

Australian Government Gazette

Published by the Australian Government Publishing Service



No. 31

Canberra, Thursday, 11 April 1974

CONTENTS

Notices for publication	2
Orders in Council	2
Notices under the Superannuation Act	5
Retirements and dismissals	5
Determinations under the Public Service Act	6
Appointment, recruitment and examination notices	7
Vacancies	8
Vacancies—Public Service	10
Transfers to advertised vacancies	51
Promotions	54

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

and from Commonwealth Sub-Treasuries at:

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

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

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

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

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

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

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

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

Notices for publication should be in the hands of the Gazette Officer by the following closing times (except at holiday periods for which special advice of earlier closing times will be given).

General issues:

Contracts arranged: Tuesday at 2 p.m.

All other notices: Wednesday at 2 p.m.

Public Service issues:

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

Promotions section: Monday at 9 a.m.

All other notices: Thursday at 2 p.m.

Special issues and Periodic issues: by arrangement.

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

NOTICES FOR PUBLICATION

EARLY CLOSING TIMES

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

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

Gazette of 18.4.74 (Public Service):

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

Other copy: Wednesday 10.4.74 at 9.00 a.m.

Promotions: Thursday 11.4.74 at 9.00 a.m.

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

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

Other copy: Wednesday 17.4.74 at 2.00 p.m.

Promotions: Friday 19.4.74 at 9.00 a.m.

Gazette of 2.5.74 (Public Service):

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

Other copy: Wednesday 24.4.74 at 9.00 a.m.

Promotions: Monday 29.4.74 at 9.00 a.m.

ORDERS IN COUNCIL

Appointments, promotions, etc. for Parliamentary departments

DEPARTMENT OF THE PARLIAMENTARY LIBRARY

Transfer: Gerard Francis Newman from Clerk \$8886-9548, Third Division, Australian Bureau of Statistics, Department of the Treasury, to Legislative Research Specialist, Grade 2 \$8886-9548, Third Division, Statistics Group, Legislative Research Service, Department of the Parliamentary Library.

Positions created and abolished

ATTORNEY-GENERAL'S DEPARTMENT

Central Office

Offices created: Justice and Family Law Division Human Rights Branch: Second Division—First Assistant Secretary \$22655 (one). Third Division—Principal Legal Officer \$12450-13350 (one); Senior Legal Officer \$10250-11150 (two); Legal Officer \$5524-9600 (one). Management and Special Services Division,

Operations Branch: Fourth Division—Clerical Assistant, Grade 6 (one); Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (three); Typist Controller, Grade 1 (one). Management and Special Services Division, Establishments and Planning Branch: Third Division—Clerk \$7651-8230 (one). Commonwealth Police Service Branch Central Crime Intelligence Bureau: Fourth Division—Clerical Assistant, Grade 2 (two); Typist, Grade 2 (one); Typist, Grade 1 (one).

Australian Capital Territory

Offices created: Management and Special Services Division, Operations Branch, A.C.T. Police Section: Fourth Division—Clerical Assistant, Grade 2 (one). Supreme Court Branch, Library Section: Third Division—Library Officer, Grade 1 (one); Clerical Assistant, Grade 3 (one).

New South Wales

Offices created: Deputy Crown Solicitor's Office, Services Section: Fourth Division—Clerical Assistant, Grade 2 (three). Commonwealth Police Service: Clerical Assistant, Grade 2 (one); Typist, Grade 1 (one); Clerical Assistant, Grade 1 (one).

Offices abolished: Deputy Crown Solicitor's Office: Third Division—Senior Legal Officer \$10250-11150 (one). National Rehabilitation and Compensation Scheme Inquiry Branch: Second Division—Chief Executive Officer \$19085 (one). Third Division—Legal Officer \$5524-9600 (one). Fourth Division—Stenosecretary, Grade 1 (three); Clerical Assistant, Grade 2 (two).

Victoria

Offices created: Industrial Registrar's Branch: Third Division—Clerk \$6787-7434 (one). Commonwealth Police Service: Fourth Division—Clerical Assistant, Grade 2, (one); Typist, Grade 2 (one).

Queensland

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

Western Australia

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

Northern Territory

Offices created: Reporting Service: Fourth Division—Court Reporting Typist, Grade 1 (three).

Office abolished: Registration Offices Branch: Fourth Division—Draftsman, Grade 1 (one).

(Ex. Min. Nos 17, 24, 25, 32)

DEPARTMENT OF THE CAPITAL TERRITORY

Australian Capital Territory

Offices created: Establishments Branch Organisation, Classification and Methods Section: Third Division—Inspector \$11032-11525 (one); Assistant Inspector \$9876-10538 (one); Investigator \$8886-9548 (one); Clerk \$7899-8639 (one). Housing and Welfare Division, Information and Public Relations Section: Third Division—Journalist, Grade A1 \$9655-10039 (two); Information and Public Relations Section: Journalist, Grade A \$8271-8670 (one).

(Ex. Min. Nos 65A, 66)

DEPARTMENT OF IMMIGRATION

Central Office

Office created: Citizenship and Settlement Division, Settlement Services Branch: Third Division—Migration Officer, Grade 3 \$8518-9097 (one).

New South Wales

Offices created: Establishments and Finance Branch: Third Division—Clerk \$4955-5708 (two). Fourth Division—Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 2 (three). Citizenship and Travel Branch: Fourth Division—Clerical Assistant, Grade 3 (two); Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (two). Parramatta Regional Office: Third Division—Clerk \$6787-7434 (one); Clerk \$4955-5708 (one); Social Worker, Class 1 \$4601-6894 (one). Fourth Division—Clerical Assistant, Grade 2 (one).

Victoria

Offices created: Geelong Regional Office Branch: Third Division—Migration Officer, Grade 2 \$7651-8230 (one); Social Worker, Class 2 \$7256-7859 (one); Clerk \$5923-6571 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Typist, Grade 2 (one).

Tasmania

Offices created: Establishments and Finance Section: Third Division—Clerk \$2298-4770 (one). Fourth Division—Clerical Assistant, Grade 2 (one).

(Ex. Min. No. 2)

DEPARTMENT OF OVERSEAS TRADE

Central Staff

Office created: Overseas Markets Division, Trade Commissioner Branch: Fourth Division—Typist, Grade 2 (one)

(Ex. Min. No. 8)

POSTMASTER-GENERAL'S DEPARTMENT

Central Staff

Offices created: Engineering Works Division, Radio Australia Branch: Third Division—Clerk \$7651-8230 (one). Engineering Works Division, Support Services Branch, Workshops Production Section: Fourth Division—Senior Technical Officer (Engineering), Grade 2 Technical Officer (Engineering), Grade 2 (one); Technical Assistant, Grade 2 (one). Management Services Division, Personnel Branch, Staff Recruitment and Development Section, Manpower Planning Sub-section: Third Division—Assistant Inspector \$8518-9097 (one); Assistant Inspector \$7651-8230 (three); Clerk \$6787-7434 (one); Fourth Division—Clerical Assistant, Grade 4 (one). Engineering Planning and Research Division, National Telecommunications Plan Branch: Second Division—Assistant Director-General \$19085 (one).

New South Wales

Offices created: Telecommunications Division Country Region, Central and Head Office Section: Third Division—Clerk \$6787-7434 (one); Clerk \$5923-6571 (one). Finance and Accounting Branch, Post Offices Accounting Section: Fourth Division—Clerical Assistant, Grade 3 (one). Finance and Accounting Branch, Finance Section: Third Division—Clerk \$9529-9961 (one). Engineering Division, Metropolitan Operations: Fourth Division—Stores Supervisor (one). Engineering Division, Support Services Branch, Mail Handling Equipment Section: Fourth Division—Technical Officer (Engineering), Grade 2 (one). Telecommunications Division, Metropolitan Region, Sales Branch, Directory and Sales Checks Section: Fourth Division—Clerical Assistant, Grade 3 (one). Engineering Division, Construction Branch: Third Division—Clerk \$2298-4770 (nine); Fourth Division—Clerical Assistant, Grade 1 (one); Clerical Assistant, Grade 2 (three). Engineering Division, Regional Operations Branch: Third Division—Clerk \$2298-4770 (four); Fourth Division—Clerical

Assistant, Grade 1 (three); Clerical Assistant, Grade 2 (one). Engineering Division, Regional Operations Branch, Radio Section: Fourth Division—Typist, Grade 1 (one). Engineering Division, Administrative Branch, General Services Section: Fourth Division—Card Punch Operator, Grade 1 (one); Typist, Grade 1 (two). Engineering Division, Costing Section: Fourth Division—Clerical Assistant, Grade 2 (five); Accounting Machinist, Grade 1 (two). Engineering Division, Regional Operations Branch, Trunk Service Section: Fourth Division—Senior Technical Officer (Engineering), Grade 2 (one); Technical Officer (Engineering), Grade 2 (two). Postal Services Division, Post Offices Branch, Metropolitan Section: Fourth Division—Clerical Assistant, Grade 4 (one). Personnel and Industrial Relations Branch, Staffing and General Services Section: Fourth Division—Steno-secretary, Grade 1 (one). New South Wales State Pool: Fourth Division—Motor Driver (four). Engineering Division: Fourth Division—Senior Workshops Assistant (two); Workshops Assistant, Grade 3 (nine); Process Worker (twenty five). Telecommunications Division, Country Region South Section: Third Division—Clerk \$6787-7434 (one).

Offices abolished: Telecommunications Division, Administration Section: Third Division—Clerk \$4955-5708 (one). New South Wales State Pool: Fourth Division—Assistant, Grade 1 (six). Personnel and Industrial Relations Branch, Staffing and General Services Section: Fourth Division—Clerical Assistant, Grade 2 (one).

Victoria

Offices created: Engineering Division: Fourth Division—Telecommunications Trainee (one hundred and sixty-five); Apprentice Telecommunications Tradesman (forty). Engineering Division, Support Services Branch, Materials Section: Fourth Division—Senior Technical Officer (Engineering), Grade 1 (one). Personnel and Industrial Relations Branch, Staffing and General Services Section: Fourth Division—Senior Cleaner, Grade 1 (one). Supply Branch, Procurement Section: Third Division—Clerk \$5923-6571 (one); Clerk \$4955-5708 (one); Clerk \$2298-4770 (four).

Offices abolished: Fourth Division—Senior Technical Instructor, Grade 3 (one); Senior Technical Instructor, Grade 2 (one); Technical Instructor (two); Senior Technical Instructor, Grade 1 (four); Technical Instructor, Grade 2 (seven). Supply Branch, Procurement Section: Fourth Division: Clerical Assistant, Grade 4 (two).

Queensland

Offices created: Engineering Division, Construction Branch, Metropolitan Installation No. 1 Section: Fourth Division—Clerical Assistant, Grade 2 (two). Metropolitan Installation No. 2 Section: Fourth Division—Clerical Assistance, Grade 2 (one). Telecommunications Division, Metropolitan Region, Third Division—Traffic Officer \$6787-7434 (one). Service Branch, Main Trunk Exchange Section: Fourth Division—Supervisor (Telephone), Grade 2 (four); Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (one). Sales Advisory Section: Fourth Division—Clerical Assistant, Grade 3 (one).

Office abolished: Telecommunications Division, Metropolitan Region, Service Branch, Main Trunk Exchange Section: Third Division—Clerk \$2298-4770 (one).

South Australia

Offices created: Fourth Division—Lineman-in-training (thirty-eight); Apprentice Telecommunications Tradesman (seventy-two); Telecommunications Trainee

(thirty-four). Engineering Division, Support Services Branch, Automotive Plant Section: Fourth Division—Plant Inspector (two). Personnel and Industrial Relations Branch, Industrial Relations Section: Third Division—Clerk \$4955-5708 (one). Engineering Division, Planning and Programming Branch: Third Division—Clerk \$5923-6571 (one). Telecommunications Division, Metropolitan Region, Sales Branch, Survey Section: Third Division Clerk \$5923-6571 (one). Telecommunications Division, Service Branch, Service Standards Section: Third Division—Clerk \$6787-7434 (one).

Western Australia

Office created: Telecommunication Division, Metropolitan Region, Sales Branch, Survey Section: Third Division—Senior Survey Officer \$7651-8230 (one).

Tasmania

Office created: Engineering Division, Support Services Section: Fourth Division—Electrical Fitter and Mechanic (one).

(Ex. Min. No. 9)

REPATRIATION DEPARTMENT

Australian Capital Territory

Offices created: Central Office, Management Services Division, Personnel, Establishments and Training Section: Third Division—Assistant Inspector \$7651-8230 (one); Clerk \$4955-5708 (one); Clerk \$2298-4770 (one); Senior Inspector \$10393-10824 (one); Assistant Inspector \$8518-9097 (one). Central Office, Benefits and Legislation Division, Benefits Branch: Second Division—Assistant Commissioner \$17300 (one). Third Division—Clerk \$7651-8230 (one); Clerk \$2298-4770 (one). Fourth Division—Steno-secretary, Grade 1 (one). Central Office, Benefits and Legislation Division, Legislation and Policy Branch: Third Division—Director \$11256-11688 (one); Clerk \$9529-9961 (one); Clerk \$7651-8230 (one).

Office abolished: Central Office, Benefits and Legislation Division, Benefits Branch: Third Division—Director \$12120-12551 (one).

New South Wales

Offices created: Branch Office, Medical Section: Third Division—Resident Medical Officer (one). Repatriation General Hospital Concord, Nursing Services Section Fourth Division—Tutor Sister (four). Technical Services Section: Third Division—Medical Records Officer (one); Radiographer, Grade 2 (one); Radiographer-in-training (one). Lady Davidson Hospital: Third Division—Occupational Therapist, Class 1 (two); Physiotherapist, Class 1 (one). Fourth Division—Cook, Grade 2 (one).

Victoria

Offices abolished: Branch Office, General Assistance Section: Third Division—Clerk \$2298-4770 (one). Repatriation General Hospital Heidelberg, Administrative Services Section: Third Division—Clerk \$2298-4770 (two); Clerk \$6787-7434 (one).

Queensland

Offices created: Branch Office, Accounts Section: Third Division—Sub-Accountant \$6787-7434 (one); Clerk \$5923-6571 (two); Clerk \$4955-5708 (seven); Clerk \$2298-4770 (five). Branch Office, Executive Section: Third Division—Clerk \$5923-6571 (three). Branch Office, Office Services Section: Fourth Division—Data Processing Operator, Grade 2 (one). Branch Office, Pensions Section: Fourth Division—

Clerical Assistant, Grade 3 (one). Repatriation General Hospital Greenslopes, Technical Services Section: Fourth Division—Technical Officer (Medical Laboratory), Grade 1 (one). Nursing Services Section: Fourth Division—Sister (one); Nursing Aide (eight). Rosemount Repatriation Hospital, Nursing Services Section: Fourth Division—Sister (one); Nursing Aide (two); Nursing Aide (three).

Office abolished: Branch Office, Office Services Section: Fourth Division—Projectionist (one).

Western Australia

Offices created: Branch Office, Personnel Section: Third Division—Clerk \$2298-4770 (two). Fourth Division—Clerical Assistant, Grade 1 (two). Branch Office, Office Services Section: Fourth Division—Typist, Grade 1 (two). Repatriation General Hospital Hollywood, Administrative Services Section: Fourth Division—Clerical Assistant, Grade 1 (three). Nursing Services Section: Fourth Division—Sister (three); Nursing Aide (two). General Services Section: Fourth Division—Hospital Assistant, Grade 1 (two); Orderly, Grade 1 (two); Stores Assistant (one). Edward Millen Hospital: Fourth Division—Sister (one); Orderly, Grade 1 (one). Repatriation Artificial Limb and Appliance Centre: Fourth Division—Clerical Assistant, Grade 3 (one).

Office abolished: Repatriation Artificial Limb and Appliance Centre: Third Division—Clerk \$2298-4770 (one).

Tasmania

Offices created: Branch Office, Personnel and Office Services Section: Third Division—Clerk \$2298-4770 (one). Clerical Assistant, Grade 1 (two). Branch Office, Executive Section: Fourth Division—Clerical Assistant, Grade 2 (one). Repatriation General Hospital Hobart, General Services Section: Fourth Division—Hospital Assistant, Grade 1 (two). Nursing Services Section: Fourth Division—Sister (one).

(Ex. Min. No. 37)

DEPARTMENT OF SERVICES AND PROPERTY

Central Office

Offices created: Overseas Property Bureau: Third Division—Clerk \$7651-8230 (one); Clerk \$8518-9097 (one); Clerk \$5923-6571 (eight); Clerical Assistant, Grade 4 (five). Survey Branch: Third Division—Clerk \$4955-5708 (one). Fourth Division—Clerical Assistant, Grade 4 (one). Management Services Branch, Management Consultancy Section: Third Division—Inspector \$9529-9961 (one).

Victoria

Offices created: Property Branch, Accommodation Section: Third Division—Clerk \$10393-10824 (one); Clerk \$9529-9961 (one); Clerk \$7651-8230 (one); Clerk \$5923-6571 (one).

(Ex. Min. No. 37)

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

Australian Capital Territory

Offices created: Maritime Industry Commission of Inquiry: Second Division—First Assistant Secretary, (one). Third Division—Principal Project Officer (Class 11) (one); Clerk \$10395-10824 (one); Clerk \$7651-8230 (one). Fourth Division—Steno-secretary, Grade 2 (one); Steno-secretary, Grade 1 (one); Typist, Grade 2 (one); Clerical Assistant, Grade 2 (one).

(Ex. Min. No. 9)

DEPARTMENT OF THE TREASURY

Central Office

Australian Capital Territory

Office created: Management Services Branch, Finance and General Services Section: Fourth Division—Steno-secretary, Grade 1 (one).

Commonwealth Sub-Treasury

Office created: Data Preparation Section: Fourth Division—Data Processing Operator, Grade 1 (one).

Australian Government Retirement Benefits Office

Offices created: Operations Branch, Services Section, Records Sub-section: Fourth Division—Clerical Assistant, Grade 1 (three).

(Ex. Min. No. 19)

NOTICES UNDER THE SUPERANNUATION ACT

PAPUA NEW GUINEA (STAFFING ASSISTANCE) (SUPERANNUATION) REGULATIONS

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

Papua New Guinea Superannuation Board

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 in arrear is 9 per cent.

H. J. POWELL
Secretary

(NOTE:— This notice is in lieu of that appearing in *Gazette* No. 29 of 4 April 1974.)

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 FOREIGN AFFAIRS

Office of Australian Development Assistance Agency Australian Capital Territory

Section 67 (Invalidity): William John Skea, Clerk, 18.3.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

Head Office

Section 85 (1): William Harry Clark, Clerk, 27.2.74.

POSTMASTER-GENERAL'S DEPARTMENT

Central Office

Section 67 (Invalidity): Robert Nicholas Hodgson, Chief Costing Officer, 17.4.74; Douglas William Day, Clerk, 19.4.74.

Section 86: Raymond Adrian Wilkinson, Technical Assistant, Grade 2, 9.4.74.

New South Wales

Section 67 (Invalidity): Walter Sladden, Postal Officer, Grade 3, 19.3.74; William Mountford Goodfellow, Senior Telecommunications Technical Officer, Grade 1, 28.3.74; Malcolm Stinson Cronin, Lineman, Grade 1, 2.4.74; Frederick Arthur Goodrich, District Telephone Manager, 12.4.74; Leslie Charles Quigg, Transport Overseer, 12.4.74; Henry Francis Hollis, Technical Instructor, Grade 1, 17.4.74; Percy Willis Bowes, Lineman, Grade 2, 23.4.74; Bozidar Arsovic, Postal Officer, Grade 2, 26.4.74.

Section 86: James Haran, Senior Mail Officer, 1.5.74; Madelin Mary Duffy, Clerical Assistant, Grade 3, 23.5.74; Charles William Fubbs, Mail Officer, 2.6.74; Stephen Early Alford, Postal Officer, Grade 2, 5.6.74; Reginald Charles Bailey, Postman, 10.6.74.

Victoria

Section 67 (Invalidity): Robert James Tracy, Telecommunications Technician, 18.12.73; Frederick Basil Gladigau, Postal Clerk, 25.1.74; Ronald Francis John Moon, Assistant Senior Overseer, 18.2.74; Stanley Theodore Balshaw, Cable Assigner, 21.3.74; Victor Nunn, Lines Supervisor, Grade 3, 22.3.74; Bruce Raymond Morris, Postal Officer, Grade 2, 26.3.74; Howard Ivan Shirreffs, Lines Supervisor, Grade 3, 15.4.74.

Section 85 (1): Kenneth Albert Littlewood, Postman, 4.4.74.

Queensland

Section 67 (Invalidity): Lesley Ann Hyde, Telephonist, 18.12.73; Phillip Leslie Knight, Labourer, 12.12.73.

Section 86: Thomas Francis Vivian Claridge, Labourer, 24.2.74; Thomas Charles Knott, Senior Technical Officer (Engineering), Grade 2, 12.2.74.

Western Australia

Section 67 (Invalidity): Reginald John Smith, Postman, 27.3.74.

DEPARTMENT OF PRIMARY INDUSTRY

Central Office

Section 67 (Invalidity): Colin Maurice Beer, Director, 25.3.74.

REPATRIATION DEPARTMENT

Australian Capital Territory

Section 67 (Invalidity): Frederick David Coleman, Journalist, Grade A1, 6.3.74.

DEPARTMENT OF SUPPLY

South Australia

Section 85 (1): Robert Dunkley Barlow, Chief Draftsman, Grade 3, 25.1.74.

DEPARTMENT OF THE TREASURY

Australian Taxation Office

Queensland

Section 86: John Arthur Harris, Assistant Director, 12.4.74.

DISMISSAL

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

*Section 55—*John Leslie Barker, Postman, with effect on and from 9.05 a.m., 14.3.74.

K. F. FAUL
Acting Secretary
Public Service Board

DETERMINATIONS UNDER THE PUBLIC SERVICE ACT

Public Service Act 1922-1973

DETERMINATION UNDER SECTION 32

I, DESMOND LAWRENCE LINEHAN, a member of the Public Service Board, to whom the Public Service Board has, by instrument in writing under section 16 of the *Public Service Act 1922-1973*, delegated all its powers and functions under that Act, 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 Professional Assistant (\$4149-6306), 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 Professional Assistant (\$4670-6050), in the Attorney-General's Department.

1. The officer shall not be paid salary at a rate exceeding \$5130 per annum or if salary at a rate higher than a rate of \$5130 per annum was payable to the officer on appointment, transfer or promotion to the office, at a rate per annum exceeding that higher rate, unless he has complied with the following condition, namely, that he has passed in all subjects of the annual examinations prescribed for the first year and the second year of a 4-year course for the degree of Bachelor of Laws of an Australian university.

2. The officer shall, if he has complied with the conditions specified in the last preceding paragraph, be paid:

- (a) salary at the rate of \$5360 per annum; or
- (b) if salary at a higher rate than \$5360 per annum is payable to the officer on the day immediately preceding the day on which he complied with that condition—salary at that higher rate.

3. The officer shall not be paid salary at a rate exceeding \$5590 per annum, or if salary at a rate higher than a rate of \$5590 per annum was payable to the officer on appointment, transfer or promotion to the office, at a rate per annum exceeding that higher rate, unless he has complied with the following condition, namely, that he has passed in all subjects of the annual examinations prescribed for the first year, the second year, and the third year of a 4-year course for the degree of Bachelor of Laws of an Australian university.

4. The officer shall, if he has complied with the conditions specified in the last preceding paragraph, be paid:

- (a) salary at the rate of \$5820 per annum; or
- (b) if salary at a rate higher than a rate of \$5820 per annum is payable to the officer on the day immediately preceding the day on which he complied with that condition—salary at that higher rate.

5. For the purpose of this determination:

- (a) an officer who has passed in all subjects of the annual examinations prescribed for the first year, the second year, and the third year of a 5-year course for the degree of Bachelor of Laws at an Australian university shall be deemed to have passed in all subjects of the annual examinations prescribed for the first year and the second year of a 4-year course for the degree of Bachelor of Laws at an Australian university;
- (b) an officer who has passed in all subjects of the annual examinations prescribed for the first year, the second year, the third year, and the fourth year of a 5-year course for the degree of Bachelor of Laws at an Australian university shall be deemed to have passed in all subjects of the annual examinations prescribed for the first year, the second year, and the third year of a 4-year course for the degree of Bachelor of Laws at an Australian university;
- (c) a reference to a degree of Bachelor of Laws of an Australian university shall be read as including a reference to the equivalent degree of another university for the time being approved by the Board for the purposes of this determination.

Dated this twenty-ninth day of March 1974.

D. L. LINEHAN
Delegate of the Public Service Board

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

Air Traffic Control Course

Pursuant to the notification on pages 58-59 of *Gazette* No. 188 of 13 December 1973, the following permanent officers have been selected as suitable for training as Air Traffic Controller, Class 1, subject to passing the prescribed medical examinations, etc.:

Buckley, James Joseph (70/37760C), Flight Service Officer, Grade 1 \$4112-7035, Third Division, Department of Transport, Air Transport Group, New South Wales

Campaign, Evan Leslie (68/86172E), Clerk \$6912-7652 (Class 4), Third Division, Department of Defence—Air Office, Canberra

Ford, David Wesley (62/61078T), Flight Service Officer, Grade 1 \$4112-7035, Third Division, Department of Transport, Air Transport Group, Queensland

Any Third Division officer or officer eligible for inclusion in the Third Division, with the requisite qualifications who will be not less than twenty-one (21) years of age and under thirty-six (36) years of age on 30 June 1974, may, within twenty-one (21) days of this notification, lodge an appeal against non-selection for training with the Public Service Inspector, Melbourne. Protective appeals are not necessary as the case of a selected officer will be considered as a matter of course against all appellants and against the other officers originally selected as suitable for training.

Ultimate selection of the above officers and any successful appellants will be dependent upon the number of vacancies available on the next training course and the overall order of suitability. This notice does not imply automatic selection for inclusion on the course.

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, as amended on page 11 of *Gazette* No. 29, of 4 April 1974 are amended as follows:

Page 12, FOURTH DIVISION OFFICES

Trades—After Surgical Bootmaker \$4955-5799 Insert: Telecommunications Tradesman \$5192-5930.

EXAMINATION No. 6583

PROMOTION OR TRANSFER AS MONITOR (PHONOGRAM DUTIES), NEW SOUTH WALES, VICTORIA, QUEENSLAND, WESTERN AUS- TRALIA AND TASMANIA

This examination will be held on Saturday 20 July 1974 in accordance with the conditions notified on pages 107-108 of *Periodic Gazette* No. 25A of 22 March 1974.

Examination Centres Sydney, Melbourne, Brisbane, Perth and Hobart, and such other centres as may be determined.

Officers Eligible to Enter Permanent officers of the Australian Public Service.

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

Applications close 6 June 1974.

EXAMINATION No. 6584

APPOINTMENT OR TRANSFER AS ACCOUNTING MACHINIST-IN-TRAINING, MELBOURNE

This examination will be held on Thursday 9 May 1974, in accordance with the conditions notified on pages 16-17 of *Periodic Gazette* No. 25A of 22 March 1974.

Examination centre Melbourne.

Persons Eligible to Enter This examination is open to all persons. (Note—Candidates will not be permitted to sit for Accounting Machinist-in-training examinations at intervals of less than six months.)

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 24 April 1974.

Training will commence on 8 July 1974.

EXAMINATION No. 6585

APPOINTMENT, PROMOTION OF TRANSFER AS CLERICAL ASSISTANT, GRADE 1, PERTH

This examination will be held on Saturday 4 May 1974 in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25A of 22 March 1974.

Examination centre Perth.

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, Commercial Union House, 185 St George's Terrace, Perth, Western Australia 6000.

Applications close 26 April 1974.

EXAMINATION No. WP1407

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

This examination will be held on Saturday 8 June 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, Perth, Western Australia, not later than 16 May 1974.

Application forms and copies of the above conditions may be obtained from the Director, Posts and Telegraphs, Perth, Western Australia 6000.

EXAMINATION RESULTS

Results of the following examinations have been finalised:

<i>Exam. No.</i>	<i>Title (and date notified where applicable)</i>	<i>Date held</i>
6487	Entry into Trainee Shorthand/Typist and Trainee Secretarial Classes, Wagga Wagga (27.9.73)	6.10.73
6570	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (21.2.74)	11.3.74
6574	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (28.2.74)	21.3.74
VP4233	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Victoria	16.3.74
VP4234	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	23.3.74
VP4235	Appointment as Telephonist, Melbourne	23.3.74
VP4237	Appointment or Transfer as Assistant Postal Officer (Postman Duties), Victoria	23.3.74
QP1232	Appointment as Phonogram Operator, Queensland	8.12.73
QP1235	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Queensland	23.2.74
QP1236	Appointment or Transfer as Assistant Postal Officer (Postman Duties), Queensland	23.2.74
QP1237	Appointment as Telephonist, Queensland	23.2.74
SP862	Appointment as Telephonist, South Australia	2.3.74
TP596	Appointment or Transfer as Assistant Postal Officer (Postal Officer, Grade 1 Duties), Tasmania (21.2.74)	16.3.74

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

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

K. F. FAUL

Acting Secretary
Public Service Board

VACANCIES**Parliamentary departments****JOINT HOUSE DEPARTMENT**

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

Senior Administrative Officer \$12019-12510 (Class 9),
Canberra.

Applications close: 25.4.74.

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

Duties: Industrial Officer and responsible for all personnel matters. Supervision of Administration and Finance Branch including security and special projects.

Qualifications: Extensive experience in industrial and administrative work.

Statutory authorities**AUSTRALIAN BROADCASTING COMMISSION****Assistant Personnel Officer**

(Sydney)

The A.B.C. is seeking an Assistant Personnel Officer for its Personnel Services Department.

The successful applicant will be required to research policy matters and prepare draft memoranda and submissions; will assist with the design of forms, procedural statements, and review administrative operations of the Personnel Services Department and initiate action, where necessary, to implement changes. An extensive knowledge of all aspects of personnel administration is essential.

Salary: Within the range \$7899-8639 per annum.

Conditions: Permanent appointment subject to medical examination and probation. Benefits include superannuation, cumulative sick leave, four weeks annual leave and long service leave. If the appointee is a permanent officer of the Australian Public Service and is contributing for superannuation there will be no requirement to pass a medical examination but it will be necessary to serve a probationary period. The appointee will be placed on the 'Unattached List' of the Australian Public Service and will preserve all existing and accruing rights under the Officers' Rights Declaration Act and also preserve existing recreation leave credits.

Applications: To the Recruitment and Careers Officer, A.B.C., Box 487, G.P.O., Sydney 2001. Mark envelope 'Application-Confidential' giving date of birth, qualifications, experience, telephone number and copies only of references by Wednesday, 17 April 1974.

International Organisations**SOUTH PACIFIC COMMISSION****POST DESCRIPTION****Personnel Officer**

Qualifications: Extensive experience and training in all facets of personnel work and administration; administrative ability; fluency in English essential and a good knowledge of French desirable.

Duties and responsibilities: The Personnel Officer is responsible to the Programme Administration Officer and is required to manage all personnel functions in the Commission such as:

- recruitment both local and overseas (advertising, interviewing, corresponding with applicants, summarising applicants, and making recommendations thereon, advising unsuccessful applicants, preparing all contracts etc.);
- maintaining all personnel records, salary and leave histories, duty statements, and other associated information;
- processing all salary variations, leave applications etc.;

- (d) continuously reviewing personnel practices and procedures with a view to recommending improvements where necessary;
- (e) continuously reviewing the Manual of Staff Rules and employment conditions generally with a view to preparing submissions for variations or improvement to the appropriate authority;
- (f) advising all staff on personnel matters and, when requested, advise senior staff on matters of personnel policy.

Salary and allowances: Salary will be within the range of \$A7332-\$A10020 per annum (\$71487-97695 CFP per month) depending on qualifications and experience. In addition expatriation allowance of 15 per cent of basic salary (single) or 20 per cent of basic salary (married) may be payable. Where appropriate, other allowances such as child (\$A390 per annum) and education (50 per cent of fees up to \$A810 per annum) may be granted.

Taxation: No income tax is payable on SPC emoluments in New Caledonia.

Tenure: The appointment will be for a period of two or four years in the first instance commencing on or before 1 June 1974.

Duty station: SPC Headquarters, Noumea, New Caledonia.

Accommodation: SPC quarters with basic furniture will be provided at a rental of between 10 per cent-15 per cent of basic salary.

Leave: Six weeks per annum. Home leave fares are payable in respect of each two year period of service.

Sick leave: Thirty working days per annum.

Medical benefits: The Commission's Staff Medical Benefits Scheme to which the appointee would contribute 1 per cent of his basic salary reimburses doctors' fees, cost of prescribed medicines, surgical and hospital costs, etc.

General: Fares at economy class air rates for the appointee and his family and reasonable removal expenses by sea of personal and household effects will be met by the Commission on appointment and termination.

Applications should be addressed to the Secretary-General, South Pacific Commission, P.O. Box D5, Noumea-Cedex, New Caledonia and reach him no later than 11 April 1974. To avoid delay, applicants should give full personal details, qualifications, experience and relevant previous appointments, present position and salary, and the names and addresses of three referees together with an indication as to how soon they would be available.

INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC6/74

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

Level: P-3.

Post No: 7360.06.

Salary: Net (free of tax) US\$11283 increasing by twelve annual increments to US\$15093 per annum plus allowances.

Duties: Interpret at meetings of the Organization. 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 Notice Number and full title of post.

Closing date for the receipt of applications: 21 May 1974.

Departmental reference: 40.2.395.

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, Victoria 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 87a.

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

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

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

Qualifications

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

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

SUBMISSION OF APPLICATIONS

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

A key to these code letters appears below.

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

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

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

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

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

INDEX OF ADDRESSES

- A1 The Secretary, Department of Aboriginal Affairs, P.O. Box 17, Woden, A.C.T. 2606
- A2 The Department of Aboriginal Affairs, Box 5025, Darwin, N.T. 5794
- A5 The Regional Director, Department of Aboriginal Affairs, Guardian Royal Exchange Group Building, 50 Grenfell Street, Adelaide, S.A. 5000
- D1 The Secretary, Attorney-General's Department, Canberra, A.C.T. 2600
- D2 The Administrative Officer, Attorney-General's Department, G.P.O. Box 4055, Sydney, N.S.W. 2001
- D3 The Administrative Officer, Attorney-General's Department, 99 Queen Street, Melbourne, Vic. 3000
- D4 The Administrative Officer, Attorney-General's Department, G.P.O. Box 14088, Brisbane, Qld 4001
- D5 The Administrative Officer, Attorney-General's Department, G.P.O. Box 2150, Adelaide, S.A. 5001

- D6 The Administrative Officer, Attorney-General's Department, G.P.O. Box U1994, Perth, W.A. 6001
- D7 The Administrative Officer, Attorney-General's Department, G.P.O. Box 3660, Hobart, Tas. 7001
- D8 The Administrative Officer, Attorney-General's Department, P.O. Box 382, Darwin, N.T. 5794
- D9 The Principal Legal Officer, Courts Offices Branch, P.O. Box 370, Canberra, A.C.T. 2601
- D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
- D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
- D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
- D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
- D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
- D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1408R, Brisbane, Qld 4001
- D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
- D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
- D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
- D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
- D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
- D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
- D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
- D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
- D24 The Commissioner of Trade Practices, 5th Floor, City Mutual Building, Hobart Place, Canberra City, A.C.T. 2601
- D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1515, Canberra City, A.C.T. 2601
- D26 The First Parliamentary Counsel, Office of Parliamentary Counsel, Canberra, A.C.T. 2600
- 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 193, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733P, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.A. 5001
- F6 The Regional Director, Department of Transport, G.P.O., Box X2212, Perth, W.A. 6001
- F7 The Director, Civil Aviation Agency, P.O. Box 2087, Konedobu, P.N.G.
- G1 The Comptroller-General, Department of Customs and Excise, Canberra, A.C.T. 2600
- G2 The Collector of Customs, G.P.O. Box 8, Sydney, N.S.W. 2001
- G3 The Collector of Customs, 11 William Street, Melbourne, Vic. 3000
- G4 The Collector of Customs, G.P.O. Box 1464T, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148B, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F. Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George'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 586I, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- I7 The Regional Director, Hobart Office, Department of Education, P.O. Box 168, Sandy Bay, Tas. 7005
- I8 The Director of Education (Northern Territory Community Schools), Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- I9 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
- J1 The Secretary, Department of the Environment and Conservation, P.O. Box 1937, Canberra City, A.C.T. 2601
- K1 The Director-General, Office of Australian Development Assistance Agency, P.O. Box 887, Canberra City, A.C.T. 2601
- K2 The Regional Director, Papua New Guinea Office, G.P.O. Box 4201, Sydney, N.S.W. 2001
- K3 The Registrar, International Training Institute, Middle Head Centre, Middle Head, Mosman, N.S.W. 2088
- K4 The Officer-in-charge, Australian Development Assistance Agency, P.O. Box 789, Fortitude Valley, Qld 4006
- L1 The Secretary, Department of Foreign Affairs, Canberra, A.C.T. 2600
- L2 The Regional Director, Department of Foreign Affairs, Flotta Lauro Building, 486 Bourke Street, Melbourne, Vic. 3000
- L3 The Regional Director, Department of Foreign Affairs, 18th Floor, Westfield Towers, 100 William Street, Sydney, N.S.W. 2001
- M1 The Director-General of Health, Department of Health, P.O. Box 100, Woden, A.C.T. 2606
- M2 The Director of Health, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- M3 The Director of Health, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- M4 The Director of Health, G.P.O. Box 567, Brisbane, Qld 4001
- M5 The Director of Health, G.P.O. Box 2219, Adelaide, S.A. 5001
- M6 The Director of Health, G.P.O. Box M970, Perth, W.A. 6001
- M7 The Director of Health, G.P.O. Box 919I, Hobart, Tas. 7001
- M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
- M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601
- M10 The Director, 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

- Y8 The Regional Director of Migration, Department of Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- Y9 The Regional Director of Migration, Department of Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y10 The Regional Director of Migration, Department of Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- Y11 The Regional Director of Migration, Department of Immigration, P.O. Box 2399, Adelaide, S.A. 5001
- Y12 The Regional Director of Migration, Department of Immigration, P.O. Box 963M, Perth, W.A. 6001
- Y13 The Regional Director of Migration, Department of Immigration, G.P.O. Box 794h, Hobart, Tas. 7001
- Y14 The Regional Director of Migration, Department of Immigration, Box 864, Darwin, N.T. 5794
- Y15 The Secretary, Department of Labour, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- Y16 The Regional Director, Department of Labour, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- Y17 The Regional Director, Department of Labour, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- Y18 The Regional Director, Department of Labour, G.P.O. Box 1382, Brisbane, Qld 4001
- Y19 The Regional Director, Department of Labour, G.P.O. Box 2299, Adelaide, S.A. 5001
- Y20 The Regional Director, Department of Labour, G.P.O. Box R1273, Perth, W.A. 6001
- Y21 The Regional Director, Department of Labour, G.P.O. Box 585f, Hobart, Tas. 7001
- Y22 The Officer-in-Charge, Department of Labour, P.O. Box 399, Canberra City, A.C.T. 2601
- Y23 The Secretary, Department of the Media, 153 Walker Street, North Sydney, N.S.W. 2060
- Y24 The Controller, Australian Government Publishing Service, G.P.O. Box 84, Canberra, A.C.T. 2600
- Z1 The Chairman, Australian Broadcasting Control Board, Marland House, 562-574 Bourke Street, Melbourne, Vic. 3000
- Z2 The Secretary, Department of Minerals and Energy, Canberra, A.C.T. 2600
- Z3 The Secretary, Department of Northern Development, P.O. Box 823, Canberra City, A.C.T. 2600
- Z4 The Director, Establishments and ADP, Department of the Northern Territory, P.O. Box 231, Darwin, N.T. 5794 (by Airmail)
- AA1 The Secretary, Department of Overseas Trade, Canberra, A.C.T. 2600
- AA2 The Administrative Officer, Department of Overseas Trade, G.P.O. Box 7054, Sydney, N.S.W. 2000
- AA3 The Assistant Director, Department of Overseas Trade, Private Bag, Post Office, South Yarra, Vic. 3141
- AA4 The Regional Director, Department of Overseas Trade, 1st Floor, Commonwealth Offices, 232 Adelaide Street, Brisbane, Qld 4000
- AA5 The Regional Director, Department of Overseas Trade, G.P.O. Box 477D, Adelaide, S.A. 5001
- AA6 The Regional Director, Department of Overseas Trade, G.P.O. Box M967, Perth, W.A. 6001
- AA7 The Regional Director, Department of Overseas Trade, 2nd Floor, M.L.C. Building, 65 Murray Street, Hobart, Tas. 7000
- AA8 The Director-General of Posts and Telegraphs, Melbourne, Vic. 3000
- AA9 The Director of Posts and Telegraphs, G.P.O. Box 6001, Sydney, N.S.W. 2001
- AA10 The Director of Posts and Telegraphs, Melbourne, Vic. 3000
- AA11 The Director of Posts and Telegraphs, Brisbane, Qld 4000
- AA12 The Director of Posts and Telegraphs, Adelaide, S.A. 5000
- AA13 The Director of Posts and Telegraphs, Perth, W.A. 6000
- AA14 The Director of Posts and Telegraphs, Hobart, Tas. 7000
- AA15 The Secretary, Department of Primary Industry, Canberra, A.C.T. 2600
- AA16 The Regional Director, Department of Primary Industry, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- AB1 The Regional Director, Department of Primary Industry, P.O. Box 2246U, Elizabeth Street, Melbourne, Vic. 3001
- AC1 The Regional Executive Officer, Department of Primary Industry, G.P.O. Box 778, Brisbane, Qld 4001
- AC2 The Regional Executive Officer, Department of Primary Industry, G.P.O. Box 2166, Adelaide, S.A. 5001
- AC3 The Regional Executive Officer, Department of Primary Industry, G.P.O. Box M957, Perth, W.A. 6001
- AC4 The Regional Executive Officer, Department of Primary Industry, G.P.O. Box 573f, Hobart, Tas. 7001
- AC5 The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- AC6 The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- AC7 The Secretary, Public Service Board, Canberra, A.C.T. 2600
- AC8 The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601
- AC9 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC10 The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC11 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001
- AC12 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001
- AC13 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001
- AC14 The Public Service Inspector, G.P.O. Box 607f, Hobart, Tas. 7001
- AC15 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794
- AC16 The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC17 The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- AC18 The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- AC19 The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- AC20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- AC21 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- AC22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1068, Brisbane, Qld 4001
- AC23 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- AC24 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1913, Perth, W.A. 6001
- AC25 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415d, Hobart, Tas. 7001
- AC26 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- AC27 The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- AC28 The Secretary, Repatriation Commission, Albemarle Building, Furze Street, Phillip, A.C.T. 2606
- AC29 The Deputy Commissioner, Repatriation Department, G.P.O. Box 3994, Sydney, N.S.W. 2001
- AC30 The Deputy Commissioner, Repatriation Department, G.P.O. Box 87A, Melbourne, Vic. 3001
- AC31 The Deputy Commissioner, Repatriation Department, G.P.O. Box 651, Brisbane, Qld 4001
- AC32 The Deputy Commissioner, Repatriation Department, G.P.O. Box 1652, Adelaide, S.A. 5001
- AC33 The Deputy Commissioner, Repatriation Department, G.P.O. Box F352, Perth, W.A. 6001
- AC34 The Deputy Commissioner, Repatriation Department, G.P.O. Box 481e, Hobart, Tas. 7001
- AC35 The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AC36 The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AC37 The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289k, Melbourne, Vic. 3001
- AC38 The Regional Director, Bureau of Meteorology, P.O. Box 797, Canberra City, A.C.T. 2601
- AC39 The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AC40 The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AC41 The Regional Director, Bureau of Meteorology, P.O. Box 413f, Brisbane, Qld 4001
- AC42 The Regional Director, Bureau of Meteorology, West Terrace, Adelaide, S.A. 5000
- AC43 The Regional Director, Bureau of Meteorology, 127 Wellington Street, Perth, W.A. 6000
- AC44 The Regional Director, Bureau of Meteorology, P.O. Box 727G, Hobart, Tas. 7001
- AC45 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AC46 The Officer in Charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AC47 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AC48 The Commissioner, Patents Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AC49 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AC50 The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- AC51 The Secretary, Department of Secondary Industry, Canberra, A.C.T. 2600
- AC52 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC53 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC54 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC55 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
- AC56 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC57 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC58 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519f, Hobart, Tas. 7001

- AC8** The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9** The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10** The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11** The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12** The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13** The Australian Electoral Officer for South Australia, G.P.O. Box 344C, Adelaide, S.A. 5001
- AC14** The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15** The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1** The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2** The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3** The Director, Department of Social Security, G.P.O. Box 17970, Melbourne, Vic. 3001
- AD4** The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5** The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6** The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7** The Director, Department of Social Security, G.P.O. Box 3560, Hobart, Tas. 7001
- AD8** The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1** The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2** The Director, Archives Office, Canberra, A.C.T. 2600
- AE3** The National Librarian, National Library of Australia, Parkes, A.C.T. 2600
- AF1** The Secretary, Department of Supply, Canberra, A.C.T. 2600
- AF2** The Regional Director, Department of Supply, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- AF3** The Regional Director, Department of Supply, G.P.O. Box 2288U, Melbourne, Vic. 3001
- AF4** The Regional Director, Department of Supply, G.P.O. Box 1391R, Brisbane, Qld 4001
- AF5** The Regional Director, Department of Supply, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6** The Regional Director, Department of Supply, G.P.O. Box P1237, Perth, W.A. 6001
- AF7** The Regional Director, Department of Supply, G.P.O. Box 771H, Hobart, Tas. 7001
- AF8** The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9** The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10** The Manager, Stores and Transport Branch, Private Bag No. 6, P.O., Ascot Vale, Vic. 3032
- AF11** The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12** The Manager, Explosives Factory, Private Bag No. 2, P.O., Ascot Vale, Vic. 3032
- AF13** The Manager, Albion Explosives Factory, Private Bag No. 2, P.O., Sunshine, Vic. 3020
- AF14** The Manager, Explosives Factory, Private Bag No. 8, P.O., Yarrowonga, Vic. 3032
- AF15** The Manager, Ordnance Factory, Private Bag No. 1, P.O., Ascot Vale, Vic. 3032
- AF16** The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17** The Manager, Central Drawing Office, Private Bag No. 5, P.O., Ascot Vale, Vic. 3032
- AF18** The Manager, Ammunition Factory, Private Bag No. 1, P.O., Footscray, Vic. 3011
- AF19** The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20** The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21** The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- 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 2796v, Melbourne, Vic. 3001
- AI13** The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI14** The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- AI15** The Deputy Commonwealth Statistician, 1-3 St George's Terrace, Perth, W.A. 6000
- AI16** The Deputy Commonwealth Statistician, G.P.O. Box 66A, Hobart, Tas. 7001
- AI17** The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
- AI18** The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- AI19** The Deputy Commissioner of Taxation, G.P.O. Box 533E, Melbourne, Vic. 3001
- AI20** The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI21** The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- AI22** The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- AI23** The Deputy Commissioner of Taxation, G.P.O. Box 712G, Hobart, Tas. 7001
- AI24** The Chairman, Taxation Board of Review No. 1, G.P.O. Box 5, Sydney, N.S.W. 2001
- AI25** The Chairman, Taxation Board of Review No. 2, 372 Albert Street, East Melbourne, Vic. 3002
- AI26** The Deputy Commissioner of Taxation, P.O. Box 227, Darwin, N.T. 5790
- AI27** The Chairman, Taxation Board of Review No. 3, Ampol House, Herschell Street, Brisbane, Qld 4000
- AI28** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001
- AI29** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973R, Melbourne, Vic. 3001
- AI30** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001
- AI31** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001
- AI32** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001
- AI33** The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533F, Hobart, Tas. 7001
- AJ1** The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T. 2601
- AK1** The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001
- AK2** The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606
- AK3** The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000
- AK4** The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000
- AK5** The Director of Works, Department of Housing and Construction, G.P.O. Box 1381, Brisbane, Qld 4001
- AK6** The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001
- AK7** The Director of Works, Department of Housing and Construction, G.P.O. Box C115, Perth, W.A. 6000
- AK8** The Controller of Works, G.P.O. Box 813H, Hobart, Tas. 7001
- AK9** The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790
- AK10** The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.
- AK11** The Assistant Director-General, Department of Housing and Construction, G.P.O. Box 3917, Sydney, N.S.W. 2001

Departmental vacancies

DEPARTMENT OF ABORIGINAL AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

Management Services Branch

Senior Inspector \$12019-12510 (Class 9), Third Division, Personnel and Establishments Section, Canberra

Duties: No. A—Undertake the development of programs relating to manpower, planning and staff development and assessment. Direct and control research surveys and investigations into specific aspects of personnel management.

Qualifications: Appropriate tertiary qualifications, together with extensive relevant experience in manpower planning and staff development, desirable.

Apply: A1

Clerk \$8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Canberra

Duties: No. B—Undertake research surveys and investigations into specific aspects of personnel management. Prepare associated reports and recommendations.

Qualifications: Considerable experience in personnel work and ability to undertake investigations into manpower planning problems, desirable.

Apply: A1

Chief Internal Auditor \$12019-12510 (Class 9), Third Division, Internal Audit Section, Canberra

Duties: No. E—Direct and co-ordinate Internal Audit activities throughout the Department.

Qualifications: Experience in auditing and in Departmental and Commercial Accounting systems desirable. Cost accounting qualifications and/or experience in costing an advantage.

Apply: A1

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

Duties: No. F—Provide support to the Chief Internal Auditor in identifying auditable areas throughout the Department and assist in devising internal audit plans and the implementation of an internal audit program.

Qualifications: Previous audit experience and considerable knowledge of audit techniques desirable. Accountancy qualifications an advantage.

Apply: A1

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

Duties: No. 259—Works Estimates Officer. Prepare Departmental estimates of works and expenditure and associated explanations. Undertake critical examination of draft annual and additional estimates.

Qualifications: Accountancy qualifications desirable.

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

Apply: A1

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

Duties: No. 107—Conduct Internal audit investigations within the Central Office of the department.

Qualifications: Experience in accounts work desirable.

Apply: A1

Clerk \$5806-6666 (Class 2/3), Third Division, Internal Audit Section.

Duties: No. 113—Under supervision and direction; undertake minor internal audit examinations.

Apply: A1

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

Duties: No. C—Responsible for the development and maintenance of the Personnel Registry.

Apply: A1

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

Duties: No. D—Maintain staff records and prepare monthly staff lists showing vacant positions and positions actually and nominally occupied. Provide support on recruitment matters dealt with by the section.

Apply: A1

Management Services and Projects Branch

Senior Training Office, Grade 1 \$8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Canberra

Duties: Develop and implement specialist training courses, Seminars, etc.

Qualifications: Sound experience in departmental training; ability to conduct courses and seminars desirable.

Apply: A1

Operations Division

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

Duties: N.P.—Implement projects included in agreed programs. Ensure comprehensive examinations, documentation and consideration of projects prior to approving item for implementation. Service the Capital Fund for Aboriginal enterprises.

Qualifications: Appropriate tertiary qualifications are desirable. It is essential that applicants have a demonstrated ability to manage novel and complex work situations particularly relating to the social and economic development of the Aboriginal people.

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

Apply: A1

Operations Management Branch

*Assistant Secretary \$17300, Second Division, Canberra

Duties: NP—Ensure all proposals for departmental operations initiated either by grant or loan are comprehensively considered and documented. Develop systems procedures and documents to facilitate such loans.

Qualifications: Appropriate tertiary qualifications are desirable. It is essential that applicants have a demonstrated ability to manage novel and complex work situations particularly relating to the social and economic development of the Aboriginal people.

Apply: A1

Programme Planning Division

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

Duties: NP—Develop operational objectives in accordance with Departmental policy and develop programmes for the achievement of these objectives.

Qualifications: Appropriate tertiary qualifications are desirable. It is essential that applicants have a demonstrated ability to manage novel and complex work situations particularly relating to the social and economic development of the Aboriginal people.

Apply: A1

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Federal Courts, Intellectual Property, Territories and Law Reform Division, Territories Branch

Senior Assistant Secretary \$19085, Second Division, Canberra

Duties: No. 18—Control and direct the work of the Branch. Undertake personally some of the more important projects allocated to the Branch.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory. Experience in the development of legal policy and skill in management desirable.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Australian Capital Territory Police

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

Duties: No. 159—Control and direct the work of the personnel unit. Interpret and advise on Police Arbitral Tribunal Determination, A.C.T. Police Ordinance and Regulations, Public Service Act and Regulations, General Orders, Commonwealth Employees Furlough Act and Superannuation Act.

Qualifications: Sound knowledge of Public Service Act and Regulations, Compensation (Australian Government Employees) Act and Superannuation Act desirable.

Apply: D1

NEW SOUTH WALES

Australian Legal Aid Office

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

Duties: Control the activities of the Repatriation and Fair Rent Units.

Apply: D1

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

Duties: Supervise and control the activities of the General Office including Accounting, Registry, Switchboard, Typing and Reception Services.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Audit Act and Treasury Regulations desirable.

Apply: D1

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

Duties: Maintain the Trust and Advance Accounts and attend to correspondence relating thereto.

Apply: D1

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

Duties: Officer-in-charge Registry Unit.

Qualifications: Experience in all aspects of Registry work desirable.

Apply: D1

Searcher, Grade 2 \$5347-5608, Fourth Division, Sydney

Duties: Search titles to land and conduct other searches as required.

Qualifications: Previous title searching experience desirable.

Apply: D1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division (five positions), Leichhardt, Fairfield, Blacktown, Newcastle, Wollongong

Duties: Responsible for the clerical activities of a Regional Office including counter inquiries for legal assistance.

Apply: D1

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

Duties: Second in charge of the Registry Unit and Indexer/Classifier.

Apply: D1

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

Duties: Former papers officer in Registry Unit.

Apply: D1

VICTORIA

Australian Legal Aid Office

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

Duties: Supervise and control the activities of the General Office including Accounting, Registry, Switchboard, Typing and Receptions Services.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Audit Act and Treasury Regulations desirable.

Apply: D1

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

Duties: Maintain the Trust and Advance Accounts and attend to correspondence relating thereto.

Apply: D1

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

Duties: Officer-in-charge Registry Unit.

Qualifications: Experience in all aspects of registry work desirable.

Apply: D1

Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Melbourne

Duties: In charge of Typing Pool.

Apply: D1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, (three positions), Brunswick, Sunshine and Geelong

Duties: Responsible for clerical activities of a Regional Office including counter inquiries for legal assistance.

Apply: D1

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

Duties: Reception Officer. Attend to all personal inquiries for legal assistance, advise on simple questions of practice and procedure, make appointments or direct inquiries to appropriate legal officers.

Apply: D1

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

Duties: Complete and type more important legal documents from brief instructions.

Qualifications: Typing and shorthand qualifications desirable.

Apply: D1

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

Duties: Second-in-charge Registry Unit and Indexer/Classifier.

Apply: D1

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

Duties: Former papers officer in Registry Unit.

