

Australian Government Gazette

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**PUBLIC
SERVICE**

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

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

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

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

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

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

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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

Positions created and abolished

DEPARTMENT OF THE CAPITAL TERRITORY

Australian Capital Territory

Office created: City Manager's Office, Commercial and Transport Operations Branch, Traffic Section: Third Division—Clerk \$7651-8230 (one).

Offices abolished: City Manager's Office, Commercial and Transport Operations Branch, Traffic Section: Third Division—Clerk \$4955-5708 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 1 (four).

(Ex. Min. No. 11)

DEPARTMENT OF EDUCATION

Australian Capital Territory

Offices created: Territorial and Facilities Division, Territorial Liaison Branch: Third Division—Education Officer, Class 2 \$7689-8466 (one); Clerk \$5923-6571 (one); Clerk \$11256-11688 (one). Technical and Further Education Section: Third Division—Director \$12120-12551 (one). Policy and Curriculum Planning Sub-section: Third Division—Clerk \$10393-10824 (one); Clerk \$7651-8230 (one). Canberra School of Music, Advisory Council Sub-section: Third Division—Clerk \$9529-9961 (one).

New South Wales

Offices created: New South Wales Branch Office: Third Division—Clerk \$4955-5708 (one); Clerk \$2298-4770 (one).

Queensland

Offices created: Queensland Branch Office: Third Division—Clerk \$5923-6571 (three). Fourth Division—Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (three).

Western Australia

Offices created: Western Australia Branch Office: Third Division—Clerk \$6787-7434 (two); Clerk \$5923-6571 (four); Clerk \$4955-5708 (two). Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (two).

(Ex. Min. No. 21)

DEPARTMENT OF HEALTH

Central Staff

Offices created: Medical Services Division, Medical Laboratories Branch: Third Division—Senior Executive Officer \$10393-10824 (one); Executive Officer \$9529-9961 (two); Clerk \$7651-8230 (one). Management Services Division, Establishments and Finance Branch: Third Division—Assistant Director \$10393-10824 (one); Clerk \$9529-9961 (one); Clerk \$8518-9097 (three); Clerk \$7651-8230 (one); Clerk \$6787-7434 (one). Fourth Division—Clerical Assistant, Grade 1 (two).

Australian Capital Territory

Offices created: A.C.T. Medical Services Branch: Third Division—Dental Therapist (four). Fourth Division—Dental Assistant (nine).

Northern Territory

Offices created: Community Health Services Division, Entomology Section: Third Division—Entomologist, Class 1 (one). Fourth Division—Technical Officer (Science), Grade 2 (one).

(Ex. Min. No. 12)

DEPARTMENT OF LABOUR

New South Wales

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

Victoria

Offices created: Employment, Training and Industrial Services Division, Employment Branch, DEO Management Section: Third Division—Clerk \$6787-7434 (one); Clerk \$4955-5708 (one). Fourth Division—Clerical Assistant, Grade 2 (one).

Queensland

Offices created: Management Services Branch, Personnel and Training Section: Third Division—Clerk \$2298-4770 (two). Fourth Division—Clerical Assistant, Grade 1 (one). Industrial Services Branch, Food Services Section: Fourth Division—Clerical Assistant, Grade 4 (one).

(Ex. Min. No. 41)

DEPARTMENT OF MINERALS AND ENERGY

Australian Capital Territory

Offices created: Energy Policy Division, Development Branch: Fourth Division—Clerical Assistant, Grade 3 (one). Bureau of Mineral Resources, Geology and Geophysics, Operations Branch, Administrative Section: Fourth Division—Typist Supervisor, Grade 1 (one). Mineral Resources Branch, Mineral Economics Section: Third Division—Mineral Economist, Class 4 \$10488-11216 (one); Mineral Economist, Class 2 \$7602-8525 (one). Energy Planning Division: Second Division—First Assistant Secretary \$20870 (one). Forecasting Branch: Second Division—Assistant Secretary \$17300 (one). Secretariat Branch: Second Division—Assistant Secretary \$17300 (one).

Victoria

Office created: Fuels Branch: Fourth Division—Clerical Assistant, Grade 3 (one).
(Ex. Min. Nos 8, 9 and 10)

DEPARTMENT OF OVERSEAS TRADE

Central Staff

Office created: Overseas Markets Division, Trade Commissioner Branch: Fourth Division—Steno-secretary, Grade 2 (one).
(Ex. Min. No. 10)

DEPARTMENT OF SOCIAL SECURITY

New South Wales

Offices abolished: Management Branch: Third Division—Clerk \$7651-8230 (one); Clerk \$5923-6571 (two); Clerk \$4955-5708 (eight); Clerk \$2298-4770 (forty-seven); Fourth Division—Clerical Assistant, Grade 3 (five); Clerical Assistant, Grade 1 (six).

Offices created: Management Branch: Third Division—Clerk \$7651-8230 (two); Regional Office: Third Division—Social Worker, Class 2 \$7256-7859 (one); Clerk \$6787-7434 (one); Clerk \$5923-6571 (two); Clerk \$4955-5708 (one); Social Worker, Class 1 \$4601-6894 (one); Fourth Division—Inquiry Officer, Grade 3 (one); Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 2 (one); Typist, Grade 2 (one); Typist, Grade 1 (two).

Queensland

Offices abolished: Management Branch: Third Division—Clerk \$4955-5708 (one). Social Security Branch, Pensions Section: Third Division—Clerk \$2298-4770 (one); Clerk \$4955-5708 (three).

Offices created: Management Branch: Third Division—Clerk \$7651-8230 (two); Training Officer, Grade 2 \$6787-7434 (one); Clerk \$5923-6571 (three); Clerk \$4955-5708 (one); Clerk \$2298-4770 (eight); Fourth Division—Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (ten); Storeman (one); Typist, Grade 1 (one). Regional Offices: Third Division—Social Worker, Class 1 \$4601-6894 (two); Fourth Division—Clerical Assistant, Grade 6 (one). Social Security Branch, Outdoor Inquiry Section: Fourth Division—Inquiry Officer, Grade 3 (five); Inquiry Officer, Grade 1 (one). Welfare Services Branch, Community Liaison and Services Section: Third Division—Clerk \$4955-5708 (one). Welfare Services Branch, Subsidies Section: Fourth Division—Sister (one). Welfare Services Branch, Social Work Section: Third Division—Social Worker, Class 1 \$4601-6894 (four); Fourth Division—Clerical Assistant, Grade 6 (one).

South Australia

Offices created: Regional Offices: Third Division—Clerk \$6787-7434 (eight); Clerk \$4955-5708 (eight); Fourth Division—Clerical Assistant, Grade 4 (eight); Typist, Grade 1 (four).

Western Australia

Offices created: Regional Offices: Third Division—Registrar \$7651-8230 (one); Pensions Officer \$6787-7434 (one); Clerk \$5923-6571 (one); Clerk \$4955-5708 (one); Fourth Division—Clerical Assistant, Grade 4 (one); Typist, Grade 1 (one). Welfare Services Branch: Third Division—Social Worker, Class 2 \$7256-7859 (one).

Tasmania

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

(Ex. Min. No. 9)

Australian Capital Territory

Offices abolished: Rehabilitation and Compensation Division, Rehabilitation Services Branch: Third Division—Clerk \$7651-8230 (one); Special Projects Division: Fourth Division—Steno-secretary, Grade 1 (one).

Office created: Special Projects Division: Fourth Division—Clerical Assistant, Grade 4 (one).

New South Wales

Offices created: Regional Offices: Fourth Division—Clerical Assistant, Grade 1 (two). Social Security Branch: Third Division—Determining Officer \$7651-8230 (three); Clerk \$6787-7434 (one); Examiner, Grade 3 \$5923-6571 (five). Fourth Division—Clerical Assistant, Grade 3 (three); Clerical Assistant, Grade 2 (one). Welfare Services Branch: Third Division—Speech Therapist, Class 1 \$3920-5669 (one).

Queensland

Office abolished: Management Branch: Third Division—Pensions Officer \$6787-7434 (one).

South Australia

Offices created: Health Insurance and Benefits Branch: Third Division—Clerk \$6787-7434 (one); Clerk \$5923-6571 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 1 (one). Management Branch: Fourth Division—Accounting Machinist, Grade 1 (one).

Western Australia

Offices created: Welfare Services Branch: Fourth Division—Nursing Aide (two); Sister (one); Orderly, Grade 2 (three); Cook, Grade 2 (one); Cook, Grade 1 (one); Hospital Assistant, Grade 1 (twelve); Gardener, Grade 2 (one); Gardener, Grade 1 (one); Handyman (two); Labourer (three); Instructor (Metal work) (two); Instructor (Wood work) (two); Watchman (two).

(Ex. Min. No 10)

New South Wales

Offices created: District Office, Goulburn: Third Division—Assessor, Grade 2 \$4955-5708 (one); Fourth Division—Clerical Assistant, Grade 1 (one); Typist, Grade 1 (one).

Queensland

Offices abolished: Welfare Services Branch, Rehabilitation Section: Third Division—Clerk \$4955-5708 (one); Clerk \$2298-4770 (one).

Offices created: Welfare Services Branch, Rehabilitation Section: Fourth Division—Clerical Assistant, Grade 4 (two).

(Ex. Min. No. 13)

DEPARTMENT OF THE TREASURY

Australian Bureau of Statistics

Australian Capital Territory

Offices created: Demography, Social and Manpower Division, Population Census Branch: Third Division—Director \$12120-12551 (one); Employment and Labour Branch: Third Division—Supervisor \$10393-10824 (one); Senior Research Officer, Grade 2 \$8518-9097 (one); Senior Research Officer, Grade 1 \$7651-8230 (one); Fourth Division—Clerical Assistant, Grade 3 (one); Economic Accounts Division, National Accounts and Public Finance Branch: Third Division—Supervisor \$10393-10824 (one); Principal Research Officer \$9529-9961 (two); Senior Research Officer Grade 2 \$8518-9097 (one); Senior Research Officer, Grade 1 \$7651-8230 (one); Clerk \$4955-5708 (one); Computer Service Centre, Applications Systems Branch: Third Division—Programmer \$9529-9961 (one); Programmer \$7651-8230 (six); Operations, Techniques and Training Branch: Programmer \$9529-9961 (four); Programmer \$7651-8230 (eight); Programming Assistant, Grade 3 \$5923-6571 (three).

Offices abolished: Computer Service Centre, Operations, Techniques and Training Branch: Fourth Division—Trainee Computer Operator (thirty-two). Demography, Social and Manpower Division, Employment and Labour Branch: Third Division—Clerk \$4955-5708 (one); Clerk \$2298-4770 (one). Management Services Branch: Third Division Library Officer, Grade 1 \$4650-5250 (one); Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (one). Prices, Quantum and Household Expenditure Branch: Fourth Division—Clerical Assistant, Grade 6 (six); Clerical Assistant, Grade 4 (four). Development and Co-ordination Division, Sampling, Special Surveys and Consultation Branch: Third Division—Principal Research Officer \$10393-10824 (one). Economic Censuses and Surveys Division, Secondary Production, Classification and Integration Branch: Third Division—Clerk \$4955-5708 (one).

New South Wales

Offices created: Secondary Industries and Distribution Branch: Third Division—Clerk \$2298-4770 (one); Fourth Division—Clerical Assistant, Grade 1 (one). Integration and Input-Output Section: Third Division—Clerk \$5923-6571 (three); Clerk \$4955-5708 (eight).

Victoria

Offices created: Secondary Industries and Distribution Branch, Internal Trade Section: Third Division—Clerk \$4955-5708 (one); Clerk \$2298-4770 (one). Fourth Division—Clerical Assistant, Grade 2 (one). Population Survey Operations Branch: Third Division—Supervisor \$10393-10824 (one). Field Operations Section: Third Division—Senior Compiler \$7651-8230 (one); Clerk \$6787-7434 (one). Sample Management, Processing and Development Section: Third Division—Assistant Supervisor \$9529-9961 (one); Senior Research Officer, Grade 1 \$7651-8230 (one); Clerk \$6787-7434 (two); Research Officer, Grade 2 \$6787-7434 (one).

Offices abolished: Population and Employment Branch Field Surveys Section: Third Division—Clerk \$4955-5708 (two).

Queensland

Offices created: Research, Publications and Services Branch, Administrative Section, Library Sub-section: Third Division—Library Officer, Grade 1 \$4650-5250 (one). Distribution and Finance Branch, Trade, Transport and Integration Section: Third Division—Clerk \$2298-4470 (three); Clerk \$4955-5708 (one); Fourth Division—Clerical Assistant, Grade 3 (two).

South Australia

Offices created: Production and Distribution Branch, Secondary Industry and Internal Trade Section: Third Division—Clerk \$2298-4770 (one). Research, Publications and Services Branch, Research and Integration Section: Third Division—Clerk \$4955-5708 (four); Clerk \$5923-6571 (one). Fourth Division—Clerical Assistant, Grade 3 (one).

Western Australia

Offices created: Production and Distribution Branch, Secondary Industry and Internal Trade Section: Third Division—Clerk \$2298-4770 (one). Research, Publications and Services Branch, Research and Integration Section: Third Division—Clerk \$5923-6571 (one); Clerk \$4955-5708 (one).

(Ex. Min. Nos 18, 19, 20)

RETIREMENTS AND DISMISSALS

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

RETIREMENTS

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

DEPARTMENT OF CUSTOMS AND EXCISE

New South Wales

Section 67 (Invalidity): Norman Terry Gow, Chief Preventive Officer, Grade 2, 3.4.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

Victoria

Section 85 (1): Francis William Midolo, Clerical Assistant, Grade 3, 22.3.74.

DEPARTMENT OF HEALTH

Queensland

Section 86: Alfred Henry Humphry, Director of Health, 2.4.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

South Australia

Section 67 (Invalidity): Angus Dave Filsell, Works Supervisor, 11.4.74.

DEPARTMENT OF LABOUR

Queensland

Section 67 (Invalidity): Ronald James Sedgman, Employment Officer, 12.3.74.

Section 86: Garnet William Jackson, Employment Office Manager, Grade 3, 2.4.74.

POSTMASTER-GENERAL'S DEPARTMENT

Victoria

Section 67 (Invalidity): Peter Robert Fisher, Postman, 26.2.74; Leonard Robert Green, Telecommunications Technician, 27.2.74; John Alfred Botten, Mail Officer, 11.3.74; Leslie Albert Grinter, Postman,

16.3.74; Alfred Roy Ditterich, Lines Supervisor, Grade 3, 19.3.74; Jack Sydney Kitchen, Clerk, 28.3.74; Arthur Herbert Wallace, Line Inspector, 28.3.74; Ernest John Harold Watts, Postal Officer, Grade 2, 30.3.74; Eric Oliver Batiste, Telecommunications Technician, 15.4.74.

Queensland

Section 67 (Invalidity): Richard William Lee, Officer-in-charge, Postal Investigation, 11.3.74; Harold Claude Patrick Wegert, Clerical Assistant, Grade 2, 18.1.74.

Section 86: Frederick Dickinson, Lines Supervisor, Grade 3, 15.3.74; James Leong, Clerical Assistant, Grade 2, 14.2.74.

South Australia

Section 67 (Invalidity): Angus Kennedy, Clerk, 22.2.74; Colin Battersby, Senior Postal Officer, Grade 1, 1.3.74; William David Ashly Noble, Mail Officer, 4.3.74; Roy Colin Traeger, Senior Storeman, 5.3.74; George William Godier, Postman, 3.4.74.

Section 85 (1): Leslie Frederick Fowler, Assistant, Grade 1, 3.4.74.

Section 86: John Joseph Sheedy, Senior Telecommunications Technical Officer, Grade 3, 12.3.74; Clifford Albury Lines, Senior Postal Officer, Grade 1, 27.3.74; Victor Horace Thomas, Lineman, Grade 2, 2.4.74.

Western Australia

Section 67 (Invalidity): Walter Brandenburg, Postal Officer, Grade 3, 1.4.74; Laurence Patrick Costelloe, Inspector, 3.4.74.

DEPARTMENT OF PRIMARY INDUSTRY

New South Wales

Section 86: Charles Herbert Armstrong, Meat Inspector, Grade 1, 5.4.74.

REPATRIATION DEPARTMENT

Queensland

Section 67 (Invalidity): Leonard Percival Simmonds, Clerk, 28.3.74; Cheryl Merle Wells, Typist, Grade 1, 22.2.74.

DEPARTMENT OF SOCIAL SECURITY

New South Wales

Section 86 (max. age): Catherine Gertrude Upshell, Typist, Grade 1, 1.3.74.

DEPARTMENT OF SUPPLY

Regional Office, Victoria

Section 67 (Invalidity): Kevin Byrne, Clerk, 4.4.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

Central Staff

Section 85: Louis Walton, Technical Officer (Engineering), Grade 2, 16.3.74.

Queensland

Section 67 (Invalidity): Walter Joseph Daly, Airport Traffic Officer, 26.2.74.

DISMISSALS

DEPARTMENT OF CUSTOMS AND EXCISE

New South Wales

Section 55: William Glen Bithell, Preventive Officer, with effect on and from 10.30 a.m., 27.3.74.

K. F. FAUL
Acting Secretary
Public Service Board

FELLOWSHIPS, SCHOLARSHIPS, ETC.

THE HARKNESS FELLOWSHIPS OF THE COMMONWEALTH FUND OF NEW YORK

Awards from Australia—1975

HARKNESS FELLOWSHIPS

Five Fellowships for 12 to 21 months' study travel in the United States are offered annually to candidates from Australia and New Zealand.

The awards have a number of distinctive characteristics, including: freedom to propose an American programme which best suits the candidate's personal and professional needs, unrestricted choice of university or other institution at which to work, a period of required travel in the United States and emphasis in the selection of Fellows on personal qualities as well as on a proven level of academic or professional excellence.

The competition is intense and only those with outstanding records will be considered.

The Commonwealth Fund was incorporated in 1918 as a philanthropic foundation in the State of New York. Its endowment derives entirely from the estates of the founder, Mr Stephen V. Harkness, and of Mr and Mrs. Edward S. Harkness.

Mrs Harkness's choice of the name, 'Commonwealth', reflected her wish that the funds should be used for the common welfare of mankind, an obligation which the Directors have attempted to fulfil by gifts from capital and income of about \$185 million, primarily in the fields of health care and medical education.

The Harkness Fellowships, first known as Commonwealth Fund Fellowships, were established in 1925 by Mr Harkness for British university graduates. In 1927, the programme was extended to Australia and New Zealand, in 1952 to certain Continental European countries and, in subsequent years, the terms of eligibility were also widened to include candidates other than graduates. At the present time, 37 awards are annually available to candidates from nine countries. In maintaining this programme, the Directors of the Fund have reaffirmed their belief in the Board's inaugural resolution that 'international understanding can be forwarded in no more practicable way than through the provision of international opportunities for education and travel to young men and women of character and ability. Such men and women, potentially leaders in their own country, becoming familiar through residence and education with the institutions, customs and ways of thinking of the people of another country, cannot but be a force for mutual understanding and good feeling.'

ELIGIBILITY

Candidacy is open to men and women in any profession or field of study who will be not more than 30 years of age on 1st September 1975. (Consideration may be given in exceptional circumstances to a candidate somewhat above this age.)

Candidates must, by 1st September 1974, have a degree, or an equivalent qualification conferred by a professional body, or an outstanding record of achievement in the creative arts, journalism or other comparable careers. In addition, candidates for the M.B.A. must have had substantial full-time administrative experience.

Candidates for the Australian awards must be citizens of Australia or have taken steps to achieve citizenship. Candidates must be either:

- (1) Members of the Australian or a State Public Service, or a semi-Government authority;
- (2) Staff or post-graduate students at an Australian university; or
- (3) Individuals recommended for nomination by the Local Correspondents.

Candidacy is not open to persons who, between their 19th birthday and 1st September 1975, will have lived in the United States for more than six months.

TENURE

Confirmation of all Fellowships awards is conditional upon: the grant of an Exchange-Visitor visa by the United States consular authorities, a successful health examination, satisfactory arrangements for programme in the United States, and an agreed plan for families.

The Fellowships are tenable for a period of 12 to 21 months, normally commencing in September 1975. All Fellows are encouraged to request full tenure, and younger Fellows are expected to do so, but within the range of 12 to 21 months, tenure will be adjusted to the programme and personal circumstances of each individual.

Fellows need not study for an American degree, but they must propose a specific programme of study, research or other professional activity, and normally be affiliated with an academic research, governmental or similar institution. Those who are planning an academic programme must arrange a university place in accordance with instructions on 'Admission to U.S. Universities' enclosed with the application material.

Fellows are required to spend three months travelling within the United States. The travel may be directed towards professional as well as general interests, and Fellows plan their own itinerary after arrival in America.

Fellows may not perform services for an employer from whom they are on paid or unpaid leave of absence, nor accept any other commission, appointment, or award paid or unpaid.

It is expected that Fellows will return to Australia, but in all cases it is a binding condition of appointment that they must undertake to leave North America for a minimum of two years following the end of Harkness tenure. (Fellows may be permitted to remain in the United States for a limited additional time for such purposes as completion of an American Ph.D., provided they are assured of adequate financial support during this post-tenure period.)

EMOLUMENTS (IN U.S. DOLLARS)

Fellowship emoluments are intended to cover expenses of travel, residence and study and are planned to enable a Fellow to participate fully in the life of the community.

Fellow's allowance: \$330 per month until the 26th birthday; \$385 per month after the 26th birthday.

Family allowance: If a Fellow has no continuing salary: \$165 per month for a Fellow's spouse; \$82.50 per month each for first and second child. If a Fellow's family remains in the home country, a family allowance of up to \$200 per month will be considered.

The above allowances will be based on a Fellow's age and family status as of 1st September 1975, and will remain unchanged throughout tenure.

To and from the U.S.: travel from home to United States place of study, and return, for a Fellow, spouse and up to four half fares for children.

In the U.S.: a travel allowance of \$250 per month for a period of approved travel (three months required); a car rental allowance of \$1200; and an annual contingency allowance of \$250.

Health Insurance

Tuition and approved research fees and expenses.

A book and equipment allowance: \$300 for the first year and \$200 for the second year.

Payment of Salary—Australian Public Servants: An officer of the Service who is awarded a Fellowship will normally be paid full salary during his tenure of the Fellowship.

SELECTION

Selection of Fellows for recommendation to the Fund is in the sole discretion of the Australian Nomination Committee. Candidates must be prepared to attend for interviews in Melbourne during October. Those who are to be called for interview will be notified about two weeks prior to the date of the meeting. Travel expenses within Australia will be refunded to candidates when they attend for interview.

The members of the Australian Nomination Committee are:

Dr J. Melville, C.M.G. (*Chairman*), Scientific Administrator, Adelaide.

Mr R. H. Carnegie, Conzinc Riotinto of Australia Limited, Melbourne.

Sir Ernest Coates, C.M.G., State Treasury, Melbourne.

Professor H. C. Forster, O.B.E., University of Melbourne.

Mr. L. T. Hinde, Reserve Bank of Australia, Sydney.

Professor Leonie Kramer, The University of Sydney.

Dr K. B. Myer, D.S.C., Myer-Emporium, Melbourne.

LOCAL CORRESPONDENTS

Prospective candidates are invited to consult their Local Correspondents:

Australian Capital Territory: Dr. R. Milton Moore, CSIRO, Woodland Ecology Unit, P.O. Box 1666, Canberra City, 2601

New South Wales: Professor J. E. Cawte, Prince Henry Hospital, Little Bay, 2036.

Victoria: Professor L. L. Stubbs, University of Melbourne, Parkville, 3052

Queensland: Mr J. E. Coaldrake, A. A. Heath & Partners, 131 Leichhardt St., Brisbane, 4000.

South Australia: Mr Bruce Guerin, 48 Greenglade Drive, Paradise, 5075

Western Australia: Mr W. R. Weedon, 50 View Way, Nedlands, 6009.

Tasmania: Mr. L. V. Bellis, State Treasury, Box 665E, G.P.O., Hobart, 7001.

Northern Territory: Dr Hedley Beare, Department of Education, Darwin, 5790.

APPLICATION

Application forms are available only from the Australian Representative of the Fund. Completed applications with referees' reports, typed in duplicate on the prescribed forms, must be submitted through the Chief Officer of the department concerned. The Chief Officer should insert departmental comments, and

forward the applications to the Secretary, Public Service Board, Canberra in an envelope endorsed 'Harkness Fellowship Application', not later than Friday, 19 July 1974.

AUSTRALIAN REPRESENTATIVE

Official correspondence and requests for application forms should be addressed to the Australian Representative:

Mr L. T. Hinde,
Reserve Bank of Australia,
Box 3947, G.P.O.,
Sydney, N.S.W. 2001

Envelopes should be clearly marked: HARKNESS FELLOWSHIPS.

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

EXAMINATION No. 6586

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

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 Melbourne.

Persons eligible to enter

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

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

Applications close 25 April 1974.

EXAMINATION No. 6587

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

This examination will be held on Saturday 11 May 1974 in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25A of 22 March 1974.

Examination Centre Melbourne.

Persons eligible to enter

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

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

Applications close 2 May 1974.

EXAMINATION No. 6588

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

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 Adelaide.

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, 10th Floor, IMFC House, 33 King William Street, Adelaide, South Australia 5000.

Applications close 3 May 1974.

EXAMINATION No. 6589

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

This examination will be held on Saturday 11 May 1974 in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25A of 22 March 1974.

Examination Centre Brisbane.

Persons eligible to enter

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

Applications on special forms to be lodged with the Public Service Inspector, Australian Government Centre, 295 Ann Street, Brisbane, Queensland 4000.

Applications close 10 May 1974.

