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.

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

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

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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

DEPARTMENT OF OVERSEAS TRADE

I, SIR PAUL MEERNAA CAEDWALLA HASLUCK, the Governor-General of Australia, acting with the advice of the Executive Council and in pursuance of Section 54 of the Public Service Act 1922-1973, hereby appoint James Scully, Deputy Secretary, Department of Overeseas Trade, to act in the place of Douglas Henry McKay, the occupant of the office of the Secretary to the Department of Overseas Trade during the period commencing on about the twenty-second day of March 1974 and ending when the said Douglas Henry McKay returns to duty in Australia.

Dated this nineteenth day of March 1974.

PAUL HASLUCK
Governor-General

By His Excellency's Command
J. F. CAIRNS
Minister of State for Ovearseas Trade

(Ex. Min. No. 6)

Appointments, promotions, etc. for Parliamentary departments

DEPARTMENT OF THE SENATE

Promotions: Marjory Rachel O'Dea, Research Officer $7899-8639 (Class 5), Third Division, to be Research Officer $9876-10538 (Class 7), Third Division. Malcolm Douglas Starr, Clerk $6912-7652 (Class 4), Third Division, Department of Customs and Excise, Canberra, to be Research Officer $7899-8639 (Class 5), Third Division.

Appointment of Probation: Daniel Patrick Barton to be Research Officer $7899-8639 (Class 5), Third Division.

(Ex. Min. No. 8)

DEPARTMENT OF THE PARLIAMENTARY LIBRARY

Promotions: Beverley Margaret McQuaid, Librarian Class 1 $5424-7831, Third Division, as Librarian Class 2 $8066-8984, Third Division, Subject Reference Section, with salary on promotion at the rate of $8066 per annum. Julie Frances McGrath, Librarian Class 1 $5424-$7831, Third Division, as Librarian Class 2 $8066-8984, Third Division, Current Information Section, with salary on promotion at the rate of $8065 per annum.

Appointments on Probation: Margaret Ann Douglas as Librarian-in-training $5059-5634, Third Division, with salary on appointment at the rate of $5059 per annum. Gary Ronald Mortlock as Clerical Assistant Grade 1 $3918-4298, Fourth Division, Current Information Section, with salary on appointment at the rate of $4013 per annum. Janet Mary Smith as Librarian Class 2 $8066-8984, Third Division, Technical Services Section, with salary on appointment at the rate of $8066 per annum. Irena Maria Kwasigroch as Typist Grade 1 $4225-4579, Fourth Division, Statistics Group, with salary on appointment at the rate of $4579 per annum.

Confirmation: Gregory James Fraser, Legislative Research Specialist, Grade 2 $8886-9548, Third Division. Roderick Allan Dixon, Legislative Research Specialist, Grade 1 $6912-7652, Third Division.

(Ex. Min. No. 2)

Promotion: Diana May Owen, Librarian, Class 2 $8953-9970, Third Division, Department of Primary Industry, as Librarian Class 3 $10,400-11,690, Third Division, Technical Services Section, with salary on promotion at the rate of $10,400 per annum.

Appointment on Probation: Kathleen Beattie as Clerical Assistant, Grade 1 $3918-4298, Fourth Division, Technical Services Section, with salary on appointment at the rate of $3918 per annum.

(Ex. Min. No. 4)

Positions created and abolished

DEPARTMENT OF DEFENCE—NAVY OFFICE

Central Office, Canberra

Offices created: Establishments and General Division, EDP Branch: Third Division—Programmer $9529-9961 (two); Programmer $7651-8230 (two); Fourth Division—Senior Computer Operator, Grade

1 (one); Computer Operator, Grade 2 (two); Office of Chief of Naval Technical Services, Naval Design Division, Weapons and Electrical Engineering Branch: Fourth Division—Clerical Assistant, Grade 2 (one).

Offices abolished: Naval Personnel Branch: Third Division—Clerk $2298-4770 (one).

New South Wales

Offices created: Naval Dockyard, Garden Island: Third Division—Clerk, $5923-6571 (two); Clerk $4955-5708 (two); Clerk, $2298-4770 (one); Fourth Division—Clerical Assistant, Grade 3 (one).

(Ex. Min. No. 156)

DEPARTMENT OF HEALTH

Central Staff

Offices created: Management Services Division, Interim Committee on Hospitals and Health Services Secretariat: Third Division—Clerk, $6787-7434 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one); Typist, Grade 1 (one). Establishments and Finance Branch: Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 1 (one). Therapeutic Division: Third Division—Medical Officer, Class 2 (nine); Biochemist, Class 3 (seven). Policy and Planning Division, Policy Secretariat and Legislation Branch: Third Division—Journalist, Grade A1 (one).

New South Wales

Office created: School of Public Health and Tropical Medicine, Preventive and Social Medicine Section: Third Division—Medical Officer, Class 1 (one).

(Ex. Min. No. 10)

DEPARTMENT OF MINERALS AND ENERGY

Australian Capital Territory

Offices created: Minerals Policy Division, Minerals Policy No. 1 Branch: Third Division: Principal Executive Officer $12120-12551 (one) Executive Officer $10393-10824 (one); Minerals Policy No. 2 Branch: Third Division—Principal Executive Officer $12120-12551 (one).

Offices abolished: Management Services Branch, Personnel and Establishments Section: Third Division—Cadet Geophysicist $2142-3446 (two).

Offices created: Division of National Mapping Geodetic Branch: Fourth Division—Senior Technical Officer (Engineering), Grade 1 (one); Senior Technical Officer (Science), Grade 1 (one); Technical Officer (Engineering), Grade 2 (one); Technical Officer (Science), Grade 2 (one); Technical Officer (Engineering), Grade 1 (one). Bureau of Mineral Resources, Geology and Geophysics Operations Branch Administrative Section: Third Division—Clerk $5923-6571 (one); Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one). Geological Branch, Geological Services Section: Fourth Division—Clerical Assistant, Grade 4 (one). Management Services Branch, Personnel and Establishments Section: Third Division—Assistant Inspector $8518-9097 (one); Fourth Division—Trainee Draftsman (twenty-six); Trainee Technical Officer (Surveying) (seven).

Victoria

Offices created: Fuels Branch: Third Division—Senior Executive Officer $11256-11688 (one); Principal Fuel Technologist $10488-11216 (one); Principal Research Officer $10393-10824 (one); Principal Research Officer $9529-9961 (one); Programmer $9529-9961 (one); Senior Research Officer $7651-8230 (one); Fuel Technologist 7237-8525 (one); Clerk $4955-5708 (one).

Northern Territory

Office created: Bureau of Mineral Resources, Geology and Geophysics, Operations Branch Administrative Section: Fourth Division—Clerical Assistant, Grade 2 (one).

(Ex. Min. No. 4, 5, 6)

POSTMASTER-GENERAL'S DEPARTMENT

Central Staff

Offices created: Telecommunications Division, Commercial Sub-division, Facilities Development Branch: Fourth Division—Steno-secretary, Grade 1 (one). Engineering Works Division, Telegraphs and Data Equipment Branch, Datel Equipment Section: Fourth Division—Senior Technical Officer (Engineering), Grade 2 (two); Senior Technical Officer (Engineering), Grade 1 (one); Technical Officer (Engineering), Grade 2 (one).

Office abolished: Engineering Works Division, Pool Section: Third Division—Assistant Engineer $4548 (one).

New South Wales

Offices created: Personnel and Industrial Relations Branch: Fourth Division—Clerical Assistant, Grade 2 (one). Telecommunications Division, Metropolitan Region, Sales Branch, Contracts Section: Third Division—Clerk $5923-6571 (four); Clerk $4955-5708 (ten); Clerk $2298-4770 (eleven); Fourth Division—Clerical Assistant, Grade 1 (four). Telecommunications Division, Metropolitan Region, Service Branch, Main Trunk Exchange Section: Third Division—Clerk $4955-5708 (one); Fourth Division—Clerical Assistant, Grade 3 (two). Chief Telegraph Office: Fourth Division—Clerical Assistant, Grade 2 (one). Engineering Division, Construction Branch: Fourth Division—Senior Technical Officer (Engineering), Grade 3 (one).

Victoria

Offices created: Fourth Division—Telecommunications Technician (eighty-two); Telecommunications Assistant (one hundred and forty-six); Apprentice (ten). Engineering Division, Administrative Branch, General Services Section: Third Division—Clerk $6787-7434 (one). Engineering Division, Metropolitan Operations Branch: Fourth Division—Typist, Grade 1 (one). Telecommunications Division, Metropolitan Region, Sales Branch, Directory and Sales Checks Section: Third Division—Clerk $6787-7434 (one); Fourth Division—Clerical Assistant, Grade 5 (five); Clerical Assistant, Grade 4 (eight); Clerical Assistant, Grade 1 (one). Personnel and Industrial Relations Branch, Establishments and Management Advisory Services Section: Fourth Division—Typist, Grade 2 (one). Staffing and General Services Section: Fourth Division—Assistant, Grade 2 (four).

Office abolished: Fourth Division—Telecommunications Tradesman (sixty-four).

Queensland

Offices created: Fourth Division—Telecommunications Trainee (eleven); Postal Services Division, Post Offices Branch: Fourth Division—Mail Officer (one). Engineering Division, Country Branch, Northern Section: Fourth Division—Clerical Assistant, Grade 2 (one).

Engineering Division, Support Services Branch, Buildings Engineering Services Section: Fourth Division—senior Electrical Fitter and Mechanic, Grade 1 (one); Electrical Fitter and Mechanic (two).

Offices abolished: Telecommunications Division, Administrative Section: Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 2 (one).

South Australia

Offices created: Engineering Division, Administrative Branch, Staff and Industrial Section: Third Division—Clerk $4955-5708 (three); Fourth Division—Clerical Assistant, Grade 3 (two). Country Branch, Northern Territory Section: Third Division—Clerk $4955-5708 (one); Clerk $2298-4770 (one); Fourth Division—Clerical Assistant, Grade 1 (one). Northern Section: Third Division—Clerk $4955-5708 (one); Fourth Division—Clerical Assistant, Grade 1 (one). Southern Section: Third Division—Clerk $4955-5708 (one); Fourth Division—Clerical Assistant, Grade 1 (one). Finance and Accounting Branch, Administration Section: Third Division—Clerk $4955-5708 (one). Personnel and Industrial Relations Branch, Staffing and General Services Section. Personnel and Industrial Relations Branch, Establishments and Management Advisory Services Section: Third Division—Clerk $4955-5708 (one); Fourth Division—Clerical Assistant, Grade 3 (one). Telecommunications Division, Country Region, District Telephone Office—Darwin: Fourth Division—Supervisor (Telephone), Grade 1 (one).

Western Australia

Offices created: Telecommunications Division, Country Region, District Telephone Office, North-West: Third Division—Clerk $4955-5708 (one). Personnel and Industrial Relations Branch, Staffing and General Section: Fourth Division—Typist, Grade 1 (four). Engineering Division, Country Branch, Central Section: Fourth Division—Clerical Assistant, Grade 3 (one). Engineering Division, Country Branch, North West Section: Fourth Division—Clerical Assistant, Grade 2 (one). Engineering Division, Metropolitan Operations Branch Third Division—Clerk $4955-5708 (one); Clerk $2298-4770 (two). Telecommunications Division, Metropolitan Region; Service Branch, Main Trunk Exchange Section: Third Division—Clerk $4955-5708 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 2 (one).

Offices abolished: Telecommunications Division: Fourth Division—Traffic Officer-in-training (two). Engineering Division, Metropolitan Operations Branch: Fourth Division—Clerical Assistant, Grade 2 (one). Third Division—Clerk $2298-4770 (one).

Tasmania

Offices created: Engineering Division, Support Services Section: Fourth Division—Senior Technical Officer (Engineering), Grade 3 (one); Senior Inspecting Officer, Grade 1 (one).

(Ex. Min. No. 8)

DEPARTMENT OF PRIMARY INDUSTRY

Australian Capital Territory

Offices created: Industry No. 3 (Field Crops) Division, Cereals and Vegetable Oilseeds Branch: Third Division—Principal Executive Officer $11256-11688 (one); Executive Officer $9529-9961 (two); Clerk $7651-8230 (one); Clerk $5923-6571 (one); Clerk $2298-4770 (one).

(Ex. Min. No. 8)

DEPARTMENT OF SOCIAL SECURITY

Australian Capital Territory

Offices created: Health Insurance Development and Review Branch: Fourth Division—Steno-secretary, Grade 1 (one). Hospital Insurance and Nursing Division, Hospital Insurance Branch: Third Division—Director $11256-11688 (two); Assistant Director $10393-10824 (one); Project Officer $9529-9961 (two); Clerk $7651-8230 (two). Special Projects Division: Third Division: Third Division—Clerk 8518-9097 (one); Research Officer, Grade 1 $5144-6571 (one). Social Welfare Commission: Second Division—Secretary $17,300 (one).

New South Wales

Offices created: Welfare Services Branch: Third Division—Social Worker, Class 2 $7256-7859 (one).

Western Australia

Offices created: Regional Office, Rockingham: Third Division—Registrar $7651-8230 (one); Pensions Officer $6787-7434 (one); Clerk $5923-6571 (one); Clerk $4955-5708 (one); Fourth Division—Clerical Assistant, Grade 4 (one); Typist, Grade 1 (one).

(Ex. Min. No. 11)

Australian Capital Territory

Offices created: Rehabilitation and Compensation Division, Compensation Branch: Third Division—Clerk $11256-11688 (one); Clerk $9529-9961 (one).

(Ex. Min. No. 12)

South Australia

Offices created: Welfare Services Branch: Fourth Division—Clerical Assistant, Grade 3 (five).

(Ex. Min. No. 12)

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

Australian Capital Territory

Offices created: Third Division—Clerk $7651-8230 (one); Fourth Division—Personal Secretary (one). Division No. 1: Third Division—Clerk $9529-9961 (one); Clerk $7651-8230 (one); Clerk $6787-7434 (one); Clerk $5923-6571 (one); Clerk $4955-5708 (two). Division No. 2: Third Division—Clerk $10393-10824 (one); Clerk $8518-9097 (two).

(Ex. Min. No. 7)

DEPARTMENT OF TRANSPORT

New South Wales

Offices created: Bureau of Transport Economics: Second Division—Assistant Director $17300 (one). National Materials Handling Bureau: Third Division—Engineer, Class 4 $10826-11555 (two); Engineer, Class 3 $9205-10286 (one); Executive Officer $10393-10824 (one); Fourth Division—Steno-secretary, Grade 1 (one).

Office abolished: National Materials Handling Bureau: Third Division—Controller $12120-12551 (one).

South Australia

Office created: South Australia Region, Mercantile and General Section: Third Division—Clerk $5923-6571 (one).

Western Australia

Offices created: Western Australia Region, Mercantile and General Section: Fourth Division—Clerical Assistant, Grade 2 (one); Typist, Grade 1 (one).

Office abolished: Third Division—Clerk $2298-4770 (one).

(Ex. Min. No. 6)

NOTICES UNDER THE SUPERANNUATION ACT

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

PAPUA NEW GUINEA SUPERANNUATION BOARD

Papua New Guinea (Staffing Assistance) (Superannuation) Regulations

DETERMINATION OF INTEREST RATE

Pursuant to sub-regulation 114 (1) of the Papua New Guinea (Staffing Assistance) (Superannuation) Regulations, the Papua New Guinea Superannuation Board has determined that the rate of interest payable by a contributor on any contributions in arrear is 90 per cent.

H. J. POWELL
Secretary

RETIREMENTS AND DISMISSALS

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

RETIREMENTS

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

DEPARTMENT OF CUSTOMS AND EXCISE

New South Wales

Section 85 (1): Francis John Schell, Clerk, 5.2.74.

Queensland

Section 67 (Invalidity): F. Sivell, Senior Invoice Examiner, Grade 2, 20.2.74; P. N. Gatehouse, Preventive Officer, 26.10.73.

South Australia

Section 67 (Invalidity): Cuthbert Edgar Linn, Investigator, 15.3.74.

DEPARTMENT OF DEFENCE

Australian Capital Territory

Section 67 (Invalidity): Joan Stokes, Clerical Assistant, Grade 3, 18.2.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

South Australia

Section 67 (Invalidity): Lesley Georgina Annie Chamberlain, Accounting Machinist, Grade 2, 29.3.74.

DEPARTMENT OF THE MEDIA

Australian Broadcasting Control Board

Central Office

Section 67 (Invalidity): Bartley Norman Drohan, Clerk, 8.3.74.

DEPARTMENT OF MINERALS AND ENERGY

Central Office

Section 85 (1): Vladislovas Biveinis, Senior Draftsman, 27.3.74.

Section 67 (Invalidity): Mieczyslaw Ciszek, Technical Officer, Grade 1, 22.2.74.

POSTMASTER-GENERAL'S DEPARTMENT

Central Office

Section 67 (Invalidity): Roy Edwin Perry, Clerk, 26.3.74; Joseph Henry Davies, Clerk, 2.4.74; Phillip Francis Moore, Deputy Assistant Director-General, 12.4.74; Michael David O'Keefe, Clerk, 17.4.74.

New South Wales

Section 67 (Invalidity): Thomas Archibald McNamara, Clerk, 5.2.74; Andrew Owen Derwent, Senior Mail Officer, 11.2.74; Jack Lesslie Edmond Laverton, Mail Officer, 3.3.74; Nancy Agnes Rooney, Telephonist, 15.3.74; Ernest Joseph Davey, Cleaner, 26.3.74; Lenswell Laurence Ward, Postal Officer, Grade 3, 4.4.74; John Desmond Gard, Senior Postal Overseer, Grade 1, 17.4.74.

Section 85 (1): Edgar Tooby, Motor Driver, 25.1.74.

Section 86: Douglas Pascoe, Line Supervisor, Grade 3, 22.3.74; Sidney Ernest Greedy, Senior Mail Officer, 24.3.74; Raymond Wallace Mallet, Postal Officer, Grade 2, 26.4.74.

Victoria

Section 67 (Invalidity): William Arthur Burton, Postman, 22.1.74; Alfred Herbert Wood, Clerk, Class 5, 1.3.74.

Section 86: Philip Alexander Northmore Reing, Senior Postal Officer, Grade 1, 16.4.74; Victor Walter McKenzie, Senior Mail Officer, 19.4.74; Jaroslav Kovarik, Mail Officer, 20.4.74; Arthur Grebler, Clerk, Class 4, 21.4.74.

Queensland

Section 67 (Invalidity): Edwin David Dunstan, Senior Telecommunications Technical Officer, Grade 1, 6.2.74; Harold William Graham, Mail Officer, 7.2.74; Murray O'Dwyer Hayton, Clerk, 18.12.73; Allan Alexander Kruse, Storeman, 6.2.74.

REPATRIATION DEPARTMENT

New South Wales

Section 86: Jean Helen Cummins, Canteen Assistant, 2.4.74.

DEPARTMENT OF SUPPLY

South Australia

Section 67 (Invalidity): Leslie Charles Schollar, Senior Stores Supervisor, Grade 2, 13.3.74.

DEPARTMENT OF THE TREASURY

Australian Capital Territory

Section 85 (1): Ronald Harold Osbourne, Controller, 26.3.74.

Australian Taxation Office

Australian Capital Territory

Section 67 (Invalidity): Frederick John Jackson, Clerk, 26.3.74.

DISMISSALS

POSTMASTER-GENERAL'S DEPARTMENT

Victoria

Section 55: David James Cornish, Postal Officer, Grade 2, with effect on and from 3.35 p.m., 11 March 1974.

K. F. FAUL
Acting Secretary
Public Service Board

NOTICES UNDER SECTION 29

Public Service Act 1922–1973

INSTRUMENT AND NOTICE UNDER SECTION 29

I, FELIX CAMERON NORDECK, a member of the Public Service Board, to whom the Public Service Board has by instrument in writing under section 16 of the *Public Service Act* 1922-1973, delegated all its powers and functions under that Act—

(1) hereby, in pursuance of sub-section (2) of section 29 of that Act, alter the designation and classification of each office in the Fourth Division specified in the first column of the Schedule to this Instrument from the designation and classification specified in that column to the designation and classification specified in the second column of that Schedule opposite to that office in the first column; and

(2) having made the same alteration of the classification of all offices having the same designation and classification, hereby direct, in pursuance of sub-section (4) of section 29 of that Act, that sub-section (3) of that section shall not apply in relation to the alteration of the classification of those offices.

Dated this 15th day of March, 1974.

F. C. NORDECK
Delegate of the Public Service Board

THE SCHEDULE

First Column		*Second Column*	
Designation	*Classification*	*Designation*	*Classification*
	$		$
Assistant (Mails)	1620-3568	Mail Officer	3701-4488
Assistant (Mails)	4020-4392	Mail Officer	3701-4488

DETERMINATIONS UNDER THE PUBLIC SERVICE ACT

Public Service Act 1922-1973

DETERMINATION UNDER SECTION 32

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

(a) revoke all previous determinations made under that section in respect of the following office:

Office	*Date of determination*
Fourth Division	
Postal Investigation Officer, Grade 1 ($4608-5391) . .	8 June 1973

(b) revoke all previous determinations made under that section in respect of all offices having the designation specified in Column One of the Schedule hereunder;

(c) determine that an officer, other than an officer referred to in (d) below, who occupies an office having a designation specified in Column One of the Schedule hereunder shall not be paid salary at a rate per annum exceeding the rate per annum specified in Column Two of that Schedule unless he has complied with the conditions specified in that Column;

(d) determine that an officer who occupies an office having a designation specified in Column One of the Schedule hereunder and who is in receipt of a salary at a rate per annum exceeding the rate per annum specified in Column Two of the Schedule shall continue to be paid at that rate per annum until he has complied with the conditions specified in that Column; and

(e) determine that an officer occupying an office having a designation listed in Column One of the Schedule hereunder who has satisfied the conditions specified in Column Three of the Schedule shall be paid salary at the rate per annum specified in Column Three of the said Schedule appropriate to that designation.

Dated this twenty-ninth day of March 1974.

D. L. LINEHAN
Delegate of the Public Service Board

SCHEDULE

Column One	*Column Two*	*Column Three*
Designation of office	*Salary barrier*	*Accelerated advancement*
Third Division		
Librarian, Class 1 ($6020-8692)		**$6258 per annum:** (a) (i) he possesses qualifications and has complied with all the conditions necessary for the award of a diploma of a college of advanced education, or equivalent institution, being a diploma which enables him to discharge efficiently the duties of the office; and (ii) he has successfully completed the Registration Examination of the Library Association of Australia; or (b) he has other qualifications which, in the opinion of the Board, are equivalent to those specified in (a) above for advancement to this salary rate per annum. **$6496 per annum:** (a) 1. He has qualified for admission or has been admitted to: (i) a degree of an Australian university; or (ii) a degree of an Australian college of advanced education that is of a standard at least equal to the standard of a degree conferred by an Australian university; or

Column One Designation of office	Column Two Salary barrier	Column Three Accelerated advancement
		(iii) an award of an overseas educational institution, being an award which, in the opinion of the Board, is at least equal in standard to the qualifications specified in (i) or (ii) above; which degree or award is recognised by the Board as appropriate to the duties of the office; and 2. He has successfully completed the Registration Examination of the Library Association of Australia; or (b) he has other qualifications which, in the opinion of the Board, are equivalent to those specified in (a) above, for advancement to this salary rate per annum.
		$6870 per annum: (a) 1. He has qualified for admission or has been admitted to: (i) a degree with Honours of an Australian university; or (ii) a degree with Honours of an Australian college of advanced education that is of a standard at least equal to the standard of an Honours degree conferred by an Australian university; or (iii) an award of an overseas educational institution, being an award which, in the opinion of the Board, is at least equal in standard to the qualifications specified in (i) or (ii) above; which degree with Honours or award is recognised by the Board as appropriate to the duties of the office; and 2. He has successfully completed the Registration Examination of the Library Association of Australia; or (b) he has other qualifications which, in the opinion of the Board, are equivalent to those specified in (a) above, for advancement to this salary rate per annum.

Public Service Act 1922-1973

DETERMINATION UNDER SECTION 32

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

(a) revoke the determination made under section 32 of that Act on the eighth day of June 1973, in respect of an officer occupying an office of Examiner of Patents, Grade 'B' ($4986-7574) in the Patent, Trade Marks and Designs Offices; and

(b) make, in pursuance of section 32 of that Act, the following determination in respect of an officer occupying an office of Examiner of Patents, Grade 'B' ($5510-8369) in the Patent, Trade Marks and Designs Offices.

1. The officer shall not be paid salary at a rate exceeding $5510 per annum, or, where the rate of salary payable to the officer on appointment, transfer or promotion to the office exceeds $5510 per annum, the rate so payable, unless he has complied with the following conditions, namely:

(a) he has passed examinations conducted by the Patent, Trade Marks and Designs Offices in Introduction to Legal Method, in Patent Law, in Interpretation and Criticism of Specifications and in Patent Examination; and
(b) he has, in the opinion of the Permanent Head, satisfactorily completed 1 year's training in the performance of the duties of the office of Examiner of Patents, Grade 'B'; and
(c) his conduct, diligence and efficiency have been satisfactory.

2. The officer shall, if he has complied with the conditions specified in paragraph 1 of this determination, be paid salary at the rate per annum specified in the second column of the table in this paragraph opposite the rate per annum of salary specified in the first column of that table that was payable to the officer on the day immediately preceding the day on which he complied with the conditions specified in paragraph 1.

First Column	*Second Column*
Rate per annum of salary payable immediately before compliance with conditions	*Rate per annum of salary payable upon compliance with conditions*
$	$
5510	6017
5738	6334
6017	6650
6334	6965
6650	7315
6965	7664
7315	8017
7664	8369
8017	8369

Dated this twenty ninth day of March 1974.

D. L. LINEHAN
Delegate of the Public Service Board

Public Service Act 1922-1973

DETERMINATION UNDER SECTION 32

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

(a) revoke the determination made under section 32 of that Act on the eighth day of June 1973, in respect of an officer occupying an office of:
  (i) Legal Officer ($5764-9922)
  (ii) Registrar in Bankruptcy ($5764-9922)
  (iii) Deputy Registrar in Bankruptcy ($5764-9922)
  (iv) Deputy District Registrar ($5764-9922), High Court of Australia;
  in the Attorney-General's Department; and
(b) make, in pursuance of section 32 of that Act, the following determination in respect of an officer occupying an office of:
  (i) Legal Officer ($6830-11765)
  (ii) Registrar in Bankruptcy ($6830-11765), Tasmania;
  (iii) Deputy Registrar in Bankruptcy ($6830-11765), New South Wales, Queensland, South Australia;
  (iv) Deputy District Registrar ($6830-11765), High Court of Australia, Victoria;
  in the Attorney-General's Department.

1. The Officer shall be paid salary at the rate of $7045 per annum if he has complied with the following conditions, namely:

(a) he has been admitted to the degree of Bachelor of Laws with First Class or Second Class Honours of an Australian university; or
(b) he has been admitted to the degree of Bachelor of Laws of an Australian university and to the degree of Bachelor of Arts, or to another degree for the time being approved by the Board for the purposes of this determination, of an Australian university;

2. The officer shall be paid salary at the rate of $7260 per annum if he has complied with the following conditions, namely:

(a) he has been admitted to the degree of Bachelor of Laws with First Class or Second Class Honours of an Australian university; and
(b) he has been admitted to the degree of Bachelor of Arts or to another degree for the time being approved by the Board for the purposes of this determination, of an Australian university.

3. Subject to this determination, the officer shall not be paid salary at a rate exceeding $7475 per annum unless he has complied with the following conditions, namely:

(a) he has been admitted as a practitioner, however described, of the High Court or the Supreme Court of a State or a Territory; and

(b) he has—

(i) served under articles of clerkship for a period of not less than 1 year;

(ii) before being so admitted, completed successfully a course of training in the Legal Workshop conducted by the Faculty of Law at the Australian National University or completed successfully in Australia a similar course;

(iii) before being so admitted had, within a period of 3 years, experience which, in the opinion of the Permanent Head, is at least equivalent to the experience of a person who has served under articles of clerkship for 1 year;

(iv) since being so admitted, performed, to the satisfaction of the Permanent Head, the duties of one or more of the offices specified in this determination for not less than 1 year;

(v) since being so admitted, has not less than 1 year's experience which, in the opinion of the Permanent Head, is at least equivalent to the experience of a person who has served under articles of clerkship for 1 year; or

(vi) had experience, partly before and partly after being so admitted, which, in the opinion of the Permanent Head, is at least equivalent to the experience of a person who has served under articles of clerkship for 1 year.

4. Where the salary payable to the officer on appointment, transfer or promotion to the office exceeds $7475 per annum and the officer has not complied with the conditions specified in the last preceding paragraph, the officer shall not be paid salary at a rate per annum exceeding that which was payable to him on appointment, transfer or promotion to the office unless he has complied with the conditions specified in the last preceding paragraph.

5. The officer shall, if he has complied with the conditions specified in paragraph 3 of this determination, be paid:

(a) salary at the rate of $7950 per annum; or

(b) if salary at a rate per annum higher than a rate of $7950 per annum is payable to the officer on appointment, transfer or promotion to the office—salary at that higher rate per annum.

6. Subject to this determination, the officer shall not be paid salary at a rate exceeding $7950 per annum unless he has complied with the following conditions, namely:

(a) he has, for a period of 1 year, received salary at the rate of $7950 per annum; and

(b) he has satisfied the Permanent Head and the Board, after consideration by the Permanent Head, and by the Board of a report made by a committee consisting of an officer of the Attorney-General's Department selected by the Permanent Head and a representative of the Public Service Board, that his efficiency and aptitude for legal work are satisfactory.

7. Where the rate of salary payable to the officer on appointment, transfer or promotion to the office exceeds $7950 per annum, the officer shall not be paid salary at a rate per annum exceeding the rate of salary so payable unless:

(a) he has, for a period of 1 year, received salary at the rate of salary so payable; and

(b) he has complied with the conditions specified in sub-paragraph (b) of the last preceding paragraph.

8. The officer shall, if he has complied with the conditions specified in paragraph 6 or 7 of this determination be paid:

(a) salary at the rate of $9040 per annum; or

(b) if salary at a rate higher than $9040 per annum was payable to the officer on appointment, transfer or promotion to the office—salary at whichever of the rates specified in the First Schedule to the Public Service (Salaries) Regulations in relation to the office occupied by him that is the next higher rate to the rate per annum payable to the officer on his appointment, transfer or promotion to the office.

9. The officer shall be paid salary at the rate of $10675 per annum if he has complied with the following conditions, namely:

(a) he has, for a period of 1 year, received salary at a rate of $9585 per annum, or if the rate of salary payable to the officer on appointment, transfer or promotion to the office exceeded $9585 per annum, he has, for a period of 1 year, received salary at that higher rate; and

(b) he has, in the period of 1 year after the date from which he commenced to receive salary at the rate of $9585 per annum or the higher rate referred to in the last preceding sub-paragraph, satisfied the Permanent Head and the Board, after consideration by the Permanent Head and the Board of a report made by a Committee consisting of not less than three Second Division Officers selected by the Permanent Head out of the Divisions of the Attorney-General's Department, that he has shown in the performance of his duties efficiency of such a high order as to justify the exceptional course of accelerated advancement to the rate per annum of salary first mentioned.

10. For the purpose of paragraphs 1 and 2 of this determination:

(a) an officer who is eligible to be admitted to a degree shall be deemed to have been admitted to that degree;

(b) a reference to the Degree of Bachelor of Laws or to a Degree of Bachelor of Laws with First Class or Second Class Honours of an Australian university shall be read as including a reference to the equivalent degree of another university, being a university for the time being approved by the Board for that purpose;

(c) a person who was awarded First Class or Second Class Honours on becoming eligible for admission to the Degree of Bachelor of Laws of an Australian university shall be deemed to have been admitted to the Degree of Bachelor of Laws with First or Second Class Honours; and

(d) a reference to a Degree of Bachelor of Arts, or to another degree for the time being approved by the Board for the purposes of this determination, of an Australian university shall be read as including a reference to the equivalent degree of another university being a degree for the time being approved by the Board for that purpose.

Dated this twenty ninth day of March 1974.

D. L. LINEHAN
Delegate of the Public Service Board

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

DEPARTMENT OF SOCIAL SECURITY

Selection for training as Examiner, Department of Social Security Examiner-in-training course, Adelaide—Course No. 4.

South Australian Officers

Fisk, John B. 66/67286R
Mount, Penelope H. 66/66731T
Burgess, John 67/70238R
McEvoy, Lynn C. 69/58137X
McInerney, Patrick M. 70/66692C
Douglas, Andrea 70/67217W
Fiebig, Jeffrey L. 71/66118W
Foster, Ivan C. D. 71/66602G
Summers, Brenton L. 67/67084E
Daley, Neil F. 72/66569M
Hay, Wendy 72/66665C
Rabone, Lynne E. 72/66837K
Reserves
O'Connor, Peter A. 72/66879W
Charles, Leonne K. 72/66895R

Tasmanian Officers

Hall, Julie 71/81024W
Wagland, Kay M. 67/81231K
Reserve
Geason, Jennifer A. 71/81228G

On completion of the course, officers will be required for duty in their respective States. Conditions governing selection for training as Examiner, Department of Social Security, were notified on pages 56 and 57 of Periodic *Gazette* No. 25A of 22 March 1974.

Any permanent Third Division officer not selected, may, within 21 days of the date of this notification, lodge with the Public Service Inspector, Adelaide, an appeal against non-selection.

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

The training course will not commence until the results of all appeals are determined by the Board.

APPOINTMENT, PROMOTION OR TRANSFER TO PROFESSIONAL, TECHNICAL AND TRADE CATEGORIES IN THIRD AND FOURTH DIVISION

The above conditions, notified on pages 10-14 of Periodic *Gazette* No. 25A of 22 March 1974 are amended as follows:

Page 10, first paragraph, line 5, **delete** '30 June 1975' and insert '30 June 1974'.
Page 10, under **'Period of Eligibility'**, line 2, delete '30 June 1975' and insert '30 June 1974'.
Page 13, after 'Motor Driver (other than PMG) $4521-4693 Current driver's licence' insert:

Negative Film Cutter, Grade 1 $2163-5264

Knowledge and experience of approved cutting room techniques and procedures.

Nurse $4530-5293

Eligibility for registration as a general nurse with a nursing authority.

Nursing Aide $3927-4120
Nursing Aide Certificate.

Plan Records Assistant, Grade 1 $2220-5468
Experience appropriate to the duties and a good standard of penmanship.

Plastic Press Operator $4302-4465
Experience appropriate to the duties.

Plate Grainer $3205-3455
Qualifications and/or experience appropriate to the duties.

Projectionist $4375-4699
Experience in the operation and maintenance of cinematograph projectors and associated equipment.

Rigger $4648-4825
Qualifications and/or experience appropriate to the duties.

Sandblaster $3869-4046
Qualifications and/or experience appropriate to the duties.

Seaman (Able Bodied) $8359 (Aggregate Wage)
Completion of a course of training in seamanship.

Seaman (Ordinary) $5967 (Aggregate Wage)
Experience appropriate to the duties.

Seamstress $3788-3978
Sewing experience and ability to cut and fit garments.

Sister $4530-5293
General nursing certificate.

Sister (Industrial) $5020-5400
General nursing certificate.

Sond Recordist $7328-7739
Qualifications and/or experience appropriate to the duties.

Steward $7778 (Aggregate Wage)
Service as a steward at sea for at least twelve months.

Storeman $4363-4586
Experience in storekeeping activities and knowledge of relevant storekeeping procedures.

Stores Assistant $2028-4222
Ability to perform a variety of tasks related to the physical handling of stores.

Technical Assistant, Grade 1 $2220-5468
Appropriate qualifications and/or experience.

Technical Officer, Grade 1 (Buildings) $6003-7613

Technical Officer, Grade 1 (Engineering) $6003-7613

Technical Officer, Grade 1 (Medical Laboratory) $6003-7613

APPOINTMENT, PROMOTION OR TRANSFER AS ASSISTANT LIBRARY OFFICER

The above conditions, notified on page 25 of Periodic *Gazette* No. 25A of 22 March 1974, are amended as follows:

Delete: Section 2, **Persons eligible to apply** and insert:
2. **Persons eligible to apply**

(i) For appointment—Persons who fulfil the minimum educational requirements for appointment to the Third Division, outlined under section 4 'Qualifications Required' on page 28 of Periodic *Gazette* No. 25A of 22 March 1974.

(ii) For promotion or transfer—Permanent officers of the Service who have educational qualifications outlined as above or who are qualified as outlined in the section Transfer as Clerk (Class 1) Third Division, on page 30 of Periodic *Gazette* No. 25A of 22 March 1974.

APPOINTMENT AS CLERK—GRADUATE ENTRY

The above conditions notified on page 27 of Periodic *Gazette* No. 25A of 22 March 1974 are amended as follows:

Delete Section 1 and insert as follows:

Applications are invited for appointment as Clerk (Class 1) $2713-5594, Third Division. (Note: Additional allowances are payable under Regulation 5 of the Public Service (Salaries) Regulations to Clerks, Third Division, who have been admitted or are eligible to be admitted to a degree of an Australian or overseas university or Australian college of advanced education approved by the Board. Further information may be obtained from Public Service Inspectors.).

TRANSFER AS CLERK, THIRD DIVISION (GRADUATE)

The above conditions notified on page 27 of Periodic *Gazette* No. 25A of 22 March 1974 are amended as follows:

Section 1, line 6, delete 'Clerk (Class 1) $6000-7150' and insert 'Clerk (Class 1) $2713-5594'.

Section 1, lines 8-9 delete 'Regulation 9' and insert 'Regulation 5'.

APPOINTMENT, PROMOTION OR TRANSFER AS VALUER-IN-TRAINING AUSTRALIAN TAXATION OFFICE, DEPARTMENT OF THE TREASURY

The above conditions, notified on page 89 of Periodic *Gazette* No. 25A of 22 March 1974 are amended as follows:

In line 5 of sub-paragraph (a) of section 2 **Persons Eligible to Apply** delete 'page 27 of this *Gazette*' and insert 'page 28 of Periodic *Gazette* No. 25A of 22 March 1974'.

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1. SALARY ADVANCEMENT OF MAIL OFFICER TO AND BEYOND $4769 PER ANNUM.

2. ALLOWANCES FOR ASSISTANT POSTAL OFFICER ENGAGED ON MAIL OFFICER DUTIES.

AND

3. QUALIFICATION FOR PROMOTION OR TRANSFER AS SENIOR MAIL OFFICER.

The above conditions, notified on page 102 of Periodic *Gazette* No. 25A of 22 March 1974 are amended as follows:

Delete: Section 1, paragraphs 1, 2 and 3, and **insert** 'The Public Service Board hereby notifies the general conditions of the examination held in pursuance of sections 32 and 53 of the *Public Service Act* 1922-1973. The examination will be held not less than quarterly.'

Examination No. 6580

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

This examination will be held on Saturday 20 April 1974 in accordance with the conditions notified on page 26 of Periodic *Gazette* No. 25A of 22 March 1974.

Examination centre Sydney.

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, Corner Phillip and Hunter Streets, Sydney, New South Wales 2000.

Applications close 18 April 1974.

Examination No. 6581

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

This examination will be held on Tuesday 23 April 1974 in accordance with the conditions notified on page 26 of Periodic *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, Corner Spring and Latrobe Streets, Melbourne, Victoria 3000.

Applications close 11 April 1974.

Examination No. 6582

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

This examination will be held on Saturday 6 April 1974 in accordance with the conditions notified on page 50 of Periodic *Gazette* No. 25A of 22 March 1974.

Examination centre Sydney

Persons eligible to enter This examination is open to all persons.

Applications on special forms to be lodged with the Public Service Inspector, Australian Government Centre, Corner Phillip and Hunter Streets, Sydney, New South Wales 2000.

Applications close 5 April 1974

Examination No. VP4230

FOR APPOINTMENT AS PHONOGRAM OPERATOR FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT, MELBOURNE

This examination will be held on Saturday 25 May 1974 in accordance with the conditions notified in Periodic *Gazette* No. 25A of 22 March 1974.

Applications on the prescribed form should be lodged with the Director, Posts and Telegraphs, Melbourne, Victoria, not later than 2 May 1974.

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

EXAMINATION RESULTS

Results of the following examinations have been finalised:

Exam. No.	*Title (and date notified where applicable)*	*Date held*
6439	Eligibility for Promotion or Transfer as Radio Technical Officer, Department of Civil Aviation (31.5.73)	25.8.73
6552	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (31.1.74)	15.2.74
6556	Entry into Accounting Machinist-in-training Class, Sydney (31.1.74)	23.2.74
6558	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (7.2.74)	20.2.74
6559	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (7.2.74)	22.2.74
6569	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (21.2.74)	6.3.74
NP3064	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), New South Wales	16.3.74
VP4229	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Victoria	9.3.74
VP4231	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	16.3.74
VP4232	Appointment as Telephonist, Melbourne	16.3.74
SP854	Appointment as Phonogram Operator, Adelaide (22.11.73)	19.1.74

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 Secretray
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 positions advertised below.

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

Applications close: 26.4.74.

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

Duties: Staff Clerk. Maintain personnel records, prepare TF28 and calculate weekly wages for Parliamentary Refreshment Rooms staff.

Statutory authorities

THE PIPELINE AUTHORITY

The Pipeline Authority is a statutory authority of the Australian Government which has been established to construct, maintain and operate pipelines for the conveyance of natural gas and other petroleum products, in accordance with announced Government policy.

Applications are invited from suitably qualified persons for the following senior positions in the Authority's Administrative Division.

First Assistant Secretary

Requirements of the position: The position calls for an experienced top level executive. The appointee will be responsible for the preparation of policy proposals for submission to the Authority, for the implementation of Authority decisions and for the supervision of various administrative areas, which may include areas involving contracts, agreements, leases, property rights, etc. The appointee must be capable of conducting and directing research into a variety of matters involving the economic and business aspects of the Authority's activities.

Qualifications: The appointee is likely to be a graduate in economics, commerce or law with extensive administrative experience in Government service or with a large public company.

Salary: $20870 per annum.

Assistant Secretary

Requirements of the position: To assist in the top level management of the Authority, in particular to support the Secretary and First Assistant Secretary in the preparation of submissions to the Authority and in the implementation of Authority decisions.

Qualifications: The appointee is likely to be a graduate in economics, commerce or law with substantial experience in Government service or with a large public company.

Salary: $17300 per annum.

Conditions of Service: The conditions of service will generally be similar to those applying in the Australian Public Service, including eligibility for membership of the Superannuation Scheme applicable to Australian Government employees. The provision of the Officers' Rights Declaration Act extend to officers of the Australian Public Service who are appointed to the staff of the Authority.

Applications will be treated in confidence and should be in writing containing full personal details including age, qualifications and experience and should be posted by 18 April marked 'Application for Position' and addressed to: The Secretary, The Pipeline Authority, PO Box 1950, Canberra City, A.C.T. 2601.

CITIES COMMISSION

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

These functions involve close co-operation with Australian, State and local government bodies. The Commission is staffed by professionals and administrators with emphasis being given to the use of compact and expert multi-disciplinary teams in undertaking a wide variety of tasks in the urban and regional field.

The Commission has the following vacancies and invites applications from suitably qualified persons. The positions are located in Canberra.

URBAN ECONOMICS

Urban Affairs Branch

Senior Project Officer (Class 9) $12019-12510 per annum

Duties: In the Industries, Employment and Population Section of the Branch to: formulate and undertake studies and prepare reports on the structure and location of secondary and tertiary industry employment in Australia (including the public sector), and on the employment activities and establishments suitable for location in new city projects. Prepare employment and population forecasts, and assist in the formulation of target employment and population growth paths for new city projects.

Qualifications: Experience in employment and/or demographic studies, together with a degree in Economics or its equivalent.

Appointment will be made within the range of $12019-12510 per annum, dependent on experience and qualifications.

Research Officer, Grade 2 (Class 5) $7899-8639 per annum

Duties: To assist in and undertake research into Tertiary and secondary industry employment in Australia; Employment and Population growth, and Financial and economic analysis/evaluation of major urban projects. Prepare associated reports and correspondence.

Qualifications: An Economic or other appropriate degree and statistical or other research experience.

Appointment will be made within the range of $7899-8639 per annum, dependent on experience and qualifications.

Entitlements: Appointees may be eligible to participate in the Superannuation Scheme. In certain cases superannuation and leave credits are transferable. Fares for the appointee and approved dependents and the cost of removal of furniture and personal effects will be paid by the Commission. Assistance will be given in obtaining accommodation on a rental basis for which a subsidy will be paid. Applications in writing giving details of qualifications and experience should be submitted to the General Manager, Cities Commission, PO Box 1661, Canberra City, A.C.T. 2601 by 12 April 1974.

International Organisations

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 3/74

Title: Technical Officer, Operations/Airworthiness Section, Flight Branch, Air Navigation Bureau, Headquarters, Montreal.

Level: P-4.

Post No.: 3220.04.

Salary: Net (free of tax): US$18,120 increasing by eleven annual increments to US$17,568 per annum plus allowances.

Duties: In the field of operations and airworthiness with particular emphasis on aeronautical engineering matters.

Applications to be addressed to: Chief, Personnel Branch, International Civil Aviation Organization, 1080 University Street, Montreal, Quebec, Canada, H3B 3A5.

Please quote: Vacancy Notice number and full title of post.

Closing date for the receipt of applications: 29 April 1974.

Departmental reference: 40.2.391.

Copies of the full ICAO vacancy notice and application forms for the above position are available from:
Deputy Secretary, Air Transport Group,
Department of Transport,
Box 1839Q,
Melbourne, Vic. 3001.

The departmental reference should be quoted when making inquiries.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 3/74

Title: Chief, Communications Section, Ground Branch, Air Navigation Bureau, Headquarters, Montreal.

Level: P-5.

Post No.: 3330.01.

Salary: Net (free of tax): US$16,555 increasing by nine annual increments to US$20,130 per annum plus allowances.

Duties: In the field of aeronautical telecommunications. Direct and plan the work of the Section including supervision of the Section staff, preparation of work programmes and planning for air navigation meetings.

Applications to be addressed to: Chief, Personnel Branch, International Civil Aviation Organization, 1080 University Street, Montreal, Quebec, Canada, H3B 3A5.

Please quote: Vacancy Notice number and full title of post.

Closing date for the receipt of applications: 29 April 1974.

Departmental reference: 40.2.392.

Copies of the full ICAO vacancy notice and application forms for the above position are available from:
Deputy Secretary, Air Transport Group,
Department of Transport,
Box 1839Q,
Melbourne, Vic. 3001.

The departmental reference should be quoted when making inquiries.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2/74

Title: Language Officer (Translator)—(2 posts), Russian Section, Language Branch, Bureau of Administration and Services, Headquarters, Montreal.

Level: P-3.

Posts Nos: 7360.20-7360.21.

Salary: Net (free of tax): US$11,283 increasing by twelve annual increments to US$20,450 per annum plus allowances.

Duties Write Russian translations of documentation, correspondence and other material frequently involving the use of technical and scientific terminology.

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

Please quote: Vacancy number of full title of post.

Persons wishing to apply should do so immediately.

Departmental reference: 40.2.393.

Copies of the full ICAO vacancy notice and application forms for the above position are available from:
Deputy Secretary, Air Transport Group,
Department of Transport,
G.P.O. Box 1839Q,
Melbourne, Vic. 3001.

The departmental reference should be quoted when making inquiries.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 1/74

Title: Language Officer (Reviser), Russian Section, Language Branch, Bureau of Administration and Services, Headquarters, Montreal.

Level: P-4.

Post No.: 7360.19.

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

Duties: Revise or write Russian translations of documentation, correspondence and other material frequently involving the use of technical and scientific terminology, and assume responsibility for the release of such material.

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

Please quote: Vacancy Notice number and full title of post.

Persons wishing to apply should do so immediately.

Departmental reference: 40.2.394.

Copies of the full ICAO vacancy notice and application forms for the above position are available from:
Deputy Secretary, Air Transport Group,
Department of Transport,
G.P.O. Box 1839Q,
Melbourne, Vic. 3001.

The departmental reference should be quoted when making inquiries.

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 1408B, 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 366D, Hobart, Tas. 7001
D8 The Administrative Officer, Attorney-General's Department, P.O. Box 382, Darwin, N.T. 5794
D9 The Principal Legal Officer, Courts Offices Branch, P.O. Box 370, Canberra, A.C.T. 2601
D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1408R, Brisbane, Qld 4001
D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
D24 The Commissioner of Trade Practices, 5th Floor, City Mutual Building, Hobart Place, Canberra City, A.C.T. 2601
D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1515, Canberra City, A.C.T. 2601
D26 The First Parliamentary Counsel, Office of Parliamentary Counsel, Canberra, A.C.T. 2600
E1 The Secretary, Department of the Capital Territory, P.O. Box 158, Canberra City, A.C.T. 2601. Attention Assistant Secretary Establishments
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 537, 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 586J, Brisbane, Qld 4001
I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
I7 The Regional Director, Hobart Office, Department of Education, P.O. Box 168, Sandy Bay, Tas. 7005
I8 The Director of Education (Northern Territory Community Schools), Department of Education, P.O. Box 4821, Darwin, N.T. 5794
I9 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
J1 The Secretary, Department of the Environment and Conservation, P.O. Box 1937, Canberra City, A.C.T. 2601
K1 The Director-General, Office of Australian Development Assistance Agency, P.O. Box 887, Canberra City, A.C.T. 2601
K2 The Regional Director, Papua New Guinea Office, G.P.O. Box 4201, Sydney, N.S.W. 2001
K3 The Registrar, International Training Institute, Middle Head Centre, Middle Head, Mosman, N.S.W. 2088
K4 The Officer-in-charge, Australian Development Assistance Agency, P.O. Box 789, Fortitude Valley, Qld 4006
L1 The Secretary, Department of Foreign Affairs, Canberra, A.C.T. 2600
L2 The Regional Director, Department of Foreign Affairs, Flotta Lauro Building, 486 Bourke Street, Melbourne, Vic. 3000
L3 The Regional Director, Department of Foreign Affairs, 18th Floor, Westfield Towers, 100 William Street, Sydney, N.S.W. 2001
M1 The Director-General of Health, Department of Health, P.O. Box 100, Woden, A.C.T. 2606
M2 The Director of Health, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
M3 The Director of Health, Australian Government Centre, 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 919J, Hobart, Tas. 7001
M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601
M10 The Director, National 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 Offices, Woden, A.C.T. 2606
AA15 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
AA16 The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
AB1 The Secretary, Department of Secondary Industry, Canberra, A.C.T. 2600
AC1 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
AC2 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
AC3 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
AC4 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 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 1797Q, Melbourne, Vic. 3001
AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
AD7 The Director, Department of Social Security, G.P.O. Box 356D, 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 1391R, Brisbane, Qld 4001
AF5 The Regional Director, Department of Supply, G.P.O. Box 2339, Adelaide, S.A. 5001
AF6 The Regional Director, Department of Supply, G.P.O. Box P1237, Perth, W.A. 6001
AF7 The Regional Director, Department of Supply, G.P.O. Box 771H, Hobart, Tas. 7001
AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O., Ascot Vale, Vic. 3032
AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
AF12 The Manager, Explosives Factory, Private Bag No. 2, P.O., Ascot Vale, Vic. 3032
AF13 The Manager, Albion Explosives Factory, Private Bag No. 2, P.O., Sunshine, Vic. 3020
AF14 The Manager, Explosives Factory, Private Bag No. 8, P.O., Yarrawonga, Vic. 3032
AF15 The Manager, Ordnance Factory, Private Bag No. 1, P.O., Ascot Vale, Vic. 3032
AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
AF17 The Manager, Central Drawing Office, Private Bag No. 5, P.O., Ascot Vale, Vic. 3032
AF18 The Manager, Ammunition Factory, Private Bag No. 1, P.O., Footscray, Vic. 3011
AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
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
AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
AI2 The Director, Sub-Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
AI3 The Director, Sub-Treasury, G.P.O. Box 1926R, Melbourne, Vic. 3001
AI4 The Director, Sub-Treasury, G.P.O. Box 158, Brisbane, Qld 4001
AI5 The Director, Sub-Treasury, G.P.O. Box 1248, Adelaide, S.A. 5001
AI6 The Director, Sub-Treasury, G.P.O. Box M937, Perth, W.A. 6001
AI7 The Director, Sub-Treasury, G.P.O. Box 295C, Hobart, Tas. 7001
AI8 The Director, Sub-Treasury, P.O. Box 3971, Darwin, N.T. 5790
AI9 The Controller, Royal Australian Mint, Canberra, A.C.T. 2600
AI10 The Commonwealth Statistician, Australian Bureau of Census and Statistics, Canberra, A.C.T. 2600
AI11 The Deputy Commonwealth Statistician, G.P.O. Box 796, Sydney, N.S.W. 2001
AI12 The Deputy Commonwealth Statistician, G.P.O. Box 2796Y, Melbourne, Vic. 3001
AI13 The Deputy Commonwealth Statistician, 320–330 Adelaide Street, Brisbane, Qld 4000
AI14 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
AI15 The Deputy Commonwealth Statistician, 1–3 St George's Terrace, Perth, W.A. 6000
AI16 The Deputy Commonwealth Statistician, G.P.O. Box 66A, Hobart, Tas. 7001
AI17 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
AI18 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
AI19 The Deputy Commissioner of Taxation, G.P.O. Box 533E, Melbourne, Vic. 3001
AI20 The Deputy Commissioner of Taxation, 320–330 Adelaide Street, Brisbane, Qld 4000
AI21 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
AI22 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
AI23 The Deputy Commissioner of Taxation, G.P.O. Box 712G, Hobart, Tas. 7001
AI24 The Chairman, Taxation Board of Review No. 1, G.P.O. Box 5, Sydney, N.S.W. 2001
AI25 The Chairman, Taxation Board of Review No. 2, 372 Albert Street, East Melbourne, Vic. 3002
AI26 The Deputy Commissioner of Taxation, P.O. Box 227, Darwin, N.T. 5790
AI27 The Chairman, Taxation Board of Review No. 3, Ampol House, Herschell Street, Brisbane, Qld 4000
AI28 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001
AI29 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973R, Melbourne, Vic. 3001
AI30 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001
AI31 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001
AI32 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001
AI33 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533F, Hobart, Tas. 7001
AJ1 The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T 2601
AK1 The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001
AK2 The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606
AK3 The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000
AK4 The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239–241 Bourke Street, Melbourne, Vic. 3000
AK5 The Director of Works, Department of Housing and Construction, G.P.O. Box 1381, Brisbane, Qld 4001
AK6 The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001
AK7 The Director of Works, Department of Housing and Construction, G.P.O. Box C115, Perth, W.A. 6000
AK8 The Controller of Works, G.P.O. Box 813H, Hobart, Tas. 7001
AK9 The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790
AK10 The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.
AK11 The Assistant Director-General, Department of Housing and Construction, G.P.O. Box 3917, Sydney, N.S.W. 2001

Departmental vacancies

DEPARTMENT OF ABORIGINAL AFFAIRS
AUSTRALIAN CAPITAL TERRITORY
Policy Division; Information and Public Relations Branch

Journalist, Grade A $9015-9450, Third Division, Press and Public Relations Section, Canberra

Duties: Research and prepare Ministerial and Departmental press statements and replies to press queries.

Qualifications: Proven experience in journalism desirable.

Clerk $6912-7652 (Class 4), Third Division, Displays and Distribution Section, Canberra

Duties: Assist in the arrangements and management of displays and exhibitions and in the development of distribution arrangements. Prepare specifications and documents for calling of tenders and quotations for publications and films.

Management Services and Projects Branch

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

Duties: Works Estimates Officer. Prepare the Departmental works estimate and expenditure and associated explanations. Undertake critical examination of draft annual and additional estimates and prepare draft explanations in support of these estimates.

Qualifications: Accountancy qualifications desirable.

Note: Previous applicants will be considered.

Apply: A1

ATTORNEY-GENERAL'S DEPARTMENT
CENTRAL OFFICE
Legislative Drafting Division, A.C.T. Legislation Branch

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

Duties: No. 25—Personal stenographic and typing duties for the Senior Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

Australian Legal Aid Office

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

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

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

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY
Registration Offices Branch

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

Duties: No. 88—Provide a personal stenographic and typing service for the Registrar-General.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

Australian Legal Aid Office

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

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

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

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

NEW SOUTH WALES
Australian Legal Aid Office

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

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D2

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

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D2

VICTORIA
Australian Legal Aid Office

Steno-secretary, Grade 1 $5311-5663, Fourth Division, Melbourne

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D3

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

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D3

QUEENSLAND
Australian Legal Aid Office

Steno-secretary, Grade 1 $5311-5663, Fourth Division, Brisbane

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D4

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

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D4

SOUTH AUSTRALIA

Australian Legal Aid Office

Steno-secretary, Grade 1 $5311-5663, Fourth Division, Adelaide

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D5

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

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D5

WESTERN AUSTRALIA

Australian Legal Aid Office

Steno-secretary, Grade 1 $5311-5663, Fourth Division, Perth

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D6

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

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D6

TASMANIA

Australian Legal Aid Office

Steno-secretary, Grade 1 $5311-5663, Fourth Division, Hobart

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D7

Typist, Grade 2 $4731-5035, Fourth Division, Hobart

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D7

Typist, Grade 2 $4731-5035, Fourth Division, Launceston

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D7

Typist, Grade 2 $4731-5035, Fourth Division, Burnie

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D7

NORTHERN TERRITORY

Australian Legal Aid Office

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

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D8

Typist, Grade 2 $4731-5035, Fourth Division, Darwin

Duties: Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D8

Commonwealth Reporting Service

*Court Reporting Typist, Grade 1 $5716, Fourth Division (several positions), Darwin

Duties: Type transcripts of court proceedings from sound recordings on tapes and other 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 Darwin. 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

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Government Division, Government Branch

Clerk $9876-10538 (Class 7), Third Division, Smaller Territories Section, Canberra

Duties: NP—Undertake the less important reviews and prepare recommendations and ministerial submissions on legislative and administrative issues relating to Norfolk Island and the Coral Sea Islands.

Qualifications: Experience in research and investigation desirable. Academic qualifications should be stated.

Apply: E1

Public Finance Branch

Executive Assistant $12019-12510 (Class 9), Third Division, Projects Section, Canberra

Duties: No. 745—Undertake the more complex investigations and research into policy matters concerning local taxing systems in the A.C.T. Prepare associated reports. Represent the Department

at meetings. Prepare or oversight the preparation of replies to Ministerial correspondence, Parliamentary questions and other correspondence.

Qualifications: Appropriate academic qualifications and experience in urban affairs, economics and/or administration desirable.

Apply: E1

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

Duties: No. 747—Undertake complex investigations into economic and related implications of the urban development of Canberra and the A.C.T., and into economic effects and implications of local taxing systems. Prepare associated reports. Represent Department at meetings.

Qualifications: Appropriate academic qualifications and experience in urban affairs, economies and/or administration desirable.

Apply: E1

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

Clerk $11032-11525 (Class 8), Third Division, Land Co-ordination Section, Canberra.

Duties: No. 785—Provide executive assistance to statutory committees, investigate and report on special projects of land use and supervise the administrative cell including oversight of financial and establishment estimates.

Qualifications: Broad experience in policy formulation and management functions desirable.

Apply: E1

Land Policy Branch

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

Duties: No. 782—Undertake minor investigations and research associated with Legislation administered by the Section. Prepare associated reports, recommendations and correspondence.

Qualifications: Experience in investigation and report writing desirable.

Apply: E1

Housing and Welfare Division, Housing and Welfare Policy Branch

Clerk $12019-12510 (Class 9), Third Division, Housing Policy Section, Canberra

Duties: No. 416—Undertake the more complex investigations and research into policy matters concerning Government Housing in the A.C.T. Prepare associated reports, recommendations and submissions.

Qualifications: Substantial experience in research and investigation desirable. Academic qualifications should be stated.

Apply: E1

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

Duties: No. 484—Maintain a section of accounts in respect of Government Mortgages and Housing Trust Account Loans.

Qualifications: Progress in accountancy studies desirable.

Apply: E1

Housing and Welfare Division, Housing Operations Branch

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

Duties: No. 491—Maintain all negative posting deduction accounts (other than those paid by Australian Government salary paying authorities) and allotment accounts in respect of A.C.T. Housing Rentals.

Qualifications: Progress in accountancy studies desirable.

Apply: E1

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

Duties: No. 966—Reconcile loan and mortgage ledgers monthly with respect to interest charged, dissection of receipts between principal and interest, and balance of principal outstanding.

Qualifications: Progress in Accountancy studies desirable.

Apply: E1

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

Duties: No. 967—Reconcile loan and mortgage ledgers monthly with respect to interest charged, dissection of receipts between principal and interest and balance of principal outstanding. Assistant ledgerkeepers as required.

Qualifications: Progress in Accountancy studies desirable.

Apply: E1

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

Duties: No. 498—Investigate the more complex cases of mortgage arrears and interview mortgagors.

Qualifications: Experience in dealing with the public desirable.

Apply: E1

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

Duties: No. 450—Examine and make recommendations on applications for transfer from one type of accommodation to another. Interview applicants where necessary.

Qualifications: Experience in dealing with the public desirable.

Apply: E1

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

Duties: No. 959—Record and hold in safe custody all security and legal documents. Carry out periodic checks of security documents and lodge documents at the Titles Office.

Apply: E1

Establishments Branch

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

Duties: No. 1559—Undertake punching and verifying duties from simple or precoded documents involving a wide variety of procedures or complex or variable documents involving interpretation and coding.

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

Apply: E1

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

Duties: No. 1758—Ensure the proper maintenance of a Section of standard personnel records and supervise the work of a Clerk Class 1 engaged in work associated with such records.

Apply: E1

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Personnel and Services Section, Canberra

Duties: No. 1458—Attach follow-up papers which relate to policy and other matter to files returned to registry and direct to correct action officer.

Apply: E1

Finance and Supply Branch

Clerk $5806-6666 (Class 2/3), Third Division, Revenue and Business Undertakings Section, Canberra

Duties: No. 1394—Control the processing of all refund vouchers to ensure they are paid as quickly as possible and that established refund procedures are maintained.

Apply: E1

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Management Services Division, Automatic Data Processing Branch

*Senior Programmer $12019-12510 (Class 9), Third Division, Applications Section (several positions), Canberra

Duties: Supervise the analysis, design, implementation and maintenance of real-time and batch systems

Qualifications: Extensive experience in systems analysis, design and programming. Ability to control and direct staff. Tertiary qualifications to be stated.

Apply: G1

*Programmer $11032-11525 (Class 8), Third Division, Applications Section (several positions), Canberra

Duties: Undertake systems analysis, design and programming for real-time and batch systems. Supervise documentation, programming and testing schedules.

Qualifications: Experience in analysis, design, programming and implementation of large ADP systems. Tertiary qualifications to be stated.

NEW SOUTH WALES

Clerk $7899-8639 (Class 5), Third Division, Organisation and Systems Review Section, Sydney

Duties: No. 63—Act as a team member in the conduct of both cyclical and specific reviews of establishment in all sections.

Apply: G2

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

Duties: No. 4—Arrange placement of inductees and facilitate their assimilation into the Department. Submit recruitment demands to the PSI and deal with general inquiries regarding employment in the Department.