Apply: D1

Typist, Grade 2 \$4731-5035, Fourth Division (three positions), Brunswick, Sunshine and Geelong

Duties: Provide typing and stenographic services and assist with counter inquiries.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

QUEENSLAND

Australian Legal Aid Office

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

Duties: Maintain the Trust and Advance Accounts and supervise the activities of the General Office.

Apply: D1

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

Duties: Attend to inquiries for legal assistance; conduct searches, lodge documents and serve legal process, as required.

Apply: D1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division (three positions), Ipswich, Rockhampton and Townsville

Duties: Responsible for clerical activities of a Regional Office including counter inquiries for legal assistance.

Apply: D1

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

Duties: Complete and type more important legal documents from brief instructions.

Qualifications: Typing and shorthand qualifications desirable.

Apply: D1

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

Duties: Maintain legal files and assist with the reception of clients.

Apply: D1

SOUTH AUSTRALIA

Australian Legal Aid Office

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

Duties: Attend to inquiries for legal assistance; conduct searches, lodge documents and serve legal process as required.

Apply: D1

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

Duties: Responsible for clerical activities of a Regional Office including counter inquiries for legal assistance.

Apply: D1

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

Duties: Maintain legal files and assist with the reception of clients.

Apply: D1

WESTERN AUSTRALIA

Australian Legal Aid Office

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

Duties: Attend to inquiries for legal assistance; conduct searches, lodge documents and serve legal process, as required.

Apply: D1

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

Duties: Responsible for clerical activities of a Regional Office including counter inquiries for legal assistance.

Apply: D1

Typist, Grade 2 \$4731-5035, Fourth Divisions, Fremantle

Duties: Provide typing and stenographic services and assist with counter inquiries.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

TASMANIA

Australian Legal Aid Office

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

Duties: Attend to inquiries for legal assistance; conduct searches, lodge documents and serve legal process, as required.

Apply: D1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, (two positions) Launceston and Burnie

Duties: Responsible for clerical activities of a Regional Office including counter inquiries for legal assistance.

Apply: D1

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

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

Duties: N.P.—Lead a working party responsible for the development and implementation of a computerised Land Information Data Base. Represent interests of user Branches and ensure that time-tables and requirements specifications are met.

Qualifications: Ability to plan and direct assignments together with experience in assessment of management and systems needs desirable.

Apply: E1

Lands Division, Forests Branch

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

Duties: No. 1020—Maintain historical records on the performance of forest units and prepare logging accounts and statistics for Integrated Forest Producers Pty Ltd.

Apply: E1

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Assistant Director \$12019-12510 (Class 9), Secretariat Section, Canberra

Duties: Assist in the management of the Section and undertake more difficult projects. Oversight the preparation and presentation of ministerial correspondence.

Qualifications: Academic qualifications to be stated.

Apply: G1

Management Services Division, Automatic Data Processing Branch

Programmer \$8886-9548 (Class 6), Third Division, Operations and Support Section, Canberra

Duties: No. 209—Plan, prepare and conduct courses for the Section including training Trainee Computer Operators. Oversight on-the-job training of Trainee Computer Operators. Other duties as required.

Qualifications: Practical experience in training Computer Operators for System 4/72 desirable and/or a good knowledge of S4/72 operating.

Apply: G1

TASMANIA

Special Services Branch, Prevention Sub-section

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

Note: Conditions governing appointment, promotion or transfer to this position appeared in *Gazette* No. 8 of 28.1.72.

Apply: G7

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Finance and Logistics, Finance Administration

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

Duties: No. 235—Authorisation of pay and allowances for RAAF members serving at Overseas posts. Maintain Accounting records including reconciliation of overseas vouchers against pay books.

Qualifications: Knowledge of service pay accounting procedures and service pay and allowances desirable.

Apply: H1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Pay Accounting Centre (Authorities Group), Canberra

Duties: No. 237—Supervise the staff engaged on processing of allotment transactions and schedule the work of the staff to ensure that processing cut-off times are met.

Qualifications: Demonstrated ability to control staff desirable.

Apply: H1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Pay Accounting Centre (Finalisation Group), Canberra

Duties: No. 238—Maintain a Discharge Register to record all RAAF members posted for and discharged, the receipt and dispatch of relevant documents. Initiate follow-up action to ensure the cessation of all allotments on discharge.

Qualifications: Ability to work with a minimum of supervision and direction desirable.

Apply: H1

Clerk \$5806-6666 (Class 2/3), Third Division, Pay Accounting Centre (EDP Pay Etc.), Canberra

Duties: Nos 178, 179, 183, 234—Carry out analysis of EDP compatibility printouts and pay change advices to ensure the validity of the RAAF EDP pay file.

Qualifications above four positions: Knowledge of service pay accounting procedures would be an advantage.

Apply: H1

Clerk \$5806-6666 (Class 2/3), Third Division, Pay Accounting Centre (Pay and Allotments), Canberra

Duties: No. 186—Supervise the staff engaged in the initial determination of entitlement to re-engagement bounty and extra risk allowance. Check entitlements.

Qualifications: Knowledge of service pay accounting procedures would be an advantage.

Apply: H1

Clerk \$5806-6666 (Class 2/3), Third Division, Pay Accounting Method and Instructions, Canberra

Duties: No. 119—Investigate failure to reconcile reports and initiate corrective action where necessary.

Qualifications: Knowledge of service pay accounting procedures would be an advantage.

Apply: H1

Clerk \$5806-6666 (Class 2/3), Third Division, Pay Accounting Centre (Finalisation Group), Canberra

Duties: Nos 228, 229, 231—Finalise pay accounts of RAAF personnel on discharge or death.

Qualifications above three positions: Knowledge of Service pay accounting procedures and Service pay and allowances desirable.

Apply: H1

Clerk \$5806-6666 (Class 2/3), Third Division, Pay Accounting Centre (CAF Group), Canberra

Duties: No. 189—Assess and record entitlements due to RAAF members whose pay accounts are maintained under a manual system.

Qualifications: Knowledge of Service pay accounting procedures and Service pay and allowance entitlements desirable.

Apply: H1

Clerk \$5806-6666 (Class 2/3), Third Division, Pay Accounting Centre (Authorities Group), Canberra

Duties: No. 180—Initial examinations of approvals, messages, EDP comment reports, notifying an occurrence that disentitles a member to pay. Monitor all actions taken and arrange for status line changes on the computer record to rectify any errors.

Qualifications: Knowledge of Service pay accounting procedures and Service pay entitlements desirable.

Apply: H1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Pay Accounting Centre (Finalisation Group), Canberra

Duties: Nos 239, 240, 241, 242, 243, 244—Responsible for initial examination and input of allotment transactions in respect of RAAF personnel under an EDP system. Verify EDP output in respect of transactions applied to the computer record.

Qualifications above six positions: Previous experience in allotment processing not essential.

Apply: H1

DEPARTMENT OF DEFENCE—ARMY OFFICE CENTRAL OFFICE

Royal Military College Duntroon, Faculty of Military Studies

*Technical Officer (Science), Grade 1 \$6003-7613, Fourth Division, Chemistry Department, (two positions) Canberra

Duties: No. 134—Minor design of chemistry equipment; supervise installation and maintenance of chemical instrumentation; assist with utilization of chemical instrumentation; assist academic staff and students in development of research projects with particular reference to instrumentation.

Duties: No. 189—Assist academic staff and students in development of research projects and class experiments with particular reference to preparative chemistry and chemical analysis; supervise the mixing of chemicals and solutions in accordance with the requirements of class experiments and demonstrations; initiate procurement action on chemicals.

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

Apply: H1

AUSTRALIAN CAPITAL TERRITORY

Military Division, Office of the Chief of General Staff

Senior Draftsman \$8599-9103, Fourth Division, Directorate of Accommodation and Works, Canberra

Duties: No. 38—Undertake investigation and drafting for major projects. Prepare working drawings, estimates, quantities and specifications for military projects. Liaise with project officers to determine functional requirements. Allocate and control the work of the drawing office.

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

Apply: H1

QUEENSLAND

Regional Secretariat, Personnel and Establishment

Assistant Printing, Grade 2 \$4739-4949, Fourth Division, Registry Section, Brisbane

Duties: No. 49—Supervise, direct and train staff in the reproduction sub-section and advise branches and units on possibilities and limitations of the duplicating equipment. Prepare initial masters and transparencies and operate the duplicating equipment.

Apply: H9

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Office of the Third Naval Member, ND Project Co-ordination Branch

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

Duties: No. 174—Provide high level assistance to the Management Information Systems Co-ordination in the analysis of management information system requirements for the New Destroyer Project. Preparation of specifications for development, operation and monitoring of systems connected with the New Destroyer Project.

Qualifications: Experience in analysis of information systems requirements, particularly with regard to major ship construction programmes desirable.

Apply: H1

Supply Division, Planning, Co-ordination and Services Branch

Clerk \$6912-7652 (Class 4), Third Division, Co-ordination and Management Control Section, Systems and Procedures Sub-section, Canberra

Duties: No. 9—Assist in the investigation and development of Supply procedures and prepare associated correspondence and instructions.

Apply: H1

WESTERN AUSTRALIA

Naval Staff Office

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

Duties: No. 17—Staff Clerk. Prepare documentation on staff matters. Process Treasury Form 28 advices under ADP System.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Order, awards and determinations desirable.

Apply: H20

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

Senior Inspector \$12019-12510 (Class 9), Third Division, Establishments and Methods Section, Organisation and Classification Sub-section, Canberra

Duties: NP—Control and co-ordinate the activities of the Sub-section. Develop and implement overall Departmental organisation/growth strategies. Provide advice to top management on resource utilisation techniques.

Qualifications: Extensive experience in the application of organisation and classification principles desirable.

Apply: H1

Inspector \$11032-11525 (Class 8), Third Division, Establishments and Methods Section, Organisation and Classification Sub-section, Canberra

Duties: NP—As a team leader undertake detailed organisation/establishment reviews. Advise line management on resource utilisation techniques.

Qualifications: Experience in the application of organisation and classification principles desirable.

Apply: H1

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

Duties: 172—Undertake detailed organisation/classification/establishment reviews usually of an ad hoc nature. Advise line management on resource utilisation techniques.

Qualifications: Experience in the application of organisation and classification principles desirable.

Apply: 11

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

Duties: NP—As a member of a team assist in the investigation of organisation/classification proposals. Prepare reports and submissions.

Qualifications: Some experience in the application of investigation techniques, together with ability to clearly present findings in report form, desirable.

Apply: 11

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

Duties: No. 202—Prepare the less involved proposals for adjustment of the Department's organisation. Supervise the activities of the clerical unit engaged on the maintenance of establishment records and the preparation of funds submissions, advices to Branches and Executive Council Minutes.

Qualifications: Some knowledge of the administrative processes associated with varying Departmental organisations, and supervisory experience, is desirable.

Apply: 11

Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Establishments and Methods Section, Organisation and Classification Sub-section, Canberra

Duties: NP—Prepare submissions to Treasury to cover approved establishment changes. Draft Executive Council Minutes. Maintain records on progress and produce statistical summaries.

Qualifications: Some experience in the preparation of correspondence and the ability to adhere to defined procedures desirable.

Apply: 11

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Establishments and Methods Section, Organisation and Classification Sub-section, Canberra

Duties: No. 155—Maintain the Department's establishment records including Duty Statements, Functional Statements, and Organisation Charts. Prepare charts and operate the Sub-section's filing system.

Qualifications: Ability to adhere to defined procedures desirable.

Apply: 11

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

Duties: NP—Investigate and report on proposals for allocation/withdrawal of Bulk Establishment pool positions. Establish and maintain systems

control over Departmental staff/establishment ceilings and vacancy control.

Qualifications: Experience in the application of organisation and classification principles desirable.

Apply: 11

Clerk \$6912-7652 (Class 4), Third Division, Personnel and Services Section, A.C.T. Schools Administration Sub-section, Canberra

Duties: No. 214—Direct and co-ordinate the activities of salaries and wages pay teams. Apply conditions of employment, determinations and awards relating to the employment of teachers.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and the ADP salaries system desirable.

Apply: 11

Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, A.C.T. Schools Administration Sub-section, Canberra

Duties: No. 216—Team Leader. Supervise the activities of a cell concerned with the processing of salary variations, leave applications, overtime payments, superannuation variations and allowances.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders, and the ADP salaries system desirable.

Apply: 11

Clerk \$7899-8639 (Class 5), Third Division, Personnel and Services Section, Personnel and Conditions of Service Sub-section, Canberra

Duties: No. 161—Supervise and direct the activities and staff of the Recruitment Cell. Oversight the preparation of publicity material, arrangements for advertising within and without the Public Service, and the collection and compilation of statistical returns. Exercise a continuous review of Central Office staffing requirements.

Qualifications: Sound knowledge of Public Service Board requirements in regard to recruitment desirable.

Apply: 11

Clerical Assistant, Grade 3 \$4822-5254, Third Division, Personnel and Services Section, Personnel and Conditions of Service Sub-section, Canberra

Duties: No. 163—Maintain and update departmental staff lists, position history cards and register of promotions. Arrange interviews locally and interstate. Distribute duty statements and publicity material. Prepare PSB forms as required.

Apply: 11

Clerical Assistant, Grade 3 \$4822-5254, Third Division, Personnel and Services Section, Personnel and Conditions of Service Sub-section, Canberra

Duties: NP—Arrange interviews locally and overseas and necessary accommodation and travel. Maintain an index of job vacancies. Distribute duty statements and publicity material. Prepare PSB forms and advise unsuccessful applicants.

Apply: 11

Research and Development Division, Special Programs Branch

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

Duties: NP—Prepare and distribute reports of conferences and workshops sponsored by the National Committee on Social Science Teaching. Prepare the Newsletter of the NCSST 'Social Science' and assist in the development and evaluation of curricula materials.

Qualifications: Tertiary qualifications together with experience in social science teaching and in the development of teaching and learning materials desirable.

Apply: 11

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

Duties: NP—Undertake the more routine administrative arrangements for the National Committee on Social Science Teaching, The Asian Studies Co-ordinating Committee and sub-committees, including travel and accommodation. Extract and collate statistics, arrange typing, photo copying, etc.

Apply: 11

Clerk \$7899-8639 (Class 5), Third Division, Curriculum Development Section (two positions), Canberra

Duties: A—Act as Minute Secretary to the National Committee on Social Science Teaching, its sub-committees and related State Project Officer meetings. Assist in the preparation of agenda, papers and reports. Prepare correspondence including Ministerials.

Duties: B—Act as Minute Secretary to the Asian Studies Co-ordinating Committee; Assist in the preparation of agenda, papers and reports. Prepare correspondence including Ministerials.

Qualifications: Experience in Committee servicing desirable.

Apply: 11

Territorial and Facilities Division

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

Duties: No. 36—Undertake stenographic and typing duties for the Principal of the College. Perform general secretarial duties for the Principal.

Qualifications: Ability to write shorthand at a corrected speed of at least 100 words per minute.

Apply: 11

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

Duties: No. 20—Provide clerical assistance to Canberra Technical College Advisory Council. Collate and distribute agenda, minutes and other papers. Type agendas, minutes and papers.

Qualifications: Typing ability desirable.

Apply: 11

A.C.T. Schools Authority, Schools and General Policy Branch

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

Duties: NP—Consult with Department of Education and prepare for consideration by Council, policy proposals on school planning and building matters. Act as adviser to the Council and its committees on educational requirements of buildings. Liaise with the Department on implementation of the Council's policy recommendations on planning and building projects.

Qualifications: Extensive experience in the preparation of functional requirements for buildings, services and groups including examination of sketch plans, working drawings and other related documents desirable. A sound knowledge of the functional operation of educational buildings would be an advantage.

Apply: 11

AUSTRALIAN CAPITAL TERRITORY

Office of the Australian Universities Commission

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

Duties: No. 39—Assist in research into various aspects of tertiary education. Collection and analysis of statistical information.

Qualifications: Appropriate university degree. Research experience desirable.

Apply: 19

Office of the Commission on Advanced Education, Administrative Services Section

Clerk \$6912-7562 (Class 4), Third Division, Finance Sub-section, Canberra

Duties: No. 34—Prepare documentation in connection with the provision of financial assistance to colleges of advanced education. Reconcile audit certificates against expenditure records.

Qualifications: Progress in accountancy or other studies to be stated.

Apply: 11

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

Duties: No. 8—Maintain accounting and other records relating to capital and recurrent expenditure programs of colleges of advanced education. Process accounts for payment.

Qualifications: Progress in accountancy or other studies to be stated.

Apply: 11

QUEENSLAND

State Office

*Education Officer, Class 2 \$9920-10910, Third Division, Townsville

Duties: No. 106—To assume responsibility for the management of the Townsville Office. The office will be concerned primarily with the administration of schemes of assistance to students including the Tertiary Allowances Scheme, Post Graduate Awards, Aboriginal grants and Overseas Students Programs.

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

Apply: 14

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

Duties: No. 93—Prepare variation advices for payment of allowances, board and other claims under the Aboriginal Secondary Grants Scheme; maintain register of tutors and a record of payments to tutors under Aboriginal Secondary Grants Scheme.

Apply: 14

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

Duties: No. 126—Process applications for grants, raise associated records, prepare and issue attendance checks and examine returns from schools, operate registry system, prepare statistical records, relieve on switchboard when required.

Qualifications above two positions: Ability to communicate effectively with persons of Aboriginal and Island descent desirable together with the ability to perform the above duties.

Apply: 14

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

Duties: No. 123—Assess eligibility for payment of allowances, calculate amounts payable and prepare vouchers and variation advices under the Aboriginal Grants Scheme; arrange travel, accommodation and reception of students under both Aboriginal Schemes.

Apply: 14

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

Duties: Nos 79, 81—Prepare variation advices for payment of allowances, board and other claims under the Aboriginal Secondary Grants Scheme; maintain register of tutors and a record of payments to tutors under Aboriginal Secondary Grants Scheme.

Apply: 14

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

Duties: No. 125—Process applications for grants, raise associated records, prepare and issue attendance checks and examine returns from schools.

Qualifications above four positions: Ability to communicate effectively with persons of Aboriginal and Island descent desirable together with the ability to perform the above duties.

Apply: 14

NORTHERN TERRITORY

Management Services Branch

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

Duties: No. 1182—Perform typing, stenographic and general secretarial duties for the Assistant Director Field Operations.

Qualifications: Shorthand at least 100 words per minute.

Apply: 18

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

Duties: No. 1181—Perform typing, stenographic and general secretarial duties for the Assistant Director Curriculum and Research.

Qualifications: Shorthand at least 100 words per minute.

Apply: 18

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Policy Co-ordination Division, Management Services Branch

- Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Information Services Section, Canberra

Duties: Establish and maintain a filing system to record data on information referral systems. Arrange supply of publications relating to information referral systems and liaise with appropriate environmental and conservation bodies to obtain data for reference materials.

Qualifications: Experience in the operation of information referral systems and ability to prepare associated tables, schedules and reports desirable.

Apply: J1

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Personnel Branch

- *Clerk \$4521-5594 (Class 1), (Foreign Affairs Trainee), Third Division, Organization, Staffing and Training Section, Training Sub-section, Diplomatic Trainees (several positions), Canberra

Duties: Undertake an approved course of training in aspects of Foreign Affairs work including language training as required.

Qualifications: University degree, preferably in Arts, Economics or Law. Honours standards preferred. Knowledge of an Asian or European language desirable. Successful applicants will be required to join the Department on 28.1.75. Attention is drawn to the notification on page 26 of Gazette No. 25A of 22.3.74.

Apply: L1

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

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

Duties: NP—Direct the work of the Sub-section establish criteria and evaluate management performance. Undertake systematic reviews of functional areas of the office, and implement agreed changes.

Apply: K1

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

Duties: NP—Investigate and review establishment and prepare proposals for the Public Service Board. Assist in the preparation of forward programmes and consult with senior officers regarding needs or variations within the establishment.

Apply: K1

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

Duties: NP—Under direction, investigate, report and make recommendations relating to management review projects.

Apply: K1

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

Duties: No. 1017—Issue Aid Publications, liaise with Government Printer and Publishing Service, and maintain records of publications and mailing lists. Other duties as directed.

Apply: K1

- Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Management Services Section, Library Sub-section, Canberra

Duties: No. 1011—Arrange acquisition of library material, responsible for all circulation activities. Supervision of staff.

Qualifications: Experience in library work, particularly in the field of purchasing, accession or circulation of library material an advantage.

Apply: K1

Division No. 2, Australian Staffing Assistance Group Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Salaries and Classification Section, Canberra

Duties: No. 1015—Control documentation of pay information, assist in the collection of information regarding classification proposals, maintain Section records, and provide an information service on salaries to various authorities.

Apply: K1

DEPARTMENT OF HEALTH

CENTRAL STAFF

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

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

Qualifications: Shorthand, at least 100 words per minute.

Apply: M1

Management Services Division, Establishments and Finance Branch

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

Duties: No. 264—Assist the Grants Officer in the examination of claims for payment of grants. Maintain register of approved projects and grants. Maintain statistics and prepare Treasury Forms 12 for the payment of grants.

Qualifications: Accountancy qualifications or progress in accountancy studies desirable.

Apply: M1

Medical Services Division

*Principal Medical Officer \$20870, Second Division, Canberra

Duties: No. 407—To advise the Director-General of Social Security on all matters, of a medical nature which relate to the Department's activities in Hospital, Medical and Nursing Care benefits areas.

Qualifications: Medical practitioner eligible for registration in Australia, preferably with higher post-graduate qualifications. Experience in the above areas of work would be an advantage.

Note: The successful applicant will be seconded for duty with the Department of Social Security.

Apply: M1

*Specialist \$13581-18412, Third Division

Duties: No. 50—Carry out duties as relief Pathologist, as required at various Departmental pathology laboratories in Australia.

Qualifications: Qualifications admitting to registration as a medical practitioner under the laws of a State or Territory of Australia together with post-graduate qualifications in pathology (D.C.P., M.C.P.A. or equivalent) desirable.

Apply: M1

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

Duties: No. 17—Arrange training programmes in basic and post-basic nursing for government-sponsored students. Assist with compilation of information and surveys on nursing in Australia. Prepare ministerial and important correspondence. Act as minute secretary of Nursing Committee, NH & MRC.

Qualifications: Qualifications and experience in nursing desirable.

Apply: M1

National Health and Medical Research Council Division, Administration Branch

Clerk \$7899-8639 (Class 5), Third Division, Hospital Allied Services Advisory Council Secretariat (two positions)

Duties: NP—Provide secretariat assistance for various committees, and their associated working parties, of the Hospital and Allied Services Advisory Council. Act as minute secretary to these bodies.

Qualifications: Experience in committee secretariat duties desirable.

Apply: M1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Hospital and Allied Services Advisory Council Secretariat

Duties: NP—Assist in the organisation and other secretariat activities of the Hospital and Allied Services Advisory Council, its committees and their associated working parties. Assist in the publication of Council documents and the development of an information service. Maintain records and files.

Apply: M1

Policy and Planning Division, Health Services Research and Planning Branch No. 2

*Assistant Director-General, \$17300, Second Division

Duties: No. 1—In charge of Branch in its services to the Department and the Hospitals and Health Services Commission. Develop initiatives in institutional and allied health services, management and productivity and in application of evaluation techniques, involving extensive health services research and health planning.

Qualifications: Appropriate tertiary qualifications and managerial ability of a high order.

Apply: M1

Public Health Division, Dental Services Branch

Principal Executive Officer \$13004-13498 (Class 10), Third Division, Facilities and Operations Section

Duties: No. 6—Control and direct the work of staff engaged in assessing projects and financial and administrative arrangements of the Australian School Dental Service. Develop and make recommendations on policy, prepare major submissions and briefs.

Qualifications: Proven administrative ability together with appropriate university degree desirable.

Apply: M1

National Biological Standards Laboratory

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

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

Qualifications: Shorthand, at least 100 words per minute.

Note: This position is located in Civic.

Apply: M1

AUSTRALIAN CAPITAL TERRITORY

Australian Capital Territory Health Services Office, Mental Health Branch

Typist, Grade 2 \$4731-5035, Fourth Division (5 positions), Canberra

Duties: Provide stenographic and confidential typing services for the Branch. Maintain confidential and clinical notes and other confidential papers and ensure that regular psychiatric reports are sent to referring agencies.

Qualifications: Shorthand at least 100 words per minute desirable.

Apply: M14

Planning and Executive Services Branch

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

Duties: No. 239—Maintain debtors ledgers for Australian Capital Territory Ambulance Services, District Nursing Service and other sundry debtors. Reconcile ledgers monthly, prepare quarterly reports. Oversight follow-up action on outstanding accounts.

Qualifications: Progress with accounting studies desirable.

Apply: M14

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

Duties: No. 243—Examiner of Accounts.

Apply: M14

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, General Services Section, Office Services Sub-section, Canberra

Duties: No. 264—Control, direct and co-ordinate the activities of the Office Services Group comprising Registry, Stores and Sera, Stocktaking, Duplicating, tea services and typing.

Apply: M14

Office of the Interim Committee of the Proposed Capital Territory Health Commission

Planning and Development Division

*First Assistant Commissioner \$19085, Second Division, Canberra

Duties: NP—Direct, control and co-ordinate the activities of the Planning and Development Division. Provide high level advice to the Commission and Regional administration on policy, planning, research and evaluation, and administer these services.

Qualifications: Demonstrated ability of a high order in planning, research, evaluation and policy matters. Tertiary qualifications to be stated.

Apply: M14

Services Branch

*Assistant Commissioner \$17300, Second Division, Canberra

Duties: NP—Provide high level advice to the Commission on all services matters including: centralised services such as laundry, linen and sterile products; personnel and establishment matters; finance; management consultancy.

Qualifications: Executive and management experience and ability of a high order. Tertiary qualifications to be stated.

Apply: M14

NEW SOUTH WALES

National Acoustic Laboratories, Hearing Centre

*Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Sydney

Duties: No. 820—Conduct and supervise the more complex electronic repair, maintenance and calibration functions undertaken at the laboratory.

Qualifications: Appropriate qualifications and/or relevant experience. School certificate and progress with relevant technical college certificate course desirable.

Apply: M2

QUEENSLAND

Automatic Data Processing Section, Executive Services Branch

Computer Facilities Manager, Clerk (Class 8) \$11032-11525, Third Division, Executive Services Branch, Brisbane

Duties: No. 74—Direct and control the work of the ADP Section. Review work methods and procedures, liaise and co-ordinate with Central Office on ADP matters. Initiate comprehensive test material for computer processing.

Qualifications: Training and experience in ADP systems analysis, design and programming, and ability to control and direct staff together with accounting or appropriate university qualifications desirable.

Apply: M4

Office Services Section, Establishments Finance and General Services Branch

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Office Services Section, Brisbane

Duties: No. 480—Supervise, direct and train staff engaged on receipt, distribution and dispatch of correspondence and files. Examine, classify and direct the indexing of correspondence.

Apply: M4

Personnel Services Section

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personnel Services Section, Brisbane

Duties: No. 71—Provide relief for positions of Clerical Assistant Grade 2 and above.

Apply: M4

Executive Services Branch

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

Duties: No. 64—Relief Clerk. Provide relief for positions of Clerk Class 4 and above.

Apply: M4

Repatriation Section, Pharmaceutical Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Repatriation Section, Pharmaceutical Branch, Brisbane

Duties: No. 174—Examine Repatriation claims in accordance with the relevant procedures.

Apply: M4

Pathology Laboratories

Biochemist \$11050-12364 (Class 3), Third Division, Biochemistry Section, Rockhampton

Duties: No. 518—Specific supervision and training of technical staff; exotic tests, project work and assistance to biochemistry, serology and haematology sections.

Qualifications: Appropriate degree or diploma from a university or college, or equivalent. Experience appropriate to the duties desirable.

Apply: M4

WESTERN AUSTRALIA

Health Laboratory

***Technical Officer (Medical Laboratory), Grade 1 \$6003-7613, Third or Fourth Division, Kalgoorlie**

Duties: Nos 125, 185—Perform diagnostic and other technical tests and procedures in the fields of Biochemistry, Bacteriology, Serology, Histopathology, Cytology. Prepare specimens, reagents and apparatus and collect blood specimens as required.

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

Apply: M6

NORTHERN TERRITORY

Darwin Hospital

***Social Worker, Class 3 \$10285-11045, Third Division, Social Work Section, Darwin**

Duties: No. 546—Plan, develop and oversight the Departmental social work services in the Northern Territory, including: Advising management on social work policy in relation to the Northern Territory. Conducting in-service training of social work staff; lecturing student nurses, trained nursing and medical staff on the social aspects of their particular field.

Qualifications: An appropriate degree or diploma in Social Work or Social Studies; or equivalent qualification.

District Allowance: Grade IV.

Note: Single accommodation available. Married accommodation is available after a waiting period. However, rental allowance may be paid during the waiting period to successful married interstate applicant with eligible dependants.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Overseas Works Branch

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

Duties: No. O3—In respect of specialist structural engineering aspects of overseas building projects, study functional requirements, develop design briefs, prepare estimates, undertake design commission and oversight consultants and provide specialist engineering advice to officers undertaking related aspects of projects.

Apply: AK1

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

Duties: No. O6—Undertake investigations and prepare designs, estimates and specifications in respect of mechanical engineering aspects of overseas building projects.

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

Apply: AK1

Architect, Class 3 \$11233-12587, Third Division, Sydney

Duties: No. P4—Supervise the construction of major overseas works including;

- administration of all aspects of the Consultant's Commission,
- advise and liaise with Client Departments' legal representatives on proposals for further project development,
- investigate, evaluate and report on Client Departments' proposals for construction, repairs, maintenance and property development in overseas countries,
- formulate methods of project control appropriate to local conditions and assume project control of construction as directed.

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

Apply: AK1

***Interior Designer, Class 2 \$8722-9723, Third Division, Sydney**

Duties: No. O1—Liaise with the Overseas Property Bureau on interior design matters; formulate design briefs; prepare sketch plans, drawings, perspectives and estimates as specifications for large scale interior design schemes either personally or through consultants; attend to matters relating to provision of furniture, furnishings, etc.

Qualifications: Appropriate diploma of a college of advanced education; or equivalent qualification.

Apply: AK1

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

Duties: No. O2—Perform architectural drafting services for overseas projects for presentation to the Overseas Property Bureau, its Clients and the Overseas Planning Committee.

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

Apply: AK1

Architecture Division, Master Planning Branch

***Architect, Class 1 \$6350-8987, Third Division, East Hawthorn**

Duties: No. 115—Consult and liaise with client Departments, and municipal and town planning authorities, with respect of "user" requirements. Prepare alternative design solutions in the development of less complex Master Plan. Prepare briefs and sketch plans for subordinate staff; prepare reports and make recommendations on Master Plans.

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

Apply: AK1

- *Town Planner, Class 1 \$6350-8987, Third Division, East Hawthorn

Duties: NP—Consult and liaise with client Departments, and municipal and town planning authorities, in respect of 'user' requirements. Prepare alternative design solutions in the development of less complex Master Plans. Prepare briefs and sketch plans for subordinate staff; prepare reports and make recommendations on Master Plans.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. Degree or diploma from a recognised School of Architecture, Town Planning or Surveying, together with qualifications admitting to Corp.RAPI.

Apply: AK1

Engineering Division

- *Supervising Draftsman \$9379-9932, Third or Fourth Division, Roads and Aerodromes Section, Aerodrome Design Sub-section, Melbourne

Duties: No. G2—Control and co-ordinate the work of the drafting cell associated with the detailed design of all facets of airfield works.

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

Apply: AK1

Engineering Design Branch

- *Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Central Testing and Research Laboratories, Port Melbourne

Duties: No. 78—Direct subordinate staff, and as necessary participate, in that work required for the classification of soils, field compaction control and soils stabilisation testing. Be responsible for maintaining a high standard of work and the reporting of results.

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

Apply: AK1

- *Senior Draftsman, \$8599-9103, Third or Fourth Division, Roads and Aerodromes Section, Melbourne

Duties: No. 188—Under direction, prepare detailed design of airfield areas and airfield drainage works including the preparation of contour plans for earthworks and pavements on major airfields.

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

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

Apply: AK1

- Engineer, Class 2 \$9581-10702, Third Division, Technical Computing Section, East Hawthorn

Duties: No. P5—(i) Be responsible for the detailed investigation and documentation of the manual design processes used in the geometric design of aerodromes. (ii) Undertake the detailed design of the computer-based engineering system that will provide substantial aid in this area. (iii) Be involved in the development of associated sub-systems relating to airfield drainage, pavement construction, and related design tasks.

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. Experience in the geometric design of aerodromes and in the development of computer programs highly desirable.

Apply: AK1

Research Division, Housing Research Branch

- *Director \$13004-13498 (Class 10), Third Division, Technical Development Section, Hawthorn

Duties: No. P6—Direct the work of the section; research, develop, co-ordinate and promulgate principles and guidelines to improve the efficiency of dwelling construction. Recommend pilot design projects embodying technical developments, new building systems and materials. Chair sub-committees of the Australian Housing Standards Advisory Council.

Qualifications: Degree in Architecture, Engineering or Building Science, together with experience in the management of research projects would be an advantage.

Apply: AK1

- *Architect, Class 3 \$11233-12587, Third Division, Technical Development Section, Hawthorn

Duties: No. P7—Undertake and co-ordinate architectural and planning studies for alternate forms of dwelling construction. Supervise pilot design projects. Develop criteria for improved data communication in housing design and construction.

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

Apply: AK1

- *Architect, Class 2 \$9527-10673, Third Division, Technical Development Section (two positions), Hawthorn

Duties: No. P8—Carry out architectural and planning studies for alternate forms of dwelling construction. Undertake pilot design studies. Assist in development of criteria for improved data communication in housing design and construction.

Duties: No. P9—Carry out investigations into modern housing techniques. Prepare draft material for technical publications dealing with housing design, construction, planning, functional efficiency and materials behaviour.

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

Apply: AK1

- *Quantity Surveyor, Class 2 \$9359-10488, Third Division, Technical Development Section, Hawthorn

Duties: No. Q1—Building Economist. Undertake comparative studies of economics of buildings, especially micro-economic studies of housing. Evaluate cost structures of various new techniques, building systems and new materials.

Qualifications: Degree or diploma in Quantity Surveying or Building Technology, or equivalent qualification.

Apply: AK1

- *Director \$13004-13498 (Class 10), Third Division, Regulations and Standards Section, Hawthorn

Duties: No. Q2—Direct work of the section; co-ordinate studies of Australian and overseas regulations and by-laws concerning dwelling construction; maintain liaison with State Departments, Local Government Authorities, etc., concerned with preparation and application of these regulations and

represent the Department at committee meetings of SAA and other bodies. Supervise preparation of advisory publications.

Qualifications: Degree in Engineering, Architecture or Building Science, together with related experience would be an advantage.

Apply: AK1

- *Engineer, Class 3 \$11348-12664, Third Division, Regulations and Standards Section, Hawthorn

Duties: No. Q3—Supervise and undertake comparative studies of Australian/overseas regulations or by-laws concerning structural and services engineering aspects. Draft appropriate clauses for inclusion in an Australian Code for Residential Construction. Participate in Australian Standards work in related fields.

Apply: AK1

- *Engineer, Class 2 \$9581-10702, Third Division, Regulations and Standards Section (two positions), Hawthorn

Duties: No. Q4—Structural Engineer. Study, investigate and report on possible new methods of analysis, materials design and construction techniques and their relationship to an Australian Code for Residential Construction. Prepare structural engineering clauses for inclusion in the Australian Code.

Duties: No. Q5—Services Engineer. Assist in comparative studies of Australian/overseas regulations or by-laws concerning provision of domestic services (water, sewerage, drainage, gas, electricity). Undertake feasibility studies and investigations into domestic plumbing, drainage, fixtures and fittings. Prepare services clauses for inclusion in Australian Code for Residential Construction.

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

Apply: AK1

- *Architect, Class 2 \$9527-10673, Third Division, Regulations and Standards Section, Hawthorn

Duties: No. Q6—Conduct research and develop design standards and regulations for Australian Code of Residential Construction. Prepare draft material for inclusion in advisory publications on good design and construction practice in housing.

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

Apply: AK1

- *Senior Project Officer \$12019-12510 (Class 9), Third Division, Social and Human Factors Section, Hawthorn

Duties: No. Q7—Direct work of the Section; provide advice to Department and the Australian Housing Standards Advisory Council on social and human factors influencing planning and layout of houses; co-ordinate anthropometric, ergonomic and other user studies related to housing and develop research programmes into functional requirements of dwellings.

Apply: AK1

- *Project Officer \$11032-11525 (Class 8), Third Division, Social and Human Factors Section (two positions), Hawthorn

Duties: Nos Q8, Q9—Develop sociological studies and research into the manner people use and react to their dwellings, with special emphasis on kitchens, bathrooms and laundries. Develop criteria for improved dwelling layouts, furnishings and fittings. Organise reviews of overseas/Australian approaches to foregoing and sociological appraisals of dwellings.

Qualifications above three positions: Experience in the application of social and human sciences to the design of buildings, together with a degree in Sociology, Social Psychology, Architecture or similar, would be an advantage.

Apply: AK1

- Clerk \$8886-9548 (Class 6), Third Division, Social and Human Factors Section, Hawthorn

Duties: No. R1—Survey Officer. Conduct and participate in surveys involving functional aspects in dwellings. Assist the Project Officers as directed.

Qualifications: Experience in developing pro forma for surveys and interviewing desirable. Degree or diploma in Arts (Sociology or Psychology) an advantage.

Apply: AK1

Experimental Building Station

- *Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Fire Research Section, North Ryde

Duties: No. 61—Supervise the construction of building elements and assist with the subsequent tests, analysis of results and preparation of draft reports, in respect of investigations carried out in the section.

Apply: AK1

- *Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Fire Research Section, North Ryde

Duties: No. 12—Assist in the Section's study of the outbreak, development and spread of fires and the movement of smoke and the other products of combustion.

Apply: AK1

- *Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Civil Engineering Section (three positions), North Ryde

Duties: Nos 60, 65, 68—Conduct laboratory and field investigations into the problems of structural engineering; set up and operate the instruments and equipment involved; analyse the results obtained and prepare bases of reports.

Qualifications above five positions: An approved technical college certificate or other approved qualifications, and requisite experience. For Duties No. 61 experience in building construction or its supervision highly desirable.

Apply: AK1

- Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Library Sub-section, North Ryde

Duties: No. 27—Record accession of journals. Distribute and retrieve material borrowed by staff. Maintain loan cards. Type index cards and perform other duties as directed.

Apply: AK1

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Construction Administration Branch

- *Assistant Furniture Officer \$7492-7818, Fourth Division, Furniture Section, Canberra

Duties: No. CA14—Assist Furniture Officer in the preparation of designs, working drawings, specifications and estimates as required for the provision of all types of furniture, floor coverings and soft furnishings. Inspection and supervision of work of contractors and Departmental employees.

Qualifications: Appropriate qualifications and/or experience in the manufacture of furniture and ability to prepare estimates, drawings and specifications. Knowledge of soft furnishings, floor coverings and interior decorating desirable.

Apply: AK2

Finance Branch

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

Duties: No. 102—Maintain records related to administrative costs, control overtime commitments register. Prepare relevant statements and reports.

Qualifications: Progress in Accountancy or similar studies is desirable.

Apply: AK2

Technical Division

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

Duties: QS27—Under the direction of professional staff, undertake or assist in the inspection and preparation of complete or sectional estimates and associated functions for routine building works in design and construction stages.

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

Apply: AK2

NEW SOUTH WALES

Management Services Division, Programming and Financial Services Branch

Accountant \$12019-12510 (Class 9), Third Division, Accounts Section, Sydney

Duties: Chief Accounting Officer for the Region. Manage the Accounts Section and provide financial advice to management.

Qualifications: Administrative ability of a high order, with a good appreciation of financial matters desirable. Accountancy qualifications are desirable.

Apply: AK3

VICTORIA

Executive Branch

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

Duties: Receptionist, secretarial and stenographic duties for the Regional Director.

Qualifications: Shorthand, 100 words per minute.

Apply: N3

VICTORIA AND TASMANIA

General Works Division, Furniture Branch

*Assistant Furniture Officer, \$7492-7818, Fourth Division, Melbourne

Duties: No. 208—Handle all furniture matters referred by Senior Furniture Officer. Provision of technical services, advice and assistance to client Departments including provision of estimates, selections, procurement, valuation, etc., of furniture and furnishings, specialisation in regard to selected categories of furniture.

Qualifications: It is desirable that the occupant be a qualified cabinet maker, i.e. to have successfully completed an apprenticeship in cabinet making.

Apply: AK4

Management Services Division, Programming and Financial Services Branch

Clerk \$8886-9548 (Class 6), Third Division, Planning, Programming and Budgeting Section, Programming Sub-section, Melbourne

Duties: No. 7—As the Region's Programming Officer co-ordinate preparation and reviews of estimates of expenditure for works notes. Monitor approved works programmes and provide management with trend information.

Qualifications: Ability to liaise with Senior Management and a good knowledge of works programming and budgeting procedures desirable.

In lieu of notification in *Gazette* of 21 March 1974. Previous applicants will be considered and need not re-apply.

Apply: AK4

SOUTH AUSTRALIA

Technical Division

*Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Engineering Design Section, Adelaide

Duties: EP—Under supervision prepare designs, working drawings and specifications for less complex structural projects.

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

Apply: AK6

WESTERN AUSTRALIA

Projects Division, Technical Resources Branch

Design Manager, Class 3 \$14882-15842, Third Division, Perth

Duties: No. 14—Resources Manager, Projects Division. 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 works plans and programs. 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.

Note: The above position is temporary for an indefinite period.

Apply: AK7

Technical Services Division, Advisory Services Branch

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

Duties: Provide professional engineering advice, solution and services in relation to specific problems or proposals referred by the operational divisions. Ensure adequate research and review of problems associated with structural engineering are carried out, provide and disseminate specialist technical information.

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. Applicant should have at least 10 to 15 years experience in design and construction structural engineering, including multi-storey construction with some emphasis on steel, particularly welding.

Apply: AK7

NORTHERN TERRITORY

Management Services Division

Clerk \$9876-10538 (Class 7), Third Division, Regional Office, Alice Springs

Duties: No. 1—Accept responsibility for the administrative management of the Alice Springs Regional Office. Provide high level executive support to the Construction Manager and senior professional officers in planning and controlling the operational maintenance and construction programmes undertaken by the Region.

Qualifications: Wide experience in Treasury, Public Service Board and Departmental procedures covering Construction Administration, Financial Accounting, Stores and Personnel Management desirable. Personal characteristics necessary for the development of a closely knit technical and administrative team also 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

Finance Branch

Clerk \$8886-9548 (Class 6), Third Division, Accounts Section, Claim Investigation Sub-Section, Darwin

Duties: No. 22—Investigate the more complex claims under rise and fall provisions of contracts. Conduct negotiations with contractor on behalf of the Department in cases where dispute arises. Control and direct subordinate staff.

Qualifications: Accountancy qualifications 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

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

Duties: No. 2—Responsible to the Accountant for the direction and control of General Accounts Section engaged on appropriation and project ledgers, examination of accounts, preparation and payment of salaries and wages, receipt of public moneys, machine accounting.

Qualifications: Accountancy qualifications desirable. Wide experience in Treasury accounting procedures and ability to control and direct staff would be an advantage.

District Allowance: Grade IV.

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

Personnel Services Branch

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

Duties: No. 93—Inspector, Organisation and Classification. As Team Leader plan, direct and control reviews and investigations within the Northern Territory Region. Liaise with Heads of Branches, the Public Service Inspector's Office and the Head Office of the Department on these matters.

Qualifications: Sound knowledge and considerable experience in the application or organisation and classification principles and practices 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: Applicants to provide family details and state requirements.

Apply: AK9

Stores Branch

Clerk \$7899-8639 (Class 5), Third Division, Regional Office, Alice Springs

Duties: No. 2—Assistant Superintendent of Stores. Responsible for all stores activities affecting the Alice Springs/Tennant Creek region including stock control, provisioning and control of tools and materials in accordance with Departmental procedures. Advise professional project personnel policy and operations.

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

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

Duties: No. 6—Under direction perform minor design and prepare working drawings and detailed drawings of routine works or as a member of a team of elements of more complex works.

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

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

Duties: No. 7—Under direction perform minor design and prepare working drawings and detailed drawings of routine works or as a member of a team of elements of more complex works.

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

- ***Engineer, Class 4 \$13322-14209, Third Division, Construction Section, Katherine**

Duties: No. 88—Responsible to Assistant Director (Construction) for direction of all of the Department's Construction and Maintenance works programmes in the Katherine Region.

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

District Allowance: Grade IV.

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

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

Apply: AK9

- ***Engineer, Class 3 \$11348-12664, Third Division, Construction Section, Katherine**

Duties: No. 87—Responsible to the Regional Engineer for supervision of a large roads and bridges construction programme based in Katherine.

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

District Allowance: Grade IV.

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

Accommodation: Single accommodation available. Permanent married accommodation available after a waiting period, but a successful interstate appli-

cant, if married, could be assisted with an accommodation allowance in the interim. Applicants to state requirements.

Apply: AK9

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

Duties: No. 45—Responsible to the Regional Architect for the supervision of contracts and day labour works. Prepare estimates, specifications and reports. Successful applicant must be prepared to travel to outlying areas of the region at irregular intervals.

Qualifications: Extensive experience in all aspects of building. Proven ability to organise and control subordinate staff.

District Allowance: Grade IV.

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

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

Apply: AK9

- ***Technical Officer, Grade 1 \$6003-7613, Third or Fourth Division, Engineering Design Section, Darwin**

Duties: No. 8—Under general supervision, carry out tests and investigations on soils, gravels, bituminous concrete and concrete; prepare reports and supervise subordinate staff.

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

- ***Supervising Draftsman \$9379-9932, Third or Fourth Division, Engineering Design Section, Electrical Sub-section, Darwin**

Duties: EP 259—Responsible for the preparation of designs, schedules of quantities and specifications for light and power components of Defence and DCA projects. Undertake engineering design drafting investigations and inspection work in more complex projects.

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

Utilities Division

*Engineer, Class 2 \$9581-10702, Third Division, Electricity Supply Undertakings Section, Katherine

Duties: EP (D67)—As Area Engineer, oversight the operations and maintenance of the diesel power station at Katherine and the automatic diesel power stations at Elliott, Pine Creek, Daly Waters and Mataranka as well as the construction of new diesel power stations in the Katherine area. Plan, co-ordinate and direct the operations and maintenance of the transmission and distribution system at Katherine and other centres in the area.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

DEPARTMENT OF IMMIGRATION**NEW SOUTH WALES****Integration Branch**

*Social Worker, Class 4 \$11485-11925, Third Division, Social Work Section, Sydney

Duties: No. 169—Plan, co-ordinate and control the Social Work Section. Direct the development, operation and continuous review of a Social Work programme.

Qualifications: Appropriate degree or diploma in Social Work or Social Studies or equivalent qualification.

Apply: O2

*Social Worker, Class 3 \$10285-11045, Third Division, Social Work Section (two positions), Sydney

Duties: NP—Plan, control and develop a social work unit.

Qualifications: Appropriate degree or diploma in Social Work or Social Studies or equivalent qualification.

Apply: O2

DEPARTMENT OF LABOUR**CENTRAL OFFICE****General Division, Productivity Promotion Branch**

Executive Officer \$1032-11525 (Class 8), Third Division, Melbourne

Duties: No. 5—Assist in developing and organising promotional activities for the Productivity Council of Australia. Organise preparation and production of 'Australian Productivity Action'. Plan and arrange for assistance from appropriate elements of the Department with projects undertaken by the Council.

Qualifications: Appropriate university degree desirable. Executive ability together with knowledge of industrial organisations and practices an advantage. Ability to prepare effective promotional material for publication desirable.

Apply: P1

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

Clerk \$8886-9548 (Class 6), Third Division, IR Systems, Information and Publications Section, Melbourne

Duties: No. 51—Compile, edit and prepare material for publication in the Industrial Information Bulletin and other industrial relations publications of the Department.

Qualifications: Experience in precis writing and in the preparation of material for publication together with knowledge of industrial relations in Australia desirable. Appropriate university degree also desirable.

Apply: P1

VICTORIA**Employment, Training and Industrial Services Division, Industrial Services Branch**

Assistant Catering Adviser \$5276-5693, Fourth Division, Food Services Section, Melbourne

Duties: No. 13—Assist with the operation of food services managed by the Department, staff training and the conduct of surveys in Commonwealth establishments; demonstrate improved catering practices.

Qualifications: Practical knowledge of large scale catering and a Diploma of Institutional Management (or equivalent) would be an advantage.

Apply: P3

Industrial Relations Branch

Senior Inspector \$8886-9548 (Class 6), Third Division, Arbitration Inspectorate, Bendigo

Duties: No. 73—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 employees and their organisations and to supervise staff desirable.

Apply: P3

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

Duties above two positions: Undertake training in all aspects of Arbitration Inspectorate activities, including short term relief of Inspectors for training purposes; deal with inquiries regarding provision of Federal Awards and record details of complaints; provide general administrative assistance.

Apply: P3

Senior Inspector \$8886-9548 (Class 6), Third Division, Arbitration Inspectorate (two positions), Melbourne

Duties above two positions: Assist in the planning and supervision of the work of Inspectors in the Region; 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 employees and their organisations and to supervise staff desirable.

Apply: P3

Management Services Branch

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

Duties: No. 83—Establishments Officer. Carry out establishment reviews and prepare organisation proposals.

Apply: P3

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

Duties: No. 61—Staff Clerk. Supervise and direct the work of the Standard Personnel Records teams; make recommendations and take appropriate action on claims under the Compensation (Commonwealth Employees) Act; assist in the preparation of draft salary estimates.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders, Compensation (Commonwealth Employees) and Superannuation Acts etc. desirable.

Apply: P3

QUEENSLAND

Employment Branch

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

Duties: No. 247—Assist in the reception and registering of persons seeking employment; general office work including answering inquiries, filing, indexing circulars; typing for the office.

Qualifications: Applicants should indicate their current typing ability.

Apply: P4

WESTERN AUSTRALIA

Management Services Branch

Clerk \$6912-7652 (Class 4), Third Division, Office Services Section, Perth

Duties: Responsible to the Assistant Director for the efficient functioning of the Office Services Section comprising—General Services, Registry, Data Processing and Typing Services Sub-sections. Provide advice to management on, and implement, policies relating to property matters involving numerous premises throughout the State.

Apply: P6

TASMANIA

Employment Branch

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

Duties: No. 114—Interview and arrange placement of applicants for employment; obtain vacancies from employers. Provide Employment Officer relief throughout the state.

Apply: P7

DEPARTMENT OF THE MEDIA

CENTRAL OFFICE

Planning and Finance Branch

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

Duties: No. 36—Provide assistance to the project teams in the collection and examination of data.

Apply: Q1

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Management Services Section, Registry Sub-section, North Sydney

Duties: No. 12—Oversight movement of all files to be actioned and conduct continuous review of file creation, titling and indexing. Assist in the supervision of the Registry Sub-section and supervise all archival and file disposal action.

Qualifications: Thorough knowledge of registry practices and procedures desirable.

Apply: Q1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Management Services Section, Registry Sub-section, North Sydney

Duties: No. 13—Assist in search duties for Registry. Examine all papers and files prior to attachment to ensure that papers refer to previous correspondence on file.

Apply: Q1

Broadcasting and Film Division, Film Australia

*Executive Officer \$12019-12510, (Class 9), Third Division, Administration Section, Lindfield

Duties: No. 179—Direct administrative activities and undertake projects associated with the co-ordinating, procedural and operational aspects of Film Australia. Develop work programming and budgetary control measures.

Qualifications: Broad administrative experience supplemented by experience in policy formulation and investigation work. An understanding of the production and distribution of film is desirable.

Apply: Q1

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Offshore and International Division, Titles and Inspection Branch

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

Duties: No. 32—Processing applications for titles pursuant to Australian legislation relating to mineral resources of the seabed.

Qualifications: Experience in the administration of legislation, together with academic qualifications desirable.

Apply: R1

Management Services Branch

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

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

Qualifications: Shorthand, at least 100 words per minute.

Apply: R1

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

Duties: Perform stenographic and typing duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: R1

Bureau of Mineral Resources, Geology and Geophysics, Geophysical Branch

*Technical Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Observatories and Regional Section, Canberra

Duties: No. 263—Perform straightforward measurements and associated computations on magnetic and seismic recordings.

Qualifications: Appropriate qualifications and/or experience together with School Certificate desirable.

Apply: R1

Operations Branch

Clerk \$6912-7652 (Class 4), Third Division, Administrative Section, Branch Services Sub-section, Canberra

Duties: No. 785—Provide general administrative assistance to the Assistant Director (Geology), senior professional and sub-professional staff within the Branch and prepare and investigate branch draft estimates and works proposals in consultation with senior professional staff for presentation to the Assistant Director (Geology).

Qualifications: Broad experience in administrative work, preferably in staff and finance areas and knowledge of field conditions desirable.

Apply: R1

Programming Assistant, Grade 2 \$5806-6666, Fourth Division, ADP Applications Section, Canberra

Duties: No. 804—Undertake the coding and testing of a wide variety of programs of some complexity.

Qualifications: Previous experience in program coding desirable.

Apply: R1

***Geologist**, Class 2 \$9397-10521, Third Division, Publications and Information Section, Editing Sub-section, Canberra

Duties: No. 455—Edit Bureau records and minor scientific publications.

Qualifications: A degree or diploma in Science with a full major in Geology, or equivalent qualifications.

Note: The designation of this position may be Geologist, Geophysicist, Mineral Economist or Petroleum Technologist depending on the qualifications of the occupant. Any person with these qualifications may apply.

Apply: R1

Division of National Mapping

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

Duties: Nos B, 263—In respect of the maps associated reports relating to water resources undertake and/or supervise the collection, analysis and preparation of data for maps and reports; assist in maintaining oversight of the production of maps and reports.

Qualifications: Degree with major in geography. Experience in resources mapping and hydrology desirable.

Apply: R1

***Research Officer**, Grade 2 \$7899-8639 (Class 5), Third Division, Geographic Section, Water Sub-section, Canberra

Duties: No. A—In respect of the map series and associated reports relating to water resources collect and analyse resources data; undertake the preparation of data for maps, commentaries and reports.

Qualifications: Degree with major in geography. Experience in resources mapping and hydrology desirable.

Apply: R1

VICTORIA

Management Services Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Victorian Regional Office, Personnel and Relief Sub-section, Melbourne

Duties: No. 14—Undertake relief duties in Victorian Regional Office, Fuels Branch and Division of National Mapping, Melbourne.

Note: The duties of this position are in lieu of those appearing in *Gazette* of 4.4.74.

Apply: R1

Bureau of Mineral Resources, Geology and Geophysics, Geophysical Branch

***Technical Assistant**, Grade 2 \$5681-6371, Third or Fourth Division, Observatories and Regional Section, Observatories (Melbourne) Sub-section, Melbourne

Duties: No. 401—Perform straightforward measurements and associated computations on magnetic and seismic recordings. Prepare paper tapes and punched cards for computer input in the data derivation program.