EXAMINATION No. 6590

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

This examination will be held on Saturday 27 April 1974 in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25A of 22 March 1974.

Examination Centre Canberra.

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, 6th Floor, T. & G. Building, Hobart Place, Canberra City, A.C.T. 2601.

Applications close 27 April 1974.

EXAMINATION No. NP3074

**FOR APPOINTMENT AS TELEPHONIST
FOURTH DIVISION, POSTMASTER-GENERAL'S
DEPARTMENT, SYDNEY**

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

Applications on the prescribed form should be lodged with the Examinations Officer, Box 6002, G.P.O., Sydney, not later than 24 April 1974.

Application forms and copies of the above conditions may be obtained from the above address.

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>
6576	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Melbourne (7.3.74)	25.3.74
W124	Transfer as Accounting Machinist, Grade 1 (Perth (11.10.73))	20.10.73
NP3066	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Sydney	30.3.74
NP3067	Appointment as Telephonist, New South Wales	23.3.74
VP4236	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Victoria	23.3.74
VP4238	Appointment as Telephonist, Victoria	23.3.74
VP4240	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	30.3.74
VP4241	Appointment as Telephonist, Melbourne	30.3.74
WP1400	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Western Australia	9.2.74

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

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

K. F. FAUL
Acting Secretary
Public Service Board

VACANCIES

Parliamentary Departments

JOINT HOUSE DEPARTMENT

Applications are invited from permanent officers of the Commonwealth Public Service for promotion or transfer to the position advertised below.

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Joint House Department, Canberra

Applications close: 2.5.74.

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

Duties: Daily processing of Parliamentary Refreshment Rooms Sales Dockets; Posting Debtors Ledger; maintain wages cards; assist in general clerical work.

Qualifications: Experience in operation of 'National' accounting machines and ability to handle general clerical duties desirable.

Statutory authorities

AUSTRALIAN ATOMIC ENERGY COMMISSION RESEARCH ESTABLISHMENT, LUCAS HEIGHTS, NEAR SYDNEY

Staff Clerks

Applications are invited for the following positions:

Compensation Clerk—Clerk (Class 4) \$6912-7652

To process Compensation Claims. Wide knowledge of *Compensation (Australian Government Employees) Act* and Arbitration Determinations desirable.

Group Leader—Clerk (Class 4) \$6912-7652

To oversight maintenance of personnel records for a Staff Group. Detailed knowledge of *Public Service Act*, Regulations and General Orders desirable.

Staff Clerk—Clerk (Class 2/3) \$5806-6666

To maintain standard personnel records involving the adjustments of salary, superannuation, leave, increments, etc. Prior experience in staff work desirable.

Leave Clerk—Clerk (Class 1) \$2713-5594

To process leave applications and attendance records. Prior experience in leave work would be an advantage but is not essential.

Personnel Registry Clerk—Clerical Assistant, Grade III \$4822-5254

To maintain personnel sub-registry files and papers. Knowledge of registry procedures desirable.

Qualifications: Positions of Clerk require a Higher School Certificate or equivalent; positions of Clerical Assistant a School Certificate. *Officers Rights Declaration Act* applies.

Applications, giving full name, date and place of birth, present position and salary and full details of experience should be forwarded to the Recruitment Officer, AAEC, Private Mail Bag, Sutherland, not later than 8.5.74.

**COMMONWEALTH SERUM LABORATORIES
COMMISSION**

MELBOURNE

Full-time Director

THE Commonwealth Serum Laboratories Commission invites applications for the position of full-time Director.

The Commonwealth Serum Laboratories operate under the provisions of the *CSL Act 1961* and are responsible for the manufacture and sale of a wide range of human and veterinary biological products, and for undertaking a related research program. They are controlled by a Commission comprising four part-time Commissioners and the Director who, in addition to being a member of the Commission, is the Chief Executive Officer of the Laboratories.

The Director is required to:

- (1) Advise the Commission on policy matters,

- (2) Implement approved policies, and

- (3) Control and direct extensive production facilities, a wide ranging research program, the marketing of the Laboratories' products through an Australia-wide distribution network and comprehensive administrative and support services.

At the present, the position carries a salary of \$22012 per annum with superannuation and liberal recreation and sick leave benefits. The salary is currently under review.

Applications, in writing, are invited from suitably qualified persons, with considerable experience in administration and policy making and a broad knowledge of the medical, scientific and pharmaceutical industries.

Applications should be sent to: The Chairman, Commonwealth Serum Laboratories Commission, 45 Poplar Road, Parkville, Victoria 3052 by 31.5.74.

VACANCIES—PUBLIC SERVICE

General information

VACANCIES OPEN TO PERMANENT OFFICERS

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

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

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

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

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

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

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

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

To be eligible for appointment a person must be:

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

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

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

Permanent officers are required to contribute under the Superannuation Act.

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

SALARIES AND GENERAL CONDITIONS

Actual Salaries

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

General

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

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

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

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

Qualifications

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

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

SUBMISSION OF APPLICATIONS

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

A key to these code letters appears below.

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

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

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

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

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

INDEX OF ADDRESSES

- A1 The Secretary, Department of Aboriginal Affairs, P.O. Box 17, Woden, A.C.T. 2606
- A2 The Department of Aboriginal Affairs, Box 5025, Darwin, N.T. 5794
- A5 The Regional Director, Department of Aboriginal Affairs, Guardian Royal Exchange Group Building, 50 Grenfell Street, Adelaide, S.A. 5000
- D1 The Secretary, Attorney-General's Department, Canberra, A.C.T. 2600
- D2 The Administrative Officer, Attorney-General's Department, G.P.O. Box 4055, Sydney, N.S.W. 2001
- D3 The Administrative Officer, Attorney-General's Department, 99 Queen Street, Melbourne, Vic. 3000
- D4 The Administrative Officer, Attorney-General's Department, G.P.O. Box 1408r, Brisbane, Qld 4001
- D5 The Administrative Officer, Attorney-General's Department, G.P.O. Box 2150, Adelaide, S.A. 5001

- D6 The Administrative Officer, Attorney-General's Department, G.P.O. Box U1994, Perth, W.A. 6001
- D7 The Administrative Officer, Attorney-General's Department, G.P.O. Box 366d, Hobart, Tas. 7001
- D8 The Administrative Officer, Attorney-General's Department, P.O. Box 382, Darwin, N.T. 5794
- D9 The Principal Legal Officer, Courts Offices Branch, P.O. Box 370, Canberra, A.C.T. 2601
- D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
- D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
- D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
- D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
- D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
- D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 14088, Brisbane, Qld 4001
- D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
- D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
- D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
- D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
- D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
- D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
- D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
- D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
- D24 The Commissioner of Trade Practices, 5th Floor, City Mutual Building, Hobart Place, Canberra City, A.C.T. 2601
- D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1515, Canberra City, A.C.T. 2601
- D26 The First Parliamentary Counsel, Office of Parliamentary Counsel, Canberra, A.C.T. 2600
- E1 The Secretary, Department of the Capital Territory, P.O. Box 158, Canberra City, A.C.T. 2601. Attention Assistant Secretary Establishments
- F1 First Assistant Director, General, Management Services Division, Air Transport Group, Department of Transport, G.P.O. Box 18390, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box J93, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733P, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S. 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 5861, 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 919, Hobart, Tas. 7001
- M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
- M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601
- M10 The Director, National Acoustic Laboratories, 5 Hickson Road, Miller's Point, N.S.W. 2000
- M11 The Director, School of Public Health and Tropical Medicine, University of Sydney, N.S.W. 2006
- M12 The Director, Institute of Child Health, Royal Alexandra Hospital for Children, Camperdown, N.S.W. 2050
- M13 The Director, Commonwealth X-ray and Radium Laboratories, Surry Place, Melbourne, Vic. 3000
- M14 The Director of Health, P.O. Box 825, Canberra City, A.C.T. 2601
- N1 The Secretary, Department of Housing and Construction, P.O. Box 690, Canberra City, A.C.T. 2601
- N2 The Regional Director, Department of Housing and Construction, Westfield Towers, 100 William Street, Potts Point, N.S.W. 2011
- N3 The Regional Director, Department of Housing and Construction, E.S. & A. Bank Building, 460 Bourke Street, Melbourne, Vic. 3000
- N4 The Regional Director, Department of Housing and Construction, G.P.O. Box 498H, Brisbane, Qld 4001
- N5 The Regional Director, Department of Housing and Construction, G.P.O. Box 319, Adelaide, S.A. 5001
- N6 The Regional Director, Department of Housing and Construction, G.P.O. Box L885, Perth, W.A. 6001
- N7 The Regional Director, Department of Housing and Construction, G.P.O. Box 772H, Hobart, Tas. 7001
- O1 The Secretary, Department of Immigration, Canberra, A.C.T. 2600

- O2** The Regional Director of Migration, Department of Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3** The Regional Director of Migration, Department of Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4** The Regional Director of Migration, Department of Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5** The Regional Director of Migration, Department of Immigration, G.P.O. Box 2399, Adelaide, S.A. 5001
- O6** The Regional Director of Migration, Department of Immigration, P.O. Box 9634, Perth, W.A. 6001
- O7** The Regional Director of Migration, Department of Immigration, G.P.O. Box 7944, Hobart, Tas. 7001
- O8** The Regional Director of Migration, Department of Immigration, Box 864, Darwin, N.T. 5794
- P1** The Secretary, Department of Labour, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- P2** The Regional Director, Department of Labour, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- P3** The Regional Director, Department of Labour, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- P4** The Regional Director, Department of Labour, G.P.O. Box 1382, Brisbane, Qld 4001
- P5** The Regional Director, Department of Labour, G.P.O. Box 2299, Adelaide, S.A. 5001
- P6** The Regional Director, Department of Labour, G.P.O. Box R1273, Perth, W.A. 6001
- P7** The Regional Director, Department of Labour, G.P.O. Box 585F, Hobart, Tas. 7001
- P8** The Officer-in-Charge, Department of Labour, P.O. Box 399, Canberra City, A.C.T. 2601
- Q1** The Secretary, Department of the Media, 153 Walker Street, North Sydney, N.S.W. 2060
- Q2** The First Assistant Secretary, Information Division, Department of the Media, G.P.O. Box 84, Canberra, A.C.T. 2600
- Q3** The Chairman, Australian Broadcasting Control Board, Marland House, 562-574 Bourke Street, Melbourne, Vic. 3000
- R1** The Secretary, Department of Minerals and Energy, Canberra, A.C.T. 2600
- T1** The Secretary, Department of Northern Development, P.O. Box 823, Canberra City, A.C.T. 2600
- U1** The Director, Establishments and ADP, Department of the Northern Territory, P.O. Box 231, Darwin, N.T. 5794 (by Airmail)
- V1** The Secretary, Department of Overseas Trade, Canberra, A.C.T. 2600
- V2** The Administrative Officer, Department of Overseas Trade, G.P.O. Box 7054, Sydney, N.S.W. 2000
- V3** The Assistant Director, Department of Overseas Trade, Private Bag, Post Office, South Yarra, Vic. 3141
- V4** The Regional Director, Department of Overseas Trade, 1st Floor, Commonwealth Offices, 232 Adelaide Street, Brisbane, Qld 4000
- V5** The Regional Director, Department of Overseas Trade, G.P.O. Box 4779, Adelaide, S.A. 5001
- V6** The Regional Director, Department of Overseas Trade, G.P.O. Box M967, Perth, W.A. 6001
- V7** The Regional Director, Department of Overseas Trade, 2nd Floor, M.L.C. Building, 65 Murray Street, Hobart, Tas. 7000
- W1** The Director-General of Posts and Telegraphs, Melbourne, Vic. 3000
- W2** The Director of Posts and Telegraphs, G.P.O. Box 6001, Sydney, N.S.W. 2001
- W3** The Director of Posts and Telegraphs, Melbourne, Vic. 3000
- W4** The Director of Posts and Telegraphs, Brisbane, Qld 4000
- W5** The Director of Posts and Telegraphs, Adelaide, S.A. 5000
- W6** The Director of Posts and Telegraphs, Perth, W.A. 6000
- W7** The Director of Posts and Telegraphs, Hobart, Tas. 7000
- X1** The Secretary, Department of Primary Industry, Canberra, A.C.T. 2600
- X2** Regional Director, Department of Primary Industry, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- X3** Regional Director, Department of Primary Industry, P.O. Box 22460, Elizabeth Street, Melbourne, Vic. 3001
- X4** Regional Executive Officer, Department of Primary Industry, G.P.O. Box 778, Brisbane, Qld 4001
- X5** Regional Executive Officer, Department of Primary Industry, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6** Regional Executive Officer, Department of Primary Industry, G.P.O. Box M957, Perth, W.A. 6001
- X7** Regional Executive Officer, Department of Primary Industry, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1** The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2** The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4** The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5** The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601
- Y6** The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- Y7** The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y8** The Public Service Inspector, G.P.O. Box 1063M, Brisbane, Qld 4001
- Y9** The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001
- Y10** The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001
- Y11** The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001
- Y12** The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794
- Y13** The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14** The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15** The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16** The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17** The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18** The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19** The Chief Auditor, Auditor-General's Office, G.P.O. Box 1068, Brisbane, Qld 4001
- Y20** The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21** The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22** The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23** The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24** The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1** The Secretary, Repatriation Commission, Albemarle Building, Furzer Street, Phillip, A.C.T. 2606
- Z2** The Deputy Commissioner, Repatriation Department, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3** The Deputy Commissioner, Repatriation Department, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4** The Deputy Commissioner, Repatriation Department, G.P.O. Box 651, Brisbane, Qld 4001
- Z5** The Deputy Commissioner, Repatriation Department, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6** The Deputy Commissioner, Repatriation Department, G.P.O. Box F352, Perth, W.A. 6001
- Z7** The Deputy Commissioner, Repatriation Department, G.P.O. Box 481E, Hobart, Tas. 7001
- AA1** The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2** The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3** The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289K, Melbourne, Vic. 3001
- AA4** The Regional Director, Bureau of Meteorology, P.O. Box 797, Canberra City, A.C.T. 2601
- AA5** The Regional Director, Bureau of Meteorology, P.O. Box 113, Darlinghurst, N.S.W. 2010
- AA6** The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AA7** The Regional Director, Bureau of Meteorology, P.O. Box 413F, Brisbane, Qld 4001
- AA8** The Regional Director, Bureau of Meteorology, West Terrace, Adelaide, S.A. 5000
- AA9** The Regional Director, Bureau of Meteorology, 127 Wellington Street, Perth, W.A. 6000
- AA10** The Regional Director, Bureau of Meteorology, P.O. Box 727G, Hobart, Tas. 7001
- AA11** The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12** The Officer in Charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13** The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14** The Commissioner, Patents Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AA15** The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AA16** The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- AB1** The Secretary, Department of Secondary Industry, Canberra, A.C.T. 2600
- AC1** The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC2** The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC3** The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC4** The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
- AC5** The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6** The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7** The Chief Property Officer, Department of Services and Property, G.P.O. Box 519E, Hobart, Tas. 7001

- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11 The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344c, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 1797q, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 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, Milsoms 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 533r, Hobart, Tas. 7001
- AI34 The Secretary, Australian Government Retirement Benefits Office, P.O. Box 1031 Canberra City, A.C.T. 2601
- 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 NEW SOUTH WALES

Management Services and Projects Branch

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

Duties: Provide typing services within the Section.

Apply: A1

ATTORNEY-GENERAL'S DEPARTMENT CENTRAL OFFICE

Business Affairs Division, Companies Legislation Branch

*Principal Legal Officer \$15195-16285, Third Division, Canberra

Duties: No. 28—Direct the work of the Policy Section. Formulate proposals for legislation, prepare Cabinet submissions and conduct research.

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

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Supreme Court Branch

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

Duties: Provide assistance to the Registrar of the Supreme Court.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

Registration Offices Branch

Company Inspector, Grade 2 \$8886-9548 (Class 6), Third Division, Companies Inspection Section, Canberra

Duties: No. 59—Examine and analyse the less complex accounting documents including balance sheets and accounts. Examine auditors reports of exempt proprietary companies. Prepare requisitions and correspondence relating thereto.

Qualifications: Accountancy qualifications recognised by the Board.

Apply: D1

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

Duties: No. 42—Examine and register less important documents and returns; prepare requisitions and correspondence relating thereto.

Apply: D1

Australian Capital Territory Police

Typist, Grade 2 \$4721-5035, Fourth Division, Canberra

Duties: No. 217—Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

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

Duties: Under direction carry out development of special electronic devices, maintain complex analy-

tical and special measuring instruments, assist in the preparation of estimates of expenditure, technical administration and supervision of trainee staff members. Investigate and evaluate new equipment and techniques for introduction into Police Communications and investigation areas.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in mobile communication fields, estimating and developmental work desirable.

Apply: D1

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

Duties: Under direction carry out planning, installation and maintenance of base radios using VHF/FM, VHF/AM, UHF/FM and HFSSB systems. Prepare estimates of expenditure for proposed installations, assess and report requirements for replacement equipment and spares.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in mobile communication fields, estimating and developmental work desirable.

Apply: D1

*Technical Assistant, Grade 2 \$5681-6371, Fourth Division (two positions), Canberra

Duties: Under minimal supervision carry out complex maintenance and installation tasks associated with communication systems involving HF/SSB/AM; VHF/FM; VHF/AM and UHF/FM techniques on base, mobile and portable equipment.

Qualifications: Radio Trade Certificate, Radio Apprenticeship or similar training. Experience in the Communications and Digital fields desirable.

Apply: D1

NEW SOUTH WALES

Australian Legal Aid Office

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

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

Qualifications: Typing and shorthand qualifications desirable.

Apply: D1

Typist, Grade 2 \$4731-5035, Fourth Division (five positions), Leichhardt, Fairfield, Blacktown, Newcastle, Wollongong

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

VICTORIA

Australian Legal Aid Office

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

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

Qualifications: Previous title searching experience desirable.

Apply: D1

QUEENSLAND

Australian Legal Aid Office

Typist, Grade 2 \$4731-5035, Fourth Division (three positions), Ipswich, Rockhampton and Townsville
Duties: Provide typing and stenographic services and assist with counter inquiries.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

SOUTH AUSTRALIA

Australian Legal Aid Office

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

WESTERN AUSTRALIA

Australian Legal Aid Office

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

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

Apply: D1

TASMANIA

Australian Legal Aid Office

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

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

Apply: D1

NORTHERN TERRITORY

Northern Territory Police

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

Duties: Maintain and record expenditure and liabilities; analyse trends; and oversee examination of accounts.

Apply: D1

Northern Territory Division

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

Duties: Direct and control the work of the Department in the Northern Territory.

Qualifications: Extensive experience in legal administration, management and the development policy.

Apply: D1

DEPARTMENT OF THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

Australian Capital Territory Government Division, Government Branch

Executive Assistant \$12019-12510 (Class 9), Third Division, Law Revision and Constitutional Development Section, Canberra

Duties: No. 729—Control and direct the operations of the Law Revision Sub-section.

Qualifications: University degree and relevant experience desirable.

Apply: E1

Clerk \$8886-9548 (Class 6), Third Division, Law Revision and Constitutional Development Section, Canberra

Duties: No. 728—Undertake more complex investigations and research into areas of law in the Australian Capital Territory and submit associated reports, recommendations and submissions.

Qualifications: Appropriate academic qualifications and relevant experience desirable.

Apply: E1

Clerk \$6912-7652 (Class 4), Third Division, Parliamentary and Special Inquiries Section, Canberra

Duties: No. 883—In relation to Ministerial correspondence, co-ordinate the receipt, scheduling and distribution of correspondence to and from the Minister, and the processing of Executive Council minutes and decisions. Take follow-up action to ascertain progress in preparation of replies to Ministerial representations.

Apply: E1

Public Finance Branch

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

Duties: No. 758—Assist in investigations into the financial and budgeting aspects of urban expenditure. Prepare reports, submissions and correspondence.

Qualifications: Experience at appropriate levels in the analysis and evaluation of financial budgeting and expenditure. Academic qualifications to be stated.

Apply: E1

City Manager's Office, Prices and Commercial Practices Branch

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

Duties: No. 1102—Undertake personally, highly complex or important investigations into price structures and make final recommendations on specific measures to combat rising prices and charges in the A.C.T. Direct and control the work of the Operations Section.

Qualifications: Accounting, Economics or other appropriate qualifications and related experience desirable.

Apply: E1

Establishments Branch

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

Duties: No. 1241—Carry out investigations and minor research concerning such matters as establishment, category, classification, methods and bulk establishment reviews. Provide research assistance on major or more involved projects undertaken within the Section.

Qualifications: Academic qualifications and experience in investigation and report writing desirable.

Apply: E1

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

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

Duties: No. 549—Assist with the collation, assembly and checking of reports; operate collating and simple reproduction equipment.

Apply: H1

Defence Officer, Class 3 \$11032-11525 (Class 8), Third Division, Canberra

Duties: No. 1793—Prepare reports relating to current developments within the East Asian and South-East Asian regions. Collate and evaluate information concerning, and trends in, countries within the areas of interest.

Qualifications: Experience in East Asia or South-East Asian affairs as applicable. Appropriate academic and language qualifications desirable.

Apply: H1

Secretariat Division, Systems Analysis Branch

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

Duties: No. 1895—Assist in systems analysis studies directed to the solution of defence problems. Carry out research and prepare reports as required.

Qualifications: University degree essential.

Apply: H1

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

Duties: No. 55—Supervise experienced officers undertaking research on economic developments of Defence significance in foreign countries. Review reports produced and personally prepare more complex assessments. Brief senior officers on developments.

Qualifications: University degree desirable in Economics, Commerce or Arts (Economics), preferably at Honours level. Considerable experience in the planning and conduct of economic research.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

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

Duties: No. 51—Undertake independent cyclic and ad hoc office mechanisation investigations and participate in major office machine investigations.

Qualifications: Experience in office mechanisation or methods investigations desirable.

Apply: H1

VICTORIA

Air Finance Office, Finance and Logistics Division, Finance Administration Branch

Senior Internal Auditor, Grade 1 \$8886-9548, Third Division, Audit and Service Accounting Section, Melbourne

Duties: No. 152—In charge of section. Responsible for all audits, in a State Office, within prescribed limits and Central Office directives.

Qualifications: Extensive audit experience, together with experience in staff control. Ability to write and edit reports and instructions relating to internal audit operations. Accounting qualifications desirable.

Apply: H1

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Military Division, Office of the Chief of General Staff Branch

Clerk \$6912-7652 (Class 4), Third Division, Directorate of Accommodation and Works, Canberra

Duties: No. 33—Responsible to Property Officer (Class 6) as directed assist in the implementation of Departmental policy in relation to the control, leasing, acquisition and disposal of land and buildings. Examine proposals and prepare correspondence and reports on matters relating to the leasing, acquisition and disposal of property.

Apply: H1

Clerk \$6912-7652 (Class 4), Third Division, Directorate of Accommodation and Works, Canberra

Duties: No. 30—Assist in the examination and preparation of New Works, Repairs and Maintenance and Acquisition Programmes. Prepare associated correspondence.

Qualifications: Sound knowledge of Public Works Budgeting Procedures.

Apply: H1

NEW SOUTH WALES

Logistic Command, HQ 2 Electrical and Mechanical Engineering Group

***Draftsman, Grade 1 \$6003-7613, Fourth Division, Operations Section, Watercraft Sub-section, Paddington**

Duties: No. 7—Prepare detailed mechanical, structural and electrical engineering drawings of proposed modifications for Army watercraft and associated equipments. Maintain drawings, equipment and registers and inspect craft as required.

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

Apply: H7

TASMANIA

611 Supply Coy

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Foodstuffs/POL Section, Glenorchy

Duties: No. 2—Carry out internal check of all supplies accounting in accordance with ST Instructions. Prepare correspondence, receive, register, file and dispatch all inwards and outward correspondence.

In lieu of notice appearing in *Gazette* No. 25 of 21.3.74. Previous applicants will be considered.

Apply: H12

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, General Services Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General and Office Services Section, Campbell Park Sub-section, Canberra

Duties: No. 150—Maintain movement records of files, direct files and correspondence and deal with inquiries in connection with files and correspondence.

Apply: H1

Naval Personnel Branch, Policy and Regulation Section

Clerk \$8886-9548 (Class 6), Third Division, Policy and Formulation Sub-section, Canberra

Duties: No. 168—Assist the team leader in the performance of investigation and research into policy aspects of naval pay, allowances, conditions of service and retirement benefits. Prepare associated reports and submissions. Represent on committees and working parties as required.

Apply: H1

Planning, Co-ordination and Services Branch

Project Officer \$11032-11525 (Class 8), Third Division, Co-ordination and Management Control Section, Systems and Procedures Sub-section, Canberra (two positions)

Duties: Nos 8, 15—Conduct investigations and research into various aspects of supply systems including their development and implementation using EDP techniques. Prepare the more complex and/or important instructions and manuals and represent on working parties and committees.

Qualifications: Wide experience in supply management field. A knowledge of service supply arrangements and related EDP techniques desirable.

Note: The duties of position No. 8 is orientated towards provisioning and procurement and position No. 15 towards stores accounting systems.

Apply: H1

Secretariat Branch

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

Duties: No. 56—Supervise the collation and distribution of news releases, etc. Maintain relevant distribution lists. Prepare reports without supervision for information on the RAN. Maintain Section filing system.

Apply: H1

Works Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Financial Programming and Control Section, Canberra

Duties: No. 2—Maintain Branch Funds Control Account and record expenditure within the approved programme, variations thereto and supplementary programmes. Confer as necessary with Directorate of Estimates and Audit in respect of reconciliation with Master Control Account (Work Fund). Carry out reconciliation within Branch Control Account.

