</i>	<i>Description of the Regulations</i>	<i>Number and year of the Regulations</i>	<i>Price of the Regulations</i>
			\$
<i>Building Ordinance 1972-1974</i>	<i>Amendments of the Building Regulations .</i>	<i>5 of 1974</i>	<i>0.05</i>



No. 27 D

Canberra, Friday, 29 March 1974

SPECIAL

Prices Justification Act 1973

CLARK BRICK LIMITED

Matter No. E73/836

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 CLARK BRICK 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 CLARK BRICK LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. prices for the supply of bricks provided that such prices are not in excess of those set out in a list of standard prices submitted to the Tribunal pursuant to section 18 of the Act no less than twenty-one days in advance of the date on which any new or increased prices contained therein are intended to become operative;
2. the prices of hand-made bricks provided that the sales value of such bricks does not exceed in its aggregate five per cent of the Company's total sales in any one month

Provided further that:

- (a) if any price set out in the list of standard prices does not include a charge for delivery of the relevant goods to the customer that charge may be added to the price but only to the extent that such charge is due entirely to and reflects not more than the money amount of the actual cost of such delivery, and
- (b) audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 19th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

QUEENSLAND PRESS LIMITED AND RELATED COMPANIES

Matter No. E73/1151

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 QUEENSLAND PRESS 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 QUEENSLAND PRESS LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of

1. prices relating to the supply of the following goods and services:
 - (a) job printing;
 - (b) waste paper;
 - (c) blocks, offset plates, stereotypes and typesetting;
 - (d) dress patterns;
 - (e) news services to radio and television stations and other newspaper publishers;
 - (f) studio and recording facilities owned by radio stations operated by the Companies;
 - (g) property rentals;
 - (h) insertion by hand of pre-printed advertising supplements or brochures into newspapers published by the Companies,
 - (i) canteen sales to employees provided the prices of such sales do not exceed normal retail prices,
2. increases in surcharges made for the delivery by air of newspapers where such increases are due entirely to and reflect not more than the money amount of any increases in the cost of air freight to the Companies.

Related Companies

Queensland Newspapers Pty Ltd
The Cairns Post Pty Ltd
W. Lockwood & Sons Pty Ltd
Herald Press Pty Ltd
Lockwood (Herald) Pty Ltd
Telegraph Newspaper Co. Pty Ltd

Dated this 18th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***BOSTIK AUSTRALIA PTY LIMITED**

Matter No. E74/1297

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 BOSTIK AUSTRALIA 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 BOSTIK AUSTRALIA PTY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. increases in the prices of goods manufactured from imported raw materials where such increases are due entirely to and reflect not more than the money amount of any increases in the landed cost of such raw materials to the Company;
2. prices of goods and services where such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations;
3. the prices of goods manufactured by the Company where such goods are specially produced to individual customer's specifications, and
4. 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 prices of the raw materials used in their manufacture provided that such increases in raw material 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

Provided further that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***LEO HEMINGWAY & PICKETT PTY LIMITED AND RELATED COMPANIES**

Matter No. E73/260

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 LEO HEMINGWAY & PICKETT PTY LIMITED AND RELATED COMPANIES listed hereunder 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.

Related Companies

Tobacco Products Distributors (Aust.) Pty Limited
W. D. & H. O. Wills Distributors (Qld) Pty Limited
W. D. & H. O. Wills Distributors (Tas.) Pty Limited
W. D. & H. O. Wills Distributors (W.A.) Pty Limited
W. D. & H. O. Wills Distributors (S.A.) Pty Limited

Dated this 20th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***NAROO PASTORAL COMPANY PTY LIMITED AND RELATED COMPANIES**

Matter No. E73/260

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 NAROO PASTORAL COMPANY PTY LIMITED AND RELATED COMPANIES listed hereunder 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.

Related Companies

Mungadal Pty Limited
Berawinnia Holdings Pty Limited
Berawinnia Pastoral Co Proprietary Limited
The Roto Pastoral Company Pty Limited
Steam Plains Pty Limited
English & Peddle Proprietary Limited
Horton Maclure Proprietary Limited
Wargam Pastoral Company Proprietary Limited
W. D. & H. O. Wills (Australia) Limited and Narco
Pastoral Company Pty Limited trading as North
East Trading Company.