Qualifications: Appropriate qualifications and/or experience together with School Certificate desirable.

Apply: R1

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Management, Legislation and Planning Division

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

Duties: NP—Assist in the editing and where necessary revision of ministerial correspondence. Co-ordinate and control the receipt, distribution and dispatch of Cabinet submissions and decisions, Ministerial correspondence, Parliamentary questions and answers and Executive Council minutes and decisions.

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

Apply: U1

Establishments and ADP Branch

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

Duties: NP—Provide administrative support to the ADP Section in personnel, finance stores and office service functions. Review expenditure and commitments and maintain accurate operational expenditure records. Prepare movement requisitions, staff returns, travel warrants etc.

Qualifications: Extensive experience in administrative duties desirable.

Apply: U1

Finance, Supply and Transport Branch

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

Duties: No. 127—Under direction carry out the internal audits in accordance with the Internal Audit Programme.

Qualifications: Experience in Internal Audit work and some formal training in accounting principles and practices, together with ability to prepare associated reports desirable.

Apply: U1

Resource Development Division, Animal Industry and Agriculture Branch

*Stock Inspector \$4940-5956, Fourth Division, Animal Health Section, Alice Springs

Duties: No. 194—Inspection and investigation of stock diseases and execution of control measures. Regulate stock movements.

Qualifications: Sound knowledge of all classes of stock particularly cattle. Elementary knowledge of diseases of animals. Experience on cattle stations in the Northern Territory desirable.

Apply: U1

*Senior Assistant (Farm) \$4430-4563, Fourth Division, Animal Health Section, Alice Springs

Duties: No. 206—Assist with experiments and be responsible for all large stock acquired or bred for experimental purposes at Arid Zone Research Farm.

Qualifications: Ability to handle large stock and experience in animal breeding desirable.

Apply: U1

Typist, Grade 2 \$4731-5035, Fourth Division, Executive Section, Darwin

Duties: No. 116—Typing and stenographic duties to the Chief Veterinary Officer, Chief Agronomist and Executive Officer. Act as receptionist.

Qualifications: Shorthand, 100 words per minute desirable.

District Allowance: Darwin, Grade IV.

Accommodation: Single accommodation available. The waiting period for married accommodation is approximately 12 months in Darwin 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

Resource Development Division, Water Resources Branch

*Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Investigation and Design Section, Darwin

Duties: No. 63—Assist in engineering surveys associated with water resources investigations. Considerable period of time may be spent away from Darwin.

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

District Allowance: Grade IV.

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

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

Apply: U1

Social and Commercial Affairs Division, Public Utilities and Housing Branch

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

Duties: No. 15—Senior Clerk, Electricity Supply Undertaking. Control staff and prepare statistical returns. Interview public concerning special services.

Qualifications: Experience in commercial activities desirable.

Apply: U1

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

Duties: No. 24—Under direction of the Staff Accommodation Officer, supervise and co-ordinate the allocation, management and sales group. Prepare related correspondence of a more important nature, and prepare annual estimates of new works, repairs and maintenance.

Qualifications: Experience in the preparation of estimates together with sound experience in report writing and preparation of correspondence desirable.

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

Accommodation: Single accommodation available. The waiting period for married accommodation is approximately 12 months in Darwin and 12 months in Alice Springs 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

Overseas Markets Division, Trade Commissioner Branch

Typist, Grade 2 \$4150-4378, Fourth Division, Trade Commissioner Service Section, Canberra

Duties: No. 1418—Provide stenographic and secretarial assistance for Trade Commissioner.

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

Note: This position is located in Port Moresby.

Apply: V1

REGIONAL OFFICE—NEW SOUTH WALES

Administrative Officer \$9876-10538 (Class 7), Third Division, Sydney

Duties: No. 1—Direct, control and co-ordinate the management services function for the Regional Office. Planning and development of management projects.

Qualifications: Demonstrated management ability in addition to understanding of the application of the various Acts, Regulations, etc., desirable.

Apply: V1

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

Duties: Control and co-ordinate the activities of Personnel and Office Services, Registry, Typing, Library and Relief Sub-sections.

Qualifications: Wide experience in Personnel, Office Services and Registry areas, and ability to direct and control staff desirable.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL STAFF

Director-General's Office, Industrial Relations Branch

Assistant Inspector \$9876-10538 (Class 7), Third Division, Negotiations and Conditions of Service Section, Negotiation and Arbitration Sub-section, Melbourne

Duties: No. 6—Assist in negotiations with staff associations and unions, analyse claims filed with the Public Service Arbitrator, prepare briefs and other material.

Apply: W1

Engineering Planning and Research Division, Research Sub-division

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

Duties: No. 6—Conduct research into the basic nature of switching and signalling networks; to carry out investigations into new system techniques; and to assess the potential of new and proposed systems in respect of future network needs.

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

Note: This position was previously advertised in *Gazette* No. 13 of 7.2.74. Previous applicants will be considered and need not re-apply.

Apply: W1

Engineer, Class 3 \$11248-12664, Third Division, Switching and Signalling Branch, Network Studies Section, Melbourne.

Duties: No. 7—To apply mathematical and statistical techniques to new and proposed switching and signalling systems and networks in order to assist in their evaluation and application; and to conduct research into the basic nature of switching systems and network.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. An interest in, and an aptitude for, the application of mathematical techniques is desirable.

Apply: W1

Technical Officer (Science), Grade 1 \$6003-7613, Third or Fourth Division, Physical Sciences Branch, Electro-Chemistry and Metallurgy Section, Electro-Chemistry Sub-section, Melbourne

Duties: No. 350—Operate specialised equipment and perform difficult measurements in the study of corrosion and phenomena relating to telecommunications components such as cable conductor sheaths, earth rods and switching equipment. Investigate performance of electro-chemical power sources.

Qualifications: An approved certificate in Chemistry or Metallurgy from a technical college or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate, together with appropriate experience.

Apply: W1

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

Duties: No. 245—Undertake complex design and development of specialised test equipment within broad guidelines plan, organise and control subordinate staff engaged in the evaluation of telecommunication materials, components, etc.

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

In lieu of notification appearing in *Gazette* No. 9 of 24.1.74. Previous applicants will be considered and need not reapply.

Apply: W1

Engineering Works Division, Buildings Branch

Engineer, Class 2 \$9581-10702, Third Division, Planning and Development Sub-branch, Engineering Service (Special Majors) Section, Melbourne

Duties: No. 15—Determine Engineering services requirements as dictated by functional needs of the special major buildings in collaboration with higher level professional staff.

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

Note: Applicants are required to supply details of qualifications and experience in either Electrical or Mechanical Engineering. In lieu of notification in *Gazette* No. 25 of 21.3.74. Previous applicants will be considered and need not reapply.

Apply: W1

Lines Branch

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

Duties: No. 20—Assist Branch Clerk with the preparation of correspondence and supervise subordinate staff employed on staffing, registry and office services. Co-ordinate Branch reports and prepare estimates of expenditure and office requisites.

Apply: W1

Radio Communications Branch

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

Duties: No. 89—Provision of administrative assistance to an engineering group.

Apply: W1

Support Services Branch

Engineer, Class 3 \$11348-12664, Third Division, Engineering Management Systems Section, Melbourne

Duties: No. 23—The design of improved management systems by planning, scheduling, measurement and control of work techniques and development of management training programmes.

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. Broad experience in field management and practices combined with knowledge and experience in Industrial Engineering Techniques desirable.

Apply: W1

Telephone Switching Equipment Branch

Clerk \$6912-7652 (Class 4), Third Division, 10C Model Exchange Section, Melbourne

Duties: No. 64—To provide high level administrative assistance to the Section Manager, secretarial duties at conferences, co-ordination of reports, development and administration of systems to control information flows to and from the Model Exchange.

Qualifications: Sound knowledge of engineering practices and procedures related to design of telephone exchange equipment desirable, together with ability to develop control systems.

Apply: W1

Management Services Division, ADP Branch

Programming Assistant, Grade 2 \$5806-6666, Third Division, Administrative Section, Melbourne

Duties: No. 254—Write simple coding statements and prepare data for use in testing and evaluation of programming systems.

Qualifications: Appropriate experience and proven aptitude desirable.

Apply: W1

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

Duties: No. 105—Perform registry duties as subject indexer.

Qualifications: Registry experience desirable.

Apply: W1

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

Duties: No. 246—During a shift of computer operations assist with the checking and break-up of output.

Note: Shift work is involved. The position will be transferred to the Victorian Administration and be located at Clayton in late 1974.

Apply: W1

Finance and Accounting Branch

Senior Statistical Officer \$11032-11525 (Class 8), Third Division, Economic Policy and Financial Analysis Section, Melbourne

Duties: No. 13—Develop and apply sampling and other mathematical and statistical techniques in special ad-hoc Departmental investigations.

Qualifications: Appropriate academic qualifications with majors in mathematics and statistics desirable.

Note: The occupant of this position will be initially located in the Supply Branch.

Apply: W1

Postal Services Division, Postal Planning Branch

*Assistant Controller \$11032-11525 (Class 8), Third Division, Long Range and Business Planning Section, Melbourne

Duties: No. 14—Undertake continual analysis and evaluation of demographic, social and technological change in the postal service environment; assist in the development of long range objectives for the postal business and develop intermediate goals and opportunity plans.

Qualifications: Degree or diploma in economics, commerce, business administration or tertiary qualifications in engineering combined with relevant experience in economic forecasting desirable.

Apply: W1

VICTORIA

Engineering Division, Administrative Branch

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

Duties: No. 69—Stores Inspector. Stocktaking of Engineers stores.

Qualifications: A sound knowledge of works procedure and cost account instructions desirable.

Duties: No. 237—Relief Clerk.

Qualifications: A sound knowledge of Labour and Pay and Materials and Incidentals desirable.

Apply: W3

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

Duties: No. 172—Price and sort vouchers.

Apply: W3

Buildings Branch

Engineer, Class 4 \$13322-14209, Third Division, Engineering Services Section, Melbourne

Duties: No. 1—Responsible to the Manager, Buildings Branch for the Management of the Section.

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

Apply: W3

Construction Branch

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, Country Installation No. 1 (West) Section, Melbourne

Duties: Installation of telephone exchange and transmission equipment.

Apply: W3

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, Country Installation No. 3 Section, Melbourne

Duties: Take charge of projects involving the installation of transmission equipment (radiocommunication and line carrier equipment) under the direction of the controlling Engineer.

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

Apply: W3

Metropolitan Operations Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Deepdene

Duties: In charge of Lineman Installer Depot.

Note: Duties may revert to Area Supervisor at a later date.

Apply: W3

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

Duties: Penman.

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 4 (North East) Section, North Balwyn

Duties: No. 73—Clerical assistant to the Senior Telecommunications Technical Officer in charge of the telephone exchange.

Note: Hours of duty 8 a.m. to 5 p.m.

Apply: W3

Regional Operations Branch

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

Duties: Shift Leader.

Apply: W3

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division, North Eastern Section, Benalla

Duties: In charge of a work cell employed on either LLE, ARK, ARF maintenance installation and maintenance.

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

Apply: W3

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

Duties: No. 258—Staff Clerk.

Apply: W3

Lines Supervisor, Grade 3 \$6965, Fourth Division, South Western Section, Geelong

Duties: District Storekeeper.

In lieu of notification appearing in *Gazette* No. 179 of 29.11.73. Previous applicants need not re-apply.

Apply: W3

Cable Assigner \$5668, Fourth Division, South Western Section, Geelong

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, North Western Section, Mildura

Duties: No. 120—Clerical assistant to the Senior Telecommunications Technical Officer in charge of the telephone exchange.

Note: Hours of duty 8 am to 5 pm.

Apply: W3

Services Branch

*Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Automotive and Buildings Services Section, Mail Handling and Power Sub-section, Melbourne

Duties: Provide assistance to the Engineer in relation to the maintenance of Mail Handling Equipment.

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

Apply: W3

Support Services Branch

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

Duties: No. 212—Design and drafting work in the Cables and Conduits North East Sub-section.

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

Apply: W3

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

Duties: No. 12—Records Assistant.

Apply: W3

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

Duties: No. 14—Planning Clerk. Direct the work of the staff engaged in the preparation of estimates and finalisation of workshops orders.

Apply: W3

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

Duties: No. 194—Material dispatch assistant.

Apply: W3

Postal Services Division, Mail Exchange Branch

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

Duties: Control counter collection operations at overseas Inward Parcels Sub-section. The occupant must be prepared to rotate with other Senior Mail Officers on all shifts in the Parcels Section if required.

Qualifications: A sound knowledge of and experience in Parcel Section activities, procedures and documentation desirable. Applicants must be qualified in accordance with conditions notified in *Gazette* No. 25 A of 22.3.74.

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

Apply: W3

Postal Planning Branch

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

Duties: No. 11—Assist in Post Office accommodation and facilities studies and in Branch staffing matters.

Qualifications: Appropriate Postal and Planning experience.

Apply: W3

Telecommunications Division, Country Region

District Telephone Manager \$11032-11525 (Class 8), Third Division, District Telephone Office, Dandenong

Apply: W3

District Telephone Manager \$9876-10538 (Class 7), Third Division, District Telephone Office, Warragul

Duties: No. 111 (Dandenong) and No. 272 (Warragul)—Responsible for the efficient management of a telephone district.

Apply: W3

Finance and Accounting Branch

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

Duties: No. 17—Commercial Ledger-Keeper, Direct the work of the Commercial Ledgers Group.

Apply: W3

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

Duties: No. 458—Senior Assistant Accounting Officer.

Apply: W3

Personnel and Industrial Relations Branch

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

Duties: No. 346—Analyse and review action for filling of vacancies and conduct of staffing surveys.

Qualifications: Applicants should state studies completed or being undertaken.

Apply: W3

QUEENSLAND

Engineering Division, Buildings Branch

Engineer, Class 3 \$11348-12664, Third Division, Engineering Services Section, Brisbane

Duties: No. 983—Responsible to the Branch Head for management of Section.

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

Apply: W4

Country Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, South Western Section, Oakey

Duties: Area Supervisor.

Apply: W4

Postal Services Division, Mail Exchange Branch

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

Duties: Control of a shift in the Chief Parcels Office. Shift work is involved.

Qualifications: Knowledge of Chief Parcels Office operating procedures desirable.

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

Apply: W4

Post Offices Branch

Inspector \$8886-9548 (Class 6), Third Division, District Postal Manager's Office, Roma

Duties: No. 44—Assist the District Postal Manager in the control and management of the District.

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

Apply: W4

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

District Allowance: Grade 1.

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

Qualifications: Applicants must be qualified in accordance with the current Determination under Section 53 of the Public Service Act last published in Gazette No. 9 of 30.1.73.

Apply: W4

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

Duties: No. 168—Staff and general clerical work in the District Postal Manager's Office.

Apply: W4

Telecommunications Division, Country Region

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

Duties: No. 134—Head Office, Country Region, Brisbane. Oversight the activities of the Operations Sub-section.

Qualifications: Sound background in telecommunication service practices desirable.

Apply: W4

Metropolitan Region

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Sales Branch, Sales Advisory Section, Brisbane

Duties: No. 275—Assist the Clerks, Private Lines, by processing the more routine applications for lines through the cable detail requests, and order issue procedures. Keep Section records and statistics up to date.

Apply: W4

Finance and Accounting Branch

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

Duties: No. 137—Preparation of correspondence and checking of refund claims in the Licensing Sub-section.

Apply: W4

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Post Offices Accounting Section, Brisbane

Duties: No. 45—Assess refunds payable on cancelled licences and assist in checking receipts against Postmasters summaries.

Apply: W4

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

Duties: No. 113—Take charge of daily advances of stock and distribute to Postmasters in accordance with requisitions.

Duties: No. 138—Effect amendments to postcodes on licence records and assist Senior Licence Inspector with inquiries and perform general clerical work associated with licensing.

Apply: W4

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Post Offices Accounting Section, Brisbane

Duties: No. 108—Assist with the processing of cash remittances.

Apply: W4

Personnel and Industrial Relations Branch

*Manager (Food Services) \$7899-8639 (Class 5), Third Division, Staffing and General Services Section, Brisbane

Duties: No. 52—Direct and oversight the departmental Food Services to ensure they are efficient, and economically viable.

Qualifications: Managerial experience in large scale catering desirable. Professional/trade qualifications should be stated.

Note: Suitably qualified and experienced Fourth Division officers may lodge applications.

Apply: W4

SOUTH AUSTRALIA**Engineering Division, Planning and Programming Branch**

Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Switching and Facilities Section, Adelaide

Duties: No. 1449—Under limited direction prepare the more complex project trunking designs and planning proposals including equipment layouts, numbering, switching and charging facilities for telephone switching networks.

Qualifications: An approved Technical College certificate or other approved qualifications and requisite experience. Wide knowledge of local and trunk switching equipment desirable.

Apply: W5

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

Duties: No. 936—Under limited direction, plan, co-ordinate, and control technical staff engaged in traffic measurement in South Australia and Northern Territory.

Qualifications: An approved Technical College certificate or other approved qualifications and requisite experience. Wide knowledge of traffic measuring techniques and of exchange network trunking desirable.

Apply: W5

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Traffic Engineering Section, Adelaide

Duties: No. 1415—Under general direction process and analyse complex traffic measurements and undertake special studies on exchange network requirements.

Qualifications: An approved Technical College certificate or other approved qualifications and requisite experience. A good knowledge of exchange network trunking and some knowledge of traffic properties, dimensioning and computer techniques desirable.

Apply: W5

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

Duties: No. 906—Undertake research associated with the qualification, validation, evaluation and analysis of telecommunication network statistics.

Qualifications: Appropriate tertiary qualifications with some knowledge of computer programming and statistical analysis desirable.

Apply: W5

Support Services Branch

***Photographer \$4695-5460, Fourth Division, Drafting Section, Adelaide**

Duties: No. 86—Provide technical guidance to photographic assistants, operate Statfile and process camera equipment engaged in the production of printed circuit masters and screened work associated with all line and tone reproductions. Undertake studio and field photograph as required.

Qualifications: Extensive experience in photographic work allied to process camera productions including photography using studio and press cameras desirable.

Apply: W5

Postal Services Division, Post Offices Branch

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

Apply: W5

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

Quarters: Five rooms, three bedrooms

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

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

Apply: W5

Telecommunications Division

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

Duties: No. 9—Budget Control Officer. Prepare and co-ordinate staff, revenue and expenditure budgets and business forecasts. Divisional consultant on budgetary matters.

Qualifications: Sound knowledge of Telecommunications Division activities, Post Office financial arrangements, budgetary procedures and business forecasting and ability to use and interpret statistics desirable.

Apply: W5

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

Duties: No. 24—Personnel Officer. Control the Administration Section staff unit and oversight all staff units within the Division.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and Personnel Instructions, staff statistics and staff estimating procedures together with a knowledge of Telecommunications Division organisation, practices and procedures desirable.

Apply: W5

Country Region

Clerk \$5806-6666 (Class 2/3), Third Division, District Telephone Office Section, Wallaroo

Duties: No. 60—Process applications for Telecommunication facilities in the District.

Note: This position is shortly to be re-located at Kadina.

Apply: W5

Finance and Accounting Branch

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

Duties: No. 43—Direct and control the activities of the Accounts Payable Sub Section engaged in the preparation of the payroll, and examination of general expenditure and payment of these accounts. Act as Certifying Officer under Section 34 of the Audit Act and Treasury Regulations.

Qualifications: Administrative ability and a knowledge of relevant Treasury Directions and Accounts Instructions relating to Departmental Expenditure on labour and general services desirable.

Apply: W5

NORTHERN TERRITORY

Engineering Division, Country Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Northern Territory Section, Alice Springs

Duties: Area Supervisor.

District Allowance: Grade III.

Accommodation: Hostel accommodation is available to single officers at approximately \$24.00 per week plus electricity. A Northern Territory Administration residence may become available to a married officer after a waiting period of approximately 14 months.

Apply: W5

Telecommunications Division, Country Region

Supervisor (Telephone), Grade 1 \$6610-7110, Fourth Division, Darwin

Duties: No. 115—Service Advisor. Inspect and attend cutovers of PBX, PABX and Telex.

Qualifications: Applicants must be qualified as Monitor (Telephone).

District Allowance: Grade IV.

Taxation Allowance: Zone A.

Accommodation: Hostel accommodation is available to officers for approximately \$24.00 per week. Department of Northern Territory house or flat may become available to a married officer after a waiting period of 12 months. However, the temporary rental of a house or flat shortly after arrival can usually be arranged pending allocation of a Department of Northern Territory house or flat. A flat will not normally be offered to an officer with children. Allocation of either a house or a flat is at the discretion of the Department of Northern Territory. Refusal of the accommodation will lead to the removal of an applicant's name from the housing lists and termination of any living allowance (other than District allowance) paid by the Department. In addition to the 10 per cent minimum actual salary charged for rental, occupants will be required to pay for sewerage, garbage and water services. The present charges are \$35, \$32.76 and \$33 per annum respectively.

Apply: W5

WESTERN AUSTRALIA

Telecommunications Division, Sales Branch

Senior Survey Officer \$8886-9548 (Class 6), Third Division, Metropolitan Region, Survey Section, Perth

Duties: No. 89—Control and co-ordinate the work programme of Survey Officers and Survey Teams.

Qualifications: A sound knowledge of survey work with an ability to control staff and ability in report writing desirable.

In lieu of notification appearing in *Gazette* No. 27 of 28.3.74. Previous applicants need not re-apply.

Apply: W6

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Forestry Section, Canberra

Duties: No. 3404—Undertake research and assist in the formulation of advice on policy issues arising from the NAFTA and tariffs and bounties on forest products as specified. Keep above policies

under review. Undertake investigations into developments in these matters in Australia and overseas. Prepare Cabinet submissions, briefs, reports and correspondence.

Qualifications: An appropriate degree or equivalent qualification. Proven research ability desirable.

Apply: X1

Management Services Branch

Clerk \$6912-7652 (Class 4), Third Division, Personnel and Establishments Section, Personnel Management Sub-section, Personnel and Recruitment Unit, Canberra

Duties: No. 1528—Assistant Recruitment Officer. Prepare correspondence in relation to appeals, promotions and appointments. Oversight preparation of *Gazette* notices.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and of Australian Public Service procedures relating to the appointment, transfer and promotion of staff together with ability to control staff and prepare correspondence desirable.

Apply: X1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Establishments Section, Personnel Management Sub-section, Personnel and Recruitment Unit, Canberra

Duties: No. 3471—Prepare draft Public Service Board Statistical Returns relating to Inspection Staff. Maintain occupancy Record Cards, Staff Lists, Nominal Roll and other Records for Inspection Staff.

Apply: X1

Industry No. 5 (Fisheries) Division, Policy Branch

*Executive Officer \$11032-11525 (Class 8), Third Division, Marketing and Production Services Section, Canberra

Duties: No. 768—Prepare reports, submissions and recommendations concerning Australian and overseas aspects of fish marketing and production.

Qualifications: Administrative and analytical ability desirable. Academic qualifications to be stated.

Apply: X1

Bureau of Agricultural Economics, Technical and Administrative Services Branch

Programmer \$8886-9548 (Class 6), Third Division, Data Processing Section, Surveys Sub-section, Specifications Unit, Canberra

Duties: No. 3605—Write program specifications and/or computer programs as directed.

Qualifications: Appropriate training and experience together with aptitude for liaison with users and/or other program groups desirable. Knowledge of FORTRAN an advantage.

Apply: X1

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

Cabinet and Legislative Programming Division, Legislative Programming Branch

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

Duties: No. 85—Provide support for the Parliamentary Liaison Officers in the preparation of parliamentary programmes. Prepare motions, speeches

and statements for the Prime Minister in relation to formal matters.

Qualifications: Academic qualifications desirable.

Apply: Y1

Development Division, Resources Branch

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

Duties: No. 28—As directed, collate and analyse material and prepare reports and correspondence on matters relevant to the work of the Branch.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

Operations Division, Prime Minister's Branch

Clerk \$8886-9548 (Class 6), Third Division, Briefing and Questions Section, Canberra

Duties: No. 586—Assist in the preparation of replies to questions asked of the Prime Minister or the Minister representing the Prime Minister in the Senate.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

Services Branch

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

Duties: Perform stenographic and typing duties as directed.

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

Apply: Y1

NEW SOUTH WALES

Australian Council for the Arts

*Project Officer \$8886-9548 (Class 6), Third Division, North Sydney

Duties: No. 12—To examine and advise on applications for assistance and provide advice on the needs and development of arts among Aboriginal communities throughout Australia.

Qualifications: Tertiary qualifications in an appropriate field together with administrative experience. A sound knowledge of Aboriginal arts and affairs is essential.

Apply: Y2

*Project Officer \$8886-9548 (Class 6), Third Division, North Sydney

Duties: No. 3—Service the Theatre Board's Dance Panel in all matters relating to dance. Responsible for extensive and specialised investigation into dance in Australia. Prepare reports and interview applicants for assistance.

Qualifications: Tertiary qualifications in an appropriate field together with a high level of personal initiative and experience in this field.

Apply: Y2

THE OFFICE OF THE PUBLIC SERVICE BOARD CENTRAL OFFICE

Public Service Inspector's Office

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

Duties: No. 514—Responsible for clerical work of the Promotions Appeal Committee Office. Prepare

programmes for hearing of appeals against provisional promotions, etc. Determine issues relating to and advise on machinery aspects of appeals.

Apply: Y4

The Secretary's Division, Assistant Secretary's Branch

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Management Services Section, Accounts and Office Services Sub-section, Canberra

Duties: Prepare and implement Annual Maintenance Programmes. Assist with preparation of Furniture and Fittings proposals etc. Maintain equipment inventories, prepare submissions relating to losses and deficiencies.

Apply: Y4

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

Duties: No. 407—Undertake arrangements relating to the printing of Board's publications and forms.

Apply: Y4

ADP Division, ADP General Development Branch

Inspector \$12019-12510 (Class 9), Third Division, Education and Information Section, Education Sub-Section, Canberra

Duties: No. 235—Undertake, in collaboration with other authorities, the development of common and co-ordinated ADP education within the Service. Assist in the development of policies relating to ADP education and training in the service.

Qualifications: Extensive experience in ADP systems analysis and design and programming. Training experience and tertiary qualifications desirable.

Apply: Y4

Employment Conditions Division, Overseas Branch

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

Duties: No. 402—Examine and report on proposals on conditions of overseas service and establishment matters. Undertake inspections of overseas posts.

Apply: Y4

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

Duties: No. 486—Undertake research and projects on terms and conditions of overseas service; prepare papers for consideration by Operational Committee on Conditions of Overseas Service; act as Secretary to Committee.

Apply: Y4

WESTERN AUSTRALIA

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel and Office Services, Section, Perth

Duties: No. 28—Registry Officer. Receive, index and arrange distribution of mail. Maintain file index system and conduct archival programme.

Apply: Y10

TASMANIA

Clerk \$7899-8639 (Class 5), Third Division, Recruitment and Training Section, Hobart

Duties: No. 17—Supervise the activities of the Recruitment Sub-section, conduct recruitment campaigns, represent the Public Service Inspector on

interview committees and undertake promotional and development work in recruitment activities in this State.

Qualifications: Proven supervisory ability and experience in the recruitment and/or personnel field desirable. Tertiary qualifications appropriate to the position are also desired but not essential.

Apply: Y11

VICTORIA

Office of the Prices Justification Tribunal Services Branch

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

Duties: No. 465—Maintain indexes and register of files; attach follow-on papers; examine files for completeness of action.

Qualifications: Experience in registry operations desirable.

Apply: Y24

AUDITOR-GENERAL'S OFFICE

QUEENSLAND

Clerk (Audit) Grade 2, \$5806-6666 (Class 2/3), Third Division, Brisbane

Duties: No. 33—Under supervision, assist Audit Inspectors and Assistant Audit Inspectors, as required.

Apply: Y19

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Management Services Division, Finance Branch

Accountant \$9876-10538 (Class 7), Third Division, Budgets and Accounts Section, Canberra

Duties: No. 8—Supervise and control the activities of the Accounts Sub-section. Authorising Officer for control of warrant authority and in respect of local and overseas expenditure for Central Office. *Qualifications:* Accounting or equivalent qualifications or progress in studies, should be stated.

Apply: Z1

NEW SOUTH WALES

Branch Office

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

Duties: No. 24—Control the activities of the Canberra Regional Office. Attend meetings of ex-service organisations.

Qualifications: Sound knowledge of Repatriation Act and Regulations desirable.

Apply: Z2

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

Duties: No. 219—Attend to enquiries from the public at the Foyer Enquiry Counter. Supply information on Repatriation Benefits and functions. Take and record evidence.

Qualifications: Sound knowledge of Repatriation matters particularly in relation to Pensions, Entitlement, Treatment and General Assistance fields desirable.

Apply: Z2

Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Personnel Section, Sydney

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

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

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

In lieu of the notification in *Gazette* No. 23 of 14.3.74. Previous applicants will be considered and need not re-apply.

Apply: Z2

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

Duties: No. 32—Provide relief throughout the Branch.

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

Apply: Z2

Out-Patient Clinic

Clerical Assistant, Grade 2 4393-4678, Fourth Division, Sydney

Duties: No. 142—Provide appointment times, in all specialities to Appointment Clerks, Reception Officers, etc. Endorse times and dates of appointments on files and advices to patients.

Apply: Z2

Repatriation General Hospital

Typist, Grade 2 \$4731-5035, Fourth Division, Administrative Services Section, Concord

Duties: No. 20—Perform secretarial and stenographic service for Social Workers.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: Z2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Services Section, Concord

Duties: No. 61—Assist in the supervision of mail and messengerial services. Carry out these services as necessary.

Apply: Z2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Services Section, Concord

Duties: No. 120—Attend to Counter enquiries, Personnel Section. Assist applicants for employment complete requisite forms and arrange medical examinations. Oversight Personnel filing and resubmit systems.

Apply: Z2

QUEENSLAND

Branch Office

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Registry Section, Brisbane

Duties: No. 15—Group Leader File Services.

Qualifications: Sound knowledge of General Orders Registry, of overall Registry procedures, of departmental functions and activities; ability to control and direct staff desirable.

Apply: Z4

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Registry Section, Brisbane

Duties: No. 53—Maintain the Registry Control point in the General Assistance Section.

Apply: ZA

SOUTH AUSTRALIA

Repatriation General Hospital

Clerk \$7899-8639 (Class 5), Third Division, Administrative Services Section, Daw Park

Duties: No. 12—Control and co-ordinate Supply, Accounting (including costing) and Stores functions throughout the hospital.

Qualifications: A sound knowledge of supply and stores procedures an advantage. Tertiary qualifications, with majors in Accountancy desirable.

Apply: Z5

Tutor Sister, \$5645-6094, Third Division, Nursing Services, Daw Park

Duties: No. 229—Responsible to the Senior Nursing Educator for the implementation, oversight and control of all aspects of training for Student and Trainee Nurses. Liaise with the Nursing Administration in arranging 'in-service' training for qualified staff.

Qualifications: General Nursing Certificate or possession of Diploma in Nursing Education or equivalent, is desirable but not essential.

Apply: Z5

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 12—Oversight arrangements for receipt and registration of correspondence to the Minister and despatch of replies. Draft less complex replies.

Apply: AA1

General Services Division, Grants and Projects Branch

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

Duties: No. 54—Provide administrative support to the Advisory Committee on Research into the Crown-of-thorns Starfish, the Queen Elizabeth II Fellowship Committee and the Queen's Fellowships Committee. Assist in establishing liaison between these Committees and appropriate institutes and bodies.

Qualifications: Appropriate academic qualifications desirable. Proven administrative ability and experience in committee secretariat duties an advantage.

Apply: AA1

Scientific Services Branch

Clerk \$6912-7652 (Class 4), Third Division, Scientific Services and Information Section, Canberra

Duties: No. 22—Prepare approaches to various Commonwealth and other organisations requesting information relating to scientific research and development. Provide information on projects in the form of progress reports for the Minister and the Secretary, answer general enquiries and draft correspondence.

Qualifications: Partial completion of tertiary studies an advantage.

Apply: AA1

Policy Division, Technological Policy Branch

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

Duties: No. 65—Prepare reports and correspondence and assist in studies relevant to Australian participation and interest in technological activities under international arrangements. Assist in co-ordination of the less complex activities under international arrangements.

Qualifications: Appropriate academic qualifications, preferably in Science, technology or economics.

Apply: AA1

Australian Government Analytical Laboratory

Technical Officer (Science), Grade 1 \$5558-6903, Third or Fourth Division, Laboratory Section, Melbourne

Duties: Nos. 6 and 7—Under the direction of professional officers, carry out chemical analyses and tests according to prescribed methods. As a member of a team, perform chemical work requiring the exercise of independent judgment in accordance with established principles.

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

Apply: AA3

VICTORIA

General Services Division, Analytical Services Branch

*Technical Officer \$6003-7613 (Grade 1), Laboratory Section, Cigarette Testing Sub-section.

Duties: NP—Carry out tar and nicotine content analyses on cigarettes. Direct sampling where required. Record and collate results.

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

*Technical Assistant \$5681-6371 (Grade 2), Laboratory Section, Cigarette Testing Sub-section.

Duties: NP—Carry out preliminary examination and preparation of samples for the cigarette testing sub-section. Perform minor technical tasks as directed.

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

BUREAU OF METEOROLOGY

VICTORIA

Regional Office

Meteorologist, Class 2 \$9397-10521, Third Division, Forecasting and Warning Section, Melbourne

Duties: No. 34—Under direction of more senior staff responsible for preparation of meteorological analyses and preparation and issue of forecasts, warnings and information.

Qualifications: Appropriate science degree or diploma. Considerable experience in meteorological forecasting and knowledge of synoptic analysis desirable.

Apply: AA6

SOUTH AUSTRALIA

Meteorologist, Class 3 \$11050-12364, Third Division, Regional Forecasting Centre, Adelaide

Duties: No. 16—Senior shift forecaster. Prepare more important analysis and prognoses. Set forecast policy. Conduct more complex case studies and investigations.

Qualifications: Professionally qualified meteorologist. Lengthy experience and proven ability in analysis, prognoses and forecasting together with management ability of a high order desirable.

Apply: AA8

DEPARTMENT OF SERVICES AND PROPERTY CENTRAL STAFF

Parliamentary and Special Projects Section

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

Duties: NP—Maintain records of office machine and equipment on issue to Senators and Members of the Australian Parliament; prepare statements and listings on machines matters.

Apply: AC1

NEW SOUTH WALES

New South Wales Office

Clerical Assistant, Grade 4 \$5398-5686, Accounts and Personnel Section, General Services Sub-section, Sydney

Duties: No. 244—Deal with inquiries and direct members of the public in the main entrance lobby to the Australian Government Centre.

Apply: AC2

TASMANIA

Accommodation and Property Management

Clerk \$6912-7652 (Class 4), Third Division, Property Management Sub-section, Hobart

Duties: NP—Investigate new works, repairs and maintenance and furniture and fitting proposals and prepare draft programmes. Co-ordinate fire protection and evacuation procedures for Australian Government Offices.

Apply: AC7

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Property Management Sub-section, Hobart

Duties: Provide assistance to the Custodian (Buildings).

Apply: AC7

NORTHERN TERRITORY

Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Accounts and Personnel Section, Darwin

Duties: Provide secretarial and stenographic assistance to the Chief Property Officer.

Qualifications: Shorthand, at least 100 words per minute.

Apply: AC8

Typist, Grade 2 \$4731-5035, Fourth Division, Accounts and Personnel Section.

Duties: Provide stenographic and typing services as required.

Apply: AC8

DEPARTMENT OF SOCIAL SECURITY CENTRAL STAFF

Management Division, Establishments and Finance Branch

Inspector \$11032-11525 (Class 8), Third Division, Establishments and Projects Section, Control Sub-section, Canberra

Duties: No. 551—Control, direct and co-ordinate the activities of the Sub-section. Develop establishment and staffing control and reporting systems and oversight their installation and operation. Undertake establishment reviews and exercise delegation under Section 29 of the Public Service Act.

Qualifications: Sound knowledge of establishment practices and principles together with experience in undertaking establishment reviews desirable. Experience in the development and operation of establishment control and reporting systems and ability to control staff also desirable.

Apply: AD1

VICTORIA

Health Benefits and Services Branch

Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Insurance and Organisations Section, Registered Organisations Sub-section (2 positions), Melbourne

Duties: Nos 1396, 1407—Supervise and direct an investigation team in the performance of the approved inspection programme of registered organisations, and prepare relevant reports. Critically review and report on the more important returns furnished by registered organisations.

Qualifications: Accountancy qualifications and knowledge of National Health Act Benefits are desirable.

Apply: AD3

Management Branch

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

Duties: No. 1368—Prepare files and cards for all newly created positions. Maintain Duty Statement folders and Card System indicating current establishment.

Apply: AD3

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

Duties: No. 185—Undertake minor establishments investigations. Supervise the Establishments Records cell and oversight the implementation of revised organisations.

Qualifications: Experience in establishments work and knowledge of work measurement application desirable.

In lieu of notification in *Gazette* No. 23 of 14.3.74. Applications submitted in response to that notification will be considered.

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

Duties: No. 207—Control the work of a Standard Personnel Records Cell and ensure that proper records are kept of all matters affecting salary variations. Prepare correspondence and process documentation in respect of personnel matters.

Qualifications: Knowledge of Treasury ADP salary system, Public Service Act and Regulations, General Orders, Superannuation Act and Arbitrators Determinations desirable.

Apply: AD3

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

Duties: No. 216—Prepare draft press advertisements and associated correspondence. Prepare all *Gazette* notifications and necessary correspondence relating to vacancies, promotions, transfers and confirmations. Prepare recommendations in respect of Permanent Appointments. Oversight the preparation of statistical data.

Qualifications: Knowledge of Public Service Act and Regulations, General Orders, and Australian Public Service procedures relating to appointment, transfer and promotion of staff desirable.

Apply: AD3

QUEENSLAND

Management Branch

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

Duties: No. 54—Staff Clerk. Supervise, direct and control the work of salaries teams engaged on the maintenance of personnel records.

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

Apply: AD4

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Ministerial and Management Services Branch

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

Duties: No. 45—Assist in the preparation, control and review of departmental estimates of expenditure. Prepare salary estimates for Central Office staff.

Qualifications: Sound knowledge of and experience in preparation of departmental estimates on financial control functions desirable. Academic qualifications should be stated.

Apply: AE1

Clerical Assistant, Grade 5 \$5879-6265, Services Section, Registry Sub-section, Canberra

Duties: No. 187—Post action examiner. Examine files to ensure all action has been taken, recommend further action as required.

Apply: AE1

Clerical Assistant, Grade 2 \$4393-4678, Services Section, Registry Sub-section, Canberra

Duties: No. 37—Nominal indexer. Maintain name index. Despatch correspondence and record file movements.

Apply: AE1

Clerical Assistant Grade 2 \$4393-4678, Services Section, Registry Sub-section, Canberra

Duties: No. 189—Control the departmental receipt despatch, messengerial and courier services.

Apply: AE1

Clerical Assistant, Grade 2 \$4393-4678, Services Section, Registry Sub-section, Canberra

Duties: No. 190—Safe Hand courier and assistance in the classified sub-registry.

Apply: AE1

Division No. 2, Island Territories Branch

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

Duties: No. 217—Carry out important investigations relating to political, constitutional, social and economic development including administrative government and electoral systems in Cocos (Keeling) Islands and Christmas Island.

Apply: AE1

VICTORIA

Australian Archives

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Repository Management Section, Processing Sub-section (External), Middle Brighton

Duties: No. 25—Supervise processing teams; assist with the processing of records and related activities.

Apply: AE2

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Aircraft, Guided Weapons and Electronics Supply Division

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

Duties: No. 12—Undertake general administrative duties for the Division with particular emphasis on the preparation of staff returns and maintenance of appropriate records.

Apply: AF1

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

Duties: No. 14—Arrange and file correspondence, local and working papers. Intercept telephone calls during absences of senior members of the Division. Provide general clerical assistance as required.

Apply: AF1

Finance and Management Services Division, Establishments Branch

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

Duties: No. 4—Develop eligibility tests and associated training aids and programmes. Co-ordinate training for metric conversion. Liaise with Public Service Board, Educational Authorities, Branches and Establishments in relation to course syllabuses, examination standards and testing procedures.

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: AF1

Clerk \$8886-9448 (Class 6), Third Division, General Services Section, Canberra

Duties: No. 38—Officer-in-charge of Central Registry.

Qualifications: Sound knowledge of Registry procedures desirable.

Apply: AF1

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

Duties: No. 39—Second-in-charge and Classifier, Central Registry.

Qualifications: Sound knowledge of Registry operations including treatment of classified correspondence and safe hand services desirable.

Apply: AF1

NEW SOUTH WALES

Stores and Transport Branch

*Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Management Services Section, Alexandria

Duties: No. 81—Safety Officer. Direct the accident prevention programme of the Branch. Make recommendations for the improvement of safety procedures, plant, lifting gear and equipment.

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

Apply: AF2

VICTORIA

Finance Branch

Assistant Cost Investigator \$6912-7652 (Class 4), Third Division, Melbourne

Duties: No. 80—Undertake investigations of a less complicated nature in relation to Contractors' costs. Prepare reports.

Qualifications: Substantial progress with Accountancy studies desirable.

Apply: AF3

Aeronautical Research Laboratories

Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Fishermen's Bend

Duties: Nos 36, 40—Provide administrative assistance to the Superintending Scientist and Senior Scientific Staff of a Scientific Division.

Qualifications: Experience relevant to the duties desirable.

Apply: AF8

Government Aircraft Factories

Engineer, Class 2 \$9581-10702, Third Division, Production Section, Fishermen's Bend

Duties: No. 170—Co-ordinate and direct the operation of the various manufacturing and processing activities within the Machine Shop. Direct the activities of tradesmen and semi-skilled personnel engaged on machining, fitting, sub-assembly, tool manufacture, plating and processing and printed circuit production.

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

Apply: AF20

SOUTH AUSTRALIA

Research and Development Division, Weapons Research Establishment, Trials Wing

*Engineer, Class 2 \$9581-10702, Third Division, Engineering Group, Woomera

Duties: No. 691—Provide professional assistance in the management of Electrical Engineering Section engaged on the operation and maintenance of the Woomera Area's electrical reticulation and generation system. Undertake investigations and surveys of electrical plant and equipment and operating and maintenance procedures.

Qualifications: For appointment—Educational qualifications admitting to Grad.I.E.Aust. For promotion or transfer—Educational qualifications admitting to Grad.I.E.Aust., or other qualifications

recognised by the Board as appropriate to the efficient discharge of the duties. Extensive relevant experience desirable.

District Allowance: A special allowance of \$410 per annum is payable to a married officer maintaining a family; others receive \$220 per annum.

Taxation: A concession of \$90 per annum, plus an allowance equal to one twelfth the total concession for dependants, may be allowable provided at least six months of the financial year are spent residing at Woomera.

Accommodation: Married accommodation available within a reasonable period after taking up duty.

Note: The successful applicant may be required to drive a Government vehicle whilst on duty.

Apply: AF21

Principal Research Scientist \$14882-17077, Third Division, Ranges Group, Woomera

Duties: No. 8—Responsible for the operation of the Range and associated facilities and the conduct of trials.

Qualifications: Ph.D degree in Engineering or Science with considerable research experience, or considerable post-graduate research experience of equivalent standard supported by evidence of research achievement of a high order would be acceptable.

Research experience desirable in fields relevant to the development of weapons and rocket test vehicles, or to instrumentation problems associated with either the flight testing of weapons or the gathering of physical data using rockets. Proven capacity for organisation and control and to accept responsibility also desirable.

District allowance: A special allowance of \$140 per annum is payable to married officers maintaining a family. Others receive \$220 per annum.

Taxation: A concession of \$90 per annum plus an allowance equal to one twelfth the total concession for dependants may be allowable provided at least 6 months of the financial year are spent residing at Woomera.

Accommodation: Married accommodation available within a reasonable period after taking up duty.

Note: The successful applicant may be required to fly fixed or rotary winged aircraft and to drive a Government vehicle while on duty.

Apply: AF21

DEPARTMENT OF TOURISM AND RECREATION CENTRAL STAFF

Sports Development and Fitness Branch

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

Duties: Nos 49, 50—Undertake minor research work.

Qualifications: Experience in research work desirable.

Apply: AG1

Tourism Policy and Research Branch

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

Duties: Nos 60, 61—Undertake investigations and research relating to the activities of the section and draft associated reports.

Qualifications: Statistical and reporting experience desirable.

Apply: AG1

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

Duties: No. 11—Undertake research into consumer requirements for the tourist product.

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

Apply: AG1

Tourism Projects and Operations Branch

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

Duties: Nos 72, 73—Undertake investigations and research relating to the activities of the section and draft associated reports.

Qualifications: Statistical and reporting experience desirable.

Apply: AG1

Recreation Division, Youth Services and Community Recreation Branch

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

Duties: Undertake filing duties and provide general clerical assistance.

Qualifications: Experience in filing and maintenance of records desirable.

Apply: AG1

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

Duties: No. 39—Prepare less complex Ministerial correspondence and submissions; assist with the preparation of speeches, articles, press releases and draft replies to Parliamentary questions.

Qualifications: Ability to draft correspondence and academic qualifications desirable.

Apply: AG1

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

Duties: Undertake minor research and provide general clerical assistance.

Qualifications: Experience in research work desirable.

Apply: AG1

DEPARTMENT OF TRANSPORT

CENTRAL STAFF

Ground Facilities Division, Airport Engineering Services Branch

Senior Technical Officer (Buildings), Grade 2 \$9379-9932, Third or Fourth Division, Buildings Section, Major Projects and Terminal Buildings Sub-section, Melbourne

Duties: NP—Undertake planning and prepare functional briefs for major projects and terminal buildings. Collaborate with Department of Housing and Construction and other authorities and perform other duties in the planning of such buildings in accordance with the Head Office/Regions policy for complex buildings.

Apply: F1

Senior Technical Officer (Buildings), Grade 2 \$9379-9932, Third or Fourth Division, Buildings Section, Private Authority Buildings Sub-section, Melbourne

Duties: NP—Investigate and check designs and documents for large and complex Private Authority and Local Ownership buildings to ensure compliance with Departmental and other regulations.

Collaborate with other Branches and Authorities and approve or recommend approval of such projects. Develop Departmental standards and policy requirements in regard to such buildings.

Qualifications above two positions: An approved technical college certificate or other approved qualifications, and requisite experience. Ability to perform complex technical work requiring a high order of individual contribution and judgment desirable.

Apply: F1

Airport Planning and Development Branch

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

Duties: NP—Carry out engineering work of a more complex, more novel or critical nature associated with the determination of detailed functional requirements, precise location, physical dimensions and the preparation of design briefs for the stage development of existing or establishment of new intermediate and major aerodromes. Act as Project Co-ordinator and/or Project Officer for development projects.

Apply: F1

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

Duties: NP—Select sites and/or prepare and regularly review the more complex and critical master plans or sections of master plans for the future development and approach protection of intermediate aerodromes.

Apply: F1

*Engineer, Class 3 \$11348-12664, Third Division, Planning Section (two positions), Melbourne

Duties: Two NP—Carry out engineering work of a more complex or critical nature relating to the selection of new sites and the preparation and review of sections of master plans for the future development and approach protection of major aerodromes. Assist with the development of broad planning concepts.

Apply: F1

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

Duties: NP—Under technical supervision in the more complex and critical tasks, undertake investigations relating to new sites and the preparation and review of sections of master plans for future development and approach protection of major aerodromes.

Apply: F1

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

Duties: No. 24—Under technical supervision in the more complex and critical tasks, prepare and regularly review master plans or sections of master plans for the future development and approach protection of intermediate aerodromes.

Qualifications above six positions: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Experience in planning and provision of transportation facilities desirable.

Apply: F1

Communications and Air Traffic Control Engineering Branch

Illustrator, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: NP—Create and design straight forward art work in relation to departmental reports and publications, technical, operational and safety training procedural manuals and instructions.

Qualifications: A suitable qualification in industrial or graphic design and requisite experience desirable.

Apply: F1

Illustrating Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: No. 175—Prepare less involved illustrations and art work for charts, posters and graphs for departmental reports, publications, training manuals, technical instructions, etc.

Qualifications: Some illustrating experience and knowledge of art procedures and techniques desirable.

Apply: F1

Illustrating Assistant, Grade 1 \$2220-5468, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: NP—Assist with the preparation of art work for a variety of departmental media.

Qualifications: Knowledge of art procedures and techniques desirable.

Apply: F1

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Sea Transport Policy Division, Ship Repair Facilities Branch

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

Duties: NP—Assist in the development and presentation of policies and procedures as well as operational and managerial aspects related to Federal State Government jointly owned ship repair facilities. Develop policies in relation to Australian Government interests and objectives relating to jointly owned ship repair facilities.

Qualifications: Tertiary qualifications together with proven ability in policy work desirable.

Apply: AH1

AIR TRANSPORT GROUP

Ground Facilities Division, Communications and Air Traffic Control Engineering Branch

*Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section, Navigational Aids and Radar Sub-section, Melbourne

Duties: No. 123—Under direction, undertake engineering drafting in relation to the design, development, siting, manufacture and installation of navigation aids, radar and associated equipment.

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

Apply: F1

*Assistant, Plan Printing, Grade 2 \$4805-5075, Fourth Division, Drafting Section, Plan Custody and Reproduction Sub-section, Melbourne

Duties: No. 173—Responsible to the Clerical Assistant, Grade 6 for control and management of Plan Printing Services for the Communications and Navigational Aids Engineering Branches.

Qualifications: Experience in the use and elementary maintenance of plan printing machines desirable.

Apply: F1

Management Services Division, Personnel Development Branch

Senior Technical Instructor, Grade 2 \$9437, Third or Fourth Division, Melbourne

Duties: Nos. 95, 96—Prepare and conduct special radio courses on new types of airways engineering equipment. Prepare training manuals and notes. Prepare and mark examination papers.

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

Apply: F1

NEW SOUTH WALES REGION

Executive Services Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Supply and Transport Section, Supply Sub-section, Sydney

Duties: No. 272—Ensure Authorised Stock Holding booklets are received in accordance with the replenishment programme. Liaise to ensure that amendments and new booklets are produced and issued. Ensure that requisitions are typed and checked in accordance with the directions of Inventory Officers.

Apply: F2

VICTORIA-TASMANIA REGION

Operations Branch

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

Duties: No. 5—Provide administrative assistance to the Airways Operations supervisory staff and prepare important non-technical and semi-technical correspondence on matters relating to ATC Flight Service and Fire Service activities and the compilation of reports on Section activities as necessary. Act as Secretary at regular meetings of the Regional Air Co-ordination Sub-committee and SAR Committee. Record minutes and take appropriate follow-up administrative action. Arrange staff movements and/or payment of higher duty allowances on temporary or permanent transfers of Airways Operations staff in liaison with staff section.

Qualifications: Knowledge of the Air Navigation Regulations and Airways Operations Instructions and procedures desirable.

Apply: F3

SOUTH AUSTRALIA-NORTHERN TERRITORY REGION

Executive Services Branch

Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Personnel and Office Services section, Training Sub-section, Adelaide

Duties: No. 79—Assist with design, conduct and evaluation of various basic Induction and Administrative Training Schemes. Review and research of training literature, accommodation and equipment needs.

Qualifications: Aptitude for conference leadership and tertiary qualifications desirable.

Apply: F5

WESTERN AUSTRALIA REGION**Airways Engineering Branch**

Line Supervisor, Grade 2 \$6258, Fourth Division, Radio Installation Section, Perth

Duties: No. 481—Take charge of parties employed on minor maintenance or construction work such as laying cables, earth mats and conduits, etc. Lay out work of line parties. Inspect power and telephone cables, aerial systems and supports.

Qualifications: Considerable practical experience in the construction and maintenance of lines equipment and associated plant desirable. Possession of a cable jointing certificate together with an ability to control Line staff also desirable.

Apply: F6

DEPARTMENT OF THE TREASURY**CENTRAL STAFF****Management Services Branch**

Assistant Inspector \$8886-9548 (Class 6), Third Division, Establishments Section, Management Projects Sub-section, Canberra

Duties: No. 5—Undertake ad hoc management projects either individually or as a member of a team, which are outside the terms of the normal O & M programme.

Qualifications: Practical experience in methods review work or similar activities desirable.

Apply: A11

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

Duties: No. 133—Assist methods investigators on forms design and production; undertake planned reviews of forms and their associated procedures.

Qualifications: Aptitude for and experience in forms design and investigational work desirable.

Apply: A11

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

Duties: No. 215—Undertake research into staff matters of an industrial nature. Examine claims and prepare recommendations under the Compensation (Australian Government Employees) Act.

Qualifications: Experience in the application of Awards, Determinations, Public Service Act and Regulations, Compensation (Australian Government Employees Act and disciplinary provisions an advantage.

Apply: A11

Clerk \$8886-9548 (Class 6), Third Division, Finance and General Services Section, Finance and Accounts Sub-section, Canberra

Duties: No. 185—Assist Finance Officer. Prepare the Central Office annual and forward estimates of revenue and expenditure and associated explanations. Compile and collate total Departmental draft Annual Estimates, Additional Estimates and Forward estimates.

Qualifications: Sound knowledge of Treasury Accounting Procedures, Audit Act, Treasury Regulations and Directions, and ability to control staff, together with accounting qualifications, desirable.

Apply: A11

Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Finance and General Services Section, Typing Sub-section, Canberra

Duties: No. 311—Supervise the work of other typing positions, and assist with the training of junior typists.

Qualifications: Supervisory experience desirable.

Apply: A11

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

Duties: Stenographic assistance to senior officers.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: A11

Accounting and Supply Division, Accounting Operations Branch

Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division, Operations Management Section, Canberra

Duties: No. 50—Examine and report on matters concerning overseas accounting systems and the provision of overseas accounting information and services as affecting Central Treasury, overseas Sub-treasuries and departmental operations. Prepare submissions and correspondence and instructions to overseas Sub-Treasuries and departments. Continuously review overseas Sub-treasury operations and development.

Qualifications: Sound knowledge of Treasury accounting, legislation and procedures in Australia and overseas together with accountancy or equivalent qualifications desirable.

Apply: A11

ADP Branch

Computer Operator, Grade 2 \$5894-6192, Fourth Division, Operations Section, Canberra

Duties: Nos 190, 191—Operate the full range of peripheral equipment on a large scale computer.

Qualifications above two positions: Appropriate experience desirable. IBM OS experience an advantage.

Apply: A11

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

Duties: No. 192—Control of magnetic media library, including maintenance of filing system and assist in the preparation and distribution of computer output.

Qualifications: Previous experience in a computer environment an advantage.

Apply: A11

Overseas Economic Relations Division, International Relations Branch

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

Duties: No. 21—Undertake or assist in the research and investigation work of the Section dealing with Australia's external economic aid programmes.

Qualifications: Degree in Economics, Commerce or Arts (Economics) preferably at Honours level, or other approved qualifications.

Apply: A11

Revenue, Loans and Investment Division, Development Projects Branch

Research Officer, Grade 1 \$6022-7652, Third Division, Project Evaluation Section, Canberra

Duties: No. 67—Assist in the research and investigations by the Branch into proposals for specific purposes capital assistance for development projects, mainly of a rural nature.