Apply: G2

TASMANIA

Port Services Section

Boatman $1652-3484, Fourth Division, Prevention Sub-section, Hobart

Duties: Assist Master of Launch with operation of launches; assist with routine maintenance, engine cleaning and periodic hull cleaning. Assist with radio operation when launch is under way.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

EDP Division, Technical Support Branch

Senior Computer Operator, Grade 3 $7814-8344, Fourth Division, Canberra

Duties: No. 1778—Within the Training Section, prepare training material and conduct courses for Trainee Computer Operators and advancement training for higher grade operators.

Qualifications: Extensive experience with Honeywell 200, 800 and 8200 series computers and training experience desirable.

Apply: H1

VICTORIA

Logistics Division, External Programmes and Standardisation Branch

*Technical Cataloguer $5861-6373, Third or Fourth Division, Cataloguing Section (several positions), Melbourne

Duties: Under direction, undertake initial review of item identifications and other elementary research tasks associated with changes to data in the Defence Supply Catalogue.

Qualifications: Qualified or suitably experienced in an appropriate trade or associated field.

Apply: H2

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division

Typist, Grade 2 $4731-5053, Fourth Division (several positions), Canberra

Duties: General Stenographic duties within the Branch.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: H1

Establishments Branch

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

Duties: No. 53—Forms Officer: undertake programmed review of forms. Investigate associated methods and procedures. Direct and control Forms Sub-section.

Qualifications: Knowledge of forms management and design desirable.

Apply: H1

Branch of the Air Member for Supply and Equipment

*Draftsman, Grade 2 $7843-8347 Fourth Division, Directorate of Air Force Works, Canberra

Duties: No. 16—Preparation of detailed survey plans of RAAF Bases and legal boundaries surrounding areas.

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

Apply: H1

*Draftsman, Grade 1 $6003-7613, Fourth Division, Directorate of Air Force Works, Canberra

Duties: No. 17—Prepare and amend plans of property acquisition, armament ranges and runway extensions. Carry out field duties as required.

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

Apply: H1

Clerk $8886-9548 (Class 6), Third Division, Directorate of Movements and Transportation, Canberra

Duties: No. 99—Examine the economic factors in relation to the purchase, utilization, repair and disposal of MT vehicles and make recommendations on replacement and repair expenditure policy for RAAF vehicles. Investigations, as required into matters relative to the directorate's programming and estimates and conduct cost efficiency studies.

Qualifications: Training in cost accountancy and budgetary methods desirable.

Apply: H1

Branch of the Air Member for Technical Services

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Directorate of Maintenance Policy Section, Canberra

Duties: No. 21—Maintain Directorate copies of circulars, instructions and armament reports. Amend publications and perform other minor clerical tasks.

Apply: H1

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, General Services Branch

Clerk $6912-7652 (Class 4), Third Division, Archives Section, Registrar's Sub-section, Canberra

Duties: No. 189—Supervisor Archives.

Qualifications: Skill in records management techniques with sound knowledge of departmental activities and ability to supervise subordinate staff desirable.

Apply: H1

Royal Military College, Duntroon

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Bridges Memorial Library, Canberra

Duties: No 121—Raise and arrange the placement of orders for the purchase of monograph material. Keep order records and follow up unfilled orders, gifts and exchanges. Determine whether funds are available and nominate suppliers.

Apply: H1

NEW SOUTH WALES

Logistic Command, 232 Supply Company

*Clerk $8886-9548 (Class 6), Third Division, Supply Control Section, Supply and Control Office Subsection, Randwick

Duties: No. 2505—Direct, control and supervise all activities relating to Stock Management, Local Purchase, Technical Services, Earmark Stocks and Depot Documentation of Medical and Dental Stores.

Qualifications: Considerable experience in handling Medical and Dental equipment including surgical instruments, drugs and hospital supplies is desirable.

Apply: H7

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

Clerk $8886-9548 (Class 6), Third Division, Methods Section, Registrar Sub-section, Canberra

Duties: No. 74—Development of technical statements and procedures to ensure effective and economic record keeping.

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

Apply: H1

General Services Branch

Statistical Officer $8886-9548 (Class 6), Third Division, Statistics Section, Canberra

Duties: No. 81—Responsible for the collation, tabulation, analysis and interpretation of all regular statistical data obtained from departmental branches, Australian Bureau of Statistics and other Services.

Note: Tertiary qualifications desirable.

Apply: H1

Finance and Materiel Division, Finance Branch

Internal Auditor, Grade 1 $6912-7652 (Class 4), Third Division, Internal Audit Section, Central Division Sub-section, Canberra

Duties: No. 20—In connection with internal auditing at offices and establishments, both naval and civil, in the Australian Capital Territory.

Qualifications: Accountancy studies and/or previous audit experience would be an advantage.

Apply: H1

Naval Design Division

Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Electrical Systems Design Branch, Drawing Registration and Curation Section, Canberra

Duties: No. 2306—Direct the activities of the Drawing Office Registration and Curation Section. Liaise with officers of the Naval Design Division to ensure all requirements are being met and establish priorities according to particular requirements. Produce and maintain statistical returns for the section.

Note: This position involves heavy lifting.

Apply: H1

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Weapons Systems Design Branch (2 positions), Canberra

Duties: No. 2089—Draft minor correspondence. Attend to all staff matters relating to personnel in the Directorate. Act as Secretary for minor committee meetings.

Duties: No. 2090—Supervise the production of microfilm aperture cards. Ensure the maintenance of registers to provide a history of receipt, movements, processing and location of documents.

Apply: H1

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Forward Design Branch, Canberra

Duties: No. 2095—Draft minor correspondence. Oversight control and take follow up action required on inwards and outwards correspondence.

Apply: H1

Ship Design Branch

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, New Construction (Lyneham) Section, Canberra

Duties: No. 74—Issue, receive and record movement of plans and specifications required by the professional staff of the sub-section. Receive, check, register and index plans and specifications received from UK and USA ship builders etc. Arrange stowage of tracings and drawings.

Apply: H1

Naval Staff Secretariat

Typist, Grade 2 $4731-5035, Fourth Division, Fighting Equipment and Administration Section, Canberra

Duties: No. 76—Perform stenographic and typing duties for a naval staff Directorate.

Qualifications: Ability to take shorthand at 100 words per minute desirable.

Apply: H1

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Student Assistance and International Education Division, International Education Branch

Education Officer, Class 4 $12950-13850, Third Division, International Training Section, Special Projects Sub-section, Canberra

Duties: No. 41—Responsible for the development and supervision of special courses and programs in education for overseas educationists. Negotiate as required with Australian educational authorities and institutions for the conduct of such courses and for the recruitment of Australian educationists to carry out assignments overseas.

Qualifications: A degree in education, or another appropriate degree and a diploma in education, or equivalent; and at least 12 months appropriate experience in education.

Apply: I1

A.C.T. Scholarships Office

Regional Director $11032-11525 (Class 8), Third Division, Canberra

Duties: No. 1—Direct and control all aspects of the Department's activities associated with the administration of the various schemes of assistance to student's in the A.C.T. Prepare reports and make recommendations on policy aspects of the Office's operations. Liaise with education authorities and Central Office.

Qualifications: Sound administrative ability together with a broad knowledge of Education in Australia desirable. Academic qualifications to be stated.

Apply: I1

A.C.T. Schools Authority, Curriculum and Research Branch

*Director $17300, Second Division, Canberra

Duties: NP—Responsible for curriculum development and planning within the A.C.T. system, supervise the operation of the Teaching Resources Centre and its in-service training program. Develop and administer professional consultative and advisory services to schools and supervise the planning and conduct of research programs to meet the Authority's needs.

Qualifications: Sound administrative ability preferably with experience and interest in educational research. Academic qualifications to be stated.

Apply: I1

Finance, Accounts and Establishments Branch

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

Duties: NP—Control the Authority's financial administration and the operation of the purchasing, stores and school services activities. Supervise the accounts and personnel sections.

Qualifications: Appropriate administrative experience. Sound knowledge of accounting procedures, Treasury regulations, Public Service Act and Regulations.

Apply: I1

Schools and General Policy Branch

*Director $17300, Second Division, Canberra

Duties: NP—Responsible for policies relating to the administration and operation of primary and secondary schools and pre-schools. Liaise with school boards, community and professional groups and organisations.

Qualifications: Sound administrative ability preferably with experience and interest in education. Academic qualifications to be stated.

Apply: I1

Special Education, Guidance and Counselling Branch

*Director $17300, Second Division, Canberra

Duties: NP—Administer the Authority's special education, guidance and counselling programs which will include educational provisions for children.

Qualifications: Sound administrative ability with relevant experience. Academic qualifications to be stated.

Apply: I1

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Atmospheric, Marine and Living Resources Division, Atmospheric and Marine Branch

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

Duties: No. 69—Undertake less complex projects and investigations into atmospheric environment and pollution issues and prepare reports and proposals.

Qualifications: Applicants should indicate their academic qualifications and experience in environmental matters.

Apply: J1

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

Duties: No. 72—Undertake less complex projects and investigations into marine environment and pollution issues and prepare reports and proposals.

Qualifications: Appropriate academic qualifications and experience in environmental matters.

Apply: J1

*Clerk $11032-11525 (Class 8), Third Division, Marine Section, Canberra

Duties: No. 71—Undertake projects and investigations into specific marine environment and pollution issues and prepare associated reports and proposals.

Qualifications: Appropriate academic qualifications and experience in environmental matters.

Apply: J1

Living Resources Branch

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

Duties: No. 74—Undertake projects and investigations into specific environment and conservation issues concerning wildlife and prepare associated reports and proposals on policy matters.

Qualifications: Appropriate academic qualifications and policy experience in wildlife conservation matters.

Apply: J1

Environment Protection Division, Impact Assessment Branch No. 2

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

Duties: No. 65—Undertake assessments and analyses of impact statements submitted by Australian Government Departments. Prepare related reports and submissions.

Qualifications: Tertiary qualifications desirable, preferably in a discipline such as the physical or biological sciences, or resource management.

Apply: J1

Policy Co-ordination Division, Policy Branch

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

Duties: Nos 36, 40—Undertake less complex analyses and investigations into environment and conservation issues and prepare reports and proposals.

Qualifications: Applicants should indicate their academic qualifications and experience in policy work.

Apply: J1

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

Duties: No. 42—Undertake analyses and investigations into environment and conservation issues and prepare related reports and proposals.

Qualifications: Applicants should indicate their academic qualifications and experience in policy work.

Apply: J1

Water and Soil Resources Division, Resources Management Branch

*Director $13004-13498 (Class 10), Third Division, Project Appraisal Section, Canberra

Duties: Plan and direct the work of the Project Appraisal Section. Formulate policy in relation to the development and management of Australia's water and soil resources.

Qualifications: Appropriate tertiary qualifications, preferably in economics, the physical or social sciences, resources management or engineering. Experience in studies associated with the development or management of resources.

In lieu of notification in *Gazette* of 20.9.73. Previous applicants who still wish to be considered should re-apply.

Apply: J1

DEPARTMENT OF HEALTH

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Health Services Office

*Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Community Health Services Section (three temporary positions), Canberra

Duties: N.P.—Supervise and direct the day-to-day administrative operations of a health centre (City, Melba, Scullin). Maintain close supervision of receptionist staff to ensure that a high standard of service is maintained and that receptionist staff are allocated to meet emergent needs. Prepare agenda documents, reports and correspondence for, and arising from meetings, committees and groups etc. in relation to the running of the health centre.

Qualifications: Sound experience in administration and committee work desirable.

Apply: M14

NEW SOUTH WALES

School of Public Health and Tropical Medicine

*Technical Officer (Medical Laboratory), Grade 1 $6003-7613, Third or Fourth Division, Pathology and Microbiology Sub-section, Sydney

Duties: Nos 600 and 601—General microbiological supportive duties. Performance of routine tests, maintenance of apparatus and assistance with care of laboratory animals.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. At least four years laboratory experience desirable.

Apply: M11

SOUTH AUSTRALIA

Executive Services Branch

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

Duties: No. 17—Under the direction of the Secretary of the State Medical Planning Committee carry out research work, prepare plans to cope with disasters and assist with the secretarial duties associated with the Committee. Maintain register of medical personnel and liaise with various outside bodies.

Qualifications: Proven initiative desirable. Experience in planning and research work would assist.

Apply: M5

NORTHERN TERRITORY

Management Services Division, Establishments and General Services Branch

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

Duties: No. 97—Undertake recruitment campaigns in respect of para-medical and clerical staff for the Department. Arrange for all temporary employment in the Northern Territory. Liaise with the Public Service Inspector's Office in respect of vacancies open to persons inside and outside the service and other Departments re interview reports.

Qualifications: Experience in recruitment matters associated with professionals and/or sub-professionals desirable.

District Allowance: Grade IV.

Apply: M8

Alice Springs Hospital

*Senior Tutor Sister, Grade 1 $7137, Fourth Division, Nursing Section, Tutorial Sub-Section, Alice Springs

Duties: No. 1716—Plan, organise, implement and co-ordinate approved programmes for the training of Nursing Aides-in-Training, graduate Nurses and Orderlies. Counsel trainees as required. Supervise subordinate staff.

Qualifications: Tutor Sister Diploma and wide experience in training hospitals desirable.

District Allowance: Grade III.

Apply: M8

Tennant Creek Hospital

Clerk $6912-7652 (Class 4), Third Division, Tennant Creek

Duties: No. 1397—Undertake the non medical administration of the Tennant Creek Hospital. Regularly inspect hospital with regard to security and maintenance. Ensure instructions and procedures are being properly carried out.

Qualifications: Training in Hospital Administration desirable.

District Allowance: Grade IV.

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

Accommodation: Accommodation in the form of a comfortable 3 bedroom house with evaporative cooling, available immediately.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

CENTRAL OFFICE

Defence Service Homes Division, Defence Service Homes Policy Branch

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

Duties: No. 94—Under direction, conduct research and make investigations as a basis for the formulation of policy in connection with the Defence Service Homes Insurance Scheme.

Qualifications: Experience in policy investigations desirable.

Apply: N1

HEAD OFFICE

Experimental Building Station

*Technical Assistant, Grade 2 $5681-6371, Third or Fourth Division, North Ryde, Sydney

Duties: No. 43—Set up and use Civil Engineering instruments and be responsible for their maintenance and safekeeping. Record observations and present results in graphical or tabular form.

Qualifications: Qualifications and/or experience appropriate to the duties.

Apply: AK1

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Finance Branch

Clerk $7899-8639 (Class 5), Third Division, Trust and Undertakings Section, Canberra

Duties: No. 63—Officer-in-charge, miscellaneous trust ledgers. Responsible for cost ledgers for workshops, plant and tools, and other assets. Preparation of financial statements and annual budgets.

Qualifications: Progress in accountancy or similar studies desirable.

Apply: AK2

Technical Division

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

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

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

Apply: AK2

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

Duties: No. 57—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

*Engineer, Class 2 $9581-10702, Third Division, Major Development Section, Canberra

Duties: No. 31—Hydrological investigations and hydrographic surveys, design of water level and flow recording stations, computer processing and analysis of data.

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

Apply: AK2

NEW SOUTH WALES

General Works Division, Bathurst Area

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

Duties: No. 293—Arrange for purchase of materials and for carrying out of services in accordance with Government contracts. Prepare and arrange local advertising of tenders and quotations. Prepare tenderers' accounts for payment.

Apply: AK3

VICTORIA

General Works Division, Stores Branch

Clerk $5806-6666 (Class 2/3), Third Division, Purchasing Section, Port Melbourne

Duties: No. 148—Arrange the purchase of materials in accordance with Treasury Regulations and Departmental procedures. Locate sources of supply, obtain quotations where necessary and place orders. Attend to queries of Requisitioning Officers, follow up deliveries, prepare correspondence in connection with the above, and maintain purchasing records.

Apply: AK4

Western Area Branch

*Works Supervisor (Buildings) $7988-8312, Fourth Division, Bendigo

Duties: No. 120—Supervise construction by contract and/or day labour of building projects, both new works and maintenance in the Bendigo district.

Carry out inspections, prepare reports, specifications, contract payments and estimates as necessary.

Qualifications: Appropriate trade qualifications and supervisory experience desirable.

Note: The successful applicant would be required to reside in the Bendigo district.

Apply: AK4

*Works Supervisor (Civil) $7988-8312, Fourth Division, Laverton

Duties: No. 117—Supervise construction by contract and/or day labour, of civil engineering projects, both minor new works and maintenance in the Laverton district. Carry out inspections, prepare reports, estimates, specifications, and contract payments as necessary.

Qualifications: Appropriate trade qualifications and supervisory experience desirable.

In lieu of notification in *Gazette* No. 21 of 7.3.74. Applications submitted in response to that notification will be considered.

Apply: AK4

Technical Services Division, Advisory Services Branch

Architect, Class 2 $9527-10673, Third Division, Architectural Section, Metric Conversion Sub-Section, Melbourne

Duties: No. 3—Responsible for matters relating to Metric Conversion and for development of Dimensional Co-ordination in Building Design in Vic./Tas. Region. When necessary, prepare and present training sessions on these matters.

Qualifications: An appropriate degree or diploma in Architecture, or equivalent qualification.

Apply: AK4

Management Services Branch

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

Duties: Direct and control all management services activities of the Department's Housing Division in the Victorian Region including oversight and direction of the operations of the Accounts, Internal Audit and Personnel and Office Services Sections. Responsible for the organisation and efficiency of all departmental establishments in the Housing Division. Exercise appropriate financial and administrative delegations.

Qualifications: Proven administrative ability; thorough knowledge of Departmental and Treasury Accounting procedures, Public Service Act and Regulations desirable.

Apply: N3

QUEENSLAND

Management Services Division, Programming and Financial Services Branch

Clerk $7899-8639 (Class 5), Third Division, Planning, Programming and Budgeting Section, Brisbane

Duties: No. 440—As Economic Studies Officer, undertake special financial studies, conduct economic analyses, carry out research and statistical studies and develop statistical techniques.

Qualifications: Ability to undertake independent research and to prepare associated reports together with a sound knowledge of statistical analysis desirable.

Apply: AK5

WESTERN AUSTRALIA

Management Services

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

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

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

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

Apply: AK7

NORTHERN TERRITORY

Management Services Division, Construction Administration Branch

Clerk $6912-7652 (Class 4), Third Division, Project Administration Section, Electricity Supply undertaking, Darwin

Duties: No. 60—In consultation with technical staff develop and undertake the administrative work associated with construction projects carried out by contract. Maintain control records, report on progress of work, initiate action for payment to contractors.

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

District Allowance: Grade IV.

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

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

Apply: AK9

Regional Office

Clerk $5806-6666 (Class 2/3), Third Division, Alice Springs

Duties: No. 17—Assist Works Administration Project Clerks with the administration of Contracts, including preparation of Progress Payments, variations, etc. Maintain records for urgent minor maintenance works; general works administration duties.

District Allowance: Grade III.

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

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

Apply: AK9

Technical Division

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

Duties: E.P. (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 dependants may be allowable.

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

Apply: AK9

*Senior Electrical Installation Inspector $7938-8370, Fourth Division, Electricity Supply Undertakings Section, Darwin

Duties: No. 69—Allocate, co-ordinate and supervise the work of installation inspectors. Train inspection staff. Advise Engineers, Architects, Building and Electrical Contractors regarding installation and associated matters in major or more complex cases.

Qualifications: Appropriate trade qualifications and/or experience relevant to the duties.

District Allowance: Grade IV.

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

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

Apply: AK9

*Plumbing Inspector $6600-7200, Fourth Division, Engineering Design Section, Tennant Creek

Duties: No. 135—Under the direction of the Engineer for Sewerage, Alice Springs, carry out sewerage inspections under the Northern Territory Sewerage Regulations.

Qualifications: Licensed as a sanitary plumber and drainer by the Northern Territory Plumbers Board or equivalent qualifications. Experience in inspection duties desirable.

District Allowance: Grade III.

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

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

Apply: AK9

Utilities Division

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

Duties: No. 8—Prepare mechanical drawings, details and estimates and minor specifications for diesel generating projects and equipment.

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

District Allowance: Grade IV.

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

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

Apply: AK9

DEPARTMENT OF IMMIGRATION

CENTRAL OFFICE

Management Services Branch

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

Duties: NP—As directed, liaise and negotiate with Departments, suppliers and relevant authorities on matters affecting the planning, design, layout and furnishings of the new office. Liaise as necessary with sections and Branches of the Department in relation to their requirements and special facilities.

Apply: O1

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Employment and Training Division, Employment Branch

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

Duties: No. 29—Maintain liaison with professional bodies in relation to the recognition of overseas qualifications in Australia, and review information on professional employment opportunities in Australia particularly for use by immigration offices overseas. Responsible for arrangements in connection with group visits to Australia by overseas undergraduates.

Qualifications: University degree an advantage. Knowledge of professional occupations in Australia and of immigration policies and procedures desirable.

Apply: P1

Training Branch

Illustrator, Grade 1 $6003-7613, Third or Fourth Division, Training Operations Section, Melbourne

Duties: No. 25—Carry out art work in colour or black and white for production of displays, posters, charts, film strips etc. Prepare line illustrations, mainly technical, for publication. Lettering.

Qualifications: Formal art training in an art or technical school and experience in commercial art work desirable.

Apply: P1

Industrial Relations (Policy and Services) Division, Industrial Services Branch

*Senior Catering Adviser $8886-9548 (Class 6), Third Division, Food Services Section, Melbourne

Duties: Supervise catering staff engaged in planning of food services; examine and develop proposals for new or extended food services, review specifications and working drawings etc.

Qualifications: Thorough knowledge of large-scale catering; administrative and commercial ability and experience; considerable experience in development of food service briefs and layout drawings desirable. Educational qualifications to be stated.

*Catering Adviser, Grade 2 $6732-7009, Fourth Division, Food Services Section, Melbourne

Duties: Assist with the examination of proposals for new or extended food services; prepare associated reports and recommendations.

Qualifications: Thorough knowledge of large-scale catering; experience in development of food service briefs and layout drawings; ability to prepare reports desirable.

Apply: P1

*Catering Adviser, Grade 1 $6004-6419, Fourth Division, Food Services Section, Canberra

Duties: No. 102—Assist with the operation of food services managed by the Department and with investigational and training work of the Section; conduct surveys of, and give advice and assistance to, employee food services in Government establishments.

Qualifications: Thorough knowledge of large-scale catering; general knowledge of bookkeeping and nutrition; ability to prepare reports desirable.

Apply: P1

*Catering Adviser, Grade 1 $6004-6419, Fourth Division, Food Services Section, Melbourne

Duties: Undertake research activities related to improvement in utilisation of food service equipment and facilities; draft material for inclusion in publications on food service planning and equipment.

Qualifications: Thorough knowledge of large-scale catering; experience in the use of up-to-date food service equipment; ability to prepare reports and assist in research, advisory and training activities desirable.

Apply: P1

*Catering Adviser, Grade 1 $6004-6419, Fourth Division, Food Services Section, Melbourne

Duties: Undertake research activities related to improvement of nutritional and hygiene standards in employee food services; draft material for inclusion in publication on food preparation and hygiene.

Qualifications: Thorough knowledge of large-scale catering; ability to undertake research, prepare material for publication and conduct training sessions. Diploma of Foods and Food Service (or equivalent qualification) desirable.

Apply: P1

Management Services Branch

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

Duties: SPR team leader. Exercise delegations in respect of increments, allowances and leave; prepare complex pay variation advices; action compensation and superannuation matters.

Qualifications: A thorough knowledge of the Public Service Act and Regulations, General Orders, Arbitrator's Determinations, Superannuation and Compensation Acts desirable.

Apply: P1

DEPARTMENT OF THE MEDIA

CENTRAL OFFICE

Australian Government Advertising Service

**Senior Advertising Officer $11032-11525 (Class 8), Third Division, North Sydney

Duties: No. 3—Supervise and co-ordinate the activities of officers engaged on advertising campaigns and assignments. Personally handle the campaign requirements of some major client departments.

Qualifications: Extensive knowledge of advertising and considerable experience in advertising at a senior level, preferably gained within an advertising agency. Wide relevant administrative experience desirable. Tertiary qualifications to be stated.

Apply: Q1

**Advertising Assistant $8885-9548 (Class 6), Third Division, North Sydney

Duties: No. 6—Assist Advertising Officers in assessing the creative service potential of agencies and participate in discussions with client departments about creative aspects of advertising. Assist in maintaining liaison with Australian Government Advertising Advisory Council and with agencies handling advertising assignments.

Qualifications: Training and experience in all phases of advertising and administration preferably gained from within an advertising agency. Tertiary qualifications to be stated.

Note: Previous applicants for the above two positions will be considered and need not re-apply.

Apply: Q1

AUSTRALIAN BROADCASTING CONTROL BOARD

CENTRAL OFFICE

Engineering Services Division

*Engineer, Class 3 $11348-12664, Third Division, Station Facilities and Operations Section, Melbourne

Duties: No. 253—Responsible for those activities of the Section related to the supervision of the establishment of facilities and the technical operation of commercial sound and television broadcasting stations.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Extensive experience in all operational aspects of sound and television broadcasting desirable.

Apply: Q3

AUSTRALIAN CAPITAL TERRITORY

Information Division—Australian Information Service, Pictorial Branch

*Senior Darkroom Operator $5358-5536, Fourth Division, Photographic Section, Canberra

Duties: No. 124—Direct and control the production of high quality black and white photographic prints. Annual output of black and white prints currently exceeds 300,000. These range from large size mural prints to prints for media release produced in large quantities on specialised continuous processing equipment. Develop and maintain quality control standard and train and supervise subordinate staff.

Qualifications: Considerable technical knowledge of photographic processes. Experience in the production of large quantities of high quality black and white photographs to strict deadlines and the ability to control a large number of staff is desirable.

Apply: Q2

VICTORIA

Information Division—Australian Government Publishing Service, Printing Branch

*Assistant (Printing), Grade 3 $5018-5228, Fourth Division, Preparation Sub-section, Melbourne

Duties: No. 728—Process camera operator. Produce line and half tone negatives; prepare lithographic printing plates, etc.

Qualifications: Qualifications and/or experience appropriate to the duties. An apprenticeship in photo-lithographic or camera operating desirable.

Apply: Q2

*Assistant (Printing), Grade 2 $4739-4949, Fourth Division, Binding Sub-section, Melbourne

Duties: No. 586—Operate paper cutting power guillotines

Qualifications: Qualifications and/or experience appropriate to the duties. Trade apprenticeship training in Bookbinding (guillotine machine operating) desirable.

Apply: Q2

Assistant (Printing), Grade 1 $4529-4739, Fourth Division, Printing Sub-section (several positions), Melbourne

Duties: Operate small offset printing machine.

Qualifications: Experience appropriate to the duties desirable.

Apply: Q2

*Scheduling Officer $6640-6980, Fourth Division, Production Control Sub-section, Melbourne

Duties: 727—Within the overall printing production programme prepare schedules for jobs and allocate work to production areas. Constantly review the progress of jobs, deal with technical problems and queries, etc. Prepare and maintain programme schedules for all printing processes.

Qualifications: Wide experience in scheduling work in a large printing house using letterpress, offset and photographic processes. Printing trade qualifications desirable.

Apply: Q2

*Assistant (Printing), Grade 3 $5018-5228, Fourth Division, Printing Sub-section (two positions), Melbourne

Duties: Nos 606, 729—Operate and maintain Solna offset printing machines.

Qualifications: Qualifications and/or experience appropriate to the duties.

Apply: Q2

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

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

Duties: Carry out general drafting duties in the Division of National Mapping and the Bureau of Mineral Resources, Geology and Geophysics.

Qualifications: An approved Technical College certificate or other approved qualification and requisite experience.

Apply: R1

Economic and General Division, General Branch

*Journalist, Grade A1 $10524-10943, Third Division, Public Information Section, Publications Sub-section, Canberra

Duties: No. 95—Write contributions for publications (internal and external) as required; prepare speech notes as required; as directed, prepare copy and lay-outs for pamphlets, brochures and booklets and arrange printing.

Qualifications: Experience in journalism or a knowledge of, and capacity for, the gathering of news, the writing and presentation of public information material, press liaison and public relations duties.

Apply: R1

Uranium and Electricity Division, Uranium Branch

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

Duties: No. 74—Structure and operate a storage and retrieval system for information compiled by the Division in the course of its work.

Apply: R1

Management Services Branch

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

Duties: Perform stenographic and typing duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: R1

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

Duties: No. 22—Supervise staff engaged on office and building services; travel and accommodation; purchasing and distribution of office requisites; courier service.

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

Stores Supervisor $5283-5532, Fourth Division, Finance and General Services Section, Supply Sub-section, Canberra

Duties: No. 218—Responsible for the direct supervision of the Bureau of Mineral Resources Sub-stores. Process stores vouchers.

Qualifications: A sound knowledge of storehouse functions and Stores Accounting Procedures and Audit Act, Treasury Regulations and Directions relating to stores control desirable.

Apply: R1

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

Duties: No. 209—Undertake relief duties as required in the Department.

Apply: R1

Bureau of Mineral Resources, Geology and Geophysics—Geophysical Branch

*Technical Assistant, Grade 2 $5681-6371, Fourth Division, Metalliferous and Airborne Survey Section, Airborne (Detailed) Sub-section, Canberra

Duties: No. 249—Take charge of survey flights, operate airborne equipment, log geophysical operations and ensure the satisfactory recording of geophysical and positioning data during flight. Act as navigator in photo-controlled flying operations.

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.

Apply: R1

Division of National Mapping, Bathymetric Mapping Branch

*Senior Technical Officer (Engineering), Grade 1 $8599-9103, Third or Fourth Division, Marine Surveys Section, Seaborne Surveys Sub-section, Canberra

Duties: No. 285—Devise and effect modifications to circuitry of electronic survey equipment to improve effectiveness and suitability.

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

Apply: R1

Geodetic Branch

*Technical Assistant, Grade 2 $5681-6371, Third or Fourth Division, Geodetic Astronomy Section, Canberra

Duties: No. 71—Check the arithmetical correctness of entries in the field book made in the field, transfer data from field books to data sheets for electronic computers.

Qualifications: School certificate, or equivalent, together with three years relevant experience desirable.

Apply: R1

*Technical Officer (Surveying), Grade 1 $6003-7613, Third or Fourth Division, Geodetic Levelling Section (three positions), Canberra

Duties: Nos 81, 82, 83—Take charge of a sub-party engaged in establishing permanent Bench Marks, and observing and recording precision levelling to a standard error of 0.05m.

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

Apply: R1

*Technical Officer (Surveying), Grade 1 $6003-7613, Third or Fourth Division, Geodetic Survey Section, Survey Services Sub-section, Canberra

Duties: No. 57—Under direction, establish geodetic survey stations, investigate and determine best access to such stations, identify stations on aerial photographs. Assist in examination of survey data and prepare the computation and adjustment of such data.

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

Apply: R1

*Technical Officer, (Surveying), Grade 2 $7843-8347, Third or Fourth Division, Geodetic Survey Section, No. 1 Survey Sub-section, Canberra

Duties: No. 43—Under direction, take charge of field party, make observations of the highest precision: horizontal and vertical angles, astronomic azimuth, electronic distance measurement.

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

Apply: R1

*Technical Officer (Surveying), Grade 1 $6003-7613, Third or Fourth Division, Geodetic Survey Section, No. 2 Survey Sub-section, Canberra

Duties: No. 52—Under direction, take charge of a sub-party occupying a trigonemetrical station, make 1st order observations for horizontal and vertical angles with a geodetic theodolite.

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

Apply: R1

*Technical Assistant, Grade 2 $5681-6371, Third or Fourth Division, Geodetic Survey Section, No. 2 Survey Sub-section, Canberra

Duties: No. 54—In the field, act as sub-party leader and establish permanent station marks, operate electronic distance measuring equipment at a slave station; record and reduce observations.

Qualifications: School Certificate, or equivalent, together with three years relevant experience desirable.

Apply: R1.

NEW SOUTH WALES

Management Services Branch

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, New South Wales Regional Office, Sydney

Duties: No. 14—Attend to day to day map and publication sales at the public counter.

Apply: R1

VICTORIA

Management Services Branch

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Victorian Regional Office, Works and General Services Sub-section, Melbourne

Duties: No. 18—Examine follow-on papers and files to ensure correct filing and recommend any necessary additional indexing. Folio number paper and attach, indicate appropriate mark-outs on file covers.

Apply: R1

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Victorian Regional Office, Works and General Services Sub-section, Melbourne

Duties: No. 14—Record receipts, issues, sales and storage of maps and publications in proper accounting records and continuously reconcile records with stock on hand.

Apply: R1

NORTHERN TERRITORY

Bureau of Mineral Resources, Geology and Geophysics, Operations Branch

*Stores Supervisor $5283-5532, Fourth Division, Administrative Section, Branch Services Sub-section, Darwin

Duties: No. 750—Responsible for the provision of a supply service at the Darwin Office including obtaining quotations and arranging for local purchase of stores and equipment.

Qualifications: A sound knowledge of Departmental organisation, functions and Storehouse and Stores Accounting procedures; Departmental stores and equipment; Audit Act, Treasury Regulations and Directions relating to stores control.

Apply: R1

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Lands and Community Development Division, Local Government and Services Branch

Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Local Government Section, Darwin

Duties: Carry out library extension work and reader services duties. Conduct interlibrary loan service.

Qualifications: Experience in library work and knowledge of bibliographic and reference tools desirable.

Apply: U1

Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Local Government Section, Darwin

Duties: NP—Provide reader services for Nightcliff Branch Library. Supervise subordinate staff.

Qualifications: Thorough knowledge of library procedures and ability to use reference tools and to perform reference service desirable.

Apply: U1

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Local Government Section, Darwin

Duties: NP—Perform clerical duties in connection with the acquisition of all library materials and supervision of subordinate clerical staff. Maintenance of financial records.

Qualifications: Experience in library acquisitions work including maintenance of financial records, together with knowledge of bibliographic tools, trade catalogues and work selection journals desirable.

Apply: U1

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Local Government Section, Darwin

Duties: NP—Supervise all clerical work in cataloguing section of Central Library.

Qualifications: Experience in clerical work in a cataloguing section and detailed knowledge of the library system desirable.

Apply: U1

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Local Government Section, Darwin

Duties: NP—Supervise the public desk staff in the library. Provide reader guidance and ready reference service.

Qualifications: Experience in library work and in the use of bibliographic and reference tools desirable.

Apply: U1

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Local Government Section, Darwin

Duties: NP—Responsible for the conduct of a library film service from Darwin.

Qualifications: Ability to operate projector, maintain physical condition of films together with previous experience in film work desirable.

Apply: U1

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Local Government Section, Darwin

Duties: NP—Perform check work on library cataloguing. Maintain and file library catalogues.

Qualifications: Knowledge of library procedures and experience in library filing and catalogue typing desirable.

Apply: U1

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Local Government Section, Darwin

Duties: NP—Perform bibliographic searching for acquisitions section.

Qualifications: Ability to verify bibliographic detail from acquisition tools including book selection journals together with knowledge of library procedures desirable.

Apply: U1

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Local Government Section, Darwin

Duties: NP—Under supervision perform bibliographic checking of orders and undertake clerical duties related to the raising of orders.

Qualifications: Experience in library work especially in use of bibliographic tools desirable. Ability to type an advantage.

Apply: U1

Clerical Assistant, Grade 2 $4394-4678, Fourth Division, Local Government Section, Darwin

Duties: No. 70—Carry out reader services duties especially registration and reservations. Follow up overdue books.

Qualifications: Previous library experience with a knowledge of bibliographic and reference books desirable.

Apply: U1

Management, Legislation and Planning Division, Establishments and ADP Branch

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

Duties: No. 14—Assist in the conduct of major organisation and classification reviews as a team member, and conduct minor reviews.

Qualifications: Previous investigation experience in organisation and classification work or in related fields desirable.

Apply: U1

Resource Development Division, Animal Industry and Agriculture Branch

*Stock Inspector $5542-6685, Fourth Division, Animal Health Section, Elliott

Duties: No. 186—Inspection and investigation of stock diseases and execution of control measures. Regulate stock movements.

Qualifications: Sound knowledge of all classes of stock particularly cattle together with elementary knowledge of diseases in animals. Experience on cattle stations in the Northern Territory would be desirable.

Apply: U1

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

Duties: No. 232—Responsible for the control and supervision of the Personnel and Office Services Subsection, providing Regulatory, Personnel, Registry and general administrative services within the Branch.

Qualifications: Extensive experience appropriate to the duties desirable.

Apply: U1

Social and Commercial Affairs Division, Public Utilities and Housing Branch

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

Duties: No. 8—Interview members of the public regarding services and handle more complex complaints and inquiries. Prepare requisitions for Capital Works. Oversight the maintenance of records and plans.

Qualifications: Ability to prepare minor correspondence desirable. Experience in commercial type activities an advantage.

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

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

International Trade Organisations Division, No. 2 Branch

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

Duties: No. 1397—Analyse and review information relating to Australia's trade with other countries. Prepare policy drafts and briefs.

Qualifications: Knowledge of commercial policy, ability to carry out economic research and university degree desirable.

Apply: V1

Overseas Markets Division, Overseas Markets Branch

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

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 together with academic qualifications desirable.

Apply: V1

Trade Promotion Division, Trade Promotion Branch

Clerk $8886-9548 (Class 6), Third Division, Market Assistance Section, Canberra

Duties: No. 1410—Assist with research and preparation of studies on the export availability of products from developing countries and the market opportunities for these products in Australia.

Qualifications: Analytical ability and research experience desirable. Academic qualifications to be stated.

Apply: V1

Clerk $8886-9548 (Class 6), Third Division, Missions and Visits Section, Canberra

Duties: No. 403—Assist with the operation of Trade Promotion Visits Fund and the servicing of buyers visiting Australia.

Qualifications: Experience in export development or related fields together with good knowledge of Australian export trade and/or industry desirable.

Apply: V1

Trade Relations Division

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

Duties: Prepare material for use in the formulation of policy recommendations on Australia's trade relations objectives.

Qualifications: Analytical ability together with university degree desirable.

Apply: V1

Trade Services Division, No. 1 Branch

Clerk $8886-9548 (Class 6), Third Division, Investigation and Consultancy Section, Canberra

Duties: No. 762—Assist with research into Australia's export industry.

Qualifications: Knowledge of Australian industry and export trade and ability to undertake export industry research work together with appropriate university degree desirable.

Apply: V1

Clerk $8886-9548 (Class 6), Third Division, Investment Overseas Section, Canberra

Duties: No. 550—Carry out investigations to assist the development of Australian investment in overseas countries.

Qualifications: Knowledge of Australian industry, overseas trade and investment and ability to carry out investigation work and prepare reports together with appropriate university degree desirable.

Apply: V1

No. 2 Branch

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

Duties: No. 471—Assist with the review of the export incentives policy and assist with the processing of related inquiries.

Qualifications: Sound knowledge of Australian industry and Australian export policies and ability to undertake research and prepare reports desirable. Academic qualifications to be stated.

Apply: V1

REGIONAL OFFICE—QUEENSLAND

Clerk $6912-7652 (Class 4), Third Division, Industry Section, Brisbane

Duties: No. 4—Preparation of reports and correspondence on matters relating to Australian secondary industry and export trade.

Qualifications: Ability to prepare reports and undertake industry investigations desirable. Academic qualifications to be stated.

Apply: V4

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

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

Engineer, Class 3 $11348-12664, Third Division, Telephone Switching and Facilities Branch, Regional Networks Section, Melbourne

Duties: No. 11—Prepare, maintain and co-ordinate intermediate and short term local switching (including Facilities) plans for country networks.

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

Apply: W1

Technical Officer (Engineering), Grade 2 $7843-8347, Third or Fourth Division, Transmission and Line Planning Branch, National Trunk Network Section, Melbourne

Duties: No. 27—Provide technical assistance in the preparation and evaluation of development plans for Broadband Projects in the intercapital network and for remote mining communities.

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

Note: This position was previously advertised in *Gazette* No. 149 of 18.10.73.

Apply: W1

Research Sub-Division

Senior Technical Officer (Engineering), Grade 1 $8599-9103, Third or Fourth Division, Standards and Laboratory Engineering Branch, Design (Special Projects) Section, Melbourne

Duties: No. 60—Co-ordinate and control activities of prototype shop, and take responsibility for quality of work. Co-ordinate and plan operating; estimating, progressing of work. Investigate new fabrication techniques. Provide consultative assistance to professional and technical staff.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Qualified as a mechanical tradesman with lengthy experience in developmental work desirable.
Note: This position is moving to Clayton in September 1974.

Apply: W1

Physicist, Class 2 $9397-10521, Third Division, Physical Sciences Branch, Physics and Polymer Section, Physics Sub-section, Melbourne

Duties: No. 55—Under the direction of the Principal Physicist carry out research involving optical measurement techniques, optical character recognition, X-ray diffraction and spectroscopy on materials and devices used in telecommunication plant.

Qualifications: Degree or diploma in Physics with several years appropriate post graduate experience desirable.

Apply: W1

Technical Officer (Science), Grade 1 $6693-7613, Third or Fourth Division, Physical Sciences Branch, Physics and Polymer Section, Physics Sub-section, Melbourne

Duties: No. 273—Under technical direction perform laboratory tests and measurements, undertake straightforward development of laboratory equipment.

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

Apply: W1

Technical Officer (Science), Grade 1 $6693-7613, Third or Fourth Division, Physical Sciences Branch, Physics and Polymer Section, Polymer Sub-section, Melbourne

Duties: No. 327—Under technical direction perform tests and analyses of polymer materials and assist in the development of application methods of plastics for telecommunications uses.

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

Apply: W1

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Standards and Laboratory Engineering Branch, Library Section, Melbourne

Duties: No. 311—Routine clerical assistance in a subsidiary library including circulation of periodicals, amending data manuals and arranging photocopying.

Qualifications: Typing ability desirable.

Apply W1

Engineering Works Division, Administrative Branch

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

Duties: No. 122—Assist in the organisation and establishment work of both Headquarters Engineering Divisions and State administrations, make necessary inspections and investigations and prepare organisation proposals as required.

Apply: W1

Radio Australia Branch

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

Duties: No. 35—Staff Clerk.

Apply: W1

Support Services Branch

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Recruitment and Training Section, Melbourne

Duties: No. 78—Handle all counter and telephone requests for Engineering instructions. File and record all applications and supervise the sorting, packing and despatch of instructions to all States and overseas. Maintain records of stock levels and bring replenishment requirements to notice.

Apply: W1

Telegraphs and Data Equipment Branch

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

Duties: No. 3—Assist professional staff in exchange design, installation and commissioning in respect to both hardware and software aspects.

Qualifications: An approved technical college certificate or other qualifications and requisite experience. A sound background in telephone or telegraph switching together with experience in assembly language programming desirable.

Note: Previously advertised in *Gazette* No. 5 of 10.1.74. Previous applicants need not re-apply as their applications will be considered.

Apply: W1

Management Services Division, Finance and Accounting Branch

Senior Finance Officer $12019-12510 (Class 9), Third Division, Financial Planning and Management Accounting Section, Financial Planning Sub-section, Melbourne

Duties: No. 7—Responsible for oversight and general control of departmental annual capital operating and maintenance expenditure budgets and review of effectiveness of associated practices and procedures.

Qualifications: Degree in Economics or Commerce or Accounting qualifications desirable.

Apply: W1

Supply Branch

Supply Officer $11032-11525 (Class 8), Third Division, Procurement Section, Melbourne

Duties: No. 22—Responsible for supervising and directing the work of a Supply Sub-section.

Qualifications: Sound knowledge of provisioning, progressing and contracts purchasing procedures and practices desirable.

Apply: W1

Postal Services Division, Mails and Transport Branch

Assistant Controller $11032-11525 (Class 8), Third Division, Airmail Section, Melbourne

Duties: No. 38—Undertake developmental and investigatory assignments into Australia's domestic and international airmail operations.

Qualifications: Sound knowledge of airmail operations and procedures desirable.

Apply: W1

NEW SOUTH WALES

Engineering Division, Administrative Branch

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

Duties: No. 150—Custodian of Petty Cash.

Qualifications: Knowledge of Engineering organisation and instructions, particularly in regard to incidental expenditure, desirable.

Apply: W2.

Construction Branch

Lineman, Grade 2 $4962-5136, Fourth Division, Primary Works (Metropolitan) No. 1 Section (four positions), Lidcombe

Apply: W2.

Lineman, Grade 2 $4962-5136, Fourth Division, Primary Works (Metropolitan) No. 2 Section (two positions), Beaconsfield

Apply: W2.

Lineman, Grade 2 $4962-5136, Fourth Division, Primary Works (Metropolitan) No. 2 Section (two positions), St Leonards

Duties above eight positions: Cable pointing.

Qualifications: Experience in installation of major cables, including machine jointing, loading cutovers etc., desirable.

Apply: W2.

Metropolitan Operations Branch

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

Duties: No. 168—Telephone Order Assistant.

Note: Rotation of duties and shift work may be involved.

Apply: W2.

Engineer, Class 2 $9581-10702, Third Division, Metropolitan Operations No. 1 Section, St Leonards.

Duties: No. 100—Responsible to the controlling Engineer for particular projects or operational areas 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, Metropolitan Operations No. 5 Section, Bankstown

Duties: No. 90—Subs-installation Clerical Assistant.

Apply: W2

Regional Operations Branch

Engineer, Class 4 $13322-14209, Third Division, Trunk Service Section, Sydney

Duties: No. 45—Management of the Section.

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

Apply: W2

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

Duties: No. 630—Responsible to the delegated Engineer to provide a consultative and advisory service, develop draft procedures for the operation, maintenance and performance monitoring relating to network transmission aspects of telecommunications facilities in New South Wales.

Apply: W2

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

Duties: No. 631—Responsible to Senior Technical Officer in charge for oversighting the operation, maintenance and performance monitoring practices for the network transmission aspects of telecommunications facilities in New South Wales.

Apply: W2

Telecommunications Technical Officer, Grade 1 $6693-7613, Third or Fourth Division, Radio Section (two positions), Sydney

Duties above two positions: Responsible to the Engineer Class 2 for inspection of National Television translators throughout the State. Provide technical advice and assistance to country staff on fault restoration. Perform routine testing of translator stations.

Apply: W2

Telecommunications Technicial Officer, Grade 1 $6693-7613, Third or Fourth Division, Radio Section, Redfern

Duties: Investigate colour performance of existing TV plant. Carry out modifications to existing TV equipment and install new equipment as required. Carry out testing and commissioning of new and modified TV plant for colour programme transmission.

Apply: W2

Telecommunications Technical Officer, Grade 1 $6693-7613, Third or Fourth Division, Radio Section, Redfern

Duties: Supervise and control the State radio broadband network (including all intrastate, interstate and satellite television relays). Carry out performance testing and maintenance of microwave equipment within the terminal.

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

Apply: W2

Lines Supervisor, Grade 2 $6258, Fourth Division, Radio Section, Newtown

Duties: In charge of teams employed on the inspection and maintenance of Broadcast and Television towers and masts.

Qualifications: Ability to estimate cost of specific works and supervise contracts desirable.

Note: The occupant of this position may be required to climb and work on towers and masts of heights up to 750 feet.

Apply: W2

Accounting Machinist, Grade 2 $5165, Fourth Division, Riverina Section, Wagga Wagga

Duties: No. 508—Preparation of returns and posting of costing abstracts.

Qualifications: Applicants must have passed the prescribed test.

Apply: W2

Support Services Branch

Draftsman, Grade 2 $7843-8347, Third or Fourth Division, Drafting Section (five positions), Sydney

Duties: No. 213—Design and Drafting work in the Metropolitan Equipment No. 4 Sub-section. No. 216—Design and Drafting work in the Metropolitan Equipment No. 5 Sub-section. Nos 217, 218, 219—Design and Drafting work in the Metropolitan Equipment No. 3 Sub-section.

Apply: W2

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

Duties: No. 399—Less involved Design and Drafting work in the Buildings Sub-section.

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

Apply: W2

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Workshops Section, St Peters

Duties: No. 18—Relief of Clerical Assistants in the Workshops.

Note: Hours of duty 7.30 a.m. to 4.15 p.m.

Apply: W2

Workshops Assistant, Grade 3 $4625-4788, Fourth Division, Workshops Section, St Peters

Duties: Final testing of single point sub-station equipment and/or wiring less complex equipment from circuits.

Qualifications: Successful completion of an approved examination to qualify for appointment or transfer as Workshops Assistant Grade 1 or 2.

Apply: W2

Postal Services Division, Postal Offices Branch

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Metropolitan Section, Metropolitan District No. 2, Area Mail Centre, Artarmon

Duties: No. 99—Preparation of pay and allowance sheets, maintenance of personnel records, requisition of stores, answer minor inquiries and prepare correspondence.

Qualifications: Experience in paysheet preparation and some typing ability desirable.

Apply: W2

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Metropolitan Section, Metropolitan District No. 6, Sydney

Duties: No. 193—Check and summarise all statistical returns from Postmasters. Maintain records and statistical registers. Distribution of correspondence and maintenance of filing system.

Qualifications: Knowledge of Postal procedures desirable.

Apply: W2

Postmaster, Grade 4 $9227-9967, Third Division, Merrylands

Quarters: Nil.

Apply: W2

Postmaster, Grade 4 $9227-9967, Third Division, Tenterfield

Quarters: Seven rooms (four bedrooms).

Apply: W2

Postmaster, Grade 3 $8104-8947, Third Division, Drummoyne

Quarters: Nil.

Apply: W2

Postmaster, Grade 2 $7044-7822, Third Division (five positions), Barellen, Delegate, Eugowra, Ivanhoe, Millthorpe.

Quarters: Barellen—six rooms (four bedrooms); Delegate—nine rooms (two bedrooms); Eugowra—six rooms (three bedrooms); Ivanhoe—seven rooms (four bedrooms) and Millthorpe—seven rooms (four bedrooms).

District Allowance: Delegate—Grade II, Ivanhoe—Grade I.

Apply: W2.

Postmaster, Grade 2 $7044-7822, Third Division, Stanmore

Quarters: Nil.

Apply: W2.

Postmaster, Grade 1 $5290-6555, Third Division, Taralga

Quarters: Five rooms (two bedrooms).

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

Apply: W2.

Postal Clerk $4605-5744, Fourth Division, Jerilderie

Apply: W2.

Postal Clerk $4605-5744, Fourth Division (three positions), Rosebery (Emergency Relief); Sutherland, Marrickville (Relief).

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

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

Apply: W2.

Telecommunications Division, Country Region

Monitor $4970-5310, Fourth Division, North Section, Kempsey District Telephone Office Sub-section, Gloucester

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

Apply: W2

Supervisor (Telephone), Grade 1 $6610-7110, Fourth Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle

Duties: No. 486—Visit PMBX, PABX and Telex subscribers, advise management on most effective use of facilities and instruct switchboard and Telex operators.

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

Note: Ability to drive a Departmental motor vehicle is desirable.

Apply: W2

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

Duties: No. 162—Responsible to the Senior Sales Officer for the processing of applications for new subscriber services and additional facilities.

Qualifications: Knowledge of Sales practices desirable.

Apply: W2

Metropolitan Region, Sales Branch

Clerk $5806-6666 (Class 2/3), Third Division, Contracts Section (four positions), Group 6, Maroubra; Group 8, Bankstown; Group 12, Liverpool; Group 17, Hornsby.

Duties: No. 52—Maroubra; No. 280—Bankstown; No. 57—Liverpool; No. 528—Hornsby.

Apply: W2

Sales Officer, Grade 2—Issue of Telephone Orders and clearance of debit notices to Assistant Chief Accountant, Group 6, Maroubra; Group 8, Bankstown; Group 12, Liverpool; Group 17, Hornsby.

Qualifications above four positions: A good knowledge of Sales Branch practices and procedures is desirable.

Apply: W2

Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Directory and Sales Checks Section, North Sydney

Duties: No. 492—Oversight the receipt and dispatch of Country directory manuscripts, interim directories and Directory Assistance Lists.

Qualifications: A knowledge of Directory procedures is desirable.

Apply: W2

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Directory and Sales Checks Section, North Sydney

Duties: No. 546—Maintain Telephone Directory Delivery Records.

Apply: W2

Service Branch

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Main Trunk Exchange Section, Sydney

Duties: No. 468—Officer-in-Charge—Recorded Information Services.

Apply: W2

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Service Advisory Section, Sydney

Duties: No. 382—Assist with compilation, analysis and evaluation of research and market test data obtained for each Phonecraft project.

Qualifications: Experience in maintaining statistical records desirable.

Apply: W2

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

Duties: No. 385—Register and/or record service complaints, maintain an efficient bring forward system and compile statistical returns. Accept requests for visits by Service Advisers and maintain Service Advisory records.

Qualifications: A knowledge of Service Branch practices and procedures is desirable.

Apply: W2

Finance and Accounting Branch

Clerk $6912-7652 (Class 4), Third Division, Administrative and Relief Section (two positions), Sydney
Duties: Nos 162, 163—Provide relief in the Revenue Section.

Note above two positions: In lieu of notification appearing in *Gazette* of 21.3.74. Previous applicants will be considered and need not re-apply.

Apply: W2

Clerk $5806-6666 (Class 2/3), Third Division, Administrative and Relief Section (four positions), Sydney
Duties: Nos 164-167—Provide relief in the Revenue Section.

Apply: W2

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

Duties: No. 219—Critical examination of paysheet reconciliation reports and details of errors and queries and check corrective data.

Apply: W2

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Finance Section, Sydney

Duties: No. 220—Responsible for the transport, storage and general control of computer tapes.

Apply: W2

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

Duties: Nos 332, 333—Deal with telephone, written and personal inquiries in respect of deductions from pay. No. 334—Accounting work associated with deductions from Engineering Division wages.

Apply: W2

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

Duties: No. 335—Operate bursting and folding machine.

Duties: No. 336—Accounting work associated with Forms 28 etc.

Apply: W2

Card Punch Operator, Grade 2 $5035, Fourth Division, Finance Section, Sydney

Duties: No. 340—Supervise, plan and allocate work of Card Punch pool.

Apply: W2

Personnel and Industrial Relations Branch

Clerk $5806-6666 (Class 2/3), Third Division, Staffing and General Services Section, Staff Resources Subsection, Sydney

Duties: No. 339—Post Apointments Officer. Examine medical reports which determine fitness for permanent appointment, prepare and sign correspondence and confirm probationary appointments, etc.

Apply: W2

Supply Branch

Clerk $6912-7652 (Class 4), Third Division, Procurement Section, Milsons Point

Duties: No. 58—Assistant Suppliers, Accounts Examination Officer.

Qualifications: Experience in the examination of accounts for the supply of material and investigations arising therefrom desirable.

Apply: W2

VICTORIA

Engineering Division, Construction Branch

Telecommunications Technical Officer, Grade 2 $7843-8347, Third or Fourth Division, Country Installation No. 1 (West) Section (two positions), Melbourne

Duties above two positions: Installation of telephone exchange and transmission equipment.

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

Note above two positions: Prolonged absences from Head Station are involved.

Apply: W3

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Metropolitan Installation No. 1 (South) Section, Melbourne

Duties: No. 14—General clerical assistance to the Senior Telecommunications Technical Officer in charge of the Lonsdale Exchange Installation.

Note: Hours of duty 8 a.m. to 5 p.m.

Apply: W3

Metropolitan Operations Branch

Senior Telecommunications Technical Officer, Grade 1 $8599-9103, Third or Fourth Division, Metropolitan Operations No. 1 (West) Section, Williamstown

Duties: Officer-in-charge of a 4000 line exchange comprising mixed crossbar and hybrid equipment.

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

Apply: W3

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

Duties: Party Leader.

Apply: W3

Clerk $5806-6666 (Class 2/3), Third Division, Metropolitan Operations No. 5 (East) Section, Camberwell

Duties: No. 192—Assist Works Officer.

Apply: W3

Planning and Programming Branch

Clerk $6912-7652 (Class 4), Third Division, Traffic Engineering Section, Melbourne

Duties: No. 69—Responsible for the non-professional executive and administrative management of the Section.

Apply: W3

Regional Operations Branch

Lines Supervisor, Grade 1 $5668, Fourth Division, South East Central Section, Healesville

Duties: Party leader.

Apply: W3

Support Services Branch

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Automotive Plant Section, Port Melbourne

Duties: No. 118—Clerical assistance to the Senior Motor Mechanic, Motor Vehicles Depot.

Note: Hours of duty 7.30 a.m. to 4.15 p.m.

Apply: W3

Engineer, Class 2 $9581-10702, Third Division, Industrial Engineering and Training Section, Melbourne

Duties: No. 21—Undertake Industrial Engineering projects individually or as a member of a team, and associated duties.

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

Postal Services Division, Mail Exchange Branch

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

Duties: No. 40—Prepare salary allowance claims on Form 354E.

Qualifications: A sound knowledge of salaries, wages and allowances including penalty payments for shift work, relative Awards and Determinations and ability to cope with large volume of work with speed and accuracy, together with Mail Exchange Branch experience are desirable.

Apply: W3

Post Offices Branch

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

Duties: No. 41—Leave Clerk. Prepare general correspondence on less complex matters. Provide general office assistance as necessary.

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

Apply: W3

Finance and Accounting Branch

Statistical Officer $11032-11525 (Class 8), Third Division, Finance Section, Melbourne

Duties: No. 253—Within the State Administration develop and apply sampling methods to provide information required by management. Co-ordinate the collection of statistical data; advise on statistical matters generally and undertake assignments as required under the direction of the Chief Statistical Officer at Central Administration.

Qualifications: An appropriate university degree and preferably some training in mathematics in addition to statistics desirable.

Apply: W3

Licence Inspector, Grade 1 $5398-5686, Fourth Division, Post Offices Accounting Section (two positions), Melbourne

Duties: Nos 220 and 221—Conduct inspections to detect unlicensed broadcast and television receivers and give evidence in subsequent court proceedings.

Apply: W3

Personnel and Industrial Relations Branch

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

Duties: No. 67—Oversight the work of the Employment Officers.

Qualifications: Applicants should state studies completed or being undertaken.

Apply: W3

Supply Branch

*Mobile Crane Driver (Class C) $4494-4667, Fourth Division, Warehousing Section, Springvale

Duties: No. 112—Operate a 5 ton mobile crane and various fork lift trucks as directed.

Qualifications: Experience in operating a mobile crane and fork lift trucks. Applicants must possess a current motor drivers licence.

Note: This position can also be located at Altona North or Port Melbourne.

Apply: W3

QUEENSLAND

Engineering Division, Country Branch

Senior Telecommunications Technical Officer, Grade 1 $8599-9103, Third or Fourth Division, Central Section, Longreach

Duties: Officer-in-charge of district comprising CB and magneto exchanges. Responsible for the maintenance of exchange, long line and telegraph equipment, ABC studio and 'first in' maintenance of unattended TV transmitter equipment.

District Allowance: Grade II.

Apply: W4

Telecommunications Technical Officer, Grade 2 $7843-8347, Third or Fourth Division, Central Section, Clermont

Duties: Officer-in-charge of district maintaining magneto exchanges, long line and carrier equipment, VF telegraph and telex machines and 'first in' maintenance of unattended TV transmitter equipment and installation of all types of subscribers equipment, including crossbar PABX.

District Allowance: Grade II.

Apply: W4

Telecommunications Technical Officer, Grade 1 $6693-7383, Third or Fourth Division, Central Section, Gladstone

Duties: Responsible to the officer in charge for the efficient operation of a cell involving subscribers equipment installation and maintenance, teletype installation and maintenance, PABX maintenance and a knowledge of ARK exchange maintenance.

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

Apply: W4

Lines Supervisor, Grade 3 $6965, Fourth Division, Wide Bay-Burnett Section, Maryborough

Duties: Estimating Supervisor.

Apply: W4

Lines Supervisor, Grade 2 $6258, Fourth Division, Wide Bay-Burnett Section, Gympie

Duties: Party Leader.

Apply: W4

Support Services Branch

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Automotive Plant Section, Brisbane

Duties: No. 520—Provide clerical assistance to the Supervisor, Mechanical Aids Workshops, Bulimba.

Note: Hours of duty are 7.30 a.m. to 4.15 p.m.

Apply: W4

Postal Services Division, Post Offices Branch

Instructor, Grade 2 $7044-7822, Third Division, Brisbane

Duties: No. 173—Prepare and deliver lectures in the subjects of General Postal and Counter Duties, Money Order Duties, Telegraph Traffic Procedures and Technical Telegraphy in the Postal Training School.

Apply: W4

Postmaster, Grade 3 $8104-8947, Third Division, Thursday Island

District Allowance: Grade IV.

Quarters: Six rooms (three bedrooms).

Apply: W4

Senior Postal Clerk, Grade 2 $6782-7302, Third Division, Hamilton Central

Apply: W4

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

Note above four 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

Senior Postal Officer, Grade 1 $6002-6555, Fourth Division, Metropolitan No. 2 District, Nundah

Duties: Control of over 60 Postmen located at various postal delivery centres throughout the Metropolitan No. 2 District.

Apply: W4

Postal Clerk (Relief) $4605-5744, Fourth Division, Barcaldine

District Allowance: Grade II.

Apply: W4

Postal Clerk $4605-5744, Fourth Division (two positions), Alpha, Rocklea

District Allowance: Alpha, Grade II.

Note above four positions: These positions are also open to officers of the Third Division. If occupied by a Third Division Officer, the position while so occupied will be included in the Third Division.

Apply: W4

Mail Officer $4374-5273, Fourth Division, Toowoomba

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

Apply: W4

Telecommunications Division, Country Region

Monitor $4970-5310, Fourth Division, Rockhampton

Duties: Assist with the supervision and management of the Rockhampton Telephone Exchange.

Qualifications: Applicants must be qualified as Monitor (Telephone).

Apply: W4

Clerk $5806-6666 (Class 2/3), Third Division, District Telephone Office, Roma

Duties: No. 148—Sales Officer. Process applications for telephone facilities.

Qualifications: Knowledge of telephone facilities and Sales Branch policies and procedures desirable.

Apply: W4

Metropolitan Region

Clerk $7899-8639 (Class 5), Third Division, Service Branch, Service Standards Section, Brisbane

Duties: No. 12—Supervise and control the activities of the Service Complaints Sub-section.

Qualifications: A detailed practical knowledge of Service Branch practices and procedures with special reference to telephone and telegraph complaints desirable.

Apply: W4

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Service Branch, Service Standards Section, Brisbane

Duties: No. 127—Extraction and summarisation of service assessment, performance data and assistance with special studies. Preparation of returns.

Qualifications: Knowledge of Service Branch practices and procedures desirable.

Apply: W4

Finance and Accounting Branch

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Post Offices Accounting Section, Brisbane

Duties: No. 69—Responsible for the issue, recording and safe custody of accountable forms.

Apply: W4

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Staff and Relieving Section, Brisbane

Duties: No. 47—Provide relief for Clerical Assistants Grade 2 and higher within the Finance and Accounting Branch.

Apply: W4

Personnel and Industrial Relations Branch

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

Duties: No. 291—Conduct complex reviews of Branch Establishments and assume responsibility for a team of organisation officers engaged on joint assignments. No. 292—Plan, direct and co-ordinate the activities of a group of organisation officers engaged on assignments. Undertake the more difficult and complex reviews.

Qualifications above two positions: Comprehensive knowledge and experience in organisation and classification principles and procedures desirable.

Apply: W4

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

Duties: No. 155—Conduct field and other investigations into major staffing proposals and associated matters. Prepare recommendations and reports.

Qualifications: Sound knowledge of organisation and classification principles and procedures desirable.