Dated this 20th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***NAROO PASTORAL COMPANY PTY LIMITED AND RELATED COMPANIES**

Matter No. E73/260

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 NAROO PASTORAL COMPANY PTY 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 NAROO PASTORAL COMPANY PTY LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of:

1. livestock sold on the open market under competitive conditions whether by public auction or by private treaty where price is based upon current auction prices;

2. wool sold by public auction, and
3. wheat, oats, barley, sorghum and maize where the prices of such products are:
 - (a) regulated by authorities acting under Commonwealth or State legislation, or
 - (b) fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations

Provided that audited financial statements are forwarded to the Tribunal in respect of each Company annually.

Related Companies

Mungadal Pty Limited
 Berawinnia Holdings Pty Limited
 Berawinnia Pastoral Co. Proprietary Limited
 The Roto Pastoral Company Pty Limited
 Steam Plains Pty Limited
 English & Peddle Proprietary Limited
 Horton Maclure Proprietary Limited
 Wargam Pastoral Company Proprietary Limited
 W. D. & H. O. Wills (Australia) Limited and Narco Pastoral Company Pty Limited trading as North East Trading Company
 W. D. & H. O. Wills (Australia) Limited trading as North East Pastoral Company

Dated this 20th day of March 1974.

L. H. WILLIAMS
 Chairman

Related Companies

Tobacco Products Distributors (Aust.) Pty Limited
 W. D. & H. O. Wills Distributors (Qld) Pty Limited
 W. D. & H. O. Wills Distributors (Tas.) Pty Limited
 W. D. & H. O. Wills Distributors (W.A.) Pty Limited
 W. D. & H. O. Wills Distributors (S.A.) Pty Limited
 W. D. & H. O. Wills (Australia) Limited

Dated this 20th day of March 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

GEORGE WESTON FOODS LIMITED AND RELATED COMPANIES

Matter No. E73/758

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 prices of poultry meat products where such increases are due entirely to and reflect not more than the money amount of increases in the cost of grains and raw materials other than meat meals and liver meals used in manufacture of stockfeeds for use in poultry production

Provided that:

1. if the cost to the Companies of such stockfeeds is reduced, the prices of the said goods are reduced accordingly, and
2. audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

N. B. Love Industries Pty Ltd
 Terrace Farms Pty Ltd
 Hy-Line Chicks Pty Ltd
 N. B. Love Poultry Pty Ltd

Dated this 15th day of March 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

LEO HEMINGWAY & PICKETT PTY LIMITED AND RELATED COMPANIES

Matter No. E73/260

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 LEO HEMINGWAY & PICKETT PTY 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 LEO HEMINGWAY & PICKETT PTY LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices of goods supplied by the companies where such goods are passed on to customers in the same condition as received from manufacturers or suppliers at the wholesale price charged by such manufacturers or suppliers to the Companies, being fancy goods and tobacconist's sundries set out in the catalogue known as "Leo Hemingway to Pickett 1973" or any additions or variations to the range of goods described in the said catalogue

Provided that:

1. up-to-date copies of the said catalogue are forwarded to the Tribunal together with all amendments and additions thereto, and
2. audited financial statements of each of the Companies including particulars of profitability, are forwarded to the Tribunal annually.

Prices Justification Act 1973

SYLON INTERNATIONAL LIMITED

Matter No. E73/874

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 SYLON INTERNATIONAL 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 SYLON INTER-

NATIONAL 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 other than the following representative lines:

Part No.	Description
07.427.261	Trendsetta Draw Cord Set No. 3
09.026.010	Curtain Rod 44mm. Rod Natural Fluted Length 183 cm.
11.707.017	Pocketed Heading Tape 100 metres
79.001.951	Swirlon Rotary Brush
57.041.951	Junior Door Track

Provided that:

- (a) the above lines continue to be representative of the Company's product 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 the sales revenue and estimated gross profit for each of the following product groups:
soft furnishings
general hardware;
- (d) confirmation of the data supplied under (c) above is forwarded to the Tribunal at six monthly intervals certifying that it was arrived at by the procedures normally followed by the Company;
- (e) no increase in budget rates of gross profit effective at the date hereof is made without prior reference to the Tribunal in accordance with the Act, and
- (f) audited financial statements of the Company, including detailed manufacturing, trading and profit and loss statements, are forwarded to the Tribunal annually.