Qualifications: Degree in Economics or Agricultural Economics, Commerce or Arts (Economics), preferably at Honours standard, or other approved qualifications.

Apply: A11.

Social Security Division, Retirement Benefits Branch

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

Duties: No. 42—Under direction assist in the administration of the Parliamentary Retiring Allowances Scheme and arrangements made under section 145 (2) of the Superannuation Act. Undertake research and report on policy aspects of the Parliamentary Retiring Allowances Act.

Qualifications: Degree in Commerce, Arts, Economics, Law or other tertiary qualifications desirable. Experience in research and ability to write clear and concise reports and correspondence also desirable.

Apply: A11.

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

Duties: No. 44—Undertake original research, prepare reports, draft Cabinet Submissions and draft submissions to the Treasurer in connection with special projects in the retirement benefits field.

Qualifications: Degree in Commerce, Arts, Economics, Law or other tertiary qualifications together with experience in policy formulation desirable.

Apply: A11.

Assistant Investigation Officer \$5806-6666 (Class 2/3), Third Division, Superannuation Section, Canberra

Duties: No. 36—As directed undertake investigation and research work of a minor nature. Examine applications by temporary employees under Section 4 (5) of the Superannuation Act.

Qualifications: Aptitude for investigational work, together with completion or partial completion of appropriate University degree, desirable.

Apply: A11.

Social Welfare Branch

Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Health Section, Canberra

Duties: No. 57—Examination of policy and financial implications of proposals affecting health services in the Australian Capital Territory and the Northern Territory. Maintain oversight of departmental expenditure.

Qualifications: Degree, preferably in Economics, Commerce or Arts (Economics) desirable. Experience in policy formulation an advantage.

Apply: A11

Transport and Industry Division, Transport and Communications Branch

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

Duties: No. 17—Examine and prepare submissions and recommendations on policy and administrative matters relating to Australian Statutory Authorities, particularly their financial objectives, borrowing and investment powers, and financial statements.

Qualifications: University degree or other tertiary qualifications desirable. Experience in dealing with policy issues an advantage.

Apply: A11

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

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

Duties: No. 131—Supervise the accountancy services for the Office.

Qualifications: Sound knowledge of Treasury and Departmental accounting procedures, Audit Act, Treasury Regulations and Instructions, an advantage. Ability to control staff together with accountancy qualifications desirable.

Apply: A11

COMMONWEALTH SUB-TREASURY

SOUTH AUSTRALIA

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personnel and General Services Section, Adelaide

Duties: No. 10—Action computer presented cheque lists and exception reports. Receive, open and distribute mail. Record remittances. Register files and attend to file requests. Arrange archival deposit/withdrawal and disposal of records and cheques.

Apply: A15

AUSTRALIAN BUREAU OF STATISTICS

QUEENSLAND

Distribution and Finance Branch, Trade, Transport and Integration Section

Clerk \$6912-7652 (Class 4), Third Division, Retail and Wholesale Trade Sub-section, Brisbane

Duties: No. 11—Direct and engage in the examination, editing and querying of Retail Survey returns, and maintain statistical standards.

Qualifications: Previous Statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

Apply: A113

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division, Management Services Branch

Clerk \$9876-10538 (Class 7), Third Division, Finance and General Services Section, Canberra

Duties: No. 6—Direct, supervise and control the work of the Finance Operations Sub-section. Perform duties of Authorising Officer for the Department and exercise delegations under the Audit Act and Treasury Regulations. Set up and maintain full accounting records; prepare and issue detailed accounting instructions.

Qualifications: Appropriate relevant experience together with Accounting qualifications, desired.

Apply: AJ1

Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division, Finance and General Services Section, Canberra

Duties: No. 10—Plan the Department's internal audit programme and carry out approved internal audit inspections. Prepare reports to line management on the results of audit activities and make appropriate recommendations. Develop, review and appraise the soundness and adequacy of new departmental procedures in areas subject to internal audit.

Qualifications: Appropriate relevant experience desired.

Apply: AJ1

Finance Officer, Grade 2 \$8886-9548 (Class 6), Third Division, Finance and General Services Section, Canberra

Duties: No. 229—Carry out detailed work involved in the preparation of annual estimates of revenue and expenditure and forward estimates. Prepare reports highlighting trends in the relationship between actual and scheduled cash disbursement and annual appropriations, and make recommendations on matters of program re-allocation, etc. Maintain appropriate funds control records and assist in the preparation of submissions for additional funds, new appropriations etc.

Qualifications: Appropriate relevant experience, desired.

Apply: AJ1

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

Duties: No. 233—Direct and co-ordinate the activities of the Departments Registry involving: the receipt and sorting of incoming mail; examination and attachment of follow on papers; despatch of correspondence and clearance of courier services; file movement control and storage. Examine files in transit and prior to filing to ensure that correct registry procedure has been followed. Conduct on the job training of staff and make recommendations for staff rotation.

Qualifications: Appropriate relevant experience desired.

Apply: AJ1

National Urban Development Strategy Division, City Form and Structure Branch

*Assistant Secretary \$17300, Second Division, Canberra

Duties: No. 119—Direct the work of a multi-disciplinary team engaged in the formulation and review of policies and programs concerned with the structure and function of Australian cities; this will include developing an Australian Government attitude toward existing metropolitan plans and planning procedures. Consult with State and Local Government officials about, and continuing review of, the plans, policies and procedures which affect

the structure, functions and growth of the main Australian cities with special reference to their equity or welfare aspects.

Qualifications: Appropriate tertiary qualifications and considerable experience and knowledge in urban and regional development, desirable. The ability to exercise considerable initiative in policy formulation procedures, would be a distinct advantage.

Apply: AJ1

National Urban Distribution Branch

*Assistant Secretary \$17300, Second Division, Canberra

Duties: No. 117—Direct the work of a multi-disciplinary team engaged in the formulation and review of policies and programs concerned with the distribution of population, land uses, urban development and economic activities throughout Australia. Consult with State Government Officials about, and review of, State development plans, policies and procedures.

Qualifications: Appropriate tertiary qualifications and considerable experience and knowledge in areas of urban and regional development desirable. The ability to exercise considerable initiative in policy formulation procedures would be a distinct advantage.

Apply: AJ1

States Division, Information Service Branch

*Journalist, Grade A \$9015-9450, Third Division, Community and Media Relations Section, Canberra

Duties: No. 269—Under general direction perform journalist duties including; drafting of day-to-day press releases for national and local press; answering or redirecting queries from the media; assisting senior officers in the preparation of briefing statements and speeches and at briefing sessions and accompany senior officers into the field when media arrangements, preparation of press releases or briefings may be required; and maintaining continuous liaison with the Minister's office on all media relations.

Qualifications: Considerable background and experience relevant to the prescribed duties desirable.

Apply: AJ1

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

Duties: No. 270—Assist a Director in the preparation and production of departmental publications for both internal and external distribution. Perform editing functions as directed and accept responsibility for achievement of production deadlines.

Qualifications: Experience in publication work and preferably some years association with media production activities desired.

Apply: AJ1

TRANSFERS TO ADVERTISED VACANCIES

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
ATTORNEY-GENERAL'S DEPARTMENT			
AUSTRALIAN CAPITAL TERRITORY			
J. J. Dixon 60/85165X	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$7899-8639 (Class 5), Third Division, A.C.T. Police, Canberra (No. 188)	11.10.73
DEPARTMENT OF FOREIGN AFFAIRS			
CENTRAL OFFICE			
L. M. Wilson 67/86996T	Clerk \$7899-8639 (Class 5), Third Division, Overseas Division, Department of Foreign Affairs, Canberra	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Management Services Division, Personnel Branch, Organization, Staffing and Training Section, Sydney (No. 72)	24.1.74
DEPARTMENT OF HOUSING AND CONSTRUCTION			
VICTORIA AND TASMANIA			
D. G. Copeland 58/12817R	Architect, Class 4, Third Division	Architect, Class 4, Third Division, Technical Resources Branch, Projects Division No. 1, Melbourne (No. 29)	6.12.73
NORTHERN TERRITORY			
A. L. Heyhoe 73/9502X	Works Supervisor \$7988-8312, Fourth Division, Katherine	Works Supervisor \$7988-8312, Fourth Division, Construction Section, Darwin (No. 37)	7.3.74
DEPARTMENT OF LABOUR			
SOUTH AUSTRALIA			
B. G. Roennfeldt 6/39348P	Assistant Employment Office Manager, Grade 1 \$7899-8639 (Class 5), Third Division, DEO Pool Section, Employment Branch, Adelaide	Inspector \$7899-8639 (Class 5), Third Division, Methods Section, Management Services Branch, Adelaide (No. 2)	14.2.74
TASMANIA			
M. Ling 72/11802R	Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section, Newtown	Employment Officer \$6912-7652 (Class 4), Third Division, DEO Section, Hobart (No. 79)	4.10.73
DEPARTMENT OF OVERSEAS TRADE			
REGIONAL OFFICE			
VICTORIA			
R. J. Orszulak 69/39828T	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Section, Melbourne (No. 43)	14.2.74
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
J. M. Troy 72/12008G	Data Processing Operator, Grade 2, Fourth Division, Finance and Accounting Branch, Sydney	Data Processing Operator, Grade 2, Fourth Division, Telecommunications Division, Metropolitan Region, Sales Branch, Directory and Sales Checks Section, Directory Sub-section, North Sydney (No. 265)	18.10.73
NEW SOUTH WALES			
J. D. Dempsey 61/22865M	Senior Postal Clerk, Grade 2, Third Division, Sydney South	Senior Postal Clerk, Grade 2, Third Division, Postal Services Division, Post Offices Branch, Pennant Hills	1.11.73
T. J. Thurtell 65/10796E	Assistant Inspector (Class 5), Third Division, unattached	Clerk (Class 5), Third Division, Postal Services Division, Post Offices Branch, Metropolitan Section, Sydney (No. 241)	14.2.74
VICTORIA			
D. L. Pritchard 69/46606G	Postal Officer, Grade 2, Fourth Division, Mentone	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Seaford	8.11.73

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
J. Mang 70/43565X	Telecommunications Assistant \$2349-4944, Fourth Division, Engineering Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 1 (West) Section, Footscray (No. 55)	10.1.74
QUEENSLAND			
A. J. Tatnell 64/61452W	Assistant Inspector (Class 5), Third Division, unattached	Assistant Inspector (Class 5), Third Division, Postal Services Division, Post Offices Branch, Metropolitan No. 1 District, Coorparoo (No. 90)	25.10.73
G. A. Franklin 66/61239C	Postal Clerk, Fourth Division, Fortitude Valley	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Alderley	31.1.74
G. A. Snowdon 59/24380P	Monitor, Fourth Division, Telecommunications Division	Overseer (Quarters), Fourth Division, Telecommunications Division, Metropolitan Region, Service Branch, Main Trunk Exchange, Brisbane	31.1.74
SOUTH AUSTRALIA			
J. K. Bryant 59/10209G	Postmaster, Grade 1, Third Division, Booleroo Centre	Senior Postal Clerk, Grade 1, Third Division, Postal Services Division, Post Offices Branch, Daw Park	21.2.74
C. E. Weymouth 59/11895R	Senior Postal Clerk, Grade 1, Third Division, Nuriootpa	Senior Postal Clerk, Grade 1, Third Division, Postal Services Division, Post Offices Branch, Angaston	21.2.74
G. G. Thompson 64/70095C	Clerk (Class 4), Third Division, unattached	Clerk (Class 4), Third Division, Personnel and Industrial Relations Branch, Industrial Relations Section, Adelaide	21.2.74
WESTERN AUSTRALIA			
B. Huey-Williams 66/67029W	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, South Australia	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Administrative Branch, Staff and Industrial Section, Perth (No. 460)	13.12.73
C. F. R. Brown 64/66647M	Clerk (Class 2/3), Third Division, Telecommunications Division, Victoria	Clerk (Class 2/3), Third Division, Engineering Division, Support Services Branch, Drafting Section, Perth (No. 511)	13.12.73
DEPARTMENT OF THE PRIME MINISTER AND CABINET			
VICTORIA			
Office of the Prices Justification Tribunal			
R. A. Burns 58/12795C	Project Officer (Class 8), Third Division, Projects Branch, Melbourne	Clerk (Class 8), Third Division, Secretary's Branch, Melbourne (No. 639)	7.3.74
DEPARTMENT OF SCIENCE			
TASMANIA			
D. J. Pauly 58/17694W	Clerical Assistant, Grade 3, Fourth Division, Bureau of Meteorology, Hobart	Clerical Assistant, Grade 3, Fourth Division, Government Analytical Laboratory, Hobart (No. 78)	28.2.74
DEPARTMENT OF SERVICES AND PROPERTY			
CENTRAL STAFF			
A. E. Sutton 61/37283G	Inspector (Class 8), Third Division, Personnel and Services Section, Management Services Branch (No. 22)	Inspector (Class 8), Third Division, Personnel and Services Section, Management Services Branch (No. 21)	17.1.74
AUSTRALIAN ELECTORAL OFFICE			
QUEENSLAND			
R. L. R. Kidd 70/58233P	Clerk (Class 2/3), Third Division, Dalby	Clerk (Class 2/3), Third Division, South Brisbane (No. 34)	8.11.73
DEPARTMENT OF SOCIAL SECURITY			
CENTRAL STAFF			
D. J. Smith 63/10938K	Programmer \$11032-11525 (Class 8), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Software and Operations Section, Computer Centre Sub-section, Canberra (No. 596)	27.9.73

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
DEPARTMENT OF SUPPLY			
VICTORIA			
K. J. Grumley 70/37812M	Technical Officer (Science), Grade 1, Third Division, unattached	Technical Officer (Science), Grade 1, Third Division, Technical Section, Explosives Factory, Maribyrnong (No. 60)	26.7.73
SOUTH AUSTRALIA			
R. K. T. Rosen 58/44747R	Clerical Assistant, Grade 4, Fourth Division	Clerical Assistant, Grade 4, Fourth Division, Furniture Removals Sub- section, General Services and Stores Section, Stores and Transport Branch, Woodville North (No. 160)	14.2.74
DEPARTMENT OF THE TREASURY			
AUSTRALIAN TAXATION OFFICE			
AUSTRALIAN CAPITAL TERRITORY			
D. C. Walker 62/10280C	Inspector (Class 8), Third Division, Canberra	Clerk (Class 8), Third Division, Management Services Branch, Finance, Services and Property Section, Canberra (No. 416)	21.2.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions, notified on the date and page numbers indicated, have been awarded as follows:

DEPARTMENT OF THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

R. D. Steins, 15.11.73 (p. 95) Cancelled.
B. J. Wilson, 31.1.74. (p. 55) Cancelled.
B. M. Johns, 4.4.74 (p. 70) Position promoted from should read 'Clerical Assistant, Grade 3'.

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

D. N. Power, 17.1.74 (p. 57) Cancelled.
P. J. Talty, 28.3.74 (p. 68) Lapsed.

Queensland

R. A. Turner, 13.12.73 (p. 111) Lapsed.
R. S. Edmonds, 10.1.74 (p. 82) Lapsed.

DEPARTMENT OF DEFENCE—AIR OFFICE

VICTORIA

N. P. Bulner, 7.3.74 (p. 61) Confirmation withdrawn.

QUEENSLAND

C. J. Hall, 28.3.74 (p. 58) Date Provisional Promotion Gazetted should read 21.2.74.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

H. R. Egerton, 15.11.73 (p. 98) Lapsed.
L. Y. Rugala, 10.1.74 (p. 94) Lapsed.
D. P. Gagliardi, 14.2.74 (p. 59) Lapsed.
E. P. Ellis, 28.3.74 (p. 58) Lapsed
F. M. Kelly, 21.3.74 (p. 80) Lapsed
L. P. Sowden, 28.3.74 (p. 76) 'Promoted from' should read Clerk \$5806-6666 (Class 2/3), Commission on Advanced Education.

AUSTRALIAN CAPITAL TERRITORY

F. E. Steen, 7.2.74 (p. 62) Lapsed.

QUEENSLAND

R. T. O'Kearney, 21.3.74 (p. 80) Promoted to column should include vice G. W. Powell, prov. prom. 21.3.74.

I. L. Horton, 21.3.74 (p. 80) Promoted to column should include vice B. H. Allan, prov. prom. 21.3.74.

DEPARTMENT OF HEALTH

Central Staff

J. L., Beven, 4.4.74 (p. 62) Surname should read Bevan.
C. J. Rimmer, 4.4.74 (p. 62), Initials should read G. J. Rimmer.

DEPARTMENT OF HOUSING AND CONSTRUCTION

NEW SOUTH WALES

B. D. Bailey, 14.3.74 (p. 52) Lapsed.

SOUTH AUSTRALIA

F. Garie, 28.3.74 (p. 86) Personnel Number should read 58/15982K. Promoted vice A. E. Rees, prov. prom. 28.3.74 (No. 158) in lieu of that date notified.

DEPARTMENT OF LABOUR

CENTRAL OFFICE

G. P. Rothville, 20.9.73 (p. 127) Lapsed.
P. J. Murdoch, 28.3.74. (p. 89) Branch promoted to should be Employment Branch in lieu of that notified.

QUEENSLAND

E. J. McShea, 21.3.74 (p. 58) Previous corrigendum notice withdrawn.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

C. R. Robinson, 4.4.74 (p. 92) Name Should read 'Robison'.

G. C. Mortimer, 4.4.74 (p. 93) Department from which promoted should read Australian Bureau of Statistics.

NORTHERN TERRITORY

A. J. Nielson, 28.3.74 (p. 95) Name should read Neilson.

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

R. F. Noonan, 21.3.74 (p. 104) Withdrawn.
A. G. Veness, 21.3.74 (p. 104) Withdrawn.
C. J. Bateman, 21.3.74 (p. 104) Withdrawn.
S. Franczia, 21.3.74 (p. 104). Withdrawn.
S. Haralambedis, 21.3.74 (p. 104). Withdrawn.
K. E. C. Gillon, 21.3.74 (p. 104) Withdrawn.
J. E. Hill, 21.3.74 (p. 105) Withdrawn.

QUEENSLAND

D. S. Denmy-Geroe, 28.3.74 (p. 106) Name should read D. S. Demy-Geroe.

M. J. Myles, 11.10.73 (p. 132) Lapsed.

R. G. Williams, 11.10.73 (p. 132) Lapsed.

SOUTH AUSTRALIA

C. M. Fitzpatrick, 28.3.74 (p. 109) Surname should read 'Fitzpatrick' in lieu of that notified.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

L. V. Barnes, 4.4.74 (p. 111) Department promoted from should read Social Security. Personnel No. should read 73/89626G.

The Office of the Public Service Board

CENTRAL OFFICE

C. D. Fryer, 21.3.74 (p. 115) Position Number should read 511.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

K. S. McNeill, 28.3.74 (p. 115) Withdrawn.
R. P. Haracy, 4.4.74 (p. 118) Surname should read 'Laracy'.

QUEENSLAND

R. J. Platt, 21.2.74 (p. 54) Withdrawn.

Australian Electoral Office

R. L. R. Kidd 70/58233P, 28.3.74 (p. 56) Name and personnel should read K. M. Heisner, 68/57905P.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

J. P. Asome, 11.10.73 (p. 153) Lapsed.
P. W. McArdle, 11.10.73 (p. 152) Lapsed.

NEW SOUTH WALES

H. I. Durham, 29.11.73 (p. 136) Lapsed.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

National Library of Australia

AUSTRALIAN CAPITAL TERRITORY

F. Cross, 28.3.74 (p. 121) Personnel Number should read 59/35477X. Designation promoted from should read Clerk \$7699-8639 (Class 5).

H. Ryan, 28.3.74 (p. 122) Designation promoted from should read Clerical Assistant, Grade 3 \$4822-5254.

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

R. P. Keefe, 21.3.74 (p. 132) Lapsed.
N. Davis, 10.1.74 (p. 160) Lapsed.

VICTORIA

M. C. Hooper, 7.2.74 (p. 113) Lapsed.

DEPARTMENT OF TRANSPORT

Air Transport Group

VICTORIA/TASMANIA REGION

E. J. Parsons, 7.3.74 (p. 114) Divisional status should read 'Third Division'.

DEPARTMENT OF THE TREASURY

Australian Bureau of Statistics

AUSTRALIAN CAPITAL TERRITORY

P. Lee, 28.3.74 (p. 132) Lapsed.

L. Brokans, 4.4.74 (p. 136) Position promoted from should read 'Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached in lieu of that notified.

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.

ATTORNEY-GENERAL'S DEPARTMENT

C. N. Liston, S. R. Goldsmith, 29.11.73; I. K. McAlpin, 17.1.74; I. Palmer, 14.2.74; A. Dellidis, L. M. Dodds, 28.2.74; P. J. Browning, E. Behr, E. P. Johnson, P. E. Woodrup, J. E. Gouge, D. C. McIntyre, 7.3.74.

DEPARTMENT OF THE CAPITAL TERRITORY

G. J. Monaghan, 27.9.73; H. L. Brunoro, 17.1.74.

DEPARTMENT OF CUSTOMS AND EXCISE

G. N. Pembroke, J. A. Hutchins, 13.12.73; B. J. N. Halcrow, 10.1.74; A. Calabro, 17.1.74; J. Massie, 7.3.74.

DEPARTMENT OF DEFENCE

C. L. Quigg, J. M. Barker, M. S. Cassidy, 20.9.73; K. Dohnt, W. M. Higgins, 11.10.73; G. W. Girvan, 1.11.73; R. H. Tonkin, 6.12.73.

DEPARTMENT OF DEFENCE—AIR OFFICE

W. Jordan, 31.1.74; G. Reed, N. H. Arnold, M. A. Edwards, C. F. Thomas, 21.2.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

B. I. Mason, 7.3.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

P. J. Bryan, 7.3.74; H. E. Penridge, H. U. Menge, 14.3.74.

DEPARTMENT OF EDUCATION

M. J. Hopkins, 23.8.73; L. H. Russell, 18.10.73; M. B. Harding, 31.1.74; A. Popenko, S. J. Scanlan, B. R. Lythall, 28.2.74; J. M. Tome, A. C. Gower, 14.3.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

A. E. Ralph, 14.3.74.

DEPARTMENT OF FOREIGN AFFAIRS

Office of Australian Development Assistance Agency

E. P. Hogden, 7.3.74.

DEPARTMENT OF HEALTH

I. A. N. McCallum, 14.2.74; L. A. Baillie, N. R. Pollard, 28.2.74; J. L. Hagan, N. D. Puniard, N. H. Baird, H. M. Page, M. M. Hubble, C. I. Smith, R. J. Carcary, G. Tier, 14.3.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

J. L. Burrett, 15.11.73; G. L. Holyland, V. Zelukin, 24.1.74; R. G. Moore, 7.2.74; R. J. Searles, J. W. Baker, G. C. Simpson, 14.2.74; U. M. L. Bosward, K. V. Wylie, J. R. Stephens, E. J. Lauri, 21.2.74; M. P. Braun, 28.2.74; M. F. Foley, S. G. Firth, G. M. Vizer, V. G. Pickup, Y. L. Howman, A. G. Hut-ton, L. Trizna, B. J. Young, A. Marzalek, 7.3.74.

DEPARTMENT OF IMMIGRATION

M. Ghedini, 24.1.74; B. E. Driver, 7.2.74; B. Watson, G. L. Hyde, A. J. Bruyn, R. W. Graham, R. J. Malone, V. de P. Sutherland, M. A. Huisman, Z. Daszczyk, G. G. Semmens, B. R. Slater, A. P. McCoy, D. J. Wilson, C. P. Telfer, R. M. Hevizi, P. A. Reynolds, E. R. Waddell, C. Beattie, R. F. Taylor, P. G. Fisher, A. C. von Brandenstein, 14.2.74; Effective date of these confirmations is 21.3.73. I. B. W. Middleton, P. J. Rankin, L. M. Abbott, T. W. Morley, M. C. Priestly, A. Livingston, K. P. Rice, R. B. Haynes, B. M. Peters, 28.2.74; W. Senior, R. D. Wall, G. O. Rumble, V. Hevizi, M. M. Hall, R. P. J. Zouwer, R. C. Seamons, M. Briggs, M. C. Pearmain, 7.3.74.

DEPARTMENT OF LABOUR

K. J. Turner, 6.12.73; D. A. Young, 13.12.73; K. Attwood, 21.2.74; E. A. Balmforth, R. A. Luttrell, 7.3.74.

DEPARTMENT OF THE MEDIA

Information Division, Australian Government Publishing Service

B. J. Robinson, 14.3.74.

Australian Broadcasting Control Board

H. P. Wicks, K. W. Harwood, S. I. Maynard, 13.12.73; B. J. Meadley, 7.2.74.

DEPARTMENT OF MINERALS AND ENERGY

A. Parvey, R. Layland, I. C. O'Donnell, 8.11.73; A. G. Turk, 10.1.74; R. E. C. Havlik, 21.2.74; M. A. Renshaw, 28.2.74; P. Metha, D. R. Rowley, G. F. Connelly, 14.3.74.

DEPARTMENT OF THE NORTHERN TERRITORY

R. L. Brockman, C. R. Dunlop, R. French, J. M. Muras, M. M. Opperman, M. W. Trainer, 28.2.74; J. Blewitt, K. B. E. Hughes, S. N. Leak, P. J. Robinson, C. R. Thompson, A. G. Worrall, H. R. Zehender, 7.3.74.

POSTMASTER-GENERAL'S DEPARTMENT

C. M. Scovell, K. N. Kenny, E. M. Davis, A. M. Partridge, L. Snell, A. M. Waterson, V. H. Knott, R. A. M. Kaiser, A. E. Reid, 31.5.73; D. A. Quinlan, T. M. Cusack, E. B. Elphick, J. P. Costello, J. Atkinson, A. C. Buck, A. H. Harris, A. F. Kennedy, G. J. K. Shaw, P. J. Donoghue, A. E. B. Gray, J. A. Devine, R. C. Lewis, A. Schippers, T. A. Vigar, R. T. Harrison, N. W. Barry, F. E. Slade, A. J. Malcolm, 16.8.73; I. M. Bain, 13.9.73; R. F. Edwards, P. Lincoln, 20.9.73; I. E. Willis, 4.10.73; B. K. Thorogood, 18.10.73; J. E. Strapps, J. B. Sim, R. Checinski, P. S. Booth, J. G. Gill, 1.11.73; J. W. Moran, 8.11.73; K. R. Gins, 15.11.73; K. W. Knight, 29.11.73; E. M. Washington, 6.12.73; J. G. Oliver, D. N. Synnott, S. W. Aw, S. G. Huggett, M. M.

Thompson, 13.12.73; C. E. Catchlove, 19.12.73; G. Massih, 10.1.74; K. B. Rendell, 17.1.74; J. W. M. Dickson, A. R. Jenkins, L. H. Mathews, 31.1.74; D. R. Hague, R. T. Butler, G. S. Whittle, S. Morris, D. H. Lord, R. S. Watson, K. G. Hardy, A. Ross, K. S. Faint, K. H. Green, I. A. Betteridge, I. J. Gregory, B. Chandler, J. R. Hollebon, L. S. Brien, B. W. MacNaughton, R. C. Bateup, J. O'Donnell, K. S. Smith, D. Watson, R. T. E. Trudgett, A. A. Garrett, P. D. Best, B. K. Price, C. I. Seaton, B. K. Dasey, M. E. Snare, D. Adams, C. E. Barnes, J. L. Barrett, J. Senz, R. Castillo, D. A. R. Chappell, M. T. Evans, N. J. Green, J. P. Greenfield, J. A. Joyce, S. Lee, F. M. Lyons, M. T. Mangion, S. G. McInerney, P. D. Nabarro, C. M. Nash, P. J. Pickard, S. G. Picklum, V. J. Smith, S. A. Sullivan, C. A. Walsh, H. Watt, H. T. Cairns, L. J. Cowan, D. A. Dalgliesh, M. E. Finucane, M. La Creca, M. J. Miller, K. A. McCann, J. F. Powell, M. J. Spratt, D. T. Thomas, J. S. Lowton, J. G. Shipton, P. Flaskis, E. G. Thomas, 14.2.74; A. C. J. M. Chetcuti, B. P. W. Bradley, Y. Whitehurst, P. Feazey, H. Bradley, W. J. Graham, D. W. O'Keefe, G. Clarke-Hall, K. J. Jury, J. A. Vitler, D. R. Allen, G. P. Sweet, B. J. Bullivant, P. G. Schelfout, P. J. Eaton, R. J. Keilman, G. N. Parkinson, J. A. Schneider, A. R. Thompson, M. P. Cresswell, K. J. Stephens, A. Aris, K. L. Sheehan, 21.2.74; D. J. Adams, I. M. Tippet, R. M. Findlay, H. J. Merrigan, S. M. Shields, I. C. Miller, R. A. Ottaway, D. Lanzi, P. J. McLoughlin, M. J. Douglass, T. A. Hoy, L. M. Hutchins, A. J. Scholar, C. Saina, J. C. Garnham, T. D. Hudson, A. K. Saint, C. E. Spackman, E. W. Dickinson, D. M. Sandford, D. P. Shields, D. L. Osborn, G. S. Pearsons, B. J. Whittaker, J. S. Gower, L. P. Buckley, R. D. Arnold, C. W. McMahon, M. L. Woolidge, H. G. Packer, B. M. Clark, W. H. McA. Bruce, R. T. Saunders, B. J. Reilly, D. J. Asser, J. R. McLay, H. F. Kidman, M. O. Stoll, E. F. Whelan, C. R. Beaumont, M. L. J. Beaumont, M. R. Rolton, J. C. Samuel, R. J. Munn, D. Hosking, A. H. Welke, M. A. Crispin, T. A. Rae, A. Rehn, W. G. McCullum, D. Robertson, C. O. Earl, R. K. Lloyd, L. A. Watkins, R. W. Starr, A. G. McGuinness, E. S. Phillips, M. V. Thompson, E. J. Murphy, V. E. Hugo, A. P. G. Fenton, I. R. Way, J. H. G. Zerna, P. J. Hodge, K. W. McCulloch, L. J. Bailey, N. O. Jones, J. C. Graham, W. J. Challinder, C. A. Webber, W. R. McIntosh, P. A. King, G. S. Myers, G. F. Still, A. J. Pollard, A. A. Donges, E. H. Knight, N. L. Woodford, R. A. Howard, C. L. Levett, S. J. Richardson, D. Archer, R. H. K. Webster, J. A. Miller, G. S. Turner, G. R. Allen, I. Laws, W. T. Richardson, B. McHale, A. F. Freeman, N. C. Webb, O. M. Bryant, A. E. Turner, M. A. Farrell, S. J. Culic, 28.2.74.

DEPARTMENT OF PRIMARY INDUSTRY

T. V. Miles, S. E. Hoar, R. J. H. Christian, D. E. Franklin, 10.1.74; A. G. Watson, 28.2.74; K. M. Thomas, Z. M. Smith, R. I. Claybourn, J. M. Coventry, R. N. Harriss, D. R. J. Turner, F. W. Barr, R. L. Kennedy, 14.3.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

D. A. Abbey, J. Hunt, 1.11.73.

The Office of the Public Service Board

R. Frizza, N. L. Pottenger, 28.2.74; R. Hancock, B. Sparkes, 7.3.74; C. S. Gay, M. J. Power, C. M. Woods, R. G. Hutchison, O. Riley, L. L. Steiger, S. R. Pritchard, S. P. Willis, 14.3.74.

Office of the Industries Assistance Commission

S. R. Kensit, 7.2.74; D. F. McTaggart, J. M. Durie, P. C. Voss, J. E. Mills, 14.3.74.

REPATRIATION DEPARTMENT

G. A. Wilson, 8.11.73; C. S. Smith, 10.1.74; N. Congram, 17.1.74; E. Quattrocchi, 28.2.74; G. A. Aiken, 28.2.74; W. F. Bursac, M. G. Klippan, J. Mowat, D. B. Butler, P. J. Gardener, 7.3.74.

DEPARTMENT OF SCIENCE

Bureau of Meteorology

F. C. Wood, G. J. Mole, 14.2.74.

DEPARTMENT OF SERVICES AND PROPERTY

D. K. Dobie, 25.10.73; K. R. McCulloch, 13.12.73; W. E. Barton, P. J. E. Charles, L. W. Watters, M. T. Conway, 10.1.74; K. G. May, 24.1.74; M. J. Koch, R. T. Onley, T. D. Henshaw, 28.2.73; S. M. Willshire, 7.3.74.

DEPARTMENT OF SOCIAL SECURITY

P. McK. Stott, L. J. Scott, K. C. Culpitt, 30.8.73; R. C. Lockett, B. J. Jeffery, A. K. Nimmo, R. A. Swift, D. J. Rossiter, 1.11.73; L. M. Martin, P. B. Logan, E. T. Branco, M. J. Forrest, L. A. Flynn, A. Zarigian, D. B. Underwood, J. R. Stafford, M. J. Francis, J. J. McKinnon, S. M. Haywood, M. L. McLeod, B. J. Ogilvie, B. E. Williams, 10.1.74; G. E. Lamphee, F. E. Leane, 14.2.74; K. T. Lange, 28.2.74; M. E. Ganley, B. S. Maddocks, J. E. Allen, R. K. Grigg, D. A. C. P. Roach, J. R. Chambers, D. J. Smith, M. Stuart, 7.3.74; B. Smith, 14.3.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

A. P. Butler, 14.3.74.

National Library of Australia

I. Lander, 27.9.73; Y. Jackson, R. Van Arkel, 7.3.74.

DEPARTMENT OF SUPPLY

C. D. Hutchison, W. J. Holland, R. N. Anderson, N. J. Turner, 7.2.74; G. F. Hurst, 21.2.74.

DEPARTMENT OF TRANSPORT

M. C. Foot, K. W. Erickson, 28.2.74.

Air Transport Group

D. Lennox, 13.12.73; H. E. Wall, 19.12.73; M. C. Daff, J. M. Bennetts, D. R. Broadbent, A. Fenotti, C. K. Good, L. G. Hambleton, L. J. Lester, M. O'Kane, F. J. Varris, 10.1.74; D. P. Dellit, R. A. Pratt, 24.1.74; M. G. McCluskey, H. B. O'Keefe, G. Werba, 7.2.74; I. R. Dixon, P. J. Verren, 14.2.74; L. G. Kemp, I. C. Kettlewell, R. D. Kevern, A. G. Shalit, 21.2.74.

Surface Transport Group

V. J. Dorian, 6.12.73.

DEPARTMENT OF THE TREASURY

T. R. Nock, S. K. Wilson, 19.12.73; S. R. Hoare, 24.1.74; P. J. Sharry, M. R. Halliday, R. Kerr, E. W. Shann, S. Kennard, J. A. McLucas, 7.3.74; J. M. Clark, G. J. Smith, M. J. Russell, R. C. Rollason, E. J. Sullikowski, G. J. Clarke, G. L. Hope, I. R. Dunstan, 14.3.74.

Australian Bureau of Statistics

M. S. Curll, A. M. Pantalone, D. P. Power, L. T. Stinson, P. J. Hughes, R. G. Scutter, D. J. Laria, C. J. Tozer, C. J. Poll, L. F. Fardell, T. Farrugia, J. Mackay, H. M. McFarlane, R. M. Wootten, J. E. Keir, L. C. Anning, 7.3.74.

Australian Taxation Office

G. T. D. C. Ellul, K. B. Condon, 13.12.73; L. B. Browne, L. G. O'Hara, J. E. R. Veder, G. R. Skuthorp, 19.12.74; R. M. Passfield, R. Yates, 10.1.74; B. T. May, 24.1.74; G. J. Chant, M. S. Booth, M. M. Heilbronn, P. D. Bath, 31.1.74; G. W. Dimsey, L. G. Sproule, B. F. Dobson, A. D. Walker, M. L. Golder, P. C. Heading, A. D. Herd, G. I. Merritt, J. C. Drennan, M. B. Evans, J. D. White, M. L. Viner, N. S. Holloway, M. R. Tench, A. A. Murchie, N. S. Creed, 28.2.74.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

P. E. White, V. M. Liengme, 14.3.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973.

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: T. W. Royal, A. F. Hernan, K. F. Steele, D. W. Chadwick, S. W. Pitts, F. Ranaudo, J. Maczka, M. Fini, R. J. Weston, S. V. P. Dobby, K. F. Cooper, F. Baranski, C. Robertson, C. W. Chesterfield, J. W. Alexander, A. Cain, K. W. Goudge, G. D. Midson, J. Parkinson, R. Matthews, I. W. Glover, 16.8.73; R. J. Clifford, 4.10.73; G. Bellinger, A. J. Sidey, F. A. Lee, 11.10.73; Z. J. Ziembinski, 8.11.73; A. S. Perkins, 22.11.73; R. L. Hanlon, R. J. Seal, J. M. Rusk, W. R. Tester, 29.11.73; G. G. Strachan, E. R. Tonkin, 6.12.73; D. A. Marsh, A. F. Rousell, 13.12.73; A. H. Monk, A. D. Harfield, 19.12.73; W. L. Johnston, H. J. McKay, R. B. Kenny, 10.1.74; B. J. Hayes, C. Webber, 17.1.74; R. J. Cocker, 31.1.74; P. J. Robb, 14.2.74; A. J. Davis, 28.2.74.

2. Promoted the undermentioned officers as shown:

DEPARTMENT OF CUSTOMS AND EXCISE QUEENSLAND

R. J. Wren, 58/12436P, Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, as Investigation Officer, Grade 2 \$7053-7713 (Class 5), Third Division, Revenue Branch, Inland Services Section, Brisbane (No. 286), with effect from 31.1.74.

POSTMASTER-GENERAL'S DEPARTMENT VICTORIA

L. H. Harbison, 59 60278T, Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, as Principal Technical Officer (Engineering) \$9779-10060, Fourth Division, Engineering Planning and Research Division, Planning and Programming Sub-division, Transmission and Line Planning Branch, National Trunk Network Section, Victoria (No. 25), with effect from 10.1.74.

D. F. Powell, 59/67477M, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, North Eastern Section, Regional Operations Branch, Engineering Division, Wangaratta, with effect from 16.8.73.

B. L. Scudamore, 62/45746W, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Metropolitan Operations No. 1 (West) Section, Metropolitan Operations Branch, Engineering Division, Newport, with effect from 16.8.73.

G. P. Draeger, 59/66516R, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Gippsland Section, Regional

Operations Branch, Engineering Division, Leongatha, with effect from 16.8.73.

T. G. Harris, 59/63577K, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Metropolitan Operations No. 6 (South East) Section, Metropolitan Operations Branch, Engineering Division, Oakleigh, with effect from 16.8.73.

J. G. Pinker, 59/72661C, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Metropolitan Operations Branch, Engineering Division, Ringwood North, with effect from 16.8.73.

S. W. Pitts, 66/45725B, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Metropolitan Operations Branch, Engineering Division, Mitcham, with effect from 16.8.73.

A. P. Osborne, 65/45083T, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Metropolitan Operations Branch, Engineering Division, Ringwood South, with effect from 16.8.73.

P. J. Hardy, 61/45365C, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Metropolitan Operations Branch, Engineering Division, Mitcham, with effect from 16.8.73.

M. J. Hlott, 64/46400G, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Metropolitan Operations No. 5 (East) Section, Metropolitan Operations Branch, Engineering Division, Tally Ho West, with effect from 16.8.73.

J. W. Roache, 59/56319W, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Metropolitan Operations No. 5 (East) Section, Metropolitan Operations Branch, Engineering Division, Tally Ho East, with effect from 16.8.73.

J. W. J. Marshall, 59/67118X, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Gippsland Section, Regional Operations Branch, Engineering Division, Lakes Entrance, with effect from 16.8.73.

A. Farrugia, 62/45656T, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Gippsland Section, Regional Operations Branch, Engineering Division, Moe, with effect from 16.8.73.

R. A. Francis, 59/55633X, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Gippsland Section, Regional Operations Branch, Engineering Division, Moe, with effect from 16.8.73.

W. E. de Voodg, 59/66478E, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Gippsland Section, Regional Operations Branch, Engineering Division, Korumburra, with effect from 16.8.73.

J. A. Lucas, 59/67070T, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Gippsland Section, Regional Operations Branch, Engineering Division, Korumburra, with effect from 16.8.73.

L. K. Gawley, 59/66670M, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, North Eastern Section, Regional Operations Branch, Engineering Division, Benalla, with effect from 16.8.73.

C. White, 59/67924K, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, North Western Section, Regional Operations Branch, Engineering Division, Bendigo, with effect from 16.8.73.

A. D. Jack, 59/66884E, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, North Eastern Section, Regional Operations Branch, Engineering Division, Bright, with effect from 16.8.73.

F. J. Tebble, 59/69421X, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, North Eastern Section, Regional Operations Branch, Engineering Division, Seymour, with effect from 16.8.73.

J. M. Armstrong, 62/45743G, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, South East Central Section, Regional Operations Branch, Engineering Division, Chelsea, with effect from 16.8.73.

L. Volpe, 68/46971T, Lineman, Grade 2 \$4437-4599, Fourth Division, as Lines Supervisor, Grade 1 \$5091, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Metropolitan Operations Branch, Engineering Division, Moreland, with effect from 16.8.73.

QUEENSLAND

N. T. Morgans, 59/18916E, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Country Branch, Northern Section, Bowen, with effect from 11.10.73.

N. T. Hanley, 59/18575, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Country Branch, Northern Section, Innisfail, with effect from 11.10.73.

J. S. Shallcross, 59/19216C, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Country Branch, Wide Bay-Burnett Section, Caboolture, with effect from 11.10.73.

DEPARTMENT OF SOCIAL SECURITY QUEENSLAND

M. S. Welch, 65/57830E, Clerk \$6912-7652 (Class 4), Third Division, Australian Bureau of Statistics, Brisbane, as Clerk \$7899-8639 (Class 5), Third Division, Management Branch, Operations Section, Brisbane (No. 855), with effect from 13.12.73.

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 State, the Public Service Inspector in that State;
- the Australian Capital Territory, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601;
- the Northern Territory, the Public Service Inspector, Darwin;
- Norfolk Island, the Public Service Inspector, Sydney;
- Papua New Guinea, the Chairman, Promotions Appeal Committee, P.O. Box 76, Port Moresby, P.N.G.;
- the Territory of Cocos (Keeling) Islands, the Public Service Inspector, Perth;
- 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:

- (a) superior efficiency; or (b) equal efficiency combined with seniority.
- 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 53A 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 87a.

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**NORTHERN TERRITORY****Northern Territory Division, Operations Branch**

T. C. Lovegrove 58/17266X	Assistant Director \$13004-13498 (Class 10), Third Division	Assistant Director \$17300, Second Division, Darwin (No. 1)
<i>Duties:</i> Direct and control the operations of the Branch including support to the Aboriginal communities in the social and economic development of Aboriginal communities and the evaluation of Social and Cultural change.		
<i>Qualifications:</i> Executive ability of a high order. Details of field work with communities should be stated.		

Planning and Projects Branch

H. M. Ford 58/17234T	Director \$13004-13498 (Class 10), Third Division	Assistant Director \$17300, Second Division, Darwin (No. 8)
<i>Duties:</i> Direct and control the operations of the Branch, including the development, plans and programmes, for Aboriginal Affairs in the Northern Territory.		
<i>Qualifications:</i> Executive ability of a high order. Experience in fields of policy initiation desirable.		

ATTORNEY-GENERAL'S DEPARTMENT**CENTRAL OFFICE****Central Office Branch**

M. A. Agius 70/88190X	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Clerk \$6912-7652 (Class 4), Third Division, Canberra (No. 4)
<i>Duties:</i> Assist in providing clerical assistance to the Secretary and Deputy Secretaries.		
J. P. Brogan 63/86038W	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Personal Secretary \$6954-7424, Fourth Division, Canberra (No. 3)
<i>Duties:</i> Provide secretarial assistance to the Secretary.		
<i>Qualifications:</i> Shorthand, at least 100 words per minute.		
D. Parsons 72/86359P	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 11)
<i>Duties:</i> Provide secretarial assistance to a Deputy Secretary.		
<i>Qualifications:</i> Shorthand, at least 100 words per minute.		
A. M. Kavanagh 63/36553K	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 26)
<i>Duties:</i> Provide secretarial assistance to the Head of the Judicial Administration Section.		
<i>Qualifications:</i> Shorthand, at least 100 words per minute.		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Justice and Family Law Division, Family Law and Miscellaneous Branch

C. C. Creswell 67/86363E	Senior Legal Officer \$12545-13635, Third Division	Principal Legal Officer \$15195-16285, Third Division, Family Law Section, Canberra (No. 31)
-----------------------------	---	--

Duties: Control and direct the work of the Section and deal personally with the more important matters involved; this includes consideration of legal aspects and the development of policy in relation to family law.

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

A. Radzevicius 73/88706R	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Canberra vice C. C. Creswell, prov. prom. 28.3.74 (No. 32)
-----------------------------	--	--

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.

Advisings Division

M. M. Tankey 72/87027T	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 12)
---------------------------	--	---

Duties: Provide secretarial assistance to the Head of the Division.

Qualifications: Shorthand, at least 100 words per minute.

Federal Courts, Intellectual Property, Territories and Law Reform Division

A. J. Brownell 72/87024E	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 2)
-----------------------------	--	--

Duties: Provide secretarial assistance to the Head of the Division.

Qualifications: Shorthand, at least 100 words per minute.

Management and Special Services Division, Special Services Branch

R. I. Thomas 59/13346P	Clerk \$8886-9548 (Class 6), Third Division, Supreme Court Branch, Dar- win	Clerk \$11032-11525 (Class 8), Third Division, Marriage and Remission Sec- tion, Canberra (No. 5)
---------------------------	---	---

Duties: Consider applications for approval as authorised celebrants; prepare and sign recommendations for consideration by the Secretary. Prepare recommendations relating to the recognition under the Marriage Act of religious bodies. Prepare replies to general and ministerial correspondence relating to administrative aspects of family law legislation.

Qualifications: Knowledge of relevant legislation desirable.

P. A. Rowley 62/85227W	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Marriage and Remission Section, Canberra, vice A. Chek prov. prom. 4.4.74 (No. 6)
---------------------------	--	---

Duties: Assist with administrative actions including those under the Marriage Act and the Matrimonial Causes Act.

B. Shoovert 72/85910P	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Canberra (No. 2)
--------------------------	--	--

Duties: Provide secretarial assistance to the Head of the Division.

Qualifications: Shorthand, at least 100 words per minute.

Bankruptcy Branch

K. Harbus 73/89775W	Typist, Grade 2 \$4731-5035, Fourth Division, Department of Defence (Air Office), Canberra	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra (No. 2)
------------------------	--	--

Duties: Provide secretarial assistance to the Inspector-General in Bankruptcy.

Qualifications: Shorthand, at least 100 words per minute.

Registration Offices Branch

R. J. Henschke 68/85279K	Dental Therapist \$4516-6046, Third Division, Department of Health, Canberra.	Clerk \$5806-6666 (Class 2/3, Third Division, Companies Section, Miscel- laneous Documents and Returns Sub- section, Canberra (No. 41)
-----------------------------	---	---

Duties: Examine and register less important documents and returns—prepare requisitions and correspondence relating thereto.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

OFFICE OF THE COMMISSIONER OF TRADE PRACTICES

B. J. Hess 68/85495X	Project Officer \$11032-11525 (Class 8), Third Division	Senior Project Officer \$12019-12510 (Class 9), Third Division, Project Branch, Canberra (No. 100)
-------------------------	--	--

Duties: Supervise the examination of agreements and practices in terms of the Restrictive Trade Practices Act; analysis of economic and public interest issues in more important cases; preparation of submissions and case memoranda. Discussions with industry as required.

Qualifications: Knowledge of, or experience in, industry and commerce. Qualifications in commerce, economics or law to be stated.

A. Wells 68/88637T	Clerk \$9876-10538 (Class 7), Third Division, Department of the Capital Territory, Canberra	Project Officer \$11032-11525 (Class 8), Third Division, Policy and Planning Branch, Canberra, vice R. L. Evans prov. prom. 28.3.74 (No. 107)
-----------------------	---	--

Duties: Assist with reviews of progression and procedures for dealing with restrictive trade practices; undertake research into restrictive trade practices and related matters.

Qualifications: Experience in economic research; qualifications in commerce, economics and/or law to be stated.

R. M. Robinson 70/86109E	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence— Navy Office, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Registration, Information and State Offices Branch, Canberra (No. 16)
-----------------------------	---	---

Duties: Index and keep record of documents submitted for registration under the *Restrictive Trade Practices Act* 1971-1973. Assist in registration and dealing with complaints.

Qualifications: Experience in registry procedures an advantage.

NEW SOUTH WALES

Bankruptcy Branch

S. Kent 73/16326A	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5035, Fourth Division, Official Receiver's Section, Sydney (No. 30)
----------------------	---	--

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

Qualifications: Shorthand, 100 words per minute desirable.

VICTORIA

Commonwealth Police Service

Y. M. J. Simons 65/38064E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Hous- ing and Construction, Melbourne	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 26)
------------------------------	---	---

Duties: Prepare files, attach papers to files as required, attend to dispatch and receipt of mail. Maintain indices. Perform all typing duties of the Sub-section.

NORTHERN TERRITORY

Supreme Court Branch

P. Berryman 72/95050X	Typist, Grade 2 \$4731-5035, Fourth Div- ision	Personal Secretary \$6954-7424, Fourth Division, Darwin (No. 12)
--------------------------	---	---

Duties: Provide personal stenographic and secretarial service for the Judge of the Supreme Court of the Northern Territory.

Qualifications: Shorthand, at least 100 words per minute.

Lower Courts Branch

V. J. Pead-Lewis 74/95044R	Typist, Grade 1 \$2113-4578, Fourth Division	Typist, Grade 2 \$4731-5035, Fourth Division, Darwin (No. 16)
-------------------------------	---	--

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

Qualifications: Shorthand, 100 words per minute desirable.

Northern Territory Police

M. L. Sandery 58/17171X	Clerk \$9876-10538 (Class 7), Third Division, unattached	Clerk \$11032-11525 (Class 8), Third Division, Darwin (No. 1)
----------------------------	---	--

Duties: Provide the administrative and management services within the Branch.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

C. Harper Assistant Inspector \$9876-10538 (Class 7), Third Division Inspector \$11032-11525 (Class 8), Third Division, Organisation, Classification and Methods Section (No. 1228)

Duties: Direct, control and as a team leader participate in investigations and reviews of methods and procedures of various functional areas of the Department.

Qualifications: Aptitude for and experience in investigational work and report writing desirable.

R. Finlay Assistant Inspector \$8886-9548 (Class 6), Third Division Assistant Inspector \$9876-10538 (Class 7), Third Division, Organisation, Classification and Methods Section (No. 1231), vice C. Harper, prov. prom. 11.4.74

Duties: Undertake independent investigations of organisation and classification proposals. Prepare associated reports and submissions.

Qualifications: Aptitude for investigation work and report writing.

L. Green Clerk \$7899-8639 (Class 5), Third Division Assistant Inspector \$8886-9548 (Class 6), Third Division, Organisation, Classification and Methods Section (No. 1134) vice J. A. Clark prov. prom 24.1.74

Duties: Undertake investigations of organisation and classification proposals as necessary; prepare associated reports and submissions.

Qualifications: Aptitude for investigational work and report writing. Previous experience in organisation and classification work desirable but not essential.

A. R. Green Clerk \$2713-5594 (Class 1), Third Division Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section (No. 1284)

Duties: Examine files in accordance with approved procedures and supervise the receipt and dispatch of mail.

Qualifications: Sound knowledge of registry procedures desirable.

J. L. Styles Typist, Grade 1 \$4225-4579, Fourth Division Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Personnel and Services Section (No. 1533), vice M. Prachar, prov. prom. 11.4.74

Duties: Distribute work to staff and determine priority of work. Train staff in typing and shorthand techniques.

Qualifications: Ability to organise and control staff.

Finance and Supply Branch

G. C. Cartwright Clerk \$2713-5594 (Class 1), Third Division Clerk \$5806-6666 (Class 2/3), Third Division, Internal Audit Section (No. 1794)

Duties: Assist in the conduct of audit investigations.

B. T. Rae Clerk \$2713-5594 (Class 1), Third Division, Department of Defence (Air Office) Clerk \$5806-6666 (Class 2/3), Third Division, Internal Audit Section (No. 1795)

Duties: Assist in the conduct of audit investigations.

P. V. Pretty Clerical Assistant, Grade 1 \$3918-4298, Fourth Division Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Computing and Machining Section (No. 1699)

Duties: Direct and supervise the cell engaged in maintaining the kardex index system, and the addressograph/embossing programme.

Housing and Welfare Division, Welfare Branch

A. B. Tankey Clerk \$8886-9548 (Class 6), Third Division Clerk \$9876-10538 (Class 7), Third Division, Administration Section (No. 573)

Duties: Responsible for the administrative services of the Branch. Supervise administrative staff. Supervise the staffing and general administration of shelters and depots establishments under the Child Welfare Ordinance. Supervise financial matters within the Branch. Act as Secretary to the A.C.T. Child Welfare Committee.

Qualifications: Administrative ability of a high order preferably in the field of welfare administration.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

City Manager's Office

M. Prachar 73/86538E	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division	Typist Supervisor, Grade 2 \$6133-6309, Fourth Division (No. 1061)
-------------------------	--	---

Duties: Direct and control the activities of typing staff within the Division.
Qualifications: Ability to organise typing resources.

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Tariff Division, Appraisements Branch

B. L. Cody 58/10622K	Clerk \$12019-12510 (Class 9), Third Division	Director \$13991-14484 (Class 11), Third Division, Valuation Research Section, vice F. I. Kelly, prov. prom. 11.4.74 (No. 41)
-------------------------	--	--

Duties: Assume responsibility for the control, co-ordination and efficient functioning of the Valuation Research Section. Formulate policy, proposals and advice for the Minister, Comptroller-General and top management on matters concerning the section.
Qualifications: Proven administrative ability desirable.

Management Services Division, Automatic Data Processing Branch

I. R. Temme 72/41694K	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$8886-9548 (Class 6), Third Division, Applications Section (No. 11)
--------------------------	---	--

Duties: Assist in the analysis, design and documentation of real time and batch systems ADP applications.
Qualifications: Appropriate experience in systems analysis and programming.

V. F. Hagan 73/10257X	Programmer-in-Training \$6022-7652, Third Division, Bureau of Statistics	Assistant Programmer \$7899-8639 (Class 5), Third Division, Applications Section, vice H. Rose, prov. prom. 28.3.74 (No. 56)
--------------------------	---	---

L. D'Arcy 74/66161W	Clerk \$2713-5594 (Graduate), Third Division, Department of Social Security	Assistant Programmer \$7899-8639 (Class 5), Third Division, Applications Section, vice T. Howie, prov. prom. 28.3.74 (No. 118)
------------------------	--	---

Duties above two positions: As directed assist in the programming, proving and maintenance of new and established systems.
Qualifications: Experience and training in programming and design. Programming experience in COBOL and an assembler language an advantage.