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

Apply: H1

NEW SOUTH WALES

Executive Section

Steno-secretary (Female), Grade 1 \$5331-5663, Fourth Division, Sydney

Duties: No. 17—Perform stenographic and secretarial duties. Screen phone calls and arrange appointments for the General Manager.

Qualifications: Shorthand, 100 words per minute.

Apply: H16

Personnel Division

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

Duties: No. 2362—Establish and maintain contact with supervisory staff and wages employees. Advise supervisors and employees on industrial matters and assist in the investigation of industrial disputes.

Qualifications: Experience in dealing with wages employees an advantage.

Apply: H16

WESTERN AUSTRALIA

HMAS Leeuwin

Typist, Grade 2 \$4731-5035, Fourth Division, Training Office, Fremantle

Duties: No. 29—Stenographic duties including those of a secret or confidential nature.

Qualifications: Shorthand at least eighty words per minute.

Apply: H20

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Policy Division, General Policy Branch

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

Duties: No. 2—Prepare advice on non-professional policy aspects of projects. Prepare submissions and briefs on more difficult projects. Undertake or oversee special studies and investigations.

Qualifications: An appropriate degree together with experience of policy formulation and the investigation of policy matters.

Apply: 11

Research and Development Division, Language Teaching Branch

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

Duties: NP—Perform secretarial duties for the Director, Language Teaching Branch.

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

Apply: 11

Student Assistance and International Education Division, International Education Branch

Clerk \$5806-6666 (Class 2/3), Third Division, International Relations Section, UNESCO Program Sub-section, Canberra

Duties: No. 32—Assist in the preparation and distribution of information material on the work of UNESCO. Answer inquiries on the work of UNESCO.

Apply: 11

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

Duties: No. 29—Assist in preparation for, and organisation of, Australian UNESCO Seminars and meetings arising from the UNESCO program.

Qualifications: Academic qualifications to be stated.

Apply: 11

Education Officer, Class 2 \$9920-10910, Third Division, International Relations Section, UNESCO Program Sub-section, Canberra

Duties: No. 15—Plan and conduct a continuing program of public information activities associated with Australian membership of UNESCO and United Nations. Service the UNESCO Committees for Communication and for Museums and Libraries.

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: 11

Research and Development Division, Language Teaching Branch

Clerk \$7899-8639 (Class 5), Third Division, Methods and Materials Sub-section, Canberra

Duties: No. 21—Assist in the preparation of material and texts for publication for the teaching of

English as a second language. Prepare correspondence and assist with arrangement for the trial of new materials.

Qualifications: A university degree and related experience desirable.

Apply: I1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Methods and Materials Sub-section, Canberra

Duties: No. 46—Carry out multiple copying of tapes. Assist with recordings, procurement of raw tapes and distribution of copies.

Apply: I1

Territorial and Facilities Division, Canberra Technical College

*Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Advisory Council Secretariat, Canberra

Duties: No. 188—As requested by the Council or its executive officer, carry out investigations and prepare reports on such matters as:

- (a) curriculum development and teaching methods;
- (b) need for and provision of new courses;
- (c) admission standards;
- (d) student performance.

Qualifications: An appropriate degree; or equivalent qualification together with relevant experience.

Apply: I1

AUSTRALIAN CAPITAL TERRITORY

Schools Commission

Steno-secretary, Grade 2 \$6014-6484, Fourth Division (two positions), Canberra

Duties: NP—Perform secretarial duties for a Commissioner.

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

Apply: I1

SOUTH AUSTRALIA

Schools Commission

Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Adelaide

Duties: NP—Perform secretarial duties for a Commissioner.

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

Apply: I5

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Water and Soil Resources Division, Resources Management Branch

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

Duties: Direct the work of the Project Appraisal Section, involving the examination of land and water management projects and programmes in which Australian Government involvement is being considered.

Qualifications: Appropriate tertiary qualifications, preferably in the physical sciences, economics, resources management or engineering. Extensive experience in studies associated with the assessment development or management of water or land resources.

Apply: J1

Resources Appraisal Branch

*Principal Research Officer \$11032-11525 (Class 8), Third Division, Research and Technical Studies Section, Canberra

Duties: Supervise, program and control the activities of the Water Management Sub-section. Direct and undertake major studies and reviews on all aspects of the management of water resources in Australia.

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

Apply: J1

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Personnel Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Organization, Staffing and Training Section, Sydney

Duties: No. 512—Assist Registry Officer in all aspects of Registry duties. Perform messengerial duties in metropolitan area.

Apply: L3

Clerk \$6912-7652 (Class 4), Third Division, Organization, Staffing and Training Section, Sydney

Duties: No. 825—Establish and develop regional co-ordinating committees to work for the welfare of overseas students in New South Wales and assist committees with promotion and expansion of their activities. Act as Secretary Co-ordinating Committee in New South Wales.

Apply: L3

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

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

Duties: NP—Provide liaison between the Minister's Office and the Agency on Ministerial Correspondence, submissions, speeches and press releases, Parliamentary Questions, Cabinet Submissions and Executive Council Minutes. Examine Hansard and Notice papers.

Apply: K1

Division No. 2, PNG Projects and Programmes Branch

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

Duties: No. 916—Carry out less involved economic analysis research and investigations on matters relating to economic aid projects, and implementation and assessment of results of aid projects. Provide executive assistance and perform other duties as directed.

Qualifications: Tertiary qualifications desirable.

Apply: K1

DEPARTMENT OF HEALTH

CENTRAL STAFF

Therapeutics Division, Therapeutic Goods Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administration Section, Administrative Services Sub-section, Canberra

Duties: No. 30—Index material extracted from journals and from overseas authorities regarding adverse reactions and side effects etc. of drugs.

Apply: M1

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

Duties: No. 5—Assist with the preparation of papers, and attend to travel and accommodation arrangements for committees serviced by the Branch. Assist with preparation of correspondence arising from committee meetings.

Qualifications: Experience relative to the duties desirable.

Apply: M1

Pharmaceutical Benefits Branch

Executive Officer \$11032-11525 (Class 8), Third Division, Projects and Review Sub-section, Canberra

Duties: No. 33—Develop and undertake programme of policy reviews and investigations. Prepare reports and submissions.

Qualifications: Appropriate university degree and/or accountancy qualifications desirable.

Apply: M1

Policy and Planning Division, Policy Secretariat and Legislation Branch

Clerk \$8886-9548 (Class 6), Third Division, Legislation Section, Territories Legislation Sub-section, Canberra

Duties: No. 47—Undertake investigations and research into areas of law in the A.C.T. and N.T. and prepare associated correspondence. Prepare instructions to the Parliamentary Draftsman.

Qualifications: Appropriate tertiary qualifications desirable.

Note: This position is presently situated at Civic.

Apply: M1

Therapeutics Division, Therapeutic Goods Branch

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

Duties: No. 29—Examine periodicals and other publications and extract information relating to adverse reactions and side effects, etc. of drugs. Research technical matters referred by participants of the adverse reaction reporting scheme.

Qualifications: Progress towards a science degree together with a knowledge of medical terminology desirable.

Apply: M1

Quarantine Division, Animal Quarantine Branch

***Veterinary Officer (Class 2) \$11925-13260, Third Division, Canberra**

Duties: No. 14—Involvement with investigations into and projects associated with animal health and animal diseases, including exotic diseases, in relation to imports of livestock and livestock products; matters arising in connection with quarantine legislation; and quarantine control of imports of biological materials and manufactured biologicals. General animal health duties and projects.

Qualifications: A degree in Veterinary Science or Veterinary Medicine; or equivalent qualifications. Previous administrative and field experience an advantage.

Apply: M1

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

Duties: No. 798—Assist in the development of training programmes in audiology and psychology. Prepare training manuals, materials, etc. and conduct training courses.

Qualifications: University degree with major in Psychology. Experience in clinical audiology and ability to carry out training in this field desirable.

Apply: M10

***Technical Officer (Engineering), Grade 1 \$6003-7613, Third of Fourth Division, Engineering Section, Sydney**

Duties: No. 730—Undertake minor mechanical design and supervise the manufacture and maintenance of jigs, gauges and tools. Test samples of mechanical components.

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

Apply: M10

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Health Services Office, Medical Services Branch

Technical Officer (Medical Laboratory), Grade 1 \$6003-7613, Third or Fourth Division, Public Health Section (several positions), Canberra

Duties: Perform prescribed technical tests and procedures of an established nature involving the examination of water and milk. Prepare samples and solutions for chemical, microscopic, bacteriological and other examinations.

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

Apply: M14

Laboratory Services Branch

***Specialist \$13581-18412, Third Division, Woden Health Laboratory Section, Microbiology Sub-section, Canberra**

Duties: No. 15—Responsible for the management and control of the Central Microbiology Laboratory located at the Woden Valley Hospital. Conduct investigations and provide specialist opinion on microbiological problems. Examine and report on bacteriological, mycological and virological specimens and assist in the training of trainee pathologists and other staff.

Qualifications: Medical practitioner eligible for registration in the A.C.T., together with post-graduate qualifications and experience in microbiology.

Apply: M14

Mental Health Branch

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

Duties: No. 10—Hospital Psychiatrist, Canberra Hospital. Under the direction and control of the Canberra Hospital Management Board, act as staff Psychiatrist at the Canberra Hospital and co-operate with the visiting psychiatrists in the provision of psychiatric care including preventative, rehabilitative and consultative services to patients.

Qualifications: Eligible for registration as a medical practitioner in the A.C.T. Post-graduate qualifications in psychiatry together with appropriate experience desirable.

Apply: M14

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

Duties: No. 580—Psychiatrist (Civic Clinic). Operate as clinical leader of all Regional and Special Services Staff for the inner regions of Canberra, with assistance from the Psychiatric Registrar. Provide specialist psychiatric treatment for referred patients and families. Provide emergency services and patient care at hospitals as required.

Qualifications: Eligible for registration as a medical practitioner in the A.C.T. for post-graduate qualifications in Psychiatry. Experience or interest in community mental health work desirable.

Apply: M14

NEW SOUTH WALES

National Acoustics Laboratories

*Trainee Technical Officer (Engineering) \$2921-5657, Third or Fourth Division, Sydney

Qualifications: Applicants must be enrolled or eligible to enrol in the Electronics and Communications Certificate.

Apply: M10

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

Duties: No. 714—Supervise staff engaged on electronic work with hearing aids. Calibrate equipment used in acceptance testing.

Qualifications: Experience in electronic acceptance testing and calibration work desirable. Applicants should indicate progress with a relevant technical college certificate course desirable.

Apply: M10

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

*Research Medical Officer (Class 2) \$15980-17680 Third Division, Sydney

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

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

Apply: M12

QUEENSLAND

Medical Branch

*Medical Officer (Class 2) \$13358-13852, Third Division, Medical Branch, Brisbane

Duties: No. 5—Inspect approved nursing homes for the purpose of establishing patient classification. Ensure the homes are suitably staffed and equipped. Assess applications for intensive care benefits. Determine admissions to nursing homes and liaise with patients' doctor or district nurses.

Qualifications: Medical graduate eligible for registration as a medical practitioner in Australia.

Apply: M4

Pharmaceutical Branch

Pharmacist (Class 2) \$9397-10521, Third Division, Pharmaceutical Branch, Brisbane

Duties: No. 165—Inspections under the Pharmaceutical Provisions of the National Health Act and Therapeutic Goods Act.

Qualifications: Eligible for registration with a Pharmacy Board of Council within Australia. Detailed knowledge of the Act and Regulations governing the practice of pharmacy desirable.

Apply: M4

TASMANIA

Acoustic Laboratories Branch

Psychologist (Class 2) \$9840-11010, Third Division, Hobart

Duties: No. 63—Control and co-ordinate the activities of the Acoustic Laboratories in Tasmania. Audiological assessment and rehabilitation of approved client categories.

Qualifications: Major in Psychology and considerable experience in Audiology.

Apply: M10

NORTHERN TERRITORY

Community Health Services Division, Nursing Administration

Matron, Grade 4 \$9180, Fourth Division, Darwin

Duties: No. 1879—Develop and assist in the co-ordination and control of Departmental nursing services to meet current and future requirements in the Northern Territory. Undertake research projects where community development necessitates a requirement for nursing services. Prepare reports and recommendations. Control and co-ordinate the total nursing service rural areas of the Northern Territory. Inspect these areas as necessary and prepare associated reports.

Qualifications: Wide experience in nursing. Post-graduate qualifications in Nursing Administration and other post-graduate qualifications desirable.

District Allowance: Grade IV.

Apply: M8

Nursing Administration Branch

Matron, Grade 3 \$8280, Fourth Division, East Arnhem Region Rural Nursing Section, Gove

Duties: No. 1887—Manage, control and co-ordinate the Nursing Services at Rural Centres, Rural Clinics and Rural areas in the East Arnhem Region. Inspect as necessary. Analyse and evaluate workloads of nursing staff and make appropriate recommendations on establishment growth.

Apply: M8

Matron, Grade 1 \$7150, Fourth Division, East Arnhem Region Rural Nursing Section, Gove

Duties: No. 1888—Supervise and control the activities of nursing staff in a group of districts. Develop, promote and maintain professional standards. Regularly visit all centres in the districts under control. Provide professional support and prepare reports.

Qualifications above two positions: Post graduate qualifications in Nursing. Administration and/or Public Health Nursing desirable.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Engineering Division, Engineering Design Branch

*Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Central Testing and Research Laboratories, Port Melbourne

Duties: No. 171—Under general supervision: (a) take direct responsibility for the management, performance and reporting of the more complex testing conducted within the Soils Physics and Engineering Cell, pertaining to Major Civil Engineering projects; (b) liaise with project leaders of Major Works, conduct field investigations and/or inspections and report upon findings.

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

Apply: AK1

Architecture Division

*Project Manager (Class 3) \$14882-15845, Third Division, Bank and Special Projects Branch, Architectural Sub-section, Sydney

Duties: No. NP1—Project Manager for the New Note and Stamp Printing Works for the Reserve Bank of Australia. Responsible to the Assistant Director-General, Bank and Special Projects Branch for controlling and managing the project from inception to commencement of printing operations. Provide high level specialist advice to the Client during briefing. Branch representative on Client Planning Committees. Control work plans and expenditure, controlling multi-discipline teams and specialist consultants. Prepare policy submissions, undertake negotiations with local authorities and ensure a sound level of profitability within standard fee scales.

Qualifications: An appropriate degree or diploma in Architecture or Engineering from a recognised university, school of architecture or equivalent and appropriate experience with proven ability to effectively communicate, plan and control work, desirable.

Apply: AK11

*Architect (Class 4) \$13190-14100, Third Division, Bank and Special Projects Branch, Architectural Sub-section, Sydney

Duties: No. NP2—Chief Design Architect for the Branch. Personally lead the design team for the New Note and Stamp Printing Works for the Reserve Bank of Australia. Formulation of design concepts, presentation and interpretation, for multi-million dollar projects. Preparation of briefs and analysis of reports of specialist consultants, oversight and control design teams.

Qualifications: An appropriate degree or diploma in Architecture or equivalent qualification. Proven design experience and skill in high security installations allied with a thorough knowledge of architectural acoustics. Ability to present ideas verbally and graphically and to gain and maintain the confidence of the Clients desirable.

Apply: AK11

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 64—Classify all mail and allot priorities. Authorise file construction, filing and indexing.

Qualifications: Wide knowledge of Registry classification techniques.

Apply: N1

AUSTRALIAN CAPITAL TERRITORY

Technical Division

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

Duties: No. 5—Under supervision prepare detailing of water supply, sewerage and stormwater reticulation and mains and associated hydraulic structures.

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

Apply: AK2

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

Duties: No. ED81—Undertake the detailing of mechanical services to buildings. Carry out field investigations and acceptance tests. Prepare detailed estimates and specifications.

Apply: AK2

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

Duties: No. ED203—Under direction prepare original designs of details, preliminary and working drawings, estimates for mechanical services in buildings such as airconditioning, heating, ventilating and exhaust systems, kitchen, hospital and laboratory equipment, piped services.

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

Apply: AK2

NEW SOUTH WALES

Management Services Branch

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

Duties: No. 176—Operate card punching and verifying equipment.

Apply: N2

VICTORIA AND TASMANIA

General Works Division, Eastern Area Branch

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

Duties: No. 75—As Project Clerk to Area, receive, record, prepare and process documentation relating to all Day Labour, Contract and Quotation jobs, including advertising committal, authorisation payments and variations. Responsible for financial updating, computer print reconciliation, requests for additional authorisation, etc. Maintain liaison with field and depot staff on job control and carry out other duties as required.

Qualifications: Knowledge of current administrative documentation requirements and procedures desirable.

Apply: AK4

Design Branch

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

Duties: No. 40—Under direction, prepare estimates, drawings and specifications for mechanical engineering components of heating, ventilation, air-conditioning etc.

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

Apply: AK4

QUEENSLAND

Projects Division, Resources Branch

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

Duties: No. 84—As head of discipline provide specialist technical services and advice to Project Managers, Design Managers and Project Leaders in respect of structural engineering projects or structural components in larger projects.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Extensive experience in both the design and construction phases of structural engineering projects desirable.

Apply: AK5

Technical Services Division, Advisory Services Branch

Senior Technical Officer (Engineering), Grade 2 \$10227-10522, Third or Fourth Division, Brisbane

Duties: No. 186—Assist in the formulation and development of long range plans for electrical engineering works including the provision of cost advice estimates for projects not yet planned. Investigate, provide technical advice and make recommendations in respect of electrical problems.

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

Apply: AK5

SOUTH AUSTRALIA

Management Services Division, Personnel Services Branch

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

Duties: No. NP—Field Inspector—Undertake regular field inspections of the region's works projects involving investigation of classifications and industrial conditions. Undertake periodical audit of wages and time sheets.

Apply: AK6

Finance Branch

Assistant Account \$8886-9548 (Class 6), Third Division, Budget and Costs Section

Duties: Plan, organise and direct the work of the Section, including management accounting, financial investigations, economic studies, cost comparisons, statistical and trend analysis, special costing, works and administrative estimates and budgeting.

Qualifications: Appropriate qualifications and extensive statistical experience desirable.

Apply: AK6

WESTERN AUSTRALIA

Projects Division, Technical Resources Branch

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

Duties: Under the general direction of the Project Manager as a leader or member of a multi-discipline design or construction project team responsible for the planning, allocation and co-ordination of the mechanical engineering components in or associated with more complex projects.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Extensive experience associated with the design and construction phases of major projects desirable.

Apply: AK7

NORTHERN TERRITORY

Management Services Division

Clerk \$5806-6666 (Class 2/3), Third Division, Regional Office, Katherine

Duties: No. 18—Responsible for the supervision of general office service functions, act as collector of Public Monies for the Katherine Section and prepare supplementary wages payment for staff and day labour employees. Liaise with the Darwin Industrial Officer as necessary.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Technical Division

*Draftsman, Grade 1 \$6003-7613; Third or Fourth Division, Engineering Design Section, Roads and Aerodromes Sub-section, Darwin

Duties: No. E.P. (D22)—Prepare original designs, working drawings, estimates and specifications for roads, sub-divisions and aerodrome design. The occupant will be required to conduct field inspections and prepare reports and is responsible for the co-ordination of the design components of a project.

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: Applicants to provide family details and state requirements.

Apply: AK9

*Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third or Fourth Division, Electricity Supply Undertakings Section, Darwin

Duties: No. 12—Responsible for development of forward plans for diesel power stations including:

- (a) Studies on expansion of station capacity to meet growing loads.
- (b) Investigation into size and type of diesel generators, preparation of order and cost estimates and economic analysis. Design major components for new diesel stations and alterations and additions to existing stations.

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: Applicants to provide family details and state requirements.

Apply: AK9

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

Duties: No. 195—Supervise contract and/or day labour new building works; prepare certificates of progress for payment to contractor, and recommendations for authority to vary contracts; prepare reports and estimates, specifications for minor new works, rough field sketches, working drawings and certificates and handover of completed works.

Qualifications: Appropriate qualifications and/or experience relevant to the above 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

Utilities Division

- *Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Electricity Supply Undertakings Section, Darwin

Duties: Nos EP (D69), EP (D70), EP (D71)—Under general supervision, prepare for electrical projects of normal complexity; original designs and/or working drawings, details and estimates and/or specifications and schedules of quantities.

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: Applicants to provide family details and state requirements.

Apply: AK9

- *Senior Draftsman \$8599-9103, Third or Fourth Division, Electricity Supply Undertakings Section, Darwin

Duties: No. EP (D68)—Under technical direction and with limited guidance undertake investigations, make computations and devise solutions to design problems in respect of more complex electrical projects. As a Design Project Leader prepare work plans and direct and control the drafting pool in the preparation of sketch plans, working drawings and tender documents.

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: Applicants to provide family details and state requirements.

Apply: AK9

DEPARTMENT OF IMMIGRATION

CENTRAL OFFICE

Citizenship and Settlement Division, Citizenship Development Branch

Steno-secretary, Grade 1 \$4618-4924, Fourth Division, Canberra

Duties: NP—Provide secretarial service to the Assistant Secretary.

Apply: O1

Planning, Programme and Review Division, Planning and Research Branch

Senior Research Officer, Grade 2 \$8518-9097 (Class 7), Third Division, Research Section, Economics Sub-section, Canberra

Duties: No. 8—Conduct research and investigations into economic factors affecting migration.

Qualifications: Tertiary qualifications to be stated. Research experience desirable.

Apply: O1

QUEENSLAND

Integration Branch

- *Clerk \$6912-7652 (Class 4) Third Division, Interpreter Telephone Service Section, Brisbane

Duties: NP—Undertake interpreting duties in response to telephone inquiries. Other translation duties as required.

Qualifications: Fluency in English and four other languages is desirable.

Note: Three positions.

Apply: O4

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 132—Assist in the conduct of surveys or research into Departmental personnel practices and special projects as they arise. Develop and maintain relevant Departmental information registers. Provide assistance in the SPR and Recruitment teams as required.

Qualifications: Partial completion of tertiary qualifications and experience in SPR and Recruitment procedures desirable.

Apply: P1

General Division, National Service and External Relations Branch

Executive Officer \$11032-11525 (Class 8), Third Division, Employment Discrimination Section, Melbourne

Duties: Conduct detailed examinations of complaints of discrimination referred to the National Committee, consider the policy implications of such complaints and advise on appropriate action. Undertake the more complex aspects of projects and investigations into discrimination and discriminatory practices.

Qualifications: An appropriate university degree together with proven investigatory and report writing experience desirable.

Apply: P1

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

Duties: Undertake projects and investigations into discrimination and discriminatory practices—employment and occupation. Responsible for the regular statistical returns and reports from Regions. Prepare reports for consideration by the National Committee on Discrimination. Prepare material for the national programme to promote equality of opportunity in employment and occupation.

Qualifications: An appropriate university degree together with experience in investigation studies and report writing desirable.

Apply: P1

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

Duties: Maintain a comprehensive central index of complaints referred to the National Committee; prepare returns of all matters involving follow-up action; and undertake preparations for the meetings of the National Committee.

Apply: P1

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

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

Duties: No. 81—Preparation of weekly report and monthly statistics on industrial disputes. Maintain records relating to penal provisions. Provide information on award rates and working conditions and other matters.

Apply: P1

NEW SOUTH WALES

Employment, Training and Industrial Services Division, Employment Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, District Employment Offices Pool Section, Regional Office Relief, Sydney

Duties: Typing, assist with applications for employment, particularly female applicants, general office work including inquiries, filing indexing, attend to switchboard.

Apply: P2

QUEENSLAND

Planning and Research Branch

Assistant Research Officer \$4735-6666, Third Division, Brisbane

Duties: No. 4—Assist with the compilation and analysis of labour market statistics, preparation of reports on the employment situation and other investigations, surveys, etc. as required.

Qualifications: Partial completion of a degree in Economics, Commerce, or Arts (Economics), or equivalent, is desirable.

Apply: P4

WESTERN AUSTRALIA

Management Services Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Office Services Section, Registry Sub-section, Perth

Duties: Indexing Officer.

Qualifications: Sound knowledge of registry procedures desirable.

Apply: P6

DEPARTMENT OF THE MEDIA

AUSTRALIAN BROADCASTING CONTROL BOARD

CENTRAL OFFICE

Engineering Services Division

*Draftsman, Grade 2 \$7843-8347, Third or Fourth Division, Support Services Section, Melbourne

Duties: No. 262—Under general direction perform a range of drafting work, including preparation of radio path profiles and field strength contour maps, preparation of circuit and mechanical drawings for developmental projects; preparation of maps, drawings and photographs for technical standards and reports, and tender schedules; collaboration with professional engineering staff concerning the establishment and functioning of the Board's drawing office facilities.

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

Apply: Q3

*Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Support Services Section, Melbourne

Duties: No. 47—Under general direction undertake developmental work of some complexity on circuits and equipment, and conduct laboratory and field measurements of equipment and technical facilities associated with sound and television broadcasting services; test and calibrate high-grade or precision laboratory equipment.

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

Apply: Q3

*Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Support Services Section (two positions), Melbourne

Duties: Nos 109, 146—Under technical direction undertake straightforward developmental work, and carry out measurements and tests of new and existing equipment for use in the fields of sound and television broadcasting; maintain and calibrate a wide range of associated instruments and specialised test equipment.

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

Apply: Q3

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

Duties: No. 141—Under general direction as to method of approach and requirements, responsible for the day-to-day planning and conduct of field investigations throughout Australia and laboratory projects on matters relating to RF propagation and the evaluation and planning of sound and television broadcasting services.

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

Apply: Q3

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

Duties: Nos 169, 259—Under technical direction, assist in the conduct of field investigations throughout

out Australia and laboratory projects on matters relating to RF propagation and the evaluation and planning of sound and television broadcasting services.