Apply: W4

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

Duties: No. 112—Plan, implement and provide advice on the Forms Management Program in Branches and Divisions. Conduct investigations into the design and use of Personnel and Industrial Relations Branch forms.

Qualifications: Experience in forms design and associated procedural investigations desirable.

Apply: W4

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

Duties: No. 90—Conduct field and other investigations into staffing proposals. Assist with major investigations. Prepare recommendations and reports.

Qualifications: Knowledge of organisation and classification principles and procedures desirable.

Apply: W4

Clerical Assistant, Grade 6 $6458-6844, Fourth Division, Establishments and Management Advisory Services Section (two positions), Brisbane

Duties: No. 294—Examine minor proposals for group positions in accordance with loading and grading principles. Direct and supervise the maintenance of establishment records.

Qualifications: Sound knowledge of the Group Proposals Scheme and establishment records procedures desirable.

Duties: No. 308—Examine proposals for the provision of office machines and equipment for which broad guidelines and precedents exist. Prepare recommendations and reports.

Qualifications: Aptitude for duties of a methods nature desirable.

Apply: W4

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Establishments and Management Advisory Services Section, Brisbane

Duties: No. 102—Maintain establishment records including group proposal ledger and location cards, certificates, organisation charts and duty statements.

Qualifications: Knowledge of establishment records procedures and the Group Proposals Scheme desirable.

Apply: W4

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Industrial Relations Section, Brisbane

Duties: No. 11—Calculate and prepare salary/allowance adjustment tables from Awards and Determinations. Deal with telephonic inquiries from staff and staff associations on minor industrial matters.

Qualifications: Knowledge of conditions of service particularly in relation to salaries and allowances desirable.

Apply: W4

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

Duties: No. 296—Deal to finality with reports on appeals for submission to the Chairman Promotions Appeal Committee; participate as departmental nominee on Committees. Provide high level assistance to management on staffing matters.

Qualifications: Sound knowledge of departmental practices and procedures particularly in relation to staffing matters desirable.

Apply: W4

Senior Research Officer, Grade 1 $8886-9548 (Class 6), Third Division, Staffing and General Services Section, Brisbane

Duties: No. 302—Undertake research into staffing projects. Liaise and assist Divisions/Branches in preparation of staff estimates, and co-ordinate estimates with State Staff Numbers Plan, and Annual Group Proposals.

Qualifications: Appropriate academic qualifications. Statistical experience together with sound knowledge of departmental staff estimating procedures desirable.

Apply: W4

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

Duties: No. 297—Assistant Recruitment Officer. Provide general assistance to the Recruitment Officer, with selection recruitment and career publicity measures, associated with the engagement of permanent and temporary staff.

Qualifications: A sound knowledge of recruitment procedures, qualifications and avenues of advancement desirable.

Apply: W4

Typist Controller, Grade 2 $7424, Fourth Division, Staffing and General Services Section, Brisbane

Duties: No. 301—Assist Divisions/Branches in providing efficient typing services. Provide specialist advice to management on matters relating to Typists, and typing services.

Qualifications: Sound knowledge of correspondence and typing procedures together with supervisory ability, and experience desirable.

Apply: W4

Clerk $5806-6666 (Class 2/3), Third Division, Staffing and General Services Section (two positions), Brisbane

Duties: Nos 298, 299—Team Leader, Staff Changes Group. Deal with staff movement matters involving promotions, transfers, separations from Service, and furniture removals.

Qualifications above two positions: A sound knowledge of Branch procedures, and departmental staffing structure desirable.

Apply: W4

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Staffing and General Services Section, Brisbane

Duties: No. 221—Assist Team Leader in processing staff movements work including promotions, transfers, separations from Service and furniture removals. Maintain staff establishment records, and prepare movement advices.

Apply: W4

Supply Branch

Senior Storeman $4724-4977, Fourth Division, Warehousing Section, Brisbane

Duties: Under general supervision to perform and accept responsibility for the more skilled activities associated with the receipt, issue and custody of stores within a stores section.

Apply: W4

WESTERN AUSTRALIA

Engineering Division, Construction Branch

Technical Assistant, Grade 2 $5681-6371, Third or Fourth Division, Perth

Duties: No. 118—Assist Works Specification Officer in the maintenance of records, ordering, preparation and dispatch of modification kits for installation.

Qualifications: Knowledge of Crossbar equipment desirable.

Apply: W6

Engineering Division, Regional Operations Branch

Lineman, Grade 2 $4962-5136, Fourth Division, South West and Great Southern Section, Kondinin

Apply: W6

Senior Technical Officer (Engineering), Grade 1 $8599-9103, Third or Fourth Division, Telegraphs and Data Section, Perth

Duties: No. 916—Prepare detailed transmission drawings and associated documents for NEX services, undertake technical investigation into APO NEX terminal equipment facilities and performance, co-ordinate NEX services provision and maintain job status records and co-ordinate equipment provision and forecasting.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Familiarity with principles of Data Transmission digital techniques and all other NEX services desirable.

Apply: W6

Telecommunications Technical Officer, Grade 2 $7843-8347, Third or Fourth Division, Trunk Service Section, Mt Hawthorn

Duties: Prepare and maintain records of transmission test equipment, collate Section requirements and prepare State annual requirement. Calibration, fault diagnosis and repair of the most complex items of transmission test equipment. Programme for regular calibration of transmission test equipment and investigate and become familiar with new types of such equipment.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. A sound knowledge of transmission test equipment, measurement techniques and electronic circuitry desirable.

Note: Some country travelling involved.

Apply: W6

Finance and Accounting Branch

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

Duties: No. 232—Responsible for the operations of the Receiver of Public Moneys Group including the oversight of the cash register operator, processing cheque payments, control of the opening of inward mail containing remittances received from the public in payment of Revenue Accounts, required to Post and Balance the receivers Cash Book, bank all values and operate the Receivers Trust Account.

Apply: W6

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

Duties: No. 233—Operate Cash Register Machine for amounts received in payment of Revenue Accounts, issue Broadcast, Television and Combined licences, balance all receipts processed through the cash register and pay to Receiver of Public Moneys for banking.

Qualifications above two positions: Knowledge of Revenue Section Accounting procedures and Treasury Regulations desirable.

Apply: W6

Postal Services Division, Post Offices Branch

Postmaster, Grade 4 $9227-9967, Third Division, Morley

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

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

Quarters: Nil.

Apply: W6

Postmaster, Grade 4 $9227-9967, Third Division, Port Hedland

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

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

Quarters: Five rooms (three bedrooms).

Apply: W6

Postmaster, Grade 3 $8104-8967, Third Division, Wyndham

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

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

Quarters: Five rooms (three bedrooms).

Apply: W6

Postmaster, Grade 2 $7044-7822, Third Division, South Hedland

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

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

Quarters: Temporary residence (five rooms—three bedrooms) available at Port Hedland 15 miles distant from the office.

Apply: W6

Senior Postal Clerk, Grade 1 $6002-6555, Third Division, GPO, Perth

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

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

Apply: W6

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

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

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

Quarters: Four rooms (2 bedrooms plus sleepout).

Apply: W6

Personnel and Industrial Relations Branch

Postal Investigation Officer, Grade 2 $6300-6900, Fourth Division, Postal Investigation Section, Perth

Duties: No. 166—Investigate and report on offences against the Post and Telegraph Act, Commonwealth Crimes Act and Public Service Act. Prosecute offenders in Courts of Summary Justice.

Qualifications: A sound knowledge of the Post and Telegraph Act, Commonwealth Crimes Act and Public Service Act desirable.

Note: Shift duty is involved. Previously advertised in *Gazette* Nos 139 of 4.10.73 and 5 of 10.1.74. Previous applicants need not re-apply.

Apply: W6

TASMANIA

Engineering Division

Lines Supervisor, Grade 3 $6965, Fourth Division, Northern Operations Section, Devonport

Duties: Responsible for the provision and maintenance of Line Plant within the Devonport Lines District.

Qualifications: Qualified Lineman, Grade 2, and qualified Cable Jointer possessing a good knowledge and extensive experience in external plant work desirable. A sound knowledge of Works Procedure and Cost Account Instructions also desirable.

Apply: W7

Cable Assigner $5668, Fourth Division, Northern Operations Section, Burnie

Qualifications: Qualified Lineman, Grade 1, with neat penmanship desirable.

Apply: W7

Postal Services Division, Post Offices Branch

Clerk $6912-7652 (Class 4), Third Division, Launceston District, Launceston

Duties: No. 20—Customer Advisory and Sales Officer.

Qualifications: A sound knowledge of Post Office practices and procedures particularly in relation to mailing practices and facilities is desirable.

Apply: W7

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Agriculture and Food Services Division, Grants Administration Branch

Clerk $7899-8639 (Class 5), Third Division, War Service Land Settlement Section, Canberra

Duties: No. 774—Maintain Divisional Accounts for the WSLS Scheme and Accounts under the *Defence (Re-establishment) Act* 1965-68. Prepare annual estimates of receipts and expenditure and compile financial statistics as required.

Qualifications: Accounting qualifications and/or experience desirable.

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

Apply: X1

Management Services Branch

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

Duties: Secretarial and stenographic duties for a Second Division Officer.

Qualifications: Shorthand at least 100 words per minute.

Apply: X1

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Finance and General Services Section, General Services Sub-section, Library Unit, Canberra

Duties: No. 1258—Senior Periodicals Assistant, record, process and rout all official periodicals received, check on changes in title, frequency, names of issuing bodies, and arrange follow up action. Direct Periodicals Assistant.

Qualifications: General library experience desirable. Experience in the handling of periodicals an advantage.

Apply: X1

Inspector $11032-11525 (Class 8), Third Division, Personnel and Establishments Section, Establishments Sub-section, Canberra

Duties: NP—Undertake major establishment investigations in Central and Regional Offices of the Department. Prepare and submit reports and recommendations and undertake reviews of occupational category groups.

Qualifications: Demonstrated investigatory and analytical ability desirable.

Apply: X1

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Personnel and Establishments Section, Establishments Sub-section, Canberra

Duties: NP—Prepare and distribute departmental organisation charts. Maintain master charts.

Qualifications: Some typing ability desirable.

Apply: X1

Bureau of Agricultural Economics, Commodities Analysis Branch

*Senior Research Officer, Grade 1 $8886-9548 (Class 6), Third Division, Commodity No. 2 Section, Crops (other than Cereals) Sub-section, Canberra

Duties: No. 1510—Under supervision, undertake commodity, situation and outlook research relating to the crop industries.

Qualifications: Experience in economic research desirable. Appropriate university degree. Training in quantitative methods an advantage.

Apply: X1

Technical and Administrative Services Branch

Programming Assistant, Grade 3 $6912-7652, Third Division, Data Processing Section, Surveys Sub-section, Canberra

Duties: No. 3608—Assist in the operation of computer programs, including the writing of simple programs under direction.

Qualifications: Appropriate training and experience desirable. Knowledge of FORTRAN an advantage.

Apply: X1

Wool Commodity Analysis Branch

Officer-in-charge $13004-13498 (Class 10), Third Division, Wool Commodities Section, Canberra

Duties: No. 14—Plan and direct the work of the Section involving economic research into the Australian and world market for wool including analyses of prices, demand, supply, international trade in wool and wool products, developments in other fibres and the wool textile market generally as it effects wool.

Qualifications: Wide experience in economic investigation and supervision of research projects together with administrative experience of a high order desirable. Appropriate university qualifications an advantage.

Apply: X1

Senior Research Officer, Grade 1 $8886-9548 (Class 6), Third Division, Wool Commodities Section (two positions), Canberra

Duties: Nos. 188, 184—Under supervision, undertake economic research into the world market for wool including analysis of prices, demand, supply and world trade in wool and wool products.

Qualifications above two positions: Experience in economic research desirable. Appropriate university degree or other approved qualifications.

Apply: X1.

*Principal Research Officer $12019-12510 (Class 9), Third Division, Wool Marketing Section, Canberra

Duties: No. 694—Supervision of the planning and execution of economic research projects into the marketing of wool, including studies of wool clip preparation, alternative methods of handling and marketing wool, requirements of mills for wool of various types, and relationship of prices to technical characteristics of the wool being sold.

Qualifications: Considerable experience in economic research and knowledge of wool technology desirable. Appropriate university degree. A postgraduate degree and/or quantitative orientation an advantage.

Apply: X1.

Forestry and Timber Bureau

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Administrative Section, Library Sub-section, Canberra

Duties: No. 3227—Maintain loan records and on request arrange loan of material from library collection. Arrange photocopies of material as requested.

Apply: X1.

WESTERN AUSTRALIA

Forestry and Timber Bureau, Forest Research Branch

*Forestry Officer, Class 2 $9397-10521, Third Division, Regional Section, Western Australia Sub-section, Perth

Duties: No. 3347—Conduct research into factors affecting the regeneration, growth and disorders of Western Australian forest tree species. Prepare proposals for experimental work and prepare, analyse and submit reports on research projects.

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

Apply: X1.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

Government Division, Parliamentary Branch

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

Duties: No. 517—Assist, as directed, with the preparation of material for submissions and briefs. Prepare departmental and Ministerial correspondence.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Employment Conditions Division, Employment Conditions Branch No. 2

Assistant Inspector $9876-10538 (Class 7), Third Division, Canberra

Duties: No. 144—Prepare submissions and correspondence on matters related to conditions of employment in the Australian Public Service.

Apply: Y4

Organisation Division, Organisation Branch No. 2

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

Duties: No. 66—Examine and report on organisation, establishment and classification matters and determine them within the limit of delegated authority.

Apply: Y4

Personnel Management Division, Personnel Development Branch

*Assistant Inspector $11032-11525 (Class 8), Third Division, Training Programmes Section, Canberra

Duties: No. 119—Programme Director—responsible for developing an advisory and information service to departments on matters such as planning and control systems for Training, assessment of staff development needs; design and implementation of training and development activities.

Apply: Y4

Personnel Policy Branch

*Psychologist, Class 3 $10725-11808, Third Division, Personnel Practices Section, Canberra

Duties: No. 215—Undertake projects in the Personnel Practices Section, related to such matters as job satisfaction, staff appraisal and organisation development.

Qualifications: Degree with a major in Psychology from a university or college of advanced education.

Apply: Y4

AUDITOR-GENERAL'S OFFICE

VICTORIA

Audit Inspector, Grade 1 $7899-8639 (Class 5), Third Division (several positions), Melbourne

Qualifications: Accountancy qualifications or equivalent university qualifications should be stated.

Apply: Y18

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

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

Apply: Y18

Clerk (Audit), Grade 2 $5806-6666, Third Division (several positions), Melbourne

Duties: Under supervision assist Audit Inspectors and Assistant Audit Inspectors as required.

Apply: Y18

QUEENSLAND

Auditor-General's Office, Queensland

Audit Inspector, Grade 1 $7899-8639 (Class 5), Third Division, Brisbane

Qualifications: Accountancy qualifications or equivalent university qualifications should be stated.

Apply: Y19

TASMANIA

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Hobart

Duties: No. 27—Operate registry, perform other duties relative to management services, and typing duties as required.

Apply: Y22

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

Project Division No. 1, Project Branch No. 2

CENTRAL OFFICE

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

Duties: No. 274—Under direction, assist with the compilation and analysis of data for Commission inquiries.

Qualifications: Ability to collate and analyse information and prepare submissions; appropriate academic qualifications including a study of economics desirable.

Apply: Y23

Services Branch

Clerk $8886-9548 (Class 6), Third Division, Technical Services Section, Import Price Data and Statistical Sub-section, Canberra

Duties: No. 132—Supervise the extraction of import data relevant to the Commission's inquiries, maintain control and uniformity of practices and procedures and oversight activities of the Sub-section.

Qualifications: Extensive experience in Customs invoicing and appraisements desirable.

Apply: Y23

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Steno-secretary, Grade 2 $6014-6484, Fourth Division (several positions), Canberra

Duties: Provide stenographic and secretarial assistance to senior officers.

Qualifications: Shorthand, at least 100 words per minute.

Apply: Z1

Management Services Division, Finance Branch

Assistant Inspector $8886-9548 (Class 6), Third Division, Systems and Costing Section, Canberra

Duties: No. 17—Assist with the overall planning and co-ordination of the preparation of the annual and periodic expenditure analysis reports for each type of institution.

Qualifications: Accountancy qualifications should be stated.

Apply: Z1

Methods and Services Branch

Assistant Inspector $8886-9548 (Class 6), Third Division, Personnel, Establishments and Training Section, Canberra

Duties: No. 12—Investigate and report on organisation and classification proposals.

Qualifications: Aptitude for investigational work and report writing desirable. Academic qualifications should be stated.

Apply: Z1

QUEENSLAND

Branch Office

Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Accounts Section, Brisbane

Duties: No. 71—Supervise and direct staff of the Sustenance Payment Group. Carry out checks of sustenance computations, cheque and cash payments and of all cancelled approvals.

Apply: Z4

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

General Services Division, Scientific Services Branch

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

Duties: No. 16—Branch Head. Oversight the collection and interpretation of information on the national efforts in science and technology and in particular on the resources devoted to scientific research and development. Advise on policy developments and trends in science in Australia and overseas.

Qualifications: Tertiary qualifications in Science, Technology or Engineering desirable.

Apply: AA1

NEW SOUTH WALES

Analytical Services Branch

*Technical Officer (Science), Grade 1 $6003-7613, Third or Fourth Division, Laboratory Section (several positions), Sydney

Duties: Perform bacteriological examinations requiring the exercising of individual judgment within the limits of established methods.

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

Apply: M19

SCIENCE-IONOSPHERIC PREDICTION SERVICE

NEW SOUTH WALES

Engineering Branch

Engineer, Class 3 $11348-12664, Third Division, Electronics Laboratory Section, Sydney

Duties: No. 4—Plan, organise, control and co-ordinate the working of the Section. Establish, in co-operation with Branch scientists and within the limits of approved policies, projects to be undertaken. Participate in the more advanced aspects of electronic engineering design and development, assuming final technical responsibility for design.

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

Apply: AA13

BUREAU OF METEORLOGY

Automatic Data Processing Branch

*Programmer $11032-11525 (Class 8), Third Division, Standards and Review Section, Melbourne

Duties: No. 28—Recommend and document ADP standards with the Bureau.

Qualifications: Considerable experience in programming for a major computer system. Tertiary qualifications to be stated.

Apply: AA3

Management Branch

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Property and General Services Section, Melbourne

Duties: No. 82—In charge of dispatch and reproduction.

Qualifications: Knowledge of photo-copying, addressing and duplicating machines, postal regulations and mailing procedures desirable.

Apply: AA3

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

Duties: No. 260—General assistance to Officer-in-charge, Works and General Services Sub-section. Liaise with Department of Housing and Construction and Department of Services and Property for urgent minor building maintenance.

Apply: AA3

NEW SOUTH WALES

Regional Office

Radio Technical Officer, Grade 2 $7843-8347, Fourth Division, Field Offices Pool, Technical Maintenance Section, Sydney

Duties: Carry out detailed planning and supervision of the maintenance of electronic and other equipment in the Region. Control the Regional Maintenance Depot. Ensure the maintenance of work standards and instruct subordinate staff in the maintenance of equipment to this end. Supervise and participate in the acceptance testing of equipment. Prepare reports and recommendations, including those covering the modification of equipment and systems.

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

Apply: AA5

DEPARTMENT OF SECONDARY INDUSTRY

CENTRAL STAFF

Industry Policy and Planning Division, Industry Efficiency Branch

Clerk $11032-11525 (Class 8), Third Division, Managment Advisory Section, Sydney

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

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

Apply: AB1

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

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

Duties: No. 34—Prepare *Gazette* notices of vacancies, promotions, transfers and separations and prepare associated correspondence. Induct new starters.

Qualifications: Experience relevant to the duties of the position desirable.

Apply: AC1

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

Duties: No. 211—Team Leader—Lead team engaged on maintenance of standard personnel records.

Qualifications: Sound knowledge of ADP Salaries System together with knowledge of Public Service Act, General Orders and Superannuation Instructions desirable.

Apply: AC1

AUSTRALIAN ELECTORAL OFFICE

CENTRAL OFFICE

Clerk $9876-10538 (Class 7), Third Division, ADP Section (two positions), Canberra

Duties: N.P.—Develop ADP System specifications, data collection, coding and recording procedures. Formulate appropriate system testing strategies and prepare associated reports. Review the effects of procedure changes on existing legislation and make appropriate recommendations.

Qualifications: Extensive experience in ADP systems development desirable. Academic qualifications to be stated.

Apply: AC9

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

Duties: N.P.—Under direction assist in design and documentation of appropriate acceptance tests for ADP systems for the Australian Electoral Office. Investigate and document approved ADP and associated procedures; prepare system specifications and make appropriate reports and recommendations.

Qualifications: Experience in ADP systems together with academic qualifications desirable.

Apply: AC9

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

Duties: N.P.—Under direction maintain records and control the flow of input/output data with existing ADP systems in the Australian Electoral Office. Prepare detailed schedules of data submission from State data preparation centres. Check and reconcile control reports. Liaise with State head offices and assist with arrangements for contract punching.

Apply: AC9

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Benefits Policy and Review Division, Planning and Research Branch

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

Duties: No. 257—Supervise the activities and the development of the statistical compilation sub-section involving the development of statistical services and critical appraisal of methods and standards.

Qualifications: Extensive experience in statistical or related fields and high supervisory capacity.

Apply: AD1

Rehabilitation and Compensation Division, Rehabilitation Services Branch

Assistant Director $12019-12510 (Class 9), Third Division, Rehabilitation Operations Section, Canberra

Duties: NP—Supervise the Rehabilitation Institutions Sub-section; review and advise on the general administration and operating policies and standards of Australian Government Rehabilitation Service institutions; visit institutions regularly in all States.

Qualifications: Experience appropriate to the duties.

Apply: AD1

Clerk $11032-11525 (Class 8), Third Division, Rehabilitation Operations Section, Canberra

Duties: NP—Examine and report on the general administration of Australian Government Rehabilitation Service institutions; visit institutions in all States as required; advise on operating standards, procedures, etc.

Qualifications: Experience appropriate to the duties.

Apply: AD1

NEW SOUTH WALES

Steno-secretary, Grade 1 $5113-5663, Fourth Division, Inquiry into Poverty, Sydney

Duties: Provide typing, stenographic and secretarial assistance to the Commissioner (Poverty Inquiry).

Qualifications: Shorthand, at least 100 words per minute.

Note: This is a temporary position which is not expected to continue beyond the end of February 1975.

Apply: AD2

Regional Offices

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Wollongong, Sydney

Duties: No. 2121—Attend to counter and telephone inquiries on all matters relating to benefits payable under the Social Services Act.

Qualifications: A sound general knowledge of the Social Services Act desirable.

Apply: AD2

Welfare Services Branch

Instructor (Metalwork) $5930-6547, Fourth Division, Rehabilitation Section, Mt Wilga, Hornsby

Duties: No. 1033—Arrange and supervise projects for patients referred to the workshop for therapeutic and/or assessment purposes. Instruct in the use, care and maintenance of tools and machinery in connection with such projects.

Qualifications: Qualified tradesman desired.

Apply: AD2

VICTORIA

Special Projects Division

*Senior Research Officer, Grade 2 $9876-10538, Third Division, Inquiry into Poverty Section, Melbourne

Duties: To assist the Commission in investigating the pattern of use by aborigines of existing educational services and proposing reforms and innovations appropriate to the needs of aboriginal people.

Qualifications: Appropriate tertiary qualifications together with experience in working with aboriginal people desirable.

Apply: AD3

*Research Officer, Grade 1 $6022-7652, Third Division, Enquiry into Poverty Section, Melbourne

Duties: General assistance to Senior Research Officers, particularly with quantitative analysis of a range of socio-economic data.

Qualifications: Research experience and facility with statistics and census data is desirable.

Apply: AD3

Health Benefits and Services Branch

Clerk $5806-6666 (Class 2/3), Third Division, Insurance and Organisations Section, Melbourne

Duties: No. 1451—Compile statistics based on manually extracted data. Prepare statistical information for dissemination in the Branch and Central Office.

Apply: AD3

QUEENSLAND

Regional Offices Branch

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

Duties: No. 190—Examine and investigate claims for Family Allowances and make recommendations for grant or rejection. Carry out any investigations and prepare a report and recommendation in each case where a review of endowment is necessary.

Qualifications: A sound knowledge of the Social Services Act is desirable.

Apply: AD4

Assessor, Grade 2 $5806-6666 (Class 2/3), Third Division, Mackay Regional Office, Mackay

Duties: No. 324—Examine, investigate and assess new claims for unemployment, sickness and special benefits. Undertake periodic reviews of current benefits and compute overpayments of benefit.

Qualifications: A sound knowledge of the Social Services Act is desirable.

Apply: AD4

WESTERN AUSTRALIA

Management Branch

Computer Operator, Grade 2 $5894-6192, Fourth Division, Operations Section, ADP Sub-section, Perth

Duties: No. 590—Operate the full range of Peripheral Equipment in a medium scale IBM computer system and provide relief for console operator as required.

Qualifications: Experience in computer operations desirable.

Note: Shift work is involved in the above position.

Apply: AD6

TASMANIA

Social Security Branch

Examiner, Grade 3 $6912-7652 (Class 4), Third Division, Pensions Section, Hobart

Duties: No. 155—Review Supporting Mother's Benefit and authorise continuance or variations where necessary. Attend or assist with Parliamentary representations and handle personal inquiries or interviews of a more involved nature. Liaise with overseas paying authorities in relation to Portability of Pensions.

Qualifications: A sound knowledge of the Social Services Act is desirable.

Apply: AD7

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Unemployment and Sickness Benefits Section, Hobart

Duties: No. 107—Attend to counter and telephone inquiries relating to unemployment, sickness and special benefits.

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

Apply: AD7

Welfare Services Branch

*Social Worker, Class 2 $9230-9980, Third Division, Social Work Section, Hobart

Duties: No. 244—Develop the Rehabilitation Social Work unit.

Qualifications: Approved degree/diploma in social work or social studies or equivalent. Organisational ability and medical social work experience desirable.

Apply: AD7

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Ministerial and Management Services Branch

Clerk $8886-9548 (Class 6), Third Division, Establishments and Finance Section, Finance Sub-section, Canberra

Duties: NP—Assist in the preparation, control and review of the more involved departmental estimates of expenditure.

Qualifications: Sound knowledge of and experience in preparation of Departmental estimates and financial control functions desirable. Academic qualifications should be stated.

Apply: AE1

NATIONAL LIBRARY OF AUSTRALIA

AUSTRALIAN CAPITAL TERRITORY

Co-ordination and Policy Branch

*Librarian, Class 2 $8953-9970, Third Division, Systems Development Section, Analysis and Design Sub-section, Canberra

Duties: Nos 890, 892—Undertake, individually or as a member of a team, systems analysis and design assignments. Determine whether manual or automated operations best suited to systems and prepare specifications for proposed automated systems.

Qualifications: University degree or diploma and Library Association of Australia Registration Examination or equivalent; or recognised qualification in Librarianship from a college of advanced education. Sound knowledge of library systems and methods and an appreciation of the application of automation in the library environment desirable.

Apply: AE3

Australian Archives

Clerk $7899-8639 (Class 5), Third Division, A.C.T. Regional Operations Section, Registration and Disposal Sub-section (Arrangement and Description) (three positions), Canberra

Duties: Undertake the arrangement and description of archives of specified departments and authorities, research into administrative history and preparation and/or review of finding aids and histories, and in repair, rebinding and microfilming activities.

Qualifications: Experience in research, archives or records work; knowledge of structure and functioning of Australian Government Departments desirable. Tertiary qualifications would be an advantage.

Apply: AE2

Clerk $7899-8639 (Class 5), Third Division, A.C.T. Regional Operations Section, Reference and Access Sub-section (Reference Advisory), Canberra

Duties: No. 63—Assist public and official searchers in utilising the resources of the Reference and Guide Room and Control Records Room; assist in the preparation of reference guides and other publications and extension activities.

Qualifications: Experience in research, archives or records work; knowledge of structure and functioning of Australian Government Departments desirable. Tertiary qualifications would be an advantage.

Apply: AE2

Clerk $7899-8639 (Class 5), Third Division, A.C.T. Regional Operations Section, Reference and Access Sub-section (Access), Canberra

Duties: No. 65—Examine records and recommend on clearance in accordance with approved access policies; identify and report on complex and unusual cases and record specific types of records; assist in the preparation of reference publications.

Qualifications: Experience in research, archives or records work; knowledge of structure and functioning of Australian Government Departments desirable. Tertiary qualifications would be an advantage.

Apply: AE2

Clerk $6912-7652 (Class 4), Third Division, A.C.T. Regional Operations Section, Registration and Disposal Sub-section (Survey and Disposal), Canberra

Duties: No. 71—Undertake surveys of records in departments and authorities; prepare registration sheets and inventories and accession documents; assist in the appraisal of records for preservation or destruction.

Qualifications: Experience in records, archives or research work desirable. Tertiary qualifications would be an advantage.

Apply: AE2

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, A.C.T. Regional Operations Section, Reference and Access Sub-section (Access), Canberra

Duties: No. 85—Direct the activities of staff preparing edited copies of documents.

Apply: AE2

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, A.C.T. Regional Operations Section, Reference and Access Sub-section (Access) (two positions), Canberra

Duties: Preparation of edited copies of documents.

Apply: AE2

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, A.C.T. Regional Operations Section, Reference and Access Sub-section (Information Services), Canberra

Duties: No. 86—Conduct, as directed, searches of passenger cards and passenger manifests.

Apply: AE2

Clerk $7899-8639 (Class 5), Third Division, Policy, Planning and Review Section, Registration and Disposal Sub-section (Context and Documentation Control), Canberra

Duties: No. 14—Prepare context inventories; review registration sheets, finding aids and indexes; prepare and edit the Summary Guide to Australian Archives; undertake the selection and control of government documentation.

Qualifications: Experience in research, archives or records work; knowledge of structure and functioning of Australian Government Departments desirable. Tertiary qualifications would be an advantage.

Apply: AE2

Clerk $7899-8639 (Class 5), Third Division, Policy, Planning and Review Section, Registration and Disposal Sub-section (Survey and Disposal Policy), Canberra

Duties: No. 12—Review survey reports and schedules; review appraisal reports, compile disposal comparison tables for all-state disposal authorities, undertaking further appraisal and making recommendations as required.

Qualifications: Experience in research, archives or records work; knowledge of structure and functioning of Australian Government Departments desirable. Tertiary qualifications would be an advantage.

Apply: AE2

Clerk $7899-8639 (Class 5), Third Division, A.C.T. Regional Operations Section, Registration and Disposal Sub-section (Survey and Disposal), Canberra

Duties: No. 53—As team leader, undertake surveys of records in departments and authorities; appraise records for preservation or destruction and prepare disposal schedules, registration sheets, inventories and accession documents.

Qualifications: Experience in research, archives or records work; knowledge of structure and functioning of Australian Government Departments desirable. Tertiary qualifications would be an advantage.

Apply: AE2

VICTORIA

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Repository Management Section, Processing Sub-section, Middle Brighton

Duties: No. 30—Carry out processing procedures required for the transfer of records to Archives.

Apply: AE2

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Finance and Management Services Division, Finance Branch

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

Duties: No. 37—Responsible for design and operation of systems to control Treasury Appropriation Expenditure under complex organisational arrangements. Responsible for co-ordinating and collating the Departmental Five Year Defence Programme.

Qualifications: Practical experience in budgetary control of funds, knowledge of Departmental Financial procedures and Defence Programming or Forward Estimating an advantage. Accountancy or equivalent tertiary qualifications desirable.

Apply: AF1

Technical Service Branch

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

Duties: No. 11—Provide assistance to the Branch Executive Officer in matters relating to general office administration, personnel records, estimates and financial control. Collect and classify returns of accident injury statistics in the Department and prepare associated correspondence and reports.

Apply: AF1

Planning and Procurement Division, Production Planning Branch

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

Duties: No. 23—Investigation and control of ADP statements of phasing of estimated claims on behalf of customer departments. Analyse statements in regard to actual claims submitted against estimates phasing, price and/or funds and adjustment of anomalies. Prepare reports on significant variations, trends and achievement.

Qualifications: Familiarity with ADP reporting and supply procedures, relating to the handling of procurement demands desirable.

Apply: AF1

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

Duties: No. 27—Process inquiries and orders for supply of stores and equipment. Arrange for estimates, recommend prices to be quoted and prepare quotations. Liaise with customers and Production Divisions.

Qualifications: Some knowledge of service stores and equipment would be an advantage, and an ability to analyse production estimates and prepare reports and correspondence is desirable.

Apply: AF1

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

Duties: No. 33—Assist in comparing cost estimates and previous costs of production. Prepare submissions for the determination of prices to be quoted to overseas Governments for munition stores. Prepare financial progress reports and royalty statements.

Qualifications: Some knowledge of related duties would be an advantage.

Apply: AF1

Establishments Branch

Director $13991-14484 (Class 11), Third Division, Industrial Section, Melbourne

Duties: No. 1—Control and direction of Industrial Section including the development and implementation of industrial policy and practices throughout the Department. Negotiate with industrial organisations and, as necessary, represent Department in arbitration proceedings. Exercise delegations under Supply and Development Act, Public Service Act and in relation to compensation matters.

Qualifications: Wide experience in industrial relations field together with knowledge of Departmental activities and relevant conditions of employment an advantage.

In lieu of *Gazette* 21.3.74.

Apply: AF1

NEW SOUTH WALES

Stores and Transport Branch

*Assistant (Transport) $5387-5661, Fourth Division, Light Transport Section (two positions), Woolloomooloo

Duties: Nos 129, 130—Allocation Officer. Receive all telephone bookings for transport and allocate drivers for taxi pool work.

Qualifications: Experience in radio operation and vehicle allocation desirable.

Note: Shift work is involved.

Apply: AF2

VICTORIA

Establishments and Services Branch

Typist, Grade 2 $4731-5035, Fourth Division, Personnel Section, Melbourne

Duties: No. 11—Undertake secretarial, stenographic and typing duties for the Senior Legal Officer.

Qualifications: Shorthand 100 words per minute desirable.

Apply: AF3

Finance Branch

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

Duties: No. 28—Recovery Clerk—Preparation of debit notes for recovery of expenditure on behalf of Service Departments, Issues of Stores and Materials, Disposals and other miscellaneous items. Control and reconciliation of debtors ledgers.

Qualifications: Sound knowledge of Treasury and Departmental financial procedures desirable.

Apply: AF3

Aeronautical Research Laboratories

Clerk $5806-6666 (Class 2/3), Third Division, Administrative Section, Fishermen's Bend

Duties: No. 78—Officer in charge of Establishment Registry.

Qualifications: Thorough knowledge of registry practices and procedures desirable.

Note: Previous applicants need not re-apply.

Apply: AF8

Government Aircraft Factories

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Production Section (two positions), Fishermen's Bend

Duties: Nos 48, 49—Prepare Traveller and production stage control cards, originate Cost Advice and issue manufacturing orders.

Apply: AF20

SOUTH AUSTRALIA

Stores and Transport Branch

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

Duties: No. 165—Supervise and direct the operations of the transport depots and ensure that personnel, vehicles and equipment are employed in the most economical manner in providing an efficient transport service.

Qualifications: Ability to organise and liaise with senior personnel on transport matters together with supervision experience desirable.

Accommodation: Married accommodation will be made available within a reasonable period after commencing duty.

District Allowance: $410 per annum is payable to a married man maintaining a family, others receive $220 per annum.

Taxation: Residents of Woomera are eligible for a Zone 'B' Taxation concession.

Apply: AF5

*Senior Technical Officer (Engineering), Grade 1 $8599-9103, Third or Fourth Division, Woomera

Duties: No. 108—Responsible for the control and management of the branch workshop at Woomera. Undertake investigations and prepare reports on matters relating to the repairs, maintenance and modifications to vehicles and allied equipment.

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

Accommodation: Married accommodation will be made available within a reasonable period after commencing duty.

District Allowance: $410 per annum is payable to a married main maintaining a family, others receive $220 per annum.

Taxation: Residents of Woomera are eligible for a Zone 'B' Taxation concession.

Apply: AF5

Clerk $7899-8639 (Class 5), Third Division, Accounting Section, Adelaide, Woodville North

Duties: No. 169—Budget Officer. Plan and prepare operating and financial budgets based on performance standards and projected income and expenditure. Analyse, interpret and prepare preliminary reports based on all performance budget results.

Qualifications: Accounting qualifications desirable.

Apply: AF5

*Foreman (Metal Trades), Grade 'C' $6900-7340, Fourth Division, Minor Servicing Workshops, Salisbury

Duties: No. 102—Supervise the operations of an automotive workshop carrying out servicing, maintenance and repairs to a wide range of vehicles, in accordance with set procedures.

Qualifications: Qualified tradesman with a sound technical knowledge in the repairs and maintenance of automotive vehicles and allied equipment.

Apply: AF5

DEPARTMENT OF TRANSPORT

CENTRAL STAFF

Air Transport Policy Division, Economic Policy and Licensing Branch

Chief Investigator $12019-12510 (Class 9), Third Division, Melbourne

Duties: No. 4—Conduct detailed review of rates for air navigation charges and recommend changes in the Air Navigation (Charges) Act. Undertake cost investigations of domestic air transport operations and make recommendations as to amount of subsidy to be paid to airlines.

Qualifications: Experience at a responsible level in work of a financial policy nature and proven ability to analyse financial data and prepare reports desirable. Accountancy qualifications, preferably by virtue of an appropriate university degree, would be an advantage.

Apply: F1

Civil Aviation Agency, Civil Aviation Training College

*Technical Instructor, Grade 2 $7843-8347, Third or Fourth Division, Port Moresby

Duties: Three NP—In accordance with prescribed syllabus, prepare and deliver lectures in electronics and electrical theory at the Civil Aviation Training College. Conduct practical training sessions. Assist in student assessments. Set and mark examinations.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Experience in the presentation of training courses together with a knowledge of classroom techniques and qualifications for an office of Radio or Electrical Technical Officer desirable.

Conditions: Attractive allowances and conditions in accordance with Determinations relating to Overseas Service are applicable for Papua New Guinea. Full details are available from Departmental Personnel Areas.

Apply: F7

NEW SOUTH WALES REGION

Airways Engineering Branch

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

Duties: No. 679—Provide high level administrative advice and assistance to the Radio/Electrical/Mechanical Maintenance Section Heads. Prepare the more involved administrative and semi-technical correspondence and reports, associated with Branch maintenance activities.

Qualifications: Thorough knowledge of engineering practices and procedures together with an ability to prepare high level correspondence and reports desirable.

Apply: F2

Executive Services Branch

Typist Supervisor, Grade 1 $5487-5663, Fourth Division, Personnel and Office Services Section, Personnel Sub-section, Marrickville

Duties: No. 21—Take and transcribe shorthand notes as required and type correspondence, reports etc. Supervise and train typists and distribute work of Section typing pool.

Qualifications: Ability to direct and co-ordinate the work of subordinate staff desirable.

Apply: F2

VICTORIA-TASMANIA REGION

Airports Branch

*Technical Assistant, Grade 2 $5681-6371, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 277—In accordance with established principles carry out straight forward detail and level surveys of Departmental installations.

Qualifications: Experience and/or qualifications appropriate to the duties together with a current car driving licence desirable.

Apply: F3

QUEENSLAND REGION

Airports Branch

Typist, Grade 2 $4731-5035, Fourth Division, Brisbane

Duties: NP—Undertake stenography and typing and atend to minor clerical duties for Airports Superintending Engineer.

Qualifications: Ability to write shorthand at the rate of 100 words per minute and to perform minor clerical duties desirable.

Apply: F4

Senior Technical Officer (Engineering), Grade 1 $8599-9103, Third or Fourth Division, Airport Inspection and Maintenance Section, Townsville

Duties: No. 208—Inspect and report on the condition of aerodromes within the district, and issue technical directions to groundstaff. Supervise aerodrome works and inspect work performed by contractors. Prepare specifications as required.

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

Apply: F4

Airways Engineering Branch

Typist, Grade 2 $4731-5035, Fourth Division, Brisbane

Duties: NP—Undertake stenography and typing and attend to minor clerical duties for Airways Superintending Engineer.

Qualifications: Ability to write shorthand at the rate of 100 words per minute and to perform minor clerical duties desirable.

Apply: F4

Executive Services Branch

Typist, Grade 2 $4731-5035, Fourth Division, Personnel and Office Services Section, Brisbane

Duties: No. 22—Undertake stenography and typing and transcribe from dictating audio equipment.

Qualifications: Ability to write shorthand at the rate of 100 words per minute desirable.

Apply: F4

WESTERN AUSTRALIA REGION

Airways Engineering Branch

Lineman, Grade 2 $4962-5264, Fourth Division, Radio Installation Section, Perth

Duties: No. 48—Construct, erect and maintain masts, towers, overhead line equipment and earthing systems associated with transmitting and receiving installations. Install and maintain communication and power cables, conduits and open wire routes.

Qualifications: Cable jointing certificate desirable.

Apply: F6

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Land Transport Policy Division, Vehicle Structures Safety Branch

*Engineer, Class 4 $13322-14209, Third Division, Analysis No. 2 Section, Melbourne

Duties: NP—Control and co-ordinate the work of the section responsible for detailed examination of confidential plans, specifications and test reports submitted in support of applications for compliance with Australian Motor Vehicle Design Rules.

Apply: AH8

*Engineer, Class 2 $9581-10702, Third Division, Analysis No. 2 Section (two positions), Melbourne

Duties: NP—Undertake examinations concerned with the application of established safety standards. Analyse Design Rules and recommend test procedures required for compliance.

Qualifications above three positions: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate for the efficient discharge of the duties. Knowledge of acceptance testing and motor vehicle safety desirable.

Apply: AH8

Sea Transport Policy Division, Shipping Facilitation Branch

Clerk $9876-10538 (Class 7) Third Division, Shipbuilding and Finance Section, Melbourne

Duties: No. 16—Critical review of movements in coastal and overseas fares, freight and charter rates. Examine and report on requests for shipping subsidies.

Qualifications: An appropriate degree including economics or qualifications as an accountant desirable.

Apply: AH8

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Development Branch

Investigation Officer, Grade 1 $6912-7652 (Class 4), Third Division, Budgetary Development Section, Canberra

Duties: No. 173—Supervise the preparation of reports on the computer relating to Budgetary and Forward Estimates programmes. Assist as directed in research into the form and content of financial documents.

Qualifications: Accountancy or equivalent qualifications desirable. Knowledge of the Treasury budgetary system would be an advantage.

Apply: AI1

Foreign Investment Division, Foreign Ownership and Control Branch

Research Officer, Grade 1 $6022-7652, Third Division, Foreign Ownership and Control Administration Section, Canberra

Duties: No. 31—Assist in research and investigations on aspects of policy issues arising from the administration of measures to regulate foreign ownership and control.

Qualifications: Tertiary qualifications. Aptitude for research desirable.

Apply: AI1

General Financial and Economic Policy Division

*Assistant Secretary $19085, Second Division, Canberra

Duties: No. NP—Undertake and/or direct investigations into particular projects concerning major economic and financial matters of relevance to Australia and formulate policy advice and recommendations thereon.

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

Apply: AI1

Economic Conditions Branch

Chief Finance Officer, Grade 2 $13991-14484 (Class 11), Third Division, Incomes and Prices Section, Canberra

Duties: No. 10—Oversight the work of the Section responsible for research and investigation into factors affecting movements in wages, other incomes and prices. Assist in the preparation of submissions for presentation in hearing on wages, salaries and related matters before the Commonwealth Conciliation and Arbitration Commission and other Tribunals.

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

Apply: AI1

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

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

Duties: No. 6—Staff Clerk. Supervise staff engaged in personnel work. Process claims for compensation, recruitment and appointment of new employees and exercise delegations.

Qualifications: Sound knowledge of the Public Service Act, Regulations and General Orders and Compensation (Australian Government Employees) Act desirable.

Apply: AI1

COMMONWEALTH SUB-TREASURY

AUSTRALIAN CAPITAL TERRITORY

Data Processing Operator, Grade 2 $5165, Fourth Division, Data Preparation Section, Canberra

Duties: No. 43—Operate data collection equipment comprising data entry sets and visual display units; operate Flexowriters, IBM card punching and verifying equipment and other equipment as required for the preparation of cheques, tapes, cards, etc.

Qualifications: Passed prescribed test for Data Processing Operator, Grade 1.

Apply: AI1

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Computer Service Centre, Applications Systems Branch

Programming Assistant, Grade 3 $6912-7652 (Class 4), Third Division (ten positions), Canberra

Duties: Undertake coding, documentation, program development and associated duties as required as a member of a program development or maintenance team.

Qualifications: Previous appropriate experience and completion or partial completion of tertiary qualifications desirable.

Apply: AI10

Programming Assistant, Grade 2 $5806-6666 (Class 2/3), Third Division (two positions), Canberra

Duties: Undertaking simple coding, documentation and associated duties as required as a member of a program development or maintenance team.

Qualifications: Previous appropriate experience desirable.

Apply: AI10

Operations, Techniques and Training Branch

Programmer $11032-11525 (Class 8), Third Division, Training Section, Canberra

Duties: No. 259—Assist in the development of the Section's ADP training program. Prepare and present advance training. Supervise the preparation and presentation of other training.

Qualifications: Extensive experience in programming and systems design together with experience in training desirable. Tertiary qualifications to be stated.

Apply: AI10

Economic Censuses and Surveys Division, Rural, Construction and Private Finance Branch

Senior Compiler $9876-10538 (Class 7), Third Division, Classification Section, Commodity Classification Sub-section, Canberra

Duties: No. 3—Responsible for designated sections of the Australian Standard Commodity Classification. Investigate proposals for revising commodity definitions and take part in relevant discussions with Tariff and other authorities, businesses, etc.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Apply: AI10

Management Services Branch, Finance and General Services Section

Librarian, Class 3 $9371-10534, Third Division, General Services Sub-section, Canberra

Duties: NP—Direct the activities and development of the Central Office Library.

Qualifications: University degree or approved Technical College Diploma together with the completion of the Registration Examination of the Library Association of Australia or its equivalent. Extensive experience in all aspects of library procedure is desirable for the above position.

Apply: AI10

Librarian, Class 2 $8066-8984, Third Division, General Services Sub-section, Canberra

Duties: No. 164—Supervise technical services including acquisition, cataloguing and processing of material in the Central Library and SDI Services. Check cataloguing and ensure that the Bureau policies are maintained.

Qualifications: University degree or approved Technical College Diploma together with the completion of the Registration Examination of the Library Association of Australia or its equivalent. Extensive experience in all aspects of library procedure is desirable for the above position.

Apply: AI10

Librarian, Class 2 $8066-8984, Third Division, General Services Sub-section, Canberra

Duties: NP—Direct and maintain reader services including reference and information work, bibliographical services, loans and the training of junior staff.

Qualifications: University degree or approved Technical College Diploma together with the completion of the Registration Examination of the Library Association of Australia or its equivalent. Extensive experience in all aspects of library procedures is desirable for the above position.

Apply: AI10

Library Officer, Grade 3 $7286-7971, Third Division, General Services Sub-section, Canberra

Duties: NP—Direct all processing functions and serials control including U.N. documents and Bureau publications. Control a SDI system involving the maintenance of reader profiles and the selection and distribution of special interest material.

Qualifications: The completion of the Registration Examination of the Library Association of Australia or its equivalent. Extensive experience in library techniques together with training in library practices desirable.

Apply: AI10

Library Officer, Grade 2 $6372-7057, Third Division, General Services Sub-section, Canberra

Duties: No. 167—Supervise the day-to-day activities of the Processing group including the maintenance of the serials register, routing, the preparation of material for binding, and the distribution of newspapers.

Qualifications: The completion of the Registration Examination of the Library Association of Australia or its equivalent. Experience in library techniques and training in library practices desirable.

Apply: AI10

Library Officer, Grade 2 $6372-7057, Third Division, General Services Sub-section, Canberra

Duties: NP—Assist the senior reference officer in reference and information services and in training the clerical staff responsible for loans and photocopying.

Qualifications: The completion of the Registration Examination of the Library Association of Australia or its equivalent. Experience in library techniques and training in library practices desirable.

Apply: AI10

Library Officer, Grade 1 $5458-6143, Third Division, General Services Sub-section, Canberra

Duties: No. 181—Control and arrange inter-library loans. Prepare the necessary correspondence and perform bibliographical checking associated with inter-library loans.

Qualifications: Completion of the Registration Examination of the Library Association of Australia or its equivalent. Thorough training in library practices desirable.

Apply: AI10

Library Officer, Grade 1 $5458-6143, Third Division, General Services Sub-section, Canberra

Duties: No. 168—Index periodical articles, maintain the subject index to periodicals and liaise with the staff responsible for SDI. Assist with bibliographical checking, filing and simple cataloguing.

Qualifications: Completion of the Registration Examination of the Library Association of Australia or its equivalent. Thorough training in library practices desirable.

Apply: AI10

Library Officer, Grade 1 $5458-6143, Third Division, General Services Sub-section, Canberra

Duties: No. 169—Make gift and exchange arrangements and order all books and serials. Perform bibliographical checking associated with ordering and maintain order and expenditure records. Maintain accession register.

Qualifications: Completion of the Registration Examination of the Library Association of Australia or its equivalent. Thorough training in Library practices desirable.

Apply: AI10

Clerical Assistant, Grade 8 $7573-7816, Fourth Division, General Services Sub-section, Canberra

Duties: NP—Officer-in-charge of Central Registry.

Qualifications: Extensive Registry experience and sound knowledge of Bureau functions and activities desirable.

Apply: AI10

Clerical Assistant, Grade 6 $6458-6844, Fourth Division, General Services Sub-section, Canberra

Duties: NP—Classifier. Act as Officer-in-charge during the absence of that officer.

Qualifications: Sound knowledge of Bureau functions and activities together with wide experience in Registry operations and procedures desirable.

Apply: AI10

Clerical Assistant, Grade 5 $5879-6265, Fourth Division, General Services Sub-section (two positions), Canberra

Duties: NP No. 180—File examiner.

Qualifications: Appreciation of Registry functions as affecting file examination desirable.

Apply: AI10

Clerical Assistant, Grade 5 $5879-6265, Fourth Division, General Services Sub-section, Canberra
Duties: NP—Archives Officer.
Qualifications: Wide experience in Registry operations and procedures desirable.
Apply: AI10

Clerical Assistant, Grade 5 $5879-6265, Fourth Division, General Services Sub-section, Canberra
Duties: No. 67—Supervise and co-ordinate mail-handling, dispatch, photocopying and courier services.
Qualifications: Thorough knowledge of postal rates and regulations together with ability to control and train staff desirable.
Apply: AI10

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, General Services Sub-section, Canberra
Duties: NP—Perform subject indexing of correspondence and maintain subject index.
Apply: AI10

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, General Services Sub-section, Canberra
Duties: NP—Former Papers Officer.
Apply: AI10

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, General Services Sub-section, Canberra
Duties: NP—OIC Receipts, Distribution and Messengers.
Apply: AI10

Clerical Assistant, Grade 4 $5398-5686, Fourth Division General Services Sub-section, Canberra
Duties: No. 182—Registration of serials and replacement of missing issues. Preparation of surplus lists and material for binding. Supervision of the shelving of parliamentary papers and non-catalogued papers.
Qualifications: Previous experience in appropriate library routines desirable.
Apply: AI10

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, General Services Sub-section, Canberra
Duties: NP—Registration, control and shelving of all Bureau publications and U.N. documents.
Qualifications: Previous experience in appropriate library routines desirable.
Apply: AI10

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, General Services Sub-section, Canberra
Duties: No. 184—Assist with the maintenance of reader profiles and the selection and distribution of special interest material.
Qualifications: Previous experience in appropriate library routines desirable.
Apply: AI10

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, General Services Sub-section, Canberra
Duties: No. 183—Maintenance of loan records and preparation of overdue reminders. Attend to general enquiries concerning loans.
Qualifications: Previous experience in appropriate library routines desirable.
Apply: AI10

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Sub-section, Canberra
Duties: NP—Sort incoming mail. Distribution by hand of certain library material. Shelving books and serials and the extraction of material in need of binding or repair.
Qualifications: Previous library experience an advantage.
Apply: AI10

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Sub-section, Canberra
Duties: No. 172—Maintain the necessary records for controlled routing of serial publications. Shelving of serial publications. Assist with preparation of serials for binding.
Qualifications: Previous library experience an advantage.
Apply: AI10

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Sub-Section, Canberra
Duties: No. 173—Assist with maintenance of loan records and other duties associated with the loan of library material.
Qualifications: Previous library experience an advantage.
Apply: AI10

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Sub-section, Canberra
Duties: No. 184—Assist the cataloguing section with the sorting and filing of catalogue cards. Duplication of catalogue cards and preparation of accessions lists. The preparation of new books for processing.
Qualifications: Previous library experience an advantage.
Apply: AI10

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Sub-section, Canberra
Duties: NP—Nominal Indexer.
Apply: AI10

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Sub-section, Canberra
Duties: NP—Attachments Officer.
Apply: AI10

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Sub-section, Canberra (seven positions)
Duties: Receptionist.
Apply: AI10

Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Sub-section, Canberra
Duties: NP—Relief Assistant.
Note: The Bureau is moving to Belconnen, A.C.T., during 1974.
Apply: AI10

Clerk $7899-8639 (Class 5), Third Division, Staff Development and Training Sub-section, Canberra
Duties: No. 40—Responsible for the operational aspects of the staff development scheme and the preparation of individual developmental programmes; undertake staff counselling in relation to staff development: Administer the Bureau's Cadetship Scheme.
Qualifications: Previous experience in staff development work or related fields and appropriate academic qualifications desirable.
Apply: AI10

WESTERN AUSTRALIA

Research, Publications and Services Branch

Steno-secretary, Grade 1 $5311-5663, Fourth Division, Perth

Duties: No. 34—Steno-secretary to the Deputy Commonwealth Statistician.

Qualifications: Shorthand at least 100 words per minute.

Apply: AI15

Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Administrative Section, Office Services Sub-section, Perth

Duties: No. 23—Supervise the work of the Registry, Mail Services and Stores Group. Maintain the Departmental registry system. Operate the stores and stationery stock control system.

Apply: AI15

Clerk $5806-6666 (Class 2/3), Third Division, Administrative Section, Relief Sub-section, Perth

Duties: No. 99—Carry out relief duties as required.

Apply: AI15

Training Officer, Grade 2 $7899-8639, Third Division, Administrative Section, Training Sub-section, Perth

Duties: No. 98—Organise and conduct staff training courses as required and report on training needs.

Qualifications: Aptitude for conference leadership and personal direction of training courses desirable.

Apply: AI15

TASMANIA

Compiling

Clerk $5806-6666 (Class 2/3), Third Division, Primary Industries and Construction Sub-section, Hobart

Duties: No. 10—Examine and compile rural industry statistics.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Apply: AI16

Personnel, Publications and Research

Clerk $5806-6666 (Class 2/3), Third Division, Research and Integration Sub-section, Hobart

Duties: No. 118—Responsible for updating and undertaking quality control checks of the Integrated Register and assist in collection control operations for economic census returns.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Apply: AI16

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division, Management Services Branch

Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Finance and General Services Section, Canberra

Duties: No. 20—Maintain inventories of and issues stores. Initiate replenishment action and raise requisitions for supplies, purchase orders and Forms TB. 3 for all stores and stationery requirements for the Department and the Minister's Office. Prepare estimate of requirements for inclusion in CSS and TB contracts and maintain lists of potential suppliers.

Apply: AJ1

Director $13004-13498 (Class 10), Third Division, Special Projects Section, Canberra

Duties: No. 224—Undertake specific policy assignments in the management area including the development of heads of agreement with other Departments and authorities, and the examination of personnel and establishment matters which concern the statutory authorities responsible to the Minister and other authorities for which the Department has a responsibility to arrange Australian Government representation.

Qualifications: Considerable experience in administrative policy work desirable. Tertiary qualifications are preferred.

Apply: AJ1

TRANSFERS TO ADVERTISED VACANCIES

Name and personnel number	*Transferred from*	*Transferred to*	*Date of notification of vacancy*
ATTORNEY-GENERAL'S DEPARTMENT			
AUSTRALIAN CAPITAL TERRITORY			
P. Houldsworth 72/86109M	Clerk (Class 2/3), Third Division	Clerk (Class 2/3), Third Division, Supreme Court Branch, Canberra (No. 7)	24.1.74
NEW SOUTH WALES			
A. J. Hedgcock 70/14436W	Accounting Machinist, Grade 2, Fourth Division, Postmaster-General's Department, Sydney	Accounting Machinist, Grade 2, Fourth Division, Bankruptcy Branch, Official Receiver's Section, Sydney (No. 24)	25.10.73
DEPARTMENT OF DEFENCE—ARMY OFFICE			
QUEENSLAND			
J. E. Browne 64/22951T	Clerical Assistant, Grade 4, Fourth Division, Department of Defence —Army Office, Casula	Clerical Assistant, Grade 4, Fourth Division, Internal Checking and Stocktaking Section, Canungra (No. 3)	31.1.74
DEPARTMENT OF FOREIGN AFFAIRS			
CENTRAL OFFICE			
Nigel Alan Moth 67/38850K	Clerk (Class 6), Third Division, Department of Supply, Canberra	Clerk (Class 6), Third Division, Management Services Division, Services Branch, ADP Section, Canberra (No. 817)	20.9.73
OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY			
AUSTRALIAN CAPITAL TERRITORY			
B. T. Hunter 70/12031P	Training Officer, Grade 2 (Class 5), Third Division, Postmaster-General's Department, Sydney	Teacher, Grade 2, Third Division, International Training Institute, Sydney (No. 35)	22.11.73
DEPARTMENT OF LABOUR			
VICTORIA			
E. M. Kane 71/40807C	Clerk (Class 2/3), Third Division, Department of Defence	Clerk (Class 2/3), Third Division, Employment, Training and Industrial Services Division, Employment Branch, Special Categories Section, Youth Subsection (No. 74)	21.3.74
R. C. Kenshole 70/38806K	Clerk (Class 2/3), Third Division	Clerk (Class 2/3), Third Division, Employment Training and Industrial Services Division, Employment Branch, Special Categories Section, Youth Subsection (No. 7)	21.3.74
QUEENSLAND			
I. R. Kelly 62/57723E	Clerk (Class 8), Third Division, Department of Customs and Excise, Canberra	Employment Officer $6912-7652 (Class 4), Third Division DEO Pool Section, Warwick (No. 35)	13.9.73
DEPARTMENT OF NORTHERN DEVELOPMENT			
CENTRAL OFFICE			
R. J. Murphy 71/38388T	Research Officer, Grade 1, Third Division, Resources Division	Research Officer, Grade 1, Third Division, Commodities Division, Mineral Economics and Trade Section, Canberra (No. 60)	14.2.74

Name and personnel number	Transferred from	Transferred to	Date of notification of vacancy
POSTMASTER-GENERAL'S DEPARTMENT			
CENTRAL OFFICE			
D. J. Duckworth 62/45429T	Technical Officer (Engineering), Grade 2, Fourth Division, Engineering Planning and Research Division	Technical Officer (Engineering), Grade 2, Fourth Division, Engineering Planning and Research Sub-division, Switching and Signalling Branch, Melbourne (No. 27)	17.5.73
M. H. Crowley 58/16314C	Programmer (Class 8), Third Division, Management Services Division, ADP Branch, Melbourne	Programmer (Class 8), Third Division, Management Services Division, ADP Branch, Melbourne (No. 8)	24.5.73
J. J. P. Glavimans 64/46132K	Technical Officer (Engineering), Grade 1, Fourth Division, Engineering Planning and Research Division	Technical Officer (Engineering), Grade 1, Fourth Division, Engineering Planning and Research Division, Research Sub-division, Physical Sciences Branch, Physics and Polymer Section, Melbourne (No. 156)	15.11.73
P. A. C. Geermans 66/37127E	Clerk (Class 4), Third Division, Engineering Works Division	Clerk (Class 4), Third Division, Engineering Works Division, Telephone Switching Equipment Branch, Melbourne (No. 63)	22.11.73
NEW SOUTH WALES			
A. M. Drysdale 70/38118M	Clerk (Class 2/3), Third Division, Telecommunications Division, Wollongong	Clerk (Class 2/3), Third Division, Telecommunications Division, Country Region, South Section, Wollongong District Telephone Office Sub-section, Wollongong (No. 337)	4.10.73
A. J. Blackett 66/12748T	Clerk (Class 2/3), Third Division, Engineering Division. Sydney	Clerk (Class 2/3), Third Division, Engineering Division, Administrative Branch, Costing Section. Sydney (No. 215)	25.10.73
A. T. Burge 59/37560R	Clerk (Class 4), Third Division, Engineering Division, Sydney	Clerk (Class 4), Third Division, Engineering Division, Construction Branch, Primary Works (Country) Section, Sydney (No. 143)	13.12.73
B. J. Donaghey 70/23494G	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Revesby	31.1.74
G. P. Marshall 70/23131X	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Muswellbrook (Emergent Relief)	31.1.74
C. I. Wright 72/22261X	Postal Clerk, Third Division, Bexley (Relief)	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Croydon	31.1.74
G. F. Ditchburn 59/66487G	Telecommunications Technical Officer, Grade 2, Third Division, unattached	Technical Instructor, Grade 2, Third Division, Engineering Division, Support Services Branch, Industrial Engineering and Training Section, Ballarat	30.8.73
S. M. Taylor 59/59159P	Lines Supervisor, Grade 3, Fourth Division, Engineering Division	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 4 (North East) Section, Doncaster	17.5.73
A. J. Smith 67/36696X	Programmer (Class 6), Third Division, Repatriation Department, Central Office, Canberra	Clerk (Class 2/3), Third Division, Engineering Division, Regional Operations Branch, Gippsland Section, Sale (No. 296)	2.8.73
J. A. Strugnell 61/45537K	Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division, Regional Operations Branch, North Western Section, Swan Hill	10.1.74

Name and personnel number	*Transferred from*	*Transferred to*	*Date of notification of vacancy*
QUEENSLAND			
P. T. McDonnell 59/18957M	Lines Supervisor, Grade 3, Fourth Division, Engineering Division	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Country Branch, Wide Bay–Burnett Section, Bundaberg	15.11.73
B. W. Browne 59/15988C	Assistant Inspector (Class 5), Third Division, unattached	Assistant Inspector (Class 5), Third Division, Postal Services Division, Post Offices Branch, Metropolitan No. 2 District, Nundah (No. 136)	15.11.73
W. K. Heath 59/21055E	Assistant Inspector (Class 5), Third Division, unattached	Clerk (Class 5), Third Division, Postal Services Division, Post Offices Branch, Brisbane (No. 184)	13.12.73
R. N. Marshall 63/61269A	Senior Postal Clerk, Grade 1, Third Division, Julia Creek	Senior Postal Clerk, Grade 1, Third Division, Postal Services Division, Post Offices Branch, Toombul	31.1.74
L. A. Lewis 64/61872W	Postal Clerk, Fourth Division, Alpha	Postal Clerk (Relief), Fourth Division, Postal Services Division, Post Offices Branch, Bundaberg	31.1.74
A. J. Bell 59/21912W	Postal Clerk (Relief), Fourth Division, Caboolture	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Caboolture	31.1.74
P. G. McNamara 63/70244R	Postal Clerk, Fourth Division, Nuriootpa, South Australia	Postal Clerk (Relief), Fourth Division, Postal Services Division, Post Offices Branch, Charters Towers	13.12.73
T. W. Burrows 63/61193K	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Palm Beach	31.1.74
H. A. J. Rooding 71/70458W	Postal Clerk, Fourth Division, Casuarina, Northern Territory	Postal Clerk (Emergent Relief), Fourth Division, Postal Services Division, Post Offices Branch, Townsville	10.1.74
L. R. G. Brown 62/61537G	Postal Officer, Grade 2, Fourth Division, Bundaberg	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Strathpine	31.1.74
T. J. Sutherland 64/61842A	Postal Officer, Grade 2, Fourth Division, Chinchilla	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Toombul	31.1.74
D. A. Welch 59/20282T	Clerk (Class 4), Third Division, Engineering Division	Clerk (Class 2/3), Third Division, Telecommunications Division, Country Region, District Telephone Office, Cairns (No. 39)	19.12.73
M. J. Wright 59/24536A	Monitor, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Country Region, District Telephone Office, Mackay (No. 202)	19.12.73
SOUTH AUSTRALIA			
R. J. Willis 59/15674A	Lines Supervisor, Grade 3, Fourth Division, Engineering Division	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Country Branch, Southern Section, Mannum	8.11.73
C. F. Murphy 59/14862R	Cable Assigner, Fourth Division, Engineering Division	Cable Assigner, Fourth Division, Engineering Division, Metropolitan Operations Branch, Adelaide	13.12.73
DEPARTMENT OF THE PRIME MINISTER AND CABINET			
AUSTRALIAN CAPITAL TERRITORY			
D. J. Gordon 59/38039C	Telecommunications Technical Officer (Grade 1), Third Division Postmaster-General's Department	Clerk (Class 2/3), Third Division, Operations Division, Services Branch, Establishments and Finance Section, Office Services Sub-section (No. 275)	1.11.73
REPATRIATION DEPARTMENT			
NEW SOUTH WALES			
C. W. Everson 63/11142C	Clerical Assistant, Grade 3, Fourth Division Out-patient Clinic, Sydney (No. 22)	Clerical Assistant, Grade 3, Fourth Division Out-patient Clinic, Sydney (No. 15)	29.11.73
F. Finocchiaro 69/12855T	Clerical Assistant, Grade 2, Fourth Division, Registry Section, Sydney	Clerical Assistant, Grade 2, Fourth Division, Out-patient Clinic, Sydney (No. 61)	13.12.73

Name and personnel number	*Transferred from*	*Transferred to*	*Date of notification of vacancy*
DEPARTMENT OF SERVICES AND PROPERTY			
AUSTRALIAN ELECTORAL OFFICE			
VICTORIA			
A. R. Damigella 65/37145T	Steno-secretary, Grade 1, Fourth Division, Department of Defence—Army Office, Albert Park Barracks, Melbourne	Steno-secretary, Grade 1, Fourth Division, Australian Electoral Office, Melbourne (No. 11)	8.11.73
DEPARTMENT OF SOCIAL SECURITY			
NEW SOUTH WALES			
P. M. Egan 69/14230C	Clerk (Class 2/3), Third Division, Newcastle	Clerk (Class 2/3), Third Division, Management Branch, Establishments Section, Sydney (No. 2097)	6.12.73
QUEENSLAND			
J. N. Woodroffe 68/57418P	Clerk (Class 2/3), Third Division, Department of Defence, Brisbane	Clerk (Class 2/3), Third Division, Establishments Section, Brisbane (No. 1093)	29.11.73
DEPARTMENT OF TRANSPORT			
SURFACE TRANSPORT GROUP			
CENTRAL OFFICE			
I. B. Macfarlane 64/86020P	Defence Officer, Class 5, Third Division, Department of Defence, Canberra	Executive Officer, Class 9, Third Division, Rail and Urban Transport Branch, Urban Transport Systems Management Section, Canberra (No. 20)	8.11.73
WESTERN AUSTRALIA			
P. J. Mahony 71/75749C	Clerk (Class 2/3), Third Division, Fremantle	Clerk (Class 2/3), Third Division, Supply Section, Perth (No. 3)	28.2.74
DEPARTMENT OF THE TREASURY			
AUSTRALIAN TAXATION OFFICE			
HEAD OFFICE			
B. S. Jones 64/10237G	Programmer (Class 8), Third Division, ADP Branch, Planning and Services Section, Canberra	Inspector (Class 8), Third Division, ADP Branch, Computer Operations Section, Canberra (No. 743)	22.11.73

PROMOTIONS

Corrigenda—provisional promotions

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

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

P. Lee, 14.2.74 (p. 50) Withdrawn.

M. R. Lloyd, 21.3.74 (p. 67) Lapsed.

VICTORIA

C. Buckley, 17.1.74 (p. 54) Lapsed.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

P. P. F. Jansen, 28.3.74 (p. 71) Position promoted to should read 'vice E. R. Lynch prov. prom. 13.12.73'

K. S. Holloway, 21.3.74 (p. 74) Surname should read 'Hollaway'.

A. J. Wilson, 28.3.74 (p. 71) Position number promoted to should read '(No. 198)'.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

J. K. Maldon, 21.3.74 (p. 76) Position No. should read No. 184.

Henry Evans, 14.3.74 (p. 3) Christian name should read 'Penry'.