Dated this 18th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

QUEENSLAND INDEPENDENT CONCRETE PTY LTD

Matter No. E73/989

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 QUEENSLAND INDEPENDENT CONCRETE 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 QUEENSLAND INDEPENDENT CONCRETE PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices for the supply of premixed concrete where such prices are:

1. established pursuant to any competitive tender or competitive quotation to any government or municipal agency, department or authority, or

2. established by competitive tender or competitive quotation where the total price specified in the tender or quotation exceeds \$5,000, or
3. not in excess of a price for the relevant goods or services specified in a list of standard prices for goods or services submitted to the Tribunal in advance pursuant to section 18 of the Act, which list includes all standard charges for delivery, or
4. charged for goods or services of a type for which there is no price specified in the list of standard prices submitted to the Tribunal provided that the total of sales of the goods and services of that type supplied by a Company in any calendar month does not exceed 5 per cent of the total of sales of all goods and services supplied by that Company in that month

Provided further that:

- (a) if any price set out in the list of standard prices does not include a charge for delivery of the relevant goods to the customer that charge may be added to the price but only to the extent that such charge is due entirely to and reflects not more than the money amount of the actual cost of such delivery, and
- (b) audited financial statements for the Company are forwarded to the Tribunal annually.

Dated this 20th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

INGHAMS ENTERPRISES PTY LIMITED

Matter No. E73/1141

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 INGHAMS ENTERPRISES 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 INGHAMS ENTERPRISES PTY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of poultry meat products where such increases are due entirely to and reflect not more than the money amount of increases in the cost to the Company of grains and raw materials other than meat meals and liver meals used in the manufacture of stockfeeds for use in poultry production

Provided that:

1. if the cost to the Company of such stockfeeds is reduced, the prices of the said goods are reduced accordingly, and
2. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 20th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

WORMALD INTERNATIONAL CHEMICALS PTY LIMITED

Matter No. E73/1158

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 WORMALD INTERNATIONAL CHEMICALS 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 WORMALD INTERNATIONAL CHEMICALS PTY 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 cost to the Company of raw materials used in the manufacture of such goods Provided that:

1. where the raw materials are imported, such raw materials are purchased at world competitive prices;
2. where the raw materials are purchased from local suppliers and the supplier is subject to the Prices Justification Act:
 - (a) such increases have been approved by the Tribunal pursuant to the Prices Justification Act, or
 - (b) such increases are in accordance with exemptions granted to suppliers pursuant to the Act;
3. where the prices of the raw materials referred to in 1. and 2. above are reduced, the prices of the goods supplied by the Company are reduced accordingly, and
4. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ALBRIGHT & WILSON (AUSTRALIA) LIMITED

Matter No. E74/50

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 ALBRIGHT & WILSON (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 ALBRIGHT & WILSON (AUSTRALIA) LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of imported chemical goods supplied by the Company where such increases are due entirely to and reflect not more

than the money amount of increases in the landed cost to the Company of such goods provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 18th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

UNION CARBIDE AUSTRALIA LIMITED

Matter No. E74/66

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 UNION CARBIDE 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 UNION CARBIDE AUSTRALIA LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of synthetic phenol supplied by the Company or goods manufactured by the Company using synthetic phenol where such increases are due entirely to and reflect not more than the actual money amount of increases in the cost to the Company of synthetic phenol purchased from Monsanto Australia Limited for resale or for use in such goods

Provided that:

1. increases in the price of synthetic phenol by Monsanto Australia Limited have been made in accordance with terms of Article IX of the synthetic phenol contract between the Company and Monsanto Australia Limited, and
2. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ALBRIGHT AND WILSON (AUSTRALIA) LIMITED

Matter No. E74/89

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 ALBRIGHT AND WILSON (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 ALBRIGHT AND WILSON (AUSTRALIA) LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. the prices of goods manufactured and supplied by the Company to a customer's individual specifications;

2. the prices of goods supplied by the Company where such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations or
3. increases in the prices of goods supplied by the Company where such increases are due entirely to and reflect not more than the money amount of increases in the landed cost to the Company of raw materials imported by the Company and used in the manufacture of such goods

Provided that audited financial statements of the Company, including details of profitability, are forwarded to the Tribunal annually.