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

Apply: Q3

AUSTRALIAN CAPITAL TERRITORY

Information Division, Australian Government Publishing Service, Publishing Branch

*Clerical Assistant, Grade 7 \$7087-7330, Fourth Division, Sales and Distribution Section, Sales Sub-section, Canberra

Duties: NP—Undertake all advance arrangements for the promotion and operation of a mobile inquiry/sales centre including liaison with Australian Government and Local Government officers in regard to siting, power supply, telephones, etc. Arrange advance publicity, advise local organisations. Visit commercial booksellers and newsagents. Investigate and recommend the appointment of booksellers and newsagents as authorised AGPS agents. (The duties entail regular prolonged absence from headquarters (Canberra).)

Qualifications: Knowledge of commercial practices.
Apply: Q2

*Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Sales and Distribution Section, Sales Sub-section, Canberra

Duties: NP—Responsible for the management, control and efficient operation of a mobile inquiry/sales centre. Deal with the more complex personal and written inquiries received regarding information and publications sales. Prepare inquiry and publications statistics. Collector of Public Moneys. Liaise with booksellers, newsagents, etc. to promote sales. Arrange effective displays of publications and promotional material. Replenish stocks. (The duties entail regular prolonged absence from headquarters (Canberra).)

Qualifications: Thorough knowledge of government or commercial publications, sales activities; knowledge of government policies, decisions, etc. desirable. Administrative experience necessary. The appointee will be required to possess or obtain 'C' class driver's licence.

Apply: Q2

VICTORIA AND TASMANIA

State Office

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

Duties: No. 138—Under general direction of team leader, conducts inspection of commercial broadcasting, television and translator stations, field strength, surveys and site examinations. Design and maintenance work on technical equipment.

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

Apply: Q3

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

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/Geological Branch

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

Duties: No. 654—Operate large quartz spectograph and assist generally in spectrochemical work including loading electrodes, and developing plates.

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

Apply: R1

DEPARTMENT OF NORTHERN DEVELOPMENT CENTRAL OFFICE

Management and Special Services Branch

Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Administrative Section, Staff, Accounts and Office Services Sub-section (several positions), Canberra

Duties: Provide stenographic and typing duties for an Assistant Secretary.

Qualifications: Shorthand, at least 100 words a minute.

Apply: T1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Section, Staff, Accounts and Office Services Sub-section, Canberra

Duties: No. 88—Conduct searches for files as directed.

Apply: T1

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Lands and Community Development Division, Transport Planning Branch

Executive Officer \$13004-13498 (Class 10), Third Division, Rail and Road Services Section, Darwin

Duties: No. 5—Plan and direct the review and investigation into policy for the provision of road and rail services. Negotiate and consult with appropriate authorities.

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

Apply: U1

Information and Public Relations Section

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

Duties: NP—Stenographic and typing duties for the Director and Officers of the Information and Public Relations Section.

Qualifications: Shorthand, 100 words per minute.

Apply: U1

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

Duties: NP—Answer public inquiries at the Government Information Centre, Darwin, concerning the services and facilities provided by the Department of the Northern Territory and other Government bodies. Liaison with the Department of the Media representative in the Centre. Maintain stocks of publications, N.T. legislation, and PR material for issue or sale.

Qualifications: Sound knowledge of the structure and working of the Department of the Northern Territory and general understanding of the work and inter-relationship of other Government Departments and instrumentalities in the N.T. General knowledge of Darwin and the N.T. as a whole.

Apply: U1

Lands and Community Development Division, Local Government and Services Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Fire and Emergency Services Section, Darwin

Duties: No. 16—Provide clerical assistance to the Controller of Fire Services.

Qualifications: Previous experience in preparation of submissions, estimates of expenditure and general correspondence desirable.

Apply: U1

Management, Legislation and Planning Division, Establishments and ADP Branch

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

Duties: NP—Assistant Scheduler. Review input material and determine its acceptability. Prepare, ensure and check that all job control and parameter cards are correct, and maintain controls on input. Investigate and report on causes for discrepancies and inaccuracies.

Qualifications: Experience on IBM 360/40 OSMFT/PCP systems equipment an advantage.

Apply: U1

Forward Planning and Major Projects Co-ordination Branch

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

Duties: No. 6—Perform secretarial, stenographic and typing duties for the Branch Head.

Qualifications: Shorthand, 100 words per minute.

Apply: U1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Forward Planning Section, Darwin

Duties: No. 7—Assist in basic collation of statistical data, maintenance of records and indexing of special project material and reports. Provide general clerical assistance to special projects and forward planning teams.

Qualifications: Aptitude for analytical work. Previous experience in related duties an advantage.

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

*Project Officer \$11032-11525 (Class 8), Third Division, Major Projects Co-ordination Section, Darwin

Duties: No. 5—Undertake complex economic investigations associated with developmental projects. Co-ordinate and liaise with industry and other Departments to ensure smooth progress of projects.

Qualifications: Considerable experience in economic investigations associated with developmental projects. Appropriate tertiary qualifications desirable.

Apply: U1

*Project Officer \$9876-10538 (Class 7), Third Division, Forward Planning Section, Darwin

Duties: No. 10—Provide economic data information service and specialised statistical advice to other Branches of the Department and to industry. Prepare statistical material for use in developmental proposals.

Qualifications: Considerable statistical and related experience. Tertiary qualifications desirable.

Apply: U1

Information and Public Relations Section

*Journalist, Grade A \$9015-9450, Third Division (two positions), Darwin

Duties: Research and prepare material for Departmental publications and for newspapers, magazines, etc. Liaise with Australian Government Publishing Service and printers.

Qualifications: Sound background as a writer and sub-editor, and experience in publication production.

Apply: U1

*Journalist, Grade A \$9015-9450, Third Division, Darwin

Duties: Obtain information from Branches of the Department for press releases, items for the Northern Territory Newsletter and features for newspapers and magazines.

Qualifications: Wide reporting experience desirable.

Apply: U1

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

Duties: Displays Officer—Prepare exhibition programmes for the Department both inside and outside the Northern Territory. Design exhibit material and detail graphics, photographs, text, etc. to be used in display work. Staff exhibits. Liaise with construction contractors.

Qualifications: Training in architectural or industrial design, together with experience in display production desirable.

Apply: U1

*Photographer, Grade 3 \$7508-7885, Fourth Division, Darwin

Duties: Provide a photographic service to the Information and Public Relations Section of the

Department. Maintain and operate a darkroom, and keep photographic files. Liaise with Department of Media, private photographers and contractors as required.

Qualifications: Sound technical experience and artistic ability in photographic production and processing.

Apply: U1

Resource Development Division, Water Resources Branch

*Engineer, Class 2 \$9581-10702, Third Division, Groundwater and Rural Advisory Section, Darwin

Duties: No. 13—Responsible for the field operations of groundwater staff including drilling, pump testing, geophysical and bore development work.

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. Relevant postgraduate experience desirable.

Apply: U1

Social and Commercial Affairs Division, Social Development Branch

*Assistant Secretary \$17300, Second Division, Darwin

Duties: No. 1—Direct and control the activities of the Branch with responsibility for child, family and social welfare; social and cultural affairs; prisons administration.

Qualifications: Extensive managerial ability and experience at senior executive level, preferably in the field of social welfare. Tertiary qualifications to be stated.

Apply: U1

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

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

Duties: No. 15—Investigate and report on establishments, O & M personnel or related work an advantage.

Qualifications: Previous experience in establishments, O & M personnel or related work an advantage.

Apply: V1

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

Duties: No. 931—Investigate requests for office machines and equipment.

Qualifications: Experience in an O & M and/or Office Machines area. Supervise the forms control programme.

Apply: V1

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

Duties: No. 487—Initiate and maintain a full forms control programme. Investigate and prepare proposals for office machines.

Qualifications: Experience in O & M or related work an advantage.

Apply: V1

Overseas Markets Division, Trade Commissioner Branch

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

Duties: No. 526—Inspect Trade Commissioner posts overseas. Deal with major administrative and conditions of service problems encountered. Assist Director with day to day administration of Trade Commissioner Service.

Qualifications: Proven administrative ability. Knowledge of overseas conditions of service an advantage.

Apply: V1

Assistant Director \$12019-12510 (Class 9), Third Division, Trade Commissioner Services Section, Canberra

Duties: No. 683—Advise on Trade Commissioner establishment and draft Cabinet submissions and other proposals relating to changes in establishment. Supervise and co-ordinate the work of the planning section.

Qualifications: Proven administrative ability. Knowledge of Trade Commissioner Service an advantage.

Apply: V1

NEW SOUTH WALES

Regional Office

*Regional Director \$17300, Second Division, Sydney

Duties: No. 1—Represent the Department of Overseas Trade and the Department of Secondary Industry in the State. Manage the Regional Office.

Qualifications: Knowledge and understanding of Australian Government trade and secondary industry policies, together with proven managerial ability.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL STAFF

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

Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Telephone Switching and Facilities Branch, Melbourne

Duties: No. 81—Secretarial and stenographic duties for the Branch Head.

Qualifications: Shorthand, at least 100 words per minute.

Apply: W1

Research Sub-division

Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Standards and Laboratory Engineering Branch, Laboratory Instrumentation Section, Melbourne

Duties: No. 298—Perform straightforward tests, calibration and service of laboratories' test equipment. Undertake minor design and development work relating to instrumentation.

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

Apply: W1

Engineering Works Division, Broadcasting Branch

Engineer, Class 3 \$11348-12664, Third Division, Phase 7 Television Section, Melbourne

Duties: No. 30—Responsible for the Radio relay (Programme Bearer) aspects of the National Phase 7 Development Plan.

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

Apply: W1

Buildings Branch

Controller (Buildings) \$13705, Third or Fourth Division, Building Standard and Specifications Section, Melbourne

Duties: No. 37—Responsible to the Assistant Director-General for the management of the Section, ensuring the co-ordination of the activities and preparation for all the normal types of buildings, of buildings principles, instructions and standards and reference plans.

Qualifications: Considerable related experience and proven managerial ability of a high order. Tertiary qualifications desirable.

Apply: W1

Lines Branch

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

Duties: No. 63—Responsible to the Branch Clerk for the provisioning of administrative assistance to an Engineer Class 4, involving preparation of semi-technical correspondence, co-ordination of reports, secretarial duties at conferences and the control of subordinate staff.

Apply: W1

Support Services Branch

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

Duties: No. 73—Supervise, direct and co-ordinate the work of the Visual Aids Sub-group.

Qualifications: Appropriate qualifications plus considerable experience in direction and/or production of art work for Visual Aids including film animation, audio visuals and other lecture aids.

Apply: W1

Draftsman, Grade 2 \$7843-8347, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 98—Undertake design and drafting work in the Telegraphs and Power Sub-group.

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

Note: Previously advertised in Gazette No. 116 of 30.8.73, previous applicants will be considered and need not re-apply.

Apply: W1

Illustrator, Grade 2 \$7843-8347, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 24—Create and carry out the more involved design and art work for the production of animated film and audio visual aids.

Qualifications: Appropriate qualifications and/or experience.

Apply: W1

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

Duties: No. 77—Create, design and produce straightforward art work in the Visual Aids Sub-group.

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

Apply: W1

Management Services Division, ADP Branch

Programmer \$11032-11525 (Class 8), Third Division, Development Section, Melbourne

Duties: No. 191—Under direction of the Senior Programmer, develop and verify software for processor controlled communications systems. Supervise and lead subordinate programming staff as required.

Qualifications: Proficiency in assembly language. Programming and Tertiary qualifications desirable.

Apply: W1

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

Duties: No. 93—Scheduler during a shift of computer operations. Receive and assemble material for input. Check and dispose of output.

Qualifications: Experience in scheduling for a large scale computer operating in multi-programming mode desirable.

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

Apply: W1

Finance and Accounting Branch

Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Economic Policy and Financial Analysis Section, Economic Studies Sub-section, Melbourne

Duties: No. 6—To assist in the development and application of analytical techniques related to investment evaluation and to assist in economic studies and financial investigations as required.

Qualifications: An appropriate degree or equivalent qualifications.

Apply: W1

Librarian, Class 2 \$8066-8984, Third Division, Economic Policy and Financial Analysis Section, Economic Studies Sub-section, Melbourne

Duties: No. 63—Responsible for the operations of the Central Office Reference Library and the oversight of State Reference Library Services.

Qualifications: An appropriate degree or diploma together with training in Librarianship which qualifies for admission to Registration by the Library Association of Australia; or a recognised course of integrated study in Librarianship and academic subjects; or other qualification. Ability to exercise independent judgment as senior librarian in performance of special library duties desirable.

Apply: W1

Personnel Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Central Office Staffing Sub-section, Melbourne

Duties: No. 24—Former Papers Officer.

Apply: W1

Telecommunications Division, Sales and Service Sub-Division

Clerk \$7899-8639 (Class 5), Third Division, Services Branch, Services Advisory and Promotions Section, Melbourne

Duties: No. 21—Review Service Advisory Publications, develop Publicity and Educator Material.

Qualifications: Knowledge of the operation and business use of telephone and telegraph facilities and ability to write user orientated instructional material desirable. Knowledge of service advisory activities would be an advantage.

Apply: W1

NEW SOUTH WALES

Director, Posts and Telegraphs \$22655, Second Division, Sydney

Apply: W1

Director's Staff

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

Duties: No. 24—Carry out programmed internal audits and assist with special investigations. Prepare reports.

Qualifications: Progress in tertiary studies to be stated.

Apply: W2

Engineering Division, Construction Branch

Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third or Fourth Division, Country Installation No. 4 Section, Sydney

Duties: Responsible to Engineer Class 3. Oversight and participate in the detailed forward planning of transmission engineering projects. Liaise with other Sections on matters related to the installation activity of the Section.

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

Apply: W2

Metropolitan Operations Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Metropolitan Operations No. 4 Section, Villawood

Duties: Officer in charge of Sectional Store. Oversight staff and responsible for procurement/disposal of all line plant material in the Section.

Apply: W2

Lines Supervisor, Grade 2 \$6258, Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: Pole inspection.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 7 Section, Homebush

Duties: No. 185—Master Card Assistant.

Note: Shift work may be involved.

Apply: W2

Line Inspector \$7613-8102, Fourth Division, Metropolitan Operations No. 7 Section, Ashfield

Duties: Line Inspector (Service).

Apply: W2

Regional Operations Branch

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

Duties: No. 663—Oversight the operation and maintenance of all long line, radio and switching equipment throughout 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: W2

Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third or Fourth Division, Riverina Section, Leeton

Duties: Officer in charge of country district comprising: ARF, REG ELP exchange, ARK, APO, SCAX's, manual exchanges, long line equipment, broadband radio repeaters, co-axial cable repeaters, NB equipment, penta conta and ARD PABX's.

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

Apply: W2

Support Services Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Automotive Plant Section, Alexandria

Duties: No. 20—Collation of information and preparation of estimates of repair costs for motor vehicles and maintenance of incidental expenditure register.

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, Workshops Section, St Peters

Duties: No. 552—Relief of Clerks in the Section.

Qualifications: Knowledge of Workshops practices and procedures an advantage.

Apply: W2

Postal Services Division, Post Offices Branch

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

Apply: W2

Senior Postal Clerk, Grade 1 \$6002-6555, Third Division (three positions), Crows Nest, Paddington, Railway Square

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

Apply: W2

Postal Clerk \$4605-5744, Fourth Division (three positions), Bexley (Relief), Marrickville (Relief), Drummoyn

Note: The above three positions are open also to officers of the Third Division if occupied by a Third Division officer, the position whilst so occupied will be included in the Third Division.

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

Apply: W2

Telecommunications Division, Country Region

Clerk \$5806-6666 (Class 2/3), Third Division, Central and Head Office Section, Monaro District Telephone Office Sub-section, Canberra

Duties: No. 165—Staff Clerk.

Apply: W2

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

Duties: No. 34—Senior Service Officer. Responsible to the District Telephone Manager for the operation of all manual telephone and telegraph services, the handling of customers service complaints and service advisory activities in the district.

Apply: W2

Metropolitan Region, Sales Branch

Data Processing Operator, Grade 2 \$5165, Fourth Division, Directory and Sales Checks Section, Directory Sub-section (three positions), North Sydney

Duties: Nos 256, 257, 259—Prepare input tape for compilation of Sydney Telephone Directory by Automatic Data Processing.

Qualifications above three positions: Applicants should have passed prescribed test.

Apply: W2

Service Branch

Supervisor (Telegraph) \$6237-6666, Third or Fourth Division, Chief Telegraph Office Section, Operations Sub-section, Sydney

Duties: No. 121—Responsible to the Traffic Officer Reperforator Sub-section or Traffic Officer (Operations) for the supervision of traffic flow and of switching equipment or alternatively of staff and movement of traffic in manipulative areas.

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

Note: Shift work is involved.

Apply: W2

Personnel and Industrial Relations Branch

Senior Methods Officer \$9876-10538 (Class 7), Third Division, Establishments and Management Advisory Services Section (two positions), Milsons Point

Duties: No. 482—Plan, direct and co-ordinate the activities of the Administrative Methods Sub-section. No. 516—Control and direct work of Office Mechanization Projects Sub-section. Undertake more complex investigations into Office Mechanization.

Apply: W2

Clerk \$7899-8639 (Class 5), Third Division, Industrial Relations Section, Policy Research and Interpretation Sub-section, Sydney

Duties: No. 570—Assist on research, analysis and investigation into general industrial matters. Prepare associated reports and correspondence.

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, Industrial Relations Section, Assessing and Compensation Sub-section, Sydney

Duties: No. 539—Compensation Officer. Classify new accidents, prepare determinations in connection with compensation, prepare correspondence in connection with accident and compensation claims.

Qualifications: Knowledge of the Compensation Act is desirable.

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, Staffing and General Services Section, General Services Sub-section (two positions), Sydney

Duties: Nos 78, 83—Provide relief for clerical officers of the Branch.

Apply: W2

Supply Branch

Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Office Services Section, Records Sub-section, Milsons Point

Duties: No. 21—Management of the Registry including supervision, direction and training of staff in the system and procedures.

Qualifications: Thorough knowledge of Registry operations preferable.

Apply: W2

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Office Services Section, Records Sub-section, Milsons Point

Duties: No. 22—Maintain Branch file examination system including archival and disposal action. Assist the Officer-in-charge in supervision.

Qualifications: Experience in a Registry environment desirable.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Office Services Section, Records Sub-section, Milsons Point

Duties: No. 23—Classify all inwards correspondence and supervise Branch messengerial and courier services.

Apply: W2

Engineering Division, Administrative Branch

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

Duties: No. 81—Officer-in-charge State Accounting Sub-section. Responsible for all State Accumulations and Ledger balances.

Apply: W2

Administrative Branch

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

Duties:

No. 86—The inspection of Engineer's stores; the classification of expenditure and the processing of work order costs.

No. 132—Assistant Budget Officer.

No. 318—Paysheet preparation and examination.

Apply: W2

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

Duties: No. 56—Collation of data and preparation of statistical returns.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Costing Section (five positions), Sydney

Duties: Nos 294, 295, 296, 297, 298—Relief Clerical Assistant.

Apply: W2

Buildings Branch

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

Duties: No. 112—Staff Clerk.

Qualifications: Experience in staff and leave work together with knowledge of associated Personnel Instructions desirable.

Apply: W2

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

Duties: No. 32—Maintain records of expenditure and process accounts for payment. Responsible for petty cash advance and opening of correspondence.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Properties and Accommodation Section, Sydney

Duties: No. 13—Maintain library of site plans, maintain visible card index system, attend to mail, operate telephone interception units. Type amendments to Index.

Qualifications: Clerical ability and knowledge of system cards file movements register desirable. Ability to type an advantage.

Apply: W2

Construction Branch

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

Duties: Nos 147, 178—Responsible to the controlling Engineer for particular projects or operational areas as required.

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

Apply: W2

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

Duties: No. 307—Registry and general assistance in Sectional Office.

Apply: W2

Metropolitan Operations Branch

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

Duties: No. 413—Project Planning, Office and Services Officer. Perform duties associated with Sectional reviews and estimates, accommodation, furniture and office machines.

Apply: W2

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

Duties: No. 443—Deal with correspondence and accounts associated with re-instatements, general accounts, motor vehicle returns and records.

Apply: W2

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

Duties: No. 157—City East Telephone Exchange Centre Clerical Assistant. Preparation of working reports, petty cash claims, office mail.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 1 Section, St Leonards

Duties: No. 479—Maintain Sub-sectional file register, distribute and collect correspondence within the Section.

Note: Ability to drive motor vehicle desirable.

Apply: W2

Lines Supervisor, Grade 1 \$5668, Fourth Division, Metropolitan Operations No. 1 Section, North Sydney

Duties: Party Leader.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 2 Section, Redfern

Duties: No. 161—Telephone Order Assistant at the Subscribers District Centre.

Note: Shift work and rotation of duties may be involved.

Apply: W2

Engineer, Class 2 \$9581-10702, Third Division, Metropolitan Operations No. 6 Section, Miranda

Duties: No. 254—Responsible to the controlling Engineer for particular projects or operational areas as required.

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

Apply: W2

Planning and Programming Branch

Senior Technical Officer (Engineering), Grade 3 \$10227-10522, Third or Fourth Division, Transmission and Line Planning (Metropolitan) Section, Sydney

Duties: No. 204—To control and co-ordinate the activities of Technical Officers engaged on the technical aspects of bearer utilisation and junction control functions throughout the Sydney Metropolitan Area. To authorise the re-arrangement of international, interstate and interregional trunk circuits terminating in the Metropolitan Area and to liaise with Headquarters on matters relating to the provision of international and interstate trunks.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. A considerable appreciation of network objectives and a wide knowledge of transmission equipment, switching systems and other network dependent facilities and the ability to work at a high level within board guidelines on matters relating to the optimal use of all types of bearers in the trunk, junction and non-exchange services networks of the Metropolitan Area. Sound supervisory experience and a high order of individual ability and technical judgment desired.

Apply: W2

Regional Operations Branch

Senior Technical Officer (Engineering), Grade 3 \$10227-10522, Third or Fourth Division, Non-Exchange Services Section, Sydney

Duties: No. 432—Control of technical affairs and work relating to the processing of all applications

for NEX services; the approval of private equipment and the co-ordination needed to ensure the connection of all NEX lines.

Apply: W2

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

Duties: No. 433—Monitor and co-ordinate the installation of all non-exchange services throughout New South Wales.

Apply: W2

Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third or Fourth Division, Non-Exchange Services Section (four positions), Sydney

Duties: Nos 435, 437—Analyse demand and examine resources needed in the connection of NEX lines.

Nos 438, 581—Assist in the co-ordination needed for the connection of NEX lines.

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

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Radio Section, Lismore

Duties: No. 580—Maintain office record systems. Attend to telephone and counter inquiries.

Qualifications: Some typing ability desirable.

Apply: W2

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

Duties: No. 329—Perform stenographic and typing duties for officers of the Section.

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

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Telegraphs and Data Section, Railway Square

Duties: No. 212—General Clerical Assistance to the Senior Telecommunications Technical Officer, Grade 2. Process Telegraph Orders.

In lieu of notification appearing in *Gazette* No. 25 of 21.3.74. Previous applicants should confirm that they wish to be considered for this position.

Apply: W2

Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third or Fourth Division, Monaro Section, Canberra

Duties: Responsible to the Officer-in-charge for the maintenance of ARF subscriber and tandem equipment in a large technician's district.

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

Apply: W2

Lines Supervisor, Grade 1 \$5668, Fourth Division, Monaro Section, Canberra North

Duties: Depot Clerk—Canberra North Line Depot.

Apply: W2

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, Wollongong Section, Wollongong

Duties: Responsible for the maintenance of telegraph, radio telephone bearer and carrier equipment, trunk exchange, broadcasting transmitter and studio, co-axial cable repeaters, air conditioning and mail handling plant.

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

Apply: W2

Support Services Branch

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

Duties: No. 12—Provide clerical assistance to the Sectional Clerk. Classify, index, distribute and file all material schedules and contracts.

Apply: W2

Postal Services Division, Post Offices Branch

District Postal Manager \$11032-11525 (Class 8), Third Division, Country (North) Section, Kempsey

Duties: No. 55—Responsible for the control and management of the District.

Apply: W2

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

Duties: No. 186—Budgetary Control Officer.

Qualifications: Knowledge of Post Offices Branch systems and procedures, particularly those relating to budgeting and control desirable.

Apply: W2

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

Duties: No. 187—Equipment Assistant. Includes maintenance of registers and arranging distribution of equipment and assistance with equipment trials and studies.

Apply: W2

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

Apply: W2

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

Apply: W2

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

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

Apply: W2

Postal Clerk \$4605-5744, Fourth Division, (three positions), Alexandria, Broadway, Killara

Apply: W2

Postal Clerk \$4605-5744, Fourth Division (four positions), Canberra City, Corrimall, Moree, Wollongong (Emergent Relief)

Note: Moree—Postal Officers, Grade 3 may apply for transfer to this position. Moree—District Allowance—Grade 1.

Apply: W2

Postal Officer, Grade 4 \$5516-5744, Fourth Division, Alexandria

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

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

Apply: W2

Telecommunications Division

Supervisor (Telegraph) \$6237-6666, Third or Fourth Division, Administration Section, Office Services Sub-section, Sydney

Duties: No. 72—Responsible to the Traffic Officer, Class 4, Reperforator Sub-section or the Traffic Officer, Operations, for the supervision of traffic flow and of Tress switching equipment or, alternatively, of staff and the movement of traffic in the manipulative areas.

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

Note: Shift work is involved.

Apply: W2

Country Region

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, North Section, Gosford District Telephone Office Sub-section, Gosford

Duties: No. 383—Receipt and handling of remittances, correspondence and files in the District Telephone Office.