NEW SOUTH WALES

Services Branch

F. I. Kelly 58/10905M	Director \$13991-14484 (Class 11), Third Division	Senior Assistant Collector \$17300, Sec- ond Division (No. 2)
--------------------------	--	--

Duties: Responsible for the overall control, co-ordination and efficient functioning of the Services Branch. Keep abreast of Port and Airport development and plan Customs staffing and facilities.
Qualifications: Proven managerial ability.

VICTORIA

Management Services

K. G. Jenkins 58/13855W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Finance and General Services Sec- tion (No. 42)
----------------------------	--	--

Duties: Control the operations of the Stores Group. Assume responsibility for the purchasing and preparation of estimates of stores and uniforms. Review stock holdings and arrange for the calling of tenders.

Revenue Branch

A. J. O'Brien 65/37040M	Clerk \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Invoice Sec- tion (No. 72)
----------------------------	--	---

B. J. Salmon 65/37045K	Clerk \$6912-7652 (Class 4), Third Divi- sion	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Invoice Sec- tion (No. 131)
---------------------------	--	--

D. L. Forbes 58/35909P	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Invoice Sec- tion (No. 153)
---------------------------	--	--

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

J. P. Daly 62/37046R	Invoice Examiner, Grade 1 \$6912-7652 Class 4, Third Division	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Invoice Section (No. 70)
<i>Duties above four positions:</i> Protect local industry, the Revenue and Community interests by examination as directed by Senior Invoice Examiners, Grade 2, of Customs entries, related invoices and other documents. Authorise release of cargo.		
<i>Qualifications:</i> Successful completion of Customs Control Course No. 4 desirable.		
E. J. Mackin 67/36105M	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Invoice Section (No. 193)
<i>Duties:</i> Recheck selected entries and refund claims with related invoices to ascertain that the goods have been correctly entered or refund claimed is due. Perform other checks as required, prepare internal check query advice sheets and maintain a daily record of all checks made.		
<i>Qualifications:</i> Successful completion of Customs Control Course No. 4 desirable.		
T. J. Lewis 65/36952X	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Investigation Section (No. 48)
J. F. Atkinson 64/36263E	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Investigation Section, vice D. V. Cunningham, prov. prom. 28.2.74 (No. 43)
P. F. Hehir 64/37754K	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division	Investigation Officer Grade 2 \$7899-8639 (Class 5), Third Division, Investigation Section (No. 45)
<i>Duties above three positions:</i> Investigate and report on applications for the admission of goods under Customs By-laws. Assist in Section 214 investigations.		
<i>Qualifications:</i> Successful completion of Customs Control Course No. 4 desirable.		
M. J. Webster 65/36866P	Clerk \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section, vice B. F. Waters prov. prom. 11.4.74 (No. 172)
R. G. Farrell 66/37328C	Examining Officer \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section, vice J. P. Daly, prov. prom. 11.4.74 (No. 170)
M. J. Robinson 66/37236R	Examining Officer \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section, vice J. A. McDonald, prov. prom. 11.4.74 (No. 161)
<i>Duties above three positions:</i> Perform examination of Customs entries accepted by Senior Invoice Examiners, Grade 2 as not requiring major checks by Invoice Examiners, Grade 2. Check compatibility of entry details. Authorise release of clear entries.		
P. D. Weekes 66/37278C	Clerk \$5806-6666 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Investigation Section (No. 61)
<i>Duties:</i> Conduct less difficult 'End-use', and other less difficult investigations.		
R. F. Campbell 66/37762P	Examining Officer \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section, vice D. L. Forbes, prov. prom. 11.4.74 (No. 117)
<i>Duties:</i> Perform examination of Custom entries lodged for Facilitated Clearance. Check compatibility of entry details, format of entry, marks and numbers and other routine aspects of the entry check. Authorise release of clear entries and issue query advices.		
R. J. English 65/37611A	Clerk \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section, vice E. J. Mackin, prov. prom. 11.4.74 (No. 258)
<i>Duties:</i> Examine Melbourne entries and supporting documents of entries rejected by the computer: identify errors and arrange their correction by Agent/Importer. Examine Correction Screener Advice documents for Melbourne entries. Control workflow of entries from Victorian Outports and Tasmania for batch process under INSPECT.		
S. L. Fraumano 65/37050T	Examining Officer \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section, vice T. J. Lewis, prov. prom. 11.4.74 (No. 175)
<i>Duties:</i> Resolve queries raised by Invoice Examiners processing 'Minimum Check' and 'Facilitated Clearance' entries. Verify that adjustments have been correctly affected. Authorise delivery of cargo when queries are satisfied or endorse necessary restrictive action on entry.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

- | | | |
|--|---|---|
| K. D. Taylor
70/36466R | Clerk \$2713-5594 (Class 1), Third Division | Clerk \$5806-6666 (Class 2/3), Third Division, Invoice Section, vice A. C. Stewart, prov. prom. 11.4.74 (No. 7) |
| <i>Duties:</i> Attend to initial interviewing of public. Liaise with Taxation Department and prepare correspondence on Tariff and Sales Tax matters as directed. | | |
| D. S. Caldwell
70/37974W | Clerk \$2713-5594 (Class 1), Third Division | Clerk \$5806-6666 (Class 2/3), Third Division, Invoice Section, vice M. J. Webster, prov. prom. 11.4.74 (No. 13) |
| <i>Duties:</i> Receive and process statutory declarations for single security transactions. Cancel and return single transaction securities. Maintain records of security givers. Follow up action on temporary importation transactions and check all securities received to see they are correctly executed. | | |
| J. M. Freeman
70/39711W | Clerk \$2713-5594 (Class 1), Third Division | Clerk \$5806-6666 (Class 2/3), Third Division, Invoice Division, Invoice Section, vice P. Weekes, prov. prom. 11.4.74 (No. 145) |
| <i>Duties:</i> Verify amounts are in agreement on entries, cheques and/or 'Daily Settlement' books. Verify validity of checks. Receipt all moneys under correct divisional headings. Undertake balances as directed and prepare daily warrant summary. | | |
| R. M. Dowling
70/39458C | Clerk \$2713-5594 (Class 1), Third Division | Clerk \$5806-6666 (Class 2/3), Third Division, Invoice Section, vice G. J. Walsh, prov. prom. 11.4.74 (No. 217) |
| <i>Duties:</i> Provide relief and consequential relief at Class 2/3 level and above in the Invoice Section. | | |

Services Branch

- | | | |
|--|---|--|
| J. A. Crouch
65/36636A | Assistant Investigation Officer \$6912-7652 (Class 4), Third Division | Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Inland Services Section (No. 110) |
| <i>Duties:</i> Conduct investigations under the Diesel Fuel legislation. Take any necessary follow-up action. Undertake inquiries and checks of monthly reconciliation statements submitted by oil companies. Conduct country investigations. | | |
| <i>Qualifications:</i> Successful completion of Customs Control Course No. 4 desirable. | | |
| B. F. Waters
65/37048X | Examining Officer \$5806-6666 (Class 2/3), Third Division | Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Port Services Section, Melbourne Airport (No. 41) |
| <i>Duties:</i> Screen informal clearance documents and associated papers. Assess risk involved and determine extent of documentary or physical check required. Conduct documentary check, and direct the examination of goods or authorise release of goods on which no further check is warranted. | | |
| <i>Qualifications:</i> Successful completion of Customs Control Course No. 4 desirable. | | |
| B. D. Keefe
58/30158P | Clerk \$5806-6666 (Class 2/3), Third Division | Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Inland Services Section (No. 220) |
| <i>Duties:</i> Inspect machinery, plant, etc., as required by the Invoice Section and report with submissions as to Tariff Classification, origin, value, etc., as required. Examine general goods and maintain records. | | |
| <i>Qualifications:</i> Successful completion of Customs Control Course No. 4 desirable. | | |
| P. A. Mace
58/36099E | Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division | Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Inland Services Section (No. 219) |
| <i>Duties:</i> Perform documentary and physical investigations at the more complex licensed and approved premises. Plan, direct and carry out programmes of control investigation, using subordinate staff, where necessary, at less complex premises. Examine and report on company records. | | |
| <i>Qualifications:</i> Successful completion of Customs Control Course No. 4 desirable. | | |
| J. A. MacDonald
63/37707X | Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division | Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Port Services Section, vice G. H. Greenway, prov. prom. 28.2.74 (No. 2) |
| <i>Duties:</i> Examine invoices and associated documents to establish that imported goods are correctly entered, ensuring that all controls in relation to imported goods are complied with. Authorise release of clear entries. Process claims for refund of duty, primage and sales tax and cash deposits. | | |
| <i>Qualifications:</i> Successful completion of Customs Control Course No. 4 desirable. | | |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

- | | | |
|--|--|---|
| <p>G. W. Morgan
63/36755T</p> <p><i>Duties:</i> Plan and control the random check programme for all licensed premises in the region. Carry out the more important checks. Report upon unauthorised departures from approved procedures. Assess loss statistics. Liaise with company management and the Inland Services Section, Melbourne. Perform Diesel Fuel investigations.</p> <p><i>Qualifications:</i> Successful completion of Customs Control Course No. 4 desirable.</p> | <p>Boarding Officer \$5806-6666 (Class 2/3), Third Division</p> | <p>Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Port Services Section, Geelong (No. 14)</p> |
| <p>G. J. Walsh
61/36826X</p> <p><i>Duties:</i> Perform relief duties within the Inland Services Section.</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division</p> | <p>Clerk \$6912-7652 (Class 4), Third Division, Inland Services Section, vice B. D. Keefe, prov. prom. 11.4.74 (No. 72)</p> |
| <p>N. R. Hedges
64/38160E</p> <p><i>Duties:</i> Perform documentary and physical investigations at less complex licensed/approved premises. Plan, direct and carry out programmes of control investigation at less complex premises. Examine company records.</p> | <p>Examining Officer \$5806-6666 (Class 2/3), Third Division</p> | <p>Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Inland Services Section (No. 242)</p> |
| <p>P. A. Davidson
66/36641A</p> <p><i>Duties:</i> Arrange appointments for the examination of goods in the metropolitan area and programme and brief Examining Officers on the relevant aspects of such examinations. Examine reports submitted by Examining Officers in relation to all Uptown examinations. Direct and control the Personal Effects Officers.</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division</p> | <p>Senior Examining Officer \$6912-7652 (Class 4), Third Division, Inland Services Section (No. 233)</p> |
| <p>A. C. Stewart
66/37253R</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division</p> | <p>Assistant Investigation Officer \$6912-7652 (Class 4), Third Division, Port Services Section, vice P. F. Hehir, prov. prom. 11.4.74 (No. 159)</p> |
| <p>S. M. Atkins
66/38182K</p> <p><i>Duties above two positions:</i> As directed, assist the Investigation Officer in the performance of planned random checks of shipping companies' cargo accounting. Conduct investigations of a less important nature and perform internal check of work carried out by Examining Officers (Cargo).</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division</p> | <p>Assistant Investigation Officer \$6912-7652 (Class 4), Third Division, Port Services Section, vice J. A. Crouch, prov. prom. 11.4.74 (No. 100)</p> |
| <p>G. N. Howlett
66/36038W</p> <p><i>Duties:</i> Examine Customs entries accepted by Senior Invoice Examiner, Grade 2 as not requiring major checks by Invoice Examiner, Grade 2. Check compatibility of entry details and authorise release of clear entries.</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division</p> | <p>Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Port Services Section, vice A. A. J. O'Brien, prov. prom. 11.4.74 (No. 46)</p> |
| <p>J. M. Morrison
70/39410P</p> <p><i>Duties:</i> By external physical examination of Letter Class and other articles and associated declarations, determine subsequent action to be taken.</p> | <p>Clerk \$2713-5594 (Class 1), Third Division</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, vice G. N. Howlett, prov. prom. 11.4.74 (No. 42)</p> |
| <p>P. R. Kaufmann
70/39411T</p> <p><i>Duties:</i> Conduct checks in accordance with General Orders and branch Internal Check instructions. Maintain record of internal checks performed. Supervise the destruction of prohibited imports and submit a monthly report of checks performed.</p> | <p>Clerk 2713-5594 (Class 1), Third Division</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, vice N. R. Hedges, prov. prom. 11.4.74 (No. 30)</p> |
| <p>A. J. Le Couteur
70/39472P</p> <p><i>Duties:</i> Undertake all types of examinations including examination of piece goods in warehouses, goods repacked for export, goods claimed to be shortpacked damaged or pillaged, verification of marking of imported goods and any other form of examination directed. Prepare reports and make submissions on examinations carried out.</p> | <p>Clerk \$2713-5594 (Class 1), Third Division</p> | <p>Examining Officer \$5806-6666 (Class 2/3), Third Division, Inland Services Section, vice M. J. Robinson, prov. prom. 11.4.74 (No. 198)</p> |

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

I. J. Otley 68/37406W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, vice R. English, prov. prom. 11.4.74 (No. 34)
--------------------------	---	---

Duties: Provide relief and consequential relief at Class 2/3 level and above.

P. L. McKenzie 69/40042T	Assistant Examining Officer \$2713-5594 (Class 1), Third Division	Examining Officer \$5806-6666 (Class 2/3), Third Division, Port Services Section, Melbourne Airport (No. 47)
-----------------------------	---	--

Duties: As directed, oversight import and export cargo handling operations by random physical and documentary checks. Prepare reports of checks undertaken. Oversight, on random basis, bonding of undelivered cargo.

R. J. Hallett 70/37686K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3, Third Division, Port Services Section, vice S. M. Atkins, prov. prom. 11.4.74 (No. 154)
----------------------------	---	---

Duties: Examine all Export Entries received by mail. Resolve classification queries received from Central Office and approve action to acquit over-entry and withdrawal of entries.

R. J. Plowright 70/38204W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, Melbourne Airport (No. 5)
------------------------------	---	---

Duties: Validate reports submitted by Accounting and Control Officers to ensure that cargo selected by the Acceptance Sampling Plan is accounted for satisfactorily. Check restricted entries and associated acquitting documents and 'pass' if clear. Maintain Sight Register.

A. G. Soesan 70/38793X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section (No. 5)
---------------------------	---	--

Duties: Classify goods included in registered and insured mail to be delivered without entry, according to the Customs Tariff and assess Customs Duty, Sales Tax, postal handling and demurrage charges. Examine goods as directed.

K. R. Gibbon 70/38080P	Clerk \$2713-5594 (Class 1), Third Division	Examining Officer \$5806-6666 (Class 2/3), Third Division, Port Services Section (No. 29)
---------------------------	---	---

P. J. O'Donnell 70/39190R	Assistant Examining Officer \$2713-5594 (Class 1), Third Division	Examining Officer \$5806-6666 (Class 2/3), Third Division, Port Services Section, vice R. Farrell, prov. prom. 11.4.74 (No. 12)
------------------------------	---	---

J. P. Yow Sin Cheung 70/39201T	Clerk \$2713-5594 (Class 1), Third Division	Examining Officer \$5806-6666 (Class 2/3), Third Division, Port Services Section, vice P. A. Davidson, prov. prom. 11.4.74 (No. 20)
-----------------------------------	---	---

Duties above three positions: Perform as directed, random examinations of cargo (including exports) and those arising from selective checks, query memoranda and other restrictions. Authorise release after verification by physical check. Act as duty officer as required, which includes clearing and boarding functions and conduct wharf surveys.

K. J. Milburn 70/39219M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, vice R. F. Campbell, prov. prom. 11.4.74 (No. 41)
----------------------------	---	---

Duties: Classify goods included in "A" parcels to be delivered without Entry, according to the Customs Tariff and assess Customs Duty, Sales Tax, postal handling and demurrage charges. Process LC/OA packages similarly, having regard to local controls for importations of literature. Apply where necessary the provisions of the Quarantine Acts and Regulations and Customs (Prohibited Imports) Regulations.

QUEENSLAND Revenue Branch

O. J. Edgar 58/12166G	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Brisbane	Assistant Tariff Officer \$8886-9548 (Class 6), Third Division, Invoice Section, Brisbane (No. 25)
--------------------------	---	--

Duties: Classify goods submitted for decision by Importers, Agents and Departmental Officers in accordance with the Australian Customs Tariff and issue Authorised Decisions in Form C. & E. 2777. Interview Importers, Agents and Public as required on matters of Tariff Classification.

S. J. Bell 73/59220G	Data Processing Operator in Training \$2054-4107, Fourth Division, Brisbane	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division, Invoice Section, Brisbane, vice C. M. Lee, prov. prom. 28.3.74 (No. 209)
-------------------------	---	--

Duties: Key less complicated Customs entries, completion lines and Post-SCAD corrections through Visual Display Units.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

SOUTH AUSTRALIA

Management Services Branch

A. Bolschelarski 70/66623K	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade II \$4731-5035, Fourth Division, Finance and General Services Section (No. 49)
-------------------------------	--	--

Duties: Take shorthand from dictation and transcribe shorthand notes. Perform more important typing as directed by Typist Supervisor.

TASMANIA

Services Branch

K. G. Huxtable 59/71407K	Senior Preventive Officer, Grade 1 \$5770-6072, Fourth Division, Port Services Section (No. 98)	Investigator \$6063-6903, Fourth Division, Port Services Section, Detection Sub-section (No. 103)
-----------------------------	---	---

Duties: Conduct or assist with investigations into specified offences under the Customs, Excise, Banking and Quarantine Acts in any part of the State. Assist in and/or conduct raids on premises and apprehend suspected persons.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

N. L. Jeavons 71/85050T	Assistant (Printing), Grade 1 \$4529-4739, Fourth Division	Assistant (Printing), Grade 2 \$4739-4949, Fourth Division (No. 396)
----------------------------	--	--

Duties: Supervise printing room staff, allocate tasks, oversight equipment maintenance, and operate a Multilith 1250 Offset Duplicator, printing work requiring extreme accuracy.

Qualifications: Experience in or proven aptitude for Multilith reproduction.

Manpower Policy and Management Services Division, Management Services Branch

R. P. Keefe 73/88241A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section, vice J. E. Keany, prov. prom. 28.2.74 (No. 1478)
--------------------------	---	--

Duties: Relieve Clerical and Administrative staff in Canberra.

I. M. Riddell 73/86702A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personnel Section (No. 1485)
----------------------------	--	--

Duties: Relieve Fourth Division staff in Canberra.

DEPARTMENT OF DEFENCE—AIR OFFICE

VICTORIA

RAAF Academy, Point Cook

F. Cain 58/13279X	Lecturer \$8698-11982, Third Division	Senior Lecturer \$12268-14308, Third Division, Point Cook (No. 164)
----------------------	---------------------------------------	---

Duties: Lecture and engage in Research in Modern History and International Relations and assist in teaching either English or Psychology.

Qualifications: Higher degree with major studies in History and International Relations. Proven ability as a lecturer at the tertiary level.

Headquarters Support Command, Senior Engineering and Maintenance Staff Officer Branches

T. R. Samson 58/37557A	Clerk, Class 7 \$9876-10538, Third Division	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Melbourne (No. 144)
---------------------------	---	---

Duties: Provide financial, business and other policy and administrative advice to senior RAAF technical officers. Exercise delegations. Responsible for the administration of public service staff.

Qualifications: Sound financial and administrative background. Sound knowledge of RAAF procedures desirable.

Area Finance Office

G. W. Abraham 58/37398P	Senior Internal Auditor, Grade 1 \$8886-9548, Third Division	Clerk, Class 7 \$9876-10538 Third Division, Melbourne, vice T. R. Samson prov. prom. 11.4.74 (No. 003)
----------------------------	--	--

Duties: Control and direct Treasury Accounting Division. Certifying and Authorising Officer.

Qualifications: Sound knowledge of Audit Act, Treasury Regulations and Instructions and Air Force Orders. Ability to control and direct staff.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Senior Maintenance Staff Officer Branch

W. Wallace 70/39782X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne, vice J. Vaughan, prov. prom. 28.3.74 (No. 682)
-------------------------	---	---

Duties: In relation to RAAF equipment raise assessment data cards, maintain index sheets, resolve EDP rejects, verify technical documents by comparison with assessment cards.

Qualifications: Knowledge of RAAF logistics systems desirable together with neatness and legibility in handwriting.

A. M. Robinson 72/36104W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant Grade 2 \$4393-4678 Fourth Division, Melbourne (No. 515)
-----------------------------	---	--

Z. Finch 73/40173A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Melbourne (No. 534)
-----------------------	---	--

L. Marcic 73/40411C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Melbourne (No. 508)
------------------------	---	--

J. Vivier 73/40469X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Melbourne (No. 687)
------------------------	---	--

Duties above four positions: Prepare and file assessment data cards, amend and maintain technical assessment documents and publications transfer information from EDP printouts to assessing reference documents.

Qualifications above four positions: Knowledge of RAAF logistics system desirable together with neatness and legibility in handwriting.

Senior Engineering Staff Officer Branch

S. M. McGrath 69/36170T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 609)
----------------------------	---	--

Duties: Provide assistance to Chief Draftsman in administrative tasks pertaining to office and attendance records and work flow systems and stores.

W. P. McMahon 72/40715G	Storeman \$4363-4586, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 841)
----------------------------	---------------------------------------	--

Duties: Control the registration, distribution and amendment of engineering specifications (motor vehicle, marine craft and airtransportable cabins). Prepare associated correspondence and liaise with contractors and government departments as required.

Senior Administrative Staff Officer Branch

S. M. Jones 66/36526A	Data Processing Operator, Grade 3 \$5487, Fourth Division	Supervisor (Data Processing), Grade 2 \$6133-6309, Fourth Division, Melbourne (No. 177)
--------------------------	--	---

Duties: To supervise civilian staff. To analyse and correct computer rejects in the catalogue amendment and provisioning document category for re-input to the RAAF Electronic Data Processing supply system.

Qualifications: To have detailed working knowledge of the reporting and correction procedures used in the processing of catalogue amendment and provisioning documents items in the RAAF supply system.

S. A. McKay 64/61494G	Data Processing Operator, Grade 2 \$5165, Fourth Division	Data Processing Operator, Grade 3 \$5487, Fourth Division, Melbourne, vice S. M. Jones, prov. prom. 18.4.74 (No. 434)
--------------------------	--	--

Duties: To assist Supervisor Grade 2 in the correction and re-input of catalogue amendment and provisioning documents rejects.

Qualifications: To have working knowledge of Data Reporting Section procedures used in the processing and correction of catalogue amendment and provisioning documents data in the RAAF supply system.

QUEENSLAND

No. 7 Stores Depot Toowoomba Branch

C. W. Hamlet 64/57885W	Senior Storeman \$4724-4977, Fourth Division, Toowoomba	Stores Supervisor \$5283-5532, Fourth Division, Toowoomba (No. 269)
---------------------------	--	--

Duties: Supervise and control staff handling 'I' and 'T' and associated ABCSC Group Equipment and site despatch section in the Warehousing (No. 4 Site) Sub-section.

B. R. Richards 69/58009C	Storeman \$4363-4526, Fourth Division, Toowoomba	Senior Storeman \$4724-4977, Fourth Division, Toowoomba (No. 275)
-----------------------------	---	--

Duties: Store, overhaul and maintain allocated DSC Groups Equipment in the Warehousing (No. 2 Site) Sub-section. Issue equipment and prepare stores vouchers.

Qualifications of above positions: Experience in and knowledge of procedures at an RAAF Stores Depot desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE

NEW SOUTH WALES

Logistic Command, 21 Supply Battalion

A. R. Steley 58/38110R	Senior Stores Supervisor, Grade 2 \$6646-6855, Fourth Division, Moore- bank	Senior Stores Supervisor, Grade 3 \$7619, Fourth Division, 3 Warehousing Section, 3/6 Sub-depot Sub-section, Moorebank (No. 254)
---------------------------	---	---

Duties: Ensure efficient and safe performance of storehouse activities of subordinate staff, co-ordinate allocation of staff and store handling equipment throughout the organisation. Maintain security system for the stores area.

2 Army Quality Assurance Unit

L. H. Bluhdorn 67/11601E	Inspecting Officer, Grade 2 \$6336-6859, Fourth Division, Concord	Inspecting Officer, Grade 3 \$7138-7581, Fourth Division, Engineering Section, Electrical Sub-section, Concord (No. 100)
-----------------------------	--	---

Duties: Quality assurance and acceptance of electrical stores and equipment for the Defence Forces in accordance with current verification plans and instructions. Carry out surveillance of contractors quality control systems. Direct and control subordinate staff.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

B. J. M. Christie 72/85136G	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of Defence—Army Office, Canberra	Clerical Assistant Grade 4, \$5398-5686 Fourth Division, Personnel Section, Staff Cell Sub-section, Canberra (No. 2032)
--------------------------------	---	--

Duties: Process all claims for allowances under Public Service Regulations 75, 90, 97 and maintain all staff records.

General Services Branch

C. M. Murphy 73/85332X	Clerical Assistant Grade 2 \$4393-4678, Fourth Division, Canberra	Clerical Assistant Grade 3 \$4822-5254, Fourth Division, Central Registry Sec- tion, Personnel Records Sub-section, Canberra (No. 20)
---------------------------	--	--

Duties: Check index and authorities log for follow-on correspondence.

A. G. Anderson 73/86286C	Clerical Assistant Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant Grade 2 \$4393-4678, Fourth Division, Central Registry Sec- tion, Common Services Sub-section, Canberra, vice C. M. Murphy, prov. prom. (No. 24)
-----------------------------	--	---

Duties: The opening and sorting of mail to confidential level.

Finance and Materiel Division, Finance Branch

G. J. Potts 69/85116M	Clerk \$8886-9548 (Class 6), Third Divi- sion, Department of Defence (Air Office), Canberra	Clerk \$11032-11525 (Class 8), Third Division, Internal Audit Section, Central Division Sub-section, Canberra (No. 4)
--------------------------	---	---

Duties: Responsible to the Chief Internal Auditor for the effective audit of all aspects of EDP accounting etc., and formulation of detailed programmes of audit activities and assignments. Provide advice on audit matters to Programmers and staff of the EDP Centre as required. Liaise with the Chief Internal Auditor on EDP aspects of internal controls and audit activities outside the EDP Section.

Qualifications: Proven aptitude for EDP methods and procedures etc, extensive audit experience and/or accountancy qualifications desirable.

Naval Production Division, Ordnance Inspection Branch

M. E. Magi 73/86845A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Drawing Office, Canberra (No. 144)
-------------------------	---	--

Duties: Register and index all RAN master drawings and specifications, designers' amendments and modifications of Naval Armament Stores.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Works Branch

N. A. Everatt 72/85164T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Labour, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Property and Support Services Section, Canberra (No. 9)
----------------------------	--	---

Duties: Maintain assets register and prepare appropriate extracts in connection with new projects. Provide information to Branches on assets matters. Assist in preparation of requisitions and prepare outline drawings.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Student Assistance and International Education Division, International Education Branch

D. V. MacDonald 69/86516K	Regional Director \$11032-11525 (Class 8), Third Division, A.C.T., Scholar- ships Office	Education Officer, Class 3 \$11310- 12510, Training Section, Private Over- seas Students Sub-section, Canberra (No. 44)
------------------------------	--	--

Duties: Plan and supervise the activities of the Sub-section, providing advice on the educational progress of private overseas students studying in Australia.

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

Management Services Branch

L. Y. Rugala 73/85060G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Accounts Section, Accounts Sub-section, Canberra (No. 149)
---------------------------	---	---

Duties: Filing Clerk. File receiving reports, requisitions, purchase orders, etc. and paid accounts. Assist with examination of accounts.

Research and Development Division, Special Programs Branch

H. R. Egerton 70/87980C	Education Officer, Class 2 \$9920-10910, Third Division, International Education Branch	Education Officer, Class 4 \$12950- 13850, Third Division, Aboriginal Edu- cation Section, Canberra (No. 36)
----------------------------	---	--

Duties: Advise on and assist in the development of policy proposals in the field of Aboriginal Education. Assess the effectiveness of policies. Advise on the development of teaching aids and student materials. Liaise with State and other authorities on these and related matters.

Qualifications: A degree in Education, or another appropriate degree and a diploma in Education or equivalent; and at least one year's experience in Education. Experience at the policy development level and extensive experience in Aboriginal education desirable.

A. M. Mays 69/86508M	Education Officer, Class 2 \$9920-10910, Third Division, International Education Branch	Education Officer, Class 3 \$11310-12510, Third Division, Aboriginal Education Section, Canberra (No. 37)
-------------------------	---	---

Duties: Assist in the detailed development of specific projects in Aboriginal education. Prepare reports and provide professional advice on proposals connected with Aboriginal education.

Qualifications: A degree in Education or another appropriate degree and a diploma in Education or equivalent; and at least 12 months' experience in Education. Experience in Aboriginal education desirable.

Policy Division, General Policy Branch

J. P. Burnett 66/88007M	Clerk \$12019-12510 (Class 9), Third Division, General Policy Branch	Director \$13991-14484 (Class 11), Third Division, General Policy Section, Canberra (No. 30)
----------------------------	---	--

Duties: Assist with the formulation and development of education policy in new areas. Advise on developments and trends in Education, particularly in Australian Government/States relations.

Qualifications: Appropriate academic qualifications, experience in education and/or relevant policy formulation.

Parliamentary Liaison and Information Branch

M. T. Doolan 70/85576P	Clerk \$11032-11525 (Class 8), Third Division, Student Assistance No. 2 Branch	Education Officer, Class 3 \$11310-12510, Third Division, Publicity and Informa- tion Section, Canberra (No. 13)
---------------------------	--	--

Duties: No. 13—Plan and supervise the work of the section.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Student Assistance and International Education Division. International Education Branch

F. M. Kelly 69/86137R	Education Officer, Class 1 \$6890-9596, Third Division	Education Officer, Class 2 \$9920-10910, Third Division, International Training Section, Sponsored Training Sub-section, Canberra, vice H. R. Egert, prov. prom. 11.4.74 (No. 49)
--------------------------	---	---

Duties: Examine and assess reports from Branch Offices to ensure that a uniform policy is being followed with respect to all aspects of training. Provide guidance to Branch Offices on supervision of sponsored students.

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

QUEENSLAND

State Office

C. MacDonald 67/61504C	Clerical Assistant, Grade 2 \$4393-4678, fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administration Section, Brisbane (No. 12)
---------------------------	---	---

Duties: Attend to counter inquiries for all sections of the Branch Office. Arrange car bookings for local office travel. Assist with the dispatch of Australian National Flags.

K. R. Aumann 71/57712W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Tertiary Allowances Section, Brisbane, vice R. L. Ditton, prov. prom. 14.3.74 (No. 43)
---------------------------	---	---

Duties: Direct and co-ordinate the activities of the Sub-registry; assist in organising enrolment checks and checks of results.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Policy Co-ordination Division, Management Services Branch

A. S. Elliott 67/87573R	Clerk \$6912-7652 (Class 4), Third Division, Department of Foreign Affairs, Canberra	Senior Internal Auditor, Grade 1 \$8886-9548 (Class 6), Third Division, Internal Audit Section, Canberra (No. 127)
----------------------------	--	---

Duties: Develop and maintain an internal audit programme. Conduct audit investigations.

Qualifications: Progress in accountancy studies should be indicated.

C. M. May 72/85538C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Property and Office Services Section, Canberra (No. 140)
------------------------	---	--

Duties: Search Officer.

DEPARTMENT OF FOREIGN AFFAIRS

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Division No. 2, Australian Staffing Assistance Group Branch

P. C. Johnston 61/85357K	Clerk \$9876-10538 (Class 7), Third Division	Clerk \$11032-11525 (Class 8), Third Division, Conditions of Employment Section, Canberra (No. 883)
-----------------------------	---	---

Duties: Carry out important research and investigations into all aspects of conditions of employment of persons employed under the Papua New Guinea (Staffing Assistance) Act. Prepare ministerial and other submissions.

Qualifications: Aptitude for policy work. Academic qualifications to be stated.

Z. Gavrilovich 65/36991W	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$11032-11525 (Class 8), Third Division, Staffing Aid Policy Section, Canberra (No. 882)
-----------------------------	---	--

Duties: Carry out research and investigations on matters relating to the provision of staff by Australia for the Papua New Guinea (Staffing Assistance) Act. Prepare ministerial and other submissions.

Qualifications: Aptitude for policy work. Academic qualifications to be stated.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Division No. 1, Aid Branch

J. A. Cornwall 66/85704C	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Projects and General Services Section, Projects Sub-section, Canberra (No. 11)
-----------------------------	---	---

Duties: Assist in investigating Australia's capacity to meet aid requests, in the evaluation of aid proposals and draft relative correspondence. Assist in interviewing experts and liaise with various bodies on project and recruitment matters.

Qualifications: Tertiary qualifications desirable.

QUEENSLAND

Division No. 2, Australian Staffing Assistance Group Branch

E. W. King 73/58020X	Clerk \$2713-5594 (Class 1) Third Division, Brisbane	Clerk \$5806-6666 (Class 2/3) Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane (No. 969)
-------------------------	--	--

R. T. Boyd 73/58018C	Clerk \$2713-5594 (Class 1) Third Division, Brisbane.	Clerk \$5806-6666 (Class 2/3) Third Division, Personnel (Expatriate Staff) Section, Salaries and Personnel Sub-section, Brisbane (No. 970)
-------------------------	---	--

Duties: Supervise the processing of salary variations, leave applications, overtime, etc. Check and sign Treasury Forms 28.

Qualifications: Experience in Personnel work and sound knowledge of Public Service Act and Regulations, General Orders, etc., desirable. Knowledge of ADP salaries relating to employees employed under the Papua New Guinea (Staffing Assistance) Act 1973 desirable.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Public Health Division, Dental Services Branch

L. A. Fountain 67/86415T	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Facilities and Operations Section (No. 9)
-----------------------------	---	--

Duties: Examinations and assessment of proposals from States for capital projects for dental therapy training schools, dental clinics, mobile surgeries, and associated buildings. Prepare reports and recommendations.

Management Services Division, ADP Branch

D. G. May 72/88304E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Services Section (No. 119)
------------------------	---	---

Duties: Responsible for the continued running on computer of the Doctors' Prescribing System and other Management Information systems. Maintain appropriate records of computer processing.

A. J. McArdle 70/13051P	Clerk \$2713-5594 (Class 1), Third Division, Department of Defence (Navy Office), Sydney	Programmer-in-Training \$6022-7652, Third Division, Canberra (No. 105)
----------------------------	--	--

Duties: Undertake appropriate training course.

Note: (1) Conditions governing the recruitment, training and advancement of Programmers-in-Training appear on page 61 of *Gazette* No. 9 of 30 January 1973. (2) Appeals may be lodged by Officers whose salary is less than \$7713 per annum.

This notification is in lieu of the one which appeared in the *Gazette* of 28.3.74 and is effective from that date.

Establishments and Finance Branch

F. R. Penny 68/86717R	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Administrative Services Section (No. 263)
--------------------------	---	--

Duties: Develop and maintain design lists, works programmes and forward estimates for the Department, including new works, repairs and maintenance, furniture and fittings.

Qualifications: Experience in works programming desirable.

B. D. Pentony 67/36473C	Senior Finance Officer Grade 1 \$11032-11525, Third Division, Department of the Treasury	Assistant Director \$12019-12510 (Class 9), Third Division, Finance Section (No. 308)
----------------------------	--	---

Duties: Control and direct the activities of the Budget and Financial Policy Sub-section with particular reference to Departmental estimates, costing, special projects and charging policies. Prepare appropriate reports as necessary.

Qualifications: Appropriate tertiary qualifications together with extensive experience in financial management desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

F. W. Bradley 72/88445W	Audit Inspector \$7899-8639 Grade 1, Third Division, Auditor-General's Office, Department of the Prime Minister and Cabinet	Clerk \$8886-9548 (Class 6), Third Division, Finance Section (No. 311)
----------------------------	--	---

Duties: As a team member participate in costing investigations and prepare associated reports

Qualifications: Appropriate tertiary or Accountancy qualifications desirable.

Medical Services Division, International Health Branch

L. Morrison 73/87473M	Typist, Grade 2 \$4731-5035, Fourth Division, Department of Education	Steno-secretary, Grade 1, \$5311-5633, Fourth Division (No. 21)
--------------------------	--	--

Duties: Secretarial duties for the Assistant Director-General of the Branch.

Qualifications: Shorthand 100 words per minute.

National Health and Medical Research Council Division, Administration Branch

K. F. S. Davidson 71/85772E	Typist, Grade 2 \$4731-5035, Fourth Division, Department of the Treasury	Steno-secretary, Grade 1 \$5311-5663, Fourth Division (No. 30)
--------------------------------	---	---

Duties: Secretarial duties for the Assistant Director-General of the Branch.

Qualifications: Shorthand 100 words per minute.

R. D. Lawrie 59/10987R	Executive Officer \$11032-11525 (Class 8), Third Division	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Planning and Evaluation Section (No. 19)
---------------------------	--	--

Duties: Undertake studies of medical research trends and needs in Australia and overseas. Supervise relevant data collections. Assist in formulation of relevant policies and prepare submissions. Secretary to Committee on Needs in Medical Research.

Qualifications: Knowledge of scientific research together with demonstrated analytical ability and appropriate tertiary qualifications desirable.

Policy and Planning Division, Planning and Research Branch

D. M. Rusk 72/87053W	Typist, Grade 2 \$4731-5035, Fourth Division, A.C.T. Health Services Office	Steno-secretary, Grade 1, \$5311-5663, Fourth Division (No. 2)
-------------------------	--	---

Duties: Secretarial duties for the Assistant Director-General of the Branch.

Qualifications: Shorthand 100 words per minute.

Policy Secretariat and Legislation Branch

D. J. Wegert 71/85919P	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division (No. 16)
---------------------------	---	---

Duties: Secretarial duties for the Assistant Director-General of the Branch.

Qualifications: Shorthand 100 words per minute.

Public Health Division, Environmental Health Branch

C. L. Collins 73/87483T	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1, \$5311-5633, Fourth Division (No. 55)
----------------------------	---	--

Duties: Secretarial duties for the Assistant Director-General of the Branch.

Qualifications: Shorthand 100 words per minute.

Therapeutics Division, Pharmaceutical Benefits Branch

B. F. Baratta 67/13044P	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8638 (Class 5), Third Division, Pricing and Publications Sub-section (No. 17)
----------------------------	---	---

Duties: Prepare proof copies of pharmaceutical schedules of benefits. Prepare proof copies of NHS and repatriation checkers' aids. Compute prices for ready prepared pharmaceutical benefits.

Quarantine Division, Animal Quarantine Branch

N. M. Noble 65/37194X	Veterinary Officer \$11925-13260 (Class 2), Third Division	Veterinary Officer \$13860-14340 (Class 3), Third Division (No. 13)
--------------------------	---	--

Duties: Responsible for handling technical aspects of importation of veterinary therapeutic substances, under provisions of Customs (Prohibited Imports) Regulations. Departmental Representative on external and internal Conferences, as required. Other duties as directed.

Qualifications: Graduate in Veterinary Science from an Australian university or equivalent, together with experience in policy work, preferably in the veterinary field 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

W. J. Parrinder
68/58050E

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

Clerk \$7899-8639 (Class 5), Third Division, Health Facilities Section, Project Planning and Development Sub-section (No. 192)

Duties: Perform the duties of Secretary to the A.C.T. Hospital Advisory Committee, and act as Secretary to various Committees for major projects and various Hospital and associated matters. Responsible for the arrangement of such meetings.

Qualifications: Experience in Committee work, minute and report writing desirable. Appropriate academic qualifications an advantage.

NEW SOUTH WALES

Pathology Laboratories

A. B. Ferguson
68/23957W

Telephonist, \$4169-4520, Fourth Division, Postmaster-General's Department.

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Tamworth (No. 963)

Duties: Receive, sort and check patient specimens and requests for examination. Take follow-up action and maintain patients register.

QUEENSLAND

Pathology Laboratories

M. Hinks
73/58260T

Technical Officer (Medical Laboratory) Grade 1, \$6003-7613, Fourth Division, Townsville (No. 288)

Biochemist (Class 1) \$6000-8953, Third Division, Townsville (No. 274)

Duties: Conduct biochemical, bacteriological, serological and pathological tests.

NORTHERN TERRITORY

Community Health Services

R. B. Pope
67/66723M

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

Clerk \$7899-8639 (Class 5), Third Division, Health Education Section, Darwin (No. 399) vice J. M. Baddeley, prov. prom. 7.3.74 (No. 1684)

Duties: Provide high level administrative assistance in the Health Education Section. Assist in the organising and implementing of Health Education programmes in urban and rural areas, and liaise with community bodies. Assist in organising and implementing training programmes for departmental staff, staff of other government departments and community bodies.

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Overseas Works Branch

T. R. Alexander
70/10788W

Architect, Class 1 \$6350-8987, Third Division, New South Wales Region, Sydney

Architect, Class 2 \$9527-10673, Third Division, Sydney (No. N9)

Duties: On less major projects, prepare reports, estimates, sketch plans; secure production of same through consultants where appointed; maintain design intent through all stages of projects, etc.

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

Management Services Division, Works and Financial Services Branch

G. J. Brindley
72/41497E

Clerical Assistant, Grade 1 \$1959-4298, Fourth Division

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Works Programming Section, Hawthorn, vice C. B. Hardinge, prov. prom. 14.2.74 (No. 447)

Duties: File, index and maintain the Section's plans, drawings, reports, specifications and files. Maintain a resubmit system. Prepare minor correspondence for the professional staff. Provide assistance as required.

CENTRAL OFFICE

Welfare Housing Division, Commonwealth-State Housing Branch

P. Vanzwan
71/14217K

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

Clerk \$6912-7652 (Class 4), Third Division, Commonwealth-State Housing Section, Canberra (No. 26)

Duties: Maintain statistical and financial records and assist in the administration of Commonwealth-State housing schemes.

Promoted from

Promoted to

E. H. Nener Typist, Grade 2 \$4731-5035 Fourth Steno-secretary, Grade 1 \$5311-5663,
70/37157X Division, Melbourne Fourth Division, Canberra (No. 30)
Duties: Provide stenographic and secretarial duties for a Second Division Officer.
Qualifications: Shorthand, 100 words per minute.

AUSTRALIAN CAPITAL TERRITORY

R. A. Cheel 70/85847A	Clerk sion	\$2713-5594 (Class 1), Third Divi-	Clerk Division,	\$5806-6666 (Class 2/3), Third Planning Section,	Canberra
--------------------------	---------------	------------------------------------	--------------------	--	----------

Duties: Receive and register requests for estimates for specific repairs and maintenance and minor works. Maintain statistical records and amendments to approved construction programmes and primary work.

Design Administration Branch

J. E. Weir 69/76037T	Clerk \$5806-6666 (Class 2/3), Third Division, Perth	Clerk \$6912-7652 (Class 4), Third Division, Architectural Section, Canberra (No. 7)
-------------------------	--	--

Duties: Design Project Clerk. In consultation with Technical staff develop and undertake the administrative work associated with the design of individual architectural or engineering projects, reporting on progress of projects against target dates and actional work plans.

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

NEW SOUTH WALES

J. G. Orr 64/11250A	Engineer, Class 1 \$6200-8953, Third Division, Department of Transport (Air Transport Group), Sydney	Engineer, Class 2 \$9581-10702, Third Division, Electrical Engineering Section, Sydney (No. 29)
------------------------	--	---

Duties: Provide specialist technical advice on electrical engineering works.

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

P. D. Sweeney Clerical Assistant, Grade 1 \$1959-4298, Clerical Assistant, Grade 3 \$4822-9254,
73/57316K Fourth Division Fourth Division, Sydney (No. 5)
Duties: Provide office services for the Planning, Programming and Budgeting Section and maintain the section sub-registry.

Systems and ADP Branch

F. M. Bastoli 73/12739M	Clerical Assistant, Grade 1 \$1959-3777, Fourth Division, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Sydney (No. 296)
-----------------------------------	---	---

Duties: Assist in establishing records of Australian Government assets by preparing input data for computerisation relating to maintenance, locality and area codes. Correct errors and omissions.

Projects Division No. 1, Technical Resources Branch

A. D. B. Sewell 71/10650W	Architect, Division	Class 1	\$6350-8987,	Third	Architect, Class 2	\$9527-10673,	Third
					Division, Sydney vice N. Paisley	prov.	
					prom. 17.1.74 (No. 52)		

P. Y. Koo 73/15711W	Architect, Class 1 \$6350-8987, Third Division	Architect, Class 2 \$9527-10673, Third Division, Sydney (No. 57)
------------------------	--	--

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

J. Stanley 65/12070X	Draftsman, Grade 2 \$7843-8347, Third Division	Architect, Class 1 \$6350-8987, Third Division, Sydney vice P. Y. Koo prov. prom. 4.4.74 (No. 65)
-------------------------	--	---

Duties: Under general technical supervision carry out design tasks as a member of a multi-discipline team.
Qualifications above three positions: A degree or diploma from a recognised School of Architecture or equivalent qualifications.

Projects Division No. 2, Technical Resources Branch

T. J. England 71/12362G	Drafting Assistant, Grade 1 \$2220-5468, Fourth Division	Drafting Assistant, Grade 2 \$5681-6371, Fourth Division, Sydney (No. 89)
-----------------------------------	---	--

Duties: As a member of a multi-discipline design team, prepare detailed architectural drawings and assist in the preparation of estimates and specifications.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

E. J. Newland 73/154834A	Architect, Class 2 \$9527-10673, Third Division	Architect, Class 3 \$11233-12587, Third Division, Sydney, vice B. Nicholson, prov. prom. 4.4.74 (No. 49)
-----------------------------	---	--

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

C. H. Gorton 69/36584E	Architect, Class 1 \$6350-8987, Third Division	Architect, Class 2 \$9527-10673, Third Division, Sydney vice E. J. Newland prov. prom. 4.4.74 (No. 53)
---------------------------	--	--

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

Qualifications above two positions: An appropriate degree or diploma from a recognised school of architecture or equivalent qualifications.

VICTORIA

Management Services Branch

S. Infantino 67/36038M	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Melbourne	Typist Supervisor, Grade 2 \$6133-6309, Fourth Division, Personnel and Office Services Section, General Services Sub-section, Melbourne (No. 123)
---------------------------	--	---

Duties: Supervise and control the work of the Typing Pool to ensure a high standard is maintained. Train new Typists in Departmental procedures; maintain work load statistics.

Qualifications: Ability to supervise and train staff.

QUEENSLAND

Programming and Financial Services Branch

R. L. J. Green 58/33775C	Clerk \$6912-7652 (Class 4), Third Division, Department of Defence, Brisbane	Clerk \$8886-9548 (Class 6), Third Division, Planning, Programming and Budgeting Section, Brisbane (No. 443)
-----------------------------	--	--

Duties: Assist with the development of Regional Minor New Works and the Repairs and Maintenance Programmes.

Qualifications: Previous or related experience in the duties of the position would be an advantage but is not essential.

SOUTH AUSTRALIA

Design and Construction (Administration) Branch

G. B. McMartin 58/16057R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Design (Administration) Section, Programming Sub-section, Adelaide (No. 22)
-----------------------------	---	--

Duties: Design Planning Clerk. In consultation with technical staff examine proposals and requests for design action for completeness of briefing detail; assist with the development of design work plans and report on progress of work in design.

WESTERN AUSTRALIA

Projects Division, Technical Resources Branch

G. Roberts 67/75404C	Senior Draftsman, \$8599-9103, Third or Fourth Division, Perth	Supervising Draftsman, \$9375-9932, Third or Fourth Division, Mechanical, Perth
-------------------------	--	---

Duties: As a member of a multi-discipline design project team, and with limited guidance, for mechanical components, undertake investigations, make computations, devise solutions to design problems, prepare sketch plans, estimates, schedules of quantities and specifications, or as a leader of a team, prepare work plans, direct and control preparation of sketch plans, working drawings and tender documents and recommend tenders. Review or check the work of other draftsmen.

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

NORTHERN TERRITORY

Technical Division

C. E. R. Nelson 70/66686P	Technical Officer (Buildings), Grade 2 \$7843-8347, Third Division, Adelaide	Senior Technical Officer (Buildings), Grade 2 \$9379-9932, Third Division, Construction Section, Darwin (No. 22)
------------------------------	--	--

Duties: Supervise and control staff in the production of specifications and drawings. Prepare yearly maintenance programme for presentation in draft form to the General Maintenance Officer.

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

Management Services Division, Personnel Services Branch

E. J. Mortlock 59/51303E	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$6912-7652 (Class 6), Third Division, Relief Section, Darwin (No. 91)
-----------------------------	---	--

Duties: Provide relief within the Management Services Division at a level appropriate to the classification.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF IMMIGRATION

CENTRAL OFFICE

W. J. Gibbons 69/75656W Duties: Provide assistance to the Secretary in the administration of	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Executive Section (No. 7) his office.
--	--	---

TASMANIA

C. J. Stanton 72/81230T Duties: Act as driver and messenger; perform Registry duties.	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Bureau of Statistics	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and General Services Section (No. 19)
---	---	---

DEPARTMENT OF LABOUR

CENTRAL OFFICE

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

F. A. Ganado 58/35064A Duties: Assist in compiling and editing the monthly Industrial Information Bulletin; prepare half-yearly Indexes thereto; prepare monthly Industrial Legislation Summary and the annual Digest of Industrial Information. Qualifications: Experience in precis writing and in the preparation of material for publication an advantage.	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Branch	Clerk \$6912-7652 (Class 4), Third Division, IR Systems, Information and Publications Section, Melbourne (No. 47)
---	--	---

Planning and Research Division, Research Branch

M. J. Douglas 72/37296M Duties: Undertake investigations into occupations in Australia to prepare occupational information in various forms, including job descriptions, Career literature and other information papers, as required. Qualifications: Ability to undertake independent investigations in the occupational field and prepare written material. Sound knowledge or understanding of occupational needs desirable.	Clerk \$2713-5594 (Class 1), Third Division, Victoria	Investigation Officer \$6912-7652 (Class 4), Third Division, Occupational Opportunities, Research, Information Section, Melbourne (No. 14)
--	--	--

NEW SOUTH WALES

Employment, Training and Industrial Services Division, Industrial Services Branch

R. E. Lundie 73/17152W Duties: Undertake research in the field of industrial psychology and personnel practices. Advise on the psychological aspects of personnel practices and problems. Prepare reports and other material for publication. Qualifications: A university degree with a major in Psychology, or preferably an Honours Degree in Psychology. Ability to undertake research and advisory work, together with knowledge.	Clerk \$2713-5594 (Class 1), Third Division, Department of the Prime Minister and Cabinet	Psychologist \$6010-9040 (Class 1), Third Division, Personnel Practice Section (No. 34)
---	---	---

Employment Branch

N. M. Phillips 68/11985W Duties: Interview, at the Career Reference Centre, clients seeking career information and assistance. Maintain contact with employers, universities, colleges of advanced education, counsellors, Employment Office Managers etc. and organise the regular revision of information material.	Clerk \$6912-7652 (Class 4), Third Division, District Employment Offices Pool Section, Professional Employment Sub-section	Clerk \$7899-8639 (Class 5), Third Division, Special Employment Categories Section, Youth Employment Sub-section, Sydney (No. 93)
---	---	---

Industrial Services Branch

M. A. Green 72/10404T Duties: Advise on personnel management and conduct investigation of personnel practices and problems. Prepare reports and other material on personnel practices for publication. Qualifications: Capacity to advise on personnel management. Knowledge of industrial organisation and personnel management. Appropriate degree desirable.	Assistant Personnel Practice Officer \$6912-7652 (Class 4), Third Division	Personnel Practice Officer \$7899-8639 (Class 5), Third Division, Personnel Practice Section, Sydney (No. 18)
--	---	---

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Industrial Relations Branch

D. J. McDonald 58/48581T	Inspector \$7899-8639 (Class 5), Third Division	Senior Inspector \$8886-9548 (Class 6), Third Division, Arbitration Inspectorate, Sydney (No. 14)
M. I. Turnbull 58/35202T	Inspector \$7899-8639 (Class 5), Third Division	Senior Inspector \$8886-9548 (Class 6), Third Division, Arbitration Inspectorate, Sydney (No. 73)
A. G. McDowall 58/48583C	Inspector \$7899-8639 (Class 5), Third Division	Senior Inspector \$8886-9548 (Class 6), Third Division, Arbitration Inspectorate (No. 74)

Duties above three positions: Under direction assist in administration, planning and supervision of the work of inspectors; undertake special or difficult inspections; arrange and participate in training inspectors; provide relief for out stationed Senior Inspectors as required.

Qualifications above three positions: Knowledge of Acts and Awards; ability to negotiate with employees and employers and their organisations; ability to prepare operations of the Inspectorate.

Management Services Branch

G. J. Sam 72/12415M	Clerk, Audit \$2713-5594 (Class 1), Third Division, Department of the Prime Minister and Cabinet	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section
------------------------	--	---

Duties: As directed, conduct audits in accordance with the internal audit programme for the Region.

Qualifications: Accountancy qualifications or substantial progress in accountancy studies desirable.

Planning and Research Branch

E. Evans 73/16896T	Clerk \$2713-5594 (Class 1), Third Division, Department of Housing and Construction	Research Officer, Grade 1 \$6022-7652 General Research Section, Sydney (No. 15)
-----------------------	---	---

Duties: Assist in research projects relating to changes in the labour force, regional employment and women's employment. Assist in revision of Employment Office Dossiers.

Qualifications: Appropriate university degree.

A. P. Thompson 71/11077X	Library Officer, Grade 1 \$5458-6143, Third Division	Library Officer, Grade 2 \$6372-7057, Third Division (No. 25)
-----------------------------	--	---

Duties: In charge of Regional Office Library, supervise and co-ordinate Library services, and provide information and Bibliographical Services.

Qualifications: Completion of the Registration Certificate Examination of the Library Association of Australia or equivalent qualifications.

VICTORIA

Industrial Relations Branch

J. Davenport 58/39099P	Industrial Relations Officer \$11032-11525 (Class 8), Third Division, Central Office	Assistant Director \$12019-12510 (Class 9), Third Division, Melbourne, vice L. R. Wall, prov. prom. 17.1.74 (No. 1)
---------------------------	--	---

Qualifications: Broad range of experience in departmental industrial relations work essential.

mittees set up under Tradesman's Rights Regulation Act.

Qualifications: Broad range of experience in departmental industrial relations work essential.

Management Services Branch

C. J. Redwood 73/38706X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$7899-8639 (Class 5), Third Division, Personnel and Establishments Section, Melbourne (No. 84)
----------------------------	---	---

Duties: Personnel Officer. Responsible for the implementation of Public Service Board and departmental personnel practices.

QUEENSLAND

Employment Branch

G. L. Bloomfield 68/57481E	Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section, Bundaberg	Assistant Employment Office Manager, Grade 1 \$7899-8639 (Class 5), Third Division, DEO Pool Section, Bundaberg (No. 272)
-------------------------------	---	---

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
I. J. Lonne 66/57801E	Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section, Cairns	Assistant Employment Office Manager, Grade 1 \$7899-8639 (Class 5), Third Division, DEO Pool Section, Townsville (No. 315)
<i>Duties above two positions:</i> Provide assistance to the Employment Office Manager in the management and operations work of the office. <i>District Allowance:</i> Townsville, Grade 1.		
D. Barone 67/13820E	Clerk \$5806-6666 (Class 2/3), Third Division, Repatriation Department, Brisbane	Employment Officer \$6912-7652 (Class 4), Third Division, Relieving Staff, DEO Pool Section, Brisbane (No. 304)
<i>Duties:</i> Interview and arrange placement of applicants; obtain vacancies from employers. <i>Note:</i> The occupant of this position may be required to perform relieving duties in any office in Queensland.		