VICTORIA

N. W. O'Connor, 21.3.74 (p. 76) Salary for position promoted to should read $4320-4530.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

G. D. Carter, 21.3.74 (p. 60) Confirmation withdrawn.

NEW SOUTH WALES

P. L. Cush, 14.3.74 (p. 42) Seniority number should read 70/11602R.

M. N. Rowe, 14.3.74 (p. 43) Should read M. W. Rowe.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

R. E. Whitfield, 28.3.74 (p. 77) Personnel number should read 72/87911R.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

T. D. Hyde, 1.11.73 (p. 120) Lapsed.

A. R. Larkin, 1.11.73 (p. 124) Lapsed.

DEPARTMENT OF HOUSING AND CONSTRUCTION

AUSTRALIAN CAPITAL TERRITORY

L. Targ, 25.10.73 (p. 161) Lapsed.

NORTHERN TERRITORY

K. Mitchelhill, 21.3.74 (p. 90) Cancelled.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

C. Anson, 28.3.74 (p. 93) Personnel number should read 61/88317C.

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

B. E. Lord, 21.2.74 (p. 90) Position promoted from should read 'Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Telecommunications Division, Gosford.

J. J. Kennedy, 21.2.74 (p. 90) Lapsed.

D. M. Anderson, 14.3.74 (p. 61) Withdrawn.

C. J. Sheath, 31.1.74 (p. 71) Surname should read Seath.

SOUTH AUSTRALIA

L. G. Steward, 28.2.74 (p. 91) Personnel number should read '59/15395R' in lieu of that notified.

M. V. Comas, 21.3.74 (p. 110) Withdrawn.

M. Schaedel, 14.3.74 (p. 65) Effective date of promotion should be 28.3.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Office of the Industries Assistance Commission

J. C. Nichols, 7.3.74 (p. 102) Surname should read 'Nicholls'.

REPATRIATION DEPARTMENT

NEW SOUTH WALES

S. J. G. Fletcher, 17.1.74 (p. 94) Present Department should read 'Department of Defence—Navy Office'.

DEPARTMENT OF SCIENCE

CENTRAL STAFF

J. B. Whitehead, 17.1.74 (p. 105) Position promoted from and position promoted to should both read 'Third Division' in lieu of 'Fourth Division'.

DEPARTMENT OF SERVICES AND PROPERTY

SOUTH AUSTRALIA

J. A. Attenborough, 14.3.74 (p. 35) Initials should read J. D. in lieu of that notified.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

R. Glover, 7.3.74 (p. 111) Position promoted from should read 'Investigation Officer $9876-10538 (Class 7), Third Division, Papua New Guinea Office, Department of Foreign Affairs, Canberra.

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

P. J. Stubbs, R. G. Miller, D. V. Costello, 28.3.74 (p. 123) Promotions withdrawn.

D. V. Hailes, 28.3.74 (p. 123) Promotion withdrawn.

SOUTH AUSTRALIA

A. R. Rye, 4.10.73 (p. 115) Withdrawn.

DEPARTMENT OF TRANSPORT

SOUTH AUSTRALIA/NORTHERN TERRITORY REGION

W. C. Van Diemen, 21.3.74 (p. 138) Promoted from column should read 'Clerk $5806-6666 (Class 2/3), Third Division'.

WESTERN AUSTRALIA REGION

J. H. Happe, 28.2.74 (p. 106) Name should read 'J. T. Happe'.

DEPARTMENT OF THE TREASURY

AUSTRALIAN CAPITAL TERRITORY

Australian Bureau of Statistics

H. M. McFarlane, 28.3.74 (p. 60) Confirmation withdrawn.

B. J. Cole, 14.3.74 (p. 83) Position promoted from should read 'Assistant Inspector $8886-9548, Class 6, Third Division' in lieu of that notified.

T. L. Harlow, 7.3.74 (p. 118) Cancelled.

VICTORIA

Australian Taxation Office

D. T. Webb, 11.10.73 (p. 169) Lapsed.

C. J. Bowring, 29.11.73 (p. 152) Lapsed.

Confirmation of provisional promotions

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

DEPARTMENT OF ABORIGINAL AFFAIRS

T. G. Baban, R. F. Burnell, J. B. Vonk, 11.10.73; V. M. Davis, 22.11.73; J. R. Weinman, P. R. Gilligan, 6.12.73; K. F. Lewis, 28.2.74.

ATTORNEY-GENERAL'S DEPARTMENT

S. E. Dacey, 6.12.73; R. W. Moritz—In lieu of notification which appeared 21.3.74 (p. 59), 17.1.74; L. G. Glare, 7.2.74; A. M. Jeffrey, A. Holt, J. H. Slawson, L. C. Barter, K. A. Page, H. Tague, H. C. Gilbert, T. L. Brooking, 28.2.74.

DEPARTMENT OF THE CAPITAL TERRITORY

C. J. Harper, P. A. Holleley, D. H. McCaffrey, J. H. Sargent, M. J. Henry, T. W. Falconer, N. E. Nowak, Z. Sek-Sekalski, W. Allen, G. McEwan, 28.2.74; V. Hodge, H. Buckland, D. L. Lane, S. E. Surguy, R. P. Hoschke, P. J. Schwartzkoff, B. A. Wagstaff, P. G. Forwood, K. McKenna, D. E. Hume, 7.3.74.

DEPARTMENT OF CUSTOMS AND EXCISE

A. H. Aplin, 16.8.73; F. O. Lavers, 13.12.73; J. Svanfelds, 19.12.73; S. Froude, D. G. Flay, 21.2.74; R. B. Senior, R. Lipscombe, V. G Montgomery, I. R. Kentwell, R. J. Janeczko, W. J. Brokken, A. R. Meier, M. C. Reid, R. E. Greig, J. L. Howard, P. A. Storen, J. T. Houssenloge, J. A. Deck, M. M. Taylor, G. R. Bannister, C. J. Williamson, M. E. Johnson, R. G. Ryan, I. P. Heffernan, C. Thompson. L. J. James. C. F. Vassarotti. W. Thomson, A. G. Campbell, A. N. Hussey, J. J. Gellatly, M. Politi, G. Dumetz, R. G. Van Eede, B. S. Kover, D. M. O'Connor, P. J. B. Smith, N. A. Molan, D. W. Archbold, D. M. Clark, J. W. Seaborn, E. C. Dunshea, J. D. Hughes, M. A. Johnston, M. J. Cusack, 28.2.74.

DEPARTMENT OF DEFENCE

D. A. Teasdale, 14.2.74; J. McKenna, L. Rosengrave, D. L. Walker, 21.2.74; D. L. Oswald, P. J. Sebo, 28.2.74; M. L. Stuart, 7.3.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

P. A. Jess, R. J. Bailey, 10.1.74; M. T. Breen, K. Hiho, L. J. Ryan, 21.2.74; A. McGlynn, 7.3.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

D. L. Klutke, 14.2.74; V. B. Kimber, 21.2.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

K. P. Morrison, 19.12.73; K. D. McLean, W. J. L. Coxhead, N. G. Miller, A. M. Cairns, N. E. Cox, M. A. Porter, G. P. Sapienza, J. O. Munteanu, M. J. Renwick, D. W. Lockhart, B. H. Wood, 10.1.74; S. M. Winch, A. G. Saliba, 17.1.74; V. I. Domagalski, 21.2.74; C. A. Windley, J. M. Etheredge, K. M. Scott, 28.2.74; S. M. Hopper, V. Aubusson, 7.3.74.

DEPARTMENT OF EDUCATION

D. A. Marsh, G. E. West, 24.1.74; A. J. Bray, 7.2.74; R. G. Curran, R. W. Mantel, 7.3.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

M. G. Cook, R. Anning, 15.11.73; M. J. Daly, A. R. Dowen, G. J. Gregory, B. Klaasen, 7.3.74.

DEPARTMENT OF FOREIGN AFFAIRS

C. M. Hicks, 18.10.73.

DEPARTMENT OF HEALTH

R. I. Manson, C. J. Rimmer, L. M. O'Toole, C. L. Rogers, J. D. Hart, R. A. Dick, J. L. Beven, 1.11.73; C. H. Gurd, 6.12.73; C. M. Green, N. J. Stitchbury, 10.1.74; J. F. Cruikshank, J. A. Tunn, D. R. Shoobridge, 17.1.74; K. R. Deayton, M. Keller, P. Hughes, 14.2.74; L. A Fletcher, W W. Sewell, G. J. Welch, K. A. Keable, R. C. Jenkins, S. J. Leslie, M. C. McCabe, M. J. Reid, C. T. Waring, M. F. Clarke, 14.2.74; M. Beard, 21.2.74; J. F. Curtis, I. T. Tereba, I. W. Baird, G. L. Collard, M. M. Hicks, 21.2.74; H. C. Hart, W. H. Larkin, 28.2.74; S. A. Kerr, U. H. Vasliescu, S. Williams, D. W. Howes, J. Withell, 28.2.74; R. H. Gibson, D. R. Bickley, C. A. Nettle, 7.3.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

M. M. A. Soleri, 13.12.73; D. B. Loneragan, 10.1.74; R. F. Evans, 17.1.74; P. J. Murphy, B. A. Retschlag, A. W. Sugden, T. P. Herne, R. J. Walker, R. A. Smith, R. J. Bolden, H. A. De Souza, W. Neeson, E. Antczak, J. P. Girbau, M. J. Claxton, R. Farrell, R. J. Silver, J. A. Sullivan, 21.2.74; R. S. Ahlholm, G. D. Sheppard, H. R. Ploetz, F. A. Johnson, M. D. Elton, 28.2.74.

DEPARTMENT OF LABOUR

J. E. Collins, 6.12.73; A. J. Parker, J. G. Clark, 19.12.73; P. S. Basic, D. N. Parker, K. J. Halpin, D. M. Saunders, J. P. Tiborc, 10.1.74; T. A. O'Loughlin, 17.1.74; C. A. Cox, P. A. Harrison, C. G. Lynch, J. A. Naphtali, 24.1.74; H. L. McDonald, L. J. Raftery, H. C. Cuff, E. M. Emery, 7.2.74; J. G. King, L. M. Yates, 14.2.74; J. W. Thom, 21.2.74; C. F. Melbourne, D. C. Hogan, B. G. Taylor, L. C. Smith, C. B. Granek, L. Dukalskis, P. L. Gillespie, E. C. Pell, 28.2.74.

DEPARTMENT OF THE MEDIA

Australian Broadcasting Control Board

R. J. Moore, 24.1.74.

DEPARTMENT OF MINERALS AND ENERGY

K. J. Seers, 14.2.74; W. C. Browning, L. H. Iannelli, V. W. Pye, N. R. Griffin, B. P. Harvey, D. L. Lenson, C. Shooks, R. B. Nott, 7.3.74.

DEPARTMENT OF THE NORTHERN TERRITORY

R. A. Dance, 22.11.73; A. T. Dembski, W. D. Dodd, 21.2.74.

DEPARTMENT OF OVERSEAS TRADE

J. A. Smith, J. D. Birss, 11.10.73; S. E. Pepper, 15.11.73; N. Davis, 19.12.73; J. C. V. Lee, 10.1.74; P. M. Donaldson, 24.2.74.

POSTMASTER-GENERAL'S DEPARTMENT

A. F. MacPherson, A. Carnovale, O. Cataldo, G. V. Gordon, E. J. Bushell, W. Grygalin, R. A. Giles, S. Amato, E. W. Haynes, C. R. C. Branson, B. P. Harrington, L. G. Colban, P. F. Gosney, S. M. Jordan, H. G. Milne, J. W. Duck, J. V. J. Taylor, L. Branston, M. W. Zanoni, J. K. Heron, L. B. Hogan, R. V. Smith, E. Cacchione, A. Grano, C. Cavarra, V. Elefteriou, G. Egizii, G. Lozito, V. Spano, 16.8.73; A. D. Denny, J. R. Buckett, W. E. Lawlor, B. N. Thompson, J. C. White, R. L. Bower, M. G. Francis, R. Martin, H. H. Evans, J. E. Withers, P. V. Birch, N. D. Black, S. H. Croker, L. McDonald, K. L. J. Kennedy, D. L. Kirkpatrick, J. Wyner, M. H. Skinner, R. J. Barnes, R. E. Draper, G. R. Stephenson, F. O. Schupp, B. D. Ayres, W. N. Harvey, T. W. Crack, R. F. Hope, J. W. Longstaff, R. Davis, G. W. L. Gammon, R. J. Hain, E. R. Henry, A. A. Lalor, D. J. Lee, M. L. Oxley, A. J. Pillar, L. J. Birrell, D. J. Currell, G. T. Pascoe, 20.9.73; P. J. Wilkinson, 11.10.73; K. Cree, 18.10.73; N. L. Wiseman, B. M. Reichelt, M. C. Chan, W. J. Brown, A. K. Cherry, 25.10.73; P. S. Booth, R. Checkinski, J. G. Gill, J. B. Sim, J. E. Strapps, 1.11.73; D. V. Rigby, 8.11.73; W. L. Kelly, W. S. Yarrington, 29.11.73; D. B. Pedro, 29.11.73; N. J. Betts, 6.12.73; J. W. Cosson, H. A. Taylor, 19.12.73; J. Wilkinson, J. R. Cunningham, I. F. G. McKenzie, E. R. S. Martinus, H. H. Ludwig, 10.1.74; M. I. Hill, 17.1.74; P. L. Buuts, J. A. Camfield, 24.1.74; A. P. McLeod, 31.1.74; C. A. Holliday, 7.2.74; D. W. Lyness, O. R. R. Tedder, L. J. George, J. F. Cooper, M. H. Sparkman, M. D. Cook, W. B. Macmile, K. P. Dix, P. K. Starr, K. W. Ross, G. J. Hopkins, 14.2.74; F. C. Batzloff, F. Robinson, R. F. Pears, J. R. Friend, L. A. Walsh, J. M. Perry, A. Niemeyer, M. A. Daniel, D. E. Annear, K. Limb, E. P. Lyall, B. L. Robins, J. H. Spencer, A. G. Witts, L. J. Murphy, J. J. McCambridge, M. G. Bennet, C. A. Noakes, R. B. Humphrey, B. A. Tory, N. V. Cranby, G. H. Bates, C. J. Pratt, M. A. Rowe, S. J. Dade, G. K. Knight, R. T. McGuire, S. F. McNamara, K. M. Costello, G. Sharp, T. J. Mills, C. J. Burnett, A. J. Kelly, M. M. Farrell, T. Christofis, L. J. Gordon, J. O'Connell, T. H. Berrell, R. E. S. McLaurin, G. T. Hyde, B. E. Lord, B. R. Wehrstedt, M. A. Hooper, A. P. Ismolowitsch, R. L. M. Forbes, S. P. Cass, R. R. Calov, M. M. McCrimmon, M. I. Blake, T. C. Harrison, L. A. Hall, E. M. Grierson, D. J. Sibbritt, V. W. Myers, E. A. Newbound, A. R. Martin, P. R. Grieger, C. W. Heinrich, M. A. Hewitt, D. L. Driver, R. S. Hayes, L. J. Tanner, M. A. Tierney, G. F. Lee, L. Purdon, T. D. Jenkin, A. J. Carrick, M. W. T. Cherry, S. G. Edwards, R. F. Morrissey, B. J. Whellan, C. M. Anderson, G. G. Dunn, S. Owens, J. G. Gunn, F. H. O'Grady, A. A. Batich, B. J. Thomas, N. R. Jarvis, J. M. Brasher, J. L. Lever, N. A. Supple, H. C. McCarthy, L. W. Curr, M. S. Fox, A. R. Nichols, R. D. Randle, J. J. Stekerhofs, I. P. Watts, P. A. Taylor, K. F. Barron, W. J. Jones, W. Hiah, P. R. Whitehead, D. J. Justin, R. Kane, R. J. Walker, R. J. Collyer, M. A. Coster, R. M. McLean, D. C. Eames, G. J. Welsh, L. E. Holmes, J. C. Hall, R. H. Coster, 21.2.74; A. E. Walker, L. J. McNamara, R. A. Smith, A. E. Martin, R. J. Price, W. S. Brazier, A. K. Parish, C. L. Mackney, D. J. Harrison, N. L. Prendergast, V. A. Daniels, J. Klemke, A. N. L. Nicholson, N. L. Salsbury, G. D. Gray, M. J. C. Roy, J. Lawler, B. A. J. Holland, E. E. Landsell, B. K. Abood, R. F. Weedon, C. C. Carnes, R. A. Long, S. J. Crawford, C. M. Edward, R. H. Donaldson, I. C. Montgomery, 28.2.74.

DEPARTMENT OF PRIMARY INDUSTRY

R. L. Smyth, 1.11.73; J. A. Dollisson, 15.11.73; R. Paton, 28.2.74; R. A. Martyn, R. Herba, 7.3.74;

DEPARTMENT OF THE PRIME MINISTER AND CABINET

B. M. Ayers, D. B. Cruickshank, P. G. Hughes, 7.3.74.

The Office of the Public Service Board

T. D. Johnson, 4.10.73; J. A. Weir, 29.11.73; R. J. L. Watson, R. L. Boreham, P. J. Johnstone, P. L. Steven, R. W. Brown, D. G. Campbell, E. A. Miller, 28.2.74; D. T. Swieringa, L. Johnson, M. J. Butler, T. J. Barnes, H. J. Wright, L. M. Colwell, A. R. Proctor, 7.3.74.

Office of the Industries Assistance Commission

S. J. Newman, P. J. Talty, B. S. Coe, M. L. Turner, R. L. Robinson, R. M. Amey, A. K. Trembath, J. C. Nicholls, A. O'Shea, 7.3.74.

Auditor-General's Office

M. F. Egan, J. Mack, R. M. Shaw, 21.2.74; L. J. Synnott, F. J. Hardwick, C. Baragwanath, C. L. Campbell-Wilson, J. T. Fielding, T. H. Tussup, 11.10.73; G. W. Kensitt, L. G. Carder, 10.1.74; G. I. Cameron, R. L. Featherston, T. R. Goedecke, K. T. Potter, N. T. Adams, 7.2.74.

REPATRIATION DEPARTMENT

R. G. S. Glass, P. F. Deeran, G. N. Lendich, R. M. Parker, P. A. Mathieson, 6.12.73; A. Selvaratnam, 17.1.74; K. M. Foster, 7.2.74; I. J. Berg, A. McNally, M. J. Rudowski, P. Orr, G. Ceeney, T. W. Purcell, E. Berry, J. R. Roberts, 14.2.74; B. G. Lee, A. Debeck, T. Lord, M. T. Hede, J. A. McLeod, S. Prokopovich, A. M. Zayed, 21.2.74; D. A. McKenna, B. B. Vidler, E. C. Kross, D. A. Dalzell, D. Duncan, S. R. Davidson, M. L. Fastier, 28.2.74.

DEPARTMENT OF SCIENCE

D. W. Sinclair, 11.10.73; R. A. Avent, I. C. Butt, 1.11.73; G. C. Gassin, D. S. Nowlan, 10.1.74; M. H. Doobov, A. D. F. Wright. J. R. Cooper, A. M. Puglielli, 17.1.74; P. Mifsud, 24.1.74; J. M. Vinnicombe, G. C. Dobson, 7.2.74; J. C. Pyne, D. E. Glanville, 14.2.74; R. E. Dingle, L. Winstanley, K. Walker, 21.2.74; M. R. Whitehorne, 7.3.74.

Bureau of Meteorology

J. A. Asbury, 10.1.74; E. B. Bathe, R. R. Webber, 14.2.74.

DEPARTMENT OF SECONDARY INDUSTRY

C. Baker, 10.1.74.

DEPARTMENT OF SERVICES AND PROPERTY

P. M. Kittler, 15.11.73; J. A. Smith, 21.2.74; L. O. Warden, R. J. Gibbins, 28.2.74; R. W. Shenton, H. J. McDonald, P. R. Huntley, 7.3.74.

Australian Electoral Office

D. J. Phillips, 1.11.73; C. R. Black, E. B. T. Paul, 7.1.74.

DEPARTMENT OF SOCIAL SECURITY

J. O. Yeates, I. D. Fletcher, 1.11.73; P. J. Ward, F. M. McCormack, J. J. Taylor, P. C. Sheedy, F. T. Allsopp, D. P. Kenneally, E. C. Miller, R. A. Lassman, R. A. Lang, P. C. Lundy, L. R. Yates,

30.8.73; A. J. Helling, 20.9.73; M. J. Moroney, J. J. Morrison, M. Doyle, H. M. Jensen, A. T. Jensen, T. E. Baker, M. E. Callum, K. M. Rae, C. M. George, H. L. Case, R. A. Schwenke, P. M. Desmond, N. J. M. Lynch, P. C. Herdegen, K. Kirkham, P. D. Gordon, B. W. Cooke, E. J. Wheeler, L. Want, D. Haack, G. M. Saide, S. C. Midson, N. G. Nicholson, 21.2.74; K. T. Lange, J. A. Hillam, L. H. McEvoy, I. C. Phillips, M. J. O'Donohue, 28.2.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

K. Dal Bon, L. R. Sly, E. A. Pearmain, J. T. Davies, D. J. W. Bentley, M. M. Agius, K. R. Sadkowsky, L. J. Desmond, 7.3.74.

Australian Archives

R. L. Mackey, 19.12.73.

DEPARTMENT OF SUPPLY

I. C. Heron, 27.9.73; J. J. West, 11.10.73; P. D. Haslam, 13.12.73; R. E. Perkins, C. A. Harvey, N. T. F. Goldsmith, B. E. Anderson, A. D. Graham, G. H. Carey, N. G. O'Connor, V. L. Yewdall, A. B. Patterson, K. A. Carey, A. J. Robinson, J. A. Frichot, P. T. MacKian, M. N. Green, 21.2.74.

DEPARTMENT OF TRANSPORT

L. W. Burns, B. A. Santalucia, 19.12.73; M. C. Barwick, G. R. Brockman, M. C. Smith, 10.1.74; S. J. Gibbs, M. R. Greenhorn, C. T. Powell, E. Smith, 17.1.74; P. J. Gleeson, L. J. Steventon, 7.2.74; E. Alps, D. J. Anear, C. P. Caltabiano, R. H. Hudson, R. M. Lathlean, W. W. Lavender, P. J. Lehman, R. J. MacCullagh, A. A. Shafto, N. Spano, K. M. Tanner, C. R. Vaile, D. P. Welch, K. S. Whysall, 14.2.74; J. K. Smith, 21.2.74.

Surface Transport Group

J. L. Osborne, 17.1.74; J. Van de Graaf, 7.2.74.

DEPARTMENT OF THE TREASURY

I. D. Chrisfield, 25.10.73; G. R. Cretney, 15.11.73; T. J. Dyson, 22.11.73; P. D. Bourne, 10.1.74; G. Streeter, 14.2.74; G. J. Deacon, J. A. Stevenson, A. C. Tardio, M. J. Hand, P. R. Lofthouse, 21.2.74.

Australian Bureau of Statistics

B. N. Simpson, V. M. Clune, M. P. Thorogood, P. H. Garvin, E. Micallef, D. H. Ward, 10.1.74; J. Healy, 17.1.74; D. M. O'Brien, S. M. Hamlyn-Harris, B. J. Reardon, W. B. Bannister, W. J. Hickey, L. E. Williamson, E. Whybrow, D. J. Morgan, 14.2.74; S. K. Marken, J. R. Alexander, T. J. O'Hagan, 21.2.74; J. Sitarz, A. M. Pantalone, M. Dennis, N. Cotterill, M. C. De Mamiel, T. J. Power, G. L. Broderick, 28.2.74.

Australian Taxation Office

N. A. Mackey, G. I. Johnston, D. Hamilton-Smith, M. I. D. Younger, T. J. Hundloe, C. J. Reynolds, B. R. Cook, V. J. Healy, K. B. Cowan, R. H. Walsh, C. Y. Richardson, R. A. Ingram, 25.10.73; R. L. Smyth, 10.1.74; T. A. Kaitse, 31.1.74; P. P. Cassar, A. V. Xuereb, D. R. Holmes, D. Campbell-Hirst, B. Edbrooke, J. Lindsay, M. T. Brauman, C. D. Prestwich, M. D. Martin, J. W. Morris, H. M. Roberts, H. Muirhead, K. F. Payne, M. G. Rashford, G. J. Brighton, L. A. Mensforth, L. A. Johnson, W. T. Fellows, E. M. Smith, H. M. McGuire, L. A. Chapman, Y. G. Pradella, F. Gulyas, 21.2.74; S. C. Stanfield, D. M. Hayes, J. S. Gay, 7.3.74.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

D. L. Gill, 7.3.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: T. R. Petterson, J. J. Davidson, M. Baran, L. M. Coulthard, L. B. Stephen, R. J. Richardson, K. P. Buchanan, H. W. Priestley, 16.8.73; N. E. Thompson, A. P. Drew, R. A. Nelson, 30.8.73; M. E. Bayliss, 20.9.73; B. G. Rutherford, A. E. Wilson, 27.9.73; L. R. Keevers, 18.10.73; P. E. Murray, B. J. O'Gorman, 1.11.73; D. H. Mann, 8.11.73; R. D. Kent, 22.11.73; R. W. Powell, E. Smolski, G. S. Holbeck, W. J. McMahon, 29.11.73; P. E. Sandy, G. J. McPherson, 10.1.73; G. M. O'Callaghan, M. J. Douglas, 17.1.74; G. J. Chapman, S. Barham, 24.1.74; N. J. T. Morrissey, 31.1.74; B. D. Bailey, 14.3.74.
2. Promoted the undermentioned officers as shown:

DEPARTMENT OF CUSTOMS AND EXCISE

NEW SOUTH WALES

B. T. Clarke, 58/11259M, Investigation Officer, Grade 2 $7053-7713, Third Division, as Investigation Officer, Grade 3 $7934-8525 (Class 6), Third Division, Services Branch, Inland Services Section, New South Wales (No. 41) with effect from 30.8.73.

SOUTH AUSTRALIA

K. H. Cranz, 58/12522X, Clerk $6912-7652 (Class 4), Third Division, as Investigation Officer, Grade 2 $7899-8639 (Class 5), Third Division, Revenue Branch, Investigation Section, South Australia (No. 224), with effect from 29.11.73.

H. H. Cates, 58/12502K, Clerk $6912-7652 (Class 4), Third Division, as Invoice Examiner, Grade 2 $7899-8639 (Class 5), Third Division, Revenue Branch, Invoice Section, South Australia (No. 213), with effect from 29.11.73.

DEPARTMENT OF DEFENCE—NAVY OFFICE

WESTERN AUSTRALIA

G. R. Clifton, 68/78471M, Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Postmaster-General's Department, Western Australia, as Clerk $5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Fremantle, with effect from 10.1.74.

DEPARTMENT OF LABOUR

VICTORIA

B. J. Henderson, 70/38100T, Investigation Officer $6912-7652 (Class 4), Third Division as Research Officer, Grade 2 $7899-8639 (Class 5), Third Division, Planning and Research Division, Research Branch, Occupational Opportunities Research and Information Section, Melbourne (No. 93), with effect from 17.1.74.

POSTMASTER-GENERAL'S DEPARTMENT

VICTORIA

J. L. Ludbrook, 59/56121X, Lineman, Grade 2 $4437-4599, Fourth Division, as Line Supervisor, Grade 1 $5091, Fourth Division, Primary Works (Country) Section, Construction Branch, Engineering Division, Merlynston, with effect from 16.8.73.

W. G. Stewart, 59/67747T, Lineman, Grade 2 $4437-4599, Fourth Division, as Line Supervisor, Grade 2 $5637, Fourth Division, Primary Works (Country) Section, Construction Branch, Engineering Division, Merlyston, with effect from 16.8.73.

R. W. Keating, 59/56622X, Lineman, Grade 2 $4437-4599, Fourth Division, as Line Supervisor, Grade 2 $5637, Fourth Division, Primary Works (Metropolitan) Section, Construction Branch, Engineering Division, Epsom, with effect from 16.8.73.
R. A. Keogh, 59/56626R, Lineman, Grade 2 $4437-4599, Fourth Division, as Line Supervisor, Grade 2 $5637, Fourth Division, Primary Works (Country) Section, Construction Branch, Engineering Division, Merlynston, with effect from 16.8.73.
M. E. Bunker, 59/56542C, Lineman, Grade 2 $4437-4599, Fourth Division, as Line Supervisor Grade 2, $5637, Fourth Division, Primary Works (Country) Section, Construction Branch, Engineering Division, Merlynston, with effect from 16.8.73.
N. J. Hynes, 59/56618T, Lineman, Grade 2 $4437-4599, Fourth Division, as Line Supervisor, Grade 2 $5637, Fourth Division, Primary Works (Country) Section, Construction Branch, Engineering Division, Merlynston, with effect from 16.8.73.
M. Baran, 59/55676P, Lineman, Grade 2 $4437-4599, Fourth Division, as Line Supervisor, Grade 2 $5637, Fourth Division, Primary Works (Metropolitan) Section, Construction Branch, Engineering Division, Westgarth, with effect from 16.8.73.
K. P. Buchanan, 62/45754T, Lineman, Grade 2 $4437-4599, Fourth Division, as Line Supervisor, Grade 2 $5637, Fourth Division, Primary Works (Metropolitan) Section, Construction Branch, Engineering Division, Westgarth, with effect from 16.8.73.
G. W. Dalrymple, 59/66432A. Telecommunications Technical Officer, Grade 1 $6066-6903, Fourth Division, as Telecommunications Technical Officer, Grade 2 $7117-7545, Fourth Division, Engineering Division, Construction Branch, Country Installation No. 1 (West) Section, Victoria, with effect from 27.9.73.
C. Rennie, 59/67520E, Telecommunication Technical Officer, Grade 1 $6066-6903, Fourth Division, as Telecommunications Technical Officer Grade 2 $7117-7545, Fourth Division, Engineering Division, Construction Branch, Country Installation No. 2 (East) Section, Victoria, with effect from 27.9.73.
W. L. Humphryis, 59/57050R, Technical Officer (Engineering), Grade 2 $7117-7545, Fourth Division, as Senior Technical Officer (Engineering), Grade 2 $8469-8968, Fourth Division, Engineering Works Division, Lines Branch, Installation Practices (Electrical and Telecommunication) Section, Melbourne, (No. 65), with effect from 1.11.73.
D. R. Jeffery, 59/68745W, Lineman, Grade 2 $4926-5136, Fourth Division, as Line Supervisor, Grade 3 $6965, Fourth Division, Engineering Division, Metropolitan Operations No. 6 (South West) Section, Hawthorn East, with effect from 10.1.74.
H. Spencer, 68/38479T, Clerk $5806-6666 (Class 2/3), Third Division, as Clerk $6912-7652 (Class 4), Third Division, Supply Branch, Stock Control and Accounting Section, Springvale, (No. 31), with effect from 17.1.74.

WESTERN AUSTRALIA

T. A. B. Blechynden, 67/78437W, Lineman, Grade 2 $4594-4756, Fourth Division, as Line Supervisor Grade 1 $5248, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 1 Section, Cottesloe, with effect from 22.11.73.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

VICTORIA

J. A. Spalding, 65/37464E, Clerk $8886-9548 (Class 6), Third Division, Public Service Inspector's Office, Victoria as Assistant Inspector $9876-10538 (Class 7), Third Division, Investigations Branch, Office of the Public Service Board, Melbourne (No. 508), with effect from 29.11.73.

DEPARTMENT OF SUPPLY

AUSTRALIAN CAPITAL TERRITORY

R. Lunardello, 70/87783X, Clerical Assistant, Grade 2 $3853-4104, Fourth Division, as Clerical Assistant, Grade 3, $4230-4610, Fourth Division, Munitions Supply Division, Canberra (No. 32), with effect from 18.10.73.

K. F. FAUL
Acting Secretary
Public Service Board

Provisional promotions

The following promotions are provisional and are subject to appeal by officers to the Public Service Board, and where consequent upon another provisional promotion, are dependent upon the latter being confirmed. **The date of promotion is the date of this *Gazette*, except where otherwise specifically indicated.** Where an officer desires to appeal against two or more provisional promotions, a separate appeal should be lodged for each one, except where the provisional promotions have been notified in the one *Gazette* and the positions are of the same designation and classification, located in the same State, Department and Branch, when one statement listing the promotees appealed against will be accepted.

WHERE TO LODGE APPEALS

Appeals should be lodged either by letter or telegram **so as to be received in the office of the appropriate officer by the close of business on the twenty-first day after the day of this notification.** For this purpose the appropriate officer is—if the provisional promotion is made to an office physically located in:

(a) a State, the Public Service Inspector in that State;

(b) the Australian Capital Territory, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601;

(c) the Northern Territory, the Public Service Inspector, Darwin;

(d) Norfolk Island, the Public Service Inspector, Sydney;

(e) Papua New Guinea, the Chairman, Promotions Appeal Committee, P.O. Box 76, Port Moresby, P.N.G.;

(f) the Territory of Cocos (Keeling) Islands, the Public Service Inspector, Perth;

(g) any other place outside Australia, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601.

Note: The addresses of Public Service Inspectors are included in the Index of Addresses at the front of the 'Notification of Vacancies' section of this *Gazette*.

Appeals not lodged with the appropriate officer within the prescribed period will not be accepted.

GROUND OF APPEAL

The ground of appeal are:

(i) (a) superior efficiency; or (b) equal efficiency combined with seniority.

(ii) That the appellant is senior to the Officer provisionally promoted and is efficient, where promotion is made to one of these positions, Assistant, Grade 1; Assistant, Grade 2; Clerical Assistant, Grade 1; Hospital Assistant, Grade 2; Labourer; Lift Attendant; Lineman, Grade 2; Mail Officer; Orderly, Grade 1; Postal Officer, Grade 1; Postman; Quarantine Assistant, Grade 1; Storeman; Stores Assistant, Telephonist.

FORM OF APPEAL

There is no standard form of appeal. However, the appeal must show:

Date of *Gazette*

Name of provisional promotee

Department in which promotion made

Ground of appeal

The following particulars of the appellant should appear at the foot of the appeal:

Full name (block letters).....

Date of birth.....

Designation and salary scale of permanent position.....

Office or branch.....

Department.....

Seniority date or number.....

An appeal is acknowledged and the officer is invited to submit a supporting statement **in triplicate which** should contain:

Ref. No.....

Full name.....

Date of birth.....

Date of permanent appointment.....

Educational qualifications (in detail).....

Statement of service.....

Experience.....

Summary of claims.....

DUAL STATUS POSITIONS CREATED IN THE FOURTH DIVISION

The positions listed below are created in the Fourth Division, but become Third Division positions when occupied by an officer of that Division, and revert to the Fourth Division when vacant. A full listing of all positions is to be found in Public Service (Salaries) Regulations 8.

For purpose of appeals against provisional promotions and 'temporary transfers' to these positions, seniority of Third Division officers, shall be determined in accordance with General Order 4/A/3, i.e., according to the earliest seniority date held by the officer whether in the Fourth or Third Division.

All positions in Technical Officer, Technical Cataloguer and Technical Assistant structures and Trainee Technical Officer positions.

All positions in the Draftsman, Drafting Assistant and Illustrator structures and Trainee Draftsman positions.

Airways Telecommunications Officer, Grade 1-4; Assistant Conservator; Communications Officer; Conservator; Electrical Technician; Flight Service Officer, Grade 1-3; Plan Records Assistant, Grade 1-2; Plan Record Officer; Postal Clerk; Postal Officer, Grade 3-4; Radio Technician; Senior Mail Officer; Senior Postal Officer, Grade 1-2; Senior Technical Instructor, all grades (Department of Civil Aviation); Senior Technical Instructor (Postmaster-General's Department); Supervisor (Telegraph); Technical Instructor, Grade 2 (Department of Civil Aviation; Commonwealth Bureau of Meteorology; Postmaster-General's Department); Telecommunications Technician; Telegraphist; Traffic Officer-in-training; Trainee Engineer.

DUAL STATUS POSITIONS CREATED IN THE THIRD DIVISION

The positions in the Postmaster-General's Department listed below are created in the Third Division but become Fourth Division positions when occupied by an officer of that Division, and revert to the Third Division when vacant.

For purposes of appeals against provisional promotions and 'Temporary transfers' to these positions the seniority of Fourth Division officers shall be determined in accordance with General Order 4/A/5.

Senior Postal Clerk, Grades 1 to 3; Instructor, Grades 1 to 3; Postmaster, Grades 1 to 5; Supervisor (Postal), Grades 1 to 3.

SALARIES AND GENERAL CONDITIONS

SALARY RATES

Salaries shown in the provisional promotions section of this *Gazette* are expressed as current actual salaries.

QUALIFICATIONS

The qualification prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Commonwealth Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in *Gazette* No. 9 of 30.1.73 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Sections 32, 53 and 53B of the *Public Service Act* 1922–1972'.

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

GENERAL

Inquiries as to actual salaries payable to minors should be addressed to the Department notifying the provisional promotion. Married minors (males) may be eligible for an allowance under Regulation 87B.

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

Provisional promotions—notification

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

DEPARTMENT OF ABORIGINAL AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

Management Services and Projects Branch

W. J. Breen 64/38907X	Clerk $5806-6666 (Class 2/3), Third Division	Clerk $6912-7652 (Class 4), Third Division, Finance Section, Canberra (No. 271)

Duties: Assist in the preparation and maintenance of Aboriginal business enterprise records. Conduct day-to-day accounting operations for various enterprises in accordance with approved procedures.
Qualifications: Part completion of accounting qualifications desirable.

NORTHERN TERRITORY

Northern Territory Division, Operations Branch

J. R. Jennings 61/85339E	Clerk $8886-9548 (Class 6), Third Division, unattached	Clerk $11032-11525 (Class 8), Third Division, Community Development and Town Services Section, Darwin (No. 510)

Duties: Prepare and revise interpretive statements on policy and particular operational matters for the guidance of field staff. Control preparation of operational manuals and training programme for field staff.
Qualifications: Tertiary or equivalent qualifications to be stated.

Planning and Projects Branch

D. G. Kidney 61/36810P	Clerk $7899-8639 (Class 5), Third Division, unattached	Clerk $11032-11525 (Class 8), Third Division, Programming Section, Darwin (No. 38)

Duties: Review forward plans and programmes. Maintain consultation with other Branches, Departments and Authorities on formulation and revision of capital works and financial programmes.

M. P. Green 58/15990G	Clerk $9876-10538 (Class 7), Third Division, Department of Housing and Construction, Alice Springs	Clerk $11032-11525 (Class 8), Third Division, Programming Section, Darwin (No. 39)

Duties: Direct programmes suitable for the development of Aboriginal towns and communities. Prepare reports on proposed new programmes.

Management Services Branch

C. J. O'Dwyer 58/511896C	Clerk $9876-10538 (Class 7), Third Division, Department of Housing and Construction	Clerk $11032-11525 (Class 8), Third Division, Finance Section, Darwin (No. 16)

Duties: Chief Accounting Officer. Control the accounting section on all aspects of financial management. Formulate accounting policies for the Division.
Qualifications: Extensive experience in financial management desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Federal Courts, Intellectual Property, Territories and Law Reform Division, Intellectual Property and Industrial Law Branch

G. D. Holmes 71/87833P	Senior Legal Officer $12545-13635, Third Division	Principal Legal Officer $15195-16285, Third Division, Industrial Law Section, Canberra (No. 17)

Duties: Supervise and direct the work of the Section and deal personally with the more important matters involved.
Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

J. S. Gilchrist 73/87893M	Legal Officer $6830-11765, Third Division	Senior Legal Officer $12545-13635, Third Division, Canberra (No. 15)

Duties: Deal with matters referred to him.
Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.

Management and Special Services Division, Operations Branch

P. A. Yare 71/86201T	Clerk $2713-5594 (Class 1), Third Division, Department of the Treasury, Bureau of Census and Statistics, Canberra	Clerk $6912-7652 (Class 4), Third Division, Operations Section, Canberra (No. 158)

Duties: Summarise management statistical reports in respect of outrider organisations and prepare reports highlighting main administrative action.

A. Chek 60/10018R	Clerk $7899-8639 (Class 5), Third Division	Clerk $8886-9548 (Class 6), Third Division, Accommodation Section, Canberra, vice J. F. Anstess, prov. prom. 4.4.74 (No. 231)

Duties: Prepare architectural briefs (including the provision of furniture and fittings) for less important new buildings and the re-arrangement of existing buildings to meet the requirements of Branches.

R. C. H. Courtney 69/85239X	Clerk $6912-7652 (Class 4), Third Division	Clerk $8886-9548 (Class 6), Third Division, Office Services Sub-section, Canberra (No. 233)

Duties: Oversight the work of the staff of the Office Services Sub-section, including Registry.

J. F. Anstess 58/42144A	Clerk $8886-9548 (Class 6), Third Division	Clerk $11032-11525 (Class 8), Third Division, Accommodation Section, Canberra (No. 331)

Duties: Prepare statements of user requirements (including the provision of furniture) for important new buildings to meet the requirements of the Department.

AUSTRALIAN CAPITAL TERRITORY

Deputy Crown Solicitor's Office

H. T. Foulds 71/75162E	Examiner of Trade Marks, Grade 1 $6912-7652, Third Division, Department of Science, Patents Trade Marks and Designs Office, Canberra	Legal Officer $6830-11765, Third Division, Canberra (No. 5)

Duties: Deal with matters referred to him.
Qualifications: Graduate in Law at an Australian university.

Courts Office Branch

A. E. McDonald 67/87046P	Clerk $6912-7652 (Class 4), Third Division	Clerk $7899-8639 (Class 5), Third Division, Lower Courts Branch, Civil Section, Canberra (No. 20)

Duties: Hold and exercise, as directed, the powers and functions of the statutory office of Deputy Clerk of the Court of Petty Sessions. Direct and supervise the work of the Section.
Qualifications: Detailed knowledge of the process and procedure of the Court of Petty Sessions in its civil jurisdiction and of relevant legislation.

L. R. Clark 70/87790R	Clerk $5806-6666 (Class 2/3), Third Division	Clerk $6912-7652 (Class 4), Third Division, Lower Courts Section, Canberra, vice A. E. McDonald, prov. prom. 4.4.74 (No. 60)

Duties: Assist the Deputy Clerk in the more complex work of the Section; man police telephone line and receive and answer public inquiries on work of the Section.
Qualifications: Knowledge of Lower Courts practice and procedures and related legislation desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Registration Offices Branch

J. A. Afford 67/12045G	Clerk $8886-9548 (Class 6), Third Division, Department of the Treasury, Australian Taxation Office, Canberra	Company Inspector, Grade 4 $11032-11525 (Class 8), Third Division, Company Investigation Section, Canberra, (No. 27)
P. T. Myers 70/87485E	Company Inspector, Grade 2 $8886-9548 (Class 6), Third Division	Company Inspector, Grade 4 $11032-11525 (Class 8), Third Division, Company Investigation Section, Canberra, (No. 91)

Duties above two positions: Undertake complex investigations, interview members of the public, professions and company offices; evaluate evidence, advise Commonwealth Police Officers and confer with officers of the Deputy Crown Solicitor's Office on expert accounting matters and give evidence in Court as required.
Qualifications: Accountancy qualifications recognised by the Board and extensive experience in company investigations.

P. H. Mellor 70/14603E	Company Inspector, Grade 2 $8886-9548 (Class 6), Third Division	Company Inspector, Grade 3 $9876-10538 (Class 7), Third Division, Companies Inspection Section, Canberra (No. 72)

Duties Assist the Deputy Registrar with applications for dispensing orders and prepare reports relating thereto. Examine and analyse the more complex accounting documents including balance sheets, director's reports, returns relating to liquidations and take-over offers. Prepare requisitions and correspondence relating thereto.
Qualifications: Accountancy qualifications recognised by the Board.

A.C.T. Police

A. C. MacIntyre 63/85689X	Clerk $6912-7652 (Class 4), Third Division	Clerk $7899-8639 (Class 5), Third Division, Canberra (No. 184)

Duties: Control and direct the work of the staff engaged in the Personnel and Office Services Sub-section.

NEW SOUTH WALES

Deputy Crown Solicitor's Office

P. Roberts 72/14374M	Professional Assistant $4670-6050, Third Division	Legal Officer $6830-11765, Third Division, Sydney (No. 47)

Duties: Deal with matters referred to him.
Qualifications: Graduate in Law at an Australian university.

G. J. Romero 72/13510K	Professional Assistant $4670-6050, Third Division	Legal Officer $6830-11765, Third Division, Sydney (No. 40)

Duties: Deal with matters referred to him.
Qualifications: Graduate in Law at an Australian university.

H. Taylor 61/12678A	Clerk $6912-7652 (Class 4), Third Division	Clerk $8886-9548 (Class 6), Third Division, Sydney (No. 102)

Duties: Responsible for the control of the Recovery Sub-section.
Qualifications: Sound knowledge of procedures involved in the recovery of debts.

Y. M. Parr 73/10059E	Typist, Grade 2 $4731-5035, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Sydney (No. 128)

Duties: From brief instructions given orally or in writing complete and type more important legal documents.
Qualifications: Shorthand and typing qualifications desirable.

Bankruptcy Branch

R. J. Cruickshanks 59/43707T	Clerk $7899-8639 (Class 5), Third Division	Realisation Officer, Grade 2 $8886-9548 (Class 6), Third Division, Official Receiver's Section, Sydney (No. 5)

Duties: Undertake the realisation and administration of ordinary bankruptcies accepting full responsibility for the management of the estate to point of transfer to Review of Estates Sub-section.
Qualifications: Completion of training in Accountancy recognised by the Board.

D. J. Lee 66/10977E	Clerk $6912-7652 (Class 4), Third Division	Clerk $7899-8639 (Class 5), Third Division, Official Receiver's Section, Sydney, vice R. J. Cruickshanks, prov. prom. 4.4.74 (No. 52)

Duties: Direct and control the Accounts, Records and Typing Units; act as countersigning officer on the Official Receiver's Estates Accounts; prepare estimates of revenue and expenditure for the Official Receiver's Office.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

QUEENSLAND

Bankruptcy Branch

L. H. Appleton 70/58542T	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Department of Housing and Construction, Brisbane	Accounting Machinist, Grade 2 $5165, Fourth Division, Official Receiver's Section, Brisbane (No. 16)

Duties: Post receipts to general cash book and estates cash book; draw cheques; post cheques to general cash book and estates cash book; maintain and reconcile control cards; and take out balance.

AUSTRALIAN CAPITAL TERRITORY

Office of the Commissioner of Trade Practices, Project Branch

R. A. Ward 74/86987M	Clerk $2713-5594 (Class 1), Third Division, Department of Defence, Canberra	Senior Project Officer $12019-12510 (Class 9), Third Division, Canberra (No. 104)

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. Discussion with industry as required.
Qualifications: Knowledge of, or experience in, industry and commerce. Qualifications in commerce, economics or law to be stated.

DEPARTMENT OF THE CAPITAL TERRITORY

Establishments Branch

W. J. Hamblin 69/86579P	Clerk $7899-8639 (Class 5), Third Division, Department of Science	Assistant Inspector $8886-9548 (Class 6), Third Division, Organisation, Classification and Methods Section (No. 1238)

Duties: Undertake planned reviews of forms and their associated procedures. Assist Methods and ADP investigators in forms aspects and provide advice generally on forms design and production matters.
Qualifications: Aptitude for and experience in investigational work and forms design desirable.

Finance and Supply Branch

R. L. Toomey 65/57920G	Accountant $9876-10538 (Class 7), Third Division, Repatriation Department	Senior Investigator $11032-11525 (Class 8), Third Division, Investigation Section (No. 1412)

Duties: Undertake special investigations relative to the finance functions of the Department with particular reference to aspects related to the use of ADP Review accounting and costing methods and procedures and prepare reports and recommendations. Design and set up accounting and/or costing systems and procedures, prepare the relevant Procedural Manuals.
Qualifications: Wide experience in the finance and systems fields. Accountancy qualifications desirable.

City Manager's Office, Recreation and Tourism Branch

B. M. Johns 73/86949C	Clerical Assistant, Grade 1 $3918-4298, Fourth Division, ADAA, Department of Foreign Affairs	Drafting Assistant, Grade 2 $5681-6371, Fourth Division, City Parks Administration Section (No. 37)

Duties: Under direction, assist in the preparation of landscape plans and prepare less involved plans. Extract statistical information from plans, and operate a plan filing system.
Qualifications: Experience and/or qualifications appropriate to the duties.

City Services Branch

R. F. Hall 73/37085X	Assistant Audit Inspector $6912-7652 (Class 4), Third Division, Auditor General's Office	Clerk $8886-9548 (Class 6), Third Division, Social Controls and Authorities Section
M. F. Spottiswood 72/36506R	Assistant Audit Inspector $6912-7652 (Class 4), Third Division, Auditor General's Office	Clerk, $8886-9548 (Class 6), Third Division, Social Controls and Authorities Section

Duties above two positions: Conduct inspections of real estate agents, building societies and credit unions.
Qualifications: Investigational experience and accountancy qualifications highly desirable.

Transport Branch

G. Phelps 70/87795P	Inspector (Bus Services) $5311-5583, Fourth Division	Transport Supervisor $6003-6288, Fourth Division, Transport Operations Section (No. 1744)

Duties: As a depot or field supervisor, on a shift basis, direct omnibus and passenger car operations to ensure compliance with approved time-tables, operational procedures, standards and instructions.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
B. Johnson 69/86146T	Inspector (Bus Services) $5311-5583, Fourth Division	Transport Supervisor $6003-6288, Fourth Division, Transport Operations Section (No. 1745)
Duties: As a depot or field supervisor, on a shift basis, direct omnibus and passenger car operations to ensure compliance with approved time tables, operational procedures, standards and instructions.		
R. Biden 70/87223M	Inspector (Bus Services) $5311-5583, Fourth Division	Transport Supervisor $6003-6288, Fourth Division, Transport Operations Section (No. 1746)
Duties: As a depot or field supervisor, on a shift basis, direct omnibus and passenger car operations to ensure compliance with approved time-tables, operational procedures, standards and instructions.		
E. Tyrie 71/85596T	Inspector (Bus Services) $5311-5583, Fourth Division	Transport Supervisor $6003-6288, Fourth Division, Transport Operations Section (No. 284)
Duties: As a depot or field supervisor, on a shift basis, direct omnibus and passenger car operations to ensure compliance with approved time-tables, operational procedures, standards and instructions.		
A.C.T. Government Division		
G. D. Provost 65/86096E	Steno-secretary, Grade 1 $5311-5663, Fourth Division	Steno-secretary, Grade 2 $6014-6484, Fourth Division (No. 651)
Duties: Undertake stenographic and typing duties for the First Assistant Secretary.		
Housing and Welfare Division, Housing Operations Branch		
D. V. Needham 73/85583E	Typist, Grade 1 $4225-4579, Fourth Division	Steno-secretary, Grade 1 $5311-5663, Fourth Division (No. 412)
Duties: Stenography and typing work for the Assistant Secretary.		
Welfare Branch		
J. Hemer 68/87497E	Director $12775-13235, Third Division, unattached	Assistant Secretary $17300, Second Division
Duties: Direct and control the activities of the Welfare Branch. *Qualifications:* Tertiary qualifications and experience in the social welfare field together with proven administrative ability desirable.		
Lands Division, Land Policy Branch		
M. Gardiner 62/85550M	Clerk $7899-8639 (Class 5), Third Division	Clerk $8886-9548 (Class 6), Third Division (No. 1002)
Duties: Undertake investigations and research associated with legislation administered by the Section. Prepare associated reports, recommendations and correspondence. *Qualifications:* Experience in investigations and preparation of reports, recommendations and correspondence. Knowledge of land matters desirable.		

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Management Services Division, Automatic Data Processing Branch

R. J. O'Connell 66/36226X	Programmer $12019-12510 (Class 9), Third Division	Senior Programmer $13004-13498 (Class 10), Third Division, Technical Support Section (No. 20)
Duties: Direct and control the activities of the Software and Communications and Driver Sub-sections. *Qualifications:* Extensive experience in software programming and in communications aspects of real time systems. Ability to direct and control staff.		

Inland and Special Services Division, Special Services Branch

R. J. Spencer 73/89780E	Investigator $6063-6903, Fourth Division	Senior Investigator $7323-7743, Fourth Division, Narcotics Bureau Section, Sydney (No. 23)
K. R. Reynolds 70/67131X	Investigator $6063-6903, Fourth Division	Senior Investigator $7323-7743, Fourth Division, Narcotics Bureau Section, Canberra (No. 61)
P. A. Brandon 73/89776A	Investigator $6063-6903, Fourth Division	Senior Investigator $7323-7743, Fourth Division, Narcotics Bureau Section, Melbourne (No. 63)

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
R. M. Matthews 67/81131A	Investigator $6063-6903, Fourth Division	Senior Investigator $7323-7743, Fourth Division, Narcotics Bureau Section, Hobart (No. 64)

Duties above four positions: 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.

P. J. Marzol 67/13627T	Preventive Officer $4713-5468, Fourth Division	Investigator $6063-6903, Fourth Division, Narcotics Bureau Section, Sydney (No. 29)
N. L. Cutlack 70/40491K	Preventive Officer $4713-5468, Fourth Division	Investigator $6063-6903, Fourth Division, Narcotics Bureau Section, Melbourne (No. 46)
J. R. Hodgkison 69/58371R	Preventive Officer $4713-5468, Fourth Division	Investigator $6063-6903, Fourth Division, Narcotics Bureau Section, Canberra, vice K. R. Reynolds, prov. prom. 4.4.74 (No. 69)
L. R. Dennis 70/12850W	Preventive Officer $4713-5468, Fourth Division	Investigator $6063-6903, Fourth Division, Narcotics Bureau Section, Sydney, vice R. J. Spencer, prov. prom. 4.4.74 (No. 71)
M. G. Donovan 59/58042E	Senior Preventive Officer, Grade 2 $6374-6584, Fourth Division	Investigator $6063-6903, Fourth Division, Narcotics Bureau Section, Melbourne, vice P. A. Brandon, prov. prom. 4.4.74 (No. 81)

Duties above five positions: Under general supervision investigate or assist in investigations of suspected breaches of Acts and Regulations relating to trafficking in narcotics and drugs of dependence.

D. M. Sadlier 70/12867K	Preventive Officer $4713-5468, Fourth Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Narcotics Bureau Section (No. 48)

Duties: Maintain register of all drugs and associated items seized or detained by Bureau personnel and record subsequent movement of such goods. Arrange destruction of all seized drugs and appropriate disposition of other items ruled to be forfeit.

NEW SOUTH WALES

Services Branch

L. A. Madden 65/13354R	Clerk $6912-7652 (Class 4), Third Division	Investigation Officer, Grade 2 $7899-8639 (Class 5), Third Division, Port Services Section (No. 380)

Duties: Investigate company procedures and prepare procedure statements for all industries in the Sub-collectorate of Port Kembla.

VICTORIA

Revenue Branch

B. A. Ford 58/35910E	Investigation Officer, Grade 2 $7899-8639 (Class 5), Third Division	Investigation Officer, Grade 3 $8886-9548 (Class 6), Third Division, Invoice Section, vice K. A. Wensor, prov. prom. 4.4.74 (No. 61)

Duties: Conduct more important and complex investigations and trade inquiries relating to value for duty, origin, preference, tariff classification and statistical classification.

M. J. Keeghan 58/36053A	Assistant Inspector $8886-9548 (Class 6), Third Division	Senior Invoice Examiner, Grade 2 $9876-10538 (Class 7), Third Division, Invoice Section (No. 211)

Duties: Provide relief and consequential relief at Class 7 level and above in various Sections of the Department.

K. A. Wensor 58/36395P	Investigation Officer, Grade 3 $8886-9548 (Class 6), Third Division	Senior Invoice Examiner, Grade 2 $9876-10538 (Class 7), Third Division, Invoice Section (No. 40)

Duties: Evaluate all invoices/entries for commodity sections and determine the extent of the invoice examining check within the prescribed limits. Initiate investigations into suspect importations.

QUEENSLAND

Management Services Branch

J. A. Henderson 71/57110G	Clerk $4521-5594 (Class 1), Third Division, Brisbane	Clerk $5806-6666 (Class 2/3), Third Division, Personnel Section (Relief Staff), Brisbane (No. 94)

Duties: Provide relief for positions with classifications of Class 2/3 in all branches.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Manpower Policy and Management Services Division, Management Services Branch

G. J. Sullivan 73/58112K	Clerk $2713-5594 (Class 1), Third Division, Department of Customs and Excise, Brisbane	Clerk $5806-6666 (Class 2/3), Third Division, Personnel Section, vice S. M. Jockel, prov. prom. 13.12.73 (No. 1476)

Duties: Standard Personnel Records Team Leader. General staff work.
Qualifications: Sound knowledge of Treasury ADP salaries preparation system, Public Service Act and Regulations, General Orders, etc.

J. P. Deane 71/88149W	Defence Officer, Class 1 $6022-8639, Third Division	Defence Officer, Class 2 $8886-9548 (Class 6), Third Division (No. 1465)

Duties: Undertake research and assist in the preparation of reports on fiscal and monetary developments of defence significance in foreign countries.
Qualifications: University degree in Economics, Arts (Economics) or Commerce desirable. Economic research experience and ability to prepare reports.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

J. W. Stubbs 66/66882T	Clerk $7899-8639 (Class 5), Third Division, Canberra	Clerk $8886-9548 (Class 6), Third Division, Directorate of Organisation and Methods (No. 49)

Duties: Minute secretary to RAAF Suggestions Committee. Investigate suggestions and prepare assessments.
Qualifications: Knowledge of the RAAF and investigation experience an advantage.

Branch of the Air Member for Personnel

M. W. Shannon 67/57329A	Clerk $7899-8639 (Class 5), Third Division, Canberra	Clerk $9876-10538 (Class 7), Third Division, Directorate-General of Personal Services (No. 21)

Duties: In charge of a sub-section engaged in the research into and formulation of policy relating to conditions of service for members of the RAAF serving in Australia.
Qualifications: Sound knowledge of Service conditions and proven analytical ability desirable.

Finance and Logistics Division, Budget and Costing Branch

B. T. Rae 73/88215X	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Project Co-ordination Section (No. 24)

Duties: Maintenance of project records and assistance in preparation of estimates of costs of major projects.

NEW SOUTH WALES

Headquarters Operational Command, RAAF Base Richmond

R. A. Francis 58/41417K	Senior Storeman $5283-5532, Fourth Division	Senior Stores Supervisor, Grade 1 $5916-6090, Fourth Division, Independent Stocktaking Staff (No. 14)

Duties: Supervise and control the independent stocktaking staff.
Qualifications: Knowledge of RAAF stores procedures desirable.