Apply: W2

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

Duties: No. 559—Responsible to Senior Sales Officer for the processing of applications for new subscriber services and additional facilities.

Qualifications: A knowledge of telephone facilities, tariffs and Sales Branch procedures desirable.

In lieu of notification in *Gazette* of 28.3.74 in which location appeared as Campbelltown. Previous applicants should re-apply.

Apply: W2

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

Duties: No. 470—Responsible to the Senior Sales Officer for the processing of applications for new subscriber services and additional facilities.

Apply: W2

Metropolitan Region, Sales Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Directory and Sales Checks Section, Directory Sub-section, North Sydney

Duties: No. 268—Maintain, prepare and collate staff records and material for onforwarding to Administration Section, Telecommunications Division. Act as paying officer and maintain Petty Cash advance (\$200). Arrange for printing of alphabetical and classified directories error cards. Assist with

training schedules for Section. Assist with duties associated with intake of temporary manuscript checkers.

Apply: W2

Service Branch

Supervisor (Telegraph) \$6237-6666, Third or Fourth Division, Chief Telegraph Office Section, Sydney

Duties: No. 124—Responsible to the Traffic Officer, Class 4, Reperforator Sub-section or the Traffic Officer, Operations, for the supervision of traffic flow and of Tress switching equipment or, alternatively, of staff and the movement of traffic in the manipulative areas.

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

Note: Shift work is involved.

Apply: W2

ADP Branch

Assistant Programmer \$7899-8639 (Class 5), Third Division, Applications Section, North Sydney

Duties: No. 86—Assist in the programme development and implementation of ADP systems.

Qualifications: Completion of the prescribed Programmer-in-training Course or equivalent. Tertiary qualifications desirable.

Apply: W2

Finance and Accounting Branch

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

Duties: No. 1—Provide relief in the Budgets and Analysis Group.

Qualifications: Applicants should indicate accountancy and/or other qualifications.

Apply: W2

Personnel and Industrial Relations Branch

Welfare Officer \$6912-7652 (Class 4), Third Division, Industrial Relations Section, Welfare and Safety Sub-section (two positions), Sydney

Duties: Nos 111, 343—Undertake welfare work and staff counselling in respect of male and female staff.

Qualifications above two positions: Experience and/or training in welfare work and/or studies in psychological or social work fields would be an advantage.

Apply: W2

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Staffing and General Services Section, General Services Sub-section, Sydney

Duties: No. 223—Provide relief for clerical officers of the Branch.

Apply: W2

* Trainee Draftsman \$2921-5657, Third or Fourth Division (several vacancies), Sydney

Applicants must be enrolled or eligible to enrol in the Electronics and Communications Certificate Course.

Apply: S6

Engineering Division, Construction Branch

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

Duties: No. 280—Staff Clerk.

Qualifications: Knowledge of Public Service Act and Regulations, General Orders, and experience in staff and leave work desirable.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administration Section (three positions), Sydney

Duties: Nos 268, 269, 271—Provide relief in metropolitan based offices of Construction Branch.

Apply: W2

Metropolitan Operations Branch

Senior Storeman \$4724-4977, Fourth Division, City Operations Section, Sydney

Duties: Control of an Engineer's store.

Qualifications: Knowledge of telephone equipment, sub-station and maintenance parts, stores procedures and associated documents desirable.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 2 Section, Maroubra

Duties: No. 341—Area Assistant. Provide clerical assistance to Telecommunications Technical Officer Grade 2 in area, maintain substation maintenance store, requisition for stationery and other equipment.

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: No. 21—Staff Clerk.

Qualifications: Knowledge of Public Service Act and Regulations, General Orders, and experience in staff and leave work desirable.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 6 Section, Miranda

Duties: No. 480—Clerical assistance to the Sectional Clerk.

Qualifications: Knowledge of Engineering Division practices and procedures desirable.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 9 Section, Chatswood

Duties: No. 330—Dispatcher.

Apply: W2

Regional Operations Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Trunk Services Section (two positions), Sydney

Duties: No. 434—Provide clerical assistance to the Senior Telecommunications Technical Officer, Grade 2 in charge of the Network Performance Analysis Centre.

Duties: No. 436—Group Leader of the fault recording group at the Network Performance Analysis Centre.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Trunk Service Section (three positions), Sydney

Duties: Nos 584, 585, 586—Recording of fault data as received from country telephone exchanges. Transcription of service assessment information. Maintenance of route performance charts.

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Newcastle Section, Wickham

Duties: No. 71—Responsible for all clerical functions relating to traders' accounts, quotes from outside firms, petty cash advance, Stores procedure (including replacement and retreading of tyres) and maintenance of tool register.

Apply: W2

Lines Supervisor, Grade 2 \$6258, Fourth Division, Outer Sydney Section, Windsor

Duties: Pole inspections.

Apply: W2

Support Services Branch

Chief Draftsman, Grade 1 \$10825-11136, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 181—Co-ordinate and direct the work of a number of discreet groups of Drafting staff, each controlled by a Supervising Draftsman.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience in drafting requirements for cable and conduit reticulation desirable.

Apply: W2

Plan Records Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Drafting Section, Wollongong

Duties: No. 29—Prepare and amend the less involved plan records of reticulation of cables and conduit in a country district engineering office.

Qualifications: Relevant experience with a good standard of penmanship and knowledge of cable and conduit reticulation desirable.

Apply: W2

Senior Fitter and Turner, Grade 1 \$5622-5778, Fourth Division, Workshops Section, St Peters

Duties: No. 264—Under the direction of a Foreman, control a group of tradesmen engaged on the repair and/or renovation of Departmental equipment.

Qualifications: A sound knowledge of modern machinery techniques or experience—the repair of modern complex mechanisms is essential.

Apply: W2

Postal Services Division, Mail Exchange Branch

Senior Mail Officer \$5516-5744, Fourth Division, Inland Section, Redfern

Duties: Responsible for computation and dispatching of Intrastate airmails.

Note: Occupant will rotate on 6 a.m.-2.30 p.m. and 2 p.m.-10.30 p.m. shifts.

Note: This position is 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.

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

Apply: W2

Post Offices Branch

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

Duties: No. 214—Provide high level administrative assistance to the Assistant Superintendent, Country (North) Section, Post Offices Branch.

Qualifications: Sound knowledge of Post Offices Branch practices and procedures desirable.

Apply: W2

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

Duties: No. 138—Oversight the progress of Inspectors-in-training and deal with matters related thereto.

Apply: W2

Instructor, Grade 2 \$7044-7822, Third Division, Branch Services Section, Postal Training School Sub-section, Strathfield

Duties: No. 272—Engaged on operational training duties directly pertaining to the training of Postal Clerks.

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

Apply: W2

Telecommunications Division, Metropolitan Region, Sales Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Directory and Sales Checks Section, Directory Sub-section (four positions), North Sydney

Duties: Nos 601-604—Editor, Sydney Alphabetical Telephone Directory.

Qualifications above four positions: Sound knowledge of Directory practices and procedures desirable.

Apply: W2

Sales Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Sales Advisory Section (three positions), Sydney

Duties:

No. 352—Responsible to the Senior Traffic Officer, Telegraph and Data Facilities Sub-section for preparation of monthly returns, duplication and distribution of telegraph orders and maintenance of the office filing system.

No. 377—Responsible for the sectional filing system, sorting of incoming mail and internal distribution. Required also to duplicate, sort and dispatch telephone orders and perform photocopying as required.

No. 560—Sort and dispatch telegraph, datel and miscellaneous facility orders in accordance with prescribed schedules, follow up return of documents and bring under notice delays beyond prescribed limits.

Apply: W2

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

Duties: No. 396—Conduct audits of Exchange records and compile data for use on Telephone Development Surveys throughout New South Wales. Duties involve some country assignments and absence from Headquarters as required.

Qualifications: Knowledge of Telecommunications and Engineering Divisions telephone records systems desirable.

Note: This position will be transferred to North Sydney at a later date.

Apply: W2

Service Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Works and Equipment Section, Sydney

Duties: No. 55—Maintain records and statistics in respect to telephone and telegraph circuit diagrams, subscribers and traffic growth, loadings and switching plans.

Apply: W2

Personnel and Industrial Relations Branch

Clerk \$6912-7652 (Class 4), Third Division, Establishments and Management Advisory Services Section, Milsons Point

Duties: No. 331—Undertake office machines and associated systems investigations.

Apply: W2

Clerk \$7899-8639 (Class 5), Third Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney

Duties: No. 35—Assistant Recruitment Officer. Critical examination and consolidation of staff estimates for the State. Conduct staffing studies based on the analysis of staff statistics. Assist in the conduct of recruitment campaigns and the preparation of recruitment publicity material.

Qualifications: Aptitude for analysis of statistical data desirable.

Apply: W2

Clerk \$5806-6666 (Class 2/3), Third Division, Staffing and General Services Section, Staff Resources Sub-section (two positions), Sydney

Duties:

No. 559—Perform detailed work associated with the conduct of major selection campaigns for appointment/transfer/promotion. Prepare correspondence and recommendations. Assist in the work connected with promotions, temporary performances, promotion, appeals, etc.

No. 560—Assist in the work of the Staff Movements Group in particular deal with furniture removals, resignations, retirements, applications for re-instatement, applications for interstate and inter-departmental transfers, etc. Prepare correspondence, reports, etc. and exercise delegations.

Qualifications: No. 560—Wide experience in staffing matters desirable.

Apply: W2

VICTORIA

Director, Posts and Telegraphs \$22655, Second Division, Melbourne

Apply: W1

Engineering Division, Administrative Branch

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

Duties: No. 335—Officer-in-charge, Plant Costs and Statistics. Responsible for preparation, co-ordination and submission at the State level of

prescribed accounting and statistical management information.

Qualifications: A sound knowledge of works procedures and cost account instructions, current Departmental accounting procedures and an understanding of plant statistical units.

Apply: W3

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

Duties: No. 92—Workshops register order assistant.

Apply: W3

Construction Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Primary Works (Metropolitan) Section, Melbourne

Duties: Estimating Supervisor on Primary Works Projects in Conduit and Cable Installation.

Apply: W3

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

Duties: No. 127—Provide clerical assistance to the depot Senior Telecommunications Technical Officer.

Note: Hours of duty 8 a.m. to 5 p.m.

Apply: W3

Metropolitan Operations Branch

Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third or Fourth Division, Metropolitan Operations No. 1 (West) Section, Brooklyn

Duties: Officer in charge of a 7000 line exchange comprising cross bar equipment.

Apply: W3

Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third or Fourth Division, Metropolitan Operations No. 4 (North-East) Section, Deepdene

Duties: Officer in charge of a 5000 line exchange comprising step by step equipment.

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

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray

Duties: No. 106—General clerical assistance 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, Telegraphs and Data Section (fourteen positions), Melbourne

Duties:

No. 1 (four positions)—Responsible to the Senior Telecommunications Technical Officer, Grade 2 for the maintenance of telegraph subscribers equipment within the Service A District.

No. 2 (three positions)—Responsible to the Senior Telecommunications Technical Officer, Grade 2 for the maintenance of Voice Frequency Tele-

graph Systems and other Telegraph equipment in the Private Wire and Trunk Centre District. No. 3—Responsible to the Senior Telecommunications Technical Officer, Grade 3 for the maintenance of Telegraph Exchange equipment in the Telex District.

No. 4—Responsible to the Senior Telecommunications Technical Officer, Grade 1 for the maintenance of Telegraph Exchange equipment in the TRESS District.

No. 5—Shift duties, Private Wire and Trunk Centre at the Chief Telegraph Office, Melbourne.

No. 6—Responsible to the Senior Telecommunications Technical Officer, Grade 2 for line provision co-ordination with Metropolitan Operations Branch, acceptance testing of new telegraph services (except Telex Services) and the provision of line and switching equipment at the Chief Telegraph Office, Melbourne and the issuing of Completion Advices for Statistical and Costing purposes.

No. 7—Responsible to the Senior Telecommunications Technical Officer, Chief Telegraph Office, Melbourne for the installation of telegraph equipment other than Telex Exchange equipment in the Chief Telegraph Office.

No. 8—Responsible to the Senior Telecommunications Technical Officer, Grade 2 for the installation and testing of ARB 111 and ARM 201/4 equipment at the Telex Exchange, Chief Telegraph Office, Melbourne.

No. 9—Supervision of the Telegraph Installation Laboratory, design and testing of prototype equipment and the manufacture, assembly and testing of printed circuit boards.

Apply: W3

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division, Telegraphs and Data Section (nine positions), Kensington

Duties:

No. 10 (four positions)—Responsible to the Senior Telecommunications Technical Officer, Grade 2 for the maintenance of Telegraph Subscribers equipment in the Service B District.

No. 11—Responsible to the Senior Telecommunications Technical Officer, Grade 3 for the supervision and operation of the State Distribution Telegraph Installation Store and for repairs of associated faulty equipment.

No. 12—Responsible to the Telecommunications Technical Officer, Grade 2 for the installation and testing of the more complex telegraph subscribers installation terminal and switching equipment.

No. 13—Responsible to the Senior Telecommunications Technical Officer, Grade 3 for the operation of the telegraph machine service section and for the preparation of machines for installation projects.

No. 14—Responsible to the Senior Telecommunications Technical Officer, Kensington Installation Depot for the repair of telegraph machine motors and the fabrication of minor metal work for telegraph installation.

No. 15—Responsible to the Senior Telecommunications Technical Officer, Grade 3 for the operation of the Wiring Section which includes the manufacture of new non-standard telegraph equipment and the modifications of standard telegraph unit.

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

Note above twenty-three positions: Applications must include position numbers listed above when applying for these positions.

Apply: SW3

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division, South-western Section, Hamilton

Duties: District relief and special duties. The occupant will, as required, provide relief for technical officer staff at Hamilton, Casterton and Edenhope.

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

Apply: W3

Lines Supervisor, Grade 3 \$6965, Fourth Division, Gippsland Section, Morwell

Duties: In charge of a Line Supervisor's district.

Apply: W3

Lines Supervisor, Grade 2 \$6258, Fourth Division, South-Western Section, North Geelong

Duties: Party Leader.

Apply: W3

Support Services Branch

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

Duties: No. 115—Examine complex tenders and prepare technical recommendations. Undertake design and developmental work mainly related to external plant and equipment.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Wide experience in production and mechanical engineering design.

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Automotive Plant Section, Port Melbourne

Duties: No. 142—Maintain automotive technical productions library.

Apply: W3

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

Duties: No. 21—Clerical Assistance to the Foreman-in-charge of Machine Shop No. 2.

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

Apply: W3

Telecommunications Division, Country Region

Clerk \$6912-7652 (Class 4), Third Division, District Telephone Office, Bendigo

Duties: No. 83—Responsible to the Senior Sales Officer for the handling of the more complex requests for telecommunications facilities and oversight of work in the Sales Section.

Qualifications: A thorough knowledge of Telephone Regulations and Sales Branch practices and procedures desirable.

Apply: W3

Metropolitan Region, Sales Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Directory and Sales Checks Section, Melbourne

Duties: No. 79—Listing of all new and amended entries in the Alphabetical Telephone Directory.

Apply: W3

Finance and Accounting Branch

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

Duties: No. 224—Overpayments Clerk. Control and direct the work of staff engaged on repayments and judgment orders.

Apply: W3

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

Duties: No. 50—Checker, Staff Pay. Check computations of salary and deduction variations.

Apply: W3

QUEENSLAND

Engineering Division, Country Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Central Section, Sarina

Duties: Area Supervisor.

District Allowance: Grade I.

Apply: W4

Lines Supervisor, Grade 3 \$6965, Fourth Division, Northern Section, Cloncurry

Duties: Area Supervisor

District Allowance: Grade III.

Apply: W4

Regional Operations Branch

Telecommunications Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division, Radio Section, Brisbane

Duties: Responsible for work associated with the conversion of T.V. Transmitters for colour operations.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience with high power TV Transmitters of the types used in the State. A detailed knowledge of TV testing techniques is necessary. A considerable amount of travelling is involved.

Apply: W4

Support Services Branch

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

Duties: No. 306—Staff Clerk.

Apply: W4

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Industrial Engineering and Training Section, Chermide

Duties: No. 226—Provide clerical assistance to the Principal, External Plant Training Centre.

Apply: W4

Senior Painter and Signwriter, Grade 1 \$5622-5778, Fourth Division, Workshops Section, Bulimba

Duties: No. 309—Under the control of a Foreman, Grade 2, control the activities of the Outside Work Section of the Paint Shop.

Qualifications: Appropriate trade qualifications.

Apply: W4

Postal Services Division, Post Offices Branch

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

Quarters: Five rooms (three bedrooms).

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

Telecommunications Division, Metropolitan Region

Clerk \$8886-9548 (Class 6), Third Division, Sales Branch, Sales Advisory Section, Brisbane

Duties: No. 16—Direct staff engaged in assessing Customer Requirements for Data Transmission Facilities, Private Line Networks and Publicity and Marketing Research. Participate in cases involving very large or unusual installations. Assume the role of State Data Consultant and Liaison Officer. Represent APO at Seminars, Lectures and Conferences on Data Transmission Facilities.

Qualifications: Knowledge of Data Transmission Facilities and ability to negotiate with higher levels of Business Management desirable.

Apply: W4

Country Region

Clerk \$6912-7652 (Class 4), Third Division, District Telephone Office, Mackay

Duties: No. 183—Process more complex applications for telephone facilities and prepare PABX proposals.

Qualifications: Thorough knowledge of telephone facilities and tariffs and knowledge of Sales Branch procedures desirable.

Apply: W4

Finance and Accounting Branch

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

Duties: No. 19—Reconciliation of deductions from staff salaries and wages.

Apply: W4

Supply Branch

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

Duties: No. 9—Purchasing Officer.

Qualifications: A sound knowledge of Departmental Purchasing Procedures and associated Treasury Regulations.

Apply: W4

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

Duties: No. 31—Prepare orders for cartage of materials intrastate by departmental transport.

Apply: W4

SOUTH AUSTRALIA**Engineering Division**

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

Duties: No. 318—Receptionist and Personal Secretary to the Assistant Director (Engineering).

Qualifications: Shorthand at least 100 words per minute, ability to converse freely with senior officers and clerical experience desirable.

Apply: W5

Country Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Northern Section, Kadina

Duties: Area Supervisor.

Apply: W5

Metropolitan Operations Branch

Senior Telecommunications Technical Officer, Grade 2 \$9379-9932, Third or Fourth Division, Metropolitan Operations Section, Edwardstown

Duties: Officer in charge of a 24 hour staffed large suburban district comprising 12,000 lines hybrid (ARF and 1st stage GV) Local Exchange, ARF Crossbar Metropolitan Tandem Exchange and Step by Step Tandem Exchange. After hour control of 14 telephone exchanges and urgent subscribers fault attention in associated suburbs.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Knowledge of equipment and operational procedures, and administration procedures, and ability to control staff desirable.

Apply: W5

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 2 \$9379-9932, Third or Fourth Division, Telegraphs and Data Section, Adelaide

Duties: Officer in charge of the Adelaide Telex Exchange and responsible for the exchange and VFT terminal.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Knowledge of equipment and ability to control staff desirable.

Apply: W5

Support Services Branch

Senior Electrical Fitter and Mechanic, Grade 1 \$6179-6333, Fourth Division, Buildings Engineering Services Section, Adelaide

Duties: No. 1182—Supervise and direct staff employed on installation and/or maintenance of electrical and mechanical services for which Buildings Engineering Services is responsible.

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

Apply: W5

Postal Services Division, Post Offices Branch

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

Apply: W5

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

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 also to Fourth Division officers. If occupied by an

officer of the Fourth Division, the positions, when so occupied, will be included in the Fourth Division.

Apply: W5

Supply Branch

Clerk \$7899-8639 (Class 5), Third Division, Stores Accounting Section, Adelaide

Duties: No. 2—Supervise the activities of the Machinist and Requisitions Groups.

Qualifications: Sound knowledge of material supply, accounting activities and ability to control staff desirable.

Apply: W5

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

Duties: No. 45—Purchasing Clerk. Process, prepare, and issue orders and expedite deliveries.

Apply: W5

Engineering Division, Country Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division, Northern Section, Port Pirie

Duties: Area Supervisor.

Apply: W5

Cable Assigner \$5668, Fourth Division, Southern Section, Murray Bridge

Duties: Cable recording.

Apply: W5

Metropolitan Operations Branch

Lines Supervisor, Grade 3 \$6965, Fourth Division (two positions), Adelaide

Duties above two positions: Estimating.

Apply: W5

Support Services Branch

Senior Electrical Fitter and Mechanic, Grade 1 \$6179-6333, Fourth Division, Buildings Engineering Services Section, Adelaide

Duties: No. 375—Supervise and direct staff employed on installation and/or maintenance of electrical and mechanical services for which Buildings Engineering Services Section is responsible.

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

Apply: W5

Postal Services Division, Post Offices Branch

Postmaster, Grade 1 \$5290-6555, Third Division, Booleroo Centre

Quarters: 5 rooms, 3 bedrooms.

Apply: W5

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

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

Apply: W5

Telecommunications Division, Metropolitan Region, Service Branch

Superintendent \$12019-12510 (Class 9), Third Division, Adelaide

Duties: No. 84—Direction and control of the Service Branch.

Qualifications: Administrative ability of high order and extensive Telecommunications Service Branch experience desirable.

Apply: W5

Finance and Accounting Branch

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

Duties: No. 10—Relief Clerk. Provide relief for recreation leave and other purposes throughout the Branch.

Qualifications: A good knowledge of the operations of the Finance and Accounting Branch desirable.

Apply: W5

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

Duties: No. 351—Credit Assessor. Establish by investigations the credit worthiness of persons or organisations seeking to operate charge accounts for Departmental services.

Qualifications: A knowledge of techniques applied in credit evaluation procedures, together with an appreciation of the application of Departmental policies in these matters is desirable.

Apply: W5

Personnel and Industrial Relations Branch

Clerk \$7899-8639 (Class 5), Third Division, Industrial Relations Section, Adelaide

Duties: No. 187—Assist the Industrial Officer in matters relating to application of Awards and conditions, rates of pay, allowances, leave and other conditions and entitlements for PMG staff in South Australia and the Northern Territory.

Qualifications: Sound knowledge of Awards and Determinations, Public Service Act and Regulations and other instructions concerning PMG staff conditions and entitlements desirable.

Apply: W5

WESTERN AUSTRALIA

Telecommunications Division, Service Branch

Telephone Supervisor, Grade 3 \$6610-7110, Fourth Division, Service Advisory Section, Perth

Duties: No. 90—Attend customers premises and instruct operators and extension users in the correct operation of PBX, intercommunication and telex equipment. Discuss and obtain subscriber acceptance to new facilities; promote use of facilities and services with customers; investigate operational procedures causing poor telephone or telex results. Conduct traffic counts and assist with reaction surveys.

Qualifications: Applicants should be qualified by examination as Telephone Supervisor, Grade 1 (Telephone).

Apply: W6

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

Duties: No. 35—Arrange diversion and interception of telephone calls. Discuss with applicants and determine the available method which best suits

the needs of individual cases. Maintain close liaison with the Engineering Division for the provision of each individual voice announcement. Prepare orders and distribute the information to other Sections and Exchanges for necessary action. Ensure that the Information Records are effectively maintained. Assist as directed with General Service complaint functions.

Qualifications: A thorough understanding of telephone operating practices and procedures as well as a knowledge of the general principles of operation of the local telephone switching network desirable.

Apply: W6

Finance and Accounting Branch

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

Duties: No. 94—Examiner Postmasters' financial returns (Form FAP100). Authorise remittances to Postmasters to satisfy recurrent and casual liabilities.

Apply: W6

NORTHERN TERRITORY

Postal Services Division, Post Offices Branch

Postal Officer, Grade 1 \$4260-4601, Fourth Division, Alice Springs

District Allowance: Grade III.

Accommodation: Hostel accommodation is available to single officers at approximately \$24 per week plus electricity. A Northern Territory Administration residence may become available to a married officer after a waiting period of approximately 14 months.

Note: Applicants must possess a current driver's licence and the ability to ride a motor scooter.

Apply: W5

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 1781—Head the Sub-section. Plan, direct and control establishment reviews and investigations within the Central and State Offices.

Qualifications: Sound knowledge of organisation and classification principles and practices an advantage together with the ability to plan and direct assignments. Academic qualifications to be stated.

Apply: X1

DEPARTMENT OF THE PRIME MINISTER AND CABINET

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL OFFICE

Project Division No. 1, Project Branch No. 2

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

Duties: No. 27—Under direction, prepare material and draft submissions for use by the Commission in its inquiries.

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

Apply: Y23

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

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

Duties: No. 113—Assist in the preparation of a detailed plan for the systematic review of protected industries in Australia.

Qualifications: Appropriate university degree. Some knowledge of statistical methods an advantage.

Apply: Y23

Services Branch

Inspector \$11032-11525 (Class 8), Third Division, Management Services Section, Management Projects Review Sub-section, Canberra

Duties: Formulate staff training and development policy for the Commission.

Qualifications: Wide and detailed experience in the field of staff training and development; academic qualifications desirable.

Inspector \$9876-10538 (Class 7), Third Division, Management Services Section, Administrative Services Sub-section, Canberra

Duties: Investigate and review personnel practices and policies including aspects associated with the development of staff and staff morale, turnover and career planning.

Qualifications: Extensive relevant experience; ability to undertake investigations, prepare high quality reports and counsel staff. Appropriate academic qualifications desirable.

Apply: Y23

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

Duties: Provide personal stenographic and secretarial duties for senior officers.

Qualifications: Shorthand, at least 100 words per minute.