Dated this 20th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

GIBALTAR FACTORS PTY LIMITED

Matter No. E74/1228

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 GIBALTAR FACTORS 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 GIBALTAR FACTORS PTY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of the rates of discount charged by the Company for the factoring of book debts for panel beaters and smash repair shops arising from repairs to motor vehicles carried out under instructions of motor vehicle insurers

Provided that:

1. increases in rates of discount charged which will raise the rate or rates concerned to more than four per cent of the principal amount, either generally or in a particular case, are notified to the Tribunal in accordance with the Act, and
2. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 18th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

DOMINO EQUIPMENT PTY LIMITED

Matter No. E74/1246

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 DOMINO EQUIPMENT 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 DOMINO EQUIPMENT PTY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of:

1. goods and services supplied by the Company where such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations;
2. industrial and construction machinery, spare parts and accessories supplied to the Company by Massey-Ferguson (Australia) Limited provided that the prices do not exceed those recommended in the price lists issued by Massey-Ferguson (Australia) Limited from time to time and provided further that such price lists:
 - (a) have been approved by the Tribunal pursuant to the Prices Justification Act, or
 - (b) are in accordance with exemptions granted to Massey-Ferguson (Australia) Limited pursuant to the Act, and
3. service work provided that no increase is made in the Company's scale of charges operative as at 1 August 1973 for such work without prior notification to the Tribunal in accordance with the Act

Provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 20th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

BURMAH OIL AUSTRALIA LTD

Matter No. E74/1277

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 BURMAH OIL AUSTRALIA 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 BURMAH OIL AUSTRALIA LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of petroleum additives supplied by the Edwin Cooper Company of Australia Division of the Company where such increases are due entirely to and reflect not more than the money amount of increases in the landed cost to the Company of such goods

Provided that:

1. an up-to-date price list for such products is forwarded to the Tribunal at six-monthly intervals, the first of such lists to be forwarded prior to 31 March 1974, and
2. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 20th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

J. E. PALLIER & SON PTY LTD

Matter No. E74/1315

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 J. E. PALLIER & SON 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 J. E. PALLIER & SON PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of sheetmetal rainwater products and sheetmetal work, provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

FRED BAKER PTY LTD

Matter No. E74/1341

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 FRED BAKER 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 FRED BAKER PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices of spirits, wines and other alcoholic and non-alcoholic liquors purchased from other manufacturers or suppliers for resale in the same condition and at the same prices exclusive of discount as received from the manufacturer or supplier, or where increases in such prices are entirely due to and reflect not more than the money amount of increases in the prices of such products charged by the manufacturers or suppliers concerned or, as to products not previously supplied by the Company, where the prices are not higher than those charged by the manufacturers or suppliers concerned to retail outlets or unlicensed persons

Provided that:

1. any increases in prices which are due to variations in the intermerchant discount rate prevailing at 1 August 1973 are notified by the Company to the Tribunal in accordance with Section 18 of the *Prices Justification Act 1973*;
2. reports are forwarded to the Tribunal at six monthly intervals showing sales revenue, gross profits and gross profit margins for such products for the current and previous six months period, and
3. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 20th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

CHAMPION GLASS PTY LTD

Matter No. E74/1346

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 CHAMPION GLASS 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 CHAMPION GLASS PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of aluminium windows and doors 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 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

BUNGE (AUSTRALIA) PTY LTD

on behalf of

SUNICRUST BAKERIES PTY LTD

Matter No. N74/298

NOTICE OF INQUIRY

THE Prices Justification Tribunal hereby gives notice that it intends to hold an inquiry into proposed higher prices for bread and like products to be charged by Sunicrust Bakeries Pty Ltd.

The proposed increases in prices are two cents per unit of bread and six cents per dozen of bread rolls.

The said inquiry will commence at 10.30 a.m. on Monday, the 8th day of April 1974, at 10 Queens Road, Melbourne.

Any person or group of persons wishing to give evidence, call witnesses or make submissions, may apply to the Tribunal to be made a party to the inquiry.

A copy of the notice given by the Company setting out the proposed price increases may be inspected during ordinary office hours at the Office of the Prices Justification Tribunal at 10 Queens Road, Melbourne.

Dated 25th March 1974.

L. H. WILLIAMS
Chairman
For and on behalf of the
Prices Justification Tribunal

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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>Atomic Energy Act 1953–1973 . . .</i>	<i>Atomic Energy (Prescribed Substances) Regulations</i>	<i>No. 39, 1974</i>	<i>0.05</i>