A. B. Metherell 58/41421P	Storeman $4365-4586, Fourth Division	Senior Storeman $5283-5532, Fourth Division, Independent Stocktaking Staff, vice R. A. Francis (No. 16)

Duties: In charge of a team conducting independent stocktaking of stores and equipment.
Qualifications: Knowledge of RAAF stores procedures desirable.

VICTORIA

Establishments and General Division, Establishments Branch

R. Brewster 68/36788A	Training Officer, Grade 2 $7899-8639, Third Division, Department of Defence (Army Office), Victoria	Senior Training Officer, Grade 1 $8886-9548, Third Division, Civil Personnel Section, Melbourne (No. 57)

Duties: Investigate, develop and implement training requirements for civilian staff for Victoria, South Australia and Western Australia.
Qualifications: Sound tertiary education and extensive training together with proven skill in supervision and conference leadership desirable.
Note: The Board will provide an advanced course in Training Administration for officers promoted to positions of Senior Training Officer where additional instruction in these duties would be an advantage.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Headquarters Support Command, Senior Administrative Staff Officer Branch

J. J. Wilson 72/42007T — Clerical Assistant, Grade 1 $1959-4298, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Melbourne (No. 156)
Duties: Supervise staff and functions of a Transit Post within the Command Registry. Attach correspondence to files and mark to action officers. Maintenance of correspondence registers.
Qualifications: Knowledge of RAAF Registry procedures and supervisory capabilities desirable.

P. Dickinson 72/39199P — Clerical Assistant, Grade 1 $1959-4298, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Melbourne (No. 656)
Duties: Responsible to the Branch Administrative Officer for administrative assistance in respect of staff records, routine correspondence, inventory duties, office services and other duties as directed.

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics Division, Budgeting, Programming

V. Craig 73/86457E — Clerical Assistant, Grade 1 $1959-4298, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Canberra (No. 2039)
Duties: Receive, register, distribute and obtain files and correspondence for the Section. Maintain and amend the Section's library of MBIs, AROs and other instructions and reference manuals. Arrange production, assembly and distribution of correspondence and other papers within the Section and other Departments.

Establishments and General Division, General Services Branch

A. Pridham 58/39509X — Clerk $6912-7652 (Class 4), Third Division — Clerk $7899-8639 (Class 5), Third Division, Services Section, Canberra (No. 27)
Duties: Archival-Research Officer.
Qualifications: A comprehensive knowledge of records management techniques and departmental activities with ability to undertake research and prepare briefs.

Australian Services Staff College

C. Perkins 73/87078X — Clerical Assistant, Grade 1 $1959-4298, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Joint Services Wing, Canberra (No. 5)
Duties: Maintain personnel records of JSSC members, Unit Roll books, civilian attendant record, JSSC filing system and correspondence register.
Note: This position is located at the Cotter Road, Woden. Mileage allowance may be payable.

Royal Military College, Duntroon

B. E. Boreham 73/86508K — Typist, Grade 1 $2113-4579, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Chemistry Section, Canberra (No. 181)
Duties: Provide clerical assistance and associated services for Professor of Chemistry. Type manuscripts for publication.

NEW SOUTH WALES

2nd Military District, Headquarters

M. J. Papworth 70/11838G — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Postmaster-General's Department, Sydney — Photographer $4695-5460, Fourth Division, Operations Branch, Operations, Training and Co-ordination Sub-section, Paddington (No. 2)
Duties: Carry out photographic assignments (including portraits) in black and white or colour. Cine work concerning training exercises, aids displays, security surveys, user trailers, construction techniques and other assignments as required. Process black and white negatives, prints and enlargements.
Qualifications: Appropriate qualifications and experience.

Regional Secretariat

G. E. Tye 73/10832R — Clerk $2713-5594 (Class 1), Third Division, Paddington — Clerk $5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Sub-section, Paddington (No. 27)
Duties: Examine and evaluate evidence, prepare correspondence, recommendations, determinations as appropriate on compensation claims and claims for 'Act of Grace' payment submitted by civilian staff, serving members of the Australian Military Forces and members of the Australian Cadet Corps.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

WESTERN AUSTRALIA

Logistic Command, Headquarters 5th Transport and Movements Group

A. J. Fanowrios 67/75086E	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Perth (No. 1)

Duties: Examine and process applications for removal of families and furniture of members of the Australian Military Forces. Maintain records and process claims for associated allowances.

Headquarters 5th Military District

J. Lukies 58/14139X	Clerk $6912-7652 (Class 4), Third Division	Clerk $7899-8639 (Class 5), Third Division, Logistics Branch, Perth (No. 10)

Duties: Control and supervise unit stores accounting and stocktaking. Prepare terms of reference for, and process investigation reports on stores discrepancies and vehicle accidents. Exercise delegation for stores adjustments.

F. M. Law 58/14137P	Clerk $5806-6666 (Class 2/3), Third Division	Clerk $6912-7652 (Class 4), Third Division, Personnel Branch, Perth (No. 5)

Duties: Implement policy directives relating to financial conditions of service of the Australian Military Forces. Prepare convening orders and collate material for courts martial.

Regional Secretariat

E. H. Massey 58/14150W	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Accounting Section, Perth (No. 43)

Duties: Chief Examiner. Supervise and control the claims examination section.

J. M. Woods 71/75933M	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Accounting Section, Perth (No. 48)

Duties: Maintain financial statistics of expenditure, analyse trends of expenditure and prepare financial statements for Estimates Review Committee.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, EDP Branch

J. E. Cusack 70/85587A	Computer Operator, Grade 2 $5894-6192, Fourth Division, Canberra	Senior Computer Operator, Grade 1 $6488-6685, Fourth Division, Naval Combat Data Systems Section, CDS Centre Sub-section, Canberra (No. 167)

Duties: Direct and assist the work of subordinate staff in the various loading and operating functions associated with magnetic tape units, card and paper tape reader/punch units, high speed printer, central console, and maintaining a library of magnetic tapes.

General Services Branch

A. F. Gillespie 72/86540K	Typist, Grade 1 $2113-4519, Fourth Division, Canberra	Typist, Grade 2, $4731-5035, Fourth Division, General and Office Services Section, Office Services Sub-section, Canberra (No. 78)

Duties: Carry out typing and stenographic duties.
Qualifications: Shorthand, 100 words per minute desirable.

Supply Division, Armament Supply Branch

P. C. Goodwin 67/36117C	Clerk $5806-6666 (Class 2/3), Third Division, Canberra	Clerk $6912-7652 (Class 4), Third Division, Supply Section, Weapon Equipment Stores Sub-section, Canberra (No. 27)

Duties: Responsible for the activities of the sub-section dealing with provisioning for and procurement of a range of weapon equipment stores.

D. A. Smith 69/12065C	Clerk $5806-6666 (Class 2/3), Third Division, Naval Stores Branch, Sydney	Clerk $6912-7652 (Class 4), Third Division, Supply Section, Magazine (Explosives) Sub-section, Canberra, vice M. E. Taylor, prov. prom. 21.3.74 (No. 15)

Duties: Responsible for the activities of the Sub-section dealing with provisioning for and procurement of a range of magazine stores.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
Planning, Co-ordination and Services Branch		
N. H. Foster 58/35273W	Navy Stores Officer $11032-11525 (Class 8), Third Division, Canberra	Assistant Director $12019-12510 (Class 9), Third Division, Co-ordination and Management Control Section, Finance and Project Co-ordination Sub-section, Canberra (No. 4)
Duties: Review and analyse Supply Division Defence Programmes and Estimates and advise higher management of their overall implications and compliance with approved policy. Prepare important submissions and correspondence and co-ordinate and oversight Divisional action on supply matters.		
Naval Personnel Branch		
N. Jennaway 72/11655W	Clerk $2713-5594 (Class 1) Third Division, Department of Housing and Construction, Canberra	Clerk $5806-6666 (Class 2/3), Third Division, Personnel and Administration Section, Officer Entry Sub-section, Canberra, vice G. D. Carter, prov. prom. 21.2.74 (No. 83)
Duties: Originate correspondence relevant to the functions of the Sub-section. Act as Secretary to the interviewing committees for supplementary list officer candidates.		
Naval Staff Secretariat		
J. MacDonald 73/86737T	Typist, Grade 1 $2113-4519, Fourth Division	Typist, Grade 2 $4731-5035, Fourth Division, Fighting Equipment and Administration Section, Canberra (No. 64)
Duties: Carry out typing and stenographic duties. *Qualifications:* Shorthand, 100 words per minute desirable.		
NEW SOUTH WALES **Area Secretariat**		
D. M. Fletcher 58/22996P	Clerk $5806-6666 (Class 2/3), Third Division	Clerk $6912-7652 (Class 4), Third Division, HMAS Albatross, Nowra (No. 2012)
Duties: Responsible for the administration and accounting in official residences at HMAS Albatross, HMAS Creswell and CHSA residences at Nowra and Bomaderry. Responsible for personnel and other administrative activities for civilian personnel.		
E. T. Workman 67/11313T	Clerk $5806-6666 (Class 2/3), Third Division	Clerk $6912-7652 (Class 4), Third Division, Personnel Section, Staff and General Sub-section, Sydney, vice K. F. Turner, prov. prom. 17.1.74 (No. 191)
Duties: Supervision of staff cells concerned with the preparation of ADP Payroll and maintenance of Standard Personnel Records.		
S. A. Castle 72/14608K	Clerk 2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Personnel Section, Industrial Sub-section, vice R. C. Ritchie, prov. prom. 4.4.74 (No. 89)
Duties: Investigate and process claims for Workers Compensation. *Qualifications:* Sound knowledge of *Compensation (Australian Government Employees) Act* 1971-1973.		
Finance and Materiel Division, Finance Branch		
B. W. Pashen 68/10671G	Internal Auditor, Grade 1 $6912-7652 (Class 4), Third Division, Sydney	Internal Auditor, Grade 2 $7899-8639 (Class 5), Third Division, Internal Audit Section, Eastern Division Sub-section, Sydney, vice D. F. Bickerton, prov. prom. 14.2.74 (No. 12)
Duties: As a team leader or small sub-section leader, conduct audits in respect of country and interstate audits or major sub-division of the internal audit programme. *Qualifications:* Accountancy qualifications and/or audit experience preferably in a Service Department desirable.		
HMA Naval Dockyard, Garden Island		
J. A. Everson 73/13266K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Personnel Division (No. 194)
Duties: Maintain statistics and records on dockyard accidents. Prepare required returns.		
M. S. Matthews 73/13047G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Electronics Section, Technical Services Division (No. 94)

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
J. E. Maher 73/13596G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Laboratory Section, Technical Services Division (No. 95)
Duties: Provide general clerical supports to electronics and laboratory sections.		
M. A. Mackay 71/11846W	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Personnel Division (No. 85)
Duties: Supervise standard Personnel Record Cell. Exercise delegations and make recommendations in respect of matters affecting wages employees. *Qualifications:* Sound knowledge of conditions of service applicable to wages employees.		
VICTORIA		
Medical Branch		
U. M. Woods 58/22589K	Steno-secretary, Grade 1 $5311-5663, Fourth Division, Melbourne	Steno-secretary, Grade 2 $6014-6484, Fourth Division, Executive Section, Melbourne (No. 12)
Duties: Provide stenographic and secretarial duties for the Medical Director-General. *Qualifications:* Shorthand, at least 100 words per minute.		
Supply Division, Victualling and General Stores Branch		
E. J. Belfer 61/36433E	Clerk $6912-7652 (Class 4), Third Division, Melbourne	Assistant Navy Store Officer $8886-9548 (Class 6), Third Division, Supply No. 2 Section, General Stores Sub-section, Melbourne (No. 67)
Duties: Control and direct the work of a sub-section dealing with the provisioning for a procurement of a wide range of general naval stores.		
J. M. Campbell 71/36975E	Clerk $5806-6666 (Class 2/3), Third Division, Melbourne	Clerk $6912-7652 (Class 4), Third Division, Supply No. 2 Section, General Stores Sub-section, Melbourne (No. 71)
Duties: Perform duties associated with the provisioning for and procurement of a wide range of general naval stores.		
R. J. Gregory 73/38184P	Clerk $2713-5594 (Class 1), Third Division, Melbourne	Clerk $5806-6666 (Class 2/3), Third Division, Finance Projects and Office Services Section, Finance Sub-section, Melbourne, vice J. M. Campbell, prov. prom. 4.4.74 (No. 57)
Duties: Assist in the co-ordination of financial estimates and programmes and maintain appropriate registers and other financial records.		
WESTERN AUSTRALIA		
Naval Staff Office		
R. G. Chapman 73/75251K	Typist, Grade 1 $4225-4579, Fourth Division, Fremantle	Typist, Grade 2 $4731-5035, Fourth Division, Fremantle (No. 37)
Duties: Stenographic duties for social workers. *Qualifications:* Shorthand, at least eighty words per minute.		
DEPARTMENT OF EDUCATION		
CENTRAL OFFICE		
Management Services Branch		
B. D. Herring 71/86737M	Typist, Grade 1 $2113-4579, Fourth Division	Typist, Grade 2 $4731-5035, Fourth Division, Personnel and Services Section, Canberra (No. 33)
Duties: Under general supervision transcribe from audio/dictating equipment.		
J. L. Purtell 66/86292W	Clerk $7899-8639 (Class 5), Third Division, Department of Overseas Trade	Assistant Inspector, $8886-9548 (Class 6), Third Division, Establishments and Methods Section, Methods and Work Documentation Sub-section, Canberra (No. 5)
Duties: Participate in O & M investigations as a team member and conduct individual reviews as required. Prepare reports based on investigations. *Qualifications:* Previous experience in O & M or allied fields desirable. Academic qualifications to be stated.		
Student Assistance and International Education Division, International Education Branch		
L. A. Morrison 73/87473M	Typist, Grade 2 $4731-5035, Fourth Division, Management Services Branch	Steno-secretary, Grade 1 $5311-5663, Fourth Division, Canberra (No. 2)
Duties: Stenographic and secretarial assistance to a senior officer. *Qualifications:* Shorthand, at least 100 words per minute.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	***Promoted to***

Territorial and Facilities Division, Facilities Branch

E. A. Purcell 73/88430G	Clerk $2713-5594 (Class 1), Third Division, Facilities Branch	Clerk $6912-7652 (Class 4), Third Division, Australian Commission on Technical and Further Education Secretariat, Canberra (No. 17)

Duties: Assist in the preparation of reviews of material on technical and further education, and with research into material for use in reports. Assist in preparation of information for circulation, attend meetings to take notes and prepare reports.
Qualifications: Ability to undertake minor research.

Schools Commission, Programs No. 1 Branch

E. U. Gooch 74/86889M	Clerk $2713-5594 (Class 1), Third Division, Schools Commission	Clerk $7899-8639 (Class 5), Third Division, Library Grants Section, Canberra (No. 112)

Duties: Prepare details of entitlements under programs of assistance including reports on expenditure and availability of funds. Prepare correspondence.
Qualifications: Appropriate administrative experience.

AUSTRALIAN CAPITAL TERRITORY

Office of the Australian Universities Commission

H. J. Baxter 72/87606E	Senior Research Officer, Grade 1 $8886-9548 (Class 6), Third Division	Senior Research Officer, Grade 2 $9876-10538 (Class 7), Third Division, Research and Analysis Section, vice B. M. Godfrey, prov. prom. 21.3.74 (No. 36)

Duties: Responsible for the direction and supervision of the Statistics Sub-section.
Qualifications: Appropriate university degree. Experience in the collection and compilation of statistical information desirable.

I. D. McDonald 71/88302E	Research Officer, Grade 2 $7899-8639 (Class 5), Third Division	Senior Research Officer, Grade 1 $8886-9548 (Class 6), Third Division, Research and Analysis Section, vice H. J. Baxter, prov. prom. 4.4.74 (No. 38)

Duties: Assist in the work of the Sub-section with particular emphasis on analysis of population trends, school and tertiary enrolments and estimates of student numbers.
Qualifications: Appropriate university degree. Experience in research and analytical work desirable.

WESTERN AUSTRALIA

State Office

V. A. Menzel 71/75025G	Typist, Grade 1 $4225-4579, Fourth Division	Typist, Grade 2 $4731-5035, Fourth Division, Administration Section, Perth (No. 4)

Duties: Perform general typing duties as directed.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Policy Co-ordination Division, Policy Branch

N. T. Zorbas 61/13314A	Clerk $8886-9548 (Class 6), Third Division	Clerk $11032-11525 (Class 8), Third Division, States and Regional Section, Canberra (No. 34)

Duties: Undertake analyses and investigations into environment and conservation issues associated with States and Regional strategies. Prepare related reports and proposals.
Qualifications: Appropriate tertiary qualifications desirable and ability to undertake complex analyses.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Personnel Branch

M. R. Rogers 74/10880G	Social Worker, Class 1 $5360-7980, Third Division, Management Services Division, Sydney	Social Worker, Class 2 $8390-9075, Third Division, Organisation, Staffing and Training Section, Sydney (No. 768)

Duties: Under direction undertake professional counselling duties concerned with psychological and other personal problems in overseas students, particularly in regional areas of New South Wales.
Qualifications: Appropriate degree or diploma in social work or social studies or equivalent qualifications. Relevant experience desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
Services Branch		
B. Neill 58/19643E	Clerk $8886-9548 (Class 6), Third Division, Management Services Division, Canberra	Senior Internal Auditor, Grade 2 $9876-10538 (Class 7), Third Division, Internal Audit Section, Canberra (No. 1000)
J. R. Watt 58/33092P	Senior Internal Auditor, Grade 1 $8886-9548 (Class 6), Third Division, Department of Housing and Construction, Melbourne	Senior Internal Auditor, Grade 2 $9876-10538 (Class 7), Third Division, Internal Audit Section, Canberra (No. 1001)

Duties above two positions: Responsible for all audits of various overseas missions, where the range of subject matter audited extends beyond common departmental activities to include a wide range of activities specific to this department's particular functional responsibilities.
Note: Successful applicants will be required to undertake audit inspections at missions overseas.

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Division No. 1 Aid Branch

S. P. Wilson 74/86415K	Clerk $2713-5594 (Class 1), Third Division, Department of Primary Industry, Canberra	Clerk $6912-7652 (Class 4), Third Division, International Training Section, Training Sub-section (No. 114)

Duties: Organise training for overseas students studying professional scientific and technical subjects with various authorities and follow-up progress reports and related documentations.

L. J. Eakin 73/87907C	Clerk $5806-6666 (Class 2/3), Third Division, Department of Education, Canberra	Clerk $6912-7652 (Class 4), Third Division, International Training Section, Training Sub-section (No. 116)

Duties: Organise training for overseas students studying professional scientific and technical subjects with various authorities and follow-up progress reports and related documentations.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Therapeutics Division, Therapeutic Goods Branch

M. J. Freeman 73/88555C	Clerk $2713-5594 (Class 1), Third Division, Department of Science, Patent, Trade Marks and Designs Offices	Clerk $6912-7652 (Class 4), Third Division (No. 54)

Duties: Assist in the preparation of reports for the WHO International Drug Monitoring Programme and compile data for the Adverse Drug Reaction Advisory Committee. Undertake research into inquiries of a technical nature.
Qualifications: Tertiary education in Science or related fields desirable.

Management Services Division, Establishments and Finance Branch

J. N. Kelsey 68/87869E	Clerk $8886-9548 (Class 6), Third Division, Department of Science	Clerk $9876-10538 (Class 7), Third Division, Administrative Services Section (No. 305)

Duties: Arrange payment of grants under Community Health Program and other schemes. Provide estimates of expenditure and monitor progress on projects. Prepare associated submissions and correspondence.
Qualifications: Experience in grants administration desirable.

M. A. Johnston 70/87446G	Clerk $8886-9548 (Class 6), Third Division	Clerk $9876-10538 (Class 7), Third Division, Administrative Services Section (No. 304)

Duties: Arrange payment of grants under Community Health Program and other schemes. Provide estimates of expenditure and monitor progress on projects. Prepare associated submissions and correspondence.
Qualifications: Experience in grants administration desirable.

P. F. Needham 66/38713W	Assistant Audit Inspector $6912-7652 (Class 4), Third Division, Department of the Prime Minister and Cabinet, Auditor-General's Office	Clerk $7899-8639 (Class 5), Third Division, Administrative Services Section (No. 306)

Duties: Assist in payment of grants under Community Health Program and other schemes. Maintain register of projects and expenditure. Prepare associated correspondence.
Qualifications: Related experience desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Health Services Office, Planning and Executive Services Branch

S. D. Macleod 73/88685G	Medical Officer, Class 2 $13358-13852, Third Division	Medical Officer, Class 3 $14466-15111, Third Division, Health Facilities Section, Medical Sub-section (No. 6)

Duties: Provide medical expertise for the planning of health facilities and services in the A.C.T. Advise on medical aspects of research projects and formulate and participate in individual research and quality control projects with a high medical content.
Qualifications: Medical practitioner eligible for registration in the A.C.T. Wide experience in the planning and development of community health activities and facilities desirable.

Policy and Planning Division, Policy Secretariat and Legislation Branch

C. M. Fuller 70/85642K	Clerk $5806-6666 (Class 2/3), Third Division, Department of the Treasury	Clerk $6912-7652 (Class 4), Third Division, Policy Secretariat Section (No. 11)

Duties: Assist with the processing of replies to ministerial correspondence and take follow-up action. Draft less important correspondence. Examine Hansards, and refer health matters to appropriate Branches.

NEW SOUTH WALES

Executive Services Branch

J. R. Fernandez 72/11053G	Quarantine Assistant, Grade 2 $4615-5095, Fourth Division, Sydney	Quarantine Inspector $6250-7270, Fourth Division, Quarantine Section, Sydney (No. 319)

Duties: Organise, co-ordinate and control the work of quarantine staff engaged on ship inspection activities at Sydney, Newcastle and Wollongong. Liaise with shipping companies and agents on quarantine matters. Prepare reports, correspondence and quarantine documents.
Qualifications: Completion of an approved course in public health and hygiene.

Automatic Data Processing Section

R. L. Crowe 65/12459M	Data Processing Operator, Grade 2 $5165, Fourth Division, Sydney	Data Processing Operator, Grade 3 $5487, Fourth Division, Sydney (No. 140)

Duties: Act as Leading Hand of a group of Data Processing Operators. Assist Supervisor with the allocation of work, examine work sheets, determine queries raised by Data Processing Operators and maintain output records.
Qualifications: Completed prescribed tests. Knowledge of Departmental Pharmaceutical Benefits procedures desirable.
In lieu of notification appearing in *Gazette* No. 17 of 21.2.74. Effective date of this promotion is 21.2.74.

M. T. K. Nolan 73/11167G	Data Processing Operator, Grade 1 $2113-4579, Fourth Division, Sydney	Data Processing Operator, Grade 2 $5165, Fourth Division, Sydney (No. 153)
K. D. Bratby 73/11165X	Data Processing Operator, Grade 1 $2113-4579, Fourth Division, Sydney	Data Processing Operator, Grade 2 $5165, Fourth Division, Sydney (No. 165)
V. S. Hobbs 73/12948G	Data Processing Operator, Grade 1 $2113-4579, Fourth Division, Sydney	Data Processing Operator, Grade 2 $5165, Fourth Division, Sydney (No. 202)
C. M. Craney 73/11168M	Data Processing Operator, Grade 1 $2113-4579, Fourth Division, Sydney	Data Processing Operator, Grade 2 $5165, Fourth Division, Sydney (No. 210)
L. A. Pascolutti 72/14693X	Data Processing Operator, Grade 1 $2113-4579, Fourth Division, Sydney	Data Processing Operator, Grade 2 $5165, Fourth Division, Sydney (No. 211)
J. G. M. Alsop 73/11982W	Data Processing Operator, Grade 1 $2113-4579, Fourth Division, Sydney	Data Processing Operator, Grade 2 $5165, Fourth Division, Sydney (No. 218)
J. L. Calvert 73/13030T	Data Processing Operator, Grade 1 $2113-4579, Fourth Division, Sydney	Data Processing Operator, Grade 2 $5165, Fourth Division, Sydney (No. 220)
E. A. Gilchrist 73/11984E	Data Processing Operator, Grade 1 $2113-4579, Fourth Division, Sydney	Data Processing Operator, Grade 2 $5165, Fourth Division, Sydney (No. 221)

Duties above eight positions: Tape punch or verify pharmaceutical benefit data in accordance with relevant procedures.
Qualifications: Completed prescribed tests. Knowledge of departmental pharmaceutical benefits procedures desirable.
In lieu of notification appearing in *Gazette* No. 17 of 21.2.74. Effective date of these promotions is 21.2.74.

VICTORIA

Pathology Laboratory

R. E. S. Charlton 72/38110G	Specialist $13581-18412, Third Division, Bendigo	Senior Specialist-in-Charge $19555, Third Division, Bendigo (No. 638)

Duties: Direct and control the work of the Pathology Laboratory. Provide a consultant service to hospitals and doctors.
Qualifications: Eligible for registration as a medical practitioner in Australia together with post-graduate qualifications in pathology.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

SOUTH AUSTRALIA

Executive Services Branch

N. D. Pethick 74/66046W	Data Processing Operator, Grade 1 $4225-4579, Fourth Division, ADP Section, Adelaide	Data Processing Operator, Grade 2 $5165, Fourth Division, ADP Section, Adelaide (No. 55)

Duties: Under supervision, tape punch or verify pharmaceutical benefits data, in accordance with the relevant procedures.
Qualifications: A qualified data processing operator n receipt of proficiency allowance. Knowledge of departmental pharmaceutical procedures.

NORTHERN TERRITORY

Darwin Hospital

C. J. Vachon 73/95665X	Clerk $2713-5594 (Class 1), Third Division	Radiographer, Grade 1 $4557-5638, Third Division, Radiography Section (No. 1640)

Duties: Perform the less complex radiographic examinations including barium meals and barium enemas and most examinations of the skeletal system.
Qualifications: A certificate of competence in Radiography, or an appropriate diploma in Radiography or Nucleography, or equivalent qualifications.

Management Services Division, Establishments and General Services Branch

C. E. Jefferies 65/70473T	Clerk $7899-8639 (Class 5), Third Division	Clerk $8886-9548 (Class 6), Third Division, Methods Section, Darwin (No. 1553)

Duties: Examination proposals for the purchase or hire of office machines and special equipment, consult company representatives; prepare reports, and recommendations and/or submission for approval of competent authority, ensure machines etc. are maintained satisfactorily and replaced or disposed of to Commonwealth advantage; oversight the maintenance of the Section's machines register and appropriate ready reference material.
Qualifications: Experience in conducting methods and procedure reviews and in the trends and application of office machines and special equipment in medical and non-medical areas desirable.

Finance and Supply Branch

M. C. Cox 72/95120M	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Accounts Section, Darwin (No. 39)

Duties: Check and follow up all details of monthly claims for payment of Hospital Benefits (Form H.B. 41) and submit claims to Central Office. Under direction prepare submissions to Chief Auditor and finalise all aspects in respect of losses of public moneys and maintain Losses Register.

J. G. Jones 68/13496K	Clerk $6912-7652 (Class 4), Third Division	Clerk $7053-7713 (Class 5), Third Division, Estimates and Costing Section, Darwin, vice C. E. Jeffries, prov. prom. 4.4.74 (No. 1553)

Duties: Investigate costing requirements within the Department in the Northern Territory. Plan, develop and implement a costing system to cover various activities within the Northern Territory, including the provision of a costing information service to management.

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Architecture Division, Architectural Design Branch

D. P. Rodis 73/36978A	Architect, Class 3 $11233-12587, Third Division	Architect, Class 4 $13190-14100, Third Division, Medical and Scientific Section, Hawthorn (No. 10)

Duties: Act as Design Project Leader through conceptual stages of specialist scientific major projects. Develop standards for scientific facilities projects and provide advice to Clients. Review sketch plans, cost estimates and working drawings for scientific projects throughout Australia to ensure that standards and other requirements are adhered to and efficiently planned.
Qualifications: An appropriate degree or diploma in Architecture, or equivalent qualification. It is preferred that applicants possess proven managerial ability; be a first class designer, widely experienced in complex laboratory structures; have mature judgment and an established close working relationship with multi-discipline teams on feasibility studies and design development master planning; possess ability to liaise with Clients in the development and preparation of briefs.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Bank and Special Projects Branch

I. W. Davis 71/10909E — Draftsman, Grade 1 $6003-7613, Fourth Division — Draftsman, Grade 2 $7843-8437, Fourth Division, Sydney (No. 156)

Duties: Under supervision, prepare detail designs, working drawings, estimates and specifications for structural engineering projects and components.

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

Management Services Division

P. M. Edwardes 73/40168R — Clerical Assistant, Grade 1 $3918-4298, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Section, Photography and Plan Printing Sub-section, Hawthorn (No. 123)

Duties: Provide general clerical assistance in the section. Attend to telephone and personal inquiries.

Works and Financial Services Branch

P. E. Vennix 69/40196X — Clerk $5806-6666 (Class 2/3), Third Division, Melbourne — Clerk $6912-7652 (Class 4), Third Division, Works Programming Section (No. 48)

Duties: Under direction, compile and analyse, data for the formulation and periodical physical progress and budgeting services of the civil and defence repairs and maintenance programmes. Report on achievement of tender target dates in relation to the works plan for civil and defence new works programmes, and assist in expenditure reviews and preparation of explanations for variations in estimated and actual expenditure on capital and maintenance works programmes.

Overseas Works Branch

G. Bull 69/99062C — Architect, Class 2 $9527-10673, Third Division, Hawthorn — Architect, Class 3 $11233-12587, Third Division, Sydney (No. N8)

P. W. Sumner 65/75305R — Architect, Class 2 $9527-10673, Third Division, Perth — Architect, Class 3 $11233-12587, Third Division, Sydney (No. P2)

A. D. B. Sewell 71/10650W — Architect, Class 2 $9527-10673, Third Division, Sydney — Architect, Class 3 $11233-12587, Third Division, Sydney (No. P3)

Duties above three positions: Prepare reports, estimates, sketch plans; secure production of same through consultants where appointed; maintain design intent through all stages of projects, etc.

Qualifications above three positions: An appropriate degree or diploma in Architecture, or equivalent qualification.

G. H. Setchell 58/23592W — Project Manager, Class 3 $14882-15845, Third Division — Assistant Director-General, $19085, Second Division, Sydney (No. 7)

Duties: Ensure that the most authoritative advice is available to the Department and its Client Departments, advise senior management on appropriate design qualities and financial targets judged to be desirable for overseas works, and undertake research in Australia and overseas on the specialised aspects of such works.

Qualifications: An approved degree or diploma in architecture, or equivalent qualification. Management ability of a high order, together with outstanding creative ability in architectural design coupled with considerable experience in the practice of architecture, highly desirable.

Engineering Division, Engineering Design Branch

A. M. Holroyd 73/38369R — Drafting Assistant, Grade 1 $2220-5468, Third Division — Drafting Assistant, Grade 2 $5681-6371, Third Division, Roads and Aerodromes Section, Melbourne (No. 41)

Duties: As a member of a design team involved in the production of sketch designs and final working drawings for geometric and drainage design of aerodromes, complete drawings from sketches and other data prepared by senior officers for civil engineering works.

Qualifications: Qualifications and/or experience appropriate to the duties. Ability to work as part of a team is desirable.

CENTRAL OFFICE

Defence Service Homes Division

B. Thompson 74/85313E — Steno-secretary, Grade 1 $5311-5663, Fourth Division — Steno-secretary, Grade 2 $6014-6484, Fourth Division, Canberra (No. 29)

Duties: Provide stenographic and secretarial duties for the First Assistant Secretary.

Qualifications: Shorthand, 100 words per minute.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Welfare Housing Division

W. M. O'Brien 64/10505E — Steno-secretary, Grade 1 $5311-5663, Fourth Division — Steno-secretary, Grade 2 $6014-6484, Fourth Division, Canberra (No. 11)

Duties: Provide stenographic and secretarial duties for the First Assistant Secretary.
Qualifications: Shorthand, 100 words per minute.

NEW SOUTH WALES

General Works Division, Design Branch

P. F. McNamara 58/16058W — Construction Manager $14882-15845, Third Division — Assistant Director $17300, Second Division, Sydney (No. 1)

Duties: As member of the Regional Directorate, participate in the development of the Region's work plans and review of the Region's operations. Oversight and participate in the development of the General Works Division's work plans and manage the operations of the Division.

Projects Division No. 1, Technical Resources Branch

S. J. Hutchinson 69/13607M — Drafting Assistant, Grade 1 $2220-5468, Fourth Division — Trainee Draftsman $2921-5657, Fourth Division, Sydney

Note: Conditions governing the appointment or promotion of Trainee Draftsman appeared on page 79 of *Gazette* No. 25A of 22.3.74.

Projects Division No. 2, Technical Resources Branch

C. W. McKeown 58/23543R — Engineer, Class 3 $11348-12664, Third Division — Engineer, Class 4 $13322-14209, Third Division, Sydney (No. 185)

Duties: Technical Specialist (Civil). Provide a specialist civil engineering technical service to Projects Division personnel involving (a) value analysis of civil engineering elements of projects to determine most economical design, construction and maintenance methods; (b) solution of unusual or highly complex design and construction problems; (c) analysis of design and construction skill and experience requirements for specific projects; (d) technical review of projects. Develop new and improved techniques for design and construction.
Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.

R. C. Malcolm 66/11313C — Drafting Assistant, Grade 2 $5681-6371, Fourth Division, Postmaster-General's Department, Sydney — Trainee Draftsman $2921-5657, Fourth Division, Sydney

A. Yeadon 72/12293P — Clerk $2713-5594 (Class 1), Third Division, Postmaster-General's Department, Sydney — Trainee Draftsman $2921-5657, Third Division, Sydney

Note above two positions: Conditions governing the appointment or promotion of Trainee Draftsman appeared on page 79 of *Gazette* No. 25A of 22.3.74.

Management Services Branch

R. G. Jordon 72/13780A — Clerk (Internal Audit) $5806-6666 (Class 2/3), Third Division, Sydney — Internal Auditor, Grade 1 $6912-7652 (Class 4), Third Division, Internal Audit Section, Sydney (No. 129)

J. C. Brighten 58/34027A — Clerk (Internal Audit) $5806-6666 (Class 2/3), Third Division, Sydney — Internal Auditor, Grade 1 $6912-7652 (Class 4), Third Division, Internal Audit Section, Sydney (No. 130)

Duties above two positions: Examine procedures and practices relating to Defence Service Homes and Home Savings Grant activities and carry out sufficient checks on Departmental records. Prepare reports and draft observations and correspondence arising out of such audits. Direct and supervise assigned supporting staff.

Management Services Division, Manpower Branch

V. R. Scharen 70/12908G — Clerk $7899-8639 (Class 5), Third Division, Postmaster-General's Department, Sydney — Assistant Inspector $9876-10538 (Class 7) Third Division, Manpower Planning Section, Sydney (No. 175)

Duties: Carry out research and studies leading to the development of manpower plans for the Region. Undertake studies in the establishments, recruitment and staff development areas to establish planning techniques; undertake studies into methods of translating workload predictions into resource requirements.
Qualifications: An appreciation of manpower planning activities and good analytical ability desirable. Academic qualifications are desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Technical Services Division, Advisory Services Branch

J. J. Howard 69/99064M	Engineer, Class 3 $11348-12664, Third Division	Engineer, Class 4 $13322-14209, Third Division, Civil (General) Engineering Section, Sydney (No. 44)

Duties: Manage a sub-section providing professional civil engineering advice, solutions and services in relation to specific problems or proposals referred to them by Project Managers or the General Works Division.
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 AND TASMANIA

General Works Division, Plant Branch

W. G. McDonald 58/12957C	Storeman $4040-4246, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Administrative Section, Workshops Sub-section, Port Melbourne (No. 195)

Duties: Prepare and authorise material requisitions for all issues from Workshop Spare Parts Store as listed on parts and materials schedules.

Management Services Division, Programming and Financial Services Branch

C. M. Dickson 70/40221T	Clerk $2713-5594 (Class 1), Third Division, unattached	Clerk $5806-6666 (Class 2/3), Third Division, Accounts Section, Appropriation and Project Ledgers Sub-section, Melbourne (No. 34)

Duties: Furnish regular reports to management concerning expenditure, warrant and cash allocation. Maintain losses and assets registers and carry out reconciliation of Trust Moneys.
Qualifications: Progress in accountancy studies to be stated.

R. F. Mackay 71/42146K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Accounts Section, Examination Sub-section, Melbourne (No. 51)

Duties: Supervise the Registration of Accounts Cell and train staff in relevant duties. Liaise with technical staff and suppliers regarding queries. Extract statistical information on accounts activities.

G. E. G. Koblitz 71/42629E	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerk $5806-6666 (Class 2/3), Third Division, Accounts Section, Melbourne, vice A. Rizzuto, prov. prom. 7.3.74 (No. 17)

Duties: Provide relief for Third Division officers of the Accounts Section.
Note: Suitably qualified Fourth Division officers may appeal.

W. J. Simpkins 71/40979T	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Accounts Section, Examination Sub-section, Melbourne (No. 46)
M. T. J. Julien 70/40217P	Clerk $2713-5594 (Class 1), Third Division, Australian Government Clothing Factory, Department of Supply, Coburg	Clerk $5806-6666 (Class 2/3), Third Division, Accounts Section, Appropriation and Project Ledgers Sub-section, Melbourne, vice J. B. Sim, prov. prom. 1.11.73 (No. 43)

Duties above two positions: Under direction of Certifying Officer, examine accounts and investigate outstanding accounts and queries. Sign as person incurring expense.
Qualifications: Progress in accountancy studies to be stated.

Systems and ADP Branch

I. J. McNeil 66/39045X	Assistant Inspector $8886-9548 (Class 6), Third Division, Department of Defence (Army Office)	Assistant Inspector $9876-10538 (Class 7), Third Division, Melbourne (No. 201)

Duties: Plan, direct and control the activities of Methods Officers involved in investigations concerning office systems and procedures, forms design and mechanisation of office systems.

W. J. Fleming 58/33039E	Programmer $11032-11525 (Class 8), Third Division, Hawthorn	Senior Inspector $12019-12510 (Class 9), Third Division, Melbourne (No. 199)

Duties: Direct, control, plan and co-ordinate the work of the Branch.
Qualifications: Academic qualifications and considerable experience in systems works are desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Technical Services Division, Advisory Services

A. S. Bennett 58/12774K — Architect, Class 3 $11233-12587, Third Division — Architect, Class 4 $13190-14100, Third Division, Melbourne (No. 4)

Duties: Manage an architectural section providing advice and services in respect of specific problems and proposals raised by operational divisions. Conduct investigations and provide technical advice and solutions for long range building proposals, proposals for leasing existing properties and restoration of historical buildings. Investigate faults and failures in buildings, disseminate information relating to all new developments in architecture.

Qualifications: An appropriate degree or diploma in architecture or equivalent qualifications.

Projects Division No. 1, Technical Resources Branch

J. A. Armstrong 58/12760K — Architect, Class 4 $13190-14100, Third Division — Design Manager, Class 3 $14882-15845, Third Division, Melbourne (No. 23)

Duties: Resources Manager in Projects Division No. 1. Determine the level and skills of staff required to ensure the Division's objectives are met in the designing and constructing of capital works 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 and analytical techniques to be used in the Division for project planning, co-ordination and control.

Qualifications: An appropriate degree or diploma in architecture, or qualifications admitting to Grad.I.E.Aust, or equivalent qualifications. Experience in project co-ordination with managerial ability of a high order and an appreciation of the use of skilled resources for planning, design and construction highly desirable.

Projects Division No. 2, Technical Resources Branch

J. F. Kerry 68/40212A — Engineer, Class 3 $11348-12664, Third Division — Engineer, Class 4 $13322-14209, Third Division, Williamstown (No. 134)

Duties: Civil Engineer. As leader of a construction project team located at Williamstown Naval Dockyard, under a Project Manager, plan and manage the construction phases of the dockyard redevelopment project whilst maintaining existing facilities in operation.

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 management of large scale multi-discipline construction projects is required.

L. S. Groom 58/51159G — Area Manager, Class 3 $13322-14209, Third Division — Design Manager, Class 3 $14882-15845, Third Division, Melbourne (No. 25)

Duties: Resources Manager in Projects Division No. 2. Determine the level and skills of staff required to ensure the Division's objectives are met in the designing and constructing of capital works 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 and analytical techniques to be used in the Division for project planning, co-ordination and control.

Qualifications: An appropriate degree or diploma in Architecture, or qualifications admitting to Grad.I.E.Aust. or equivalent qualifications. Experience in project co-ordination with managerial ability of a high order and an appreciation of the use of skilled resources for planning, design and construction highly desirable.

QUEENSLAND

General Works Division, Townsville Branch

T. B. Toomey 72/95358M — Electrical Installation Inspector $7128-7452, Fourth Division, Darwin — Works Supervisor $7988-8312, Fourth Division, Townsville (No. 285)

Duties: Responsible for the supervision of electrical engineering works executed by either departmental day labour or contract to ensure compliance with technical specifications and standards. Carry out inspections and prepare estimates and maintenance inspection reports.

Qualifications: Appropriate trade qualifications, together with extensive experience in the supervisory capacity and proven ability to control staff. Qualifications and/or experience in electrical, electronic, pneumatic and hydraulic control systems an advantage.

Design Branch

T. C. D. Woods 67/58332M — Senior Technical Officer (Buildings), Grade 1 $8599-9103, Fourth Division — Senior Technical Officer (Buildings), Grade 2 $9379-9932, Fourth Division, Brisbane (No. 246)

Duties: Allocate, direct, co-ordinate and supervise the work of staff engaged on the preparation of specifications, working drawings, details and schedules. Advise client departments, conduct inspections and investigations on and prepare draft designs for proposals of special complexity. Check drawings and draft specifications prepared by subordinates.

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

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Housing Operations Branch

M. M. Sherman 58/17087X — Clerk $6912-7652 (Class 4), Third Division, Defence Service Homes Branch — Clerk $7899-8639 (Class 5), Third Division, Brisbane (No. 7)

Duties: Exercise delegation to determine claims for a Home Savings Grant. Supervise the work of officers dealing with claims.

Defence Service Homes Branch

E. F. Kelly 58/17039X — Clerk $5806-6666 (Class 2/3), Third Division, Housing Operations Branch — Clerk $6912-7652 (Class 4), Third Division, Home Loans Section, Brisbane (No. 46)

Duties: Supervise and direct the work of the Building and Additional Advances Sub-section. Act as Chairman of Contracts Board No. 2.

Projects Division, Administration Branch

J. H. Mick 59/22768A — Clerk $5806-6666 (Class 2/3), Third Division — Clerk $6912-7652 (Class 4), Third Division, Brisbane (No. 162)

Duties: As Project Clerk, provide administrative assistance to the Project Manager, Design Project Leaders and Construction Project Leaders. Accept responsibility for all works administration processes for projects in both the design and construction stages. Supervise subordinate staff.
Qualifications: A thorough knowledge of works administration and works programming procedures and ability to work in conjunction with technical staff desirable.

Management Services Division, Manpower Branch

P. Italiano 73/57873G — Assistant (Plan Printing), Grade 1 $4028-4670, Fourth Division — Assistant (Plan Printing), Grade 3 $5075-5363, Fourth Division, Brisbane (No. 550)

Duties: Operate plan printing machine. Arrange photographic reproduction of plans by outside agencies. Prepare statistics and estimates of requirements and replenish materials. Supervise and train staff.
Qualifications: Ability to operate plan printing machine desirable.

NORTHERN TERRITORY

Management Services Division

J. E. Meehan 70/95234P — Clerk $5806-6666 (Class 2/3), Third Division, Department of Health, Alice Springs — Clerk $6912-7652 (Class 4), Third Division, Hospital Projects Section, Alice Springs (No. 141)

Duties: Project Clerk. Provide administrative assistance to technical and professional officers supervising the construction and/or maintenance of engineering and architectural projects.
Qualifications: Proven administrative ability and an aptitude to readily learn and absorb new procedures and methods. The possession of tertiary qualifications would be an advantage.

B. A. Harling 73/95097X — Clerk $2713-5594 (Class 1), Third Division, Department of Aboriginal Affairs — Clerk $5806-6666 (Class 2/3), Third Division, Regional Office, Katherine (No. 5)

Duties: Plant Clerk. Provide clerical and general assistance to the Plant Engineer and Senior Plant Inspector, prepare and/or maintain associated documentation.

Personnel Services Branch

N. F. Witcombe 73/95689E — Clerk $2713-5594 (Class 1), Third Division — Training Officer, Grade 2 $7899-8639 (Class 5), Third Division, Darwin (No. 90)

Duties: Under the direction of the Senior Training Officer, develop, prepare and conduct staff training courses. Evaluate the effectiveness of formal courses and report thereon. Assist with training administrative tasks related to the cadetship scheme, the absorption and development of new graduates, apprentice development and like matters.
Qualifications: A practical knowledge of service administration and aptitude for conference leadership and for the personal direction of training courses.

Technical Division

A. J. Welch 70/36138C — Engineer, Class 1 $6200-8953, Third Division — Engineer, Class 2 $9581-10702, Third Division, Engineering Design Section, Structural Sub-section, Darwin (No. 44)

Duties: Investigate, design, prepare contract documents and estimates for steel and reinforced concrete buildings and hydraulic structure.
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*
F. Sibenaler 70/66193M	Engineer, Class 1 $6200-8953, Third Division	Engineer, Class 2 $9581-10702, Third Division, Electricity Supply Undertakings Section, Darwin (No. 38)

Duties: Responsible to an engineer of senior status for the design and construction of zone and distribution sub-station and electrical components of diesel power station. Prepare maintenance standards and specifications for above work and analyse tenders.
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.

G. D. Fischer 66/57498M	Senior Draftsman $8599-9103, Fourth Division	Supervising Draftsman $9379-9932, Fourth Division, Engineering Design Section, Darwin (No. EP21)

Duties: Control and direct the drafting work of the hydraulics section. Act as project officer for hydraulic works. Supervise subordinate staff.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

I. Silis 64/85668W	Draftsman, Grade 2 $7843-8347, Fourth Division	Senior Draftsman $8599-9103, Fourth Division, Engineering Design Section, Darwin, vice G. D. Fischer, prov. prom. 4.4.74 (No. 99)

Duties: Prepare estimates, original designs and contract documents for hydraulic components of major building projects. Conduct field inspections, investigations, survey check of sites and prepare reports thereon.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

PAPUA NEW GUINEA

Management Services Division, Design (Administration) Branch

N. J. Belfield 72/57199T	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Engineering Section, Port Moresby (No. 14)

Duties: Under direction of Project Clerk provide administrative assistance to Project Technical Staff.

DEPARTMENT OF IMMIGRATION

CENTRAL OFFICE

Management Services Branch

K. M. Gilligan 70/85934P	Clerk $5806-6666 (Class 2/3), Third Division	Clerk $6912-7652 (Class 4), Third Division, Personnel Services Sub-section (No. 55)

Duties: Supervise the work of teams engaged on standard personnel records.

W. R. Jackson 71/88263R	Clerk $4521-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Personnel Services Sub-section (No. 58)

Duties: Maintain the standard personnel records system for a specified group of officers and employees on the Central Office payroll.

G. M. Bloom 71/88519M	Clerk $4521-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, General Services Sub-section (No. 78)

Duties: Investigate and make recommendations regarding use and allocation of and requests for office accommodation, alterations, repairs and maintenance.

Control Branch

R. E. Bevan 59/27780K	Clerical Assistant, Grade 4 $5398-5686, Fourth Division	Clerk $5806-6666 (Class 2/3), Third Division, Travel Entry Control Sub-section (No. 109)

Duties: Oversight staff and work of the Passenger Card Index Unit.

Programme Control and Development Branch

C. M. Koopman 71/42959C	Clerk $4521-5594 (Class 1), Third Division	Clerk $6912-7652 (Class 4), Third Division, Source Evaluation Sub-section (No. 22)

Duties: Assist in the examination of data on the progress of the annual immigration programme.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
Citizenship Development Branch		
S. E. Yeoland 70/85752A	Clerk $4521-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Citizenship Section, vice D. R. Sinclair prov. prom. 28.3.74 (No. 45)
Duties: Conduct interviews with Canberra and Queanbeyan applicants for naturalisation and registration and establish ability to meet statutory requirements.		
Temporary Residence and Travel Branch		
M. E. Harman 70/13106M	Clerk $4521-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Short Term Visitors Subsection (No. 110)
Duties: Examine and submit applications for the admission to Australia of business and tourist visitors.		
NEW SOUTH WALES		
Wollongong Regional Office		
P. A. M. Wiegerinck 73/12836G	Clerk $2713-5594 (Class 1), Third Division, Department of the Media, Sydney	Clerk $6912-7652 (Class 2/3), Third Division, Wollongong (No. 312)
Duties: Accept applications and conduct interviews in relation to passports, entry and re-entry.		
L. Kocovski 73/12947C	Typist, Grade 1 $2113-4579, Fourth Division, Department of Transport, Port Kembla	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Wollongong (No. 373)
Duties: Act as receptionist. Assist social workers and welfare officers. *Qualifications:* Ability to type an advantage. Knowledge of foreign languages desirable.		

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Management Services Branch

V. J. Meade 72/41562W	Clerical Assistant, Grade 1 $2075-3777, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, ADP Section, Melbourne (No. 125)
Duties: Clerical duties associated with the preparation of data for input to ADP systems, including sorting, coding and checking.		
Planning and Research Division, Labour Market and Planning Branch		
W. G. Wylie 73/39699A	Clerical Assistant, Grade 1 $2075-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Labour Market Section, Melbourne (No. 21)
Duties: Check, tabulate and consolidate employment statistics from departmental returns.		
VICTORIA		
Industrial Relations Branch		
J. J. P. Hunt 61/36743P	Inspector $7899-8639 (Class 5), Third Division, Melbourne	Senior Inspector $8886-9548 (Class 6), Third Division, Arbitration Inspectorate, Geelong (No. 72)
Duties: Plan and supervise the work of inspectors in the outposted unit, undertake special or difficult inspections, arrange the training of inspectors. *Qualifications:* Knowledge of the Conciliation and Arbitration Act and of Awards and relevant State legislation; ability to negotiate with employers and their organisations and to supervise staff.		
Employment, Training and Industrial Services Division, Employment Branch		
V. Richardson 66/36824T	Clerk $6912-7652 (Class 4), Third Division, unattached	Clerk $7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Melbourne (No. 61)
J. E. Morris 68/36566K	Clerk $6912-7652 (Class 4), Third Division, unattached	Clerk $7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Melbourne (No. 35)
D. R. Bartlett 65/36577X	Clerk $6912-7652 (Class 4), Third Division, Department of Social Security	Clerk $7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Melbourne (No. 117)

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
L. Boin 72/37144M	Clerk $2713-5594 (Class 1), Third Division, unattached	Clerk $7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Melbourne (No. 60)
L. L. Fone 67/37064A	Clerk $6912-7652 (Class 4), Third Division, unattached	Clerk $7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Melbourne (No. 49)
B. Dalglish 67/37073C	Clerk $6912-7652 (Class 4), Third Division, unattached	Clerk $7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Melbourne (No. 73)
C. O'Brien 70/36992P	Employment Officer $6912-7652 (Class 4), Third Division, DEO Pool Section, Coburg	Clerk $7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Melbourne (No. 34)
I. R. Farrall 69/38202M	Clerk $6912-7652 (Class 4), Third Division, unattached	Clerk $7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Melbourne (No. 78)
Y. Kernan 70/39348M	Clerk $6912-7652 (Class 4), Third Division, unattached	Clerk $7899-8639 (Class 5), Third Division, Special Employment Categories Section, Handicapped Persons and Special Groups Sub-section, Melbourne (No. 62)

Duties above nine positions: Under the direction of Officer-in-charge, place in employment handicapped persons, advise Employment Office Managers about employment of the handicapped, responsible for liaison with selected organisations concerned with the rehabilitation of the handicapped.

E. Alebakis 72/36584M	Typist, Grade 1 $2113-4579, Fourth Division, Management Services Branch, General Services Sub-section	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Special Employment Categories Section, Youth Sub-section, Melbourne (No. 86)

Duties: Assist in the maintenance of information material and equipment of the Career Reference Centre; general office work, including inquiries, filing, stores requisition, attending switchboard; ability to type necessary.

Industrial Services Branch

K. E. Maloney 72/40345R	Clerk $2713-5594 (Class 1), Third Division, Management Services Branch	Clerk $6912-7652 (Class 4), Third Division, Productivity Promotion Section, Melbourne (No. 30)

Duties: Prepare correspondence concerning the Branch's work in the Region. Assist with the conduct of promotional projects and in preparing material for publication and meetings of the Productivity Groups Advisory Council and the State Branch of the Productivity Promotion Council of Australia. Maintain activity records and assist the Treasurer of the State Branch in maintaining financial records.
Qualifications: An understanding of the nature of productivity, together with ability to prepare correspondence and other written material desirable.

DEPARTMENT OF THE MEDIA

CENTRAL OFFICE

Broadcasting and Film Division, Film Branch

S. M. Jay 66/13004W	Executive Officer $12019-12510 (Class 9), Third Division, Department of the Media, Lindfield	Assistant Secretary $17300, Second Division, North Sydney (No. 3)

Duties: Responsible to First Assistant Secretary, for management of the Film Branch, including direction and control of staff effecting changes in the Government's role in all aspects of the film medium and film industry.
Qualifications: Sound knowledge of the film medium and industry and proven high level project and management experience desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

AUSTRALIAN CAPITAL TERRITORY

Information Division, Australian Government Publishing Service, Publishing Branch

J. W. Connors 68/85519W	Clerical Assistant, Grade 4 $5398-5686, Fourth Division	Clerical Assistant, Grade 7 $7087-7330, Fourth Division, Sales and Distribution Section, Sales Sub-section, Canberra (No. 13)

Duties: Officer-in-charge, Regional Office. Responsible for the management, control and efficient operation of the Australian Government Publications and Inquiry Centre. Answer complex personal and written inquiries on government activities. Liaise with the Australian Government and local government authorities on the supply and updating of information.
Qualications: Thorough knowledge of government publications, government activities, policies, decisions, etc., desirable. Administrative experience desirable.

M. M. Hellyer 72/86098K	Clerical Assistant, Grade 3 $4822-5254, Fourth Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Canberra (No. 14)

Duties: Sell publications, receive cash and issue receipts. Operate account sales procedures. Attend to telephone and personal inquiries relevant to availability, price, etc., of Australian overseas government publications and to the activities of the Australian Government.
Qualifications: Comprehensive knowledge of Australian Government publications, government activities, etc., desirable. Experience in answering public inquiries or selling publications an advantage.

NEW SOUTH WALES

M. A. McKellar-Stewart 69/13215X	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, unattached	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Sydney (No. 672)
B. E. Ferrier 71/11613T	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Bureau of Statistics, Sydney	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Sydney (No. 751)
N. P. Smith 72/11321E	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Department of Overseas Trade, Sydney	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Sydney (No. 752)

Duties above three positions: Sell publications, receive cash and issue receipts. Operate account sales procedures. Attend to telephone and personal inquiries relevant to availability, price, etc., of Australian overseas government publications and to the activities of the Australian Government, State and local governments, etc.
Qualifications above three positions: Comprehensive knowledge of Australian Government publications, government activities, etc., desirable. Experience in answering public inquiries or selling publications an advantage.

VICTORIA

P. G. West 70/41267K	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, unattached	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Melbourne (No. 16)

Duties: Sell publications, receive cash and issue receipts. Operate account sales procedures. Attend to telephone and personal inquiries relevant to availability, prices, etc., of Australian overseas government publications and to the activities of the Australian Government, State and local governments, etc.
Qualifications: Comprehensive knowledge of Australian Government publications, government activities, etc., desirable. Experience in answering public inquiries or selling publications an advantage.

SOUTH AUSTRALIA

J. A. Hoban 66/11342T	Clerical Assistant, Grade 6 $6458-6844, Fourth Division, unattached	Clerical Assistant, Grade 7 $7087-7330, Fourth Division, Sales and Distribution Section, Sales Sub-section, Adelaide (No. 670)

Duties: Officer-in-charge Regional Office. Responsible for the management, control and efficient operation of the Australian Government Publications and Inquiry Centre; oversight the operations of regional sub-centres within the State. Answer complex personal and written inquiries on government activities. Liaise with the Australian Government and local government authorities on the supply and updating of information.
Qualifications: Thorough knowledge of government publications, government activities, policies, etc., desirable. Administrative experience desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
R. D. Woolman 70/66908W	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, unattached	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Adelaide (No. 673)

Duties: Sell publications, receive cash and issue receipts. Operate account sales procedures. Attend to telephone and personal inquiries relevant to availability, prices, etc., of Australian overseas government publications and to the activities of the Australian Government, State and local governments, etc.
Qualifications: Comprehensive knowledge of Australian Government publications, government activities, etc., desirable. Experience in answering public inquiries or selling publications an advantage.

WESTERN AUSTRALIA

K. Gregson 70/75043W	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, unattached	Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Sales and Distribution Section, Sales Sub-section, Perth (No. 749)

Duties: Assistant Manager. Responsible for the direct control and efficient operation of the publications sales activity. Collector of Public moneys. Liaise with booksellers, newsagents, etc., within the city to stimulate sales. Arrange effective displays of publications and promotional material. Replenish stocks. Reply to more complex written and personal inquiries relevant to the activities of the Australian Government.
Qualifications: Comprehensive knowledge of Australian Government publications, government policies, decisions and activities, desirable.

I. A. Box 69/76090C	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, unattached	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Perth (No. 225)

Duties: Sell publications, receive cash and issue receipts. Operate account sales procedures. Attend to telephone and personal inquiries relevant to availability, prices, etc., of Australian overseas government publications and to the activities of the Australian Government, State and local governments, etc.
Qualifications: Comprehensive knowledge of Australian Government publications, government activities, etc., desirable. Experience in answering public inquiries or selling publications an advantage.

TASMANIA

D. L. Kelly 58/21959P	Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Bureau of Meteorology, Hobart	Clerical Assistant, Grade 6 $6458-6844, Fourth Division, Sales and Distribution Section, Sales Sub-section, Hobart (No. 746)

Duties: Officer-in-charge, Regional Office. Responsible for the management, control and efficient operation of the Australian Government Publications and Inquiry Centre. Collector of Public Moneys. Sell publications, receive cash, issue receipts, replenish stock. Arrange effective displays of publications and promotional material. Answer personal and written inquiries relevant to the policies, decisions and activities of the Australian Government.
Qualifications: Thorough knowledge of government publications, government activities, policies, decisions, etc., desirable. Administrative experience desirable.

E. J. Curé 72/81095P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Department of the Treasury, Hobart	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Hobart (No. 754)

Duties: Sell publications, receive cash and issue receipts. Operate account sales procedures. Attend to telephone and personal inquiries relevant to availability, prices, etc., of Australian overseas government publications and to the activities of the Australian Government.
Qualifications: Comprehensive knowledge of Australian Government publications, government activities, etc. Experience in answering public inquiries or selling publications an advantage.

AUSTRALIAN BROADCASTING CONTROL BOARD

CENTRAL OFFICE

Engineering Services Division

A. P. McLachlan 63/36525X	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Victoria-Tasmania	Senior Technical Officer (Engineering), Grade 1 $8599-9103, Fourth Division, Support Services Section, Melbourne (No. 261)

Duties: Under limited direction, investigate and co-ordinate all technical aspects for the procurement of a wide range of technical equipment (including motor transport) associated with the evaluation and planning of sound and television broadcasting services.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Considerable experience in the field of electronic instrumentation for sound and television broadcasting services desirable.

Name and personal number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Economic and General Division, General Branch

D. P. Goonan 70/87595W	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Canberra	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Public Information Section, Clerical Sub-section, Canberra (No. 98)

Duties: Control distribution of Department publications, oversight the maintenance of mailing lists and card index system and deal with requests from members of the public and/or organisations for inclusion in mailing lists and prepare appropriate replies.

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)

Duties: Supervise and direct research of a sub-section responsible for formulation of advice on policy and administration of export controls for a group of major minerals. Oversight research on terms and conditions of all contractual documents received under export control provisions.
Qualifications Appropriate university degree and relevant experience desirable.
This notifications is in lieu of that appearing in *Gazette* 28.3.74: The date of effect of provisional promotion is 28.3.74.

Management Services Branch

W. B. Collins 65/85875X	Clerk $7899-8639 (Class 5), Third Division, Department of the Treasury, Canberra	Clerk $8886-9548 (Class 6), Third Division, Methods Section, Canberra, vice R. D. Hill, prov. prom. 13.12.73 (No. 10)

Duties: Carry out general investigations for improved methods and procedures in accordance with accepted O and M practice.

C. B. Berry 63/11616W	Clerk $7899-8639 (Class 5), Third Division, Department of Defence, Canberra	Clerk $8886-9548 (Class 6), Third Division, Methods Section, Canberra, vice S. C. McCulloch, prov. prom. 7.2.74

Duties: Examine proposals for the purchase of office machines and prepare submissions to the Public Service Board and the Australian Government Stores Supply and Tender Board.

Bureau of Mineral Resources, Geology and Geophysics Geological Branch

C. R. Robinson 74/86570M	Trainee Technical Officer (Science) $2921-5657, Third Division, Canberra	Technical Assistant, Grade 2 $5681-6371, Third Division, Sedimentary Section, Canberra (No. 647)

Duties: Carry out laboratory work related to marine geological investigations including size analysis of sediments, preparation of fractions, processing of sampling for analysis, slide cutting and polishing etc.
Qualifications: School Certificate or equivalent, together with three years relevant experience desirable.

Geophysical Branch

K. J. Seers 74/86546T	Geophysicist, Class 3 $11050-12364, Third Division, Canberra	Geophysicist, Class 4 $12911-13796, Third Division, Geophysical Services Section, Services Sub-section, Canberra (No. 702)

Duties: Plan schedules, fix priorities and supervise the operations of the following Groups: Instrument Development; Systems Development; Electronic Maintenance.
Qualifications: An appropriate degree or diploma, with passes in the subjects of Mathematics at second year and Geophysics at third year standard or the subjects of Mathematics and Physics at second year standard and one or more of the subjects of Physics, Geology, Mathematics, Electronics or Electrical Radio or Mining Engineering at third year standard, or other equivalent educational qualifications. Extensive experience in geophysical techniques and instrumentation and a demonstrated management ability.

Operations Branch

A. J. Rippingale 72/86757R	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Administrative Section, Canberra, vice D. B. McGlynn prov. prom. 21.3.74 (No. 115)

Duties: Arrange all travel and accommodation bookings for Bureau personnel travelling away from Headquarters and where necessary assist officers with the preparation of itineraries.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
G. C. Mortimer 70/85624E	Clerk $5806-6666 (Class 2/3), Third Division, Department of the Treasury, Canberra	Clerk $6912-7652 (Class 4), Third Division, Administrative Section, Branch Services Sub-section, Canberra (No. 812)

Duties: Extract and compile special statistical material required by Mineral Economists for speeches, conferences, lectures and feature articles. Assist in the development of new statistical collections, collect and compile the resultant statistics.
Qualifications: Previous experience in the collection and compilation of statistics desirable. Appropriate tertiary studies an advantage.