Apply: Y23

AUSTRALIAN CAPITAL TERRITORY

Operations Division, Operations Branch

Clerk \$6912-7652 (Class 4), Third Division, Correspondence and Liaison Section, Ministerial Correspondence Unit, Canberra

Duties: No. 350—Assist in the preparation of correspondence, submissions and briefs. Assist in research and investigations carried out by the section.

Apply: Y1

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Benefits and Legislation Division, Legislation and Policy Branch

Clerk \$8886-9458 (Class 6), Third Division, Policy Projects and Development Section, Canberra

Duties: No. 9—Undertake projects concerning review and development of Repatriation policy. Research and analyse compensation and pension schemes, examine indicators and related statistical information.

Qualifications: Relevant research experience. Academic qualifications to be stated.

Apply: Z1

VICTORIA

Branch Office

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

Duties: No. 111—Perform stenographic duties for the Assistant Deputy Commissioners.

Qualifications: Shorthand, at least eighty words per minute.

Apply: Z3

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

Duties: No. 51—Operate machines on pay-roll preparation and ledger posting duties.

Qualifications: Passed the prescribed test for advancement.

Apply: Z3

Repatriation Artificial Limb and Appliance Centre

* Physiotherapist, Class 2 \$8683-9555, Third Division, Technical Section, Prosthetic Clinic, Melbourne

Duties: NP—Under direction of the Specialist (Limb Fitting) carry out specialised physiotherapy treatment and training of physically disabled and amputee patients referred to the Prosthetic Clinic.

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

Apply: Z3

QUEENSLAND

Branch Office

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

Duties: No. 66—Service documents and x-rays. Assist in supervising the opening and sorting of inwards mail.

Apply: Z4

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

Duties: No. 33—Undertake the repair and replacement of file covers; write up accepted and rejected disabilities and record other entries on new file covers.

Apply: Z4

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

Duties: No. 30—Locate and deliver all clinical record files and x-rays requested on lists for appointments and/or admission at Repatriation hospitals and Out-patient Clinic where such files are not held in File Repository at Repatriation General Hospital, Greenslopes; ensure delivery at least 24 hours before appointment or admission.

Apply: Z4

SOUTH AUSTRALIA

Branch Office

* Social Worker, Class 2 \$9230-9980, Third Division, Medical Section, Daw Park

Duties: No. 33—Supervise all Social Work activity at the Repatriation General Hospital, Daw Park. Undertake more difficult and complex social work cases.

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

Apply: Z5

WESTERN AUSTRALIA

Repatriation General Hospital, Hollywood

Clerk \$7899-8639 (Class 5), Third Division, Administrative Services, Hollywood

Duties: No. 24—Assistant Hospital Secretary (Personnel and Office Services). Assist with Hospital Administration.

Qualifications: Experienced in Personnel Administration. Sound knowledge of Public Service Act, Regulations, General Orders and related Instructions and Awards and Determinations.

Apply: Z6

Branch Office

Clerk \$7899-8639 (Class 5), Third Division, Personnel Section, Local Designation Organisation Clerk, Perth

Duties: Investigate, report on and implement Branch Programme for review of Establishments. Prepare proposals for Establishment variations. Arrange, oversight and analyse work counts. Maintain Establishment Control records, statistics and compile relevant returns.

Qualifications: Extensive knowledge and experience in Organisation and Establishment matters.

Apply: Z6

DEPARTMENT OF SCIENCE

CENTRAL STAFF

Bureau of Meteorology, Management Branch

Draftsman, Grade 1 \$6003-7613, Third or Fourth Division, Property and General Services Section, Melbourne

Duties: No. 26—Draft maps, charts, graphs, diagrams, etc. for meteorological publications. Assist Draftsman, Grade 2 as required.

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

Apply: AA3

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

Duties: No. 260—General assistance to Officer-in-charge, Works and General Services Sub-section. Liaise with Department of Housing and Construction and Department of Services and Property for urgent minor building maintenance.

Apply: AA3

NEW SOUTH WALES

* Trainee Technical Officer (Science) \$2921-5657, Third or Fourth Division, Sydney

Note: Applicants must be currently undertaking the Chemistry Certificate Course.

Apply: S6

* Trainee Technical Officer (Science) \$2921-5657, Third or Fourth Division, Sydney

Note: Applicants must be currently enrolled in the Chemistry certificate course.

Apply: S6

VICTORIA**General Services Division, Analytical Services Branch**

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

Duties: No. 52—Under direction, perform plate count, coliform, E.Coli, coagulose, staphylococci examinations on dairy produce and miscellaneous items. Direct subordinate staff in routine examinations.

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

Apply: AA3

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

Duties: No. 63—Assist with bacteriological examinations for salmonella in meat and eggs, exercising individual judgment within the limits of established methods.

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

Apply: AA3

Antarctic Division

*Officer-in-charge \$8886-9548 (Class 6), Third Division (several positions, temporary appointment), Mawson, Davis, Casey, Macquarie Island

Duties: Under the control of the Director, Antarctic Division, manage all phases of the expedition's activities at the Station, maintain the morale and efficiency of the staff and supervise them in the performance of their duties. Control and issue all stores and re-order supplies for the following year. Report to the Director on the progress of life and work at the Station.

Qualifications: Applicants should have educational qualifications to University entrance or equivalent. They will require powers of leadership, sound judgment, high character and an interest in outdoor life. Experience in leading small groups of people in isolated conditions desirable. Applicants must be in robust health. Ice or snow experience is not required, but a history of outdoor activities is desirable.

Conditions of employment: Four months preparatory work will be undertaken in Melbourne followed by approximately 12 months at the Station. Tentative sailing dates are: Macquarie Island, mid-November 1974; Mawson and Davis, mid-December 1974 and Casey, early January 1975. Whilst absent from Australia, kitting and maintenance are provided free by the Australian Government. An allowance of 37.5 per cent of salary up to a maximum of \$3400 per annum, and a district allowance of \$1140 per annum for married men, or \$700 per annum for single persons, are paid.

Note: Except in special circumstances a married female officer or employee is paid district allowance at the unmarried officers rate: Recreation leave accrues at the rate of 6 weeks per annum. Subject to the provisions of the Income Tax Assessment Act, zone allowance deduction of \$540 may be allowable. Salaries commence within the appropriate range according to qualifications and experience. Employment will be in accordance with the terms of the *Public Service Act* 1922-1973.

Applications: Application forms are available from the Antarctic Division, Department of Science, 568 St Kilda Road, Melbourne, 3004 (telephone

51 0271). Applications must be accompanied by a recent photograph and the names of at least three referees.

Apply: AA15

*Medical Officer, Class 1 \$9666-12708, Third Division (four positions, temporary appointments), Mawson, Casey, Davis, Macquarie Island

Duties: Care for the general health of the expedition personnel at the station. Opportunities will be provided for participation in continuing programs of research on human acclimatisation or microbiology or for research in other fields according to the individual's interest.

Qualifications: Applicants must be qualified for registration as medical practitioners under the laws of one of the States or Territories of the Australian Government. Surgical experience desirable.

Apply: AA15

*Cook, Grade 2 \$4417-4681, Fourth Division (four positions, temporary appointments), Mawson, Casey, Davis, Macquarie Island

Duties: Cook for party at the stations.

Qualifications: Wide experience in cooking and baking. Some knowledge of butchering desirable.

Apply: AA15

*Plant Inspector \$7155-7512, Fourth Division (two positions, temporary appointments), Mawson, Casey

Duties: Responsible for serviceability, maintenance and repair of all stationary and mobile mechanical plant operating at and from the station. Supervise continuous operation of station diesel electric generating sets.

Qualifications: Wide experience in the maintenance and supervision of maintenance of diesel electric, generating plant, tractors and motor vehicles. Experience in machine shop practice and welding is essential.

Apply: AA15

*Radio Technical Officer, Grade 2 \$7843-8347, Third or Fourth Division (two positions, temporary appointments), Mawson, Casey

Duties: Install and maintain HF radio transmitters up to 10kW output, HF communications receivers, portable radio transmitter/receiver sets, ground radio navigation equipment, fixed antenna system, and facsimile machines, automatic telephone exchange and teleprinter instruments.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Also wide experience in the maintenance and/or installation and testing of HF radio communications transmitters, receivers, antennas, radio navigation equipment, teleprinters, frequency shift keying, single sideband facsimile equipment.

Apply: AA15

*Radio Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division (two positions, temporary appointments), Macquarie Island, Davis

Duties: Radio Supervisor. Install, operate and maintain HF radio transmitters up to 1.5kW output, HF communications receivers, fixed antenna systems, portable radio transmitter/receiver sets, teleprinter and facsimile machines, automatic telephone exchange and instruments. They will also act as

Senior Radio Telegraphist, and perform radio operating duties.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Wide experience in the maintenance or installation and testing of HF radio communications transmitters, receivers, antennas and associated equipment desirable. Good knowledge of single sideband systems is desirable. Commercial Operators Certificate of Proficiency or equivalent service experience in operating on long-distance point-to-point radio circuits is also required.

Apply: AA15

- *Radio Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division (two positions, temporary appointments), Mawson, Casey

Duties: Install and maintain radio and communications equipment under supervision.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in the maintenance and installation of HF radio communications transmitters, receivers and associated equipment desirable.

Apply: AA15

- *Senior Carpenter, Grade 1, \$5622-5778, Fourth Division (four positions, temporary appointments), Davis, Mawson, Macquarie Island, Casey

Duties: Responsible for the construction and maintenance of buildings at the station and in the field.

Qualifications: Qualified tradesman with wide building experience desirable.

Apply: AA15

- *Senior Electrical Fitter and Mechanic, Grade 1 \$6179-6333, Fourth Division (four positions, temporary appointments), Mawson, Davis, Casey, Macquarie Island

Duties: Install and maintain single and three phase alternators up to 165 KVA output and associated exciters, control equipment and switchboards. Maintain electrical aspects of domestic and scientific equipment as required. Install and maintain wiring in Station buildings and outdoors (including MICC cables) and automatic fire alarm system.

Qualifications: Qualified tradesman. Experience in the Industrial field an advantage.

Apply: AA15

- *Senior Plumber, Grade 1 \$5683-5837, Fourth Division (temporary appointment), Casey

Duties: Responsible for the construction and maintenance of plumbing installations at the station.

Qualifications: Qualified tradesman with wide general building experience. Some knowledge of carpentry essential.

Apply: AA15

- *Radio Officer, \$4112-5129, Fourth Division (thirteen positions, temporary appointments), Mawson, Macquarie Island, Casey, Davis

Duties: Radio Telegraphist. Send and receive message over radio circuits by means of morse code, teleprinters, facsimile and speech modes. Tune and adjust controls of radio receivers, transmitters and associated telecommunications equipment. Maintain the radio watchkeepers log and radio traffic records.

Qualifications: Commercial operators Certificate of Proficiency or equivalent Service experience with wide experience in the operation of radio circuits at fixed communications stations. Familiarity with international radio operating procedures and some experience in the tuning and adjustment of radio receivers and transmitters are desirable. Minimum touch typing speed thirty-five words per minute, morse operating speed twenty words per minute.

Apply: AA15

- *Senior Mechanic (Diesel Engine) \$5622-5778, Fourth Division (eight positions, temporary appointments), Mawson, Macquarie Island, Casey, Davis

Duties: Maintain diesel and petrol-electric generating plant up to 165 kVA, tractors and other wheeled and tracked vehicles.

Qualifications: Wide experience with diesel-electric generating plant, tractors and motor vehicles. Experience in machine shop practice and welding is essential.

Conditions of Employment: Applicants must be at least 22 years of age as at 1.1.74. Applicants must be in robust health. Ice or snow experience not required but a history of outdoor activities is desirable. Two to four months preparatory work will be undertaken in Melbourne followed by approximately 12 months at the station. Salaries will commence within the appropriate range according to qualifications and experience. Employment will be in accordance with the terms of the *Public Service Act 1972-1973*. While absent from Australia, kitting and maintenance are provided free by the Australian Government and allowances of 37½ per cent of salary up a maximum of \$3,400 per annum plus a District Allowance of \$1,140 per annum for married men, and \$700 per annum for single persons are paid. *Recreation leave accrues at the rate of six weeks per annum. Subject to the provisions of the Income Tax Assessment Act, Zone Allowance deduction of \$540 may be allowable. Tentative sailing dates: Macquarie Island, mid-November 1974; Mawson, Davis, mid-December 1974; Casey, early January 1975.

Applications: Formal application forms are available from the Antarctic Division, Department of Science, 568 St Kilda Road, Melbourne 3004, Phone 51 0271. Applicants wishing to be considered for more than one position should submit a separate application for each position. Each application should contain reference to the other positions applied for. Applications must be accompanied by a recent photograph and the names of at least three referees.

* Except in special circumstances a married female officer or employee is paid district allowance at the unmarried officers rate.

Apply: AA15

QUEENSLAND

Regional Office

- Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Field Offices Pool, Townsville

Duties: No. 36—Extract and decode data and enter on synoptic and upper air charts; take surface observations and maintain equipment; attend to telephone inquiries, teleprinter and facsimile transmissions and other duties as required.

Qualifications: Typing ability to be stated.

Note: Shift work is involved.

Apply: AA7

TASMANIA**Facilities and Information Section**

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Facilities and Information Section, Hobart

Duties: No. 27—Develop, control and operate systems for the checking, storage, selection, extraction, updating, presentation and supply of Meteorological data and records maintained in Regional Office. Carry out more difficult tasks associated with the extraction and checking of data. Supervise and direct the work of subordinate staff.

Qualifications: Extensive experience in archival and registry procedures desirable.

Apply: AA10

**DEPARTMENT OF SERVICES AND PROPERTY
CENTRAL STAFF****Property Division, Administration Section**

Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Programming and Projects Section, Canberra

Duties: No. 32—Supervise and direct the work of the Branch typing pool. Train subordinate staff.

Qualifications: Ability to organise and control staff. Shorthand desirable.

Apply: AC1

Management Services Branch

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

Duties: No. 196—Appropriation Ledger Review Clerk.

Qualifications: Knowledge of Treasury based computer Appropriation/Revenue Ledger system. Accounting qualifications should be stated.

Apply: AC1

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

Duties: No. 65—Purchasing Officer.

Qualifications: Good knowledge of authorised purchasing procedures. Accounting qualifications should be stated.

Apply: AC1

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

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

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

Apply: AC1

Management Division, Operations Branch

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

Duties: No. 127—Responsible for internal audit aspects of the Department's ADP Project including the review of all ADP systems and for adequacy of internal control and adherence to legislative requirements and departmental instructions.

Qualifications: Accountancy or other appropriate tertiary qualifications and considerable experience in ADP operations, system design and interpretation of programmes desirable.

Apply: AD1

VICTORIA**Accounts and Personnel Section**

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

Duties: No. 345—Direct, control and train staff employed in standard personnel work. Prepare more important submissions and correspondence.

Qualifications: Ability to supervise staff. Sound knowledge of Public Service Act and Regulations, General Orders, Superannuation Act and Commonwealth Employees' Compensation Act desirable.

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

Apply: AC3

**DEPARTMENT OF SOCIAL SECURITY
NEW SOUTH WALES****Social Security Branch**

Inquiry Officer, Grade 1 \$4564-5217, Fourth Division, Outdoor Inquiry Section, Sydney

Duties: Nos 878, 886, 888—Conduct general inquiries in connection with claims for Social Security benefits.

Qualifications: Ability to drive a motor vehicle.

Apply: AD2

Inquiry Officer, Grade 2 \$5217-5478, Fourth Division, Outdoor Inquiry Section, Sydney

Duties: No's 872, 876—Conduct inquiries and furnish reports in connection with claims for Social Security benefits.

Qualifications: A sound general knowledge of the Social Services Act and ability to drive a motor vehicle.

Apply: AD2

SOUTH AUSTRALIA**Operations Branch**

Clerical Assistant, Grade 7 \$7087-7330, Fourth Division, Establishments Section, Adelaide

Duties: (No. 814)—Supervise office Services Sub-Section. Prepare works and general estimates. Responsible for departmental food service. Investigate and report on the provision and use of official transport.

Qualifications: Extensive experience in the 'Office Services' field. Demonstrated ability to supervise and control staff.

Apply: AD5

**DEPARTMENT OF THE SPECIAL MINISTER OF
STATE****NATIONAL LIBRARY OF AUSTRALIA****AUSTRALIAN CAPITAL TERRITORY****Management Services Branch**

Assistant Inspector \$8886-9548 (Class 6), Third Division, Management Projects Section, Methods and Documentation—Work Study Sub-section, Canberra

Duties: No. 299—Undertake investigation and prepare submissions relating to methods improvement, work measurement and office machine requirements and ensure appropriate action taken to implement approved recommendations. Establish a control of forms used in the library.

Apply: AE3

Co-ordination and Policy Branch

*Librarian, Class 2 \$8953-9970, Third Division, SDI Section, BIOSIS Sub-section (two positions), Canberra

Duties: NPs—Formulate SDI BA PREVIEWS profiles and assist in training programmes on mechanised retrieval systems for users.

Qualifications: A degree or diploma from a University, College of Advanced Education or equivalent qualification and the registration examination of the Library Association of Australia or equivalent. Biological background and previous use of computerised information systems, highly desirable.

Apply: AE3

Information, Reference and Research Branch

*Librarian, Class 3 \$10400-11690, Third Division, General Reference Section, ERIC Sub-section, Canberra

Duties: NP—Plan organise and control the work of the Sub-section. Establish, review and where necessary modify and adapt control techniques and internal standards in order to maintain efficiency of search profile techniques. Liaise with user organisations and promote the service throughout Australia and neighbouring countries.

Apply: AE3

*Librarian, Class 2 \$8953-9970, Third Division, General Reference Section, ERIC Sub-section (two positions), Canberra

Duties: NPs—Research user needs and prepare selective dissemination of information and retrospective search profiles for accessing of the Educational Research data base.

Qualifications for the above three positions: A degree or diploma from a University, College of Advanced Education or equivalent qualifications and registration examination of the Library Association of Australia or equivalent. Experience and training in automated information retrieval services are desirable together with a degree orientation or experience in education.

Apply: AE3

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Planning and Procurement Division, Projects Branch

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

Duties: No. 4—Assistance in the negotiation and implementation of policy aspects of projects in which the Department is involved; participation in drafting of agreements and related submissions; liaison with other Departments.

Qualifications: Tertiary qualifications and relevant experience desirable.

Apply: AF1

Stores and Transport Branch

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

Duties: No. 2100—Direct and control the activities of the Finance Sub-section of the Branch. Critically review the financial and costing management of operation including analysis and interpretation of State Branch operational performance to facilitate management decisions.

Qualifications: Tertiary qualifications in Accounting highly desirable.

Apply: AF1

NEW SOUTH WALES

Stores and Transport Branch

*Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Stores and Removals Section, Alexandria

Duties: No. 178—Inspect uplift and deliveries of furniture and effects. Inspect damaged items listed in claims and obtain full details of undeliverable or irreparable items. Establish damage incurred due to removal at Australian Government expense and assess cost of repairs or replacement.

Qualifications: Trade qualifications or knowledge of furniture manufacture or repairs desirable. Class 1 Driver's Licence essential.

Apply: AF2

VICTORIA

Defence Standards Laboratories

Principal Research Scientist \$14882-17077, Third Division, Technical Section, Maribyrnong

Duties: No. 259—Initiate, direct and participate in the work of a Group engaged in scientific research into the design and performance of high explosive warheads and into the physical, thermal and mechanical properties of explosive materials and their interaction with the terminal effects of munitions.

Qualifications: Ph.D. in an appropriate field or equivalent qualifications and research experience and scientific research ability of a very high order.

Apply: AF9

Government Aircraft Factories

Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Fishermen's Bend

Duties: No. 31—Prepare Labour Cost Control Reports, specialised costs reports and factory performance reports.

Qualifications: Costing experience desirable.

Apply: AF20

Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Fishermen's Bend

Duties: No. 26—Investigate and report on unusual features disclosed by analysis of salaries, indirect labour, indirect materials, and expense. Review, analyse and vary the accrued items of expense and inject into factory service costs. Prepare cost journal entries for control ledger keeper.

Qualifications: Costing experience desirable.

Apply: AF20

Clerk \$7899-8639 (Class 5), Third Division, Supply Section, Fishermen's Bend

Duties: No. 46—Supervise and direct the activities of the project parts procurement cell. Maintain constant review of Contractors achievement. Investigate adverse trends, delays or any factors that may prevent achievement of delivery schedules. Assist with the development of manufacturing sources. Prepare reports, correspondence, etc. in connection with the above duties.

Apply: AF20

Clerk \$6912-7652 (Class 4), Third Division, Administrative Section, Fishermen's Bend

Duties: No. 25—Ascertain estimated and/or actual costs on goods delivered and transfer from Work in Progress to Cost of Sales. Supervise the preparation and recording of the cost ledger and ensure that all reconciliations are made. Assist in developing cost plans and arrange cost coding.

Qualifications: Progress in Accountancy studies with relevant costing experience desirable.

Apply: AF20

Supervising Draftsman \$9379-9932, Third or Fourth Division, Engineering Section, Fishermen's Bend

Duties: No. 91—Responsible for the control of Draftsmen and Assistants engaged on the preparation and issue of design development and modification drawings for aircraft, guided weapons and associated equipment.

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

Apply: AF20

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Marketing Section, Fishermen's Bend

Duties: NP—Maintain files, documents and catalogues raised or held in the Section. Dispatch letters, reports and memoranda. Undertake general typing duties and check completed work.

Apply: AF20

Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Fishermen's Bend

Duties: No. 17—Undertake clerical work associated with the operation of a Performance Measurement Scheme, including the investigation of work in progress files and preparation of Project Manhour reports.

Qualifications: Costing experience desirable.

Apply: AF20

Foreman (Aircraft), Grade C \$6990-7340, Fourth Division, Production Section, Fishermen's Bend

Duties: No. 173—Control and direct staff engaged in turning, grinding and toolmaking activities.

Qualifications: Appropriate trade qualifications and relevant experience.

Apply: AF20

Aeronautical Research Laboratories

Clerk \$6912-7652 (Class 4), Third Division, Administration Section, Fishermen's Bend

Duties: No. 64—Assist in the preparation of budgets and estimates. Co-ordinate the allocation of funds. Prepare submissions, correspondence and instructions.

Qualifications: Costing experience and some progress in obtaining accounting qualifications desirable.

Apply: AF8

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

NEW SOUTH WALES

*Trainee Draftsman \$2921-5657, Third or Fourth Division, Sydney

Qualifications: Applicants must be currently enrolled in the Electrical Engineering certificate course.

Apply: S6

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Land Transport Policy Division, Rail and Urban Transport Branch

Clerical Assistant, Grade 4 \$4398-5686, Fourth Division, TIAC Section, Canberra

Duties: NP—Oversight receipt of papers from international organisations, develop and maintain register of such papers. Maintain Section's other records. Assist in arrangements for meetings of Transport Industries Advisory Council and its Committees including production of Minutes, briefs, papers, etc.

Qualifications: Clerical and administrative experience preferably in relation to secretariat work.

Apply: AH1

Bureau of Transport Economics

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

Duties: Provide high level administrative assistance to the Director. Develop an annual work programme of research and evaluation activities including allocation of priorities. Arrange the provision of expert services for the Bureau.

Qualifications: Administrative ability of a high order. Academic qualifications desirable.

Apply: AH1

Transport Costs and Information Branch

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

Duties: No. 23—Undertake investigations into questions relating to the economic and social costs of transport of goods and people. Assist in the preparation of material and reports within the Section and in association with multi-disciplinary teams.

Qualifications: Appropriate university degree preferably in Economics, Commerce or Arts (Economics) or post-graduate qualifications in economics, accounting or econometrics, together with appropriate research experience.

Apply: AH1

Management Services Branch

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

Duties: NP—Finance Officer—Responsible for all day to day finance matters within the Canberra office. Provide financial advice as appropriate. Prepare financial reports, returns, estimates and verify all accounts.

Qualifications: Sound knowledge of Audit Act, Treasury Regulations and Directions.

Apply: AH1

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

Duties: No. 13—Supply Officer—Responsible for the efficient operation of the Supply activities of the Canberra office. Oversight the compilation and maintenance of AIU, ASH and PI accounts and stocktakes.

Qualifications: Knowledge of supply and stores procedures desirable.

Apply: AH1

Clerical Assistant, Grade 7 \$7087-7330, Fourth Division, Administrative Section, General Services Sub-section, Canberra

Duties: NP—Officer-in-charge, Registry—Ensure the proper and efficient working of the Registry cell including the supervision and training of staff.

Qualifications: Extensive experience in Registry practices and procedures desirable.

Apply: AH1

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

Duties: NP—Classifier—Classify and direct for action inward correspondence. Allocate titles to new files. Direct subject index.

Qualifications: Ability to classify correspondence. Thorough knowledge of Department an advantage.

Apply: AH1

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Section, General Services Sub-section (two positions), Canberra

Duties: NP—Indexer—Attend to requests for files. Maintain indexing system and precedent index. Former Papers Officer—Receive correspondence, determine priority and arrange for the procurement of files. Arrange file censuses and liaise as necessary with Archives Office.

Qualifications above two positions: Knowledge of registry practices and procedures desirable.

Apply: AH1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Section, General Services Sub-section, Canberra

Duties: NP—Dispatch Officer—Dispatch and check all outwards correspondence. Open and sort inward mail. Receive correspondence and attach to file. Liaise with other officers regarding the creation or procurement of files.

Apply: AH1

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

Duties: NP—Personnel Officer—Direct and co-ordinate the activities of the sub-section. Provide an effective personnel service in matters of selection, recruitment and employment of staff, conditions of service, travelling and living allowances and the proper interpretation and application of Personnel policies and procedures.

Qualifications: Extensive experience in personnel practice. Tertiary qualifications desirable.