SOUTH AUSTRALIA**Planning and Research**

J. J. Marshall 73/66013W	Clerk \$2713-5594 (Class 1), Graduate, Third Division, Postmaster-General's Department, Adelaide	Research Officer, Grade 1 \$6022-7652, Third Division, Adelaide (No. 3)
<i>Duties:</i> Critically examine statistical and labour market returns submitted by District Employment and Special Offices; consolidate and tabulate data; ensure that returns are received, and regional consolidations/reports prepared and dispatched according to timetable. <i>Qualifications:</i> An appropriate university degree.		

DEPARTMENT OF THE MEDIA**CENTRAL OFFICE****Planning and Finance Branch**

C. K. Eves 72/13200A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of the Media, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Management Services Section, Registry Sub-section (No. 100)
<i>Duties:</i> Create and subject index new files and examine all papers prior to attachment to files to ensure correctness of action. Control file request service and maintain register of file movements. <i>Qualifications:</i> Experience in registry work would be an advantage.		

AUSTRALIAN BROADCASTING CONTROL BOARD**VICTORIA AND TASMANIA****Engineering Services Division**

J. Lehmann 72/41085C	Technical Assistant, Grade 1 \$2220-5468, Fourth Division, Department of Supply, Maribyrnong	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Melbourne (No. 173)
<i>Duties:</i> Assist in maintaining the Board's engineering laboratory facilities and the engineering store including maintenance and repair to the Board's technical equipment. Assist in technical field work. <i>Qualifications:</i> Qualifications and/or experience appropriate to the above duties. Current driver's licence desirable.		

DEPARTMENT OF MINERALS AND ENERGY**CENTRAL OFFICE****Export Control No. 1 Division, Export Control (Iron Ore) Branch**

C. Duffy 64/85793C	Clerk \$11032-11525 (Class 8), Third Division, Department of Overseas Trade, Canberra	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Export Control No. 2 Section, B Sub-section, Canberra, vice K. U. Holtsbaum, prov. prom. 28.3.74 (No. 8)
<i>Duties:</i> Supervise and direct research and the formulation of advice on policy issues arising from export controls on specified minerals and processing of minerals for export. <i>Qualifications:</i> Experience in the formulation of policy advice, together with academic qualifications, desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Export Control (Coal) Branch

W. A. Crawshaw 73/57502C	Clerk \$4521-5594 (Class 1), Third Division, unattached	Clerk \$7899-8639 (Class 5), Third Division, Export Control No. 1 Section, B Sub-section, Canberra (No. 13)
-----------------------------	---	---

Duties: Responsible for relating export applications, and/or export documents for each shipment, to approved contracts.

W. J. Kaye 72/18821K	Clerk \$6912-7652 (Class 4), Third Division, Department of the Treasury, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Export Control No. 1 Section, A Sub-section, Canberra (No. 11)
-------------------------	---	---

Duties: Assist in the assessment of applications to export minerals and prepare appropriate statistics; examine export contracts, provide comment on specific clauses in contracts, prepare recommendations on applications to export.

Management Services Branch

A. L. Weiss 73/85877T	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and General Services Section, Accounts Sub-section, Canberra (No. 33)
--------------------------	--	--

Duties: Examine claims and supporting documents and certify correctness.

Bureau of Mineral Resources, Geology and Geophysics Geological Branch

J. M. Mifsud 68/88338W	Draftsman, Grade 1 \$6003-7613, Third Division, Canberra	Draftsman, Grade 2 \$7843-8347, Third Division, Geological Services Section, Services Sub-section, Canberra (No. 161)
---------------------------	--	---

Duties: Compile and fair draw a range of difficult maps and drawings for publication, acquire compilation material and co-operate with authors of geological records.

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

Geophysical Branch

H. R. Allison 71/40594X	Observer, Grade 1 \$5048-5593, Fourth Division, Bureau of Meteorology, Darwin	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Metalliferous and Airborne Section, Canberra (No. 289)
----------------------------	---	---

Duties: Operate a wide variety of geophysical equipment used for metalliferous surveys and record results.

Qualifications: Appropriate qualifications and/or experience. Possession of School Certificate together with 3 years experience in the operation of electronic and related equipment desirable.

Mineral Resources Branch

J. Ward 60/88034X	Mineral Economist, Class 4 \$12911-13796, Third Division, Canberra	Mineral Economist, Class 5 \$14250-15163 Third Division, Mineral Economics Section, Canberra (No. 54)
----------------------	--	---

Duties: Direct the work of the Mineral Economics Section.

Qualifications: A degree or diploma in Science, Applied Science, or Engineering, which includes Geology and Chemistry and either Mathematics or Physics at first year standard, and a full major in Geology or Metallurgy; or equivalent qualification.

Operations Branch

M. C. Missingham 73/85488T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Section Branch Services Sub-section, Canberra (No. 737)
-------------------------------	--	--

Duties: Extract mineral commodity prices from published sources and compile daily price lists; prepare mineral price information for inclusion in the Quarterly Review of A.M.I. and a detailed monthly bulletin of metal mineral prices; collect and plot prices data for the Annual Review of A.M.I.

Qualifications: A background knowledge of the minerals industry including the mechanism of metal pricing desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Petroleum Exploration Branch

R. J. H. Cardew 73/86108X	Technical Assistant, Grade 1 \$4439-5468, Fourth Division, Canberra	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Sedimentary Basins Study Section, Core and Cutting Sub- section, Canberra (No. 808)
------------------------------	--	---

Duties: Supervise subordinate staff in the receipt, marking and storage of all core samples forwarded to the Laboratory.

Qualifications: Experience with field drilling operations desirable. Geology to Higher School Certificate standard and relevant practical experience desirable.

Division of National Mapping

S. Bink 72/86301T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, General Services Section, Canberra, vice D. P. Goonan prov. prom. 4.4.74 (No. 233)
----------------------	---	---

Duties: Assist the Finance Officer with information for the preparation of estimates for the Division and perform other duties in the Finance area as directed.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

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

N. Lynagh 58/17370M	Director \$13991-14484 (Class 11), Third Division, unattached	Assistant Secretary \$17300, Second Divi- sion
------------------------	--	---

Duties: Direct and control the activities of the Branch.

Qualifications: Extensive high level experience in financial and accounting management. Ability to develop financial policies. Appropriate qualifications to be stated.

T. J. Newman 72/95355X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Accounting Section, Darwin (No. 130)
---------------------------	---	--

Duties: Appropriation Ledger Clerk. Control machine posted appropriations, Trust and Revenue Ledgers. Prepare Journal Abstracts. Control, review and reconcile moneys held in Trust Fund and other Trust moneys.

Qualifications: Relevant experience in Treasury Ledger Accounting.

Social and Commercial Affairs Division, Prices and Consumer Affairs Branch

B. L. Walton 58/13623X	Executive Officer \$13004-13498 (Class 10), Third Division	Assistant Secretary \$17300, Second Divi- sion
---------------------------	---	---

Duties: Direct and control the activities of the Branch.

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

Public Utilities and Housing Branch

B. M. Chapman 74/86013P	Senior Parliamentary Officer \$13991- 14484 (Class 11), Third Division, Depart- ment of House of Representatives, Can- berra	Assistant Secretary \$17300, Second Divi- sion
----------------------------	---	---

Duties: Direct and control the activities of the Branch with responsibility for development of policy relating to the provision, extension and management of electricity, water supply and sewerage services. Develop and review housing policies.

Qualifications: Extensive managerial experience at Senior Executive level with the ability to develop policy. Academic qualifications to be stated.

Lands and Community Development Division, Local Government and Services Branch

M. J. Boden 73/95610R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Traffic Administration Section, Motor Vehicle Registry Sub- section, Darwin (No. 90)
--------------------------	---	---

Duties: Eye Test and Exemptions Officer. Test applicants for exemption from driving tests on rules of the road. Advise all applicants for drivers' licences on rules of the road. Conduct eyesight tests. Arrange bookings for driving tests.

Qualifications: Knowledge of Motor Vehicles and Traffic Ordinances desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL STAFF

Engineering, Planning and Research Division, Research Sub-division

S. J. Charles 66/38948G	Technical Officer (Science); Grade 1 \$6003-7613, Third Division, Engineering Planning and Research Division	Physicist, Class 1 \$6000-8953, Third Division, Physical Sciences Branch, Physics and Polymer Section, Physics Sub-section, Melbourne (No. 37)
----------------------------	--	---

Duties: Under the general guidance of more senior staff carry out scientific research in the field of physics within the functions of the Section.

Qualifications: An appropriate degree or diploma in Science with a major in Physics; or equivalent qualifications.

R. G. Addie 72/36544K	Research Officer, Grade 1 \$6022-7652, Third Division, Engineering, Planning and Research Division	Senior Research Officer, Grade 1 \$8886- 9548 (Class 6), Third Division, Switch- ing and Signalling Branch, Network Studies Section, Melbourne (No. 24)
--------------------------	--	--

Duties: Responsible for advanced mathematical and statistical investigations into telecommunications networks and systems, involving the use of techniques such as traffic theory, theory of stochastic processes and simulation studies.

Qualifications: Appropriate university degree, together with relevant experience. Honours degree in mathematics, statistics or information science desirable.

Engineering Works Division, Administrative Branch

M. M. Hitchins 71/36069K	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Works Division	Clerk \$6912-7652 (Class 4), Third Division, Staff, Industrial and General Services Section, Melbourne (No. 140)
-----------------------------	--	--

Duties: Responsible for provision of office machines and equipment, typing and security arrangements, co-ordinate replies to technical questions to developing countries, direct activities of subordinate staff.

Broadcasting Branch

P. J. Cromptvoets 63/45618R	Clerk \$6912-7652 (Class 4), Third Division, Engineering Works Division	Clerk \$7899-8639 (Class 5), Third Division, Melbourne (No. 34)
--------------------------------	--	--

Duties: Control and direct the clerical activities of the Branch.

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

Lines Branch

J. R. Searle 59/60961T	Senior Inspecting Officer, Grade 1 \$8028-8528, Fourth Division, Engineering Division, Victoria	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Equipment and Cable Design Section, Melbourne (No. 62)
---------------------------	---	---

Duties: Draft and revise design specifications for cable. Prepare instructions and data sheets for State field staff carrying out cable experiments. Analyse field experiments and factory measurements and prepare reports. Carry out and analyse transmission measurements on cable.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Knowledge in one or more of the following fields desirable: (a) cable manufacturing and testing methods, (b) lines field practices and organisation, (c) cable transmission.

Engineering Works Division, Long Line and Telepower Equipment Branch

R. Chak 70/40628M	Draftsman, Grade 2 \$7843-8347, Third Division, Department of Transport, Vic- toria	Engineer, Class 1 \$6200-8953, Third Division, Telepower Design Section, Melbourne (No. 121)
----------------------	---	--

Duties: Investigate practices relating to Telecommunication power plant and equipment and recommended policy determination.

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.

Network Performance and Operations Branch

H. Kozak 70/38037M	Engineer, Class 1 \$6200-8453, Third Division, Engineering Works Division	Engineer, Class 2 \$9581-10702, Third Division, Long Line and Network Operations Section, Melbourne (No. 25)
-----------------------	--	--

Duties: Development and standardisation of practices and procedures for the operation and maintenance of radiocommunication systems other than Broadband (e.g. HF, VHF and UHF).

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

Telephone Switching Equipment Branch

J. R. McIntyre 71/38190W	Engineer, Class 1 \$6200-8953, Third Division, unattached	Engineer, Class 2 \$9581-10702, Third Division, Circuit Design Section, Mel- bourne (No. 234)
-----------------------------	--	---

Duties: Design service and operational equipment for telephone switching systems.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Services Division, Finance and Accounting Branch

T. P. Embrey 73/41757W	Clerk \$2713-5594 (Class 1), Third Division, Management Services Division	Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division, Accounting Systems Development Section, Systems Development and Testing Sub-section, Melbourne (No. 180)
---------------------------	---	---

Duties: Undertake financial/management accounting systems analysis and design.

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

D. J. Cavagna 70/41941G	Assistant Programmer \$7899-8639 (Class 5), Third Division, Management Services Division	Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Accounting Systems Development Section, Systems Development and Testing Sub-section, Melbourne (No. 15)
----------------------------	--	--

Duties: Assist in development, testing and implementation of management accounting systems.

Qualifications: Accountancy or appropriate academic qualifications desirable.

Note: This position was advertised in Gazette No. 93 of 2.8.73 as position No. 181.

Finance and Accounting Branch

M. B. McCrohan 59/54909W	Clerk \$8886-9548 (Class 6), Third Division, Telecommunications Division	Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Economic Policy and Financial Analysis Section, Financial Analysis and Studies Sub-section, Melbourne (No. 30)
-----------------------------	--	---

Duties: Determine costs under both manual and computer working of departmental operations which are subject to computer system feasibility studies. Produce cost/benefit analysis of completed feasibility studies.

Qualifications: Accountancy or other appropriate academic qualifications desirable.

Personnel Branch

E. J. Henry 71/37254K	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, General Services Section, Central Office Staffing Sub-section, Melbourne (No. 18)
--------------------------	---	--

Duties: Appointments Clerk. Work associated with appointments to permanent staff.

Telecommunications Division, Commercial Sub-division

N. M. Bennett 59/59700T	Assistant Controller \$11032-11525 (Class 8), Third Division, Postal Services Division	Controller \$12019-12510 (Class 9), Third Division, Tariffs Section, Melbourne (No. 19)
----------------------------	--	---

Duties: Responsible for development and review of policy relating to tariffs for telecommunications services and broadcast and television relay facilities within Australia and for Australian component of International services.

J. M. Raby 59/27082E	Assistant Controller \$11032-11525 (Class 8), Third Division, Telecommunications Division	Controller \$12019-12510 (Class 9), Third Division, Facilities and Development Branch, Customer Major Facilities Section, Melbourne (No. 23)
-------------------------	---	--

Duties: Responsible for the review of policies and procedures relating to customers major facilities in the telecommunications services field.

Qualifications: Customer interface ability and knowledge of Telecommunications facilities and services desirable.

P. H. Maunder 61/36825T	Clerk \$7899-8639 (Class 5), Third Division, Telecommunications Division	Clerk \$8886-9548 (Class 6), Third Division, Facilities and Development Branch, Facilities and Services Section, Melbourne (No. 52)
----------------------------	--	---

Duties: Undertake studies into feasibility to rationalising standard telecommunications facilities and services. Examine scope for standardisation or private message switching systems.

Qualifications: A sound knowledge of telecommunications customer facilities and services and associated policies desirable.

A. Mercuri 71/41657E	Typist, Grade 2 \$4731-5035, Fourth Division, Telecommunications Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Facilities Development Branch, Melbourne (No. 18)
-------------------------	---	--

Duties: Stenographic duties and secretarial assistance to the Branch Head.

Qualifications: Shorthand, at least 100 words per minute.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Sales and Service Sub-division

D. J. Mogg 65/61473E	Clerical Assistant, Grade 1 \$2075-3777, Fourth Division, Department of Science, Victoria	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Service Branch, Operations Section, Melbourne (No. 70)
-------------------------	---	--

Duties: Proof reading and checking training material. Provide general assistance as required in the Training Section.

NEW SOUTH WALES

Directors Staff

M. D. Lowes 59/36176C	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, unattached	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Sydney (No. 3)
--------------------------	---	--

Duties: Personal Assistant to the Director.

Engineering Division, Administrative Branch

M. E. Lumb 59/38447M	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, unattached	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, General Services Section, Sydney (No. 266)
-------------------------	--	---

Duties: Secretarial assistance to the Assistant Director, Engineering.

Construction Branch

L. M. Facchinelli 72/13685P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Mail Exchange Branch, Redfern	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Primary Works (Metropolitan) No. 3 Section, Burwood (No. 201)
--------------------------------	---	---

Duties: General clerical assistance to the Sectional Clerk.

Metropolitan Operations Branch

C. L. Kellett 71/10714W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, City Operations Section, Sydney (No. 406)
----------------------------	---	---

Duties: Responsible for the recording of all clerical work associated with log sheets of all Overseas Radio Telephone Circuits. Compile circuit data for OTC Administration and Drafting Sections.

E. L. Davis 59/41449E	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division, Glebe	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 4 Section, Blacktown
--------------------------	---	---

Duties: Assist the Officer-in-charge and responsible for the maintenance of crossbar equipment.

D. J. Lane 66/22394M	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Sutherland	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Operations No. 6 Section, Engadine
-------------------------	--	--

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

Planning and Programming Branch

M. R. Nicholson 59/47482T	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division, Balgowlah	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Transmission Measurements Section, Sydney (No. 108)
------------------------------	---	---

Duties: Provide technical assistance in field measurements and evaluation of power co-ordination problems

L. B. Bayliss 59/39475K	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Sydney	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division, Traffic Engineering Section, Sydney (No. 199)
----------------------------	--	--

Duties: Responsible to the Senior Technical Officer (Engineering), Grade 1 for the preparation of straight-forward traffic reports and to edit paper and magnetic tapes for submission to a computer.

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

Regional Operations Branch

R. L. Deal 59/41459M	Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Fourth Division, Engineering Division, Sydney	Senior Telecommunications Technical Officer, Grade 2 \$9379-9322, Fourth Division, Radio Section, Liverpool
-------------------------	---	---

Duties: Officer in charge of the National Broadcasting Station.

G. L. Morgan 59/42296T	Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Fourth Division, unattached	Senior Telecommunications Technical Officer, Grade 2 \$9379-9932, Fourth Division, Radio Section, Waverley
---------------------------	---	--

Duties: Officer in charge of the Radiocommunication Terminal.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

J. F. Barker 59/41025M	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division, Peakhurst	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Radio Section, North Sydney (No. 226)
<i>Duties:</i> Investigate the more complex cases of interference to the reception of broadcast, television and radio-communication services. Inspect radio-communication stations and conduct tests for candidates for Radio Operator's Certificate of Proficiency.		
H. Ross 66/22740W	Telecommunications Technician \$6003-6693, Fourth Division, unattached	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Newcastle Section, Cessnock
<i>Qualifications above four positions</i> —An approved technical college certificate or other approved qualifications, and requisite experience.		
D. C. Barlow 59/37389C	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Gosford	Cable Assigner \$5668, Fourth Division, Outer Sydney Section, Gosford
<i>Duties:</i> Under general supervision assign cable pairs for telecommunications services, and prepare and maintain associated records. Provide technical guidance and assistance to cable jointers regarding the allocation of cable circuits.		
K. G. Hoffman 65/23845X	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Blacktown	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Katoomba (9.8.65)
D. McIntosh 66/22203M (17.1.66)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Katoomba	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Katoomba
R. J. Tranter 65/12440T (11.6.65)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Katoomba	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Katoomba
A. W. Chalker 67/23993P (18.5.67 (112))	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Rooty Hill	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Penrith
J. Ellis 67/24046X (3.7.67)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Rooty Hill	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Penrith
C. H. H. Gringhuis 68/22623T (22.1.68 (1991))	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Stanmore	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Penrith
G. P. Prior 68/22598E (22.1.68 (2006))	Lineman, Grade 1 \$4393-4541, Fourth Division, Engineering Division, St Marys	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Penrith
N. R. Yates 67/24850A (28.9.67)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Annandale	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Penrith
D. Gagan 67/24002C (18.5.67 (128))	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Windsor	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Windsor
<i>Duties above nine positions:</i> Cable jointing.		
M. Mason 59/44570C	Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Fourth Division, Engineering Division, Leeton	Senior Telecommunications Technical Officer, Grade 2 \$9379-9932, Fourth Division, Wollongong Section, Nowra
<i>Duties:</i> In charge of technician's district comprising an automatic step) MAC, PABX's, co-axial cable and VF telegraph equipment.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.		
A. J. Lynch 59/42166P	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Sydney	Lines Supervisor, Grade 2 \$6258, Fourth Division, Wollongong Section, Fairymeadow
<i>Duties:</i> Party Leader.		
G. F. Little 59/44494A	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Picton	Lines Supervisor, Grade 1 \$5668, Fourth Division, Wollongong Section, Campbelltown
A. T. Sheppard 61/23136T	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Lithgow	Lines Supervisor, Grade 1 \$5668, Fourth Division, Wollongong Section, Corrimal
C. R. Williams 67/24101G	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Fairymeadow	Lines Supervisor, Grade 1 \$5668, Fourth Division, Wollongong Section, Unanderra
<i>Duties above three positions:</i> Lines Supervisor (Depot).		

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Postal Services Division

E. M. J. Murray 67/14525M	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, unattached	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Assistant Directors Staff, Sydney (No. 3)
------------------------------	--	--

Duties: Provide sole secretarial and stenographic duties for the Assistant Director, Postal Services.

Post Offices Branch

R. W. Waller 59/34834G	Postal Clerk \$4605-5744, Third Division, Lane Cove	Clerk \$5806-6666 (Class 2/3), Third Division, Metropolitan District No. 2, Gladesville (No. 30)
---------------------------	--	--

Duties: Staff Clerk and general clerical duties.

W. D. Lowe 59/33806K	Senior Postal Clerk, Grade 1 \$6002-6555, Fourth Division, Railway Square	Senior Postal Clerk, Grade 2 \$6782- 7302, Fourth Division, Glebe
-------------------------	--	--

R. N. Schofield 59/34626R	Senior Postal Clerk, Grade 1 \$6002-6555, Fourth Division, Padstow	Senior Postal Clerk, Grade 2 \$6782- 7302, Fourth Division, Kingsgrove
------------------------------	---	---

R. G. Stewart 59/34517E	Senior Postal Clerk, Grade 1 \$6002- 6555, Fourth Division, Crows Nest	Senior Postal Clerk, Grade 2 \$6782- 7302, Fourth Division, Milsons Point
----------------------------	---	--

A. T. Littlewood 65/22570G	Postal Clerk \$4605-5744, Third Divi- sion, Curtin	Senior Postal Clerk, Grade 1 \$6002- 6555, Third Division, Canberra City
-------------------------------	---	---

W. P. Smart 59/31896X	Postal Clerk \$4605-5744, Fourth Divi- sion, Coraki	Senior Postal Clerk, Grade 1 \$6002- 6555, Fourth Division, Trangie
--------------------------	--	--

A. D. Walter 59/32151W	Mail Officer \$4374-5273, Fourth Divi- sion, Broadmeadow	Senior Mail Officer \$5516-5744, Fourth Division, Country (North) Section, Newcastle Mails and Transport Sub- section, Broadmeadow
---------------------------	---	---

T. R. McMeeking 68/24118M	Postman \$4260-4601, Fourth Division, Kempsey	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Kempsey
------------------------------	--	--

N. E. Mathers 74/22403R	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Philatelic Sales Centre
----------------------------	--	--

S. A. Bishay 74/22397M (4.2.74)	Assistant Postal Officer \$2074-4184, Fourth Division, unattached	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Clarence Street
------------------------------------	--	--

M. L. Dawe 74/22404W (4.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postman \$4260-4601, Fourth Division, Rose Bay
----------------------------------	--	---

J. James 74/22332X (4.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postman 4260-4601, Fourth Division, Vaucluse
--------------------------------	--	---

Postal Engineering Branch

C. M. Cameron 59/35301P	Electrical Fitter and Mechanic \$5067- 5868, Fourth Division, Postal Services Division, Sydney	Senior Electrical Fitter and Mechanic, Grade 1 \$6179-6333, Fourth Division, Sydney (No. 87)
----------------------------	--	--

Duties: Supervise tradesmen engaged on the installation and maintenance of stamp handling machines.

K. Aarden 69/10812E	Fitter and Turner \$5067-5313, Fourth Division, Postal Services Division, Sydney	Senior Fitter and Turner, Grade 1 \$5622-5778, Fourth Division, Sydney (No. 156)
------------------------	---	--

Duties: Supervise tradesmen on installation of mail handling plant throughout New South Wales.

R. J. M. Cradick 61/1193K	Fitter and Turner \$5067-5313, Fourth Division, Postal Services Division, Sydney	Senior Fitter and Turner, Grade 1 \$5622-5778, Fourth Division, Sydney (No. 157)
------------------------------	---	--

Duties: Supervise tradesmen engaged on installation of mail handling plant in Sydney G.P.O. and larger metropolitan and provincial centres.

W. B. Andrews 62/10682X	Fitter and Turner \$5067-5313, Fourth Division, Postal Services Division, Sydney	Senior Fitter and Turner, Grade 1 \$5622-5778, Fourth Division, Sydney (No. 281)
----------------------------	--	--

Duties: Supervise tradesmen engaged on maintenance of Post Office counter scales.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. D. Williamson 62/10800C	Toolmaker \$5425-5666, Fourth Division, Postal Services Division, Redfern	Senior Fitter and Turner, Grade 1 \$5622-5778, Fourth Division, Redfern (No. 172)
-------------------------------	--	---

Duties: Provide specialised supervision guidance and training to Apprentices (Fitter and Turner) in the Postal Engineering Branch.

W. D. Flint 71/10441A	Storeman \$4363-4586, Fourth Division, unattached	Senior Storeman \$4724-4977, Fourth Division, Redfern
--------------------------	--	--

Duties: Supervise and control Tool Store, Recovered and Manufacturing Store and associated duties.

Postal Planning Branch

G. R. Reibelt 70/24809P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Postal Services Division, Strathfield	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Operations Planning Section, Sydney (No. 16)
----------------------------	---	--

Duties: Under direction, collect, assemble and collate statistical data on mail traffic and associated topics. Prepare graphs, etc.

Telecommunications Division, Country Region

F. R. Martin 59/28751E	Clerk \$8886-9548 (Class 6), Third Division, Telecommunications Division, Newcastle	District Telephone Manager \$9876-10538 (Class 7), Third Division, North Section, Armidale District Telephone Office Sub-section, Armidale (No. 22)
---------------------------	---	--

Duties: Responsible to the Assistant Manager for the efficient functioning of the Telephone District.

G. A. Hong 70/14073X	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Tamworth	Clerk \$5806-6666 (Class 2/3), Third Division, North Section, Tamworth District Telephone Office Sub-section, Tamworth (No. 157)
-------------------------	---	---

Duties: Responsible to the Senior Sales Officer for the processing of applications for new subscriber services and additional facilities.

Personnel and Industrial Relations Branch

R. A. Cross 59/30145K	Inspector \$11032-11525 (Class 8), Third Division, unattached	Senior Inspector \$12019-12510 (Class 9), Third Division, Establishments and Management Advisory Services Section, Establishments Sub-section, Milsons Point (No. 473)
--------------------------	--	--

Duties: Plan, co-ordinate and direct activities of Organisation Sub-section, undertake special organisation and classification surveys and projects.

K. M. Currie 64/22061T	Senior Methods Officer \$9876-10538 (Class 7), Third Division, unattached	Inspector \$11032-11525 (Class 8), Third Division, Establishments and Management Advisory Services Section, Work Study Sub-section, Milsons Point (No. 474)
---------------------------	--	---

J. P. Kleyn 59/36100C	Senior Methods Officer \$9876-10538 (Class 7), Third Division, Personnel and Industrial Relations Branch, Milsons Point	Inspector \$11032-11525 (Class 8), Third Division, Establishments and Management Advisory Services Section, Work Study Sub-section, Milsons Point (No. 631)
--------------------------	--	---

Duties above two positions: Head team engaged in assignments involving clerical work study; introduce and maintain management control systems.

K. J. Roberts 59/38913T	Senior Methods Officer \$9876-10538 (Class 7), Third Division, Personnel and Industrial Relations Branch, Milsons Point	Inspector \$11032-11525 (Class 8), Third Division, Establishments and Management Advisory Services Section, Advisory Services Sub-section, Milsons Point (No. 630)
----------------------------	--	--

Duties: Direct group of specialist officers engaged in various advisory services in the organisation and method field.

W. M. Edmondson 69/87662W	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Industrial Relations Section, Assessing and Compensation Sub-section, Sydney (No. 499)
------------------------------	--	--

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

I. T. Cochrane 71/11130X	Clerk \$5806-6666 (Class 2/3), Third Division, Repatriation Department, Concord	Clerk \$6912-7652 (Class 4), Third Division, Industrial Relations Section, Assessing and Compensation Sub-section, Sydney (No. 536)
-----------------------------	---	---

Duties above two positions: Industrial Assessor. Assess salary and allowance variations, higher duties allowance, leave and furlough, superannuation/provident account contributions, travelling and living allowances, etc. Exercise appropriate delegations.

W. W. Roberts 70/10140C	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Staffing and General Services Section, General Services Sub-section, Sydney (No. 219)
----------------------------	--	--

P. D. Cramsie 70/10458X	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Staffing and General Services Section, General Services Sub-section, Sydney (No. 220)
----------------------------	--	--

Duties above two positions: Provide relief for clerical officers of the Branch.

M. Goussis 71/13822M	Cleaner \$3912-4102, Fourth Division, Personnel and Industrial Relations Branch, Sydney	Senior Cleaner, Grade 1 \$4415, Fourth Division, Staffing and General Services Section, General Services (Custodian) Sub-section, Sydney (No. 178)
-------------------------	---	--

Duties: Supervise cleaning staff and assist with cleaning duties.

VICTORIA

Engineering Division, Administrative Branch

E. M. Weeks 67/37489X	Clerk \$6912-7652 (Class 4), Third Division, Engineering Division	Clerk \$7899-8639 (Class 5), Third Division, Costing Section, Melbourne (No. 49)
--------------------------	---	--

Duties: Officer in charge, State Accounting and Services. Responsible to the Assistant Costing Officer for management of the State Accounting Costing Group and for the provision of costing and allied services at the State level and to the Administrative Planning and Services Branches.

Qualifications: A sound and comprehensive knowledge of current Departmental costing practices and procedures and proven ability to effectively control, direct and supervise subordinate staff is essential.

D. A. Nielson 64/45487G	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Engineering Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, General Services Section, Melbourne (No. 372)
----------------------------	--	---

Duties: Records Information Officer.

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

B. L. Spratt 62/66745E	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Housing and Construction, Melbourne	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, General Services Section, Melbourne (No. 371)
---------------------------	---	---

Duties: Assistant File Examiner.

Qualifications: A good knowledge of the principles of orderly file development. An appreciation of archival techniques.

G. W. Reilly 69/45589E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Costing Section, Melbourne (No. 283)
---------------------------	--	--

Duties: Control and issue forms S7 and maintain associated records.

A. M. Caldwell 69/39686G	Accounting Machinist, Grade 2 \$5165, Fourth Division, Engineering Division	Accounting Machinist, Grade 3 \$5369, Fourth Division, Costing Section, Melbourne (No. 226)
-----------------------------	---	---

Duties: Responsible for more complex machining functions and assist in the oversight and direction of Accounting Machinists in the Central Costing Office.

Qualifications: Ability to control staff is desirable.

C. O'Meara 70/40943E	Accounting Machinist, Grade 1 \$2113-4579, Fourth Division, Engineering Division	Accounting Machinist, Grade 2 \$5165, Fourth Division, Costing Section, Melbourne, vice A. M. Caldwell, prov. prom. 11.4.74 (No. 229)
-------------------------	--	---

Duties: Posting of engineering abstracts.

Qualifications: Completion of the prescribed test.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Construction Branch

J. A. Martyn 68/37757M	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Metropolitan Installation No. 1 (South) Section, Melbourne (No. 326)
G. K. Webb 69/38680T	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Country Installation No. 3 Section, Melbourne (No. 351)

Duties above two positions: Works Officer.

G. J. Holman 71/40394E	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Country Installation No. 2 (East) Section, Melbourne (No. 98)
---------------------------	---	--

Duties: Assistant Works Officer (Contracts).

K. Kalmar 70/45821E	Telecommunications Assistant \$2349-4944, Fourth Division, Engineering Division	Telecommunications Technician \$6003-6693, Fourth Division, Metropolitan Installation No. 1 (South) Section, Melbourne
R. J. Lee 59/58549G	Trainee Telecommunications Tradesman \$2181-4803, Fourth Division, Engineering Division	Telecommunications Technician \$6003-6693, Fourth Division, Country Installation No. 1 (West) Section, Melbourne

B. W. Middleton 64/45776X	Telecommunications Assistant \$2349-4944, Fourth Division, Engineering Division	Telecommunications Technician \$6003-6693, Fourth Division, Metropolitan Installation No. 1 (South) Section, Melbourne
------------------------------	---	--

Note: The effective date of the above three provisional promotions is 6.3.74.

P. M. Simpson 73/40478A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Electronic Exchange Installation Section, Melbourne (No. 100)
----------------------------	--	---

Duties: Provide general clerical assistance to the Principal Technical Officer in charge of the installation of electronic trunk exchanges.

Metropolitan Operations Branch

H. Fajerman 67/36585C	Engineer, Class 1 \$6200-8953, Third Division, unattached	Engineer, Class 2 \$9581-10702, Third Division, Metropolitan Operations No. 6 (South East) Section, Hawthorn East (No. 54)
--------------------------	---	--

Duties: 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.

B. M. Grant 66/45754G	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Metropolitan Operations No. 3 (North) Section, Northcote (No. 76)
--------------------------	---	--

Duties: Works Officer.

D. L. Morgan 73/46011K	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, City Operations Section, Melbourne
---------------------------	--	--

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

I. W. Whitten 67/45642X	Telecommunications Assistant \$2349-4944, Fourth Division, Engineering Division	Telecommunications Technician \$6003-6693, Fourth Division, Metropolitan Operations No. 7 (South) Section, Brighton
----------------------------	---	---

Note: The effective date of the above provisional promotion is 6.3.74.

L. F. J. Love 59/56117T	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 5 (East) Section, Camberwell
----------------------------	---	---

Duties: Fault analysis.

R. K. J. Megna 59/71907E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 5 (East) Section, Camberwell
-----------------------------	---	---

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

B. Polovinka 59/56278X	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Ringwood
---------------------------	---	---

Duties above two positions: Estimating Supervisor.

T. F. Martellani 72/40540M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Defence, Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray (No. 236)
-------------------------------	--	---

Duties: Fault dispatch assistance to the Principal Telecommunications Technical Officer in charge of the Fault Dispatch Centre.

Planning and Programming Branch

B. Di Conza 70/36829P	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division	Engineer, Class 2 \$9581-10702, Third Division, Transmission and Line Planning (Metropolitan) Section, Melbourne (No. 46)
--------------------------	---	---

Duties: Assist in the planning of the junction and exchange network as well as the planning and programming of junction bearer circuits in the Melbourne 03 Zone Network.

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

Regional Operations Branch

G. R. Growcott 59/66719W	Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 2 \$9379-9932, Third Division, Gippsland Section, Sale
-----------------------------	--	---

Duties: Officer-in-charge of maintenance in a large country district comprising ARF/SXS switching equipment, R/T bearer equipment and CAX's.

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

R. Barnett 70/45985X	Telecommunications Assistant \$2349-4944, Fourth Division, unattached	Telecommunications Technician \$6003-6693, Fourth Division, South East Central Section, Dandenong
-------------------------	---	---

L. C. D. S. Greene 64/45695X	Telecommunications Assistant \$2349-4944, Fourth Division, Engineering Division	Telecommunications Technician \$6003-6693, Fourth Division, South East Central Section, Croydon
---------------------------------	---	---

D. Lambrellis 71/46030M	Telecommunications Assistant \$2349-4944, Fourth Division, Engineering Division	Telecommunications Technician \$6003-6693, Fourth Division, South East Central Section, Dandenong
----------------------------	---	---

Note: The effective date of the above three provisional promotions is 6.3.74.

J. R. E. Donch 59/66498T	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Gippsland Section, Orbost
-----------------------------	---	--

H. A. Martin 59/44562E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, North Eastern Section, Cobram
---------------------------	---	--

Duties above two positions: Area Supervisor.

J. B. A. Ryan 59/69264W	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, North Western Section, Bendigo
----------------------------	---	---

Duties: Estimating Supervisor.

L. R. Robins 65/45928G	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$5668, Fourth Division, North Western Section, Swan Hill.
---------------------------	---	--

Duties: Penman.

T. V. Carey 71/46348G	Postman \$4260-4601, Fourth Division, Postal Services Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Telegraphs and Data Section, Melbourne (No. 1)
--------------------------	--	--

Duties: General clerical assistance to the Senior Telecommunications Technical Officer in charge of telex installation.

Support Services Branch

A. L. Willett 59/67937E	Draftsman, Grade 2 \$7843-8347, Fourth Division, Engineering Division	Supervising Draftsman \$9379-9932, Fourth Division, Drafting Section, Coburg (No. 350)
----------------------------	---	--

Duties: Control, co-ordinate and check the work of the Metropolitan Cables and Conduits North West Sub-section.

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

B. J. Goodge 68/40513G	Clerk \$5806-6666 (Class 2/3), Third Division, Repatriation Department, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Workshops Section, South Melbourne (No. 477)
---------------------------	---	---

Duties: Personnel Officer. Responsible for the efficient operation of the staff unit.

Qualifications: Ability to supervise staff is essential and a sound knowledge of the Public Service Act, General Orders and Regulations is desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

C. D. Johnston 68/37411E	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Workshops Section, South Melbourne (No. 9)
-----------------------------	---	---

Duties: Senior Clerk, production.

L. T. Jarman 66/36460R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Workshops Section, South Melbourne (No. 42)
---------------------------	--	---

Duties: Maintain a technical library and plant, machine tool, furniture and equipment records.

Postal Services Division, Mail Exchange Branch

K. Beattie 59/61336C	Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Melbourne
-------------------------	--	--

Duties: Oversight staff and operations connected with the handling of incoming Foreign Parcels Mails.
Qualifications: A good knowledge of customs procedures and Parcels Section operations desirable.

J. B. Neville 59/62049G	Mail Officer \$4374-5273, Fourth Division, Postal Services Division	Senior Mail Officer \$5516-5744, Fourth Division, Melbourne
----------------------------	---	---

Duties: Foreign Outward Sub-section. Responsible for preparation of documents associated with all parcel mails for overseas destinations. The occupant may be required to rotate with other Senior Mail Officers on all shifts.
Qualifications: A sound knowledge of Chief Parcels Office procedures desirable. Ability to control and direct staff.

W. Rutkowski 59/62193X	Mail Officer \$4374-5273, Fourth Division, Postal Services Division	Senior Mail Officer \$5516-5744, Fourth Division, Melbourne
---------------------------	---	---

Duties: Foreign Air Despatch—Night Shift. The occupant may be required to rotate with other Senior Mail Officer on all shifts.
Qualifications: Experience in and a knowledge of traffic procedures in the Interstate and Overseas Section desirable.

P. L. Stoker 72/24386R (17.12.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Mail Officer \$4374-5273, Fourth Division, Melbourne
--------------------------------------	---	--

Post Offices Branch

C. A. Varcoe 59/69484C	Postal Clerk \$4605-5744, Third Division, Apollo Bay	Postmaster, Grade 2 \$7044-7822, Third Division, Apollo Bay
R. D. Skien 59/71269R	Postal Clerk \$4605-5744, Third Division, Bayswater	Clerk \$5806-6666 (Class 2/3), Third Division, Country Section, Dandenong (No. 83)

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.

T. N. Jackson 69/45562K	Postal Officer, Grade 1 (Driver) \$4260-4601, Fourth Division, Horsham	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Maryborough
----------------------------	--	---

D. A. Whitehead 73/45307W (29.3.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Kerang	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Kerang
--	---	--

F. G. Dearing 73/45904M (12.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Altona	Postman \$4260-4601, Fourth Division, Altona
--------------------------------------	---	--

Telecommunications Division, Country Region

G. F. Webb 59/70654M	Clerk \$6912-7652 (Class 4), Third Division, Telecommunications Division	Clerk \$7899-8639 (Class 5), Third Division, District Telephone Office, Bendigo (No. 164)
-------------------------	--	---

Duties: Senior Sales Officer. Control and direct the work of the Sales Section.

Qualifications: A sound knowledge of Telephone Regulations and sales practices and procedures in country district offices is desirable.

Metropolitan Region, Sales Branch

R. G. Clack 70/40322G	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division	Assistant Survey Officer \$6912-7652 (Class 4), Third Division, Survey Section, Melbourne (No. 114)
--------------------------	--	---

T. T. Hunt 65/36923G	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Treasury, Australian Taxation Office, Melbourne	Assistant Survey Officer \$6912-7652 (Class 4), Third Division, Survey Section, Melbourne (No. 111)
-------------------------	--	---

D. J. A. Prosser 70/75638R	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division, South Australia	Assistant Survey Officer \$6912-7652 (Class 4), Third Division, Survey Section, Melbourne (No. 112)
-------------------------------	---	---

K. C. Ronaldson 66/37569C	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Treasury, Australian Taxation Office, Melbourne	Assistant Survey Officer \$6912-7652 (Class 4), Third Division, Survey Section, Melbourne (No. 283)
------------------------------	--	---

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

G. M. Ross 64/45832M	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division	Assistant Survey Officer \$6912-7652 (Class 4), Third Division, Survey Section, Melbourne (No. 113)
<i>Duties above five positions:</i> Forecast subscribers telephone and telegraph development throughout the State. <i>Qualifications above five positions:</i> Ability to analyse developmental data, prepare comprehensive reports and conduct interviews.		
T. J. Canty 59/59839P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Survey Section, Melbourne (No. 332)
<i>Duties:</i> Compile and reconcile lists of telephone services from exchange and contracts service records. <i>Qualifications:</i> Ability to interpret telephone exchange records. Neat penmanship and accuracy is desirable.		
S. H. Crosbie 70/36246K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Contracts Section, Melbourne (No. 365)
<i>Duties:</i> Counter Officer. Handle personal applications and inquiries regarding all types of telecommunications facilities. <i>Qualifications:</i> A sound knowledge of telecommunications facilities and the ability to explain details to applicants is desirable.		
F. V. Wolff 70/39567P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Survey Section, Melbourne (No. 287)
<i>Duties:</i> Assist in the preparation of data for telephone development surveys. <i>Qualifications:</i> Experience in preparing map tracings and sketches is desirable.		
C. P. Bosen 72/45801X	Phonogram Operator \$2085-4520, Fourth Division, Telecommunications Division	Teleprinter Operator \$2113-4579, Fourth Division, Survey Section, Melbourne (No. 418)

Service Branch

S. E. Fitzpatrick 71/46687G (13.12.71)	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Engineering Division	Telephonist \$2085-4520, Fourth Division, Main Trunk Exchange, Melbourne
---	--	--

Finance and Accounting Branch

S. R. Edwards 70/38844C	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Section, Melbourne (No. 123)
M. E. Schols 70/36406A	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Section, Melbourne (No. 124)
<i>Duties above two positions:</i> Senior Assistant Accounting Officer (ADP), Country Ledgers.		
D. F. Mills 70/37838C	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Section, Melbourne (No. 125)
<i>Duties:</i> Senior Pre-transcription Officer (ADP), Country Ledgers.		

Personnel and Industrial Relations Branch

B. A. Jansz 72/36594T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Industrial Relations Section, Melbourne (No. 83)
<i>Duties:</i> Maintain the Welfare Sub-registry and direct inquiries on welfare matters to the appropriate officers.		
K. Kallinikos 67/40014A	Cleaner \$3912-4102, Fourth Division, Personnel and Industrial Relations Branch	Senior Cleaner, Grade 1 \$4415, Fourth Division, Staffing and General Services Section, Melbourne (No. 155)
<i>Duties:</i> Responsible for large automatic scrubbing machines.		
G. Prinzi 69/38793X	Cleaner \$3912-4102, Fourth Division, Personnel and Industrial Relations Branch	Senior Cleaner, Grade 1 \$4415, Fourth Division, Staffing and General Services Section, Melbourne (No. 271)
<i>Duties:</i> Cleaning and supervisory duties. <i>Qualifications above two positions:</i> Practical knowledge of cleaning methods and equipment. Ability to control staff.		

QUEENSLAND

Postal Services Division, Mail Exchange Branch

C. T. Browne 59/22525R	Mail Officer \$4374-5273, Fourth Division, Postal Services Division	Senior Mail Officer \$5516-5744, Fourth Division, Mail Exchange Branch, Brisbane
<i>Duties:</i> Taxing Officer, City Section Mail Exchange Branch. Rotational shift work involved. <i>Qualifications:</i> Applicants must be qualified in accordance with the current Determination under Section 53 of the Public Service Act last published in <i>Gazette</i> No. 9 of 30.1.73.		

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
Post Offices Branch		
B. C. Watson 73/62066X (9.1.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Thursday Island	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Thursday Island
R. G. Brice 73/61451T (5.7.73)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postman \$4260-4601, Fourth Division, Darra
G. A. Kleidon 73/62067C (9.1.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Rockhampton North	Postman \$4260-4601, Fourth Division, Rockhampton North
D. G. Marshman 72/61349X (17.4.72(58))	Assistant Postal Officer \$2074-4148, Fourth Division, Toowoomba	Postman \$4260-4601, Fourth Division, Toowoomba
P. M. McGuinness 73/61896E (14.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postman \$4260-4601, Fourth Division, Woolloongabba
Telecommunications Division, Metropolitan Region		
J. A. Coleman 70/61373K	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division	Clerk \$5806-6666 (Class 2/3), Third Division, Service Branch, Service Standards Section, Brisbane (No. 212)
<i>Duties:</i> Receive and investigate routine telegraph and telephone service complaints.		
Finance and Accounting Branch		
D. A. Box 59/24911A	Clerk \$7899-8639 (Class 5), Third Division, Finance and Accounting Branch	Clerk \$8886-9548 (Class 6), Third Division, Revenue Section, Brisbane (No. 1)
<i>Duties:</i> Accountant, Credit Control.		
Supply Branch		
W. J. Batt 59/25240P	Clerk \$7899-8639 (Class 5), Third Division, Supply Branch	Clerk \$8886-9548 (Class 6), Third Division, Procurement Section, Brisbane (No. 3)
<i>Duties:</i> Administer and direct the activities of the Contracts Sub-section, exercise delegated authority.		
G. T. Jones 64/57774A	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Supply Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Office Services Section, Brisbane (No. 42)
<i>Duties:</i> Relief duties for Clerks, Class 2/3 and above.		
SOUTH AUSTRALIA		
Engineering Division, Country Branch		
W. J. Calliss 59/13855M	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$5668, Fourth Division, Southern Section, Mount Gambier
<i>Duties:</i> Provide general office assistance to the Lines Supervisor (Area), and in the absence of that officer ensure the continued efficient operation of the depot and staff. Provide technical guidance and assistance to Cable Jointers.		
P. B. Pfoefffer 62/23380K	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 1 \$5668, Fourth Division, Northern Section, Port Augusta
<i>Duties:</i> Take charge of a party engaged on external plant work.		
Planning and Programming Branch		
F. Whitehouse 62/70505E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Cable Assigner \$5668, Fourth Division, Transmission and Line Planning Section, Adelaide
<i>Duties:</i> Maintain junction cable records for the Adelaide telephone district.		
Postal Services Division, Post Offices Branch		
J. I. Miller 59/11119R	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Mount Gambier	Postmaster, Grade 2 \$7044-7822, Third Division, Ororoo
<i>Qualifications:</i> Occupant must be qualified in accordance with conditions notified in <i>Gazette</i> No. 9 of 30.1.73.		
Telecommunications Division, Country Region		
D. A. J. Eastaughffe 59/24631M	Superintendent \$12019-12510 (Class 9), Third Division, Telecommunications Division	Manager \$13004-13498 (Class 10), Third Division, Adelaide (No. 1)
<i>Duties:</i> Responsible for the administration and control of the country region.		
<i>Qualifications:</i> Management ability of a high order and extensive telecommunications sales and service experience desirable.		
Metropolitan Region, Service Branch		
P. J. Pascale 68/70004A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Main Trunk Exchange Section, Adelaide (No. 234)
<i>Duties:</i> Personnel Records Assistant.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Personnel and Industrial Relations Branch

A. C. Collier 59/1252C	Clerk \$7899-8639 (Class 5), Third Division, Personnel and Industrial Relations Branch	Industrial Officer \$8886-9548 (Class 6), Third Division, Industrial Relations Section, Adelaide (No. 93)
---------------------------	---	---

Duties: Plan and control the industrial audit programme.

Qualifications: Sound knowledge of staff entitlements, associated procedures and legislation desirable.

NORTHERN TERRITORY

Postal Services Division, Post Offices Branch

H. L. Millard 74/70188M (11.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Casuarina	Postman \$4260-4601, Fourth Division, Alice Springs
--------------------------------------	---	--

WESTERN AUSTRALIA

Director's Office.

D. Humber 65/75471E	Clerk \$6912-7652 (Class 4), Third Division, Director's Office	Internal Auditor, Grade 2 \$7899-8639 (Class 5), Third Division, Internal Audit Section, Perth (No. 8)
------------------------	---	--

Duties: Responsible to the Senior Internal Auditor for the execution of the annual programme and other planned assignments.

G. W. Barker 70/78330M	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section, Perth, vice D. Humber, prov. prom. 11.4.74 (No. 10)
---------------------------	--	---

I. Burton 71/76093G	Clerk \$5806-6666 (Class 2/3), Third Division, Public Service Inspector's Office, Western Australia	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section, Perth (No. 9)
------------------------	---	--

Duties above two positions: Assist in the development of modern internal audit techniques. Appraise departmental policies, procedures and practices.

Qualifications above three positions: Tertiary qualifications or progress in academic studies (in any field) desirable. Ability to operate either independently or as a member of a team.

Engineering Division, Administrative Branch

K. G. Gardner 68/78238X	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Costing Section, Perth (No. 57)
----------------------------	--	---

Duties: Officer in Charge Materials and Incidentals (Metropolitan). Organise and supervise Costing Detail of Materials and Incidentals Expenditure for the Metropolitan Region.

A. S. Harris 61/75104E	Clerk \$5806-6666 (Class 2/3), Third Division, unattached	Clerk \$6912-7652 (Class 4), Third Division, Staff and Industrial Section, Perth (No. 659)
---------------------------	--	--

Duties: Movements Officer. Preparation of submissions on promotion, transfer, recruitment and movement of Internal Plant staff.

Qualifications: A sound knowledge of relevant Public Service Acts and Regulations, General Orders, Personnel Branch Instructions and ability to prepare logical reports desirable.

E. W. Hutchinson 67/78232E	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Staff and Industrial Section, Perth (No. 800)
-------------------------------	--	--

Duties: To provide relief for recreation and other leave in the Engineering Division including country centres.

Qualifications: Administrative ability and the ability to control staff desirable.

Buildings Branch

G. E. Camp 64/78442G	Clerk \$5806-6666 (Class 2/3), Third Div- ision, Engineering Division	Assistant Properties Officer \$6912-7652 (Class 4), Third Division, Buildings and Properties Section, Perth (No. 333)
-------------------------	--	---

Duties: Negotiate acquisition and leasing of land for Country Automatic exchanges and Trunk line equipment accommodation. Manage leased property and negotiate purchase, disposal and repair of furniture.

Construction Branch

C. M. Hewitt 67/36195X	Clerk \$5806-6666 (Class 2/3), Third Div- ision, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Country Installation Section, Perth (No. 91)
---------------------------	--	--

Duties: Assistant Administrative Officer (Personnel). Responsible for directing the work of the Personnel Group including staff training. Exercise appropriate delegations.

Qualifications: Ability to interpret Public Service Regulations, Awards and Determinations and Personnel Instructions desirable.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
L. A. Dunn 61/75202E	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Metropolitan Installation Section, Perth (No. 115)
<i>Duties:</i> Assistant Administrative Officer (Works). Responsible for directing the work of the Works and General Group, including staff training.		
<i>Qualifications:</i> Knowledge of Expenditure Control Procedures and ability to control staff desirable.		
Country Branch		
H. S. Crofts 59/52580A	Line Supervisor, Grade 3 \$6965, Fourth Division, Engineering Division	Line Inspector \$7613-8102, Fourth Division, Central Section, Northam
<i>Duties:</i> Line Inspector (Works).		
Metropolitan Operations Branch		
W. A. Jones 63/78453C	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Metropolitan Operations No. 2 Section, Perth (No. 618)
<i>Duties:</i> Assistant Administrative Officer (Works). Responsible for directing the work of the Works and General Group, including staff training.		
<i>Qualifications:</i> Knowledge of Expenditure Control Procedures and ability to control staff desirable.		
S. A. Hartnett 59/53029R	Line Supervisor, Grade 2 \$6258, Fourth Division, Engineering Division	Line Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 1 Section, Head Office, Perth
<i>Duties:</i> Estimating.		
T. A. B. Blechynden 59/52284R	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Cable Assigner \$5668, Fourth Division, Metropolitan Operations No. 1 Section, Head Office, Perth
R. J. Armstrong 59/52170G	Lineman, Grade 2 \$4962-5136, Fourth Division, unattached	Cable Assigner \$5668, Fourth Division, Metropolitan Operations No. 1 Section, Head Office, Perth
<i>Duties above two positions:</i> Allocation of cable pairs and maintenance of cable records.		
Regional Operations Branch		
R. G. Lee 67/75045X	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division	Clerk \$6912-7652 (Class 4), Third Division, Radio Section, Perth (No. 97)
<i>Duties:</i> Assistant Administrative Officer (Personnel). Responsible for directing the work of the Personnel Group including staff training. Exercise appropriate delegations.		
<i>Qualifications:</i> Ability to interpret Public Service Regulations, Awards and Determinations and Personnel Instructions desirable.		
M. J. Duncan 67/75088P	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Telegraphs and Data Section, Perth (No. 816)
<i>Duties:</i> Administrative Officer. Provide administration assistance to the Supervising Engineer.		
<i>Qualifications:</i> Proven administrative ability and sound knowledge of relevant practices and procedures desirable.		
Support Services Branch		
P. S. McKenna 66/75404M	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Buildings Engineering Services Section, Perth (No. 498)
<i>Duties:</i> Administrative Officer. Provide administrative assistance to the Supervising Engineer.		
<i>Qualifications:</i> Proven administrative ability and sound knowledge of relevant practices and procedures desirable.		
K. J. Carmody 59/50326W	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Buildings and Properties Section, Perth (No. 337)
<i>Duties:</i> Responsible for the administrative functions of the Section.		
<i>Qualifications:</i> A sound knowledge of Personnel and Works procedures together with an ability to direct and control staff desirable.		
M. C. J. Hine 59/53084K	Lineman, Grade 2 \$4962-5136, Fourth Division, unattached	Line Supervisor, Grade 3 \$6965, Fourth Division, Automotive Plant Section, Perth
<i>Duties:</i> In charge of a cable laying party.		
<i>Qualifications:</i> Ability to use heavy earthmoving equipment desirable.		
<i>Note:</i> Position involves continuous camping duties.		
Postal Services Division, Mail Exchange Branch		
R. V. Ballantyne 59/50093C	Mail Officer \$4374-5273, Fourth Division, Postal Services Division	Senior Mail Officer \$5516-5744, Fourth Division, Traffic Section, Perth
<i>Duties:</i> Supervisory duties in Ship Section. Documentation of overseas and interstate surface and air mails.		
<i>Qualifications:</i> Knowledge of Ship Section activities desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Postal Services Division, Post Offices Branch

B. J. Brough 69/75122M <i>Note: Quarters, nil.</i>	Postal Clerk \$4605-5744, Third Division, Postal Services Division	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Meekatharra
T. B. Tranter 72/78137G	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Norseman
M. Richmond 74/78188C	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Tom Price
D. J. Hayward 74/78110T (30.1.74)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postman \$4260-4601, Fourth Division, Cloverdale

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Management Services Branch

F. S. Wojtaszak 69/85480K	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Department of Science, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Establishments Section, Personnel Management Sub-section, Relief Unit, Canberra (No. 1658)
------------------------------	---	--

Duties: Perform relief duties within the Recruitment and Personnel areas.

Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders and Australian Government Service Procedures relating to the appointment, transfer and promotion of staff desirable; ability to control staff and prepare correspondence an advantage.

C. G. Tett 71/88310G	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Personnel and Establishments Sec- tion, Training and Staff Development Sub-section, Clerical Support Unit, Can- berra (No. 3647)
-------------------------	--	---

Duties: Provide general clerical support to the Sub-section including preparation of correspondence and the processing of study leave applications.

Agriculture and Food Services Division, Institutions and Farm Services Branch

J. D. Mungoven 73/87562K	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Farm Services Section, Canberra (No. 738)
-----------------------------	--	---

Duties: Undertake investigations, prepare reports, and provide clerical support on matters dealt with by the Section

Qualifications: Ability to undertake investigations and prepare reports desirable.

Bureau of Agricultural Economics Technical and Administrative Services Branch

J. M. Powell 62/85505A	Senior Inspector \$12019-12510 (Class 9), Third Division, Canberra	Principal Executive Officer \$13004-13498 (Class 10), Third Division, Planning and Services Section, Canberra (No. 2629)
---------------------------	---	--

Duties: In consultation with Branch Heads, develop and oversight control of the annual work programme of research and field survey activities for the Bureau. Plan the Bureau recruitment programme and liaise with universities. Direct the activities of the Section and assist the Director as required.

Qualifications: Management ability of a high order desirable.

SOUTH AUSTRALIA

Forestry and Timber Bureau Forest Research Branch

J. Hall 62/36209K	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Supply, Canberra	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Regional Section, South Australian Sub-section, Mount Gambier (No. 3341)
----------------------	--	---

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

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

WESTERN AUSTRALIA

Industry No. 1 (Meat and Meat Products) Division, Veterinary Services Branch

K. Dixon 66/75623P	Meat Inspector, Grade 1 \$5542-6685, Fourth Division, Perth	Meat Inspector, Grade 2 \$6874-7255, Fourth Division, Inspection Operations Section, Wooroloo (No. 3058)
-----------------------	--	--

Duties: Supervision of inspection at a registered slaughtering establishment.

Qualifications: Certificate of Competency as a Meat Inspector or equivalent. Some experience in the supervision of staff desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

Operations Division, Services Branch

A. J. Mann 58/18875R	Clerk \$11032-11525 (Class 8), Third Division, Department of Defence (Army Office)	Senior Executive Officer \$12019-12510 (Class 9), Third Division, Personnel and Training Sub-section (No. 542)
-------------------------	--	--

Duties: Direct, control and co-ordinate the work of the following units: Personnel, Training and Recruitment. In conjunction with heads of branches, examine management and administrative problems falling within the scope of the Sub-section.

Qualifications: Extensive administrative experience and ability relevant to the duties of the position.

Operations Branch

D. M. Mendelssohn 73/14952K	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Operations Monitoring Sub-section, Operations Development Section (No. 554)
--------------------------------	---	--

Duties: Plan, collect, collate and analyse and report statistics and other data relative to the state of operational efficiency in the Department. Assist with investigations and studies of operational systems design and the review thereof.

Office of the Government Ceremonial and Hospitality, Visits Branch

H. J. Van de Brug 67/87032P	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Visits Operations Section (No. 129)
--------------------------------	---	--

Duties: Prepare correspondence and submissions relating to official engagements for visits by Heads of State, Heads of Government, Ministers of State, etc. Liaise with officials of Premier's Departments in the Australian States, of Australian Government Departments and Instrumentalities and other organisations as required. Prepare information for Ministerial and Departmental press releases.

Qualifications: Experience in undertaking arrangements for visits by Guests of the Government. Ability and experience in organising functions. Knowledge of Australian Press, transport and communications facilities desirable.

Hospitality Branch

E. Van Oosten 71/86478R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Gifts and Liaison Section (No. 133)
----------------------------	---	--

Duties: Assist with the processing of all arrangements for gifts and maintain a record of receipts, issues and stock on hand (Gift Register and Card Index). Assist with the preparation of correspondence, submissions and reports bearing on the functioning of the Prime Minister's Lodge, Kirribilli House and the Prime Minister's Offices in Canberra, Sydney and Melbourne.

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Public Service Inspector's Office

L. W. McKay 72/87138P	Clerical Assistant, Grade 4 \$5348-5685, Fourth Division, Department of the Capital Territory, Canberra	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Canberra (No. 545)
--------------------------	---	--

Duties: Attend to more difficult enquiries on employment and recruitment matters. Supervise public counter staff.

The Secretary's Division

M. E. K. Hard 72/41734C	Research Officer, Grade 1 \$6022-7652, Third Division, Canberra	Senior Research Officer, Grade 1 \$8886-9548, (Class 6), Third Division, Canberra (No. 295)
----------------------------	---	---

K. E. Jones 73/10251W	Research Officer, Grade 1 \$6022-7652, Third Division, Canberra	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Canberra (No. 299)
--------------------------	---	--

Duties above two positions: Undertake research and assist with investigations associated with the development and review of various activities of the Board.

Qualifications: University degree from an Australian University or recognised equivalent.

R. I. A. Marshman 72/41732T	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Research Officer, Grade 2 \$7899-8639, (Class 5), Third Division, Canberra (No. 316)
--------------------------------	---	--

M. L. Rush 72/41741K	Research Officer, Grade 1 \$6022-7652, Third Division, Canberra	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Canberra (No. 318)
-------------------------	---	---

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

N. A. Swails 73/57027T	Clerk \$2173-5594 (Class 1), Third Division, Canberra	Research Officer, Grade 2 \$7899-8639, (Class 5), Third Division, Canberra (No. 168).
---------------------------	---	---

Duties above four positions: Undertake research and assist with investigation associated with the development and review of various activities of the Board.

Qualifications: University degree from an Australian University or recognised equivalent.

M. G. Hyman 73/81586K	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Research Officer, Grade 1 \$6022-7652, Third Division, Canberra, vice M. E. K. Hard, prov. prom. 11.4.74 (No. 165)
S. P. Saunders 72/76187T	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Research Officer, Grade 1 \$6022-7652, Third Division, Canberra, vice K. E. Jones, prov. prom. 11.4.74 (No. 180)

Duties above two positions: Undertake research and assist with investigations associated with the development and review of various activities of the Board.

Qualifications: University degree from an Australian university or recognised equivalent.

Assistant Secretary's Branch

C. J. Carder 64/85197R	Clerk \$8886-9548 (Class 6), Third Division, Canberra	Clerk \$9876-10538 (Class 7), Third Division, Management Services Section, Canberra (No. 474)
---------------------------	---	---

Duties: Preparation and revision of estimates, continuous review of expenditure and allocation of funds. Prepare applications for additional funds.

J. A. Hamilton 66/86573P	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Management Services Section, Accounts and Office Services Sub-section, Canberra (No. 348)
-----------------------------	---	--

Duties: Control, direct and co-ordinate the operation of the Accounts and Office Services Sub-section. Investigate the need for and prepare submissions on requests for office machines. Responsible for forms control and design. Prepare furniture and fittings, new works and repairs and maintenance proposals and implement programmes.

ADP Division, Department ADP Systems Branch

C. G. Mobbs 59/47357M	Programmer \$11032-11525 (Class 8), Third Division, Postmaster-General's Department, Melbourne	Inspector \$12019-12510 (Class 9), Third Division, Department Systems 'B' Section, Canberra (No. 192)
--------------------------	--	---

Duties: Assist with the development and review of departmental ADP Systems and department proposals for the acquisition of electronic computers and associated equipment.

Qualifications: Experience in analysis, design and programming for computer-based systems. Considerable expertise and technical judgement in ADP systems. Tertiary qualifications desirable.

Development Division, Classification Development Branch

E. J. Windsor 72/87015G	Typist, Grade 2 \$4731-5035, Fourth Division, Canberra	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra (No. 166)
----------------------------	--	---

Duties: Perform secretarial duties for a Second Division Officer.

Qualifications: Shorthand, at least 100 words per minute.

Employment Group Reviews Branch

T. R. McGhie 72/81370E	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Investigator \$8886-9548 (Class 6), Third Division, Canberra (No. 20)
---------------------------	---	---

Duties: Undertake research and prepare reports associated with reviews of classification structures and qualifications of employment groups in the Australian Public Service.

Qualifications: Academic qualifications to be stated.

Employment Conditions Division, Employment Conditions Branch No. 1

G. A. Cameron 68/10806A	Assistant Inspector \$11032-11525 (Class 8), Division, Canberra	Inspector \$12019-12510 (Class 9), Third Division, Joint Council Section, Canberra, vice J. S. Stebbins, prov. prom. 31.1.74 (No. 7)
----------------------------	---	--

Duties: Secretary to Joint Council, the employer/employee advisory body. Participate in the work of associated Sub-committees. Analyse proposals for consideration by Joint Council and prepare associated papers and reports

Organisation Division, Organisation Branch No. 1

K. M. Wanganeen 73/66136G	Research Officer, Grade 1 \$6022-7652, Third Division, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Canberra (No. 143)
------------------------------	---	---

Duties: Assist with investigations into departmental organisation, establishment and classification matters.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Personnel Management Division, Recruitment Branch

G. J. Whitty 71/36324M	Clerk \$6912-7652 (Class 4), Third Division, Canberra	Clerk \$7899-8637 (Class 5), Third Division, Recruitment Programmes Section, Can- berra, vice P. McQuaid, prov. prom. 21.3.74 (No. 540)
---------------------------	--	--

Duties: Assist with investigation and prepare reports and correspondence on recruitment policies and procedures and on departmental recruitment problems, in particular employment categories.

PRIME MINISTER AND CABINET

CENTRAL OFFICE

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

Services Branch

G. C. West 63/10081E	Assistant Inspector \$8886-9548 (Class 6), Third Division, Department of Defence (Air Office), Canberra	Inspector \$11032-11525 (Class 8), Third Division, Management Services Section, Management Projects and Review Sub- section, Canberra (No. 326)
-------------------------	---	--

Duties: Undertake reviews and advise on management systems and technique. Direct the work of the Sub-section.

Qualifications: Previous experience in organisational, functional and management systems review work desirable. Academic qualifications desirable.

M. A. Godfrey 66/85442T	Clerk \$8886-9548 (Class 6), Third Division, Department of Overseas Trade, Canberra	Clerk \$9676-10538 (Class 7), Third Divi- sion, Management Services Section, Fin- ance and Accounts Sub-section, Can- berra, (No. 374)
----------------------------	--	---

Duties: Direct and control financial and accounting services of the office. Advise senior officers on financial matters.

Qualifications: Wide knowledge of and experience in financial management; accounting qualifications desirable.

G. E. Davis 70/86443G	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Management Services Section, Finance and Accounts Sub-section, Canberra (No. 376)
--------------------------	--	---

Duties: Examiner of accounts, certifying officer, collector of public moneys, paymaster; effect recoveries of moneys owing to the Office of the Industries Assistance Commission.

Qualifications: Sound knowledge of Audit Act and Treasury Regulations, together with experience in accounting procedures and systems desirable.

J. A. Keys 71/87957E	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Department of Supply, Canberra	Clerk \$6912-7652 (Class 4), Third Divi- sion, Management Services Section, Personnel Sub-section, Canberra (No. 332)
-------------------------	--	---

Duties: Staff Clerk. Interpret and direct the application of Public Service Board and other personnel instructions and guidelines, certify Treasury forms 28, provide assistance with salary estimates and oversight the training of subordinate staff.

Qualifications: Sound knowledge of Public Service Act, Regulations and General Orders and the application thereof.

D. W. Corby 73/88388T	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Management Services Section, Administrative Services Sub-section, Can- berra, vice G. E. Davis, prov. prom. 11.4.74 (No. 70)
--------------------------	--	---

Duties: Control purchases, prepare requisitions for stationery, office requisities, furniture and equipment, maintain records of expenditure, authorise claims for payment and assist in the preparation of information for annual estimates of expenditure.

Qualifications: Relevant experience desirable.

J. M. Blood 73/88409C	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, ADP Section, Canberra (No. 425)
--------------------------	--	---

Duties: Responsible for the staging of computer runs, carry out clerical support duties.

Qualifications: Experience in the work areas of ADP accounts and work scheduling an advantage.

P. A. Bayne 73/88402W	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Technical Services Section, Canberra (No. 69)
--------------------------	--	--

Duties: Assist in the compilation of statistics for use by the Commission.

Qualifications: Appropriate experience desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

AUDITOR-GENERAL'S OFFICE

CENTRAL OFFICE

- | | | |
|--|---|---|
| A. Dawes
67/86906G | Steno-secretary, Grade 1 \$5311-5663,
Fourth Division, Department of the
Special Minister of State, Commonwealth
Archives Office, Canberra | Steno-secretary, Grade 2 \$6014-6484
Fourth Division, Department of the Prime
Minister and Cabinet, Auditor-General's
Office, Canberra (No. 169) |
| <i>Duties:</i> Provide secretarial and stenographic assistance to a First Assistant Auditor-General (Level 3). | | |
| <i>Qualifications:</i> Shorthand, 100 words per minute. | | |
| M. I. Arnold
71/86743A | Steno-secretary, Grade 1 \$5311-5663,
Fourth Division, Canberra | Steno-secretary, Grade 2 \$6014-6484,
Fourth Division, Canberra |
| <i>Duties:</i> Provide secretarial and stenographic assistance to a First Assistant Auditor-General (Level 3). | | |
| <i>Qualifications:</i> Shorthand, 100 words per minute. | | |

TASMANIA

- | | | |
|--|--|--|
| J. M. Bardenhagen
71/81005M | Clerk (Audit) \$2713-5594 (Class 1), Third
Division, Hobart | Clerk (Audit), Grade 2 \$5806-6666 (Class
2/3), Third Division, Hobart (No. 11) |
| <i>Duties:</i> Under supervision assist Audit Inspectors and Assistant Audit Inspectors as required. | | |

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Management Services Division, ADP Branch

- | | | |
|---|--|--|
| A. C. Clover
72/14580T | Computer Operator, Grade 1 \$5302-5600,
Fourth Division, Sydney | Computer Operator, Grade 2 \$5894-6192,
Fourth Division, Operations Section,
Computer Operations Sub-section, Sydney
(No. 81) |
| <i>Duties:</i> Operate a full range of peripheral equipment in a large scale computer complex with teleprocessing facilities. | | |
| <i>Note:</i> The above position involves shiftwork. | | |

Finance Branch

- | | | |
|---|---|--|
| L. B. Richards
69/87121T | Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, unattached | Clerical Assistant, Grade 5 \$5879-6265,
Fourth Division, Systems and Costing
Section, Canberra (No. 26) |
| <i>Duties:</i> Collate Branch costing returns and prepare less technical costing reports. Compile basic costs and statistics statements and provide general clerical assistance within the Section. | | |

VICTORIA

Repatriation Artificial Limb and Appliance Centre

- | | | |
|--|--|--|
| R. W. Hoelzinger
70/37717A | Clerk \$5806-6666 (Class 2/3), Third
Division | Clerk \$6912-7652 (Class 4), Third Division,
Administrative and General Services
Section, Melbourne (No. 52) |
| <i>Duties:</i> Responsible to the Manager for general administrative functions of the Repatriation Artificial Limb and Appliance Centre. | | |

QUEENSLAND

Branch Office

- | | | |
|--|---|---|
| J. C. Hunter
65/57488P | Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division | Clerical Assistant, Grade 5 \$5879-6265,
Fourth Division, Office Services Section
Brisbane (No. 20) |
| <i>Duties:</i> Inquiry Counter Supervisor. | | |
| <i>Qualifications:</i> Good knowledge of Departmental procedures and ability to control staff desirable. | | |

SOUTH AUSTRALIA

Branch Office

- | | | |
|---|--|--|
| M. D. Northcott
66/67071T | Typist, Grade 1 \$2113-4579, Fourth
Division, Typists Section, Adelaide | Typist, Grade 2 \$4731-5035, Fourth
Division, Typists Section, Adelaide (No. 3) |
| <i>Duties:</i> Personal typist and stenographer for administrative and personnel staff. | | |

WESTERN AUSTRALIA

Branch Office

- | | | |
|---|---|---|
| A. Tolley
72/75023P | Clerk \$2713-5594 (Class 1), Third Division | Clerk \$5806-6666 (Class 2/3), Third
Division, Pensions Section, Perth (No. 7) |
| <i>Duties:</i> Prepare and submit recommendations for grants, restorations, variations and cancellations of war pensions and associated allowances. | | |
| <i>Qualifications:</i> Sound knowledge of Australian Soldiers' Repatriation Act, General Orders (Pensions), and relevant instructions. | | |

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

TASMANIA

Branch Office

V. Simic 63/81099E	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Accounts Section, Hobart (No. 23)
-----------------------	--	---

Duties: Invite and prepare schedules of tenders and quotations, prepare schedules of works estimates, act as liaison officer between the Branch and Department of Housing and Construction, and convene meetings of the Branch Procurement and Contract Board.

Qualifications: Ability to negotiate with medical, technical and lay staff and business firms desirable.

DEPARTMENT OF SCIENCE

AUSTRALIAN CAPITAL TERRITORY

PATENT TRADE MARK AND DESIGNS OFFICE

Administration Branch

H. A. Entriken 58/39151K	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Patent General Services Section, Canberra (No. 824)
-----------------------------	--	--

Duties: In charge of General Services Section and liaison with Management Services Branch on matters affecting budget, staffing, training and accommodation etc. as they relate to the Patent Office.

J. G. O'Brien 69/87107G	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Patent Services Section, Canberra (No. 606)
----------------------------	---	---

Duties: Assist the officer in charge of Registry in the control of Trade Mark and Design cases.

BUREAU OF METEOROLOGY

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Regional Office

D. G. Hill 69/36407E	Meteorologist, Class 1 \$6000-8953, Third Division, Canberra	Meteorologist, Class 2 \$9397-10521, Third Division, Regional Forecast Centre (No. 2)
-------------------------	---	--

Duties: Under direction of more senior staff, responsible for preparation of synoptic analyses and preparation and issue of forecasts and warnings.

Qualifications: Appropriate degree or diploma, experience in the provision of forecasts and warnings desirable.

VICTORIA

Regional Office

J. Yescovitch 71/38759P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Transport, Melbourne	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Facilities and Information Section, Melbourne (No. 116)
----------------------------	--	---

Duties: In charge of the Regional Library. Collate material for the library; prepare and maintain accession lists, index cards, serial numbers, etc.

Qualifications: Experience in library or similar work desirable.

QUEENSLAND

Regional Office, Field Offices Pool

D. H. Sunner 58/31843K	Observer, Grade 2 \$5787-6558, Fourth Division	Observer, Grade 3 \$6881-7321, Fourth Division, Brisbane (No. 224)
---------------------------	---	---

Duties: May include one or more of the following: (a) officer in charge of a field station; (b) Senior Observer in a Regional Office, Forecast and Warning Section; (c) Senior Observer in an Aviation Office; (d) inspector of allowance observing stations; (e) quality control, processing and analysis of meteorological data.

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

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

R. J. Butt 64/85828M	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Finance Section (No. 204)
-------------------------	---	---

Duties: Assist with the review of draft and forward estimates of expenditure and associated statements.

Qualifications: Sound knowledge of Treasury Regulations, Audit Act and estimating procedures. Accountancy qualifications desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Property Division, Accommodation Branch

C. M. Galvin 72/87803K	Clerk \$2713-5594 (Class 1), Third Division, Department of the Treasury	Clerk \$5806-6666 (Class 2/3), Third Division, Construction Projects Section (No. 4)
---------------------------	--	--

Duties: Assist in investigations, research, etc., and in the handling of meetings and business arising therefrom.

Survey Branch

B. F. Leigh 68/85062C	Draftsman, Grade 2 \$7843-8347, Third Division	Senior Draftsman \$8599-9103, Third Division (No. 395)
--------------------------	---	---

Duties: Supervise the work of a group of Draftsmen engaged on land, engineering and topographic drafting. Undertake important plan work.

J. A. Chamberlain 64/85674K	Draftsman, Grade 2 \$7843-8347, Fourth Division	Senior Draftsman \$8599-9103, Fourth Division (No. 155)
--------------------------------	--	--

Duties: Undertake drafting duties of an unusual or complex nature. Instruct less experienced staff.

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

W. B. Stoodley 71/88542A	Draftsman, Grade 1 \$6003-7613, Third Division	Draftsman, Grade 2 \$7843-8347, Third Division, vice J. A. Chamberlain, prov. prom. 11.4.74 (No. 164)
-----------------------------	---	---

Duties: Plot and draw plans from Surveyor's field notes.

R. Craven 70/86686R	Technical Officer (Surveying), Grade 1 \$6003-7613, Third Division, Division of National Mapping, Department of Mine- rals and Energy	Technical Officer (Surveying), Grade 2 \$7843-8347 Third Division (No. 401)
------------------------	--	--

Duties: Under technical direction, lead a small party carrying out less complex engineering and topographic surveys.

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

NEW SOUTH WALES

Property Division

G. J. Lisle 68/10147T	Draftsman, Grade 2 \$7843-8347, Fourth Division	Senior Draftsman \$8599-9103, Fourth Division, Survey and Drafting Section (No. 242)
--------------------------	--	--

Duties: Supervise the work of a group of draftsmen engaged on land, engineering and topographic drafting. Undertake important plan work.

F. Shepherd 65/13096A	Draftsman, Grade 1 \$6003-7613, Third Division	Draftsman, Grade 2 \$7843-8347, Third Division, Survey and Drafting Section (No. 114)
--------------------------	---	---

Duties: Plot and draw plans from Surveyor's field notes.

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

VICTORIA

Property Division

D. A. Simmonds 67/36519X	Clerk \$12019-12510 (Class 9), Third Division, Office of the Industries Assist- ance Commission, Department of the Prime Minister and Cabinet, Canberra	Executive Officer \$13004-13498 (Class 10), Third Division, Accommodation Section (No. 300)
-----------------------------	--	---

Duties: Direct the activities of the Accommodation Section. Exercise delegations and make formal recommendations under approved legislation.

Qualifications: Considerable managerial experience together with ability to negotiate at senior levels, both within and without the Service, desirable.

R. K. Williams 73/38552W	Draftsman, Grade 1 \$6003-7613, Fourth Division	Senior Draftsman \$8599-9103, Fourth Division, Survey and Drafting Section (No. 42)
-----------------------------	--	---

Duties: Undertake the drafting of plans requiring a high standard of knowledge and skill. Supervise and check the work of the Land Titles cell.

P. G. Laskaj 68/40433M	Draftsman, Grade 2 \$7843-8347, Third Division	Senior Draftsman \$8599-9103, Third Division, Survey and Drafting Section (No. 353)
---------------------------	---	---

Duties: Supervise the work of a group of draftsmen engaged on land, engineering and topographic drafting. Undertake important plan work.

Qualifications above two 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

Survey and Drafting Section

G. J. Fincher 74/36515A	Drafting Assistant, Grade 1 \$4439-5468, Third Division	Draftsman, Grade 1 \$6003-7613, Third Division, Drafting Sub-section, Melbourne (No. 45)
----------------------------	--	--

Duties: Plot and draw survey and property plans from surveyors' field notes and sketches including standard plan works. Make and check calculations.

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

NORTHERN TERRITORY

Survey Section

R. D. Bradow 67/61705A	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Housing and Construction, Darwin	Clerk \$6912-7652 (Class 4), Third Division, Administration Sub-section, Darwin (NP)
---------------------------	---	---

Duties: Control and direct the activities of the Administration Sub-section including the co-ordination and development of administrative services.

Qualifications: Ability to prepare submissions and estimates combined with experience in Administration procedures desirable.

Drafting Section

R. E. Hutchinson 59/19671G	Draftsman, Grade 2 \$7843-8347, Fourth Division, Drafting Section, Darwin	Senior Draftsman \$8599-9103, Fourth Division, Drafting Section, Darwin (NP)
-------------------------------	--	---

Duties: Supervise and check the preparation of lease instruments, land grants, etc., and auction plans.

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

AUSTRALIAN ELECTORAL OFFICE

VICTORIA

I. V. J. Hawkins 71/38874P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Attorney-General's De- partment, Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Melbourne (No. 9)
-------------------------------	--	--

Duties: Attend counter inquiries, check electoral returns and assist generally.

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Management Division, Establishments and Finance Branch

D. J. Hamilton 59/38092M	Senior Inspector \$12019-12510 (Class 9), Third Division	Director \$13004-13498 (Class 10), Third Division, Establishments and Projects Section, Canberra (No. 840)
-----------------------------	---	--

Duties: Direct, co-ordinate and control the work of the section. Provide high level advice to management on establishment matters. Exercise delegations under Section 29 of the Public Service Act.

R. T. Coffey 58/16585X	Senior Inspector \$12019-12510 (Class 9), Third Division	Director \$13004-13498 (Class 10), Third Division, Personnel and Services Section, Canberra (No. 27)
---------------------------	---	--

Duties: Direct, co-ordinate and control the work of the Personnel and Services Section. Provide high level advice to senior management and formulate policies in regard to the Department's personnel practices, staff development schemes, training, recruitment, industrial and staff welfare matters. Exercise appropriate delegations.

ADP Branch

M. A. Harper 63/57107W	Programmer \$8886-9548 (Class 6), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Planning and Services Section, Canberra (No. 594)
---------------------------	---	---

Duties: Undertake studies associated with long term planning, evaluation of new operational techniques, equipment and extensions of ADP systems.

Establishments and Finance Branch

K. A. Kennedy 73/85967W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments and Projects Section, Canberra (No. 849)
----------------------------	---	--

Duties: Assist in the review of delegations under Social Welfare legislation. Provide staffing and establishments information to management. Prepare routine correspondence associated with the work of the Section.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Social Welfare Division, Community and Professional Services Branch

H. K. Regan 71/88056E	Social Worker, Class 2 \$8390-9075, Third Division, A.C.T. Health Services Commission, Canberra	Social Worker, Class 4 \$10440-10840, Third Division, Social Work Section, Canberra (No. 306)
--------------------------	---	---

Duties: Assistant Director (Social Work). Co-ordinate, develop and provide a consultant service on departmental casework/group work services. Evaluate developments in social work, liaise with welfare organisations and prepare high level advice and correspondence.

Project and Development Branch

J. Barlow 64/10360E	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$9876-10538 (Class 7), Third Division, Special Projects Section, Canberra (No. 816)
------------------------	---	--

Duties: Assist in the operations of the Section; deputise as required at meetings. Undertake investigations into the effectiveness and cost of existing welfare activities. Liaise with welfare organisations, State Government agencies and training authorities on training matters associated with the welfare field.

NEW SOUTH WALES

Management Branch

J. M. Lee 58/20493G	Clerk \$7899-8639 (Class 5), Third Division, Sydney	Clerk \$8886-9548 (Class 6), Third Division, Operations Section, Sydney (No. 143)
------------------------	---	---

Duties: Duty Programmer. Assist in day-to-day operations of the Computer Centre, including overall supervision and control of shift, oversight of job control procedures. Perform ad hoc programming tasks.

Qualifications: Knowledge of IBM System 360 computer operating system and departmental computer operations desirable.

R. J. Hayes 68/10928G	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney	Clerk \$7899-8639 (Class 5), Third Division, Operations Section, Sydney, vice J. M. Lee, prov. prom. 18.4.74 (No. 137)
--------------------------	---	--

Duties: Schedule jobs on computer and prepare job control instructions.

Qualifications: Knowledge of Departmental computer operations desirable.

Welfare Services Branch

J. A. Lucas 73/14586M	Occupational Therapist, Class 1 \$4618-6760, Third Division, Sydney	Occupational Therapist, Class 2 \$8683-9555, Third Division, Rehabilitation Section, Sydney (No. 1021)
--------------------------	---	--

Duties: Under direction of Occupational Therapist, Grade 3, direct occupational therapy in the contracts unit at Mount Wilga Rehabilitation Centre.

Qualifications: Degree or diploma in Occupational Therapy of a university, college of advanced education or equivalent institution. Relevant experience.

J. C. Regan 70/11368G	Social Worker, Class 1 \$5360-7980, Third Division, Sydney	Social Worker, Class 2 \$8390-9075, Third Division, Sydney (No. 1105)
--------------------------	--	---

Duties: Allocate, co-ordinate and supervise the work of staff. Undertake social work involving difficult and complex cases. Carry out surveys and special investigations.

Qualifications: Diploma or degree in Social Work/Social Studies, or equivalent qualifications. Relevant experience desirable.

J. E. Downes 69/11711C	Social Worker, Class 1 \$5360-7980, Third Division, Sydney	Social Worker, Class 2 \$8390-9075, Third Division, Sydney (No. 1668)
---------------------------	--	---

Duties: Allocate, co-ordinate and supervise work of staff. Undertake social work involving difficult and complex cases. Carry out surveys and special investigations.

Qualifications: Diploma or degree in Social Work/Social Studies or equivalent qualifications. Relevant experience desirable.

Regional Offices

K. B. Lim 72/12068X	Social Worker, Class 1 \$5360-7980, Third Division, Sydney	Social Worker, Class 2 \$8390-9075, Third Division, Marrickville (No. 2039)
------------------------	--	---

Duties: Control the social work and welfare services of the Regional Office. Liaise with community and social welfare organisations; prepare reports as needed. Undertake social work involving difficult and complex cases.

Qualifications: Diploma or degree in Social Work/Social Studies, or equivalent qualifications. Relevant experience desirable.

VICTORIA

Management Branch

A. C. Stewart 71/40442W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Establishments and Finance Section, Melbourne (No. 24)
----------------------------	--	--

Duties: Maintain register of cheques issued and pre-stamp cheque serial numbers on Paymaster Cash Sheets.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

- | | | |
|---|---|---|
| <p>T. J. Spiers
70/41273X</p> | <p>Clerical Assistant, Grade 2 \$4393-4678,
Fourth Division</p> | <p>Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Establishments and
Finance Section, Melbourne (No. 50)</p> |
| <p><i>Duties:</i> Maintain the cheque issue registers covering all benefits of the Department.</p> | | |
| <p>A. F. Potter
58/36725C</p> | <p>Clerk \$7899-8639 (Class 5), Third Division</p> | <p>Clerk \$8886-9548 (Class 6), Third Division,
Operations Section, Melbourne (No. 156)</p> |
| <p><i>Duties:</i> Officer-in-charge, Pensions Systems. Continuously review clerical procedures in the light of changes in ADP systems design, redesigned forms and input methods or from changes in legislation, policy, or directives received from the Central Administration.</p> | | |
| <p><i>Qualifications:</i> Sound knowledge of Pensions ADP system desirable.</p> | | |
| <p>B. P. Herbert
68/36768M</p> | <p>Clerk \$6912-7652 (Class 4), Third Division,
unattached</p> | <p>Clerk \$7899-8639 (Class 5), Third Division,
Establishments and Finance Section,
Melbourne (No. 25)</p> |
| <p><i>Duties:</i> Officer-in-charge, Overpayments. Supervise and control the work of the Sub-section, which includes overpayments, original duplicate cheques negotiated, and fraudulently negotiated cheques. Be responsible for on-the-job training of staff of the Sub-section. Liaise with Deputy Crown Solicitor's Office.</p> | | |
| <p><i>Qualifications:</i> Sound knowledge of the benefits and penalty provisions of the Social Services Act, together with a working knowledge of civil law processes for debt recovery and a comprehensive knowledge of all delegations held by competent authority desirable.</p> | | |
| <p>A. L. McElroy
58/36681R</p> | <p>Clerk \$7899-8639 (Class 5), Third Division</p> | <p>Clerk \$8886-9548 (Class 6), Third Division,
Operations Section, Melbourne (No. 1614)</p> |
| <p><i>Duties:</i> Officer-in-charge, Output Control. Supervise, control and co-ordinate the processing of output associated with Pensions, Family Allowances and other minor systems, including quality control and maintenance of control accounts for benefit payments. Supervise the operation of implemented system changes including Amending Legislation.</p> | | |
| <p><i>Qualifications:</i> Knowledge of ADP benefit functions desirable.</p> | | |
| <p>M. A. T. Gaynor
64/38058A</p> | <p>Clerk \$6912-7652 (Class 4), Third Division,
Benefits Branch</p> | <p>Clerk \$7899-8639 (Class 5), Third Division,
Operations Section, Melbourne (No. 1664)</p> |
| <p><i>Duties:</i> Prepare contents of procedural, instructional or other locally required Manuals in conjunction with relevant Section Heads, Central Administration and Systems Review Sub-section.</p> | | |
| <p><i>Qualifications:</i> Ability to undertake investigations and produce documentation in clear, concise, and effective presentation.</p> | | |
| <p>T. A. Phillips
67/40191A</p> | <p>Clerk \$5806-6666 (Class 2/3), Third
Division, Benefits Branch</p> | <p>Clerk \$6912-7652 (Class 4), Third Division,
Operations Section, Melbourne (No. 163)</p> |
| <p>M. M. Fahey
68/37013C</p> | <p>Clerk \$5806-6666 (Class 2/3), Third
Division, Benefits Branch</p> | <p>Clerk \$6912-7652 (Class 4), Third Division,
Operations Section, Melbourne (No. 167)</p> |
| <p>M. T. Meeker
68/39691A</p> | <p>Clerk \$5806-6666 (Class 2/3), Third
Division, Community Welfare Branch</p> | <p>Clerk \$6912-7652 (Class 4), Third Division,
Operations Section, Melbourne (No. 168)</p> |
| <p><i>Duties above three positions:</i> Check details shown on 'Record Print-Outs' against details shown on Examiner Report, Forms SA20. Take appropriate action to correct discrepancies and cancel unwanted results. Delete relative entries from 'Daily Payment List' of cheques withdrawn and prepaid.</p> | | |
| <p>P. J. Gilmartin
69/36858E</p> | <p>Clerk \$5806-6666 (Class 2/3), Third
Division, Health Benefits and Services
Branch</p> | <p>Clerk \$6912-7652 (Class 4), Third Division,
Operations Section, Melbourne (No. 186)</p> |
| <p><i>Duties:</i> Forms Control Officer. Examine the need for new and existing forms. Act as Chairman of the Forms Committee; authorise the printing or reprinting of local forms; arrange replenishment of Centrally produced forms.</p> | | |
| <p><i>Qualifications:</i> Ability to design and layout forms desirable.</p> | | |
| <p>N. L. Smith
69/36299G</p> | <p>Clerk \$2713-5594 (Class 1), Third Division</p> | <p>Clerk \$6912-7652 (Class 4), Third Division,
Operations Section, Melbourne (No. 155)</p> |
| <p><i>Duties:</i> Assist in preparation of material required for systems studies; undertake the preparation of test data and test checking for testing of new ADP systems to ensure compatibility of clerical procedures with ADP system definition. Prepare, arrange and distribute documentation for all manuals affected by new introductions.</p> | | |
| <p>H. M. Rhimes
68/36600A</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division,
Benefits Branch</p> | <p>Clerk \$6912-7652 (Class 4), Third Division,
Operations Section, Melbourne (No. 1665)</p> |
| <p><i>Duties:</i> Revision Officer. Revise, as a continuous process, contents of locally produced manuals of instruction, procedure etc. for correctness and effectiveness. Liaise with Section Heads and Maintenance Review Sub-section on technical details, and prepare draft amendments.</p> | | |
| <p><i>Qualifications:</i> Knowledge of Social Services Act and Departmental procedures desirable.</p> | | |
| <p>K. W. Ridgeway
69/40040K</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division,
Benefits Branch</p> | <p>Clerk \$6912-7652 (Class 4), Third Division,
Operations Section, Melbourne (No. 1615)</p> |
| <p><i>Duties:</i> Officer-in-charge, Family Allowances Output. Control the processing of Computer output associated with the Family Allowances ADP System. Supervise and train staff in the Output Control Sub-section, Family Allowances cell.</p> | | |
| <p><i>Qualifications:</i> Knowledge of Family Allowances ADP functions desirable.</p> | | |

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
K. E. Lockwood 70/36232K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Melbourne (No. 1344)
H. M. Cizmesija 71/40801A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Melbourne (No. 1618)
D. W. Jenkins 71/40939R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Melbourne (No. f619)
E. Medson 71/41468R	Clerk \$2713-5594 (Class 1), Third Division, Regional Offices, Dandenong	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Melbourne (No. 1620)
R. B. Kaufman 71/41452P	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Melbourne (No. 1621)
A. G. Klitzing 72/37118G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Melbourne (No. 1622)
K. P. Murphy 72/39794W	Clerk \$2713-5594 (Class 1), Third Division, Benefits Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Melbourne (No. 1624)
M. T. Fox 72/37649C	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Melbourne (No. 1623)

Duties above eight positions: Output Monitor. Check details shown on record printouts against details shown on input documents. Take appropriate action to ensure that discrepancies and unwanted results are corrected. Take action to withdraw and repay cheques.

Qualifications above eight positions: Knowledge of Family Allowances ADP Functions and Examination of Output desirable.

P. J. Colorette 67/39551X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Benefits Branch	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Operations Section, Melbourne (No. 176)
------------------------------	---	---

Duties: Input Checker. Check that the number of coding and action sheets in each batch agrees with the number of transactions shown, and that a batch card and the required number of input punch cards have been punched and verified for each coding and action sheet contained in the batch.

C. I. R. A. De Cicester-Steuart-Smith 71/38436K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Benefits Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Operations Section, Melbourne (No. 178)
--	---	---

Duties: Conduct searches for files held in the Section which are required for special payment action or to furnish replies to payment queries.

J. M. McRae 71/39144R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Melbourne (No. 46)
--------------------------	---	---

Duties: Prepare correspondence to beneficiaries and make resulting decisions regarding issue of duplicate cheques. Arrange for the issue of duplicate cheques as required.

R. W. Smith 68/37016R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$5806-6666 (Class 5), Third Division, Operations Section, Melbourne (No. 126)
--------------------------	---	--

Duties: Scheduler. Receive all data for input to the computer, and responsible for the scheduling of work in accordance with pre-determined priorities. Shift work is involved.

Qualifications: Sound knowledge of ADP and Departmental procedures desirable.

QUEENSLAND

Health Insurance and Benefits Branch

J. C. Martin 64/57114E	Clerk \$7899-8639 (Class 5), Third Division, Insurance and Organisations Section, Brisbane	Clerk \$8886-9548 (Class 6), Third Division, Institutions Section, Brisbane (No. 907)
---------------------------	--	---

Duties: Act as Secretary to the Nursing Home Fees Review Committee of Inquiry. Make preliminary examination of proprietors' information and prepare necessary documents for distribution to members. Arrange the meetings and prepare the Committee's reports.

Qualifications: Accountancy qualifications are desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Management Branch

E. A. Galligan 69/58440A	Clerk \$5806-6666 (Class 2/3), Third Division, Internal Audit Section, Brisbane	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section, Brisbane (No. 155)
-----------------------------	---	---

Duties: Carry out detailed checks and assist in audit investigations. Review and examine procedures in operation in Benefit Branches and Regional Offices.

G. Rampton 70/57910P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Operations Section, Brisbane	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Establishments Section, Brisbane (No. 40)
-------------------------	--	---

Duties: Supervise the staff and ensure the efficient functioning of the mail room.

SOUTH AUSTRALIA

Benefits Branch

A. Plavenieks 67/66530M	Clerk \$5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefits Section, Adelaide	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, vice D. Hubber, prov. prom. 11.4.74 (No. 9)
----------------------------	---	--

Duties: Conduct annual review of pension cases including misrepresentations or breaches of the Social Services Act.
Qualifications: Sound knowledge of the Social Services Act.

L. M. Drew 66/66081P	Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefits Branch, Adelaide	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section (No. 629)
-------------------------	--	---

Duties: Conduct monthly and special reviews of age, invalid, widows and reciprocal pension cases with a view to determining continuance, suspension, cancellation or variation of benefit. Interview pensioners and others and prepare correspondence.

Qualifications: A sound knowledge of the Social Services Act.

C. Robb 66/66092A	Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefits Branch, Adelaide	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section (No. 630)
----------------------	--	---

Duties: Conduct monthly and special reviews of age, invalid, widows and reciprocal pension cases with a view to determining continuance, suspension, cancellation or variation of benefit. Interview pensioners and others and prepare correspondence.

Qualifications: A sound knowledge of the Social Services Act.

C. J. D'amato 66/58073A	Clerk \$5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefit Section, Adelaide	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, Adelaide (No. 631)
----------------------------	--	---

Duties: Conduct monthly and special reviews of age, invalid, widows and reciprocal pension cases with a view to determining continuance, suspension, cancellation or variation of benefit. Interview pensioners and others and prepare correspondence.

Qualifications: A sound knowledge of the Social Services Act.

L. Olley 69/66828A	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section, Adelaide	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, Adelaide, vice K. Hawkins, prov. prom. 11.4.74 (No. 10)
-----------------------	---	--

Duties: Conduct annual review of pension cases including misrepresentations or breaches of the Social Services Act.
Qualifications: Sound Knowledge of the Social Services Act.

H. G. Barnes 58/24210R	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, Adelaide	Pensions Officer \$7899-8639 (Class 5), Third Division, Pensions Section (No. 21)
---------------------------	---	---

Duties: Take evidence from claimants. Investigate pension claims and report and make recommendations on each claim.

Qualifications: Sound working knowledge of Social Services Act. Ability to carry out interviews and prepare reports.

D. F. Hubber 63/66057X	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, Adelaide	Pensions Officer \$7988-8639 (Class 5), Third Division, Pensions Section, vice N. S. Moat, prov. prom. 11.4.74 (No. 38)
---------------------------	---	---

Duties: Take evidence from claimants. Investigate pension claims and report and make recommendations on each claim.

Qualifications: Sound working knowledge of Social Services Act. Ability to carry out interviews and prepare reports.

P. A. Carmen 63/66088X	Clerk \$6912-7652 (Class 4), Third Division, Pensions Section, Adelaide	Clerk \$7988-8639 (Class 5), Third Division, Pensions Section, vice D. East, prov. prom. 11.4.74 (No. 39)
---------------------------	---	---

Duties: Carry out validation of the Pensions Procedure Manual on a regular programmed basis. Prepare amendments as necessary.

Qualifications: Sound knowledge of Pensions Section functions and procedures. Ability to carry out investigations, prepare reports and procedural instructions. High standard of written expression required.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
N. S. Moat, 58/24165P <i>Duties:</i> In respect of pensions and allowances, exercise delegated authority to determine claims and vary, suspend, restore or cancel any pension or allowance. <i>Qualifications:</i> A sound knowledge of the Social Services Act and demonstrated supervisory ability.	Pensions Officer \$7899-8639 (Class 5), Third Division, Pensions Section, Adelaide	Determining Officer \$8886-9548 (Class 6), Third Division, Pensions Section (No. 20)
D. M. East 58/24085T <i>Duties:</i> Investigate, telephone and other inquiries of an urgent nature from claimants, beneficiaries, pensioners, Members of Parliament, etc. relating to delays in action or payment. Take necessary corrective action. <i>Qualifications:</i> Detailed experience in all facets of pensions work. Ability to deal with beneficiaries, Parliamentarians, etc., by telephone or in writing.	Clerk \$7899-8639 (Class 5), Third Division, Pensions Section, Adelaide	Clerk \$8886-9548 (Class 6), Third Division, Pensions Section (No. 698).
K. M. Hawkins 62/66609M <i>Duties:</i> Take evidence from claimants. Investigate pensions claims and report and make a recommendation on each claim. <i>Qualifications:</i> Sound working knowledge of Social Services Act. Ability to carry out interviews and prepare reports.	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, Adelaide	Pensions Officer \$7899-8639 (Class 5), Third Division, Pensions Section (No. 16)
P. A. Godfrey 64/66098W <i>Duties:</i> Batch and control pension files passing through Input Sub-section.	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Adelaide	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Pensions Section (No. 846)
G. N. Gobell 64/66694G <i>Duties:</i> Correspondence Clerk. Prepare replies to more important correspondence including that received from Members of Parliament, Director-General, overseas, other Departments, etc. <i>Qualifications:</i> Technical competence of high level plus ability in communication.	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section, Adelaide	Clerk \$6912-7652 (Class 4), Third Division Pensions Section (No. 74)
A. M. Ivory 72/66482K <i>Duties:</i> Assistant Correspondence Clerk. Reply to general correspondence on pension matters. <i>Qualifications:</i> Broad knowledge of Social Services Act and States Grants (Deserted Wives) Act.	Clerk \$2713-5594 (Class 1), Third Division, Pensions Section, Adelaide	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section (No. 75)
L. A. Longford 72/66827C <i>Duties:</i> Supervise the work and staff of the Registry, including the compiling of Registry Management Statistics.	Clerk \$2713-5594 (Class 1), Third Division, unattached, Adelaide	Clerk \$5806-6666 (Class 2/3), Third, Division, Pensions Section, vice R. Grigg, prov. prom. 11.4.74. (No. 52)
U. Rotellini 69/66681R <i>Duties:</i> Examine and assess claims for funeral benefit. Prepare submissions where necessary. <i>Qualifications:</i> Knowledge of Social Services Act.	Clerk \$2713-5594 (Class 1), Third Division, Pensions Section, Adelaide	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section, Adelaide (No. 838)
J. Salzmann 72/66209T <i>Duties:</i> Prepare appropriate coding sheets in respect of all pensions action relating to payments by group cheque to pensioners in Institutions, including grants, admissions, amendments of rates, discharges and deaths.	Clerk \$2713-5594 (Class 1), Third Division, Pensions Section, Adelaide	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section (No. 839)
H. J. Myhill 72/66040M <i>Duties:</i> Prepare coding sheets for miscellaneous transactions affecting pension payment or records.	Clerk \$2713-5594 (Class 1), Third Division, Pensions Section, Adelaide	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section (No. 840)
J. R. Jamieson 72/66778G <i>Duties:</i> Prepare coding sheets for miscellaneous transactions affecting pension payments or records.	Clerk \$2713-5594 (Class 1), Third Division, unattached, Adelaide	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section (No. 842)
K. Powlesland 72/67034K <i>Duties:</i> Supervise and direct a searching team in the day to day searching for pension files.	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Adelaide	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section (No. 740)
T. J. Hardie 71/66600X <i>Duties:</i> Supervise and direct a searching team in the day to day searching for pension files.	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Adelaide	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section (No. 741)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. G. Ouwens 69/66393E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Establishments and Finance Section, Management Branch, Adelaide	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, vice G. Hennequin, prov. prom. 11.4.74 (No. 65)
<i>Duties:</i> Special Searcher.	Search for files urgently required by Director	and other Senior Officers.
D. Jovanovic 71/66846W	Typist, Grade 1 \$1838-3344, Fourth Division, Pensions Section, Adelaide	Typist, Grade 2 \$4113-4378, Fourth Division, Pensions Section (No. 80)
<i>Duties:</i> Perform typing and stenographic duties.		
G. Jones 66/66947W	Clerk \$5806-6666 (Class 2/3), Third Division, Unemployment and Sickness Benefit Section, Adelaide	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, Adelaide, vice J. Messenger, prov. prom. 11.4.74 (No. 24)
<i>Duties:</i> Conduct a monthly and special reviews of age, invalid, widows and reciprocal pension cases with a view to determining continuance, suspension, cancellation or variation of benefit. Interview pensioners and others and prepare correspondence.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
B. D. Spencer 69/66929P	Clerk \$2713-5594 (Class 1), Third Division, Management Branch, Rehabilitation Section, Felixtow	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, Adelaide, vice H. Barnes, prov. prom 11.4.74 (No. 25)
<i>Duties:</i> Conduct monthly and special reviews of age, invalid, widows and reciprocal pension cases with a view to determining continuance, suspension, cancellation or variation of benefit. Interview pensioners and others and prepare correspondence.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
P. J. Jones 69/66973W	Examiner, Grade 2 \$5806-6666 (Class 2/3), Third Division, Pensions Section, Adelaide	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Pensions Section, vice M. Rieger, prov. prom. 11.4.74 (No. 30)
<i>Duties:</i> Conduct monthly and special reviews of age, invalid, widows and reciprocal pension cases with a view to determining continuance, suspension, cancellation or variation of benefit. Interview pensioners and others and prepare correspondence.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
C. R. Duff 69/86788K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Adelaide	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section (No. 610)
<i>Duties:</i> Index Assistant. Prepare new record coding and action sheet as required. Create, where necessary, a new record for non-pensioner spouse.		
P. A. Tutt 69/66445P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Adelaide	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section (No. 6111)
<i>Duties:</i> Index Assistant. Prepare new record coding and action sheet as required. Create, where necessary, a new record for non-pensioner spouse.		
K. M. Kingston 69/66211G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Adelaide	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section (No. 633)
<i>Duties:</i> Sign and despatch correspondence for the General Review Sub-section and note re-submissions. Control re-submission system.		
A. J. G. Hennequin 69/36320C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Adelaide	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Pensions Section (No. 739)
<i>Duties:</i> Co-ordinate and direct the day-to-day activities of the teams searching for pension files.		
P. B. Mohr 70/66423R	Clerk \$2713-5594 (Class 1), Third Division, Management Branch, Establishments and Finance Section, Adelaide	Examiner, Grade 2 \$5806-6666 (Class 2/3), Third Division, Pensions Section, Adelaide, vice J. Testrow, prov. prom. 11.4.74 (No. 27)
<i>Duties:</i> Conduct special and monthly reviews and prepare correspondence and submissions in respect of entitlement for age, invalid and widows pension cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		
V. Crossley 70/66450X	Clerk \$2713-5594 (Class 1), Third Division, Pensions Section, Adelaide	Examiner, Grade 2 \$5806-6666 (Class 2/3), Third Division, Pensions Section, Adelaide, vice P. Jones, prov. prom. 11.4.74 (No. 632)
<i>Duties:</i> Conduct special and monthly reviews and prepare correspondence and submissions in respect of entitlement for age, invalid and widows pension cases.		
<i>Qualifications:</i> A sound knowledge of the Social Services Act.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. J. Spencer 69/67081X	Clerk \$2713-5594 (Class 1), Third Division, Rehabilitation Section, Management Branch, Felixstow	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section, Adelaide (No. 841)
----------------------------	---	--

Duties: Prepare coding sheets for miscellaneous transactions affecting pension payments or records.

Management Branch

N. A. Hallam 65/66659T	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Establishments Section, Adelaide	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Establishments Section, Adelaide (NP).
---------------------------	--	--

Duties: Purchasing Officer, Supervise and direct staff involved in stores and printing work; maintain all office services; responsible for minor repairs, transfer and disposal of furniture and equipment.

Qualifications: A good knowledge of Treasury requirements, office machines and equipment.

D. Wills 63/66849X	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Establishments Section, Adelaide	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Establishments Section, Adelaide (NP)
-----------------------	--	---

Duties: Officer-in-charge, Registry and Mail Room.

Qualifications: A wide knowledge of records, management techniques and departmental functions. Ability to lead and control staff.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 2, Island Territories Branch

M. Sheedy 74/85986W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of the Par- liamentary Library, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra (No. 222)
------------------------	---	---

Duties: Maintain statistical and other records for the section. Prepare routine correspondence and provide general clerical assistance to the section.

Australian Archives

T. C. Walsh 71/10060X	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Archivist, Grade 2 \$8886-9548 (Class 6), Third Division, Policy, Planning and Review Section, Registration and Disposal Sub-section (Context and Documentation Control), Canberra (No. 8)
--------------------------	--	--

Duties: Direct staff engaged in administrative history research and in the preparation and publication of Archival finding aids, guides, handbooks and inventories; review proposed context registrations and assist with investigations into computer applications.

Qualifications: Experience in archives work; knowledge of structure and functioning of Australian Government Departments; tertiary qualifications would be an advantage.

W. R. O'Neill 59/44889C	Clerk \$9876-10538 (Class 7), Third Division, Department of Services and Property, Canberra	Clerk \$11032-11525 (Class 8), Third Division, Administration Section, Canberra (No. 22)
----------------------------	---	--

Duties: Executive Officer. Provide assistance and advice to the Director on all personnel and administrative matters affecting the Australian Archives including preparation of annual estimates of expenditure. Prepare submissions on organisation, staffing and recruitment matters.

Qualifications: Sound practical experience in general personnel/administrative/financial functions and thorough knowledge of the Audit Act and Treasury Regulations, Compensation (Australian Government Employees) Act, Public Service Act, Regulation, General Orders, Determinations, etc., desirable.

NATIONAL LIBRARY OF AUSTRALIA

Management Services Branch

I. Horliczenko 69/86826T	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Services Section, Services Sub-section, Canberra (No. 747)
-----------------------------	---	--

Duties: Attend to matters relating to the acquisition, maintenance and disposal of furniture and equipment.

Note: Suitably qualified Fourth Division Officers may appeal.

Information, Reference and Research Branch

S. Sjostedt 73/85678E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Reference Section, Loans and Locations Service Sub-section, Canberra (No. 503)
--------------------------	---	---

Duties: Prepare and maintain loans records.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Resources, Organisation and Development Branch

P. O'Keefe 73/87618M	Library Officer, Grade 1 \$5458-6143, Third Division	Library Officer, Grade 2 \$6372-7057, Third Division, Cataloguing Section, Catalogue, Revision and Maintenance Sub-section, Canberra (No. 58)
-------------------------	---	--

Duties: Supervise the maintenance of pre, post and auxiliary cataloguing services and receipt, control and distribution of books awaiting cataloguing.

J. Dowling 72/85578E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Cataloguing Section, Stocktake Sub-section, Canberra (No. 532)
-------------------------	---	--

Duties: Withdraw catalogue entries requiring revision.

I. Siig 73/85787R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Catalogue Revision and Maintenance Sub-section, Canberra (No. 522)
----------------------	---	---

Duties: Check material to be catalogued against catalogues and authority files.

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Munitlons Supply Division

L. Kime 73/85302C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra (No. 34)
----------------------	---	--

Duties: Undertake registry function of the Division including preparation of statistics and upkeep of position occupancy details.

Finance and Management Services Division, Establishments Branch

H. C. Law 58/39333X	Clerk \$8886-9548 (Class 6), Third Division, Canberra	Clerk \$9876-10538 (Class 7), Third Division, General Services Section, Can- berra (No. 1)
------------------------	--	--

Duties: Control, co-ordinate and direct the activities of the section including communications centre, receptionist service reproduction centre, office accommodation and service, cafeteria and Central Registry. Exercise delegations.

Qualifications: Considerable administration experience and ability to supervise staff.