VICTORIA

Fuels Branch

J. F. Barry 70/36550R	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Postmaster-General's Department, Melbourne	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Clerical and Statistical Section, Melbourne (No. 21)

Duties: Attend to the organisation, maintenance and operation of the Fuels Branch Library, and undertake such other duties as required.

Management Services Branch

G. M. McColl 70/41348K	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Melbourne	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Finance, Accounts and Purchasing Sub-section, Victorian Regional Office, Melbourne (No. 15)

Duties: Prepare and maintain store and equipment ledgers for the Division of National Mapping, properly record all receipts, issues, returns and transfers of stock items and investigate any discrepancies between stock and ledger balances.
Qualifications: Knowledge of stores and recording procedures.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Lands and Community Development Division

R. E. Hamilton 73/95939X	Vehicle Tester, Grade 1 $5456-5700, Fourth Division	Senior Vehicle Tester $6796-6958, Fourth Division, District Office Section, Alice Springs (No. 4)

Duties: Supervise, direct and train Motor Vehicle Testing Station Staff.
Qualifications: A Grade Motor Mechanic with a knowledge of Northern Territory Traffic and Motor Vehicle Ordinances and relative Regulations. Experience in examination of motor vehicles and of driver licensing testing desirable.

Management, Legislation and Planning Division, Establishments and ADP Branch

G. D. Collins 71/41386R	Clerk $2713-5594 (Class 1), Third Division, Department of Social Security, Melbourne	Clerk $7899-8639 (Class 5), Third Division, Automatic Data Processing Section, Darwin (N.P.)

Duties: Scheduler. Control and co-ordinate all operational facilities of the computer centre including development and introduction of new control procedures. Direct the daily activities of the operating personnel, including the organisation of shift schedules. Organise the job stream for the computer system.
Qualifications: Experience on IBM 360/40 OSMFT/PCP systems equipment an advantage.
Note: Shift work is involved.

V. J. Page 66/13655P	Clerk $5806-6666 (Class 2/3), Third Division, Postmaster-General's Department, Darwin	Clerk $6912-7652 (Class 4), Third Division, Organisation, Classification and Methods Section, Darwin (No. 37)

Duties: Undertake minor organisation and classification investigations. Prepare correspondence. Oversight staff engaged in preparation of organisation data and records.
Qualifications: Evidence of aptitude for the work desirable.

J. Cranwell 67/75542E	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Department of the Army, Perth	Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Office Services and Accommodation Section, Darwin (No. 115)

Duties: Supervise the activities of the Archives cell. Undertake classification of archives, determine destructions and arrange storage. Undertake continuous examination of records.
Qualifications: Sound registry experience desirable, preferably with some archival experience. Training will be provided if necessary.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Finance, Supply and Transport Branch

K. F. Hale 73/95683C	Clerk $4521-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Finance Section, Darwin (No. 133)

Duties: Cashier. Receiver of Public Moneys for payment to Public Account and Trust Accounts. Prepare reconciliations. Deal with accounts queries.
Qualifications: Previous relevant experience desirable.

Resource Development Division, Animal Industry and Agriculture Branch

A. L. Carrington 71/95287C	Stock Inspector $4940-5956, Fourth Division	District Stock Inspector $6119-6609, Fourth Division, Animal Health Section, Alice Springs (No. 180)

Duties: Supervise work of subordinate Stock Inspectors engaged on stock movement and disease control activities; assess and report on seasonal and district conditions; provide an advisory service to pastoralists on improvement programme and organise pastoral schools.
Qualifications: Competency as a Stock and Meat Inspector with sound knowledge and experience of Northern Territory pastoral Industry and ability to control staff essential.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Policy Development Division, ADP and Technical Services Branch

J. E. Blums 66/85772R	Clerk $7899-8639 (Class 5), Third Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Clerk $8886-9548 (Class 6), Third Division, Central Statistical Section, Canberra (No. 323)

Duties: Carry out statistical, mathematical and research projects relating to Australian and world trade.
Qualifications: Statistical experience and university degree desirable.

J. J. Campbell 73/85609M	Data Processing Operator, Grade 1 $1787, Fourth Division, Department of Defence, Canberra	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 advancement test.

Management Services Branch

T. Falla 72/86029R	Clerk $2713-5594 (Class 1), Third Division, Canberra	Clerk $5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Canberra, vice D. J. Muir, prov. prom, 28.3.74 (No. 589)

Duties: Provide relief within the Department as required.

S. M. Bertwistle 71/85694T	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Information Services Section, Canberra (No. 1275)

Duties: Assist with the maintenance and control of master sets of documents of international organisations.

V. P. Cachia 73/86497G	Clerical Assistant, Grade 1 $2075-4298, Fourth Division, Canberra	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Information Services Section, Canberra (No. 1004)

Duties: Prepare material for cataloguing. Maintain loan records for all normal library issues.
Qualifications: Experience in library work an advantage.

C. A. Clewley 73/85779T	Clerical Assistant, Grade 1 $2075-4298, Fourth Division, Canberra	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Information Services Section, Canberra (No. 1006)

Duties: Prepare material for cataloguing. Maintain loan records for all normal library issues.
Qualifications: Experience in library work an advantage.

Overseas Markets Division, Overseas Markets Branch

C. I. McMahon 68/87135C	Clerk $5806-6666 (Class 2/3), Third Division, Canberra	Clerk $6912-7652 (Class 4), Third Division, Canberra, vice R. G. Marks, prov. prom. 10.1.74. (No. 1149)

Duties: Assist in the development of long term marketing objectives in an area; assist in undertaking studies and reports on market developments and trends in economic conditions in countries in an area.
Qualifications: Knowledge of international trade and academic qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Trade Services Division, No. 1 Branch

F. A. Roberts 72/10305X	Clerk $6912-7652 (Class 4), Third Division, Canberra	Clerk $7899-8639 (Class 5), Third Division, Developing Countries' Preferences and Aid Section, Canberra (No. 633)

Duties: Assist in analysis and review of information and preparation of briefs.
Qualifications: Knowledge of international trade.

REGIONAL OFFICE—VICTORIA

H. M. Parsons 73/37060M	Clerical Assistant, Grade 1 $2075-4298, Fourth Division, Melbourne	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Management Services Section, Melbourne (No. 275)

Duties: Leave Clerk, record leave and attendance, maintain staff and personnel files, acknowledge applications for advertised positions, arrange interviews and prepare schedules.

D. C. Turner 73/40647T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Melbourne	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Melbourne (No. 159)

Duties: Transcribe and code information from firms in format suitable for ADP System.

REGIONAL OFFICE—QUEENSLAND

R. K. Boyle 66/57152E	Clerk $6912-7652 (Class 4), Third Division, Brisbane	Clerk $7899-8639 (Class 5), Third Division, Food and Chemicals Section, Brisbane (No. 23)

Duties: Undertake important investigations and inquiries concerning development of Australian exports and Australian manufacturing industry.
Qualifications: Broad knowledge of Australian industry and the functions and operations of the Department. Academic qualifications to be stated.

J. E. Smith 73/58478W	Typist, Grade 1 $2113-4579, Fourth Division, Brisbane	Typist, Grade 2 $4731-5035, Fourth Division, Brisbane (No. 19)

Duties: Perform stenographic and typing duties for the Regional Office staff.
Qualifications: Shorthand, at least eighty words per minute.
Note: Effective date of the above provisional promotion is 19.4.74.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL STAFF

Engineering Works Division, Buildings Branch

D. Scott 71/42860K	Works Supervisor $7988-8312, Fourth Division, Department of Housing and Construction, Tasmania	Senior Technical Officer (Engineering), Grade 1 $8599-9103, Fourth Division, Engineering Services Standards and Specifications Section, Melbourne (No. 33)

Duties: Assist professional staff in oversighting the provision, operation and maintenance of air-conditioning and other mechanical and electrical plant in Departmental buildings.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.
In lieu of notification appearing in *Gazette* No. 25 of 21.3.74. Effective date of this promotion is 21.3.74.

Network Performance and Operations Branch

A. A. Gatt 70/40007P	Technical Assistant, Grade 2 $5681-6371, Third Division, Department of Defence —Army Office, Victoria	Engineer, Class 1 $6200-8953, Third Division, Lines Operations Section, Melbourne (No. 11)

Duties: Under the technical supervision of higher level Engineers perform professional engineering work in relation to the activities 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.
In lieu of notification appearing in *Gazette* No. 25 of 21.3.74. Effective date of this promotion is 21.3.74.

Telephone Subscribers' Equipment Branch

B. T. Hodge 59/59453P	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Engineering Works Division	Senior Technical Officer (Engineering), Grade 1, $8599-9103, Fourth Division, Switching Systems Design Section, Melbourne (No. 38)

Duties: Under limited direction undertake investigations into the provision and installation of telephone subscriber's authomatic switching system equipment.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.
Note: This position was advertised in *Gazette* No. 39 of 5.4.73 as position No. 33.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Management Services Division

ADP Branch

B. M. Haynes 72/36399X	Clerk $2713-5594 (Class 1), Third Division, Management Services Division	Programming Assistant, Grade 2 $5806-6666, Third Division, Administration Section, Melbourne (No. 139)

Duties: Write simple coding statements and prepare data for use in testing and evaluation of programming systems.
Qualifications: Appropriate experience and proven aptitude desirable.

Finance and Accounting Branch

S. M. Foster 71/38069G	Senior Research Officer, Grade 1 $8886-9548 (Class 6), Third Division, Management Services Division	Senior Statistical Officer $9876-10538 (Class 7), Third Division, Economic Policy and Financial Analysis Section, Statistics Sub-section, Melbourne (No. 16)

Duties: Review the adequacy for management purposes of key departmental statistics and investigate possible uses of formal statistical techniques.
Qualifications: Appropriate university degree, including studies in mathematics and statistics desirable.

D. D. Mattiske 59/14787T	Engineer, Class 3 $11348-12664, Third Division, Engineering Planning and Research Division	Chief Finance Officer $13991-14484 (Class 11), Third Division, Financial Planning and Management Accounting Section, Financial Planning Sub-section, Melbourne (No. 1)

Duties: Initiate and manage the development and review of business plans and forward estimates. Financial assessment of investment programme. Preparation of funding proposals.
Qualifications: Degree in economics or commerce or accountancy qualifications most desirable. Wide experience in financial forecasting techniques an advantage.

Personnel Branch

D. M. Maloney 59/70968P	Clerk $8886-9548 (Class 6), Third Division, Personnel and Industrial Relations Branch, Victoria	Clerk $11032-11525 (Class 8), Third Division, General Services Section, Melbourne (No. 132)

Duties: Collection and provision of operational and statistical information for the Board's Mandata Team; advise on likely effects of Mandata developments on existing and proposed staff records and pay systems.
Qualifications: Knowledge of all aspects of personnel work, a broad understanding of staff day function and some knowledge of ADP desirable.

NEW SOUTH WALES

Engineering Division, Administrative Branch

E. J. Jeckeln 59/38242W	Clerk $7899-8639 (Class 5), Third Division, Engineering Division, Sydney	Clerk $8886-9548 (Class 6), Third Division, Costing Section, Sydney (No. 27)

Duties: Mechanisation Planning. Undertake method studies for the mechanisation of work procedures.

H. F. Johnson 63/22512T	Clerk $5806-6666 (Class 2/3), Third Division, Department of Defence (Navy Office), Sydney	Clerk $6912-7652 (Class 4), Third Division, Costing Section, St Peters (No. 11)

Duties: Responsible for pay preparation and labour costing at the Workshops Costing Sub-section, St Peters.

D. V. Sheather 66/12095A	Clerk $5806-6666 (Class 2/3), Third Division, Engineering Division, Sydney	Clerk $6912-7652 (Class 4), Third Division, Costing Section, Sydney (No. 449)

Duties: Responsible for the costing of material, incidental and work order expenditure for the Metropolitan Construction Costing Region.

A. P. Voigt 59/40814M	Clerk $5806-6666 (Class 2/3), Third Division, Engineering Division, Sydney	Clerk $6912-7652 (Class 4), Third Division, Costing Section, Sydney (No. 408)

Duties: Responsible for regional pay preparation and labour analysis for the South costing region.

M. Chapman 69/10786M	Clerk $2713-5594 (Class 1), Third Division, Engineering Division, Sydney	Clerk $5806-6666 (Class 2/3), Third Division, Costing Section, Sydney (No. 411)

Duties: Pay sheet preparation and examination.

H. J. Smith 70/13692A	Clerk $2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk $5806-6666 (Class 2/3), Third Division, Costing Section, Sydney (No. 198)

Duties: Stores Inspection Officer. Undertake stocktaking and inspections of Engineers Stores and asset holdings.
Note: Occupant will be required to spend considerable time in country centres.

G. Bruneau 72/11879W	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Costing Section, Sydney (No. 418)

Duties: Maintain labour costing tallies.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
D. M. Stafey 72/23201T	Telephonist $2085-4520, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Costing Section, Sydney (No. 129)
Duties: Maintain labour costing tallies.		
L. A. Wall 72/12185G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Department of Defence (Air Office), Sydney	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Costing Section, Sydney (No. 142)
Duties: Process petrol and oil vouchers.		

Construction Branch

G. A. Robinson 59/38924E	Engineer, Class 2 $9581-10702, Third Division, Engineering Division, Miranda	Engineer, Class 3 $11348-12664, Third Division, Primary Works (Metropolitan) No. 3 Section, Burwood (No. 162)
P. R. Lakmaker 66/10882F	Engineer, Class 2 $9581-10702, Third Division, Engineering Division, St Leonards	Engineer, Class 3 $11348-12664, Third Division, Primary Works (Metropolitan) No. 3 Section, Burwood (No. 163)
Duties above two positions: Design and installation of major conduit and cable 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.		
J. N. Goodwin 64/22307G	Telecommunications Technician $6003-6693, Third Division, unattached	Telecommunications Technical Officer, Grade 1 $6693-7613, Third Division, Country Installation No. 4 Section, Villawood
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.		

Metropolitan Operations Branch

R. S. Wagstaff 59/40820A	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division, Villawood	Senior Telecommunications Technical Officer, Grade 1 $8599-9103, Fourth Division, City Operations Section, Sydney
Duties: Shift duties at City South Carrier Terminal. *Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience.		
J. J. Arrowsmith 59/43264A	Lineman, Grade 2 $4962-5136, Fourth Division, Engineering Division, Sydney	Lines Supervisor, Grade 3 $6965, Fourth Division, City Operations Section, City South
Duties: Area Supervisor.		
T. J. Lyall 59/47290X	Lineman, Grade 2 $4962-5136, Fourth Division, Engineering Division, Manly	Lines Supervisor, Grade 3 $6965, Fourth Division, Metropolitan Operations No. 1 Section, North Sydney
Duties: Control of Lines Staff engaged on fault clearance and Lineman Installer duties.		
C. W. Burne 59/41215X	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division, St Marys	Telecommunications Technical Officer, Grade 2 $7843-8347, Fourth Division, Metropolitan Operations No. 4 Section, Riverstone
Duties: Responsible for the maintenance of a 2000 and crossbar type telephone exchange. *Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience.		
W. A. Tetteroo 71/23078P (6.4.71)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division, Chatswood	Lineman, Grade 2 $4962-5136, Fourth Division, Metropolitan Operations No. 9 Section, Gordon
K. J. Tomson 69/23601X (28.5.69)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division, Chatswood	Lineman, Grade 2 $4962-5136, Fourth Division, Metropolitan Operations No. 9 Section, Gordon
Duties above two positions: Cable Jointing.		

Planning and Programming Branch

C. G. Morris 68/24510M	Telecommunications Technician $6003-6693, Fourth Division, Engineering Division, Sydney	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Transmission and Line Planning (Country) Section, Sydney (No. 129)
Duties: Under technical direction assist in the preparation of major trunk circuit re-arrangement proposals and organise regional technical records. *Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Regional Operations Branch

L. S. Ravensdale 66/11356T — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Engineering Division, Sydney — Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Non Exchange Services Section, Sydney (No. 441)

Duties: Provide clerical assistance in the processing and recording of applications for non-exchange services, such as external extensions, tie lines, data lines, etc., and maintain office filing system.

E. Bamford 59/43302R — Senior Telecommunications Technical Officer, Grade 1 $8599-9103, Fourth Division, Engineering Division, Canberra — Senior Telecommunications Technical Officer, Grade 3 $10227-10522, Fourth Division, Monaro Section, Canberra

Duties: In charge of a large Technician's District comprising ARF exchanges with associated tandem exchanges, ARM exchange and associated Manual Assistance Centre, auto telex exchange, high density carrier equipment and associated power supply equipment.

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

N. D. Geraghty 59/44001P — Lineman, Grade 2 $4962-5136, Fourth Division, Engineering Division, Bega — Lines Supervisor, Grade 1 $5668, Fourth Division, Monaro Section, Bega

Duties: Party Leader.

T. F. Alcock 72/23823W (8.6.72) — Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division, Bowral — Lineman, Grade 2 $4962-5136, Fourth Division, Monaro Section, Bowral

Duties: Cable Jointing.

G. Grant 65/23409C (15.4.65) — Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division, Manilla — Lineman, Grade 2 $4962-5136, Fourth Division, Northern Section, Manilla

Duties: Cable Jointing.

F. L. Bourke 63/22208M — Telecommunications Technician $6003-6693, Fourth Division, Engineering Division, Dubbo — Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Western Section, Narromine

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

L. A. Askew 59/43291T — Telecommunications Technical Officer, Grade 2 $7843-8347, Fourth Division, Engineering Division, Wollongong — Senior Telecommunications Technical Officer, Grade 1 $8599-9103, Fourth Division, Wollongong Section, Wollongong

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

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

Support Services Branch

R. W. Brown 59/46511P — Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Engineering Division, Sydney — Senior Technical Officer (Engineering), Grade 1 $8599-9103, Fourth Division, Materials Section, Sydney (No. 211)

Duties: Responsible for product evaluation testing of telecommunications equipment and measurement of electrical and physical properties of soft magnetic iron at the Materials Testing Laboratories.

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

A. P. Marantos 70/23419X — Trainee Draftsman $2921-5657, Fourth Division, Engineering Division, Sydney — Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Materials Section, Railway Square (No. 219)

Duties: Endurance testing of telecommunications equipment.

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

Postal Services Division, Mail Exchange Branch

D. Silvanian 73/23229K (18.6.73) — Assistant Postal Officer $2074-4148, Fourth Division, Postal Services Division, Redfern — Mail Officer $4374-5273, Fourth Division, Redfern

Post Offices Branch

K. J. Reece 59/34355E — Senior Postal Clerk, Grade 2 $6782-7302, Third Division, Redfern — Postmaster, Grade 2 $7044-7822, Third Division, Sydney International Airport

B. J. Brooks 59/50241C — Senior Postal Clerk, Grade 1 $6002-6555, Third Division, Grosvenor Street — Senior Postal Clerk, Grade 2 $6782-7302, Third Division, Marrickville

L. S. Jones 73/23090X (16.5.73) — Assistant Postal Officer $2074-4148, Fourth Division, Forbes — Postman $4260-4601, Fourth Division, Forbes

N. M. Bamford 73/23954W (7.9.73) — Assistant Postal Officer $2074-4148, Fourth Division, Miranda — Postman $4260-4601, Fourth Division, Miranda

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Telecommunications Division, Country Region

M. F. Sivyer 63/11436R	Clerk $5806-6666 (Class 2/3), Third Division, Telecommunications Division, Ryde	Clerk $6912-7652 (Class 4), Third Division, Central and Head Office Section, Sydney (No. 15)

Duties: Assist district offices with methods and procedures for implementation of customer relation and subscriber reaction surveys. Ensure correct assembly of cutover schedules and that operating and accounting instructions are correct.

C. J. Bell 71/23142A	Telephonist $2085-4520, Fourth Division, Telecommunications Division, Forster	Monitor $4970-5310, Fourth Division, North Section, Kempsey District Telephone Office Sub-section, Forster

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

R. G. Hodge 66/78390E	Supervisor (Telegraph) $6237-6666, Third Division, Telecommunications Division, Kalgoorlie, Western Australia	Clerk $6912-7652 (Class 4), Third Division, South Section, Narrandera District Telephone Office Sub-section, Narrandera (No. 55)

Duties: Service Officer. Supervise inspections and training in telephone and telegraph operational areas, investigate difficult service complaints, evaluate staffing records.

Metropolitan Region, Service Branch

L. C. Edwards 59/45863X	Supervisor (Telegraph) $6237-6666, Third Division, Telecommunications Division, Sydney	Traffic Officer $6912-7652 (Class 4), Third Division, Chief Telegraph Office Section, Sydney (No. 159)

Duties: In charge of the Circulation Sub-section.

E. C. Firth 59/45883M	Supervisor (Telegraph) $6237-6666, Third Division, Telecommunications Division, Sydney	Traffic Officer $6912-7652 (Class 4), Third Division, Chief Telegraph Office Section, Sydney (No. 111)

Duties: Responsible to the Traffic Officer in charge of the Main Operating Room for the efficient functioning of the Sub-section under his control, including the operation of the Tress Control patchboard.
Note: Shift work is involved.

M. P. Brewster 60/61062C	Telephonist $2085-4520, Fourth Division, Telecommunications Division, Sydney	Monitor $4970-5310, Fourth Division, Main Trunk Exchange Section, Department of Defence, PABX, Naval Base, Garden Island

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

ADP Branch

M. R. Rogers 68/11918M	Assistant Programmer $7899-8639 (Class 5), Third Division, ADP Branch, North Sydney	Programmer $8886-9548 (Class 6), Third Division, Operations Section, Data Processing Centre, North Sydney (No. 85)

Duties: Investigation of software difficulties and maintenance of software systems.

Finance and Accounting Branch

S. Batfay 69/10962X	Clerk $6912-7652 (Class 4), Third Division, Finance and Accounting Branch, Sydney	Investigator $7899-8639 (Class 5), Third Division, Finance Section, Sydney (No. 6)

Duties: Assist in the preparation and review of Expenditure Budgets and associated investigations and reviews.

L. R. Barloge 71/11783A	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Finance Section, Sydney (No. 292)
D. E. Mawer 70/13340E	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Finance Section, Sydney (No. 187)

Duties above two positions: Maintain earnings records cards for wages paid at country and suburban offices.

N. I. Morgan 70/13945G	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Finance Section, Sydney (No. 172)
M. T. Benfield 71/10152K	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Finance Section, Sydney (No. 291)
L. A. White 71/10583W	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Finance Section, Sydney (No. 293)
D. Woolford 71/10167P	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Finance Section, Sydney (No. 175)

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
Y. Howbrigg 70/12084M	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Finance Section, Sydney (No. 174)
Duties above five positions: Check computations and additions on forms 354.		
L. Rumble 71/14799T	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Revenue Section, Sydney (No. 416)
Duties: Prepare subscribers' accounts.		
D. J. Shuker 71/14965X	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Revenue Section, Sydney (No. 476)
Duties: Check computation of local calls in meter books.		
U. T. Robson 71/12847M	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Revenue Section, Sydney (No. 422)
Duties: Reconcile rental and miscellaneous charges.		
M. Batfay 71/10709M	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Finance and Accounting Branch, Sydney	Accounting Machinist, Grade 2 $5165, Fourth Division, Revenue Section, Sydney (No. 415)
Duties: Prepare telephone subscribers accounts.		
Personnel and Industrial Relations Branch		
K. V. Tapfield 71/11836P	Clerk $2713-5594 (Class 1), Third Division, Department of Transport, Sydney	Clerk $5806-6666 (Class 2/3), Third Division, Staffing and General Services Section, General Services Sub-section, Sydney (No. 222)
M. J. Lennon 71/10394P	Clerk $2713-5594 (Class 1), Third Division, Personnel and Industrial Relations Branch, Sydney	Clerk $5806-6666 (Class 2/3), Third Division, Staffing and General Services Section, General Services Sub-section, Sydney (No. 221)
Duties above two positions: Provide relief for clerical officers of the Branch.		
VICTORIA		
Engineering Division, Administrative Branch		
J. N. Brumhead 58/15278R	Clerk $6912-7652 (Class 4), Third Division, unattached	Clerk $7899-8639 (Class 5), Third Division, General Services Section, Melbourne (No. 10)
Duties: The effective management and operation of the Engineering Division Registry. *Qualifications*: A sound appreciation of positive management techniques and proven administrative ability. Ability to liaise with Senior Officers.		
L. C. Green 70/40959P	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Engineering Division	Accounting Machinist, Grade 2 $5165, Fourth Division, Costing Section, South Melbourne (No. 212)
Duties: Posting of engineering abstracts. *Qualifications:* Applicants must have passed the prescribed test.		
Construction Branch		
C. A. Simpson 70/41724P	Clerk $2713-5594 (Class 1), Third Division, Engineering Division	Clerk $5806-6666 (Class 2/3), Third Division, Country Installation No. 2 (East) Section, Melbourne, (No. 137)
J. F. Walsh 70/42028E	Clerk $2713-5594 (Class 1), Third Division, Engineering Division	Clerk $5806-6666 (Class 2/3), Third Division, Primary Works (Country) Section, St Kilda, vice L. W. Matthews, prov. prom. 17.1.74 (No. 180)
Duties above two positions: Assistant Works Officer.		
L. M. Carroll 69/61502A	Telephonist $2085-4520, Fourth Division, Telecommunications Division, Queensland	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Melbourne (No. 95)
Duties: Process and check travelling allowance claims.		
N. F. Holland 69/46386K	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Metropolitan Installation No. 1 (South) Section, Melbourne (No. 328)
Duties: General clerical assistance to the Sectional Clerk.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
D. J. Davenport 67/46214M (18.5.67)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, Primary Works (Country) Section, St Kilda
R. C. Nash 67/46083M (5.7.67)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, Primary Works (Country) Section, St Kilda
T. R. Knight 68/45821P (22.1.68)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, Primary Works (Country) Section, St Kilda

Metropolitan Operations Branch

G. R. Paterson 59/58838X	Senior Telecommunications Technical Officer, Grade 2 $9379-9932, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 3 $10227-10522, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Hawthorn

Duties: Officer in charge of a combined subscribers SXS Main and Crossbar Tandem Telephone Exchange. Responsible for a building complex accommodating exchange equipment, Fault Despatch Centre and a Directory Assistance Centre.

F. L. Johnson 59/58450P	Senior Telecommunications Technical Officer, Grade 1 $8599-9103, Fourth Division, unattached	Senior Telecommunications Technical Officer, Grade 2 $9379-9932, Fourth Division, Metropolitan Operations No. 6 (South East) Section, Hughesdale

Duties: Officer in charge of the Telephone Installation Centre serving entire Metropolitan Operations South East area.
Qualifications above two positions: An approved technical college certificate or other approved qualifications and requisite experience.

L. M. Yow Sin Cheung 68/39464A	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Hawthorn (No. 214)

Duties: Senior Fault Despatch Assistant. Direct subordinate staff and provide general clerical assistance to the Principal Telecommunications Technical Officer in charge of the Fault Despatch Centre.

P. B. Christie 69/46271W (7.7.69)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Coburg
J. D. McGrath 68/47395G (5.12.68)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Craigieburn
T. D. Oborne 69/45777G (20.1.69)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Ringwood South
D. F. Odgers 69/45035G (4.2.69)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, City Operations Section, Melbourne
F. Spielvogel 68/45848K (22.1.68)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, Metropolitan Operations No. 1 (West) Section, Melton
P. Buffone 72/40678C	Typist, Grade 1 $2113-4579, Fourth Division, Engineering Division	Typist, Grade 2 $4731-5035, Fourth Division, Melbourne (No. 177)

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

Planning and Programming Branch

L. G. Brown 59/57840G	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Switching and Facilities Section, Melbourne (No. 109)

Duties: Under general direction prepare complex trunking designs and planning proposals for telephone switching equipment and facilities.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A sound knowledge of switching equipment desirable.

D. L. Holmes 59/59456C	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Traffic Engineering Section, Melbourne (No. 144)

Duties: Under the supervision of a Senior Technical Officer (Engineering), Grade 1, oversight the operation of field measuring teams in a specified region.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A knowledge of traffic measurement requirements for all types of exchanges desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
Regional Operations Branch		
J. A. McGregor 71/42806W	Engineer, Class 1 $6200-8953, Third Division, unattached	Engineer, Class 2 $9581-10702, Third Division, Central Western Section, Ballarat (No. 6)
Duties: Responsible to the Controlling Engineer for particular projects or operational areas as required. *Qualifications:* Educational qualifications admitting to the Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.		
R. R. Morgan 59/56889P	Telecommunications Technical Officer, Grade 2 $7843-8347, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 1 $8599-9103, Fourth Division, Radio Section, Richmond
Duties: Responsibility for all aspects of construction, installation and commissioning of internal plant association with broadcasting and television stations, CCTV systems and mobile radio networks. Responsibility for specialist maintenance of departmental mobile system, public radio paging system and test equipment. *Qualifications:* An approved technical college certificate or other approved qualifications and requisite experience together with considerable experience in radio.		
S. P. Baxter 59/66095T	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 $7843-8347, Fourth Division, South Western Section, Geelong
Duties: In charge of the Network Performance Analysis Centre for the Geelong Secondary Switching area.		
W. J. Hickey 59/60324A	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 $7843-8347, Fourth Division, Telegraphs and Data Section, Kensington
Duties: Responsible to the Senior Telecommunications Technical Officer, Grade 2, Telegraph Subscribers Service 'B' for staff supervision and training, analysis of performance indicators and investigations as required.		
B. R. Ingram 61/45382C	Telecommunications Technician $6003-6693, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Gippsland Section, Morwell
Duties: Responsible to the officer in charge for maintenance of long-line equipment including broadband radio-telephone and coaxial equipment. *Qualifications above three positions:* An approved technical college certificate or other approved qualifications, and requisite experience.		
S. M. Purdon 71/37374G	Clerk $2713-5594 (Class 1), Third Division, unattached	Clerk $5806-6666 (Class 2/3), Third Division, South East Central Section, Dandenong (No. 227)
Duties: Works Officer 'A'.		
R. K. Bergman 59/66126K	Lineman, Grade 2 $4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 $6965, Fourth Division, North Western Section, Mildura
Duties: Area Supervisor.		
M. W. Kirby 66/46456A	Lineman, Grade 2 $4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 $5668, Fourth Division, Central Western Section, Bacchus Marsh
K. W. Larkin 65/45915M	Lineman, Grade 2 $4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 $5668, Fourth Division, South East Central Section, Healesville
Duties above two positions: Party Leader.		
B. Sertori 59/67625M	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Cable Assigner $5668, Fourth Division, Central Western Section, Ararat
D. Hudson 68/45817K (22.1.68)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, South East Central Section, Dandenong
B. J. Ohlson 68/45874M (19.3.68)	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 $4962-5136, Fourth Division, South East Central Section, Ferntree Gully
G. Zarlinga 72/14738P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Department of the Treasury, New South Wales	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Central Western Section, Horsham (No. 71)
Duties: Clerical assistance to the Senior Telecommunications Technical Officer in charge of the telephone exchange.		
Support Services Branch		
P. McCracken 59/60680A	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 $8599-9103, Fourth Division, Workshops Section, South Melbourne (No. 223)
Duties: Control, direct and oversight work of the Mechanical and Artisan Design and Development Section.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
J. T. Burge 62/37784X	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Workshops Section, South Melbourne (No. 240)
Duties: Direct the work of the Mechanical and Artisan Planning Estimating Section.		
A. D. Harfield 59/60280P	Senior Carpenter, Grade 1 $5622-5778, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 351)
G. J. Middleton 61/45523K	Telecommunications Technician $6003-6693, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 355)
A. K. Opperman 59/60757W	Senior Tradesman, Grade 1 $5622-5778, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 350)
V. J. Ryan 59/60939K	Senior Fitter and Turner, Grade 1 $5622-5778, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 352)
Duties above four positions: Responsible for preparing detailed programmes including PERT charting, co-ordination of programme requirements with other Sections and material procurement to ensure the achievement of targets.		
J. H. Alley 59/59636G	Telecommunications Technician $6003-6693, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 346)
Duties: Responsible for major telecommunications manufacturing projects, undertake minor circuit design and documentation, and determine methods, processes and materials and prepare manufacturing specifications.		
R. W. Bell 59/59697C	Technical Assistant, Grade 2 $5681-6371, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 345)
Duties: Responsible for minor manufacturing projects for the Mechanical Shops. Perform design of manufacture and cost comparison of methods, processes and materials, and prepare manufacturing specifications.		
H. G. Bowers 59/59744P	Senior Carpenter, Grade 1 $5622-5778, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Wcrkhsops Section, South Melbourne (No. 343)
Duties: Responsible for major manufacturing projects for Artisan staff shops. Perform design of manufacture and cost comparison of methods, processes and materials, and prepare manufacturing specifications.		
E. H. S. Foot 59/60156M	Telecommunications Technician $6003-6693, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 347)
Duties: Responsible for major developmental projects, oversight and participate in assembly and prepare reports on specific aspects of developmental projects. Includes provision of circuit designs and performance and liaison with Drawing Office staff. Oversight of technical staff performing components of above work.		
C. C. Greene 59/60243A	Technical Assistant, Grade 2 $5681-6371, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 344)
Duties: Responsible for major manufacturing projects for the Iron and Mechanical Shops. Perform design of manufacture and cost comparison of methods, processes and materials, and prepare manufacturing specifications.		
W. S. Harbert 59/60277P	Senior Carpenter, Grade 1 $5622-5778, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 363)
Duties: Planning and estimating of orders placed on the Mechanical and Artisan Group.		
G. L. Head 59/60309K	Senior Fitter and Turner, Grade 1 $5622-5778, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 360)
Duties: Planning and co-ordination of all Technical requirements and details of multi-production orders placed on the Workshops.		
T. H. McDougall 59/60692R	Senior Tradesman, Grade 1 $5622-5778, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 362)
Duties: Planning and estimating of orders placed on the Iron and Mechanical Shops.		
N. J. Wild 59/57638T	Telecommunications Technician $6003-6693, Fourth Division, unattached	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Workshops Section, South Melbourne (No. 357)
Duties: Planning and estimating of orders placed in the Telecommunications Production Section. *Qualifications above fifteen positions:* An approved technical college certificate or other approved qualifications and requisite experience.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
H. C. Alger 59/59634X	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Technical Instructor, Grade 2 $7843-8347, Fourth Division, Industrial Engineering and Training Section, Melbourne, vice J. W. Moran, prov. prom. 8.11.73
G. H. Allen 62/45452G	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Technical Instructor, Grade 2 $7843-8347, Fourth Division, Industrial Engineering and Training Section, Melbourne
D. H. Chard 59/57911A	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Technical Instructor, Grade 2 $7843-8347, Fourth Division, Industrial Engineering and Training Section, Melbourne
K. L. Fothergill 59/60164K	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, unattached	Technical Instructor, Grade 2 $7843-8347, Fourth Division, Industrial Engineering and Training Section, Melbourne
T. G. Jack 59/59463W	Telecommunications Technical Officer, Grade 1 $6693-7613, Third Division, unattached	Technical Instructor, Grade 2 $7843-8347, Third Division, Industrial Engineering and Training Section, Melbourne
R. J. Marnell 59/67112W	Telecommunications Technical Officer, Grade 1 $6693-7613, Third Division, unattached	Technical Instructor, Grade 2 $7843-8347, Third Division, Industrial Engineering and Training Section, Ballarat
D. Moore 63/45453C	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, unattached	Technical Instructor, Grade 2 $7843-8347, Fourth Division, Industrial Engineering and Training Section, Melbourne
T. M. Norris 59/59536X	Telecommunications Technical Officer, Grade 1 $6693-7613, Third Division, unattached	Technical Instructor, Grade 2 $7843-8347, Third Division, Industrial Engineering and Training Section, Melbourne
G. J. O'Brien 62/45400P	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Technical Instructor, Grade 2 $7843-8347, Fourth Division, Industrial Engineering and Training Section, Melbourne
Duties above nine positions: Under the direction of a Senior Technical Instructor give instruction in Telecommunications Theory and Practice. *Qualifications above nine positions:* An approved technical college certificate or other approved qualifications and requisite experience and have satisfactorily completed a course of Teacher Training specified by the Board or have otherwise satisfied the Board as to his ability to teach both theoretical and practical subjects.		
K. J. Nolan 71/45331G	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Plan Record Assistant, Grade 1 $2220-5468, Fourth Division, Drafting Section, Heidelberg West (No. 436)
Duties: Convert the simple plans of records of cables and conduits from Imperial to Metric measures in accordance with approved procedures and undertake related calculations and field investigations. *Qualifications:* A good standard of penmanship and experience appropriate to the duties desirable.		
A. J. Traill 67/37031R	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Automotive Plant Section, Port Melbourne (No. 166)
Duties: Maintain tool, plant and tyre registers.		
Postal Services Division, Mail Exchange Branch		
G. J. A. Pace 73/45246K (9.3.73)	Assistant Postal Officer $2074-4148, Fourth Division, Postal Services Division	Mail Officer $4374-5273, Fourth Division Melbourne
Post Offices Branch		
M. M. Evans 59/35635E	Postmaster, Grade 2 $7044-7822, Third Division, Mulwala, New South Wales	Postmaster, Grade 3 $8104-8947, Third Division, Tatura, vice R. E. Baker, prov. prom. 29.11.73
F. M. Soblechero 70/45672A	Postal Clerk $4605-5744, Third Division, Merbein	Clerk $5806-6666 (Class 2/3), Third Division, Benalla (No. 107)
Duties: Staff Clerk to the District Postal Manager. *Qualifications:* A sound knowledge of Post Offices Branch procedures and previous experience as a Postal Clerk is desirable.		
R. B. Hannah 61/46043P	Postal Officer, Grade 2 $4374-5273, Fourth Division, Market Square	Postal Clerk $4605-5744, Fourth Division, Geelong
A. Docherty 73/45949M	Postman $4260-4601, Fourth Division, Brunswick	Postal Officer, Grade 2 $4374-5273, Fourth Division, Brunswick East
J. Gatt 71/45997E	Postal Officer, Grade 1 $4260-4601, Fourth Division, GPO Melbourne	Postal Officer, Grade 2 $4374-5273, Fourth Division, Latrobe Street
R. F. Sharrock 71/46390E	Postman $4260-4601, Fourth Division, Moe	Postal Officer, Grade 2 $4374-5273, Fourth Division, Moe

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
L. A. French 69/46654G (28.11.69)	Assistant Postal Officer $2074-4148, Fourth Division, Heathcote	Postman $4260-4601, Fourth Division, Tongala
H. B. Gillespie 73/45886R (12.9.73)	Assistant Postal Officer $2074-4148, Fourth Division, Oakleigh	Postman $4260-4601, Fourth Division, Oakleigh
M. Loveland 73/45839W (12.9.73)	Assistant Postal Officer $2074-4148, Fourth Division, Caulfield South	Postman $4260-4601, Fourth Division, Caulfield South
R. Robinson 73/45920G (12.9.73)	Assistant Postal Officer $2704-4148, Fourth Division, St Kilda	Postman $4260-4601, Fourth Division, St Kilda (Relief)
G. Szymanski 72/46418M (4.9.72)	Assistant Postal Officer $2074-4148, Fourth Division, Ivanhoe	Postal Officer, Grade 1 $4260-4601, Fourth Division, Ivanhoe (Relief)

Telecommunications Division, Country Region

L. R. Gearon 59/65484G	District Telephone Manager $11032-11525 (Class 8), Third Division, Telecommunications Division	Assistant Manager $12019-12510 (Class 9), Third Division, West Section, Melbourne (No. 41)
C. C. Howard 59/64843A	District Telephone Manager $9876-10538 (Class 7), Third Division, Telecommunications Division	Assistant Manager $12019-12510 (Class 9), Third Division, East Section, Melbourne (No. 287)

Duties above two positions: Responsible to the Manager, Country Region for the control of the District Telephone Offices in the Section.
Qualifications above two positions: An extensive background in the Division's activities, particularly in the Country Region, is desirable.

Metropolitan Region, Sales Branch

P. J. King 66/46263A	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Directory and Sales Checks Section, Melbourne (No. 64)

Duties: Editing Officer, Melbourne Classified Telephone Directory.
Qualifications: A sound knowledge of Sales Branch contracts and directory procedures is desirable.

Finance and Accounting Branch

I. M. Jones 59/62655A	Clerk $7899-8639 (Class 5), Third Division, Finance and Accounting Branch	Clerk $8886-9548 (Class 6), Third Division, Finance Section, Melbourne (No. 11)

Duties: Direct and control staff engaged on reconciling and reporting functions. Prepare statements of earnings and expenses for departmental purposes.
Qualifications: A knowledge of departmental accounting procedures is desirable.

C. F. Stewart 71/39785C	Clerk $2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk $5806-6666 (Class 2/3), Third Division, Administrative and Relief Section, Melbourne (No. 79)

Duties: Staff/Leave Clerk.

C. M. Hall 65/37943G	Data Processing Operator, Grade 3 $5487, Fourth Division, Finance and Accounting Branch	Supervisor (Data Processing), Grade 2 $6133-6309, Fourth Division, Revenue Section, Melbourne (No. 92)
N. Anderson 67/36977R	Data Processing Operator, Grade 3 $5487, Fourth Division, Finance and Accounting Branch	Supervisor (Data Processing), Grade 1 $5839-6015, Fourth Division, Revenue Section, Melbourne (No. 185)

Duties above two positions: Supervise and direct the work of a Pool of the Data Transcription Unit.

K. Angelakis 67/36986T	Data Processing Operator, Grade 2 $5165, Fourth Division, Finance and Accounting Branch	Data Processing Operator, Grade 3 $5487, Fourth Division, Revenue Section, Melbourne (No. 385)
E. F. Cook 67/38822X	Data Processing Operator, Grade 2 $5165, Fourth Division, Finance and Accounting Branch	Data Processing Operator, Grade 3 $5487, Fourth Division, Revenue Section, Melbourne (No. 108)
V. L. Crawford 68/37910W	Data Processing Operator, Grade 2 $5165, Fourth Division, Finance and Accounting Branch	Data Processing Operator, Grade 3 $5487, Fourth Division, Revenue Section, Melbourne, vice N. Anderson, prov. prom. 4.4.74 (No. 600)
C. A. Farrugia 67/39759C	Data Processing Operator, Grade 2 $5165, Fourth Division, Finance and Accounting Branch	Data Processing Operator, Grade 3 $5487, Fourth Division, Revenue Section, Melbourne, vice C. M. Hall, prov. prom. 4.4.74 (No. 334)

Duties above four positions: Assist the Supervisor, Data Processing in the control and direction of the Data Transcription of the Data Transcription Unit.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
S. M. Asker 72/37421K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Revenue Section, Melbourne (No. 304)
Duties: Crediting Assistant, Country Ledgers.		
E. Elkner 72/41522T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Revenue Section, Melbourne (No. 91)
Duties: Check and distribute reports furnished by the Data Processing Centre.		

QUEENSLAND

Engineering Division, Regional Operations Branch

D. H. Lane 59/24702E	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Radio Section, Brisbane (No. 1258)
Duties: Officer-in-charge Regulatory and Licensing Registry.		

Postal Services Division, Post Offices Branch

S. V. Weston 59/22450E	Senior Postal Clerk, Grade 2 $6782-7302, Third Division, Cairns	Postmaster, Grade 2 $7044-7822, Third Division, Collinsville
C. A. Fletcher 65/61462T	Postal Clerk $4605-5744, Fourth Division, Proserpine	Senior Postal Clerk, Grade 1 $6002-6555, Fourth Division, Mount Isa
J. P. Owens 73/62058A	Assistant Postal Officer $2074-4148, Fourth Division, Blackwater	Postal Officer, Grade 2 $4374-5273, Fourth Division Blackwater
C. M. Cronin 73/62084C	Assistant Postal Officer $2074-4148, Fourth Division, Pittsworth	Postal Officer, Grade 2 $4374-5273, Fourth Division, Pittsworth
P. J. Page 73/61916K (14.11.73)	Assistant Postal Officer $2074-4148, Fourth Division, Indooroopilly	Postal Officer, Grade 1 $4260-4601, Fourth Division, Indooroopilly
R. L. Cordell 73/61885T (22.11.73)	Assistant Postal Officer $2074-4148, Fourth Division, Rockhampton	Postal Officer, Grade 1 $4260-4601, Fourth Division, Rockhampton
Duties above two positions: Delivery of telegrams per motor-cycle.		
P. J. Hammond 73/61943R (14.11.73)	Assistant Postal Officer $2074-4148, Fourth Division, unattached	Postman $4260-4601, Fourth Division, Mount Gravatt

Telecommunications Division, Country Region

L. E. Herbert 59/19945G	Clerk $8886-9548 (Class 6), Third Division, Telecommunications Division	District Telephone Manager $9876-10538 (Class 7), Third Division, District Telephone Office, Rockhampton (No. 4)
Duties: Manage and control the activities of a country District Telephone Office.		

Personnel and Industrial Relations Branch

P. N. Murphy 59/19973T	Senior Welfare Officer $7899-8639 (Class 5), Third Division, Personnel and Industrial Relations Branch	Senior Welfare Officer $8886-9548 (Class 6), Third Division, Industrial Relations Section, Brisbane (No. 286)
Duties: Train, direct and control the staff engaged on welfare and safety matters. Develop and maintain an effective liaison with Postal Institute, senior management and staff associations.		
A. J. McVey 59/19979W	Clerk $6912-7652 (Class 4), Third Division, Personnel and Industrial Relations Branch	Industrial Officer $8886-9548 (Class 6), Third Division, Industrial Relations Section, Brisbane (No. 115)
Duties: Industrial Auditor. Plan and control the industrial audit programme. Advise, instruct and train Divisional/Branch officers in processing industrial matters.		
D. G. Williamson 58/26898K	Clerk $7899-8639 (Class 5), Third Division, Personnel and Industrial Relations Branch	Clerk $8886-9548 (Class 6), Third Division, Industrial Relations Section, Brisbane (No. 103)
Duties: Compensation Officer. Exercise the functions of Delegate of the Commissioner for Employees Compensation. Control and direct the activities of the Compensation Unit.		

SOUTH AUSTRALIA

Engineering Division, Support Services Branch

D. Andrew 59/72477T	Plan Records Assistant, Grade 1 $2220-5386, Fourth Division, Engineering Division	Plan Records Assistant, Grade 2 $5681-6371, Fourth Division, Drafting Section, Adelaide (No. 788)
Duties: Prepare and amend less involved plan records of reticulation of cables and conduits. *Qualifications:* Knowledge of related drafting and engineering instructions and a good standard in the application appropriate drafting techniques demonstrated either by experience or test desirable.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
J. B. Dreyer 59/14082G	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Apprentices Practical Instructor, Grade 3 $8419, Fourth Division, Industrial Engineering and Training Section, Adelaide
Duties: Control the activities of a larger off-the-job workshop and associated worksite annexes. Design and review the overall off-the-job workshop programme, supervise subordinate staff. Co-ordinate provision of productive work from field stations, investigate difficulties in obtaining sufficient or suitable projects. Assess organisation and staffing needs for off-the-job workshop.		
W. G. Jones 61/70072C	Telecommunications Technician $6003-6693, Fourth Division, Engineering Division	Apprentices Practical Instructor, Grade 2 $7802-7978, Fourth Division, Industrial Engineering and Training Section, Adelaide
Duties: Plan and organise the work programme, supervise the work of subordinate staff and ensure efficient utilisation of workshop facilities. Arrange supply and return of suitable productive work from field sections and the training centre. Sample the assessments made by subordinate staff and maintain standards, determine overall ratings of apprentices and follow up unsatisfactory progress.		
D. J. Jollife 59/14573A	Telecommunications Technician $6003-6693, Fourth Division, Engineering Division	Apprentices Practical Instructor, Grade 1 $6745-7097, Fourth Division, Industrial Engineering and Training Section, Adelaide
I. K. Griffen 61/70170C	Telecommunications Technician $6003-6693, Fourth Division, Engineering Division	Apprentices Practical Instructor, Grade 1 $6745-7097, Fourth Division, Industrial Engineering and Training Section, Adelaide
R. G. Grantham 61/70058R	Telecommunications Technician $6003-6693, Fourth Division, Engineering Division	Apprentices Practical Instructor, Grade 1 $6745-7097, Fourth Division, Industrial Engineering and Training Section, Adelaide
Q. J. McDonald 62/70026C	Telecommunications Technician $6003-6693, Fourth Division, Engineering Division	Apprentices Practical Instructor, Grade 1 $6745-7097, Fourth Division, Industrial Engineering and Training Section, Adelaide
C. P. Skeldon 59/15313C	Telecommunications Technician $6003-6693, Fourth Division, Engineering Division	Apprentices Practical Instructor, Grade 1 $6745-7097, Fourth Division, Industrial Engineering and Training Section, Adelaide
W. D. A. Stewart 59/15399K	Telecommunications Technician $6003-6693, Fourth Division, Engineering Division	Apprentices Practical Instructor, Grade 1 $6745-7097, Fourth Division, Industrial Engineering and Training Section, Adelaide
Duties above six positions: Under general supervision control and guide the development of skills of a group of Apprentice Telecommunications Tradesmen in an off-the-job Workshop and/or associated workshop annexes and assess their progress. *Qualifications above eight positions:* Several years experience as a Telecommunications Technician or Tradesman and satisfactory completion of training course for Apprentices Practical Instructors desirable.		
Postal Services Division, Mail Exchange Branch		
K. R. Daniels 73/70105C (22.1.73)	Assistant Postal Officer $2074-4148, Fourth Division, Postal Services Division	Mail Officer $4374-5273, Fourth Division, Adelaide
Post Offices Branch		
P. R. Wheeler 70/70314A (11.5.70)	Assistant Postal Officer $2074-4148, Fourth Division, Glenside	Postman $4260-4601, Fourth Division, Burnside
S. Townroe 72/70447A (25.9.72)	Assistant Postal Officer $2074-4148, Fourth Division, Henley Beach	Postman $4260-4601, Fourth Division, Elizabeth
B. B. Zerna 71/70309G (9.6.71)	Assistant Postal Officer $2074-4148, Fourth Division, Gumeracha	Postman $4260-4601, Fourth Division, Gawler
Finance and Accounting Branch		
M. J. Philp 67/66485K	Clerk $6912-7652 (Class 4), Third Division, Finance and Accounting Branch	Clerk $7899-8639 (Class 5), Third Division, Administration Section, Adelaide (No. 3)
Duties: Administrative Officer. Control and direct staff of the Administration Section including Staff and Registry Groups and co-ordinate Relief Staff arrangements. *Qualifications:* Sound knowledge of Branch administrative procedures and ability to control and direct staff desirable.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Supply Branch

L. M. Plane 72/66655W	Accounting Machinist, Grade 1 $2113-4579, Fourth Division, Supply Branch	Accounting Machinist, Grade 2 $5165, Fourth Division, Stores Accounting Section, Adelaide

Duties: Operate National 32A Class Accounting Machine, Electronic Calculator, Add Listing Machine and Telex.

A. M. Wesseling 66/67231K	Labourer $3912-4102, Fourth Division, Engineering Division	Fork Lift Driver $4495-4667, Fourth Division, Warehousing Section, Mile End (No. 106)

NORTHERN TERRITORY

Postal Services Division, Post Offices Branch

B. A. Lawson 70/95126G (12.5.70)	Accounting Machinist, Grade 2 $5165, Fourth Division, Department of Housing and Construction, Northern Territory	Postal Officer, Grade 2 $4374-5273, Fourth Division, Darwin

Duties: Machining telephone dockets.
Qualifications: Accounting Machinist qualifications desirable.

WESTERN AUSTRALIA

Director's Office

M. J. Conway 59/52525G	Steno-secretary, Grade 1 $5311-5663, Fourth Division, unattached	Steno-secretary, Grade 2 $6014-6484, Fourth Division, Perth (No. 6)

Duties: Perform stenographic and secretarial duties for the Director, Posts and Telegraphs.

Engineering Division, Construction Branch

C. R. Parkinson 72/75118P	Telecommunications Trainee $2921-5657, Third Division, Engineering Division	Telecommunications Technical Officer, Grade 1 $6693-7613, Third Division, Metropolitan Installation Section, Perth

Duties: Under direction of the Officer in charge responsible for installation of major crossbar exchanges.
Qualifications: An approved technical college certificate or other approval qualifications, and requisite experience.

W. F. T. Verwoord 69/78222E	Telecommunications Assistant $2349-4944, Fourth Division, Engineering Division	Technical Assistant, Grade 2 $5681-6371, Fourth Division, Head Office, Perth (No. 909)

Duties: Assist in the estimation, review and allocation of automatic exchange equipment and in the survey of items returned to Main Store. Maintain appropriate records.
Qualifications: Knowledge of automatic exchange equipment items and experience in exchange installation practices and material estimating desirable.

Country Branch

T. Humble 59/53148K	Telecommunications Technical Officer, Grade 1 $6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 $7843-8347, Fourth Division, North West Section, Wyndham

Duties: Responsible for Wyndham Technician's District, incorporating ARK, VHF and long line equipment, PABX's and magneto manual equipment.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.
Accommodation: Married accommodation is available.

Metropolitan Operations Branch

J. C. S. Hay 69/75418K	Storeman $4363-4586, Fourth Division, Supply Branch	Senior Storeman $4724-4977, Fourth Division, City Operations Section, Perth

Duties: Operate State Exchange Maintenance Part Store.
Qualifications: Knowledge of all types of exchange equipment desirable.

Regional Operations Branch

O. J. Willoughby 71/75297G	Telecommunications Trainee $2921-5657, Third Division, Engineering Division	Telecommunications Technical Officer, Grade 1 $6693-7613, Third Division, Radio Section, Head Office, Mount Yokine

Duties: Responsible to the Officer in charge for route control and maintenance assistance to all microwave systems connecting Perth with eastern States, country centres and television stations within Western Australia.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

B. G. Chandler 73/79191X	Lineman, Grade 1 $4349-4541, Fourth Division, Engineering Division	Technical Assistant, Grade 2 $5681-6371, Fourth Division, Telegraphs and Data Section, Perth (No. 917)

Duties: The occupant of this position is responsible for the receipt of Telegraphs subscriber complaints, the dispatch of fault reports to the appropriate repair areas and the follow up of outstanding faults. Also for the documentation of fault dockets, subscribers Master cards, statistical information and coding of fault dockets for Computerised Management Information System.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
W. J. Tyson 71/78655R	Telecommunications Assistant in Training $2186-4372, Fourth Division, Engineering Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Radio Section, Osborne Park (No. 574)

Duties: Prepare DWR's for Depot Staff. Maintain office records and correspondence system and control petty cash advance.

Postal Services Division, Mail Exchange Branch

R. C. D. Hunter 59/50971M	Mail Officer $4374-5273, Fourth Division, Postal Services Division	Senior Mail Officer $5516-5744, Fourth Division, Traffic Section, Perth

Duties: Supervisor's Clerk, City Section.
Qualifications: Familiarity with City Section staffing and rostering arrangements desirable.
Note: Continuous day shift.

A. S. Jarvis 59/50998G	Senior Mail Officer $5516-5744, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 $6002-6555, Fourth Division, Traffic Section, Perth

Duties: In charge of a team of Mail Officers employed on mail handling duties in the Traffic Section of the Mail Exchange.
Qualifications: Ability to manage subordinate staff desirable.
Note: The effective date of this promotion will be 16.5.74.

Post Offices Branch

P. R. Heydon 59/50892W	Postmaster, Grade 4 $9227-9967, Third Division, Postal Services Division	Postmaster, Grade 5 $10334-11072, Third Division, GPO Perth

Quarters: Nil.
Note: The effective date of this promotion will be 23.5.74.

K. A. Kuna 71/78460G (21.7.71)	Assistant Postal Officer $2074-4148, Fourth Division, Postal Services Division	Postman $4260-4601, Fourth Division, Victoria Park East
R. E. Lee 73/79516C (30.8.73)	Assistant Postal Officer $2074-4148, Fourth Division, Postal Services Division	Postman $4260-4601, Fourth Division, Balga

Telecommunications Division, Sales Branch

R. A. Francis 68/78299T	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Directory Sales and Meter Checks Section, Perth (No. 185)
N. Slater 67/13495P	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Department of Taxation, Western Australia	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Directory Sales and Meter Checks Section, Perth (No. 184)

Duties above two positions: Transcribe telephone directory entries involving insertions, deletions and amendments from telephone orders into country telephone. Manuscript and liaise with the five District Telephone Offices and Metropolitan Contract staff concerning listings.
Qualifications above two positions: Knowledge of telephone order procedure desirable.

C. B. Sewell 70/78619R	Clerical Assistant, Grade 1 $2075-4298, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Directory Sales and Meter Checks Section, Perth (No. 103)

Duties: Read subscribers' meters at telephone exchanges and maintain meter registers.
Qualifications: Occupant should possess a current driver's licence.

Finance and Accounting Branch

B. I. Valli 71/75733T	Accounting Machinist, Grade 1 $4225-4579, Fourth Division, Finance and Accounting Branch	Accounting Machinist, Grade 2 $5165, Fourth Division, Revenue Section, Perth (No. 328)

Qualifications: Successful completion of an approved test to qualify for the appropriate proficiency allowance.

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Management Services Branch

W. J. Kalitzky 70/58041T	Clerk $7899-8639 (Class 5), Third Division, Canberra	Assistant Inspector $8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Establishments Subsection, Canberra (No. 3093)

Duties: Under direction, investigate and report on Central Office and State Regional Office establishments, classification and salary reviews.
Qualifications: Demonstrated investigation/analysis and report writing ability, knowledge of establishments and classification principles desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
T. J. King 59/72328E	Clerk $6912-7652 (Class 4), Third Division, Canberra	Clerk $7899-8639 (Class 5), Third Division, Personnel and Establishments Section, Personnel Management Sub-section, Personnel and Recruitment Unit, Canberra, vice W. J. Kalitzky, prov. prom. 4.4.74 (No. 3460)

Duties: Recruitment Officer (General). Supervise the activities and staff of the Recruitment (General) Group. Prepare the more involved submissions and correspondence.
Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and Commonwealth Service procedures relating to the appointment, transfer and promotion of staff together with ability to supervise staff desirable.

P. G. Brown 73/88112A	Clerk $2713-5594 (Class 1), Third Division, Canberra	Clerk $5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Management Sub-section, Personnel and Recruitment Unit, Canberra (No. 1889)

Duties: Prepare all *Gazette* Notices relating to vacancies, promotions, transfers. Supervise scheduling of applications for advertised vacancies and prepare less important correspondence on recruitment matters.

C. A. Jones 70/85854T	Clerk $5806-6666 (Class 2/3), Third Division, Canberra	Clerk $6912-7652 (Class 4), Third Division, Personnel and Establishments Section, Personnel Management Sub-section, Relief Unit, Canberra (No. 1655)
S. P. Hurren 73/87829R	Clerk $2713-5594 (Class 1), Third Division, Canberra	Clerk $5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Management Sub-section, Relief Unit, Canberra (No. 1659)
J. M. Goddard 73/88105G	Clerk $2713-5594 (Class 1), Third Division, Canberra	Clerk $5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Management Sub-section, Relief Unit, Canberra (No. 1660)

Duties above three positions: Perform relief duties as required in the Personnel Management Sub-section.

J. Peios 72/88211P	Clerk $2713-5594 (Class 1), Third Division, Canberra	Clerk $5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Management Sub-section, Personnel and Recruitment Unit, Canberra (No. 1526)
J. K. Cadd 72/88471X	Clerk $2713-5594 (Class 1), Third Division, Canberra	Clerk $5806-6666 (Class 2/3), Third Division, Personnel and Establishments Section, Personnel Management Sub-section, Personnel and Recruitment Unit, Canberra, vice C. A. Jones, prov. prom. 4.4.74 (No. 1888)

Duties above two positions: Team Leader. Supervise the work of a team engaged in the maintenance of standard personnel records.
Qualifications: Appropriate experience and knowledge of the Public Service Act and Regulations, General Orders and Treasury Instructions desirable.

V. J. Wilkie 73/85459C	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Canberra, unattached	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Personnel and Establishments Section, Personnel Management Sub-section, Canberra (No. 1896)

Duties: Prepare draft PSB Statistical Returns for Central and Regional Office inspection staff. Prepare weekly statistics, maintain occupancy cards and other records. Prepare, as directed, annual staff statistics
Qualifications: Experience in the preparation of Public Service Board and other statistical returns desirable.

Industry No. 3 (Field Crops) Division, Cereals and Vegetable Oilseeds Branch

J. A. Stafford 58/42309P	Senior Executive Officer $12019-12510 (Class 9), Third Division, Canberra, unattached	Principal Executive Officer $13004-13498 (Class 10), Third Division, Field Crops No. 2 Section, Canberra (No. 3650)

Duties: Direct and control the Section. Responsible for matters relating to the production and marketing of field crops other than wheat.
Qualifications: Proven investigatory and administrative ability of a high order; academic qualifications and previous experience in policy formulation desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
D. W. Truman 70/86692E	Clerk $8886-9548 (Class 6), Third Division, Department of Overseas Trade, Canberra	Executive Officer $11032-11525 (Class 8), Third Division, Field Crops No. 2 Section, Canberra (No. 3651)
Duties: Prepare reports, submissions, and where necessary, recommendations concerning Australian and overseas aspects of the marketing of field crops other than wheat.		
J. D. Donnelly 71/87698K	Senior Research Officer, Grade 2 $9876-10538 (Class 7), Third Division, Canberra	Executive Officer $11032-11525 (Class 8), Third Division, Field Crops No. 2 Section, Canberra (No. 3652)
Duties: Prepare reports, submissions and, where necessary, make recommendations concerning Australian and overseas aspects of production matters relating to field crops other than wheat. Provide executive and secretarial services for statutory research schemes and research projects. *Qualifications above two positions:* Demonstrated ability in investigation, analysis and preparation of reports desirable. Academic qualifications to be stated.		
General Crops and Inspection Services Branch		
G. M. Thrum 73/87492W	Typist, Grade 2 $4731-5035, Fourth Division, Canberra	Steno-secretary, Grade 1 $5311-5663, Fourth Division, Canberra (No. 1250)
Duties: Secretarial and stenographic duties for a Second Division officer. *Qualifications:* Shorthand, 100 words per minute.		
Industry No. 5 (Fisheries) Division, Policy Branch		
S. C. Lewis 68/66742M	Typist, Grade 2 $4731-5035, Fourth Division, Department of Supply, Sydney	Steno-secretary, Grade 1 $5311-5663, Fourth Division, Canberra (No. 52)
Duties: Secretarial and stenographic duties for a Second Division Officer. *Qualifications:* Shorthand, 100 words per minute.		

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

External Relations and Defence Division, External Relations Branch

S. M. Brine 69/86251M	Clerk $4521-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Canberra (No. 52)
Duties: Prepare routine correspondence. Extract and maintain Branch reference material from publications and other sources, as directed. Check and assemble material for briefs, submissions and other documents, and arrange distribution.		

Operations Division, Services Branch, Special Services Section

L. V. Barnes 73/87096C	Typist, Grade 1 $3845, Fourth Division, Department of Primary Industry	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Library Sub-section (No. 635)
Duties: Perform general clerical duties under the direction of the reference Library Officer, Grade 1.		
M. A. Perussich 72/85368E	Typist, Grade 1 $4225, Fourth Division, Department of Supply	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Library Sub-section (No. 636)
Duties: Type catalogue cards and other library records.		
H. K. Gora 72/86523K	Typist, Grade 1 $3845, Fourth Division, Department of the Capital Territory	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Library Sub-section (No. 637)
Duties: Perform general clerical duties under the direction of the current awareness Library Officer, Grade 1.		