Apply: AH1

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

Duties: NP—Staff Clerk—Direct and supervise the work of subordinate staff engaged in the maintenance of Standard Personnel Records and the operation of the Treasury ADP Salaries System. Attend to the more important matters arising under the Public Service Act and Regulations. Investigate personnel matters and prepare associated submissions as directed.

Qualifications: Knowledge of Public Service Act, Regulations, General Orders, Furlough Act and Treasury ADP Salaries System desirable.

Apply: AH1

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

Duties: No. 14—Assistant Staff Clerk—As team leader responsible for the preparation and check of forms related to Treasury ADP Salaries System. Maintain Standard Personnel Records. Process claims for travelling and other allowances.

Qualifications: Knowledge of Public Service Act and Regulations, General Orders and Treasury ADP Salaries System desirable.

Apply: AH1

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

Duties: NP—Control and direct the work of the General Services Area including furniture, repairs, maintenance, and printing, carry out all arrangements necessary for the conduct of Conferences.

Qualifications: Related experience desirable.

Apply: AH1

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

General Financial and Economic Policy Division, Resources Branch

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

Duties: No. 50—Assist, as directed, in research and investigation into the longer-term allocation of resources.

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

Apply: A11

Overseas Economic Relations Division, Overseas Finance Branch

Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, International Economic Conditions Section, Canberra

Duties: No. 58—Supervise the work of the Sub-section. Undertake research of a more complex nature with particular reference to economic and financial policy implications of Australia's membership of OECD.

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

Apply: A11

*Chief Finance Officer, Grade 2 \$13991-14484 (Class 11), Third Division, International Economic Conditions Section, Canberra

Duties: No. 57—Plan and direct the work of the Section responsible for assessing financial and economic conditions in major overseas countries and for co-ordinating the financial and economic aspects of Australia's membership of OECD.

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

Apply: A11

International Relations Branch

Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Aid and Development Section, Canberra

Duties: No. 19—Carry out research, investigation and administrative tasks related to the work of the Section.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours level, and appropriate research experience.

Apply: A11

Revenue, Loans and Investment Division, Development Projects Branch

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

Duties: No. 7—Supervise and conduct examination, including project evaluation, of requests for financial assistance to the States for projects of a developmental nature.

Qualifications: Degree in Economics, Commerce, Arts (Economics), preferably at Honours standard an advantage. Extensive experience in project evaluation and policy work desirable.

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

Apply: A11

Loans and Debt Management Branch

*Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Debt Management Section, Canberra

Duties: No. 10—Undertake and supervise investigations into the policy and economic aspects of the Australian Government and State debt and prepare associated reports, submissions. Assist in operations of the National Debt Commission.

Qualifications: Some tertiary qualifications in economics or accounting.

Apply: A11

State Finances Branch

*Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Revenue Funds Section, Canberra

Duties: No. 48—In charge of sub-section. Undertake and supervise research and investigations into longer term trends in State expenditure and revenues, and factors affecting them.

Qualifications: Degree in Economics, Commerce or Arts (Economics). Experience in research and policy work.

Apply: A11

AUSTRALIAN CAPITAL TERRITORY

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE, OPERATIONS BRANCH

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

Duties: No. 508—Systems analysis and design in connection with DFRB Scheme.

Apply: A11

Clerk \$11032-11525 (Class 8), Third Division, DFRB Section, Advisings and Information Sub-section, Canberra

Duties: NP—Develop procedures for handling cases to be considered by Appeal Tribunal; prepare summaries of those cases.

Apply: A11

Clerk \$9876-10538 (Class 7), Third Division, DFRB Section, Advisings and Information Sub-section, Canberra

Duties: No. 518—Examine and advise on proposals and/or individual cases affecting Authority Administrative Policy. Assist in devising criteria for Authority Policy.

Apply: A11

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

Duties: No. 521—Assist in preparation of Authority Circulars and the drafting of internal explanatory material. Maintain a precedent and legal opinion register.

Apply: A11

COMMONWEALTH SUB-TREASURY

AUSTRALIAN CAPITAL TERRITORY

Clerk \$6912-7652 (Class 4), Third Division, Drawing Account Reconciliation Section, Canberra

Duties: NP—Responsible for the preparation and submission of computer runs affecting Treasury ADP system for Drawing Account Reconciliation. Examine and verify output to Bank Statements.

Qualifications: Knowledge of Treasury accounting procedures and ADP system for Drawing Account Reconciliation.

Apply: A11

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

Duties: NP—Assist in preparation and submission of computer runs for Treasury ADP Drawing Account Reconciliation system. Examine documents submitted for amendment/correction of computer file records.

Apply: A11

NEW SOUTH WALES

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

Duties: No. 14—Examination of Pay Variation Advices. Examine computer control messages and resubmit corrected data.

Qualifications: Experience in the operation of the Treasury ADP System for salaries processing together with progress in accountancy or equivalent studies desirable.

Apply: A12

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Paymaster and Receiver Section, Sydney

Duties: No. 18—Operate cheque signing/bursting equipment.

Apply: A12

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Paymaster and Receiver Section, Sydney

Duties: No. 69—Sort and match Cash Sheets with relevant Forms 22A/22A (ADP) and amend Cash Sheets as required.

Apply: A12

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

Duties: No. 66—Responsible for performance of prescribed batch acceptance check to ensure correctness of cheques written.

Apply: A12

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Computer Service Division, Operations, Techniques and Training Branch

*Data Processing Operator, Grade 2 \$5165, Fourth Division, Hardware Systems and Operations Section (several positions), Canberra

Duties: Card punching and/or magnetic tape encoding and verifying involving a wide variety of procedures.

Qualifications: Passed the prescribed test.

Apply: A110

NEW SOUTH WALES

Administrative Branch

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

Duties: No. 31—Under direction assist in the planning and development of the departmental training programme. Plan and direct the training for clerical and administrative staff, including supervisory groups.

Qualifications: Practical knowledge of departmental administration and supervisory ability. Aptitude for conference leadership and personal direction of training courses. Academic qualifications desirable.

Note: The Board will provide an appropriate course of training for the successful applicant.

Apply: AI11

VICTORIA

Finance Branch

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

Duties: No. 36—Analyse and tabulate data published in the Victorian Public Accounts, Report of the Auditor-General, and review accounts and balance sheets of public authority business undertakings, hospitals, universities, water, sewerage, drainage, irrigation, cemetery and park trusts, etc., and unpublished data obtained from Departments and undertakings.

Qualifications: Previous statistical experience desirable, completion or partial completion of appropriate academic qualifications an advantage.

Apply: AI12

Publications and Research Branch

Assistant Supervisor \$11032-11525 (Class 8), Third Division, Research and Analysis Sub-section, Melbourne

Duties: No. 6—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.

Apply: AI12

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Management Services Branch

Clerical Assistant, Grade 6 \$6458-6651, Fourth Division, Personnel Management and Advising Section, Canberra

Duties: No. 809—Consult with senior Management officers and union representatives on working conditions and amenities. Regularly inspect all amenities and recommend improvements. Interview and advise officers on their personal welfare problems.

Apply: AI17

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

Duties: No. 18—Supervise and direct the operation of the Personnel Sub-section. Prepare submissions and correspondence on the more important matters relating to the personnel administration. Exercise delegations under the Public Service Act and Regulations.

Qualifications: Comprehensive knowledge of personnel practices and procedures. Tertiary qualifications should be stated.

Apply: AI17

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Project Pool, Canberra (several positions)

Duties: Prepare for inclusion in team reports or analysis by senior officers summaries, tables or graphs of straightforward statistical data; make additional calculations where necessary. Ensure that all correspondence relating to the team project is attached to correct files and referred to appropriate action officers; identify correct files for attachment of correspondence or establish the necessity for registration of new files. Prepare correspondence of a minor or routine nature.

Apply: AJ1

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Project Pool, Canberra (several positions)

Duties: Maintain custody of documents, reports, etc., required as reference or support material for the team project; develop and maintain a suitable reference index to such material. Attend to the photocopying requirements of the team; arrange the typing of submissions, etc., and the production of team reports. Provide other general clerical assistance as required.

Apply: AJ1

TRANSFERS TO ADVERTISED VACANCIES

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
DEPARTMENT OF CUSTOMS AND EXCISE			
WESTERN AUSTRALIA			
R. K. Hodge 71/66574E	Photographer, Fourth Division, Weapons Research Establishment, Department of Supply, Woomera	Photographer, Fourth Division, Special Services Section, Fremantle (No. 60)	15.11.73
DEPARTMENT OF EDUCATION			
CENTRAL OFFICE			
M. M. Pressley 68/87818R	Clerical Assistant, Grade 3, Fourth Division, Department of Defence	Clerical Assistant, Grade 3, Fourth Division, Management Services Branch, Canberra (No. 38)	29.11.73
DEPARTMENT OF HEALTH			
CENTRAL STAFF			
C. Momcilovic 69/86511M	Clerk \$8886-9548 (Class 6), Third Division, Policy and Planning Division, Territories Legislation Sub-section (No. 47)	Clerk \$8886-9548 (Class 6), Third Division, Policy and Planning Division, Policy Secretariat and Legislation Branch, Policy Secretariat Section (No. 63)	17.1.74
DEPARTMENT OF HOUSING AND CONSTRUCTION			
AUSTRALIAN CAPITAL TERRITORY			
O. Kincl 73/85141G	Drafting Assistant, Grade 2 \$5681-6371, Third Division, Engineering Design Section, Hydraulics Sub-section	Drafting Assistant, Grade 2 \$5681-6371, Third Division, Architectural Design Section (No. 117)	21.2.74
SOUTH AUSTRALIA			
B. W. Price 64/66070W	Technical Officer (Engineering), Grade 2, Fourth Division, Weapons Research Establishment, Department of Supply, Woomera	Draftsman, Grade 2, Fourth Division, Engineering Design Section, Adelaide (No. EP)	8.11.73
DEPARTMENT OF LABOUR			
SOUTH AUSTRALIA			
J. Gibbons 62/66275E	Clerk \$6912-7652 (Class 4), Third Division, Personnel Section, Branch Office, Repatriation Department, Adelaide	Clerk \$6912-7652 (Class 4), Third Division, Arbitration Inspectorate, Adelaide (No. 36)	31.1.74
DEPARTMENT OF MINERALS AND ENERGY			
CENTRAL OFFICE			
J. E. Brimson 66/86943E	Steno-secretary, Grade 1, Fourth Division, Department of Supply, Canberra	Steno-secretary, Grade 1, Fourth Division, Finance and General Services Section, Management Services Branch, Canberra (No. 413)	7.2.74
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
G. C. Stuart 59/45335R	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Wollongong	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Regional Operations Branch, Wollongong Section, Wollongong	18.10.73
J. A. Cronly 59/37731T	Clerk (Class 4), Third Division, Engineering Division, Sydney	Clerk (Class 4), Third Division, Engineering Division, Construction Branch, Primary Works (Metropolitan) No. 1 Section, Homebush (No. 35)	22.11.73
J. C. Gorman 59/38044M	Clerk (Class 4), Third Division, Engineering Division, Sydney	Clerk (Class 4), Third Division, Engineering Division, Planning and Programming Branch, Administration Section, Sydney (No. 2)	22.11.73

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
P. D. Wahren 64/46566K	Clerical Assistant, Grade 4, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 4, Fourth Division, Telecommunications Division, Metropolitan Region, Sales Branch, Directory and Sales Checks Section, North Sydney (No. 351)	13.12.73
S. R. Pearson 71/23023G	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Mascot	10.1.74
F. J. Woodgate 72/22589A	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Narrabeen (Emergent Relief)	10.1.74
VICTORIA			
D. C. Bruce 62/46885P	Telegraphist \$4605-5744, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Telecommunications Division, Metropolitan Region, Service Branch, Service Standards Section, Melbourne (No. 289)	6.12.73
P. C. M. Van Wissen 71/42472P	Clerical Assistant, Grade 2, Fourth Division, Engineering Division	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Planning and Programming Branch, Switching and Facilities Section, Melbourne (No. 51)	10.1.74
M. N. Tegg 71/42544M	Clerical Assistant, Grade 2, Fourth Division, Engineering Division	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Construction Branch, Country Installation No. 2 (East) Section, Melbourne (No. 99)	24.1.74
QUEENSLAND			
V. I. Dunks 59/23484E	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Country Region, Southern Section, District Telephone Office, Maryborough (No. 286)	31.1.74
NORTHERN TERRITORY			
I. J. Harlow 64/70571R	Postal Officer, Grade 2, Fourth Division, Darwin	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Darwin	28.2.74
WESTERN AUSTRALIA			
A. H. Somerfield 65/75427X	Clerk (Class 2/3), Third Division, Department of Housing and Constuction, Western Australia	Clerk (Class 2/3), Third Division, Engineering Division, Administrative Branch, General Services Section, Perth (No. 584)	6.9.73
DEPARTMENT OF SOCIAL SECURITY			
CENTRAL STAFF			
W. R. B. McLaughlin 61/85319R	Director (Class 10), Third Division	Director (Class 10), Third Division, Practitioner Services Branch, Development (Monitoring) Section, Canberra (No. 896)	6.12.73
DEPARTMENT OF THE SPECIAL MINISTER OF STATE			
NEW SOUTH WALES			
K. D. Ramos 69/11268X	Clerical Assistant, Grade 4, Fourth Division, Department of the Prime Minister and Cabinet, Sydney	Clerical Assistant, Grade 3, Fourth Division, Australian Archives, Repository Management Section, Sydney (No. 6)	11.10.73
DEPARTMENT OF THE TREASURY			
CENTRAL STAFF			
M. H. Waterhouse 68/85105K	Chief Finance Officer, Grade 2 (Class 11), Third Division	Chief Finance Officer, Grade 2 (Class 11), Third Division, Financial Institutions Division, Special Projects Section, Canberra (No. 36)	28.2.74

PROMOTIONS

Corrigenda—provisional promotions

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

ATTORNEY-GENERAL'S DEPARTMENT AUSTRALIAN CAPITAL TERRITORY

J. A. Afford, 4.4.74 (p. 69) Position promoted from should read 'Sales Tax Investigator, Grade 2 \$8886-9548 (Class 6), Third Division, Department of the Treasury, Australian Taxation Office, Sydney.

QUEENSLAND

B. J. Butler, 10.1.74 (p. 80) Lapsed.

DEPARTMENT OF CUSTOMS AND EXCISE WESTERN AUSTRALIA

G. C. Kirsopp, 7.3.74 (p. 69) Lapsed.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

V. P. Cachia, 4.4.74 (p. 94) Promotion withdrawn.

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

C. N. Peterson, 7.3.74 (p. 90) Position promoted from should read Carpenter \$5067-5313, Fourth Division, Engineering Division, Sydney.

VICTORIA

G. V. Gordon, 28.3.74 (p. 103) Lapsed.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

D. F. Lambert, 4.4.74 (p. 112) Branch should read Tariff Policy Branch.

I. B. Wearing, 4.4.74 (p. 112) Branch should read Tariff Policy Branch.

M. J. H. Manning, 4.4.74 (p. 112) Branch should read Tariff Policy Branch.

DEPARTMENT OF SCIENCE

Bureau of Meteorology

SOUTH AUSTRALIA

M. R. Tinsley 70/66239G, 28.3.74 (p. 114) Duties should read: Answer public enquiries regarding past and present weather, prepare weather messages and reports and operate teleprinters and other communications equipment.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

R. J. Dunkeld, 4.4.74 (p. 118) Department promoted from should read Department of Urban and Regional Development.

NEW SOUTH WALES

J. W. Wilson, 4.4.74 (p. 120) Should read Property Branch in lieu of New South Wales Branch.

D. R. Brady, 4.4.74 (p. 120) Should read Internal Audit Section in lieu of Property Division.

SOUTH AUSTRALIA

T. C. Waite, 4.4.74 (p. 121) Should read 'Internal Audit Section' in lieu of 'Property Division'.

DEPARTMENT OF THE TREASURY

AUSTRALIAN CAPITAL TERRITORY

E. P. Bick, 14.3.74 (p. 80) Withdrawn.

Australian Bureau of Statistics

R. G. Williams, 14.3.74 (p. 81) Lapsed.

Confirmation of provisional promotions

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

DEPARTMENT OF ABORIGINAL AFFAIRS

A. M. Plumridge, 25.10.73.

ATTORNEY-GENERAL'S DEPARTMENT

E. Reichman, M. M. T. Bozinovic, 19.12.74; K. L. Kelly, 17.1.74; K. F. Bourke, 7.2.74; S. M. Davis, P. J. Kane, 7.3.74; M. G. Sexton, 28.2.74.

DEPARTMENT OF THE CAPITAL TERRITORY

M. Chudleigh, D. M. Gibson, K. J. Ayres, 6.12.73; V. C. Dawson, 14.2.74; H. L. Dorsett, 28.2.74.

DEPARTMENT OF CUSTOMS AND EXCISE

P. J. Sanders, 28.2.74.

DEPARTMENT OF DEFENCE

R. E. Wright, 6.12.73.

DEPARTMENT OF DEFENCE—AIR OFFICE

T. A. Carter, 13.12.73; W. D. Kerr, 21.2.74; A. Scherrenberg, 14.3.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

J. J. Drum, G. Beer, H. O'Connor, R. L. Hill, A. F. Dunn, P. W. Grigg, E. C. E. Carlomagno, F. Sal, N. C. Coysh, M. E. White, L. G. Shefford, 14.2.74; A. J. Burton, J. A. Waters, 7.3.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

C. M. Fitzgerald, 21.2.74; J. S. Schoenpflug, M. F. Warner, 7.3.74; I. F. Stirling, 14.3.74.

DEPARTMENT OF EDUCATION

L. H. Russell, 18.10.73; K. Blundell, 19.12.73; P. J. Moore, J. G. Sutton, 31.1.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

M. I. Poydynec, 7.2.74.

DEPARTMENT OF FOREIGN AFFAIRS

S. H. Arthur, A. T. Folkard, K. P. Cross, 14.3.74.

DEPARTMENT OF HEALTH

L. J. Spencer, 21.2.74; J. A. Newbery, 28.2.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

M. A. Northwood, 6.12.73; I. J. Turner, L. R. French, D. Valeri, P. C. Seear, 7.2.74; R. N. Tulloch, 14.2.74; K. V. Sacco, A. Mason, 21.2.74; R. Torrisi, G. R. Goad, 28.2.74; L. A. Young, I. L. McKinnon, A. S. Robbie, F. J. Chambers, S. McCarthy, M. D. Mason, P. A. Franklyn, A. Rizzuto, B. O. Lazarus, C. B. Hardinge, 7.3.74.

DEPARTMENT OF IMMIGRATION

V. L. Broadbent, K. Lacey, 7.3.74.

DEPARTMENT OF LABOUR

M. J. J. Pitchen, 28.2.74; B. J. Condon, F. J. Murphy, C. L. Dickman, 7.3.74.

DEPARTMENT OF MINERALS AND ENERGY

A. J. Pulley, 13.12.73; H. Atzis, 14.3.74.

DEPARTMENT OF OVERSEAS TRADE

N. J. Elliott, 14.3.74; L. D. Martin, D. Fraigneux, R. M. Kirchner, A. Kopras, J. Kinnane, 7.3.74; P. L. Hodgson, 31.1.74.

POSTMASTER-GENERAL'S DEPARTMENT

L. M. Hollis, K. K. Bellman, L. A. C. Pettersen, D. McKinnon, S. W. Hayler, A. W. White, J. A. Parish, W. H. Selby, A. Palmieri, F. W. A. Prime, J. E. Packham, R. A. Miniken, P. P. Poulter, R. L. Reid, E. J. Lee, J. L. Nissen, W. J. Fletcher, F. J. Pinchin, D. G. O'Neill, A. S. Braybrook, W. R. Beckingham, J. F. Smith, W. L. Dove, L. J. Pearsell, W. E. Lees, J. H. Brunott, L. H. Connor, K. L. Jewson, R. G. Banting, V. J. Lawson, E. J. Conway, W. H. Gordon, W. D. Whitehead, K. F. Linane, K. N. Fitzgerald, 16.8.73; P. J. Moore, 20.9.73; G. R. Etherington, A. C. James, T. R. Nuttall, G. S. Jelley, R. B. McGuire, R. J. Gundry, J. Spano, C. N. Halfpenny, R. Ciavarella, 27.9.73; E. Hall, B. G. Taylor, 18.10.73; J. S. Chapman, M. A. Ryan, I. J. Baker, A. D. Pridgeon, M. J. Gamble, R. J. Duncan, 25.10.73; V. P. Richardson, J. D. Cowling, 1.11.73; J. A. Young, 8.11.73; D. I. Ross, J. G. Murphy, S. E. Alt, R. C. Johnson, H. E. Drumgold, T. A. Cheetham, W. S. Kates, B. D. Marlin, A. T. Wedesweiller, H. J. Price, G. W. Williams, R. A. Clarke, 22.11.73; H. A. Jeffers, 29.11.73; A. J. Foley, B. A. Bromley, 6.12.73; S. W. Aw, 13.12.73; B. E. Collins, 19.12.73; D. J. Rollings, M. G. J. Duff, R. Q. Deeble, 10.1.74; L. O. Barlow, 17.1.74; M. F. Shearer, G. H. Thomson, L. R. McMillan, 24.1.74; W. H. Luke, B. W. Hepburn, 31.1.74; W. I. Heaney, S. G. Stavrou, G. A. Collins; A. F. Teteris, 7.2.74; A. G. Corker, 14.2.74; D. S. Philipson, 21.2.74; P. A. Davis, K. W. Chapman, G. Todeschini, G. Militis, G. L. Bailey, K. A. Chamberlain, A. Fowkes, L. A. Russell, D. W. Stephens, T. E. Levy, D. E. Bayley, R. F. Scaife, J. M. W. Haslett, L. J. O'Leary, K. Bartley, R. F. Fellenberg, C. R. Brady, B. F. Clark, T. B. McLeod, T. I. Matsumoto, B. A. Blakers, L. J. Starkie, J. G. Bell, K. R. Leach, J. B. McKay, K. D. Harris, D. A. Nicholson, F. Clark, W. Van Grootal, I. F. Halliday, J. N. Doyle, W. N. Kurz, P. J. Phillips, 28.2.74; S. H. Burrill, A. R. Whelan, P. L. Dunne, K. R. Close, S. J. Rakowski, M. J. Adams, J. Riseley, N. Athanasopoulos, K. G. Johnston, D. A. Cuzens, F. S. Londey, J. H. Young, T. C. McIntosh, E. P. Vlavianos, N. D. Jackson, R. T. James, R. G. Spring, L. R. Wilson, M. J. Bamford, C. F. Davis, N. F. Jeffs, P. F. Moore, L. E. Dalziel, J. J. Carr, N. Docherty, G. H. Meredith, B. J. Francis, R. St V. Thoms, G. J. O'Brien, S. Koliba, K. O. Dobson, L. R. Kidd, N. W. Dunn, R. G. McFayden, T. L. Rayner, D. W. Bowron, A. D. Smith, M. L. Wilcox, H. W. Winwood-Smith, C. N. Peterson, J. B. Picknell, M. Ridley, A. N. Mekheil, W. J. Gay, K. J. Dawson, J. N. Mooney, B. Green, S. M. Etherden, J. E. Willott, B. D. Beyer, 7.3.74.

DEPARTMENT OF PRIMARY INDUSTRY

D. A. Dalton, G. C. Davidson, 18.10.73; A. M. McKean, 14.2.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Auditor-General's Office

A. W. K. Ross, P. E. Butcher, 18.10.73.

The Office of the Public Service Board

P. Helm, 17.1.74; G. C. Carter, B. L. Care, S. J. Beard, G. M. Snyder, M. N. Johnson, 7.3.74.

REPATRIATION DEPARTMENT

C. M. May, D. R. Fritsch, 8.11.73; G. Myles, 29.11.73; W. J. Paramor, 7.3.74; M. P. Marshall, 14.3.74.

DEPARTMENT OF SCIENCE

R. Falls, P. J. Abma, 17.1.74; J. W. Zillman, 7.2.74.

Bureau of Meteorology

C. Wraczynski, 21.2.74; R. L. Ditton, 14.3.74.

DEPARTMENT OF SECONDARY INDUSTRY

M. J. Messenger, 1.11.73; P. C. Alexander, 21.2.74.

DEPARTMENT OF SOCIAL SECURITY

B. M. Meere, 19.12.73; R. S. Ross, 17.1.74; W. J. Stitt, 10.1.74; A. J. Ware, G. A. Enright, 7.3.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

J. Adams, 18.10.73.

DEPARTMENT OF SUPPLY

J. A. Prior, K. A. Van Pelt, B. Gerrie, B. J. Pointon, M. W. Newman, 14.3.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

J. E. Sanson, R. A. W. Smith, 13.12.73; J. Distasio, B. L. Liddell, B. F. Pickett, 10.1.74; G. S. Jefferson, M. A. Stapleton, I. T. Whitmore, 21.2.74; D. E. Bates, K. J. Brearley, K. C. Fox, K. M. O'Connell, R. W. O'Connell, 28.2.74.