AUSTRALIAN CAPITAL TERRITORY

Stores and Transport Branch

A. Godden 70/86765G	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, unattached, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Canberra (No. 32)
------------------------	--	---

Duties: Assistant Accountant. Maintain the control ledger and prepare periodic and annual budgets, certifying and alternate authorising officer.

Qualifications: Sound knowledge of Commonwealth Audit Act and Treasury Regulations. Experience in trust account activities. Accounting qualifications or progress in accounting studies desirable.

NEW SOUTH WALES

General Administration Branch

M. A. Henderson 71/13763K	Data Processing Operator, Grade 1 \$2113- 4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division, Office Services Section, Sydney (No. 86)
------------------------------	--	---

Duties: Operate IBM punching and verifying machines.

Qualifications: Completion of prescribed test together with data processing experience desirable.

Contracts Branch

D. Hargraves 67/14956X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Procurement Section, Sydney, vice M. K. Minehan, prov. prom. 7.2.74 (No. 17)
B. George 73/11468P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Procurement Section, Sydney (No. 28)
L. H. Bloomfield 72/12302G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Procurement Section, Sydney (No. 29)
P. D. Davies 73/12379C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Procurement Section, Sydney (No. 38)

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

R. A. Souness 73/13364K	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Procurement Section, Sydney, vice R. S. Newman, prov. prom. 14.3.74 (No. 98)
R. A. George 73/11891P	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Procurement Section, Sydney (No. 101)
P. D. Wales 73/11646K	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Procurement Section, Sydney (No. 122)
R. A. Young 73/11844T	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Procurement Section, Sydney (No. 123)
S. F. Evans 70/10212A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Procurement Section, Sydney (No. 127)

Duties above nine positions: Arrange and prepare contracts for provision of services and procurement of supplies.

Contracts Branch

P. B. Armstrong 71/24137C	Clerk \$2713-4114 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Progress and General Services Section Sydney (No. 112)
R. J. Chandler 72/12807A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Progress and General Services Section (No. 72)

Duties: Progress contracts to ensure delivery requirements. Prepare reports on contracts in arrears.

Duties: Maintain register of tenders received and tender closing dates. Record preliminary deposits and securities on tenders.

Stores and Transport Branch

L. Swindells 70/13557M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Alexandria	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Technical Section, Alexandria (No. 158)
P. G. McFerran 71/13639G	Clerk \$5806-6666 (Class 2/3), Third Division, Alexandria	Clerk \$6912-7652 (Class 4), Third Division, Accounting Section, Alexandria (No. 28)
<i>Duties:</i> Cost Officer. Direct the work of the Costing and Recoverable Costs Group. Prepare, consolidate and distribute prescribed returns.		
<i>Qualifications:</i> Progress towards accountancy qualifications desirable.		
J. L. Hopkins 64/11030T	Clerk \$5806-6666 (Class 2/3), Third Division, Alexandria	Clerk \$6912-7652 (Class 4), Third Division Accounting Section, Alexandria (No. 144)
<i>Duties:</i> Certifying Officer. Supervise the debtors' accounts group.		
L. D. Rose 67/14220M	Clerk \$5806-6666 (Class 2/3), Third Division, Alexandria	Clerk \$6912-7652 (Class 4), Third Division, Accounting Section, Alexandria (No. 2040)
<i>Duties:</i> Direct the activities of the Salaries and Wages Sub-section.		
J. E. Capoccello 70/95384G	Clerk \$2713-5594 (Class 1), Third Division, Alexandria	Clerk \$6912-7652 (Class 4), Third Division, Accounting Section, Alexandria (No. 37)
<i>Duties:</i> Officer-in-charge Transport Chargings. Oversight chargings activities for light and heavy transport services. Prepare monthly revenue statements.		
G. W. Lincoln 71/11741P	Clerk \$2713-5594 (Class 1), Third Division, Alexandria	Clerk \$5806-6666 (Class 2/3), Third Division, Accounting Section, Alexandria, vice L. D. Rose, prov. prom. 11.4.74 (No. 34)
<i>Duties:</i> Supervise the recoverable group in the Costing Section. Carry out the costing of more complex workshop jobs.		
G. J. Gray 71/14657X	Clerk \$2713-5594 (Class 1), Third Division, Alexandria	Clerk \$5806-6666 (Class 2/3), Third Division, Stores and Removals Section, Alexandria, vice J. L. Hopkins, prov. prom. 11.4.74 (No. 98)
<i>Duties:</i> Direct the activities of the Stock Records Sub-section. Investigate stock discrepancies.		
J. M. Bray 71/13042C	Clerk \$2713-5594 (Class 1), Third Division, Alexandria	Clerk \$5806-6666 (Class 2/3), Third Division, Accounting Section, Alexandria (No. 6)
<i>Duties:</i> Salaries Clerk. Process pay variation advices for salaried staff. Check pay cards for wages payments.		

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

D. Lee 72/12707R	Clerk \$2713-5594 (Class 1), Third Division, Alexandria	Clerk \$5806-6666 (Class 2/3), Third Division, Accounting Section, Alexandria (No. 29)
<i>Duties:</i> Dissect and analyse wages labour for costing purposes. Reconcile with weekly payroll and prepare costing summaries.		
R. M. Vella 73/10834A	Clerk \$2713-5594 (Class 1), Third Division, Alexandria	Clerk \$5806-6666 (Class 2/3), Third Division, Accounting Section, Alexandria (No. 11)
<i>Duties:</i> Senior Examiner. Examine claims in respect of essential services, vehicles, plant, equipment, new works, repairs and canteen trading. Certify as officer incurring expense.		
R. D. Caffrey 72/14631X	Clerk \$2713-5594 (Class 1), Third Division, Alexandria	Clerk \$5806-6666 (Class 2/3), Third Division, Accounting Section, Alexandria, vice P. G. McFerran, prov. prom. 11.4.74 (No. 19)
<i>Duties:</i> Debtors Ledgerkeeper. Progress payments by debtors.		
L. B. Stannard 70/14933C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Alexandria	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Stores and Removals Section, Alexandria (No. 85)
<i>Duties:</i> Maintain control register for all stores documents and allocate control numbers. Check and maintain statistics of storage.		
P. Avery 72/10561P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Alexandria	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounting Section, Alexandria (No. 16)
<i>Duties:</i> Assemble batches of claims for payment and prepare Treasury forms.		
B. Aldridge 73/11530R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Alexandria	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounting Section, Alexandria, vice P. Avery, prov. prom. 11.4.74 (No. 152)
<i>Duties:</i> Maintain numerical, alphabetical and location registers of creditors' claims.		
W. A. Lewis 58/37703R	Clerk \$6912-7652 (Class 4), Third Division, Department of Defence (Army Office), Ingleburn	Clerk \$7899-8639 (Class 5), Third Division, Stores and Removals Section, Alexandria (No. 107)
<i>Duties:</i> Investigate, assess and approve damage and loss claims, within delegation, of furniture and personal effects being moved at public expense. Negotiate with contractors for repairs and reimbursement.		
Munitions Filling Factory		
A. J. Kelly 58/18708X	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, St Marys	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Technical Section, St Marys (No. 100)
<i>Duties:</i> Supervise subordinate staff. Co-ordinate and control the preparation of empty components and supervision of the safe production of cartridge assembly in accordance with the approved production programme.		
<i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.		

VICTORIA

Establishments and Services Branch

P. C. A. Bartlett 72/38077W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Melbourne (No. 103)
<i>Duties:</i> Deliver Safe Hand dispatches to nominated authorised officers in Commonwealth Departments and Instrumentalities.		
<i>Qualifications:</i> Experience in the processing and handling of classified material would be an advantage.		

Stores and Transport Branch

S. M. Kendrick 72/40684R	Typist, Grade 1 \$2113-4579, Fourth Division, Melbourne	Typist, Grade 2 \$4731-5035, Fourth Division, Executive Section, West Melbourne (No. 2)
<i>Duties:</i> General typing duties and shorthand as directed by the Manager.		
<i>Qualifications:</i> Shorthand, 100 words per minute desirable.		

Defence Standards Laboratories

S. A. Whiteside 72/36689T	Clerk \$2713-5594 (Class 1), Third Division, Maribyrnong	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Maribyrnong (No. 39)
<i>Duties:</i> Assist in processing appointments, engagements, promotions, reclassifications and transfers. Maintain position cards and study leave records and prepare staff deployment charts.		

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

J. D. White 72/37595K	Clerk \$2713-5594 (Class 1), Third Division, Maribyrnong	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Maribyrnong (No. 41)
--------------------------	--	---

Duties: Staff Clerk.

Qualifications: A sound knowledge of the Public Service Act, Regulations, General Orders and Compensation (Australian Government Employees) Act.

Government Aircraft Factories

P. Donnelly 73/41587X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Quality Assurance Section, Fishermen's Bend (No. 10)
--------------------------	--	--

Duties: Carry out clerical duties associated with the receipt, recording, summarising and distribution of malfunction, investigation and service defect reports.

M. J. Hannah 72/40500K	Typist, Grade 1 \$2113-4579, Fourth Division, Avalon	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Quality Assurance Section, Avalon (No. 90)
---------------------------	--	--

Duties: Raise and progress Traveller and Sub-order forms for work to be carried out within the Maintenance Section, allocate work order numbers and maintain work order register. Check daily time-sheets and record time booked against orders.

Ordnance Factory

D. E. McKinley 67/39420P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Maribyrnong	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Section, Maribyrnong (No. 128)
-----------------------------	---	---

Duties: Supervise subordinate staff in the operation of Punch, Verifier, Sorting and Collating machines and card file records. Operate Tabulating and Reproducing Summary Punch machines.

P. A. Comport 70/41602G	Card Punch Operator, Grade 1 \$2113-4579, Fourth Division, Maribyrnong	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administrative Section, Maribyrnong, vice D. E. McKinley, prov. prom. 11.4.74 (No. 129)
----------------------------	--	---

Duties: Operator Collator and Reproducing Summary Punch Machines. Assist in the operation of the Accounting Machine Tabulator.

J. M. Buchanan 73/37867R	Accounting Machinist, Grade 1 \$2113-4579, Fourth Division, Maribyrnong	Accounting Machinist, Grade 2 \$5165, Fourth Division, Administrative Section, Maribyrnong (No. 73)
-----------------------------	---	---

Duties: Post and reconcile labour, material and overhead costs. Prepare payroll sheets.

Qualifications: Successful completion of prescribed test.

SOUTH AUSTRALIA

Regional Office

D. A. Young 70/67275C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, General Services Section, Adelaide (No. 74)
--------------------------	--	---

Duties: File Indexer.

Qualifications: Knowledge of file construction and indexing practices desirable.

D. R. Berwick 71/66799K	Clerical Assistant, Grade 2 \$4393-4678, Department of Health, Adelaide	Clerical Assistant, Grade 3 \$4822-5254, General Services Section, Adelaide (No. 75)
----------------------------	---	--

Duties: Former Papers Officer.

Qualifications: Knowledge of methods of handling security classified records desirable.

DEPARTMENT OF TRANSPORT

Coastal Services Division, Transport Operations Branch

CENTRAL OFFICE

B. J. Marsh 71/42216X	Crew Attendant \$6893, Fourth Division, Navaid Vessels Section, Melbourne	Seamen (Able-bodied) \$8359, Fourth Division, Navaid Vessels Section, Melbourne (No. 85)
--------------------------	---	--

Qualifications: Appropriate service at sea for at least three years.

Note: Salary shown above is subject to a deduction for keep while vicitallated aboard. The present rate is \$359 per annum. This office is open to suitably qualified persons within and without the Service including Fourth Division Officers.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

AIR TRANSPORT GROUP

Civil Aviation Agency, Executive Services Branch

B. C. Ward 72/59412G	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Supply and Transport Section, Purchasing and Contracts Sub-section, Port Moresby (No. 107)
-------------------------	---	---

Duties: Administer and direct all Regional general purchasing activities. Direct and train subordinate staff. Arrange the purchase of the more complex stores and equipments and services. Interview commercial representatives. Maintain liaison with users and suppliers. Inspect suppliers premises. Negotiate variations to orders with suppliers.

Management Services Division, Personnel Development Branch

G. C. Russell 58/19174K	Clerk \$7899-8639 (Class 5), Third Division, Department of Defence (Army Office)	Clerk \$8886-9548 (Class 6), Third Division, Melbourne (No. 222)
----------------------------	--	--

Duties: Supervise and direct the work of the Central Registry Section and ensure that correct registry procedures are carried out.

D. W. Soderblom 71/40049R	Electrical Technical Officer, Grade 1 \$6693-7613, Fourth Division, Victoria/Tasmania Region	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Melbourne (No. 104)
------------------------------	--	---

Duties: Prepare and deliver lectures and conduct practical demonstrations and classes for electrical trainees at the Central Training College. Prepare and mark examination papers.

Qualifications: An approved technical college certificate or other approved qualifications, possession of appropriate teaching qualifications and requisite experience.

Commercial Branch

J. C. Burdeu 62/37039X	Inspector \$8886-9548 (Class 6), Third Division, Department of Social Security	Clerk \$9876-10538 (Class 7), Third Division, Melbourne (No. 98)
---------------------------	--	--

Duties: Plan long and short-term accommodation for Head Office staff. Oversight all matters associated with Head Office accommodation and housekeeping. Assist in allocation of office space and preparation of design layout plans, including telephones and power requirements.

NEW SOUTH WALES REGION

Airways Engineering Branch

K. C. Newman 73/14947A	Mechanic (Civil Aviation) \$5067-5480, Fourth Division	Senior Mechanic (Civil Aviation) \$5791-5945, Fourth Division, Mechanical Sub-section, Installation Section, Sydney (No. 171)
H. T. W. Tang 73/97040E	Mechanic (Civil Aviation) \$5067-5480, Fourth Division, Civil Aviation Agency, Papua New Guinea	Senior Mechanic (Civil Aviation) \$5791-5945, Fourth Division, Mechanical Sub-section, Installation Section, Sydney (No. 172)

Duties above two positions: Under direction, take charge of a small team of mechanics engaged in the installation of and modifications to mechanical plant and associated equipment.

VICTORIA-TASMANIA REGION

Executive Services Branch

J. P. Fitzgerald 71/37948K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Supply and Transport Section, Melbourne (No. 155)
-------------------------------	---	--

Duties: Administer and co-ordinate Regional vehicle fleet. Plan replacement and additional vehicle programme, and the distribution and redistribution of vehicles. Investigate and report on vehicle accidents.

Airways Engineering Branch

J. Knuiksis 73/39535G	Draftsman, Grade 1 \$6003-7613, Fourth Division	Draftsman, Grade 2 \$7843-8347, Fourth Division, Drafting Section, Melbourne (No. 440)
--------------------------	---	--

Duties: Under direction, carry out the more important and complex drafting design and drafting work of an electrical nature associated with engineering projects.

V. P. Lughermo 63/37410W	Draftsman, Grade 1 \$6003-7613, Fourth Division, Central Staff	Draftsman, Grade 2 \$7843-8347, Fourth Division, Drafting Section, Melbourne (No. 212)
-----------------------------	--	--

Duties: Prepare designs and drawings of a wide variety of radio/electronic engineering projects in relation to radio communications, navigational aids and radar, and associated control functions.

Qualifications above two 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

Airports Branch

L. R. Paterson 73/37751E	Assistant (Plan Printing), Grade 1 \$1758-4079, Fourth Division, Department of Housing and Construction	Assistant (Plan Printing), Grade 2 \$4197-4431, Fourth Division, Drafting Section, Melbourne (No. 226)
-----------------------------	---	--

Duties: Operate and maintain larger type plan reproduction machine.

Qualifications: Experience in plan printing processes desirable.

Essendon Airport

A. J. Cooke 58/5209X	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Melbourne (No. 26)
-------------------------	--	--

Duties: Assist Airport Manager in administration of the airport and attend to general inquiries during short-term absences of the Airport Manager. Direct, supervise, train and roster airport traffic staff. Attend to inquiries and correspondence received in relation to security at the airport. Attend to staff matters affecting airport personnel. Prepare routine correspondence and instructions on airport activities. Act as paying officer for payment of salaries to airport personnel.

W. J. Richardson 71/36676G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 3)
-------------------------------	--	---

Duties: Operate the airport registry. Attend to routine staff matters affecting airport personnel. Act as Witnessing Officer regarding the payment of salaries.

QUEENSLAND

Airways Engineering Branch

J. C. Sacre 58/51003M	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Clerical Section, Brisbane (No. 2)
--------------------------	---	---

Duties: Advise and assist Branch Head in general administration of the branch. Prepare important correspondence and reports on administrative and semi-technical matters.

SOUTH AUSTRALIA-NORTHERN TERRITORY REGION

Airways Engineering Branch

W. C. Bergin 72/66682C	Radio Technician \$6003-6693, Fourth Division	Radio Trainee \$6003-6693, Third or Fourth Division, Radio Maintenance Section, Adelaide (No. 53)
---------------------------	---	---

M. W. Filmer 71/66263R	Apprentice Tradesman (Radio) \$2181-4803, Fourth Division	Radio Trainee \$6003-6693, Third or Fourth Division, Radio Maintenance Section, Adelaide (No. 52)
---------------------------	---	---

J. L. Kerr 73/66258P	Apprentice Tradesman (Radio) \$2181-4803, Fourth Division	Radio Trainee \$6003-6693, Third or Fourth Division, Radio Maintenance Section, Adelaide (No. 54)
-------------------------	---	---

K. D. J. Prendergast 70/66334T	Technician-in-Training (Radio) \$2401-5505, Fourth Division	Radio Trainee \$6003-6693, Third or Fourth Division, Radio Maintenance Section, Adelaide (No. 56)
-----------------------------------	---	---

M. J. Southren 70/66340G	Technician-in-Training (Radio) \$2401-5505, Fourth Division	Radio Trainee \$6003-6693, Third or Fourth Division, Radio Maintenance Section, Adelaide (No. 55)
-----------------------------	---	---

G. L. Stephens 65/66401E	Radio Technician \$6003-6693, Fourth Division	Radio Trainee \$6003-6693, Third or Fourth Division, Radio Maintenance Section, Adelaide (No. 51)
-----------------------------	---	---

A. E. Swinburne 68/66371R	Radio Technician \$6003-6693, Fourth Division	Radio Trainee \$6003-6693, Third or Fourth Division, Radio Maintenance Section, Adelaide (No. 57)
------------------------------	---	---

Note above seven positions: Conditions for promotion or transfer as Radio Trainee were notified on page 68 of Gazette No. 9 of 30.1.73.

WESTERN AUSTRALIA REGION

Executive Services Branch

C. H. P. Figgins 64/66528T	Clerk \$6912-7652 (Class 4), Third Division, Perth	Clerk \$7899-8639 (Class 5), Third Division, Supply and Transport Section, Purchasing and Contracts Sub-section, Perth, vice G. W. Stevens, prov. prom. 7.2.74 (No. 89)
-------------------------------	--	---

Duties: Senior Contracts Officer. Responsible for all tenders and contracts for supplies and business concessions in Western Australia. Supervise all purchasing and follow up in the Region. Act as Secretary of Regional Contract Board and Secretary of Regional Business Board.

Drafting Branch

N. J. Valentine 72/75643G	Drafting Assistant, Grade 1 \$2713-4114, Third Division	Drafting Assistant, Grade 2 \$5681-6371, Third Division, Airports Section, Perth (No. 23)
------------------------------	---	---

Duties: Prepare the less involved, and amend plans of aerodromes and other installations. Carry out the less involved computations. Assist in examining proposals to erect structures.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Sea Transport Policy Division, Shipping Systems Branch

A. T. Sambell 63/36809E	Clerk \$9876-10538 (Class 7), Third Division	Clerk \$11032-11525 (Class 8), Third Division, Shipping Policy Section, Melbourne (No. 2)
----------------------------	--	---

Duties: Undertake detailed review of policies and procedures related to coastal and overseas shipping. Prepare associated reports and recommendations.

Qualifications: Sound experience in policy and legislative type services together with academic qualifications desirable.

Land Transport Policy Division, Road Transport Branch

M. L. Ryall 72/88031K	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Canberra (No. 5)
--------------------------	---	---

Duties: Responsible for the development of policy in relation to the less important projects being dealt with by the policy group and the analysis and evaluation of data on particular aspects of surface transportation. Prepare reports and correspondence.

Qualifications:—Experience in policy work and appropriate academic qualifications desirable.

Rail and Urban Transport Branch

T. Jarzynski 68/86241P	Clerk \$7899-8639 (Class 5), Third Division, Department of Services and Property	Clerk \$8886-9548 (Class 6), Third Division, Urban Transport Policy and Projects Control Section, Canberra (No. 29)
---------------------------	--	---

Duties: Assist with tasks dealing with the development of policy, assessment and implementation of programmes and operational considerations in connection with urban transport systems.

Qualifications: Related experience. Tertiary qualifications should be stated.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Operations Branch

J. W. Bolland 58/32884C	Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division	Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Operations Management Section, Canberra (No. 55)
----------------------------	---	---

Duties: Investigate and advise on all aspects of Treasury accounting policy and procedures of the Sub-Treasuries overseas.

Qualifications: Sound knowledge of Treasury accounting legislation and procedures in Australia and overseas would be an advantage. Accountancy or equivalent qualifications desirable.

J. W. Mann 66/85956P	Clerk \$6912-7652 (Class 4), Third Division, Commonwealth Sub-Treasury	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Operations Management Section, Canberra (No. 62)
-------------------------	--	--

Duties: Arrange and control procurement of specialised stationery for Sub-Treasuries. Assist generally in matters of Sub-Treasury management and co-ordination.

Qualifications: General accounting and/or systems experience desirable.

General Financial and Economic Policy Division, Fiscal and Monetary Policy Branch

M. H. Ives 58/46827K	Principal Executive Officer \$13004-13498 (Class 10), Third Division, Department of Defence	Chief Finance Officer, Grade 2 \$13991-14484 (Class 11), Third Division, Budgetary Research and Development Section, Canberra (No. 8)
-------------------------	---	---

Duties: Control the work of the Section. Responsible for the oversight of the more general application of program budgeting techniques in the Australian Government. Undertake research, investigation and development work on budgetary procedures and methods to facilitate budgetary decision making and review.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours level, together with wide experience in research and policy advising.

Management Services Branch

J. R. Bennett 58/36915T	Chief Internal Auditor \$12019-12510 (Class 9), Third Division	Director \$13004-13498 (Class 10), Third Division, Establishments Section, Canberra, vice D. M. Goonan, prov. prom. 31.1.74 (No. 283)
----------------------------	--	---

Duties: Direct, co-ordinate and control the work of the Establishments Section responsible for Management Projects and Establishments, Staff Development, Personnel and Training functions.

Qualifications: Extensive practical administrative experience in the above functions desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. M. Preston 73/86842M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Establishments Section, Personnel Sub-section, Canberra (No. 42)
----------------------------	---	--

Duties: Maintain staff records and dispatch correspondence.

D. P. Reynolds 58/22197W	Clerk \$12019-12510 (Class 9), Third Division, Department of Defence (Navy Office)	Director \$13004-13498 (Class 10), Third Division, Finance and General Services Section, Canberra (No. 2)
-----------------------------	--	---

Duties: Control the work of the Section responsible for finance and accounting, property, library and general services.

Qualifications: Extensive administrative experience and proven ability in a wide range of financial and general management functions desirable.

Overseas Economic Relations Division, Overseas Finance Branch

S. J. Whyment 73/88014A	Clerk \$2713-5594 (Class 1), Third Division, Department of Defence (Air Office)	Clerk \$5806-6666 (Class 2/3), Third Division, International Economic Conditions Section, Canberra (No. 61)
----------------------------	--	---

Duties: Collect and summarise information including statistics for use in OECD meetings and discussions. Undertake computational and other work of some complexity for research projects in the Sub-section.

Social Security Division, Employment Conditions Branch

K. D. Morcombe 65/85207E	Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division	Senior Finance Officer, Grade 1 \$11032- 11525 (Class 8), Third Division, Salaries and Projects Section, Canberra (No. 45)
-----------------------------	--	--

Duties: Undertake original research, report and make recommendations in connection with special projects in the conditions of service field.

Qualifications: Tertiary qualifications and experience in research and policy formulation desirable.

Transport and Industry Division, Transport and Communications Branch

G. C. Davidson 70/85410M	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Finance Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Communications and Statutory Authorities Section, Can- berra (No. 30)
-----------------------------	---	--

Duties: Assist in examining and advising on policy and administrative matters relating to the operations of Australian Government Statutory Authorities, with particular reference to the legislative basis of their operation.

Qualifications: University degree and/or accountancy qualifications desirable. Experience in investigation work an advantage.

Office of the Australian Government, Actuary and Life Insurance Commissioner

J. A. Lindner 61/85573X	Programming Assistant, Grade 1 \$2713- 5594 (Class 1), Third Division, Depart- ment of Primary Industry	Programming Assistant, Grade 2 \$5806, 6666 (Class 2/3), Third Division, Machine Section, Canberra (No. 31)
----------------------------	---	---

Duties: Code computer programs and examine computer output. Modify programs and develop test data.

Qualifications: Suitable aptitude desirable.

AUSTRALIAN CAPITAL TERRITORY

Royal Australian Mint

F. S. Wojtaszak 69/85480K	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Science	Clerk \$6912-7652 (Class 4), Third Division, Personnel, Industrial and Relief Section- Canberra (No. 273)
------------------------------	---	---

Duties: Staff Clerk. Exercise delegations under Public Service Act and Regulations. Certifying Officer for salary wage and allowance variations.

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

COMMONWEALTH SUB-TREASURY

NEW SOUTH WALES

K. M. Sawtell 66/10784E	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Paymaster and Receiver Section, Sydney (No. 64)
----------------------------	---	--

Duties: Responsible for computer cheque production and the operation of the flexowriter cheque issue tape conversion system. Exercise Signing Officer appointment.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Overseas Transaction Division, International Accounts and Trade Branch

P. M. Hayes-St Clair 70/11144G	Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division	Principal Research Officer \$11032-11525 (Class 8), Third Division, Balance of Payments Section, Current Transactions Sub-section, Canberra (No. 4)
-----------------------------------	---	---

Duties: Direct and undertake the preparation and analysis of estimates and forecasts of Australia's balance of payments. Conduct research to improve the reliability of the estimates and develop improved estimating and forecasting techniques.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

D. S. Hensman 70/99063G	Senior Compiler \$9876-10538 (Class 7), Third Division	Principal Research Officer \$11032-11525 (Class 8), Third Division, Balance of Payments Section, Capital Transactions and Publications Sub-section, Canberra (No. 7)
----------------------------	--	--

Duties: Direct and undertake the preparation and analysis of estimates and forecasts of Australia's balance of payments. Conduct research to improve the reliability of the estimates and develop improved estimating and forecasting techniques.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

AUSTRALIAN BUREAU OF STATISTICS

VICTORIA

Population Survey Operations Branch, Field Operations Section

P. G. Lang 67/36771W	Clerk \$7899-8639 (Class 5), Third Division, Labour Force and Other Field Operations Sub-section	Senior Compiler \$8886-9548 (Class 6), Third Division, Household Income and Other Field Operations Sub-section, Melbourne (No. 2)
-------------------------	--	---

Duties: Control the day-to-day work of the Sub-section. Resolve technical problems of a complex nature.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

M. W. Wright 65/37189P	Clerk \$6912-7652 (Class 4), Third Division, Secondary Industries Section	Clerk \$7899-8639 (Class 5), Third Division, Household Income and Other Field Operations Sub-section, Melbourne (No. 3)
---------------------------	---	---

Duties: Supervise and participate in the management of interviewers engaged in the Household Expenditure Survey. Implement quality control procedures and continuously evaluate interviewers.

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

V. J. Lazzaro 69/37366T	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Labour Force and Other Field Operations Sub-section, Melbourne (No. 36)
----------------------------	---	--

Duties: Supervise and participate in the management of interviewers engaged in Labour Force, the Household Expenditure and other population surveys. Implement quality control procedures and continuously evaluate interviewers.

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

M. Singer 70/37926R	Clerk \$5806-6666 (Class 2/3), Third Division, unattached	Clerk \$6912-7652 (Class 4), Third Division, Labour Force and Other Field Operations Sub-section, Melbourne (No. 37)
------------------------	---	--

M. J. Sullivan 71/40378K	Clerk \$5806-6666 (Class 2/3), Third Division, unattached	Clerk \$6912-7652 (Class 4), Third Division, Labour Force and Other Field Operations Sub-section, Melbourne, vice V. J. Lazzaro, prov. prom. (No. 38)
-----------------------------	---	---

Duties above two positions: Participate in the recruitment, selection, training and re-training of interviewers and in the implementation of quality control procedures and sample management.

Qualifications above two positions: Previous statistical experience desirable, completion or partial completion of appropriate academic qualifications an advantage.

Sample Management, Processing and Development Section

P. A. Stackpole 65/36053W	Senior Compiler \$8886-9548 (Class 6), Third Division, Internal Trade Section	Assistant Supervisor \$11032-11525 (Class 8), Third Division, Melbourne (No. 4)
------------------------------	---	---

Duties: Supervise the activities of the Section, taking responsibility for statistical validity, economy and adequacy of procedures, and appropriateness of techniques used. Ensure adherence to staffing standards.

Qualifications: Appropriate academic qualifications desirable and extensive statistical experience.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

N. J. Flanagan 58/23938T	Clerk \$7899-8639 (Class 5), Third Division	Senior Compiler \$8886-9548 (Class 6), Third Division, Processing, Finance and Quality Control Sub-section, Melbourne (No. 9)
-----------------------------	---	---

Duties: Control the day-to-day work of the Sub-section. Resolve technical problems of a complex nature.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

C. K. Burraston 66/67186G	Clerk \$6912-7652 (Class 4), Third Division, Public Finance and Prices Section	Clerk \$7899-8639 (Class 5), Third Division, Processing, Finance and Quality Control Sub-section, Melbourne, vice N. J. Flanagan, prov. prom. (No. 10)
------------------------------	--	--

Duties: Supervise the office processing of population survey data. Prepare reports and analyses of survey processing and interviewer performance.

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

Population and Employment Branch

W. R. Bach 58/48863R	Assistant Supervisor \$11032-11525 (Class 8), Third Division, Research and Analysis Section	Supervisor \$12019-12510 (class 9), Third Division, Melbourne (No. 1)
-------------------------	---	---

Duties: Direct and co-ordinate the activities of the Branch.

Qualifications: Appropriate academic qualifications desirable and extensive statistical experience.

QUEENSLAND

Research, Publications and Services Branch Administrative Section

L. C. Reardon 66/57982X	Accounting Machinist Grade 2 \$5165, Fourth Division	Accounting Machinist Supervisor Grade 1 \$5487-5663, Fourth Division, Office Services Sub-section, Brisbane (No. 15)
----------------------------	--	--

Duties: Supervise and direct the work of the accounting machine pool: ensure that priorities are observed and work programmes maintained. Train staff.

Qualifications: To have passed the prescribed test.

TASMANIA

Compiling Section

S. Haigh 68/81281K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Supply	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Trade and Transport Sub-section, Hobart (No. 130)
-----------------------	--	---

Duties: Preliminary examination, classification and coding of import and export entries.

A. K. Czapracki 69/81185K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Population Surveys Sub-sections, Hobart (No. 111)
------------------------------	---	--

Duties: Assist in planning and organisation of current household expenditure survey and undertake field work in connection with sample maintenance and quality control of field interviewing.

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

K. E. Kingston 71/81212X	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Primary Industries and Construction Sub-section, Hobart, vice A. K. Czapracki, prov. prom. 11.4.74 (No. 43)
-----------------------------	---	--

Duties: Examine and compile building and construction returns.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

A. Watson 72/81065T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Demography and Employment Sub-section, Hobart (No. 97)
------------------------	---	---

Duties: Examine and compile various social statistics.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Computer Service Centre

M. H. Deeley 69/81188X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Applications Programming Sub-section, Hobart (No. 139)
---------------------------	---	---

Duties: Assist the Production Control and Staging Officer in the staging of Bureau work for Computer Processing.

Qualifications: Relevant experience in Data Processing desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

K. J. Watt
71/81185A

Clerk \$2713-5594 (Class 1), Third Division

Clerk \$5806-6666 (Class 2/3), Third Division, Systems Operations Sub-section, Hobart, vice M. H. Deeley, prov. prom. 11.4.74 (No. 101)

Duties: Assist the Shift Scheduling Officer with planning the processing for a particular shift.

Note: The above position involves shift work.

Personnel, Publications and Research Section

M. J. Curry
73/81393X

Clerk \$2713-5594 (Class 1), Third Division

Research Officer, Grade 1 \$6022-7652, Third Division, Research and Integration Sub-section, Hobart (No. 9)

Duties: Assist in investigation into scope, definitions, classifications, general methodology and problems arising in economic censuses and surveys.

Qualifications: Appropriate University degree and statistical or other relevant research experience.

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Special Projects Branch

J. C. Rowling
70/87434R

Assistant Inspector \$9876-10538 (Class 7), Third Division

Inspector \$11032-11525 (Class 8), Third Division, Special Projects Branch, Canberra (No. 132)

Duties: Assist in undertake or be team leader as directed in such special projects as are required; devise and implement procedures and methods and prepare proposals for consequential organisational adjustments where necessary.

Qualifications: Accountancy or other tertiary qualifications desirable.

Management Services Branch

K. E. Ilkiw
69/66887M

Typist, Grade 1 \$2113-4579, Fourth Division, Adelaide

Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Finance Property and Services Section, Canberra (No. 86)

Duties: Provide secretarial assistance to a Second Division officer classified at Level 1 or 2.

Qualifications: Shorthand, 100 words per minute.

Operations Branch

T. C. Murphy
58/48224P

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

Senior Inspector \$13004-13498 (Class 10), Third Division, Control Section, Canberra (No. 226)

Duties: Direct, control, plan and co-ordinate the internal audit of Head Office and Branch Offices for both manual and computer operations.

Qualifications: Accountancy or other appropriate tertiary qualifications.

VICTORIA

Income Tax Division, Assessing Branch

A. F. Setter
62/36336A

Assessor, Grade 4 \$7899-8639 (Class 5), Third Division

Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 65)

M. E. Herdman
63/36351G

Assessor, Grade 4 \$7899-8639 (Class 5), Third Division

Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 75)

A. M. Smith
63/36243A

Assessor, Grade 4 \$7899-8639 (Class 5), Third Division

Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 88)

R. A. Miller
64/36587P

Assessor, Grade 3 \$6912-7652 (Class 4), Third Division

Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 109)

R. C. Kilpatrick
64/38022C

Assessor, Grade 4 \$7899-8639 (Class 5), Third Division

Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 113)

K. J. Fitzpatrick
65/36662C

Assessor, Grade 3 \$6912-7652 (Class 4), Third Division

Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 133)

P. A. Gould
65/37671R

Assessor, Grade 3 \$6912-7652 (Class 4), Third Division

Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 172)

J. A. Vine
65/37011W

Assessor, Grade 3 \$6912-7652 (Class 4), Third Division

Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 174)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

N. R. Hurst 65/38022T	Assessor Supervisor \$7899-8639 (Class 5), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 175)
R. Bramwell 68/36377C	Indoor Examiner, \$7899-8639 (Class 5), Third Division, Investigation Branch	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne (No. 176)
L. H. Banks 63/36266C	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne, vice J. Micallef, prov. prom. 4.4.74 (No. 64)
E. A. Shakespeare 63/37671K	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne, vice E. C. Wass, prov. prom. 4.4.74 (No. 72)
B. J. Smith 63/37848P	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne, vice P. J. Incigneri, prov. prom. 4.4.74 (No. 77)
C. C. Atkinson 66/36568M	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne, vice J. M. Quinn, prov. prom. 4.4.74 (No. 94)
J. A. Delmo 66/36645T	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne, vice F. W. Lloyd, prov. prom. 4.4.74 (No. 101)
A. M. Boxall 66/37230P	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne, vice W. T. Bengough, prov. prom. 4.4.74 (No. 114)
T. W. Tyrrell 66/37267R	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne, vice G. F. Carroll, prov. prom. 4.4.74 (No. 139)
M. C. Woodlock 67/36632P	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne, vice J. K. Meek, prov. prom. 4.4.74 (No. 140)
K. J. Meredith 69/38909G	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, A Section, Melbourne, vice J. C. Bonett, prov. prom. 4.4.74 (No. 178)
R. W. Milburn 66/36750M	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor Supervisor \$8886-9548 (Class 6), Third Division, C/D Section, Melbourne (No. 195)
P. A. Crabbe 66/37317R	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor Supervisor \$8886-9548 (Class 6), Third Division, C/D Section, Melbourne (No. 197)
R. L. Logan 67/36490C	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor Supervisor \$8886-9548 (Class 6), Third Division, C/D Section, Melbourne (No. 631)
N. E. McGrath 65/37426M	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Group Controller \$8886-9548 (Class 6), Third Division, E/F Section, Melbourne (No. 3834)
J. W. Corbett 63/36391K	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, Estate Duty and Gift Duty Section, Melbourne (No. 3865)
A. W. Begg 58/49979W	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division	Assessor, Grade 5 \$8886-9548 (Class 6), Third Division, Estate Duty and Gift Duty Section, Melbourne (No. 568)

SOUTH AUSTRALIA
Management Branch

S. J. Baker 68/66407E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounting and Tax- payer Service Section, Adelaide (No. 467)
--------------------------	---	---

Duties: Answer queries and provide certifications from details recorded in file book, Accounts Balances Register and Summary of Account Register. Maintain up to date copies of the same.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

C. Cornthwaite 71/67187A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounting and Tax- payer Services Section, Elizabeth (No. 978)
<i>Duties:</i> Record and forward to Adelaide Office for processing, applications received for urgent assessment on the grounds of hardship. Type reports of interviews, letters to taxpayers, work summary statements.		
K. Pratten 70/66565M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Adelaide (No. 731)
E. Soutar 70/67598G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Adelaide (No. 727)
<i>Duties above two positions:</i> Index Operator.		
J. P. Keane 64/66793M	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division	Internal Auditor, Grade 2 \$7899-8639 (Class 5), Third Division, Internal Audit Section, Adelaide (No. 552)
<i>Duties:</i> Perform as a team leader, member of a team, or individually as directed; planned audits or special audits for Head Office or local management.		
S. B. D. Tonkin 72/66359M	Clerk \$5806-6666 (Class 2/3), Third Division	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section, Adelaide, vice J. P. Keane, prov. prom. 11.4.74 (No. 554)
<i>Duties:</i> Examine and audit vouchers, accounts and other records particularly those relating to income tax assessments including the less difficult aspects of taxes other than income tax.		
P. G. Miethke 72/66898E	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Internal Audit Section, Adelaide, vice S. B. D. Tonkin, prov. prom. 11.4.74 (No. 555)
<i>Duties:</i> Perform less difficult auditing duties.		

Sales Tax and Pay-roll Tax Branch

D. L. Seager 58/43007P	Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Investigation Branch	Investigation Officer, Grade 3 \$9876-10538 (Class 7), Third Division, Adelaide (No. 336)
<i>Qualifications:</i> Completion of training in Accountancy or Law recognised by the Public Service Board; or compliance with other provisions of the Section 53 determination published in <i>Gazette</i> No. 163 of 1.11.73.		

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

Management Division

S. J. Talbot 68/85738X	Principal Research Officer \$12019-12510 (Class 9), Third Division, Industries Assistance Commission, Canberra	Director \$13991-14484 (Class 11), Third Division, Project Pool, Canberra (No. 40)
---------------------------	--	---

Duties: Direct and control the work of a major project team concerned with long-term planning of resources for urban development, including possible financing techniques, and relevant policy development. Provide high level support and assistance in evaluation of policy recommendations.

Qualifications: A university degree, preferably with Honours, with major study in applied economics and/or public finance desirable.



No. 31 A

Canberra, Thursday, 11 April 1974

SPECIAL

Prices Justification Act 1973

KELLOGG (AUST.) PTY LTD

Matter No. N74/390

NOTICE OF INQUIRY

THE Prices Justification Tribunal hereby gives notice that it intends to hold an inquiry into proposed higher prices for breakfast cereals and associated products to be charged by Kellogg (Aust.) Pty Ltd.

The proposed increases in prices range from 1.7 per cent to 10.3 per cent.

The said inquiry will commence at 2.15 p.m. on Monday, the 22nd day of April 1974, at 10 Queens Road, Melbourne.

Any person or group of persons wishing to give evidence, call witnesses or make submissions, may apply to the Tribunal to be made a party to the inquiry.

A copy of the notice given by the Company setting out the proposed price increases may be inspected during ordinary office hours at the Office of the Prices Justification Tribunal at 10 Queens Road, Melbourne, Victoria or at 100 William Street, Potts Point, New South Wales.

Dated this 5th day of April 1974.

L. H. WILLIAMS

Chairman

for and on behalf of the
Prices Justification Tribunal

Prices Justification Act 1973

RELATED COMPANIES OF UNITED PACKAGES LIMITED

Matter No. E73/477

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt the RELATED COMPANIES OF UNITED PACKAGES LIMITED listed hereunder from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said RELATED COMPANIES OF UNITED PACKAGES LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. the prices of injection moulded plastic products manufactured and supplied by Ceeco Products Pty Ltd where such prices are fixed pursuant to contracts entered into following the submission of competitive quotations;

2. the prices of laminated papers, foils and felts manufactured and supplied to individual customer's specifications by the Industrial Division of United Packages (Vic.) Pty Ltd where such prices are fixed pursuant to contracts entered into following the submission of competitive quotations, and
3. the charges for computer services supplied by United Data Processing Pty Ltd.

Provided that audited financial statements of each of the Companies are forwarded to the Tribunal annually.

Related Companies

Ceeco Products Pty Ltd

United Packages (Vic.) Pty Ltd

United Data Processing Pty Ltd

Dated this 26th day of March 1974.

L. H. WILLIAMS

Chairman

Prices Justification Act 1973

ALCAN AUSTRALIA LIMITED

Matter No. E73/1126

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt ALCAN AUSTRALIA LIMITED from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said ALCAN AUSTRALIA LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods and services supplied by the TRANSPORT EQUIPMENT DIVISION and the BUILDING PRODUCTS DIVISION of the Company:

1. where such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations;
2. where such supply is to meet an individual customer's specifications;
3. on a jobbing basis;
4. to individual customers on the basis of competitively negotiated contracts;
5. to a related company for further processing, and
6. where an increase is due entirely to and reflects not more than the money amount of increases in the cost to the Company of aluminium and

aluminium alloys used in the manufacture of such goods and the said increases in the cost to the Company have been submitted to and approved by the Tribunal in accordance with section 18 of the Act

Provided that:

- (a) the Company forwards to the Tribunal its current price lists or price books and amendments made thereto as they occur, and
- (b) audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 20th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

SYDNEY WOOLBROKERS LIMITED

Matter No. E74/3

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 SYDNEY WOOLBROKERS 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 SYDNEY WOOLBROKERS LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

TOTAL REFINERIES AUSTRALIA LIMITED

Matter No. E74/5

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 TOTAL REFINERIES AUSTRALIA LIMITED from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said TOTAL REFINERIES AUSTRALIA LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ALLIED MANUFACTURING AND TRADING INDUSTRIES LIMITED

Matter No. E74/10

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt ALLIED MANUFACTURING AND TRADING INDUSTRIES 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 ALLIED MANUFACTURING AND TRADING INDUSTRIES LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

KELVINATOR AUSTRALIA LIMITED

Matter No. E74/11

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 KELVINATOR AUSTRALIA LIMITED from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said KELVINATOR AUSTRALIA LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

E. E. WHITMONT & SONS PTY LTD

Matter No. E74/12

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 E. E. WHITMONT & SONS 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 E. E. WHITMONT & SONS PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ESSO AUSTRALIA LTD

Matter No. E74/16

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 ESSO AUSTRALIA LTD from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said ESSO AUSTRALIA LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

NOYES BROS PTY LIMITED

Matter No. E74/18

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 NOYES BROS 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 NOYES BROS PTY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ARNOTTS LIMITED

Matter No. E74/36

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 ARNOTTS 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 ARNOTTS LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

INGHAMS ENTERPRISES PTY LTD

Matter No. E74/51

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt INGHAMS ENTERPRISES PTY 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 INGHAMS ENTERPRISES PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

THE COLONIAL MUTUAL LIFE ASSURANCE SOCIETY LIMITED

Matter No. E74/52

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt THE COLONIAL MUTUAL LIFE ASSURANCE SOCIETY 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 THE COLONIAL MUTUAL LIFE ASSURANCE

SOCIETY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

MERCEDES-BENZ (AUSTRALIA) PTY LTD

Matter No. E74/54

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 MERCEDES-BENZ (AUSTRALIA) PTY LTD from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said MERCEDES-BENZ (AUSTRALIA) PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

HERALD-SUN T.V. PTY LTD

Matter No. E74/58

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 HERALD-SUN T.V. PTY LTD from the provision 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 HERALD-SUN T.V. PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

SANDOVER McLEANS LTD

Matter No. E74/94

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 SANDOVER McLEANS 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 SANDOVER McLEANS LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

BRITISH PAINTS LIMITED

Matter No. E74/103

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 BRITISH PAINTS 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 BRITISH PAINTS LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

PHILIP MORRIS LIMITED

Matter No. E74/122

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt PHILIP MORRIS LIMITED from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said PHILIP MORRIS LIMITED from the applica-

tion of section 18 of the *Prices Justification Act* 1973, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

UNION CARBIDE AUSTRALIA LIMITED

Matter No. E74/129

**EXEMPTION FROM APPLICATION OF
SECTION 18**

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act* 1973 the Tribunal has by resolution authorized me to exempt UNION CARBIDE AUSTRALIA LIMITED from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said UNION CARBIDE AUSTRALIA LIMITED from the application of section 18 of the *Prices Justification Act* 1973, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

**PETROLEUM REFINERIES (AUSTRALIA)
PTY LIMITED**

Matter No. E74/1349

**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 PETROLEUM REFINERIES (AUSTRALIA) PTY LIMITED from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said PETROLEUM REFINERIES (AUSTRALIA) PTY LIMITED from the application of section 18 of the *Prices Justification Act* 1973, in respect of prices charged for food, beverages and miscellaneous items sold to Company employees through cafeterias or canteens operated by the Company provided that such prices are not in excess of normal retail prices.

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Australian Government Gazette

Published by the Australian Government Publishing Service



No. 31 B

Canberra, Thursday, 11 April 1974

SPECIAL

PROCLAMATION

Australia
PAUL HASLUCK
Governor-General

By His Excellency the
Governor-General of
Australia

WHEREAS by section 57 of the Constitution it is provided that if the House of Representatives passes any proposed law, and the Senate rejects or fails to pass it, or passes it with amendments to which the House of Representatives will not agree, and if after an interval of three months the House of Representatives, in the same or the next session, again passes the proposed law with or without any amendments which have been made, suggested, or agreed to by the Senate and the Senate rejects or fails to pass it, or passes it with amendments to which the House of Representatives will not agree, the Governor-General may dissolve the Senate and the House of Representatives simultaneously:

AND WHEREAS the conditions upon which the Governor-General is empowered by that section of the Constitution to dissolve the Senate and the House of Representatives simultaneously have been fulfilled in respect of the several proposed laws intituled—

Commonwealth Electoral Act (No. 2) 1973

Senate (Representation of Territories) Act 1973

Representation Act 1973

Health Insurance Commission Act 1973

Health Insurance Act 1973

Petroleum and Minerals Authority Act 1973

NOW THEREFORE, I Sir Paul Meernaa Caedwalla Hasluck, the Governor-General of Australia, do by this my Proclamation dissolve the Senate and the House of Representatives.

(L.S.) Given under my Hand and the Great Seal of Australia on 11 April 1974.

By His Excellency's Command,

E. G. WHITLAM
Prime Minister



AUSTRALIA
DECLARATION

Commonwealth Banks Act 1959-1973

IN pursuance of section 5A of the *Commonwealth Banks Act 1959-1973*, 1, Frank Crean, Treasurer, hereby declare that on 22 April 1974 the *Commonwealth Banks Act 1959-1973* shall cease to extend to Papua New Guinea.

Dated this fourth day of April 1974.

FRANK CREAN
Treasurer

NOTIFICATION OF THE MAKING OF STATUTORY RULES

NOTICE is hereby given that the undermentioned Statutory Rules have been made. Copies of them can be purchased at the Australian Government Publications and Inquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory.

<i>Act under which the Statutory Rules were made</i>	<i>Description of the Statutory Rules</i>	<i>Number and year of the Statutory Rules</i>	<i>Price of the Statutory Rules</i>
			\$
<i>Snowy Mountains Hydro-Electric Power Act 1949-1973</i>	Amendment of the Snowy Mountains Hydro-Electric Power Regulations	No. 47, 1974	0.05
<i>Atomic Energy Act 1953-1973</i> . . .	Atomic Energy Regulations	No. 48, 1974	0.05
<i>Customs Act 1901-1973 and the Commerce (Trade Descriptions) Act 1905-1973</i>	Amendments of the Exports (Fresh Fruit) Regulations	No. 49, 1974	0.10
<i>Public Service Act 1922-1973</i> . . .	Amendments of the Public Service (Salaries) Regulations	No. 50, 1974	0.08
<i>Public Service Act 1922-1973</i> . . .	Amendment of the Public Service Regulations . .	No. 51, 1974	0.08
<i>National Health Act 1953-1973</i> . .	Amendments of the National Health Regulations	No. 52, 1974	0.50
<i>National Health Act 1953-1973</i> . .	National Health (Variation of Benefits) (No. 11) Regulations	No. 53, 1974	1.40
<i>Air Navigation Act 1920-1973</i> . . .	Amendment of the Air Navigation Regulations	No. 54, 1974	0.05
<i>Papua New Guinea (Transfer of Banking Business) Act 1973</i>	Papua New Guinea (Transfer of Banking Business) Regulations	No. 55, 1974	0.05
<i>Banking Act 1959-1973</i>	Amendments of the Banking (Foreign Exchange) Regulations	No. 56, 1974	0.06
<i>Repatriation Act 1920-1974</i>	Amendments of the Repatriation Regulations . .	No. 57, 1974	0.05
<i>Repatriation (Far East Strategic Reserve) Act 1956-1973</i>	Amendment of the Repatriation (Far East Strategic Reserve) Regulations	No. 58, 1974	0.05
<i>Repatriation (Special Overseas Service) Act 1962-1973</i>	Amendment of the Repatriation (Special Overseas Service) Regulations	No. 59, 1974	0.05

AUSTRALIAN CAPITAL TERRITORY

NOTIFICATION OF THE MAKING OF ORDINANCES

NOTICE is hereby given that the undermentioned Ordinances of the Australian Capital Territory have been made. Copies of the Ordinances can be purchased at the Australian Government Publications and Inquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory.

<i>Number and year of Ordinance</i>	<i>Short title of Ordinance</i>	<i>Price of Ordinance</i>
		\$
11 of 1974. . .	<i>Motor Omnibus Services Ordinance 1974</i>	0.05
12 of 1974. . .	<i>Motor Traffic Ordinance (No. 2) 1974</i>	0.05
13 of 1974. . .	<i>City Area Leases Ordinance 1974</i>	0.08

AUSTRALIAN CAPITAL TERRITORY

NOTIFICATION OF THE MAKING OF REGULATIONS

NOTICE is hereby given that the undermentioned Regulations have been made under Ordinances of the Australian Capital Territory. Copies of the Regulations may be purchased at the Australian Government Publications and Inquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory.

<i>Ordinance under which the Regulations were made</i>	<i>Description of the Regulations</i>	<i>Number and year of the Regulations</i>	<i>Price of the Regulations</i>
			\$
<i>Motor Omnibus Services Ordinance 1955-1974</i>	Amendments of the Commonwealth Motor Omnibus Services Regulations	6 of 1974	0.05
<i>Motor Omnibus Services Ordinance 1955-1974</i>	Amendment of the Motor Omnibus Fares Regulations	7 of 1974	0.05



ISSUE OF WRITS FOR ELECTION OF MEMBERS OF THE HOUSE OF REPRESENTATIVES

IT is hereby notified that, in pursuance of the Constitution, the Commonwealth Electoral Act, the Australian Capital Territory Representation (House of Representatives) Act and the Northern Territory Representation Act, His Excellency the Governor-General in Council has been pleased to approve that there be issued on Saturday, 20 April 1974—

- (a) Writs for a General Election of Members of the House of Representatives for the Divisions of the States fixing the following dates for the purposes of the said Election—

For nominations	..	..	..	Monday, 29 April 1974
For the polling	..	..	..	Saturday, 18 May 1974
For return of Writ	..	..	..	On or before Saturday, 29 June 1974

- (b) Writs for the Election of two Members of the House of Representatives for the Australian Capital Territory, fixing the following dates for the purposes of the said Election—

For nominations	..	..	..	Monday, 29 April 1974
For the polling	..	..	..	Saturday, 18 May 1974
For return of Writ	..	..	..	On or before Saturday, 29 June 1974

- (c) a Writ for the Election of a Member of the House of Representatives for the Northern Territory, fixing the following dates for the purposes of the said Election—

For nominations	..	..	..	Monday, 29 April 1974
For the polling	..	..	..	Saturday, 18 May 1974
For return of Writ	..	..	..	On or before Saturday, 29 June 1974

Dated this eleventh day of April 1974.

F. M. DALY
Minister of State for Services and Property



National Health Act 1953-1973

NOTIFICATION UNDER SECTION 17A

I, WILLIAM GEORGE HAYDEN, Minister of State for Social Security, hereby fix 22 April 1974 as the date for the purposes of section 17A of the *National Health Act* 1953-1973.

Dated 10th April 1974.

W. G. HAYDEN
Minister of State
for Social Security

AUSTRALIAN CAPITAL TERRITORY

NOTIFICATION OF THE MAKING OF ORDINANCES

NOTICE is hereby given that the undermentioned Ordinances of the Australian Capital Territory have been made. Copies of the Ordinances can be purchased at the Australian Government Publications and Inquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory.

<i>Number and year of Ordinance</i>	<i>Short title of Ordinance</i>	<i>Price of Ordinance</i>
		\$
14 of 1974 .	<i>Court of Petty Sessions Ordinance 1974</i>	0.25
15 of 1974 .	<i>Coroners Ordinance 1974</i>	0.05
16 of 1974 .	<i>Police Ordinance 1974</i>	0.08
17 of 1974 .	<i>Crimes Ordinance 1974</i>	0.08



No. 31 F

Canberra, Thursday, 18 April 1974

SPECIAL

**SUPREME COURT OF THE AUSTRALIAN
CAPITAL TERRITORY**

**NOTIFICATION OF THE MAKING OF RULES
OF COURT**

Notice is hereby given—

1. That on the seventeenth day of April, 1974, Rules of Court amending the Rules of the Supreme Court of the Australian Capital Territory, being Statutory Rules 1937, No. 85 as amended to date, were made in pursuance of the *Australian Capital Territory Supreme Court Act 1933-1973*.

2. That copies of the Rules of Court so made, published as Statutory Rules, 1974, No. 60, may be purchased at the Australian Government Publications and Enquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory at the price of 5c per copy.

Z. HARTSTEIN
Registrar