Services Branch

O. J. Lomasney 73/86634W	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Personnel and Training, Fourth Division (No. 567)
Duties: Prepare routine correspondence. Maintain sub-section. Assist in the preparation of training aids, revision of charts, notes, handout material, etc. Co-ordinate and affect distribution of training literature from various sources to trainees. Assist generally in the work of the Sub-section.		
B. M. Dingli 73/85945X	Clerical Assistant, Grade 1 $3918-4298, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Establishments Sub-section (No. 566)
Duties: Maintain establishment records including organisation charts, functional statements and duty statements. Review at regular intervals. Follow-up progress of Executive Council Minutes, funds submissions, etc.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
P. R. Heuser 69/61895C	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Postmaster-General's Department	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Secretariat Facilities Section (No. 625)

Duties: Assist with distribution of Cabinet Decisions and maintain Movement Register of Cabinet papers.

Protection Policy Division, Tariff Operations Branch

V. Sipinkas 72/85240W	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Department of Customs and Excise	Clerical Assistant, Grade 3 $4822-5254, Fourth Division (No. 409)

Duties: Maintain records of the General Tariff Section. Check and assemble material for submissions and other reports and arrange distribution.
Qualifications: Experience in indexing and maintaining material relevant to a Section's major functions and reports.

D. F. Lambert 69/85284K	Senior Research Officer $8886-9548 (Grade 1), Bureau of Agriculture and Economics	Project Officer $11032-11525 (Class 8), Third Division, General Section (No. 385)

Duties: As Project Officer, assist in the evaluation of policy proposals submitted by other departments and organisations, and the preparation of cabinet submissions on tariff policy and ministerial correspondence. Develop proposals relating to aspects of tariff policy raised in reports from the Industries Assistance Commission and prepare reports as directed.
Qualifications: Appropriate experience and academic qualifications desirable.

I. B. Wearing 73/10001T	Senior Research Officer $8886-9548 (Grade 1), Department of the Treasury	Clerk $11032-11525 (Class 8), Third Division, Projects Section (No. 386)
M. J. H. Manning 70/88309W	Clerk $8886-9548 (Class 6), Third Division	Clerk $11032-11525 (Class 8), Third Division, Projects Section (No. 387)

Duties above two positions: As Project Officer, undertake studies on policy issues arising from reports from the Industries Assistance Commission and prepare proposals and advice based on these studies. Prepare draft submissions and other reports as required.
Qualifications above two positions: Appropriate experience and academic qualifications desirable.

Welfare Division, Community Affairs Branch

G. A. Shepherd 72/87310G	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division (No. 532)

Duties: Provide general clerical assistance within the Branch. Operate Registry 'control point' within the Branch in accordance with current instructions.

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Public Servce Inspector's Office

C. T. Adams 72/88705W	Clerk $6912-7652 (Class 4), Third Division, Canberra	Clerk $8886-9548 (Class 6), Third Division, Canberra (No. 543)

Duties: Plan and control the work of the Information and Publicity Section. Represent the Public Service Inspector on selection committee interviews and at careers guidance meetings. Supervise public inquiries counter. Place handicapped and other special employment categories.

Personnel Management Division, Personnel Development Branch

A. R. Brown 68/85073P	Senior Training Officer, Grade 1 $8886-9548 (Class 6), Third Division, Canberra	Assistant Inspector $11032-11525 (Class 8), Third Division, Training Programmes Section, Canberra (No. 112)

Duties: Assess the training needs of senior managers and develop appropriate management development and training plans; provide an advisory and consultancy service to departments on management training.
Qualifications: Specialist knowledge and experience in management training. Tertiary qualifications to be stated.

Recruitment Branch

E. R. Bowman 71/67196C	Psychologist, Class 1 $5434-8290, Third Division, Canberra	Psychologist, Class 2 $9021-10092, Third Division, Selection Techniques Section, Canberra (No. 360)

Duties: Oversight and give professional advice on the processing of psychological tests, develop procedures for the maintenance of professional standards of test administration, processing and interpretation.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

VICTORIA

F. C. Walker 71/37006R — Steno-secretary, Grade 1 $5311-5633, Fourth Division, Melbourne — Steno-secretary, Grade 2 $6014-6484, Fourth Division, Melbourne (No. 54)

Duties: Perform secretarial duties for the Public Service Inspector.

SOUTH AUSTRALIA

G. Shepherd 73/66903W — Typist, Grade 1 $4225, Fourth Division — Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Recruitment and Training Section, Adelaide, vice L. V. Rawley, prov. prom. 28.3.74 (No. 18)

Duties: Attend inquiry counter. Process applications for appointment, control and issue application forms and literature.

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL OFFICE

Project Division No. 1, Project Branch No. 3

T. J. Sroba 72/10964P — Clerk $7899-8639 (Class 5), Third Division, Sydney — Clerk $8886-9548 (Class 6), Third Division, Sydney (No. 272)

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

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

Services Branch

C. A. Goulding 73/89685T — Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Canberra — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Management Services Section, Canberra, vice E. M. Nelson, prov. prom. 21.3.74 (No. 335)

Duties: Provide assistance in recruitment matters including scheduling of applications, interview arrangements and the preparation of minor correspondence associated with staffing matters.

OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL

VICTORIA

Services Branch

R. R. Flinn 70/85773T — Library Officer, Grade 1 $5458-6143, Third Division, Postmaster-General's Department, Central Office — Library Officer, Grade 2 $6372-7057, Third Division, Library Section (No. 647)

Duties: Directly supervise the operation of the technical services section of the Library. Catalogue library material, and undertake reference work as directed.

Qualifications: Pass in Library Registration Certificate of the Library Association is desirable.

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Management Services Division, Automatic Data Processing Branch

R. W. Walker 73/87983P — Programming Assistant, Grade 1 $2713-5594, Third Division, Department of Defence, Canberra — Programming Assistant, Grade 2 $5806-6666, Third Division, Applications Section, Canberra (No. 70)

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.

Methods and Services Branch

A. K. Henderson 58/24100A — Clerk $11032-11525 (Class 8), Third Division, Department of Social Security, Canberra — Director $12019-12510 (Class 9), Third Division, Research and Statistics Section, Canberra (No. 1)

Duties: Control of the Research and Statistics Section, organisation of procedures and provision of a statistical information service throughout the Department; advice and liaison on medical research; special administrative and statistical research.

Qualifications: University degree or equivalent desirable. Appropriate research and administrative experience.

NEW SOUTH WALES

Branch Office

D. L. Glover 72/10498G — Clerical Assistant, Grade 1 $1959-4298, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Personnel Section, Sydney (No. 58)

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
M. E. Roeton 72/13198P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Personnel Section, Sydney (No. 59)
P. A. Doyle 73/15136X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Personnel Section, Sydney (No. 60)

Duties above three positions: Relieve Fourth Division clerical staff attending training courses in the Out-patient Clinic.
Qualifications above three positions: Knowledge of Repatriation Regulations and Clinic desirable.

J. M. Donaldson 58/30831G	Clerk $11032-11525 (Class 8), Third Division, Department of Transport, Sydney	Clerk $12019-12510 (Class 9), Third Division, Accounts Section, Sydney (No. 1)

Duties: Branch Accountant. Responsible for the proper and efficient functioning of all accounting activities within the Branch comprising financial accounting, trust accounting, planning and budgets, costing and stores control.
Qualifications: Proven administrative ability and experience at senior levels and sound knowledge of Audit Act and Treasury Directions together with accounting qualifications desirable.

R. B. Marchenko 67/14032K	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Registry Section, Sydney (No. 211)

Duties: Control, assist and allocate work to the group engaged in file location within Treatment Section. Carry out special searches and assist the Control Point Supervisor.

B. A. Lloyd 65/13640T	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Registry Section, Sydney (No. 173)

Duties: Control Point Supervisor (Special Services). Supervise and allocate the work of the Special Services Control Point. Conduct special searches for files.

T. J. Quirk 71/12861X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Registry Section, Sydney (No. 17)
L. A. Day 71/14366X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Registry Section, Sydney (No. 18)
M. L. Godden 71/13704X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Registry Section, Sydney (No. 19)
L. Pearce 72/10584R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Registry Section, Sydney (No. 21)

Duties above four positions: Identify inward correspondence against Master Index Cards or other records. Attend to telephone inquiries relating to identification and address.

M. G. C. Sammut 58/30706A	Clerical Assistant, Grade 3 $4822-5254, Fourth Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Accounts Section, Sydney (No. 49)

Duties: Examine Chemist Accounts in accordance with Departmental instructions and certify as person incurring expense. Classify expenditure for each prescription and arrange recovery from other Governments as necessary.

M. R. A. Kisnorbo 72/10095G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounts Section, Sydney (No. 55)

Duties—Record all payments from Treatment Section except those in respect of Domiciliary Nursing, Chiropody, Care and Management and Local Medical Officers.

G. K. Stonehouse 63/11115W	Clerk $7899-8639 (Class 5), Third Division	Clerk $9876-10538 (Class 7), Third Division, Pensions Section, Sydney (No. 186)

Duties: Provide top level assistance to Officer-in-charge in overall sectional management and in particular oversight a means test group. Conduct regular and critical examination of working methods.

R. K. Jackson 58/30247M	Assistant Inspector $8886-9548 (Class 6), Third Division, Methods and Work Study Section, Methods and Services Branch, Central Office, Canberra	Clerk $9876-10538 (Class 7), Third Division, Pensions Section, Sydney (No. 187)

Duties: Provide top level assistance to Officer-in-charge in overall sectional management and in particular oversight the Australian, British and other Dominion war pension examination processes. Conduct regular and critical examination of working methods.
Qualifications above two positions: Administrative ability at management level desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Out-Patient Clinic

G. M. Robertson 67/13941G — Typist, Grade 1 $2113-4579, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Sydney (No. 48)
Duties: Requisition for files and arrange appointments for all cases referred by Soldiers' Children Education Board, Repatriation General Hospital, Concord and Out-Patient Clinic. Attend to telephone inquiries. Carry out typing as required.
Qualifications: Typing ability desirable.

A. M. Domingues 72/11920E — Clerical Assistant, Grade 1 $2075-4298, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Sydney (No. 11)
Duties: Provide appointments in all specialties, on request, to appointment clerks, reception officers, etc and record appointments in registers.

U. M. Creddy 73/10073A — Typist, Grade 1 $2113-4579, Fourth Division — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Sydney (No. 46)
Duties: Check film skiagram number and quantity of films produced against details on specialists' reports. Type relevant particulars on identifying labels and attach to relevant films.

S. J . Horspool 71/13237M — Clerical Assistant, Grade 2 $4393-4678, Fourth Division — Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Sydney (No. 30)
Duties: Attend to patients reporting to Pathology and Biochemistry Departments for tests or special instructions. Arrange urgent appointments. Authorise reimbursement of travel expenses.

D. J. Hanley 70/15362A — Clerical Assistant, Grade 2 $4393-4678, Fourth Division — Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Sydney (No. 131)
Duties: Attend to patients reporting to the Chest Clinic for Clinical Review Investigation, Pension Review and Treatment and refer with files to examining Medical Officer. Maintain appointments register.
Qualifications: Knowledge of Repatriation Act and Regulations relating to the treatment of patients and ability to undertake reception duties.

R. A. Perry 69/13987T — Clerical Assistant, Grade 2 $4393-4678, Fourth Division — Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Sydney (No. 168)

A. M. Tracey 70/10469K — Clerical Assistant, Grade 2 $4393-4678, Fourth Division — Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Sydney (No. 22)
Duties above two positions: Receive all patients attending main counter, direct patients to appropriate counter officer for further attention. Issue travel Warrants. Provide general information service to Public.

QUEENSLAND

Branch Office

V. M. Slack 70/57810E — Clerical Assistant $1959-4298, Grade 1, Fourth Division — Clerical Assistant $4393-4678, Grade 2, Fourth Division, Registry Section, Brisbane (No. 5)
Duties: Name Index Assistant.
Qualifications: Knowledge of General Orders Registry with experience in indexing procedures desirable.

W. G. Hancock 66/12907E — Clerk $2713-5594 (Class 1), Third Division — Clerk $5806-6666 (Class 2/3), Third Division, Personnel Section, Brisbane (No. 10)
Duties: Compensation Clerk.
Qualifications: Thorough knowledge of the provisions of the *Compensation (Australian Government Employees) Act* 1971-1973; ability to plan and conduct invesigations and submit reports desirable.

SOUTH AUSTRALIA

Repatriation General Hospital, Daw Park

G. R. Eyles 66/66952E — Clerk $5806-6666 (Class 2/3), Third Division, unattached — Clerk $6912-7652 (Class 4), Third Division, Administrative Services Section, Daw Park (No. 14)
Duties: Supervise staff and activities of the Accounts Sub-section.
Qualifications: A sound knowledge of Supply and Accounts procedures desirable.

P. J. Herreen 65/67084X — Clerk $5806-6666 (Class 2/3), Third Division, unattached — Clerk $6912-7652 (Class 4), Third Division, Administrative Services Section, Daw Park (No. 13)
Duties: Oversight Supply functions throughout the Hospital. Supervise and train staff in the Supply Sub-section.
Qualifications: A sound knowledge of Supply procedures desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
Branch Office		
B. Ebert 61/88035T	Specialist $13581-18412, Third Division, Queensland	Senior Specialist-in-charge $19555, Third Division, Medical Section, RGH, Daw Park, South Australia (No. 54)

Duties: Apart from performing the normal clinical work within the specialty, the Senior Radiologist is required to co-ordinate radiological activities within the Branch, advise the Medical Directorate on matters relating to the practice of Radiology, and express opinions on involved matters within the specialty. *Qualifications:* Registered medical practitioner with appropriate post-graduate qualifications and considerable experience in Radiology.

WESTERN AUSTRALIA

Branch Office

G. Martino 68/75220W	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Perth	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Accounts Section, Perth (No. 27)

Duties: LMO and Chemist Claims Clerk.

DEPARTMENT OF SCIENCE

CENTRAL STAFF

Bureau of Meteorology, Automatic Data Processing Branch

K. M. Treacy 73/37210W	Data Processing Operator, Grade 1 $2113-4579, Fourth Division	Data Processing Operator, Grade 2 $5165, Fourth Division, Operations Section (No. 135)

Duties: Perform the more complex data transcription and verification tasks.
Qualifications: A pass in the Data Processing Operator proficiency test.

M. E. Mucke 72/40896A	Data Processing Operator, Grade 1 $2113-4579, Fourth Division	Data Processing Operator, Grade 2 $5165, Fourth Division, Operations Section (No. 140)

Duties: Perform the more complex data transcription and verification tasks.
Qualifications: A pass in the Data Processing Operator proficiency test.

Management Branch

M. Cullen 68/39230T	Clerical Assistant, Grade 3 $4822-5254, Fourth Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Property and General Services Section, Melbourne (No. 79)

Duties: Examine inwards correspondence and take appropriate indexing action. Recommend amendments to the alphabetical list of headings. Answer inquiries, made on a subject basis, for files and other references.
Qualifications: Good knowledge of registry procedures.

M. C. Munneke 69/40325W	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Finance and Supply Section, Management Branch, Central Staff (No. 182)

Duties: Plan, co-ordinate and implement a continuous programme for the direct supply of specified items to field stations.
Qualifications: Sound knowledge of field station activities, and estimating procedures.

QUEENSLAND

Bureau of Meteorology, Regional Office

E. M. Bermingham 73/59043M	Clerk $2713-5594 (Class 1), Third Division, Department of Education, Brisbane.	Clerk $5806-6666 (Class 2/3), Third Division, Administrative Section, Brisbane (No. 49)

Duties: Staff Clerk.
Qualifications: Sound knowledge of Public Service Act, Regulations, General Orders, Superannuation Act and Arbitration Determinations together with experience in staff work involving field staff and shift workers desirable.

T. A. Hughes 68/58191W	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Department of Overseas Trade, Brisbane	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Administrative Section, Brisbane (No. 56)

Duties: Officer-in-charge, Registry.
Qualifications: Experience in registry work, dispatch, stores and reproduction services desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

WESTERN AUSTRALIA

Bureau of Meteorology

D. L. Brown 58/39021E	Clerk $7899-8639 (Class 5), Third Division, Repatriation Department, Perth	Clerk $8886-9548 (Class 6), Third Division, Administrative Section, Perth (No. 3)

Duties: Supervise and direct the provision of Administrative Services for the Department of Science in Western Australia. Oversight the Personnel, Finance and Supply and Office Services sub-sections. Attend to more complex personnel matters.
Qualifications: Considerable experience in personnel, accounting, property and works, and office services.

Regional Office

M. H. Lamond 58/31622X	Meteorologist, Class 3 $11050-12364, Third Division, Regional Office, Perth	Meteorologist, Class 4 $12911-13796, Third Division, Regional Forecast Centre, Perth (No. 149)

Duties: Assist the Regional Director in the control and development of meteorological services within the Region and advise on scientific and technical aspects with emphasis on the provision of forecasting and warning services.
Qualifications: Appropriate university degree or diploma. Extensive experience in the provision of forecasting, warning and information services and with sound knowledge of basic scientific aspects of meteorology and their application in other fields desirable.

DEPARTMENT OF SECONDARY INDUSTRY

CENTRAL STAFF

Engineering Industries Division, Motor Vehicles and Allied Industries Branch

R. Mere 67/66639M	Engineer, Class 3 $10270-11461, Third Division, Department of Supply, Canberra	Assistant Director $12019-12510 (Class 9), Third Division, Motor Vehicles Section, Canberra (No. 293)

Duties: Assist in directing the work of a Section. Undertake more complex assignments and projects to identify industry problems and their causes and recommend solutions. Work closely with industry and put solutions into effect.
Qualifications: Knowledge of Australian industry and Government policies affecting industry and its continuing development and viability, together with ability to direct staff desirable. Tertiary qualifications to be stated.

Metal Manufactures and Electrical Branch

J. Huson 72/88543W	Clerk $2713-5594 (Class 1), Third Division, unattached	Clerk $5806-6666 (Class 2/3), Third Division, Electronics Section, Canberra (No. 370)

Duties: Assist with the investigation and administration of the Government's policies in relation to secondary industry.
Qualifications: Some knowledge of Australia's secondary industry desirable.

Chemicals, Textiles and Other Industries Division, Chemicals and Plastics Branch

P. Read 67/88021P	Clerk $11082-11525 (Class 8), Third Division, Sydney	Assistant Director $12019-12510 (Class 9), Third Division, Inorganic Chemicals and Fertilizers Section, Canberra (No. 304)

Duties: Assist in directing the work of a Section. Undertake more complex assignments and projects to identify industry problems and their causes and recommend solutions. Work closely with industry and put solutions into effect.
Qualifications: Knowledge of Australian industry and Government policies affecting industry and its continuing development and viability, together with ability to direct staff desirable. Tertiary qualifications to be stated.

Industry Policy and Planning Division, Imports and Projects Branch

P. K. Brown 69/85992W	Clerk $11032-11525 (Class 8), Third Division, Department of Overseas Trade, Canberra	Assistant Director $12019-12510 (Class 9), Third Division, Tariff and Imports Section, Canberra (No. 1337)

Duties: Assist in major project work including analyses of industrial development in relation to protection policy, and the formulation of policy proposals in this field.
Qualifications: Knowledge of Government policies affecting the development of Australian industry. Experience in economic analysis. Academic qualifications to be stated.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Australian Industrial Research and Developments Grants Board

R. A. Clem 72/57017W — Audit Inspector, Grade 1 $7899-8639 (Class 5), Third Division, Auditor-General's Office, Department of the Treasury, Canberra — Investigation Officer $8886-9548 (Class 6), Third Division, Canberra (No. 11)

Duties: Investigate and make recommendations or applications under the Industrial Research and Development Grants Act.
Qualifications: Experience in industry investigations an advantage. Accountancy qualifications desirable.

G. M. Stroop 70/86512R — Clerk $5806-6666 (Class 2/3), Third Division, Canberra — Clerk $6912-7652 (Class 4), Third Division, Canberra (No. 15)

Duties: Assist in field investigations. Direct and supervise staff engaged on Registry, typing and servicing duties. Prepare correspondence resulting from Board's decisions. Update material relating to Board's determinations and decisions.
Qualifications: Some knowledge of Australian industry an advantage.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

R. J. Dunkeld 66/86568E — Assistant Inspector $8886-9548 (Class 6), Third Division, Department of Immigration — Inspector $11032-11525 (Class 8), Third Division, Personnel and Services Section (No. 22)

Duties: Control, co-ordinate and direct the work of the office services and accommodation unit. Prepare reports, correspondence etc., relating to these areas.
Qualifications: Extensive administrative experience and ability to supervise staff.

A. J. Foley 69/37988W — Training Officer, Grade 2 $7899-8639, Third Division, Department of Overseas Trade — Senior Training Officer, Grade 1 $8886-9548, Third Division, Personnel and Services Section (No. 23)

Duties: Plan and develop Departmental Training Programme; conduct training courses; counselling of staff and general management of study assistance scheme.
Qualifications: Teaching or training experience an advantage. Tertiary qualifications desirable.

Overseas Property Bureau, Operations Branch

G. H. Ginns 58/46793E — Clerk $12019-12510 (Class 9), Third Division — Executive Officer $13004-13498 (Class 10), Third Division, Regional Property Management Section (No. 58)

Duties: In charge of a section responsible for all property matters at a number of Australian Posts overseas. This includes acquisition, construction, leasing and supply. Extensive travel is involved.
Qualifications: Experience in property assessment or related fields such as real estate management, valuing, estate surveying, town plannning, etc. Tertiary qualifications desirable.

K. G. Munchenberg 64/85576K — Clerk $11032-11525 (Class 8), Third Division — Clerk $12019-12510 (Class 9), Third Division, Regional Property, Management Section (No. 59)

J. Palisi 64/36201E — Clerk $11032-11525 (Class 8), Third Division — Clerk $12019-12510 (Class 9), Third Division, Regional Property Management Section (No. 60)

R. E. Bennett 58/21657C — Clerk $11032-11525 (Class 8), Third Division, Department of Foreign Affairs — Clerk $12019-12510 (Class 9), Third Division, Regional Property Management Section (No. 61)

J. T. Berrell 58/14868C — Clerk $11032-11525 (Class 8), Third Division — Clerk $12019-12510 (Class 9), Third Division, Regional Property Management Section, vice G. H. Ginns, prov. prom. 4.4.74 (No. 15)

Duties above four positions: Investigate and supervise property matters at a number of Australian Posts overseas. This includes acquisition, construction, leasing and supply. Extensive travel is involved.
Qualifications above four positions: Experience in property assessment or related fields such as real estate management, valuing, estate surveying, town planning etc. Tertiary qualifications desirable.

P. D. West 72/88151G — Clerk $8886-9548 (Class 6), Third Division, Department of Foreign Affairs — Clerk $11032-11525 (Class 8), Third Division, Regional Property Management Section (No. 62)

R. P. Haracy 61/57442W — Clerk $9876-10538 (Class 7), Third Division — Clerk $11032-11525 (Class 8), Third Division, Regional Property Management Section (No. 63)

Duties above two positions: Investigate property matters at a number of Australian Posts overseas. This includes acquisition, construction, leasing and supply.
Qualifications above two positions: Experience in property assessment or related fields such as real estate management, valuing, estate surveying, town planning, etc. Tertiary qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
R. C. G. Bradshaw 58/39004E	Clerk $8886-9548 (Class 6), Third Division	Clerk $9876-10538 (Class 7), Third Division, Regional Property Management Section (No. 45)

Duties: Examine proposals for alterations to office premises and residential accommodation at overseas posts. Conduct negotiations with user departments and assist in implementation of construction when approved. *Qualifications:* Experience in property assessment or related fields such as real estate management, valuing, estate surveying, town planning etc. Tertiary qualifications desirable.

A. J. Williams 63/12336T	Clerk $8886-9548 (Class 6), Third Division, Department of Foreign Affairs	Clerk $9876-10538 (Class 7), Third Division, Regional Property Management Section, vice I. H. Gammage, prov. prom. 4.4.74 (No. 20)

Duties: Examine proposals for alterations to office premises and residential accommodation at overseas posts. Conduct negotiations with user departments, and assist in implementation of construction when approved. *Qualifications:* Experience in property assessment or related field such as real estate management, valuing, estate surveying, town planning etc. Tertiary qualifications desirable.

R. A. Finn 73/88909X	Clerk $2713-5594 (Class 1), Third Division, The Office of the Public Service Board	Clerk $6912-7652 (Class 4), Third Division, Regional Property Management Section (No. 46)
D. H. King 73/88776P	Clerk $2713-5594 (Class 1), Third Division	Clerk $6912-7652 (Class 4), Third Division, Regional Property Management Section (No. 47)
L. W. May 71/85042W	Supervisor (Communications) $6197, Fourth Division, Department of Supply	Clerk $6912-7652 (Class 4), Third Division, Regional Property Management Section (No. 48)
G. N. Hume 70/85988R	Clerk $5806-6666 (Class 2/3), Third Division, Department of Supply	Clerk $6912-7652 (Class 4), Third Division, Regional Property Management Section (No. 49)
M. C. Ellis 72/88620C	Clerk $5806-6666 (Class 2/3), Third Division, Department of the Capital Territory	Clerk $6912-7652 (Class 4), Third Division, Regional Property Management Section (No. 50)
A. Zukiwskyj 72/87823X	Clerk $2713-5594 (Class 1), Third Division	Clerk $6912-7652 (Class 4), Third Division, Regional Property Management Section (No. 51)
J. I. Griffiths 67/12934C	Clerk $5806-6666 (Class 2/3), Third Division, Department of the Northern Territory	Clerk $6912-7652 (Class 4), Third Division Regional Property Management Section (No. 52)
D. J. O'Brien 64/45201G	Clerk $5806-6666 (Class 2/3), Third Division, Department of the Navy, Melbourne	Clerk $6912-7652 (Class 4), Third Division, Regional Property Management Section (No. 53)

Duties above eight positions: Examine proposals for the purchase of motor vehicles and other equipment at overseas posts. Prepare recommendations and submissions to the Treasury for funds. Place orders and take follow-up action.

H. K. Killmier 73/85134P	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Department of Foreign Affairs	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Regional Property Management Section (No. 54)
C. T. Wyllie 74/85401X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Department of Foreign Affairs	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Regional Property Management Section (No. 55)
R. G. Anthes 71/23874T	Postal Officer, Grade 2 $4374-5273, Fourth Division, Postmaster-General's Department	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Regional Property Management Section (No. 56)
A. Makeev 70/86754W	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Department of the Army	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Regional Property Management Section (No. 57)

Duties above four positions: Examine inventories from overseas posts. Follow up correspondence on discrepancies and prepare submissions for 'write-off or other appropriate action. Maintain records of property at overseas posts.

Policy and Programming Branch

I. H. Gammage 66/87072A	Clerk $9876-10538 (Class 7), Third Division	Clerk $11032-11525 (Class 8), Third Division, Policy Section, vice J. Palisi, prov. prom, 4.4.74 (No. 8)

Duties: Undertake investigations and research into policy matters associated with overseas property. Prepare associated reports, recommendations, Ministerial and other correspondence. Participate in negotiations, conferences and meetings.
Qualifications: Appropriate academic qualifications and relevant experience desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
J. A. Jones 68/87546A	Clerk $7899-8639 (Class 5), Third Division	Clerk $8886-9548 (Class 6), Third Division, Programming Section (No. 39)
Duties: Review draft estimates of expenditure on overseas property. Assist in preparation of forward, revised and additional estimates of expenditure on property at overseas posts. Continually review expenditure at each post.		
G. A. Thomson 71/86379M	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Department of Supply	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Programming Section (No. 40)
Duties: Collate draft estimates received from overseas posts. Maintain programme schedules and registers. Assist in preparation of monthly expenditure returns on property matters at each overseas post.		
Technical Services Branch		
F. R. James 59/44301R	Senior Technical Officer, Grade 3 $10227-10522, Third Division, Department of Foreign Affairs	Clerk $11032-11525 (Class 8), Third Division, vice K. G. Munchenberg, prov. prom. 4.4.74 (No. 25)
Duties: Co-ordinate management and technical aspects of projects or groups of projects in the design and construction stages, including liaison between Bureau, client Department, Department of Housing and Construction and design or construction agents. *Qualifications:* Wide experience in construction management and sound appreciation of all aspects of construction industry. Relevant tertiary qualifications would be an advantage.		
Survey Branch		
J. E. Cornell 72/85315G	Typist, Grade 2 $4731-5035, Fourth Division	Steno-secretary, Grade 1 $5311-5663, Fourth Division (No. 213)
Duties: Undertake stenographic and typing duties for Second Division Officers. *Qualifications:* Shorthand, at least 100 words per minute.		
NEW SOUTH WALES		
New South Wales Branch		
J. W. Wilson 69/11175G	Clerk $5806-6666 (Class 2/3), Third Division, Sydney	Clerk $6912-7652 (Class 4), Third Division, Accommodation Section, Accommodation Projects Sub-section, Sydney (No. 155)
Duties: Assist investigators with the examination of Australian Government accommodation proposals including arranging for valuations, surveys and searches as required.		
Property Division		
D. R. Brady 64/10407E	Internal Auditor, Grade 2 $7899-8639 (Class 5), Third Division, Postmaster-General's Department, Sydney	Senior Internal Auditor, Grade 1 $8886-9548 (Class 6), Third Division, Internal Audit Section, Sydney (No. 246)
Duties: Implement the audit programme in New South Wales and supervise and direct staff engaged thereon. Conduct special audit investigations and prepare associated reports. *Qualifications:* Knowledge of the Audit Act, Treasury Regulations and Directions, together with practical experience in audit duties, ability to control staff and accountancy qualifications desirable.		
VICTORIA		
Property Division		
D. L. Hall 63/37946P	Clerk $9876-10538, (Class 7), Third Division	Clerk $11032-11525 (Class 8), Third Division, Accommodation Section (No. 372)
Duties: Direct and control the work of an accommodation project team. Undertake the more complex proposals concerning office construction. *Qualifications:* Experience in investigation duties, together with a knowledge of accommodation and construction requirements and practices desirable.		
G. Raseta 65/38376X	Forestry Officer, Class 1, $6000-8953, Third Division, Department of the Northern Territory, Darwin	Clerk $9876-10538 (Class 7), Third Division, Land Section, vice D. L. Hall, prov. prom. 4.4.74 (No. 356)
Duties: Undertake studies into the economic use of Australian Government owned land. Direct and control a land planning team. Undertake the major projects associated with forward planning of land requirements. *Qualifications:* Experience in planning the use of land. Appropriate academic qualifications desirable.		
R. Quinn 66/38519E	Assistant Audit Inspector, $6912-7652 (Class 4), Third Division, Auditor-General's Office, Melbourne	Internal Auditor, Grade 2 $7899-8639 (Class 5), Third Division, Internal Audit, Section, Melbourne (No. 80)
Duties: Implement the audit programme in Victoria and supervise and direct audit staff engaged thereon. Conduct special audit investigations and prepare associated reports. *Qualifications:* Knowledge of the Audit Act, Treasury Regulations and Directions, together with practical experience in audit duties, ability to control and direct staff and accountancy qualifications desirable.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

SOUTH AUSTRALIA

Property Division

T. C. Waite 67/66592M — Internal Auditor Grade 1 $6912-7652 (Class 4), Third Division, Department of Supply, Adelaide — Internal Auditor, Grade 2 $7899-8639 (Class 5), Third Division, Internal Audit Section, Adelaide (No. 33)

Duties: Implement the Internal Audit Programme in South Australia. Conduct audit investigations and prepare associated reports including appropriate comments and recommendations for corrective follow-up action.

Qualifications: Knowledge of the Audit Act, Treasury Regulations and Directions together with practical experience in audit duties an advantage. Progress in accountancy studies.

WESTERN AUSTRALIA

Survey Branch

K. G. Heales 72/76138P — Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Department of Immigration, Perth — Trainee Draftsman $22921-5657, Fourth Division, Survey and Drafting Section, Perth

Note: Full particulars of the training course, the qualifications required and the duties of the position are shown on page 84 of *Gazette* No. 9 of 30.1.73 as amended at page 59 of *Gazette* No. 84 of 12.7.73.

AUSTRALIAN ELECTORAL OFFICE

QUEENSLAND

A. G. Morgan 59/23307E — Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Brisbane — Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Brisbane (No. 6)

Duties: Officer in charge of Index Section.

NORTHERN TERRITORY

L. Barnard 73/95613E — Clerical Assistant Grade 1 $1959-4298, Fourth Division, Darwin, unattached — Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Australian Electoral Office, Darwin (No. 3)

Duties: Assist in enrolment and election work generally.

Qualifications: Typing ability of at least forty words per minute desirable.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Management Division, Secretariat and Information Branch

F. J. Roberts 58/36734E — Assistant Director $11032-11525 (Class 8), Third Division — Director $13004-13498 (Class 10). Third Division, Parliamentary Liaison and Secretariat Section, Canberra (No. 905)

Duties: Direct the activities of the Section which include co-ordination of the preparation of Cabinet Submissions, briefing and background papers and the provision of more urgent information to the Minister and Permanent Head.

Establishments and Finance Branch

R. J. Black 58/24073C — Principal Training Officer $9876-10538 (Class 7), Third Division, unattached — Inspector (Training) $11032-11525 (Class 8), Third Division, Personnel and Services Section, Canberra (No. 97)

Duties: Oversight and co-ordinate Department's training programmes. Determine training needs and formulate training policy. Undertake research into training methods and projects.

A. A. Barich 72/86005K — Clerk $2713-5594 (Class 1), Third Division — Clerk $5806-6666 (Class 2/3), Third Division, Finance Section, Canberra (No. 833)

Duties: Registration and examination of accounts. Act as Collector of Public Moneys and Paying Officer. Prepare reimbursement claims in respect of Overseas payments.

R. F. White 73/39382K — Clerk $2713-5594 (Class 1), Third Division, Department of Supply, Ordnance Factory, Bendigo — Clerk $5806-6666 (Class 2/3), Third Division, Finance Section, Canberra (No. 134)

Duties: Examination of accounts. Verification of vouchers submitted by Sub-Treasuries and Australian Missions abroad. Maintain associated records.

Operations Branch

W. A. Wood 58/18978P — Assistant Inspector $8886-9548 (Class 6), Third Division — Assistant Inspector $9876-10538 (Class 7), Third Division, Planning Control and Development Section, Canberra (No. 110)

Duties: Under direction, examine proposals for mechanised processing systems and for other machines including ancillary equipment for ADP installations. Undertake organisation and methods investigations.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
D. R. Maxwell 63/85259R	Clerk $8886-9548 (Class 6), Third Division	Assistant Inspector $9876-10538 (Class 7), Third Division, Planning Control and Development Section, Canberra, vice G. A. Sidwell, prov. prom. 21.3.74 (No. 119)

Duties: To develop management planning and critically examine fundamental issues of departmental administration.

ADP Branch

L. D'arcy 74/66161W	Clerk $2713-5594 (Class 1), Third Division	Assistant Programmer $7899-8639 (Class 5), Third Division, Applications Section, Canberra (No. 171)

Duties: Under direction, write programs for the Sub-section and prepare flow-charts and documentation.

Hospital Insurance and Nursing Division, Hospital Insurance Branch

F. J. Archer 58/23897W	Supervisor $12019-12510 (Class 9), Third Division, Department of the Treasury, Statistician's Branch, Canberra	Director $13004-13498 (Class 10), Third Division, Public Hospitals Section, Canberra, vice I. R. E. Wingett, prov. prom. 4.4.74 (No. 521)

Duties: Direct a Section investigating and assisting in negotiations with the States concerning arrangements in respect of Public Hospitals.

J. J. Buckle 69/37861R	Clerk $7899-8639 (Class 5), Third Division	Clerk $8886-9548 (Class 6), Third Division, Public Hospitals Section, Canberra (No. 528)

Duties: Undertake investigations and prepare submissions and recommendations on the development of existing, revised and new schemes concerning Public Hospital Insurance benefits. Prepare replies to Ministerial and other representations.

Health Insurance Development and Review Branch

I. R. E. Wingett 58/39671T	Director $13004-13498 (Class 10), Third Division	Assistant Director-General $17300, Second Division, Canberra (No. 689)

Duties: Direct the Health Insurance Development and Review Branch. Continuously review policy aspects of the National Health Insurance Scheme. Develop proposals for extension on variations to the scheme.

J. J. Cardew 59/35309A	Executive Officer $11032-11525 (Class 8), Third Division	Senior Executive Officer $12019-12510 (Class 9), Third Division, Canberra, vice J. W. Kilpatrick, prov. prom. 28.3.74 (No. 476)

Duties: Head a team developing information of the operation of the Medical Benefits Scheme in regard to fees, benefits and incidence of individual services.

In lieu of notification which appeared in *Gazette* of 28.3.74. The effective date of this promotion is 28.3.74.

NEW SOUTH WALES

Regional Offices

G. W. Courtney 73/22741W (28.2.73)	Assistant Postal Officer $1852-3704, Fourth Division, Postmaster-General's Department, Armidale	Clerical Assistant, Grade 1 $2075-4298, Fourth Division, Armidale (No. 1261)

Duties: Extract and file pension files. Locate files in action required for attachment of correspondence.

VICTORIA

Health Benefits and Services Branch

S. A. Warner 73/38546G	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Hospitals Insurance Section, Melbourne, vice K. M. Pannan, prov. prom. 21.3.74 (No. 1453)

Duties: Extract statistical data from Form MB6 and record details of unmatched services, fund benefit number, cost of service and number of general practitioner services. Assist in the checking of statistical data as required.

Management Branch

B. E. Reichardt 73/40796G	Senior Labourer, Grade 1 $4415, Fourth Division	Senior Storeman $4724-4977, Fourth Division, Rehabilitation and Services Section, Glen Waverley Rehabilitation Centre (No. 1252)

Duties: Identify stores received, check against receipt documentation, referring complicated cases and discrepancies to higher authority. Issue stores, and record movement of stores throughout the Centre.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
M. S. Merritt 73/40736R	Typist, Grade 1 $2113-4579, Fourth Division	Typist, Grade 2 $4731-5035, Fourth Division, Rehabilitation and Services Section, Glen Waverley Rehabilitation Centre (No. 1236)

Duties: Take dictation and type reports and memoranda.
Qualifications: Shorthand, at least eighty words per minute desirable.

QUEENSLAND

Health Insurance and Benefits Branch

M. Tolstoff 68/58074M	Clerk $5806-6666 (Class 2/3), Third Division, Institutions Section, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Institutions Section, Brisbane (No. 1000)

Duties: Prepare replies to Parliamentary and other special correspondence. Attend to correspondence from Nursing Homes and other organisations regarding payment of entitlements. Supervise the typing pool, accounting machinists and registry.
Qualifications: A sound knowledge of procedures relating to nursing home benefits is desirable.

Management Branch

C. K. Webster 72/57998M	Clerk $2713-5594 (Class 1), Third Division, unattached	Clerk $5806-6666 (Class 2/3), Third Division, Establishments Section, Brisbane (No. 69)

Duties: Undertake relief duties in positions of Clerk (Class 2/3) and above, in the Establishments Section.
Qualifications: A sound knowledge of work in Establishments Section is desirable.

K. F. Singleton 65/57352G	Clerk $7899-8639 (Class 5), Third Division, Establishments Section, Brisbane	Clerk $8886-9548 (Class 6), Third Division, Establishments Section, Management Branch, Brisbane (No. 1097)

Duties: Supervise and direct the Establishments and Methods Unit; determine priorities and allocate the work. Investigate and prepare reports on the more important establishment proposals.
Qualifications: Experience in establishments, organisation and methods is desirable.

J. D. Strain 67/58218R	Clerk $5806-6666 (Class 2/3), Third Division, Institutions Section, Health Insurance and Benefits Branch, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Operations Section, Brisbane (No. 94)
J. Davies 68/57706A	Clerk $5806-6666 (Class 2/3), Third Division, Institutions Section, Health Insurance and Benefits Branch, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Operations Section, Brisbane, vice R. Spillane, prov. prom. (No. 857)
A. P. Goebel 68/58558M	Clerk $2713-5594 (Class 1), Third Division, Insurance and Organisation Section, Health Insurance and Benefits Branch, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Operations Section, Brisbane (No. 858)
J. M. Brooks 69/57107R	Assessor, Grade 2 $5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefits Section, Welfare Services Branch, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Operations Section, Brisbane (No. 859)
J. A. Caldwell 69/57120X	Assessor, Grade 1 $2713-5594 (Class 1), Third Division, Unemployment and Sickness Benefits Section, Welfare Services Branch, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Operations Section, Brisbane (No. 684)
R. Wellard 69/57205R	Clerk $5806-6666 (Class 2/3), Third Division, Family Allowances Section, Welfare Services Branch, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Operations Section, Brisbane (No. 685)
M. L. Pyne 69/58136T	Clerk $5806-6666 (Class 2/3), Third Division, Operations Section, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Operations Section, Brisbane (No 686)

Duties above seven positions: Check details on ADP Printouts. Take appropriate action to correct discrepancies and cancel unwanted results. Examine error reports and take necessary action.

Social Security Branch

J. M. Bite 66/14184W	Assessor, Grade 2 $5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefits Section, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Pensions Section, Brisbane, vice F. Cotterell, prov. prom. (No. 426)

Duties: Prepare replies to Parliamentary and other special correspondence, and attend to telephone inquiries from Members of Parliament. Supervise, control and instruct officers of the correspondence and telephone inquiry group and take follow up action to ensure reviews arising from representations are expedited.
Qualifications: A sound knowledge of the Social Service Act is desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
H. S. Bernays 70/57311P	Clerk $2713-5594 (Class 1) Third Division, Establishments Section, Brisbane	Clerk $6912-7652 (Class 4), Third Division, Unemployment and Sickness Benefits Section, Brisbane (No. 1134)
Duties: Investigate and prepare replies to written inquiries from Members of Parliament and attend to their telephone inquiries. Determine appeals against decisions and prepare submissions. Conduct investigations necessary to reply to requests from reciprocal countries and reply to general correspondence. *Qualifications:* A sound knowledge of the Social Services Act is desirable.		
A. J. Law 69/57216C	Clerk $5806-6666 (Class 2/3), Third Division, Pensions Section, Brisbane	Examiner, Grade 3 $6912-7652 (Class 4), Third Division, Pensions Section, Brisbane, vice F. Law, prov. prom. 21.2.74 (No. 392)
P. Bathory 66/58246M	Clerk $5806-6666 (Class 2/3), Third Division, Pensions Section, Brisbane	Examiner, Grade 3 $6912-7652 (Class 4), Third Division, Pensions Section, Brisbane, vice L. Ritchie, prov. prom. 21.2.74 (No. 397)
S. E. McGown 68/57758T	Clerk $5806-6666 (Class 2/3), Third Division, Institutions Section, Health Insurance and Benefits Branch	Examiner, Grade 3 $6912-7652 (Class 4), Third Division, Pensions Section, Brisbane, prov. prom. 21.2.74 (No. 399)
P. A. Trustian 67/57078C	Assessor, Grade 2 $5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefits Section, Brisbane	Examiner, Grade 3 $6912-7652 (Class 4), Third Division, Pensions Section, Brisbane (No. 793)
Duties above four positions: Conduct monthly and special reviews, of age, invalid, widows and reciprocal pension cases, with a view to determining continuance, suspension or cancellation of pension. Interview pensioners, prepare overpayments and submissions where necessary. *Qualifications:* A sound knowledge of the Social Services Act is desirable.		
J. J. O'Connor 58/18919C	Determining Officer $8886-9548 (Class 6), Third Division, Pensions Section, Brisbane	Senior Pensions Officer, $9876-10538 (Class 7), Third Division, Pensions Section, Brisbane (No. 376)
Duties: Supervise the work and staff of the Examination Section. Exercise delegated authority to determine claims for pensions and allowances. *Qualifications:* A sound knowledge of the Social Services Act and the ability to supervise staff are highly desirable.		
A. C. Atfield 58/18755C	Pensions Officer $7899-8639 (Class 5), Third Division, Pensions Section, Brisbane	Determining Officer, $8886-9548 (Class 6), Third Division, Pensions Section, Brisbane (No. 756)
Duties: Determine claims for Pensions and make adjustments where necessary. *Qualifications:* A sound knowledge of the Social Services Act is highly desirable.		
D. M. Christenson 69/57102T	Assessor, Grade 2 $5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefits Section, Brisbane	Registrar $6912-7652 (Class 4), Third Division, Unemployment and Sickness Benefits Section, Brisbane (No. 472)
Duties: Determine claims for unemployment, sickness and special benefits; cancel, suspend or postpone benefits. Supervise the work of Assessors in the Section. Check overpayments and prepare submissions recommending appropriate action. *Qualifications:* A sound knowledge of the Social Services Act in relation to Unemployment and Sickness Benefits is desirable.		
M. A. Wheeler 70/57330X	Clerk $2713-5594 (Class 1), Third Division, Establishments Section, Brisbane	Senior Clerk $6912-7652 (Class 4), Third Division, Family Allowances Section, Brisbane (No. 346)
Duties: Prepare the more important correspondence and sign form type correspondence. Supervise the staff of the General Services and Payments Sub-sections. Prepare submissions to the Director-General and answer difficult counter and telephone inquiries. *Qualifications:* A sound knowledge of the Social Services Act in relation to maternity allowance and child endowment is desirable.		
Welfare Services Branch		
C. J. Bywater 73/58536C	Social Worker $5360-7980 (Class 1), Third Division, Rehabilitation Section, Brisbane	Social Worker $8390-9075 (Class 2), Third Division, Rehabilitation Section, Brisbane (No. 639)
Duties: Allocate, co-ordinate and supervise the work of staff in the Social Work Unit of the Rehabilitation Centre. Undertake Social Work involving more complex cases and carry out surveys and special investigations. *Qualifications:* Occupant to be a qualified Social Worker.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

WESTERN AUSTRALIA

Welfare Services

S. M. Baker 73/75489K — Clerk $4521-5594 (Class 1), Third Division, Management Branch — Clerk $6912-7652 (Class 4), Third Division, Subsidies Section (No. 620)

Duties: Examine applications for Personal Care Subsidy and Delivered Meals Subsidy and Supporting Documents, and prepare recommendations.
Qualifications: Sound knowledge of Delivered Meals Subsidy Act and good knowledge of Aged Persons Homes Act and Hostels Act.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Ministerial and Management Services Branch

P. L. Eisler 71/14009T — Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Department of Foreign Affairs, Port Moresby — Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Services Section, Registry Sub-section, Canberra (No. 36)

Duties: Subject Indexer. Create new files and top-number and divide files as required.

Division No. 3, Priorities Branch

M. A. Johnston 73/10050X — Clerk $2713-5594 (Class 1), Third Division, Papua New Guinea Office, Department of Foreign Affairs, Canberra — Clerk $8886-9548 (Class 6), Third Division, Canberra (No. 171)

Duties: Assist in policy analysis and investigations undertaken by the Priorities Review Staff and in the preparation of associated papers and reports.
Qualifications: Appropriate tertiary qualifications, preferably at Honours level.

Australian Archives

G. Finlay 73/75046G — Clerk $2713-5594 (Class 1), Third Division, Canberra — Clerk $6912-7652 (Class 4), Third Division, Policy, Planning and Review Section, Registration and Disposal Subsection (Survey and Disposal Policy), Canberra (No. 17)

Duties: Assist in the review of survey and appraisal reports, schedules and other documents from regional offices; undertake the arrangement, description and microfilming of Papua New Guinea records.
Qualifications: Experience in records, archives or research work desirable. Tertiary qualifications would be an advantage.

J. E. Reed 72/41977M — Clerk $2713-5594 (Class 1), Third Division, Canberra — Clerk $6912-7652 (Class 4), Third Division, A.C.T. Regional Operations Section, Reference and Access Sub-section (Information Services), Canberra (No. 68)

Duties: Attend to selected public and official reference inquiries of a less complex character and assist such clients in the identification and use of records relevant to their research.
Qualifications: Experience in records, archives or research work desirable. Tertiary qualifications would be an advantage.

A. C. Edvi-Illes 73/87595T — Clerk $2713-5594 (Class 1), Third Division, Canberra — Clerk $6912-7652 (Class 4), Third Division, A.C.T. Regional Operations Section, Reference and Access Sub-section (Access) Canberra (No. 69)

Duties: Undertake support activities to the operation of access clearance, including research, preparation of summaries of items, identification of nominated types of information and oversight of material flowing through the section.
Qualifications: Experience in records, archives or research work desirable. Tertiary qualifications would be an advantage.

S. M. Matthews 73/36270A — Clerk $2713-5594 (Class 1), Third Division, Canberra — Clerk $6912-7652 (Class 4), Third Division, A.C.T. Regional Operations Section, Registration and Disposal Subsection (Survey and Disposal), Canberra (No. 72)

A. L. Lawrey 73/87560A — Clerk $2713-5594 (Class 1), Third Division, Canberra — Clerk $6912-7652 (Class 4), Third Division, A.C.T. Regional Operations Section, Registration and Disposal Subsection, (Survey and Disposal), Canberra (No. 74)

Duties above two positions: Undertake surveys of records in departments and authorities; prepare registration sheets and inventories and accession documents; assist in the appraisal of records for preservation or destruction.
Qualifications: Experience in records, archives or research work desirable. Tertiary qualifications would be an advantage.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
G. C. Joyner 73/11102T	Clerk $2713-5594 (Class 1), Third Division, Canberra	Clerk $6912-7652 (Class 4), Third Division, A.C.T. Regional Operations Section, Registration and Disposal Subsection, (Personal and Corporate Archives and Oral History), Canberra (No. 75)

Duties: Undertake the arrangement and description of archives; prepare registration sheets, inventories, and accession documents for personal archives and oral history recordings; assist with administrative history investigations.
Qualifications: Experience in records, archives or research work desirable. Tertiary qualifications would be an advantage.

L. P. Jackson 72/87141P	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, A.C.T. Regional Operations Section, Repository Management Sub-section (Lending), Canberra (No. 108)

Duties: Supervise Lending Service Assistants (Issues). Record requests for loans, issues and arrange dispatch.

T. T. Anderson 73/87254K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, A.C.T. Regional Operations Section, Repository Management Sub-section (Processing), Canberra (No. 112)
L. J. Greenwood 70/23596X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, A.C.T. Regional Operations Section, Repository Management Sub-section (Processing), Canberra (No. 114)

Duties above two positions: Carry out Processing procedures required for the transfer of records to Archives.

D. J. Maplesden 73/85836M	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, A.C.T. Regional Operations Section, Repository Management Sub-section (Lending), Canberra (No. 118)

Duties: Record departmental requests for loans, arrange dispatch, compile statistics, supervise issue assistants.

VICTORIA

Australian Archives

C. J. Cook 73/36737A	Clerk $2713-5594 (Class 1), Third Division, Melbourne	Clerk $6912-7652 (Class 4), Third Division, Technical Services Section, Registration and Disposal Sub-section (Survey and Disposal), Melbourne (No. 13)

Duties: Undertake surveys of records in departments and authorities; prepare registration sheets and inventories and accession documents; appraise records for preservation or destruction.
Qualifications: Experience in records, archives or research work desirable. Tertiary qualifications would be an advantage.

SOUTH AUSTRALIA

Australian Archives

R. J. Kappe 61/89104P	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Adelaide, unattached	Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Adelaide (No. 2)

Duties: Supervise internal repository operations involving oversight and allocation of records processing.

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Planning and Procurement Division, Stores and Transport Branch

S. J. Lewis 58/44724P	Clerk $11032-11525 (Class 8), Third Division, Canberra	Assistant Director $12019-12510 (Class 9), Third Division, Canberra (No. 2090)

Duties: Direct and control the activities of the centra storage authority. Conduct investigations and make recommendations on policy relating to the economic and efficient operation of this activity.
Qualifications: Wide experience in stores management and an understanding of the principles of supply management. Tertiary qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
G. D. Walters 66/88014E	Clerk $11032-11525 (Class 8), Third Division, Department of Defence, Navy Office, Canberra	Assistant Director $12019-12510 (Class 9), Third Division, Canberra (No. 2092)

Duties: Direct the activities of a group concerned with assessment of stores stock accounting, asset accounting, stocktaking, documentation and procedures and other requirements for Departmental Establishments. Conduct investigations on policies relating to stores.
Qualifications: Experience in preparing and issuing stores accounting policies in a department to meet Treasury and Departmental requirements together with tertiary training in a commercial or administrative field desirable.

Finance and Management Services Division, Technical Services Branch

R. Jobling 68/36165T	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Melbourne	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Melbourne (No. 122)

Duties: Investigate and technically assess items in selected classes within the Defence Cataloguing System for the purpose of stores rationalisation (Variety Reduction). Prepare Departmental Standard Stock Lists for these classes. Act as secretary to Variety Reduction Committee.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

J. A. Hede 72/36737K	Typist, Grade 1 $2113-4579, Fourth Division, unattached	Typist, Grade 2 $4731-5035, Fourth Division, Melbourne (No. 79)
K. W. Murphy 71/37042A	Typist, Grade 1 $2113-4579, Fourth Division, unattached	Typist, Grade 2 $4731-5035, Fourth Division, Melbourne (No. 80)
C. M. Bourke 71/37991M	Typist, Grade 1 $2113-4579, Fourth Division, unattached	Typist, Grade 2 $4731-5035, Fourth Division, Melbourne (No. 192)
D. J. Holman 72/38530G	Typist, Grade 1 $2113-4579, Fourth Division, unattached	Typist, Grade 2 $4731-5035, Fourth Division, Melbourne (No. 193)
L. J. Luce 72/41482A	Typist, Grade 1 $2113-4579, Fourth Division, unattached	Typist, Grade 2 $4731-5035, Fourth Division, Melbourne (No. 194)

Duties above five positions: Operate a Dura Mach Automatic Writing Machine, involving the use of tape-producing, editing and variable type-font facilities of the machine.

Establishments Branch

A. Bateman 63/66256G	Engineer, Class 3 $11348-12664, Third Division, Canberra	Engineer, Class 4 $13322-14209, Third Division, Canberra (No. 3)

Duties: Formulate, develop and continuously review Departmental policy and practices relating to the technical education, training and re-training of all professional and technical personnel.
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.

Automatic Data Processing Branch

E. P. Kennedy 71/85454X	Clerk $5806-6666 (Class 2/3), Third Division, Canberra	Clerk $6912-7652 (Class 4), Third Division, Canberra (No. 36)

Duties: Prepare reports and recommendations relating to recruitment and training. Assist in reviews of Administrative Procedures. Prepare and collate ADP Policy Co-ordination Committee Papers. Provide general administrative services to the Branch.

NEW SOUTH WALES

Aircraft Supply Branch

C. A. Hauxwell 72/11366E	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Administrative Services Section, Sydney (No. 41)

Duties: Check draft orders against requisitions and demands. File requisitions and procurement demands.

Munitions Filling Factory

S. J. Lothian 72/10757C	Trainee Draftsman $2921-5657, Fourth Division, Canberra	Technical Assistant, Grade 2 $5681-6371, Fourth Division, Technical Section, St Marys (No. 80)

Duties: Undertake methods investigations and prepare recommendations on approved working patterns. Develop standard times for production processes.
Qualifications: Appropriate qualifications and/or experience.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

VICTORIA

Aircraft, Guided Weapons and Electronics Supply Branch

S. R. Hatt 68/39365W	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Melbourne	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Melbourne (No. 18)

Duties: Prepare specifications for the purchase of equipment. Examine tenders and prepare technical comparative statements. Investigate quotations for overhaul of plant and inspect Government plant on issue to contractors.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Finance Branch

D. J. Collings 73/40689E	Clerk $2713-5594 (Class 1), Third Division, Melbourne	Cost Investigator, Grade 2 $8886-9548 (Class 6), Third Division, Melbourne (No. 64)
P. A. McKernan 69/37823X	Cost Investigator, Grade 1 $7899-8639 (Class 5), Third Division, Melbourne	Cost Investigator, Grade 2 $8886-9548 (Class 6), Third Division, Melbourne (No. 71)

Duties above two positions: Investigate all aspects of costs of orders placed with large scale contractors. Supervise subordinate staff.
Qualifications: Qualifications specified under Section 53 of the Public Service Act and as promulgated, page 157 of *Gazette* No. 8 of 28.1.72.

Explosives Factory

A. J. Bridger 68/39647T	Engineer, Class 2 $9581-10702, Third Division, Maribyrnong	Engineer, Class 3 $11348-12664, Third Division, Development Section, Maribyrnong (No. 11)

Duties: Plan, supervise and take part in investigational and developmental projects associated with the manufacture of explosives and explosives devices.
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. S. Barnes 69/37954G	Technical Assistant, Grade 2 $5681-6371, Third Division, Maribyrnong	Technical Officer (Science), Grade 1 $6003-7613, Third Division, Technical Section, Maribyrnong (No. 108)

Duties: Carry out the more difficult analysis and testing of initiators, miscellaneous explosives and propellants. Co-ordinate and check the work of a group of technical assistants.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Ordnance Factory

I. O'Donnell 58/46529R	Clerk $6912-7652 (Class 4), Third Division, Bendigo	Clerk $7899-8639 (Class 5), Third Division, Administrative Section, Bendigo (No. 22)

Duties: Responsible for the efficient, safe and economical working of the Stores Sub-section.
Qualifications: Extensive stores experience and ability to direct and control all the functions of a Stores Sub-section at a major engineering establishment.

D. J. Leggo 70/40002R	Technical Assistant, Grade 2 $5681-6371, Fourth Division, Bendigo	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Technical Section, Bendigo (No. 62)

Duties: Undertake technical work associated with the preparation of the more important quotations for prospective customers. Plan operational sequences on receipt of orders.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive trade background and aptitude for estimating and planning at a major engineering works desirable.

Defence Standards Laboratories

R. D. Civelle 72/41724W	Technical Assistant, Grade 1 $2713-5468, Third Division, Maribyrnong	Technical Assistant, Grade 2 $5681-6371, Third Division, Technical Section, Maribyrnong (No. 310)

Duties: Provide routine technical assistance in support of an experimental programme concerned with the development and adaption of instrumentation, equipment and experimental techniques required for the conduct of explosives and ammunition performance trials.
Qualifications: Qualifications and/or experience appropriate to the above duties.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

SOUTH AUSTRALIA

Stores and Transport Branch

J. N. Wood 62/66145A	Clerk $7899-8639 (Class 5), Third Division	Clerk $8886-9548 (Class 6), Third Division, Management Accounting Section, Woodville North (No. 26)

Duties: Cost Accountant—Control and supervise staff of Costs and Statistics, Chargings, and Budgeting Sections. Prepare Financial and Management reports.
Qualifications: Experience in Management Accounting desirable. Qualifications in Accountancy should be stated.

Weapons Research Establishment, Administrative Wing

A. M. McDonald 58/45265M	Steno-secretary, Grade 1 $5311-5663, Fourth Division, unattached	Steno-secretary, Grade 2 $6014-6484, Fourth Division, General Administration Section, Salisbury (No. 387)

Duties: Perform secretarial duties of a high order for the Director, including inter alia, the taking of conference notes and the composition and typing of correspondence, etc., as required. Maintain Director's working files and records.

C. A. Young 58/45702C	Steno-secretary, Grade 1 $5311-5663, Fourth Division, unattached	Steno-secretary, Grade 2 $6014-6484, Fourth Division, General Administration Section, Salisbury (No. 509)

Duties: Perform secretarial and typing duties for the Deputy Director, Applied Physics Wing.

G. S. Kaesler 68/66337R	Typist, Grade 2 $4731-5035, Fourth Division, Salisbury	Steno-secretary, Grade 2 $6014-6484, Fourth Division, General Administration Section, Salisbury (No. 261)

Duties: Perform secretarial and typing duties for the Deputy Director, Trials Wing.

B. E. M. O'Connor 69/66814A	Typist, Grade 2 $4731-5035, Fourth Division, Salisbury	Steno-secretary, Grade 2 $6014-6484, Fourth Division, General Administration Section, Salisbury (No. 312)

Duties: Perform secretarial and typing duties for the Deputy Director, Weapons Research and Development Wing.

A. M. Stewart 66/67247T	Steno-secretary, Grade 1 $5311-5663, Fourth Division, unattached	Steno-secretary, Grade 2 $6014-6484, Fourth Division, General Administration Section, Salisbury (No. 333)

Duties: Perform secretarial and typing duties for the Deputy Director, Engineering Wing.
Qualifications above five positions: Shorthand, 100 words per minute.

Engineering Wing, Engineering Services

J. F. Sieben 72/66492R	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 1 $8599-9103, Fourth Division, Salisbury (No. 250)

Duties: Under limited direction, control the activities of staff responsible for the operational control, automatic programming and maintenance of a number of laboratory and field environmental test systems, together with the on-site calibration of all measuring, recording and controlling instrumentation.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

K. Zalkauskas 58/45703G	Draftsman, Grade 2 $7843-8347, Third Division, Salisbury	Senior Draftsman $8599-9103, Third Division, Salisbury (No. 484)

Duties: Under limited direction as to approach, and with some guidance on special features, undertake drafting work of an advanced or unusual nature for mechanical and structural projects. Supervise a small group or project team as required.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Trials Wing, Trials Systems Division

P. K. Brooks 61/66404E	Technical Assistant, Grade 2 $5681-6371, Fourth Division, Salisbury	Technical Officer (Engineering), Grade 1 $6003-7613, Fourth Division, Salisbury (No. 466)

Duties: Under technical direction, set up, calibrate and maintain the telemetry, radar and doppler data conversion equipments. Carry out modifications and acceptance testing as required and supervise subordinate staff.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Applied Physics Wing, Electronics Division

P. C. Stedman 74/66097K	Technical Assistant, Grade 1 $2220-5468, Fourth Division, Salisbury	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Salisbury (No. 221)

Duties: Under general direction undertake development work of some complexity on circuitry and subsystems, including design and experimentation, in connection with experimental work on radar detection and radar measurements systems. Perform tests and measurements of some complexity including setting-up and calibration of complex and unusual equipment.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Weapons Research and Development Wing, Propulsion and Marine Physics Division

A. R. Rye 67/75295A	Chemist, Class 1 $5258-8102, Third Division, unattached	Scientific Officer $5941-7542, Third Division, Combustion and Explosives Group, Salisbury (No. 93)

Duties: Undertake research on the synthesis and preparation of thermally stable high explosives and on the characterisation of explosives using a conical shock tube.
Qualifications: First or Second Class Honours degree in an appropriate discipline.

DEPARTMENT OF TRANSPORT

CENTRAL STAFF

Civil Aviation Agency, Airport Branch

L. E. Mitchell 70/95143G	Technical Officer (Engineering), Grade 2 $7117-7545, Fourth Division, Adelaide	Senior Technical Officer (Engineering), Grade 1 $7770-8219, Fourth Division, Airport Inspection and Maintenance Section, Lae (No. 117)

Duties: Regularly inspect, technically assess the operational suitability of and report on Licensed aerodromes in the district. Advise on maintenance and development programmes.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Air Transport Policy Division, Research and Planning Branch

M. L. Walker 71/38997A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Personnel Development Branch	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Melbourne (No. 7)
P. Girke 71/41802R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Victoria/Tasmania Region	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Melbourne (No. 10)
J. F. Nicholson 71/42531R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Establishments, Industrial and Systems Branch	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Melbourne (No. 8)
V. J. Zammit 72/41044W	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Melbourne (No. 9)
R. M. Lazer 73/40337K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, Regular Public Transport Branch	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Melbourne (No. 6)

Duties above five positions: Analyse source documents and extracts specified data. Assist in the compilation of statistical data and the preparation of tables as directed.

Management Services Division, Personnel Development Branch

J. A. Dorman 70/37132M	Typist, Grade 1 2113-4579, Fourth Division	Typist, Grade 2 $4731-5035, Fourth Division, Melbourne (No. 262)
I. Krsul 71/37134M	Typist, Grade 1 $2113-4579, Fourth Division	Typist, Grade 2 $4731-5035, Fourth Division, Melbourne (No. 261)

Duties above two positions: Perform stenographic duties as required.
Qualifications above two positions: Shorthand, 100 words per minute desirable.

NEW SOUTH WALES REGION

Airways Engineering Branch

R. H. Graham 58/47437R	Supervising Mechanic (Civil Aviation), Grade 1 $6962-7157, Fourth Division	Supervising Mechanic (Civil Aviation), Grade 3 $8278-8479, Fourth Division, Mechanical Maintenance Section, Sydney, vice R. S. Harffey, prov. prom. 10.1.74 (No. 212)

Duties: Inspect departmental facilities in the Region to assess the performance of mechanical equipment and the proficiency of staff and ensure that the required maintenance and operational standards are being maintained. Provide technical advice and direction to staff employed on the maintenance and operation of mechanical facilities and equipment in the Region.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
G. H. Hardy 58/47459P	Supervising Mechanic (Civil Aviation) $6962-7157, Fourth Division	Supervising Mechanic (Civil Aviation), Grade 2 $7381-7986, Fourth Division, Mechanical Maintenance Section, Bankstown (No. 219)
Duties: Supervise and direct the work of Senior Mechanics and mechanics engaged in the maintenance, repair, testing and operation of all departmental mechanical plant and equipment in the area.		
K. Sue See 58/47767P	Supervising Mechanic (Civil Aviation), Grade 1 $6962-7157, Fourth Division	Supervising Mechanic (Civil Aviation), Grade 2 $7381-7986, Fourth Division, Mechanical Maintenance Section, Coffs Harbour (No. 686)
Duties: Supervise and direct the work of Senior Mechanics and mechanics engaged in the maintenance, repair, testing and operation of all departmental mechanical plant and equipment in the area.		
R. J. Daniels 58/47358A	Supervising Mechanic (Civil Aviation), Grade 1 $6962-7157, Fourth Division	Supervising Mechanic (Civil Aviation), Grade 2 $7381-7986, Fourth Division, Mechanical Maintenance Section, Dubbo (No. 790)
Duties: Supervise and direct the work of Senior Mechanics and mechanics engaged in the maintenance, repair, testing and operation of all departmental mechanical plant and equipment in the area.		
K. R. Mathews 63/11052A	Senior Mechanic (Civil Aviation) $5791-5945, Fourth Division	Supervising Mechanic (Civil Aviation), Grade 2 $7381-7986, Fourth Division, Mechanical Maintenance Section, Wagga (No. 791)
Duties: Supervise and direct the work of Senior Mechanics and mechanics engaged in the maintenance, repairs, testing and operation of all departmental mechanical plant and equipment in the area.		

VICTORIA-TASMANIA REGION

Executive Services Branch

R. N. Slack 73/66448A	Typist, Grade 1 $2113-4579, Fourth Division, Department of Supply, Adelaide	Typist, Grade 2 $4731-5035, Fourth Division, Personnel and Office Services Section, Office Services Sub-section, Melbourne (No. 24)
Duties: Perform typing and stenographic duties for Heads of Branches and other Senior Officers. *Qualifications:* Shorthand, 100 words per minute desirable.		
H. J. Neal 72/41414M	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Finance Section, Melbourne (No. 293)
Duties: Date and register claims for payment (TF 12) in respect of a group of Traders. Enter details of registered claims in Personal Claims Register. Check Register to ensure that claims have not previously been paid.		
B. McGough 73/37591G	Clerical Assistant, Grade 1, Fourth Division	Clerical Assistant, Grade 3, Fourth Division, Supply and Transport Section, Supply Sub-section, Melbourne (No. 114)
Duties: Maintain Register of Requisitions (CA74) for a group of stations and submit regular reports regarding outstanding requisitions to Assistant Superintendent.		

Airways Engineering Branch

P. R. Elvin 65/37078T	Electrical Technical Officer, Grade 1 $6003-7613, Fourth Division	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Electrical Maintenance Section, Melbourne (No. 566)
R. J. Price 70/38989M	Electrical Technical Officer, Grade 1 $6003-7613, Fourth Division	Technical Officer (Engineering), Grade 2 $7843-8347, Fourth Division, Electrical Maintenance Section, Melbourne (No. 567)
Duties above two positions: Under general direction, undertake development work of some complexity and straightforward design relating to equipment, systems and facilities. Perform less straightforward tests, measurements, investigations and trials of equipment and technical facilities. *Qualifications:* An approved technical college certificate or other approved qualifications and requisite experience.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

SOUTH AUSTRALIA-NORTHERN TERRITORY REGION

Airways Engineering Branch

A. B. Allnutt 63/66360A	Senior Mechanic (Civil Aviation) $5791-5945, Fourth Division	Supervising Mechanic (Civil Aviation), Grade 1 $6962-7157, Fourth Division, Mechanical Section, Adelaide (No. 67)

Duties: Supervise and direct the work of Senior Mechanics and Mechanics engaged in the installation, modification and repair of mechanical plant and associated equipment. Test plant and equipment which has been installed, repaired and overhauled.

R. Haywood 69/66459P	Mechanic (Civil Aviation) $5067-5480, Fourth Division	Senior Mechanic (Civil Aviation) $5791-5945, Fourth Division, Mechanical Section, Parafield (No. 426)

Duties: Take charge of, and participate in the maintenance and operation of Departmental mechanical plant and equipment in the area. Perform the more difficult and/or novel tasks.

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Land Transport Policy Division, Road Transport Branch

L. A. Deane 72/41159K	Clerk $2713-5594 (Class 1) Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Secretariat Section, Canberra, vice A. J. Carter, prov. prom. 13.12.73 (No. 9)

Duties: Under direction, provide clerical assistance in the Branch and prepare draft reports, and correspondence from the data available in the Branch.

Management Services Branch

S. Jones 69/40912E	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Department of Works, Melbourne	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Establishments Section, Melbourne (No. 87)

Duties: Former Papers Officer. Direct the work of Assistant Former Papers Officer. Attach papers to files as directed.
Qualifications: Previous Registry experience desirable.

D. E. Boyd 61/36349E	Assistant Inspector $9876-10538 (Class 7), Third Division	Inspector $11032-11525 (Class 8), Third Division, Establishments Section, Melbourne (No. 32)

Duties: Inspector (Organisation). Undertake the more important organisation and establishment reviews of Branches and Establishments within the Department. Carry out cyclical review of organisation, classification and functions in accordance with an established programme.
Qualifications: Wide experience in organisation investigation work, together with the demonstrated ability to direct activities of subordinate staff.

A. A. Baensch 58/31923E	Assistant Inspector $8886-9548 (Class 6), Third Division	Inspector $11032-11525 (Class 8), Third Division, Establishments Section, Melbourne (No. 2)

Duties: Inspector Methods. Undertake major O & M investigations. Investigate and report on office machine proposals and suggestions.
Qualifications: Wide experience in O & M investigation work.

D. J. Roche 69/85672E	Assistant Inspector $8886-9548 (Class 6), Third Division	Assistant Inspector $9876-10538 (Class 7), Third Division, Establishments Section, Organisation Sub-section, Melbourne, vice D. E. Boyd, prov. prom. 4.4.74 (No. 4)

Duties: Assistant Inspector (Organisation). Assist in the conduct of establishment review of a major or special nature. Investigate and develop proposals for organisation changes.
Qualifications: Sound experience in organisation investigation work desirable.

R. G. Wylie 69/37218K	Clerk $5806-6666 (Class 2/3), Third Division	Clerk $7899-8639 (Class 5), Third Division, Establishments Section, Melbourne (No. 51)

Duties: Undertake examination of requests for organisational changes and prepare associated reports and recommendations. Supervise the preparation and maintenance of organisation records and statistical information.
Qualifications: Experience in organisation investigation work desirable.

Coastal Services Division, Navigational Aids Branch

G. R. McIntosh 72/38383M	Engineer, Class 1 $6200-8953, Third Division, Postmaster-General's Department	Engineer, Class 2 $9581-10702, Third Division, Planning and Development Section, Melbourne, vice M. D. Card, prov. prom. 28.3.74 (No. 4)

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
S. M. Macionis 70/573665R	Engineer, Class 1 $6200-8953, Third Division, Air Transport Group	Engineer, Class 2 $9581-10702, Planning and Development Section, Third Division, Melbourne (No. 5)

Duties above two positions: Assist in the design and development of new and improved radio and Communication equipment and facilities associated with marine navigational aids using considerable initiative to meet broadly described requirements.
Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate for the efficient discharge of the duties.

Marine Standards Division, Marine Crews and Services Branch

F. L. Simonton 70/40782K	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Marine Crews Section, Melbourne, vice M. P. Madden, prov. prom. 28.2.74 (No. 43)

Duties: Assist stabilisation clerk. Classify qualifying and non-qualifying services of seamen for the purposes of long service leave. Prepare appropriate correspondence.

Land Transport Policy Division, Rail and Urban Transport

J. Elliott 72/39206X	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Rail Standardisation Section, Melbourne (No. 4)

Duties: Maintain accounting records in respect of estimates and rail standardisations and assist in the preparation of financial statements.

Bureau of Transport Economics, Transport Engineering Branch

R. J. Perring 70/87321M	Clerk $2713-5594 (Class 1), Third Division, Australian Bureau of Statistics, Department of the Treasury	Assistant Research Officer $4735-6666, Third Division, Development Section, Canberra (No. 94)

Duties: Participate in activities of the section related to studies of future transport developments in Australia. Collect and analyse data for these studies and provide assistance in presenting results.
Qualifications: Initiative and ability to undertake this type of work. Some experience in supporting technical studies and preparing data for computer systems is desirable.

WESTERN AUSTRALIA

M. A. Wicks 72/75284C	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Mercantile and General Section, Perth, vice B. J. Norman, prov. prom. 14.2.74 (No. 4)

Duties: Staff Clerk.
Qualifications: Sound knowledge of Public Service Act and Regulations, Superannuation Act and Furlough Act desirable.

TASMANIA

K. A. Tilyard 68/57304E	Clerk $5806-6666 (Class 2/3), Third Division, Department of Labour, Hobart	Clerk $6912-7652 (Class 4), Third Division, General Services Section, Supply Sub-section, Hobart (No. 29)

Duties: Supply Officer. Responsible for management of Supply Sub-section in the Tasmania Region.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Policy Branch

G. J. Twite 71/88349P	Assistant Audit Inspector $6912-7652 (Class 4), Third Division, Auditor-General's Office	Finance Officer, Grade 1 $8886-9548 (Class 6), Third Division, JCPA and Special Investigation Section, Canberra (No. 17)

Duties: Prepare material for the Treasury Observer, attending meetings of the Public Accounts Committee. Take action on the Committee's reports. Assist in the drafting of Treasury minutes and correspondence relating thereto.
Qualifications: Accounting or equivalent qualifications should be stated. Experience in departmental financial administration an advantage.

B. J. Gleeson 64/61426T	Clerk $6912-7652 (Class 4), Third Division, Department of Housing and Construction	Finance Officer, Grade 1 $8886-9548 (Class 6), Third Division, Legislation and General Section, Canberra (No. 25)

Duties: Conduct investigations, prepare submissions and correspondence concerning the administration of Audit Act, Treasury Regulations and Directions, with particular reference to stores accounting.
Qualifications: Sound knowledge of Audit Act, Treasury Regulations and Directions together with accounting or equivalent qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

ADP Branch

I. C. Denton 71/85941X	Computer Operator, Grade 2 $5894-6192, Fourth Division, Department of Customs and Excise	Programming Assistant, Grade 2 $5806-6666 (Class 2/3), Third Division, Applications Section, Canberra (No. 71)

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

J. W. Hammond 70/88409E	Clerk $6912-7652 (Class 4), Third Division	Assistant Inspector $8886-9548 (Class 6), Third Division, Establishments Section, Personnel Sub-section, Canberra (No. 212)

Duties: Control staff engaged on compensation, industrial determinations and overseas and local allowances. Interpret Determinations and Awards.
Qualifications: Extensive practical experience in applying the provisions of the Public Service Act, Regulations, Industrial Awards, Determinations including DROS and Compensation (Australian Government Employees) Act desirable.

G. W. Walker 72/76188X	Clerk $2713-5594 (Class 1), Third Division, Department of Social Security	Training Officer, Grade 2 $7899-8639 (Class 5), Third Division, Establishments Section, Staff Development and Training Sub-section, Canberra (No. 169)

Duties: Assist in the preparation, implementation and evaluation of formal training courses; also supervise and participate in the induction of all officers and employees joining the Department.
Qualifications: Appropriate experience together with aptitude for conference leadership and personal direction of training courses desirable. Academic qualifications to be stated.

B. J. Wilson 73/88320R	Clerk $2713-5594 (Class 1), Third Division, Auditor-General's Office	Internal Auditor, Grade 1 $6912-7652 (Class 4), Third Division, Internal Audit Section, Canberra, vice D. I. Atkins, prov. prom. 31.1.74 (No. 273)

Duties: Conduct internal audit reviews of departmental procedures and practices; prepare reports arising from audit activities.
Qualifications: Relevant tertiary studies and experience appropriate to the duties desirable.

Office of the Insurance Commissioner, Authorisations Branch

W. F. J. Rodrigues 74/75010A	Clerk $2713-5594 (Class 1), Third Division, unattached	Clerk $6912-7652 (Class 4), Third Division, Company Examinations No. 1 Section, Canberra (No. 30)

Duties: Carry out initial examination of less complex accounting documents and returns received from insurance companies to determine compliance with statutory requirements. Assist in inspection of financial affairs of insurance companies.
Qualifications: Progress towards accountancy qualifications desirable.

Investigations, Appeals and Development Branch

S. M. Nemes 74/85531C	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4398-4678, Fourth Division, Development and Information Section, Canberra (No. 38)

Duties: Proof read draft material for printing, bring errors under notice, and distribute official publications as directed. Maintain stocks of printed material and arrange for reprinting to replenish stocks as required.

AUSTRALIAN CAPITAL TERRITORY

Royal Australian Mint

T. H. Lee 64/86429R	Steno-secretary, Grade 1 $5311-5663, Fourth Division, unattached	Steno-secretary, Grade 2 $6014-6484, Fourth Division, Canberra (No. 160)

Duties: Secretarial and stenographic duties for the Controller.
Qualifications: Shorthand, 100 words per minute.

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

Operations Branch

J. J. Campbell 73/85609M	Data Processing Operator, Grade 1 $2113-4579, Fourth Division, Department of Defence, Canberra	Data Processing Operator, Grade 2 $5165, Fourth Division, Services Section, Scheduling and Data Processing Sub-section, Canberra (No. 463)

Duties: Under supervision punch and verify cards or tapes for processing by computer from complex and variable documents involving a wide variety of procedures. Assist in training of junior staff.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Commonwealth Sub-Treasury

VICTORIA

G. L. Breen 58/46725R	Clerk $8886-9548 (Class 6), Third Division	Senior Finance Officer, Grade 1 $11032-11525 (Class 8), Third Division, Melbourne (No. 87)

Duties: Supervise the Payroll, Ledgers, Drawing Account Reconciliation and Data Preparation Sections. Liaise with departmental officers on matters relating to the operation of Treasury ADP accounting systems.
Qualifications: Sound knowledge of Treasury ADP accounting systems and procedures together with accountancy or equivalent qualifications desirable.

QUEENSLAND

K. N. Swindale 69/57688W	Data Processing Operator, Grade 1 $2113-4579, Fourth Division	Data Processing Operator, Grade 2 $5165, Fourth Division, ADP Accounting Services Group, Data Preparation Section, Brisbane (No. 52)

Duties: Operate Addo-X tape preparation equipment; prepare cheques and by-product tape on Flexowriter.
Qualifications: Officers to have passed the prescribed test for advancement.

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Economic Censuses and Surveys Division, Secondary Production, Classification and Integration Branch

H. G. Hollow 71/57653T	Senior Compiler $9876-10538, Third Division, Economic Accounts Division	Assistant Supervisor $11032-11525 (Class 8), Third Division, Manufacturing and Mining Section, Manufacturing Industry Sub-section, Canberra (No. 6)

Duties: Supervise the preparation of statistical data for the tariff review. Examine draft statistical reports for accuracy and confidentiality and advise on coverage, concept and definitions.
Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

Economic Accounts Division, Prices, Quantum and Household Expenditure Branch

T. L. Harlow 62/85863K	Senior Compiler $9876-10538 (Class 7), Third Division	Assistant Supervisor $11032-11525 (Class 8), Third Division, Household Income and Expenditure Section, Household Income and Expenditure Estimates Sub-section, Canberra (No. 4)

Duties: Develop and recommend processing and compilation procedures to be adopted; control the processing and compilation of the statistics of the section.
Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

Computer Service Centre, Applications Systems Branch

G. R. Oakley 70/14976T	Programmer $8886-9548 (Class 6), Third Division, Navy Office, Department of Defence, Canberra	Programmer $11032-11525 (Class 8), Third Division, Canberra (No. 18)

Duties: No. 18—Responsible for design of and assisting in analysis of requirements for statistical applications systems.
Qualifications: Considerable experience in computer systems design. Appropriate university degree desirable.

P. F. Hayes 68/85711C	Programmer $8886-9548 (Class 6), Third Division	Programmer $11032-11525 (Class 8), Third Division, Canberra (No. 20)

Duties: No. 20—Responsible for design of and assisting in analysis of requirements for statistical applications systems.
Qualifications: Considerable experience in computer systems design. Appropriate university degree desirable.

Operations, Techniques and Training Branch

A. Bergmanis 67/66248C	Clerk $6912-7652 (Class 4), Third Division, Australian Bureau of Statistics, Adelaide	Clerk $7899-8639 (Class 5), Third Division, Hardware Systems and Operations Section, Canberra (No. 222)

Duties: Investigate and resolve reporting system irregularities. Analyse and report on system output.
Qualifications: Experience in data preparation computer operations or similar environment desirable.

J. P. Kendrigan 69/85157J	Programmer $8886-9548 (Class 6), Third Division	Programmer $11032-11525 (Class 8), Third Division, Programming Systems Section, Canberra, vice L. D. Shield, prov. prom. 14.3.74 (No. 18)

Duties: No. 18—Responsible for design of and assisting in analysis of requirements for specialised statistical software systems.
Qualifications: Considerable experience in computer systems design. Appropriate university degree desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

Demography, Social and Manpower Division, Demography and Social Branch

G. D. Kilborn 71/87876E	Clerk $5806-6666 (Class 2/3), Third Division	Clerk $6912-7652 (Class 4), Third Division, Demographic and Social Section, Social and Migration Sub-section, Canberra (No. 28)

Duties: Undertake the processing of overseas arrivals and departure statistics and related work.
Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

Development and Co-ordination Division, Sampling, Special Surveys and Consultation Branch

R. C. Trewin 68/85721K	Clerk $11032-11525 (Class 8), Third Division, Department of Overseas Trade, Canberra	Principal Research Officer $12019-12510 (Class 9), Third Division, Sampling Section, BAE Mathematical Services Sub-section, Canberra (No. 38)

Duties: Supervise all aspects of the work of the Sub-section. Provide assistance on the use of appropriate sampling and analytical techniques.
Qualifications: University degree with majors in mathematical or economic statistics or mathematics, preferably at Honours level, and considerable statistical experience.

L. Wickham 73/57189C	Research Officer, Grade 1 $6912-7652, Third Division	Research Officer, Grade 2 $7899-8639 (Class 5), Third Division, Population Survey Operations Section, Household Surveys Development Sub-section, Canberra (No. 12)

Duties: Assist in the detailed development of sample household surveys being conducted to obtain various social and economic data.
Qualifications: Considerable statistical experience. Appropriate academic qualifications desirable.

Statistical Standards and Methodology Branch

T. R. Turner 72/87853T	Clerk $2713-5594 (Class 1), Third Division, unattached	Clerk $5806-6666 (Class 2/3), Third Division, Special Projects Section, Special Surveys Sub-section, Canberra (No. 16)

Duties: Prepare and check statistical material and operational records required in the work of the Sub-section.
Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Management Services Branch, Finance and General Services Section

L. Brokans 66/86332P	Clerk $2713-5594 (Class 1), Third Division, Economic Censuses and Surveys Division	Clerk $5806-6666 (Class 2/3), Third Division, General Services Sub-section, Canberra (No. 19)

Duties: Assist in the examination and preparation of the Civil Works programme for Central and State Offices and with general property matters as required.
Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Overseas Transaction Division, International Accounts and Trade Branch

M. A. Quirk 73/86654K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Overseas Trade and Shipping Section, Shipping Sub-section, Canberra (No. 74)

Duties: Code G30 shipping returns; check coverage of returns collected.

N. L. Kucks 73/88892T	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Overseas Trade and Shipping Section, Shipping Sub-section, Canberra, vice V. Donda, prov. prom. 14.3.74 (No. 14)

Duties: Assist in the supervision of coding of shipping items on Entry for Exportation; raise and resolve queries; assist in the preparation of manuscripts for publications.
Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

NEW SOUTH WALES

Computer Service Centre

M. E. Casey 65/86106C	Programmer $8886-9548 (Class 6), Third Division	Programmer $11032-11525 (Class 8), Third Division, Applications Programming Section, Sydney (No. 2)

Duties: Responsible for analysis, design and programming of statistical applications to be processed on the Control Data 3000 series computers.
Qualifications: Considerable experience in systems design, analysis and programming. Tertiary qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*

VICTORIA

Finance Branch, Private Finance, Trade and Transport Section

A. J. Harvey 66/39610K	Clerical Assistant, Grade 3 $4822-5254, Fourth Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Trade and Transport Sub-section, Melbourne (No. 44)

Duties: Prepare, on a continuous basis, records of new motor vehicles registered from the records of the Motor Registration Branch.

QUEENSLAND

Distribution and Finance Branch, Finance and Prices Section

W. J. Marshall 67/57697R	Clerk $6912-7652 (Class 4), Third Division	Research Officer, Grade 2 $7899-8639 (Class 5), Third Division, Business Surveys and Financial Institutions Sub-section, Brisbane (No. 122)

Duties: Investigate to assess statistical feasibility, soundness of concept, adequacy of definitions and form design in respect of proposed new collections from financial institutions and in relation to business surveys. Investigate problems and review and analyse statistics compiled in the Sub-section.
Qualifications: Appropriate university degree. Previous statistical or research experience desirable.

Population and Employment Branch, Demography and Social Section

A. E. Klaptocz 71/57279X	Clerk $2713-5594 (Class 1), Third Division, Postmaster-General's Department	Clerk $5806-6666 (Class 2/3), Third Division, Social Sub-section, Brisbane (No. 49)

Duties: Assist in the compilation of statistics relating to education, welfare and cultural institutions, health administration and fire statistics. Resolve queries.
Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

B. J. McKillop 71/58390R	Clerk $2713-5594 (Class 1), Third Division	Clerk $5806-6666 (Class 2/3), Third Division, Social Sub-section, Brisbane (No. 9)

Duties: Assist in the compilation of statistics relating to law and crime, prisons and divorce; resolve queries.
Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Operations Branch

R. W. Cornwall 64/86398A	Clerk $11032-11525 (Class 8), Third Division, Department of Social Security, Canberra	Inspector $12019-12510 (Class 9), Third Division, Control Section Canberra (No. 117)

Duties: Examine existing and new ADP systems; develop an internal audit program to be performed manually or by computer process. Ensure effective and adequate audit of all computer activities in Canberra and State Offices.
Qualifications: Accountancy or other appropriate tertiary qualifications and considerable experience in ADP operations, systems design and interpretation of programs.

NEW SOUTH WALES

Management Branch

S. Henry 58/25328E	Clerical Assistant, Grade 5 $5879-6265, Fourth Division	Clerical Assistant, Grade 6 $6458-6844, Fourth Division, Accounting Section, Sydney (No. 2448)

Duties: Supervise and train a group of Clerical Assistants, Grade 5. Check and accept responsibility for the accuracy of statistical data extracted by two Clerical Assistants, Grade 5—Estimates and Statistics Sub-section.

M. K. Sharpe 63/10979R	Clerical Assistant, Grade 4 $5398-5686, Fourth Division	Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Accounting Section, Sydney, vice S. Henry, prov. prom. 4.4.74 (No. 2451)
J. A. Stone 66/10496T	Clerical Assistant, Grade 4 $5398-5686, Fourth Division	Clerical Assistant, Grade 5 $5879-6265, Fourth Division, Accounting Section, Sydney (No. 2459)

Duties above two positions: Extract and record statistical data from company returns or supervise and train a group of Clerical Assistants, Grade 4—Estimates and Statistics Sub-section.

J. M. Fitzgerald 58/25106P	Clerical Assistant, Grade 3 $4822-5254, Fourth Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Accounting Section, Sydney (No. 4512)

Duties: Control and direct the staff and the work of the Work Receipt, Distribution and Statistics Unit—Accounts Sub-section.

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
K. E. Hibbard 66/13647R	Clerical Assistant, Grade 3 $4822-5254, Fourth Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Accounting Section, Sydney, vice J. A. Stone, prov. prom. 4.4.74 (No. 2464)
W. E. Phillips 65/13745A	Clerical Assistant, Grade 3 $4822-5254, Fourth Division	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Accounting Section, Sydney, vice M. K. Sharpe, prov. prom. 4.4.74 (No. 2471)
Duties above two positions: Extract and record statistical data from partnerships, trust and superannuation fund returns or supervise and train a group of Clerical Assistants, Grade 2 and 3—Estimates and Statistics Sub-section.		
M. M. Shanahan 58/26192T	Clerical Assistant, Grade 3 $4822-5254, Fourth Division	Clerical Assisant, Grade 4 $5398-5686, Fourth Division, Taxpayer Services Section, Sydney (No. 2436)
Duties: Island Counter Interviewer—Enquiry Sub-section.		
B. A. J. Bradley 63/11003W	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Accounting Section, Sydney, vice W. E. Phillips, prov. prom. 4.4.74 (No. 2477)
J. I. M. Illes 68/12720A	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Accounting Section, Sydney, vice K. E. Hibbard, prov. prom. 4.4.74 (No. 2485)
Duties above two positions: Extract and record statistical data from provisional returns—Estimates and Statistics Sub-section.		
I. M. Dunn 67/12998M	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Accounting Section, Sydney, vice M. M. Shanahan, prov. prom. 4.4.74 (No. 2135)
Duties: Interview taxpayers seeking information regarding payment of accounts—Cashiers Sub-section.		
I. E. McNeil 67/12906R	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, General Services Section, Sydney (No. 2497)
Duties: Establishments Assistant, Establishments Sub-section.		
W. A. Nowland 67/11002E	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Taxpayer Services Section, Sydney (No. 3472)
Duties: Senior Assistant, Grading, Records Sub-section.		
D. D. Webster 67/11635T	Data Processing Operator, Grade 2 $5165, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Projects and ADP Services Section, Sydney (No. 4112)
Duties: Maintain unit records and prepare statistical reports of production, maintenance and breakdown disposition of machine-time, and keep statistics of the individual output of Data Processing Operators—Data Preparation Sub-section.		
D. R. Allouche 72/11356X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4149)
J. S. Black 61/11460C	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3765)
S. J. Cave 71/14768T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3735)
W. J. Codey 71/10513X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3783)
R. G. Cottell 72/14344R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3742)
D. M. Dunn 71/11664G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3803)

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
M. L. Foy 70/12976W	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4148)
K. A. Hatton 72/13322G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3768)
M. J. Heffernan 71/13291A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3667)
A. J. Ings 71/14967G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3766)
M. A. Stephen 71/14025P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3784)
J. Thomas 73/12041T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3725)
L. G. Trevillion 71/14786X	Clerical Assistant, Grade 1 $1959-4298 Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayers Services Section, Sydney (No. 4117)
Duties above thirteen positions: Searcher—File Control Sub-section.		
S. M. L. Alton 72/11340P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 4407)
Duties: Receive cases referred for write-off and maintain an index thereof—Recovery Sub-section.		
H. D. Armstrong 73/14069R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3846)
Duties: Senior Assistant Filing—Records Sub-section.		
B. A. Barker 71/14743G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney, vice J.I.M. Illes, prov. prom. 4.4.74 (No. 3560)
P. M. Brown 72/10251E	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3549)
J. E. Bulman 69/14404R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3597)
W. Cavendish 71/14956W	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3650)
M. T. Debono 71/11649R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3576)
G. J. Frogson 70/12430W	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3602)
S. A. Fuller 71/14969A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3651)
J. Fulton 72/11292X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3559)
J. Gray 73/11000A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678 Fourth Division, Taxpayer Services Section, Sydney (No. 3591)
J. M. Heslehurst 72/10097R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3552)
S. H. Holstein 70/15298P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678 Fourth Division, Taxpayer Services Section, Sydney (No. 3611)

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
R. P. Marini 71/14949C	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney, vice B.A.J. Bradley, prov. prom. 4.4.74 (No. 3595)
H. M. Millen 70/15318T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3592)
P. A. Miller 70/14661M	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3548)
J. M. Moss 72/10172P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney, vice J. D. Erskine, prov. prom. 4.4.74 (No.3590)
M. S. Renel 71/10512T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3550)
M. C. Sant 71/10302T	Clerical Assistant, Grade 1 $1959-4298 Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3555)
G. M. Saunders 71/14024K	Clerical Assistant, Grade 1 $1959-4298 Fourth Division	Clerical Assistant, Grade 2 $4393-4678 Fourth Division, Taxpayer Services Section, Sydney (No. 3578)
R. M. Selway 72/13426K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4152)
K. P. Stewart 71/13488T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3542)
J. E. Townend 68/11497R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No 3566)
Duties above twenty-one positions: Indexer—Records Sub-section.		
G. D. J. Bolitho 70/13279G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 2568)
J. M. Finch 67/11912T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 2567)
Duties above two positions: Presented Token Control Assistant—Instalment Sub-section.		
W. D. Boyd 72/10834K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4566)
J. S. Farrell 71/13315X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4565)
Duties above two positions: Overseer, Searching Control—File Control Sub-section.		
S. Bozicich 72/13671P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3646)
S. M. Cant 72/10480P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3641)
L. M. Capiron 70/11888R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3638)
J. A. Cody 71/14750A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3636)
P. A. Cronin 71/13510T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3644)

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
C. J. Evans 72/14205K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3637)
M. J. Gray 72/11377R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3642)
R. J. S. Jolicoeur 72/13122P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3645)
G. R. Jones 72/13693M	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3643)
R. E. Lloyd 72/13701A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3647)
A. M. S. L'Olive 71/10672T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3639)
D. M. Magnien 71/10511P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3640)
Duties above twelve positions: Indexer/Searcher—Records Sub-section.		
T. M. Bryant 71/13980C	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 2764)
Duties: Index Assistant—Instalment Sub-section.		
C. A. Burke 66/14332W	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4535)
M. M. Clements 70/12011A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4538)
C. R. Farrell 71/13532R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4533)
K. D. Francis 69/13952A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4530)
S. J. Hastie 70/12977A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4532)
P. C. Lylse 72/13691C	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4534)
C. R. Ping-Nam 70/11815E	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4531)
M. P. C. M. Touchard 69/13961C	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 1585)
J. M. Weston 71/14769P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4536)
G. J. Wright 70/15349T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4537)
Duties above ten positions: Conduct searches for missing ledger cards—Accounts Sub-section.		
P. Cayas 73/14074A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3965)
P. A. Duck 72/12844P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3967)
Duties above two positions: Senior Assistant Annexe—File Control Sub-section.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
B. J. Clibborn 70/14870G	Clerical Assistant Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3474)
Duties: Senior Assistant Sorting—Records Sub-section.		
V. E. Clulow 71/14745A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 2244)
Duties: Check work prepared by typists other than that relating to the miscellaneous taxes—Correspondence Sub-section.		
P. R. Elliott 72/11372T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 4411)
Duties: Identify taxpayers involved in recovery proceedings—Recovery Sub-section.		
R. F. Farrar 72/13681W	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3476)
Duties: Senior Assistant, Sorting—File Control Sub-section.		
J. Fletcher 71/13521E	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4033)
I. McMahon 61/13288G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4037)
C. F. Pettet 70/15329E	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4034)
Duties above three positions: Lodgment Journal Officers, Sales Tax—File Control Sub-section.		
J. M. Grady 72/13385M	Assistant (Plan Printing), Grade 1 $1758-4079, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 1812)
Duties: Receive all remittances from mail opening staff and record details thereof—Cashiers Sub-section.		
L. K. Gurney 71/14957A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 4412)
Duties: Ensure recovery action is in course where amounts of tax are outstanding—Recovery Sub-section.		
B. A. N. Halfacree 66/12553K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3666)
Duties: Special Action Officer—Records Sub-section.		
W. H. Jackson 72/10244M	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 2495)
J. O. Manttari 72/12038C	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 2496)
Duties above two positions: Extract and record specified statistical data for provisional and non-provisional returns—Estimates and Statistics Sub-section.		
J. M. Jones 73/13864E	Clerical Assistant, Grade 1 $1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Projects and ADP Services Section, Sydney (No. 3138)
Duties: Assistant to the Officer-in-Charge—Output Control Sub-section.		
S. J. Lott 72/12645A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3477)
Duties: Grader—Records Sub-section.		
A. C. McEntee 72/11385P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3473)
Duties: Senior Assistant, Sorting—Records Sub-section.		
C. A. Mitchell 71/13067P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 4395)
Duties: Record, identify and date stamp all items of work received in the Work Receipt, Distribution and Statistics Unit—Accounts Sub-section.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
S. J. Morris 69/13388T	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 3324)
Duties: Check from quarterly listings that recovery papers are in existence and action has been taken to collect outstanding debts—Recovery Sub-section.		
V. Ober 71/10567A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 1776)
Duties: Assistant to the Officer-in-Charge—Accounts Sub-section.		
J. F. Overton 70/13414M	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 2352)
Duties: Direct and control Clerical Assistants, Grade 1 engaged in searching, letter attaching and other associated duties—Defaults Sub-section.		
A. Papahatzis 71/13395C	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4040)
Duties: Assistant to Officer-in-charge—File Control Sub-section.		
M. D. C. Pepin 72/13718P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Projects and ADP Services Section, Sydney (No. 4113)
Duties: Supervise staff engaged in the assembly and splicing of input spools of paper tape and the delivery of same to the computer centre—Data Preparation Sub-section.		
M. Peters 72/11399P	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4049)
Duties: Overseer, Resubmits—File Control Sub-section.		
R. A. Priest 70/14294K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 2683)
Duties: Group Documents Assistant—Instalment Sub-section.		
M. A. Reilly 71/10306M	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 1777)
Duties: Maintain records of and pursue follow-up action to ensure expeditious treatment of priority cases —Accounts Sub-section.		
S. B. Schembri 70/12543A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney (No. 1658)
Duties: Triplicate Accounts Assistant—Accounts Sub-section.		
N. E. Stevens 69/12572R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Accounting Section, Sydney, vice I. M. Dunn, prov. prom. 4.4.74 (No. 1814)
Duties: Responsible for the custody of cheques and vouchers relating to cash pending determination of the accounts to which they are paid—Cashiers Sub-section		
N. J. Taylor 71/14034R	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4025)
Duties: Indexer, Estate and Gift Duty—File Control Sub-section.		
P. R. Taylor 71/13973A	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3834)
Duties: Reminder Assistant—File Control Sub-section.		
G. M. Urquhart 71/12388X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 3470)
Duties: Assistant to Officer-in-charge—Records Sub-section.		
P. J. Wade 67/12434G	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4042)
Duties: Returns Officer—File Control Sub-section.		

Name and personnel number (also seniority reference if Regulation 109G applies)	*Promoted from*	*Promoted to*
P. M. Wiley 72/10265E	Clerical Assistant, Grade 1 $1959-4209, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4321)
Duties: Examine files and returns submitted by various sections to ensure tracing action is warranted—File Control Sub-section.		
W. F. Woodward 68/11571K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Enforcement Section, Sydney (No. 2685)
Duties: Officer-in-charge, General Records, Instalment Sub-section.		
P. J. Xavier 72/10597M	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Taxpayer Services Section, Sydney (No. 4051)
Duties: Senior Assistant, Searching and Markings, File Control Sub-section.		
Assessing Branch		
J. D. Erskine 67/10683G	Clerical Assistant, Grade 2 $4393-4678, Fourth Division	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Services Section, Sydney (No. 780)
Duties: Urgent Actions Officer.		
J. F. Bryce 70/14865X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Services Section, Sydney (No. 783)
M. A. M. Collins 70/12544E	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Services Section, Sydney (No. 770)
Duties above two positions: Record daily man-hour statistics and prepare daily output records.		
B. Cain 72/15133X	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, Section A, Sydney (No. 2817)
Duties: Compare tax registers with completed statistical cards to ensure the issue of primary tax and Division 7 assessments.		
VICTORIA		
Management Branch		
B. D. Jansz 72/41548K	Clerical Assistant, Grade 1 $1959-4298, Fourth Division	Clerical Assistant, Grade 2 $4393-4678, Fourth Division, General Services Section, Melbourne (P/N 3862)
Duties: Assist the Paying Officer in all phases of his duties.		
Income Tax Division, Investigations Branch		
E. C. Wass 58/49903W	Assessor, Grade 5 $8886-9548 (Class 6), Third Division, Assessing Branch	Senior Investigation Officer, Grade 1 $9876-10538 (Class 7), Third Division, Melbourne (No. 880)
J. Micallef 59/61948X	Assessor, Grade 5 $8886-9548 (Class 6), Third Division, Assessing Branch	Senior Investigation Officer, Grade 1 $9876-10538 (Class 7), Third Division, Melbourne, vice A. J. Bedwell, prov. prom. 14.3.74 (No. 806)
F. W. Lloyd 58/49435E	Assessor, Grade 5 $8886-9548 (Class 6), Third Division, Assessing Branch	Senior Investigation Officer, Grade 1 $9876-10538 (Class 7), Third Division, Melbourne, vice J. M. Moller, prov. prom. 14.3.74 (No. 901)
P. J. Incigneri 58/49323E	Assessor, Grade 5 $8886-9548 (Class 6), Third Division, Assessing Branch	Senior Investigation Officer, Grade 1 $9876-10538 (Class 7), Third Division, Melbourne, vice S. W. C. Jamison, prov. prom. 14.3.74 (No. 919)
G. F. Carroll 63/36186G	Assessor, Grade 5 $8886-9548 (Class 6), Third Division, Assessing Branch	Senior Investigation Officer, Grade 1 $9876-10538 (Class 7), Third Division, Melbourne, vice J. H. R. Foster, prov. prom. 14.3.74 (No. 920)
Qualifications above five 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*
Assessing Branch		
J. K. Meek 58/48201M	Assessor, Grade 5 $8886-9548 (Class 6), Third Division	Assessor, Grade 6 $9876-10538 (Class 7), Third Division, 'A' Section, Melbourne (No. 54)
W. T. Bengough 58/49981R	Assessor, Grade 5 $8886-9548 (Class 6), Third Division	Assessor, Grade 6 $9876-10538 (Class 7), Third Division, 'A' Section, Melbourne, vice R. F. Woollard, prov. prom. 14.3.74 (No. 609)
J. C. Bonett 58/33062T	Assessor, Grade 5 $8886-9548 (Class 6), Third Division	Assessor, Grade 6 $9876-10538 (Class 7), Third Division, 'A' Section, Melbourne, vice G. R. Flynn, prov. prom. 14.3.74 (No. 611)

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.

Sales Tax and Payroll Tax Branch		
N. Georgiou 70/39147P	Clerk $5806-6666 (Class 2/3), Third Division	Investigation Officer, Grade 1 $7899-8639 (Class 5), Third Division, Melbourne (No. 1054)
K. E. Morris 68/36751X	Cadet Taxation Officer $2263-3645, Third Division	Investigation Officer, Grade 1 $7899-8639 (Class 5), Third Division, Melbourne (No. 1045)
L. S. Conlan 70/36458T	Clerk, $5806-6666 (Class 2/3), Third Division	Investigation Officer, Grade 1 $7899-8639 (Class 5), Third Division, Melbourne (No 1036)
G. J. Brown 61/37847X	Clerk $2713-5594, (Class 1), Third Division, Management Branch	Clerk $5806-6666 (Class 2/3), Third Division, Internal Examination Section, Melbourne (No. 1094)

Duties above four positions: Examine Sales Tax returns to determine correctness.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division, Management Services Branch

M. Paikos 65/78454P	Clerical Assistant, Grade 3 $4822-5254, Fourth Division, Canberra, unattached	Clerical Assistant, Grade 4 $5398-5686, Fourth Division, Finance and General Services Section, Canberra (No. 15)

Duties: Carry out the duties of Examiner of Accounts. Maintain the Sundry Debtors and Advances Ledger; prepare minor correspondence and perform general clerical duties associated with the work of the Section.

F. D. ATKINSON, Government Printer, Canberra

Australian Government Gazette

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No. 29 A **Canberra, Friday, 5 April 1974** **SPECIAL**

Prices Justification Act 1973

MILLARS (W.A.) PTY LTD

Matter No. E73/719

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 MILLARS (W.A.) 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 MILLARS (W.A.) PTY LTD from the application of section 18 of the *Prices Justification Act* 1973, in respect of:

1. increases in the prices of imported timber where such increases are due entirely to and reflect not more than the money amount of any increases in the landed cost to the Company of such timber;
2. increases in the prices of local softwoods purchased from the Forests Department of the State Government of Western Australia where such increases are due entirely to and reflect not more than the money amount of any increases in the prices of such local softwoods;
3. the prices of goods supplied by the Company where such goods are not manufactured by the Company and are passed on to the customer in the same condition as received from the manufacturer or supplier

Provided that:

(a) reports are forwarded to the Tribunal at three monthly intervals, the first such report relating to the period ending 31 March 1974, setting out sales revenue and estimated gross profit for each of the following groups:

fibrolite products
cement, lime and related goods
iron, steel, galvanised piping and related goods
sheet metal products
paints, glues and related goods
C.I.P.E. and stainless steel ware
plumbing supplies
general builders hardware
'Handimart' lines
plywoods, hardboards and related goods
doors and joinery;

(b) confirmation of the data supplied under (a) above is forwarded to the Tribunal at six monthly intervals certifying that it was arrived at by using procedures normally followed by the Company;

(c) budget rates of gross profit effective as at the date hereof for each of the said product groups are reported to the Tribunal and no increase is made in such budget rates of gross profit without reference to the Tribunal in accordance with the Act, and

(d) 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

PROVINCIAL TRADERS PTY LIMITED

Matter No. E73/746

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 PROVINCIAL TRADERS 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 PROVINCIAL TRADERS 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 costs 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 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

CONSOLIDATED POULTRY INDUSTRIES PTY LTD

Matter No. E73/750

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 CONSOLIDATED POULTRY INDUSTRIES PTY LTD from the provisions of section 18 of the Act, NOW I, LINDSAY

12379/74—PRICE 5c (plus postage)

HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said CONSOLIDATED POULTRY INDUSTRIES PTY LTD 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 costs 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 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

STEGGLES PTY LIMITED

Matter No. E73/751

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 STEGGLES 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 STEGGLES 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 costs 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 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

PROVINCIAL TRADERS PTY LIMITED

Matter No. E73/746

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 PROVINCIAL TRADERS PTY LIMITED and published in the *Australian Government Gazette* No. 189 on the 13th day of December 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

BURGESS BROS PTY LTD

Matter No. E73/1073

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 BURGESS BROS PTY LTD and published in the *Australian Government Gazette* No. 15A on the 15th day of February 1974, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

STEGGLES PTY LIMITED

Matter No. E73/751

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 STEGGLES PTY LIMITED and published in the *Australian Government Gazette* No. 189 on the 13th day of December 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

CONSOLIDATED POULTRY INDUSTRIES PTY LTD

Matter No. E73/750

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 CONSOLIDATED POULTRY INDUSTRIES PTY LTD and published in the *Australian Government Gazette* No. 189 on the 13th day of December 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

MILLARS (W.A.) PTY LTD

Matter Nos E73/104 and E73/105

REVOCATION OF EXEMPTIONS 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 exemptions given in respect of MILLARS (W.A.) PTY LTD and published in the *Australian Government Gazette* No. 171B on the 8th day of November 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTIONS.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

VICTORIAN INDUSTRIAL SALES AND SERVICE PTY LTD

Matter No. E73/453

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 VICTORIAN INDUSTRIAL SALES AND SERVICE PTY LTD and published in the *Australian Government Gazette* No. 133A on the 25th day of September 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 15th day of March 1974.

L. H. WILLIAMS
Chairman

F. D. ATKINSON, Government Printer, Canberra

Australian Government Gazette

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No. 29 B **Canberra, Friday, 5 April 1974** **SPECIAL**

AUSTRALIAN CAPITAL TERRITORY

Trading Hours Ordinance 1962-1972

LATE SHOPPING DAY

IN pursuance of sub-section (5) of Section 10 of the Trading Hours Ordinance 1962-1972, I, Gordon Munro Bryant, Minister of State for the Capital Territory, hereby specify Wednesday the tenth day of April 1974 in place of Thursday the eleventh day of April 1974 a late shopping day in relation to all places buildings stalls or tents in which goods are sold or exposed for sale or are received for servicing or repair.

Dated this second day of April 1974.

GORDON M. BRYANT
Minister of State for the
Capital Territory

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF THE ACQUISITION OF LAND BY THE COMMONWEALTH

IT is hereby notified that His Excellency the Governor-General acting with the advice of the Federal Executive Council has authorised pursuant to the provisions of the *Lands Acquisition Act* 1955-1973, the acquisition by compulsory process of the land hereunder described, and I hereby declare that the said land is acquired by The Commonwealth of Australia under the said Act for the following public purpose approved by the Governor-General: Road (Ex. Min. No. 21)

Dated this twenty-first day of February 1974.

REX PATTERSON
Minister of State for
the Northern Territory

Description of Land

All that piece of land adjoining the Stuart Highway in the Town of Darwin Hundred of Bagot County of Palmerston Northern Territory of Australia containing an area of 3 perches more or less; being part of Lot H which is described in Certificate of Title under road order Volume 10 Folio 162: Commencing at a point bearing 188 degrees 28 minutes 10 seconds 1475.46 feet from the southern corner of Lot 2162; thence by lines bearing 188 degrees 28 minutes 10 seconds 90 feet; 278 degrees 28 minutes 10 seconds 9 feet; 8 degrees 28 minutes 10 seconds 90 feet; 98 degrees 28 minutes 10 seconds 9 feet to the point of commencement.

12413/74—PRICE 5c (plus postage)

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF THE ACQUISITION OF LAND BY THE COMMONWEALTH

IT is hereby notified that His Excellency the Governor-General acting with the advice of the Federal Executive Council has authorised pursuant to the provisions of the *Lands Acquisition Act* 1955-1973, the acquisition by compulsory process of the land hereunder described, and I hereby declare that the said land is acquired by The Commonwealth of Australia under the said Act for the following public purpose approved by the Governor-General namely: Telephone Services at Black Hill, South Australia (Ex. Min. No. 36)

Dated this twenty-seventh day of March One thousand nine hundred and seventy-four.

F. M. DALY
Minister of State for
Services and Property

Description of Land

All that piece of land containing an area of 0.3716 hectares more or less being Section 486 Hundred of Ridley County of Sturt State of South Australia as delineated on the plan deposited in the General Registry Office at Adelaide and numbered 72 of 1974.

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF THE ACQUISITION OF LAND BY THE COMMONWEALTH

IT is hereby notified that His Excellency the Governor-Gneral acting with the advice of the Federal Executive Council, has authorized pursuant to the provisions of the *Lands Acquisition Act* 1955-1973, the acquisition by compulsory process of the land firstly hereunder described together with the right for The Commonwealth of Australia its successors and assigns and the owners and occupiers of the land firstly hereunder described and as appurtenant thereto to go pass and repass at all times and for all purposes with or without vehicles of any description laden or unladen and with or without animals through over and along the land secondly and thirdly hereunder described, and I hereby declare that the said land is acquired by The Commonwealth of Australia under the said Act for the following public purpose approved by the Governor-General: Postal Services (File No. 72/2084)—(Ex. Min. No. 7)

Dated this thirty-first day of January One thousand nine hundred and seventy-four.

F. M. DALY
Minister of State for
Services and Property

Description of Land

Firstly—All that piece of land situate at Atholwood in the Shire of Ashford containing an area of 365.7 square metres more or less being part of Portion 13 of the Parish of Hetherington County of Arrawatta State of New South Wale being Lot 1 delineated on plan catalogued in the New South Wales Branch of the Department of Services and Property Negative No. 16570 N.S.W.; commencing at a point bearing 13 degrees 2 minutes 40 seconds 72.48 metres 33 degrees 45 minutes 235.57 metres 100 degrees 48 minutes 21.845 metres and 353 degrees 39 minutes 40 seconds 153.59 metres successively from the northern corner of Portion 14 of the Parish of Rose County of Arrawatta and bounded thence on the south-east the southwest the northwest and the northeast by lines bearing respectively 195 degrees 56 minutes 20 metres 309 degrees 49 minutes 30 seconds 20 metres 15 degrees 56 minutes 20 metres and 129 degrees 49 minutes 30 seconds 20 metres to the point of commencement.

Secondly—All that piece of land situate at Atholwood in the Shire of Ashford containing an area of 2498 square metres more or less being part of Portion 13 of the Parish of Hetherington County of Arrawatta State of New South Wales as delineated on plan catalogued in the New South Wales Branch of the Department of Services and Property Negative No. 16570 N.S.W.; commencing at the eastern corner of the land firstly hereindescribed and bounded thence on the northeast and southeast by lines bearing respectively 129 degrees 49 minutes 30 seconds 33.755 metres and 203 degrees 21 minutes 20 seconds 112.98 metres thence on the south by part of the northern side of a road 20.115 metres wide bearing 280 degrees 48 minutes 20.61 metres thence on part of the northwest and the southwest by lines bearing respectively 23 degrees 21 minutes 20 seconds 112.98 metres and 309 degrees 49 minutes 30 seconds 11.305 metres and thence on the remainder of the northwest by part of the southeastern boundary of the land firstly herein described bearing 15 degrees 56 minutes 10.935 metres to the point of commencement.

Thirdly—All that piece of land situate at Atholwood in the Shire of Ashford containing an area of 3413 square metres more or less being part of Portion 13 of the Parish of Hetherington County of Arrawatta State of New South Wales as delineated on plan catalogued in the New South Wales Branch of the Department of Services and Property Negative No. 16570 N.S.W.; commencing at a point bearing 203 degrees 21 minutes 20 seconds 20.61 metres from the southeastern corner of the land secondly hereindescribed and bounded thence on part of the southeast by a line bearing 203 degrees 21 minutes 20 seconds 117.08 metres thence on the remainder of the southeast by part of the northwestern side of a road 20.115 metres wide bearing 213 degrees 45 minutes 111.47 metres thence on the northwest by a line bearing 23 degrees 21 minutes 20 seconds 222.24 metres and thence on the north by part of the southern side of a road 20.115 metres wide bearing 100 degrees 48 minutes 20.61 metres to the point of commencement.

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF THE ACQUISITION OF EASEMENTS BY THE COMMONWEALTH

IT is hereby notified that His Excellency the Governor-General, acting with the advice of the Federal Executive Council, has authorized pursuant to the provisions of the *Lands Acquisition Act* 1955-1973, the acquisition by the Commonwealth by compulsory process over the land hereunder described of:

(i) a full free and unrestricted right and liberty for the Commonwealth of Australia its agents servants and workmen from time to time and at all times hereafter to break the surface of dig open up and use the said land for the purpose of laying down fixing taking up repairing relaying replacing or examining pipes and fittings therein and or using and maintaining such pipes and fittings for the disposal of sewage; and

(ii) for such purposes a full free and unrestricted right and liberty of entry egress and regress from time to time and at all times hereafter for the Commonwealth of Australia its agents servants and workmen with or without motor vehicles laden or unladen in through over across and along the said land.

And I hereby declare the said rights over the said land be acquired for the following public purpose approved by the Governor-General: Sewerage (Ex. Min. No. 16)

Dated this sixth day of February 1974.

REX PATTERSON
Minister of State for
the Northern Territory

Description of land

All that piece or parcel of land in the Town of Darwin Hundred of Bagot County of Palmerston Northern Territory of Australia being part Lot 3234 situated in Bremer Street: commencing at the western corner of Lot 3234; thence by lines bearing 59 degrees 42 minutes 30 seconds 10 feet; 149 degrees 42 minutes 30 seconds 88.07 feet; 232 degrees 17 minutes 10.08 feet; 329 degrees 42 minutes 30 seconds 89.37 feet to the point of commencement.

All that piece or parcel of land in the Town of Darwin Hundred of Bagot County of Palmerston Northern Territory of Australia being part Lot 3281 situated in Bremer Street: commencing at the northern corner of Lot 3281; thence by lines bearing 158 degrees 17 minutes 100 feet; 248 degrees 17 minutes 10 feet; 338 degrees 17 minutes 100 feet; 68 degrees 17 minutes 10 feet to the point of commencement.

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF THE ACQUISITION OF AN EASEMENT BY THE COMMONWEALTH

IT is hereby notified that His Excellency the Governor-General, acting with the advice of the Federal Executive Council, has authorized pursuant to the provisions of the *Lands Acquisition Act* 1955-1973 the acquisition by the Commonwealth by compulsory process over the land hereunder described of:

(i) a full free and unrestricted right and liberty for the Commonwealth of Australia its agents servants and workmen from time to time and at all times hereafter to break the surface of dig open up and use the said land for the purpose of laying down fixing taking up repairing relaying or examining pipes therein and of using and maintaining such pipes for the disposal of sewage; and

(ii) for such purposes a full free and unrestricted right and liberty of entry egress and regress from time to time and at all times hereafter for the Commonwealth of Australia its agents servants and workmen with or without motor vehicles laden or unladen in through over across and along the said land.

And I hereby declare that the said rights over the said land are acquired for the following public purpose approved by the Governor-General: Sewerage (Ex. Min. No. 12)

Dated this twenty-first day of February 1974.

REX PATTERSON
Minister of State for
the Northern Territory

Description of Land

All that piece or parcel of land in the Town of Nightcliff Hundred of Bagot County of Palmerston Northern Territory of Australia being part Lot 136 situated in Pandanus Street: Commencing at the northern corner of Lot 136; thence by lines bearing 147 degrees 10 minutes 9 seconds 112 feet; 236 degrees 58 minutes 49 seconds 10 feet; 327 degrees 10 minutes 9 seconds 112 feet; 56 degrees 58 minutes 49 seconds 10 feet to the point of commencement.

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF COMPULSORY ACQUISITION OF LAND BY THE COMMONWEALTH

IT is hereby notified that His Excellency the Governor-General acting with the advice of the Federal Executive Council, has authorized pursuant to the provisions of the *Lands Acquisition Act* 1955-1973, the acquisition by The Commonwealth by compulsory process of the land hereunder described, and I hereby declare that the said land is acquired for the following public purpose approved by the Governor-General namely: Roadway construction (Ex. Min. No. 22)

Dated the twenty-first day of February One thousand nine hundred and seventy-four.

REX PATTERSON
Minister of State for
the Northern Territory

Description of land

All that piece or parcel of land near Berry Springs in the Hundred of Cavenagh County of Palmerston Northern Territory of Australia containing an area of 23 acres 1 rood 20 perches more or less being part Section 1543: Commencing at a point bearing 179 degrees 58 minutes 666.5 links from the south eastern corner of Section 1572 Hundred of Ayers; thence by lines bearing 238 degrees 33 minutes 30 seconds 431.7 links; 236 degrees 50 minutes 462.8 links; 233 degrees 23 minutes 462.8 links; 229 degrees 56 minutes 462.8 links; 226 degrees 29 minutes 462.8 links; 223 degrees 1 minute 30 seconds 462.8 links; 219 degrees 34 minutes 30 seconds 462.8 links; 217 degrees 51 minutes 2585.2 links; 179 degrees 58 minutes 651.42 links; 37 degrees 51 minutes 3093.3 links; 39 degrees 34 minutes 30 seconds 444.8 links; 43 degrees 1 minute 30 seconds 438.7 links; 46 degrees 29 minutes 438.7 links; 49 degrees 56 minutes 438.7 links; 53 degrees 23 minutes 438.7 links; 56 degrees 50 minutes 444.8 links; 58 degrees 33 minutes 30 seconds 181.5 links; 359 degrees 58 minutes 468.63 links to the point of commencement.

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF THE ACQUISITION OF LAND BY THE COMMONWEALTH

IT is hereby notified that His Excellency the Governor-General acting with the advice of the Federal Executive Council has authorised pursuant to the provisions of the *Lands Acquisition Act* 1955-1973, the acquisition by compulsory process of the land hereunder described, and I hereby declare that the said land is acquired by The Commonwealth of Australia under the said Act for the following public purpose approved by the Governor-General: Postal Services (File No. 73/496)—(Ex. Min. No. 20)

Dated this twenty-first day of February One thousand nine hundred and seventy-four.

F. M. DALY
Minister of State for
Services and Property

Description of land

All that piece of land situate at Lightning Ridge in the Shire of Walgett containing an area of 1007 square metres more or less being Crown Land of the State of New South Wales and being Allotment 10 of Section 10 of the Village of Lightning Ridge Parish of Wallangulla County of Pinch State of New South Wales delineated on plan catalogued in the New South Wales Lands Department as Lightning Ridge 82; commencing at the southernmost corner of Allotment 11 of Section 10 of the Village of Lightning Ridge and bounded thence on the southeast by part of a northwestern side of Morilla Street bearing 235 degrees 27 minutes 17.12 metres thence on the south by a truncated corner at the intersection of a northeastern side of Agate Street and the aforesaid northwestern side of Morilla Street being a line bearing 280 degrees 27 minutes 4.24 metres thence on the southwest by a northeastern side of Agate Street bearing 325 degrees 27 minutes 20 seconds 47.29 metres thence on the northwest by part of a southeastern side of a lane 6.095 metres wide bearing 55 degrees 27 minutes 20.12 metres thence on the northeast by the southwestern side of the aforesaid Allotment 11 bearing 145 degrees 27 minutes 50.29 metres to the point of commencement.

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF THE ACQUISITION OF LAND BY THE COMMONWEALTH

IT is hereby notified that His Excellency the Governor-General acting with the advice of the Federal Executive Council has authorised pursuant to the provisions of the *Lands Acquisition Act* 1955-1973, the acquisition by compulsory process of the land hereunder described, and I hereby declare that the said land is acquired by The Commonwealth of Australia under the said Act for the following public purpose approved by the Governor-General: Postal Services (Ex. Min. No. 24)

Dated this twenty-first day of February One thousand nine hundred and seventy-four.

REX PATTERSON
Minister of State for
the Northern Territory

Description of Land

All that piece or parcel of land containing an area of 2 roods or thereabouts being Lot 66 Town of Alice Springs in the Northern Territory of Australia, comprised in Lease of Town Lands No. 1350 and being the land described in Register Book of Crown Leases, Volume 34, Folio 95.

AUSTRALIA

Lands Acquisition Act 1955-1973

NOTICE OF THE ACQUISITION OF LAND BY THE COMMONWEALTH

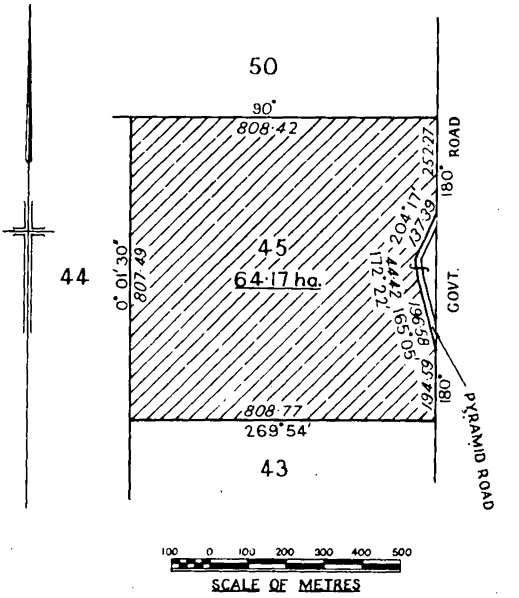
IT is hereby notified that His Excellency the Governor-General acting with the advice of the Federal Excecutive Council has authorised pursuant to the provisions of the *Lands Acquisition Act* 1955-1973, the acquisition by compulsory process of the land hereunder described, and I hereby declare that the said land is acquired by the Commonwealth of Australia under the said Act for the following public purpose approved by the Governor-General: Establishment of a Visual Omni Range for Civil Aviation at Phillip Island, Victoria (71/117)—(Ex. Min. No. 19)

Dated this twenty-first day of February One thousand nine hundred and seventy-four.

F. M. DALY
Minister of State for
Services and Property

Description of Land

All that piece of land containing an area of 64.17 hectares more or less being part of Crown Allotment 45, Parish of Phillip Island, County of Mornington, State of Victoria, as shown hatched on the plan hereunder.



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PROCLAMATION

Australia
to wit
ROHAN DELACOMBE
Administrator.

By His Excellency the Administrator of the Government of the Commonwealth of Australia

WHEREAS Her Majesty Queen Elizabeth the Second was graciously pleased, by Commission under Her Sign Manual and the Royal Seal of the Commonwealth of Australia bearing date at Buckingham Palace the twenty-eighth day of May, One thousand nine hundred and sixty-four, to constitute and appoint me, Major-General Sir Rohan Delacombe, Knight Commander of the Most Distinguished Order of Saint Michael and Saint George, Knight Commander of the Royal Victorian Order, Knight Commander of the Most Excellent Order of the British Empire, Companion of the Most Honourable Order of the Bath, Companion of the Distinguished Service Order, Knight of the Most Venerable Order of the Hospital of Saint John of Jerusalem, to administer the Government of the Commonwealth of Australia in the event of the death, incapacity, removal, or absence out of the said Commonwealth of the Governor-General and Commander-in-Chief for the time being, I do hereby proclaim and declare that I have this day taken the prescribed oaths before a Justice of the High Court of Australia, and that I have assumed the Administration of the Government of the Commonwealth of Australia accordingly.

Given under my Hand and the Great Seal (L.S.) of Australia this fifth day of April 1974.

By His Excellency's Command

E. G. WHITLAM
Prime Minister

GOD SAVE THE QUEEN!

DELEGATION TO PRESIDE OVER MEETINGS OF THE EXECUTIVE COUNCIL

IN pursuance of the provisions of sections 4 and 126 of the Constitution, and of clause 6 of the Letters Patent constituting the Office of Governor-General, I hereby appoint the Honourable Francis Eugene Stewart, M.P., Vice-President of the Executive Council, to be my Deputy to summon Meetings of the Executive Council, and, in the event of my inability to be present, to preside over Meetings of the Executive Council and signify approval of the proceedings at such Meetings.

If, for any reason, the Vice-President of the Executive Council is unable to attend, the Senior Member of the Executive Council who is present is hereby authorised to exercise the authority herein vested in the Vice-President.

Dated this fifth day of April 1974.

ROHAN DELACOMBE
Administrator

F. D. ATKINSON, Government Printer, Canberra

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