Surface Transport Group

J. M. Davis, 7.2.74; P. M. Bourke, P. N. Boucher, J. A. Naphtali, L. C. L. Clarke, I. G. Cousins, M. Davis, 28.2.74.

DEPARTMENT OF THE TREASURY

G. H. Board, 1.11.73; M. F. Shadwick, T. K. O'Brien, B. A. Lennon, 10.1.74.
P. J. M. Courtney, M. C. Hales, 7.3.74.

Australian Bureau of Statistics

M. J. Brough, 10.1.74; R. J. Clifford, 28.2.74; D. R. Erbacher, A. L. Davis, R. A. Mettam, M. C. Bolitho, A. S. Barber, G. F. Parker, K. M. Dobson, R. C. Johns, W. O. Egan, J. H. Struik, R. H. Morcom, M. Grzic, W. J. Allard, A. L. Briggs, J. S. Cox, T. J. Pinner, J. A. M. Ots, L. D. Shield, J. A. Jarvis, J. L. Mikkelsen, E. K. Walker, C. R. Bowers, A. C. Tarry, B. E. Blink, D. R. Hathaway, R. I. Whitty, D. A. Jones, L. Quadraccia, R. W. Gray, W. H. McDevitt, P. R. Kowaltzke, R. W. Mitton, D. J. Hosking, P. J. Sadlik, P. K. Willis, D. A. Mullarvey, L. F. Hughes, A. H. Shacklock, A. F. Just, 14.3.74.

Australian Taxation Office

I. W. Parker, V. L. Brown, 19.12.73; J. C. E. O'Connor, 28.2.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated.

R. E. Jeffrey, 13.9.73; C. Rennie, 27.9.73; D. J. O'Shannassy, P. J. Williams, 25.10.73; J. P. Palazzo, R. I. Wood, 1.11.73; C. A. McQuire, 13.12.73; L. J. Small, J. M. Cunningham, L. H. Smith, J. R. Fry, 10.1.74; M. P. Bogdanich, 17.1.74; K. R. McAlpine, R. W. Mellor, 31.1.74; W. E. Huckle, C. Rettig, L. F. Hughes, S. J. Struthers, R. Chapman, D. T. Swieringa, 7.2.74; L. R. Sanderson, P. McMullen, 14.2.74; C. Thrum, P. A. Edwards, 21.2.74; J. G. Panneman 21.3.74.

2. Promoted the undermentioned officers as shown:

DEPARTMENT OF FOREIGN AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

A. S. Elliott, 67/87573R, Internal Auditor, Grade 1 \$6912-7652, Third Division, as Senior Internal Auditor \$8886-9548 (Class 6), Third Division, Management Services Division, Services Branch, Canberra (No. 669), with effect from 17.1.74.

DEPARTMENT OF IMMIGRATION

QUEENSLAND

E. N. Newman, 65/62007A, Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of Defence—Army Office, Townsville, as Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Regional Office, Townsville (No. 86), with effect from 10.1.74.

DEPARTMENT OF LABOUR

VICTORIA

R. C. Percival, 58/40112X, Clerk \$6912-7652, (Class 4), Third Division, Department of Defence—Army Office, Victoria as Inspector \$7899-8639 (Class 5), Third Division, Industrial Relations Branch, Arbitration Inspectorate, Geelong, with effect from 1.11.73.

M. C. Williams, 72/40766W, Inspecting Officer Grade 2, \$5867-6351, Fourth Division, Department of Defence—Air Office, Victoria, as Inspector \$7899-8639 (Class 5), Third Division, Industrial Relations Branch, Arbitration Inspectorate, Geelong, with effect from 1.11.73.

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

D. J. Mitchell, 63/24525M, Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, as Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Telecommunications Division, Country Region, South Section, Wollongong District Telephone Office Sub-section, Wollongong (No. 349), with effect from 13.12.73.

VICTORIA

G. R. Kay, 59/58481P, Telecommunications Technical Officer, Grade 1 \$6066-6903, Fourth Division, as Telecommunications Technical Officer, Grade 2 \$7117-7545, Fourth Division, Engineering Division, Construction Branch, Country Installation No. 1 (West) Section, Victoria, with effect from 27.9.73.

G. W. Partington, 59/62099R, Mail Officer, \$4374-5273, Fourth Division, as Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division, Mail Exchange Branch, Victoria, with effect from 10.1.74.
V. B. Kral, 59/61854G, Mail Officer \$4374-5273, Fourth Division, as Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division, Mail Exchange Branch, Victoria, with effect from 10.1.74.
G. Farrugia, 59/6161T, Senior Mail Officer \$5516-5744, Fourth Division, as Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Postal Services Division, Mail Exchange Branch, Victoria, with effect from 17.1.74.

I. R. Burrows, 59/61424W, Mail Officer \$4374-5273, Fourth Division, as Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Postal Services Division, Mail Exchange Branch, Victoria, with effect from 17.1.74.

QUEENSLAND

L. C. H. Sheppard, 67/61276G, Monitor \$4242-4379, Fourth Division as Supervisor (Telephone) Grade 2 \$5795-6166, Fourth Division, Telecommunications Division, Country Region, Roma (No. 217), with effect from 25.10.73.

DEPARTMENT OF PRIMARY INDUSTRY

VICTORIA

B. B. James, 67/85751P, Veterinary Officer, Class 1 \$5625-9769, Third Division, Queensland as Veterinary Officer, Class 2 \$10146-11279, Third Division, Industry Group No. 1 Section, Inspection and Technical Services Sub-section, Regional Office, Melbourne (No. 1055), with effect from 25.10.73.

REPATRIATION DEPARTMENT

VICTORIA

C. T. Glazner, 58/32041P, Clerical Assistant, Grade 4 \$5398-5686, Fourth Division as Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Branch Office, Entitlement Section, South Melbourne (No. 36), with effect from 31.1.74.

DEPARTMENT OF SOCIAL SECURITY

VICTORIA

D. E. Pearce, 66/36809C, Clerk \$5806-6666 (Class 2/3), Third Division, Repatriation Department, Victoria as Clerk \$6912-7652 (Class 4), Third Division, Establishments Section, Management Branch, Melbourne (No. 1698), with effect from 21.2.74.

QUEENSLAND

I. McG. Hawkswood, 72/58305T, Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, as Clerical Assistant, Grade 2, \$4393-4678, Fourth Division, Social Security Branch, Pensions Section, Brisbane (No. 884), with effect from 31.1.74.

D. M. Chan, 69/58042X, Typist, Grade 1 \$2113-4579, Fourth Division, as Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Health Insurance and Benefits Branch, Institutions Section, Brisbane (No. 1002), with effect from 7.2.74.

V. C. Rice, 70/57523X Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, as Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Health Insurance and Benefits Branch, Institutions Section, Brisbane (No. 1005), with effect from 7.2.74.

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**Management Services Branch**

E. S. Hartley 73/86870X	Typist, Grade 1 \$2075-3777, Fourth Division, Department of the Prime Minister and Cabinet	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance Section (No. 264)
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NORTHERN TERRITORY**Northern Territory Division, Operations Branch**

W. D. Frazier 58/17238M	Project Officer \$11032-11525 (Class 8), Third Division, Projects and Services Branch	Manager \$12019-12510 (Class 9), Third Division, Economic Development Section, Aborigines Benefits Trust Fund Sub-section, Darwin (No. 172)
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Duties: Direct and control the activities of the Aborigines Benefits Trust Fund Section and provide high level advice and assistance to the Advisory Committee to the Aborigines Benefits Trust Fund.

Qualifications: Managerial experience of a high order, together with wide experience in working with Aborigines, particularly at the consultative level desirable.

ATTORNEY-GENERAL'S DEPARTMENT**CENTRAL OFFICE****Justice and Family Law Division, Law Enforcement Branch**

G. V. Halliday 58/39235X	Principal Legal Officer \$15195-16285, Third Division	Senior Assistant Secretary \$19085, Second Division, Canberra (No. 14)
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Duties: Control and direct the work of the Branch, undertake personally some of the more important projects, accept responsibility for the accuracy of advice and submissions not requiring endorsement at a higher level.

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.

Management and Special Services Division, Establishments and Planning Branch

G. C. Wyer 58/12081P	Clerk \$12019-12510 (Class 9), Third Division	Director \$13004-13498 (Class 10), Third Division, Establishments Section, Canberra, vice R. Phillips, prov. prom. 7.2.74 (No. 72)
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Duties: Control and direct the Personnel (including Recruitment and Compensation matters), Training and Establishments Sub-sections.

K. L. Graham 67/11563W	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence—Navy Office, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Establishments Section, Personnel Sub-section, Canberra (No. 90)
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Duties: Assistant Personnel Officer. Check and obtain authorisations for allowances and furlough, issue directions to act and determine rate of higher duties allowance. Take action for the removal of officers.

Qualifications: Sound knowledge of the Public Service Act and Regulations and the General Orders desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Operations Branch

R. M. Krauss 70/87645W	Draftsman, Grade 1 \$6003-7613, Third Division, Department of Housing and Construction, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Accommodation Section, Canberra (No. 332)
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Duties: Prepare architectural briefs (including the provision of furniture and fittings) for less important new buildings and the re-arrangement of existing buildings to meet the requirements of Branches.

ADP Branch

D. L. A. Clarke 73/87436X	Typist, Grade 1 \$2113-4579, Fourth Division, Department of Supply, Canberra	Typist, Grade 2 \$4731-5035, Fourth Division, ADP Section, Canberra (No. 298)
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Duties: Perform stenographic and typing duties within the Section as required.
Qualifications: Shorthand, 100 words per minute desirable.

Supreme Courts Branch

J. A. McNeil 73/89060C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra (No. 8)
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Duties: Maintain all court files; examine files for outstanding action before filing; and prepare minor correspondence as required.

Registration Offices Branch

R. A. Clem 72/57017W	Audit Inspector, Grade 1 \$7899-8639 (Class 5), Third Division, Department of the Prime Minister and Cabinet, Auditor-General's Office, Canberra	Company Inspector, Grade 2 \$8886-9548 (Class 6), Third Division, Companies Inspection Section, Canberra (No. 92)
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Duties: Examine and analyse the accounting documents of companies which are the subject of requests under section 308 of the Companies Ordinance.

Qualifications: Completion of a recognised course of training in Accountancy; or such other qualifications in Accountancy as are recognised by the Public Service Board.

W. Staronowski 64/86070X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Companies Investigation Section, Canberra (No. 34)
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Duties: Conduct inspections pursuant to Section 7 (7) of the Companies Ordinance. Prepare documents for prosecution of statutory offences under the Companies Ordinance, give evidence in Court as required.

A.C.T. Police

K. D. Petersen 73/89655X	Typist, Grade 1 \$2113-4579, Fourth Division, Department of Supply, Canberra	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra (No. 191)
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Duties: Perform typing, stenographic and general secretarial duties for the Commissioner of Police.
Qualifications: Shorthand, at least 100 words per minute.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

G. Beauchamp 73/87660K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, vice K. Sullivan, prov. prom. 28.3.74 (No. 1280)
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Duties: Examine claims, calculate entitlements and prepare correspondence and recommendations to the Public Service Inspector and Chief Officer for the allowances including those under Regulations 75, 81, 90, 96, 97, 98, tropical clothing allowance, transfer expenses, etc., and arrange payment of allowances.

J. C. Medway 72/87805T	Programming Assistant, Grade 1 \$2713-5594, Third Division	Programming Assistant, Grade 2 \$5806-6666, Third Division, ADP Section (No. 1309)
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Duties: Assist programmers in general duties and work on minor programming applications.

Qualifications: Proven aptitude for programming desirable. Academic qualifications desirable.

Housing and Welfare Division, Housing Operations Branch

J. Malouf 69/87581W	Clerk \$6912-7652 (Class 4), Third Division, Attorney-General's Department	Clerk \$8886-9548 (Class 6), Third Division, Conveyancing Section (No. 225)
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Duties: Direct, supervise and control the work of the Conveyancing Cell and ensure that all policy and procedural instructions are being correctly applied and that all conveyancing work is performed in accordance with the procedures and practices laid down by the Senior Legal Officer.

Qualifications: Experience in conveyancing desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. T. Cunningham 73/86914K	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Department of Urban and Regional Development	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance Section (No. 492)
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Duties: Provide assistance to officers engaged on ledgerkeeping and recovery for Government Rental Housing Accounts.

City Manager's Office, Recreation and Tourism Branch

R. J. Starkey 73/87197R	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Tourism Section (No. 243)
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Duties: Under direction supervise and assist staff handling Australia-wide inquiries and travel bookings, accommodation, reservations, package tours, etc. Plan and process the more important travel requirements and periodically take charge of the visitor information centre.

Qualifications: Wide travel industry experience in reservations, and supervisory ability desirable.

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Management Services Division, Automatic Data Processing Branch

M. C. Walker 72/85003P	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Department of Defence	Senior Computer Operator, Grade 3 \$7814-8344, Fourth Division, Technical Support Section (No. 227)
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Duties: Control and direct the work in the computer room including the maintenance of computer usage records and the computer room log.

Note: Shift work involved.

VICTORIA

Executive Branch

Z. I. Goldsworthy 58/35945X	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Executive Branch (No. 5)
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Duties: Screen all telephone calls for the Collector and, where necessary, divert calls to other officers for attention. Arrange appointments, attend to all persons awaiting interview, and perform general steno-typing duties for the Collector.

Qualifications: Shorthand, 100 words per minute.

Management Services Branch

M. A. Lowry 71/36718K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel Section (No. 69)
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Duties: Provide relief and consequential relief in positions classified at Grade 3 and above, in various sections of the Department.

Revenue Branch

K. M. Byrne 73/36813C	Accounting Machinist, Grade 1 \$2958, Fourth Division	Accounting Machinist, Grade 2 \$4414, Fourth Division, Invoice Section (No. 195)
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Duties: Machine check all computations on Customs entries, attached work statements and relevant invoices.

Qualifications: A pass in proficiency test is desirable.

S. A. Maxwell 71/41616X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Invoice Section (No. 247)
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Duties: Sort entries received after microfilming into various categories and check that all required endorsements are on face of entry.

J. K. Venturato 72/41221M	Typist, Grade 1 \$2113-4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division, Invoice Section (No. 247)
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Duties: Under supervision, key Customs entries through visual display units involving some interpretation and coding by the operator.

Services Branch

E. Woodman 72/40878W	Accounting Machinist, Grade 1 \$2958, Fourth Division	Accounting Machinist, Grade 2 \$4414, Fourth Division, Inland Services Section (No. 269)
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Duties: Perform specific checks, calculations and general machining for the Services Group.

Qualifications: A pass in proficiency test is desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

WESTERN AUSTRALIA

Revenue Branch

R. G. Patterson 58/33449X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Invoice Section, Auxiliaries Sub-section (No. 46)
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Duties: Obtain proof of compliance, or explanation of non-compliance, with conditions of securities when due. Approve acceptance of single transaction by-law securities; examine and recommend for acceptance all others. Check securities for Customs Agents' Licences; arrange testing of applicants.

Services Branch

R. G. Clarke 70/76292E	Clerk \$4521-5594 (Class 1), Third Division	Examining Officer \$5806-6666 (Class 2/3), Third Division, Port Services Section, Shipping Sub-section, vice R. G. Patterson, prov. prom. 18.4.74 (No. 168)
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Duties: As directed oversight import cargo handling operations at wharves, container terminals and depots by random physical and documentary checks. Report and recommend further action where necessary in respect of discrepancies detected.

C. J. L. Arnold 70/75840E	Clerk \$4521-5594 (Class 1), Third Division	Examining Officer \$5806-6666 (Class 2/3), Third Division, Port Services Section, Shipping Sub-section (No. 42)
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Duties: 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.

S. J. Webb 70/75188E	Clerk \$4521-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Port Services Section, Outports (Geraldton) Sub-section (No. 169)
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Duties: Perform all functions relating to boarding, entry and clearance of vessels, processing of passengers and passengers' baggage at Geraldton and associated region. Account for goods listed on inward and outward manifests. Collect and bank duties and other monies. Examine and assess duty on underbond parcels at Geraldton Post Office.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

K. J. McDonald 73/85125M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Air Office	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division (No. 555)
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Duties: Responsible for the effective operation of a Receipt and Despatch Section in a Classified Registry. Receive and dispatch all incoming and outgoing material and maintain necessary records.

Note: The above position involves heavy carrying duties.

W. G. Keillor 70/88685E	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Foreign Affairs	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division (No. 453)
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Duties: In a classified registry, assist the classifier with examination and classification of inward material. Check and effect dispatch of all outwards materials and maintain a complete set of registry working documents.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

M. J. Hindmarsh 70/86121R	Clerk \$6912-7652 (Class 4), Third Division, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Directorate of Organisation and Methods (No. 17)
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Duties: Assistant Forms Officer.

Qualifications: Experience in forms design an advantage.

Finance and Logistics Division, Finance Administration Branch

D. Hunt 73/89658M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Social Security, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Treasury Accounting Section (No. 117)
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Duties: Prepare data from overseas stores procurement expenditure vouchers for input to EDP. Carry out checks of rejected data and prepare corrections for re-input to EDP.

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, Headquarters 2 Supply Group

C. E. Berghuis 72/11953P	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Paddington	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Supply Operations Section, Engineer Resources/General Stores/ Clothing/Stationery Sub-section, Padding- ton (No. 7)
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Duties: Register demands and other documentation on Engineer stores; answer unit queries and cost items. Maintain stocking lists, equipment schedules, catalogues and maintenance scales used in the check of stores documentation.

2nd Military District Headquarters

M. J. R. Mitchelmore 73/10377W	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Paddington	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administration Com- pany, Victoria Barracks Sub-section, Paddington (No. 94)
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Duties: Assistant to the Mess Secretary. Prepare outward correspondence, accounts and cheques for signature and dispatch. Carry out other general duties as directed.

VICTORIA

Logistics Command, 31 Supply Battalion

E. A. Quinn 72/39296K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, RAEME Training Centre, Bandiana	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Bandiana (No. 299)
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Duties: Record details in stock ledgers, prepare and process indents, requisitions, vouchers, reports, etc.

33 Supply Battalion

A. R. Jones 70/37018R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7682 (Class 4), Third Division, South Kensington (No. 60)
<i>Duties:</i> Supervise and control the activities of the Finance and Progress Sub-section. Certify claims for payment. Prepare more important correspondence relating to finance, claims and progress.		
N. A. L. Penny 72/39767P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, South Kensington (No. 24)

Duties: Amend and maintain Technical Library.

Directorate of Army Quality Assurance

B. F. Turner 70/39618T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Albert Park (No. 194)
<i>Duties:</i> Receive and dispatch all inwards and outwards correspondence and orders for the Stores and Clothing Division. Maintain, record and cross index particulars of stores clothing contracts and orders to be inspected throughout Australia. Provide general clerical assistance to officers of the Division. Other duties as directed by Principal Inspector.		
<i>Qualifications:</i> General clerical and recording experience desirable.		

3 Army Quality Assurance Unit

F. J. Gleeson 72/38112R	Inspecting Officer, Grade 3 \$7138-7581, Fourth Division	Senior Inspecting Officer, Grade 1 \$8028- 8528, Fourth Division, Maribyrnong (No. 149)
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Duties: Control and direction of staff engaged in the verification inspection and acceptance of textile stores manufactured for the Armed Forces.

Qualifications: Appropriate trade qualifications with certificate in textile technology. Extensive practical experience in the textile field, with sound knowledge of quality control inspection techniques, and ability to direct and control subordinate staff.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, General Services Branch

J. Souter 70/88441W	Clerk \$8886-9548 (Class 6), Third Division, Canberra	Clerk \$9876-10583 (Class 7), Third Division, Statistical Section, Canberra (No. 2345)
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Duties: Undertake assignments necessitating use of statistical techniques and analysis of a more complex nature involving research at higher mathematical level under direction. Provide technical advice to branches on statistical and mathematical techniques.

Qualifications: Tertiary qualifications and considerable statistical experience desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

NEW SOUTH WALES

Supply Division

P. A. G. Thistleton 66/11912C	Clerk \$6912-7652 (Class 4), Third Division, Sydney	Assistant Navy Store Officer \$8886-9548 (Class 6), Third Division, Armament Supply Branch, Armament Depot, New- ington Section, Miscellaneous Explosives Sub-section, Sydney (No. 9)
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Duties: Plan, direct and control the activities of the Miscellaneous Explosives Supply Sub-section.

H. W. McKeown 58/23237A	Clerk \$6912-7652 (Class 4), Third Division, Sydney	Assistant Navy Store Officer \$8886-9548 (Class 6), Third Division, Weapons Equipment Garden Island Section, No. 1 Sub-section, Sydney (No. 12)
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Duties: Direct and control the activities of sub-section No. 1 involving: assessment, procurement, production, assembly, maintenance, repair, issue, receipt and disposal of the armament stores under control of the sub-section.

A. E. Stibbard 58/22767E	Clerk \$6912-7652 (Class 4), Third Division, Sydney	Assistant Navy Store Officer \$8886-9548 (Class 6), Third Division, Air Stores Branch, No. 7 Section, A and B Sub-section Sydney (No. 94)
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Duties: Responsible for (a) provisioning and supply of modification sets; (b) disposal of surplus and obsolete aircraft, engine and component spares within the Air Stores Branch; (c) supervision of projects affecting the Air Store Depot.

Area Secretariat Branch, Psychology Section

T. F. Hodge 71/39118P	Psychologist, Class 1 \$6010-9040, Third Division, Sydney	Psychologist, Class 1 \$9840-11010, Third Division, HMAS NIRIMBA Sub-section, Sydney, (No. 49)
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Duties: Professionally responsible to the Senior Psychologist, East Australia Area, for the provision of a Psychological Service for the RAN Apprentice Training Establishment. Act as consultant to officers as required on matters relating to personnel, administration, man-management, mental health and psychological aspects of training.

Qualifications: An appropriate degree or diploma with a major in Psychology, or equivalent qualification.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Territorial and Facilities Division, Facilities Branch

R. L. Corbett 70/13047K	Clerk \$2713-4995 (Class 1), Third Division, Facilities Branch	Clerk \$7899-8639 (Class 5), Third Division, Science Facilities Section, Canberra (No. 11)
C. E. Bowdler 70/85743X	Clerk \$6912-7652 (Class 4), Third Division, Department of Supply	Clerk \$7899-8639 (Class 5), Third Division, Science Facilities Section, Canberra (No. 12)

Duties above two positions: Draft correspondence on matters connected with grants for secondary schools, science buildings and equipment. Conduct investigations, extract statistics and prepare reports on matters related to the work of the branch.

Qualifications: Academic qualifications to be stated.

Policy Division, Parliamentary Liaison and Information Branch

L. A. Medina 73/86235P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of the Prime Minister and Cabinet	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Parliamentary Liaison Section, Canberra (No. 12)
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Duties: Maintain registers of all ministerial correspondence and Parliamentary questions. Record location and progress of each letter and process and dispatch replies to the Minister for signature.

Management Services Branch

L. J. Perkins 73/85201P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Management Services Branch	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Services Section, Registry Sub-section, Canberra (No. 108)
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Duties: Senior File Searcher.

Qualifications: A sound knowledge of registry procedures desirable.

P. M. Jones 73/85251X	Clerk \$2713-5594 (Class 1), Third Division, Northern Territory Secretariat	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and Accounts Section, Accounts Sub-section, Canberra, vice P. Gamp, prov. prom. 28.3.74 (No. 13)
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Duties: Examiner of Accounts.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Territorial and Facilities Division, Territorial Liaison Branch

M. J. P. Jenkins 73/86047M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Technical and Further Education Section, Policy and Curriculum Planning Sub-section, Canberra (No. 88)
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Duties: Assist with and conduct investigations into trends in technical and further education in Australia and overseas. Prepare reports on such investigations. Analyse financial estimates when necessary.

Qualifications: Experience in education and an appropriate degree desirable.

H. A. Taylor 70/88306G	Clerk \$11032-11525 (Class 8), Third Division, Department of Defence—Navy Office	Clerk \$12019-12510 (Class 9), Third Division, Technical and Further Education Section, Policy and Curriculum Planning Sub-section, Canberra (No. 87)
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Duties: Prepare advice on policy aspects of the development of technical and further education in the A.C.T. Prepare submissions on departmental policy for presentation to the Canberra Technical College Advisory Council and the Canberra School of Music Advisory Council.

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

Schools Commission

R. P. Oldfield 66/86236X	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Schools Commission	Personal Secretary \$6954-7424, Fourth Division, Canberra (No. 98)
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Duties: Personal secretary to the Chairman of the Schools Commission.

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

NORTHERN TERRITORY

Management Services Branch

P. Y. Rauert 73/95466K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, Darwin (No. 1197)
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Duties: Maintain standard Personnel Records and Increment Records for a specified group of officers and employees. Prepare Treasury Forms 28 for pay variations.

K. L. Daw 73/95072M	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Services Section, Darwin (No. 1196)
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Duties: Direct and co-ordinate the activities of salaries and wages pay teams. Apply conditions of employment, determinations and awards; answer more complex queries concerning staff pay and conditions of service.

Qualifications: Relevant experience and a knowledge of Public Service Act, Regulations, General Orders desirable.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Policy and Co-ordination Division, Policy Branch

G. J. Glazebrook 72/57003W	Clerk \$4950-5594 (Class 1), Third Division, unattached	Clerk \$7899-8639 (Class 5), Third Division, International Section, Canberra (No. 169)
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Duties: Assist with analyses and investigations into international environment and conservation issues. Prepare Ministerial and general correspondence.

Qualifications: Tertiary qualifications to be stated.

Management Services Branch

L. W. J. Walsh 61/57569K	Finance Officer \$9876-10538 (Class 7), Third Division, Department of Defence, Canberra	Finance Officer \$11032-11525 (Class 8), Third Division, Finance Section, Canberra (No. 123)
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Duties: Direct, control and co-ordinate activities of the Finance Section. Provide high level advice to management on financial matters. Review and analyse Departmental expenditure and report on significant trends.

Qualifications: Accounting qualifications desirable. Wide experience in a Finance area an advantage.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Information and Cultural Relations Branch

L. M. MacKerras 72/87959E	Library Officer, Grade 1 \$5458-6143, Third Division, Department of Defence, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Information and Publications Section Publications Sub-section, Canberra (No. 833)
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Duties: Liaise with Political Sections and gather material, edit, proof-read and oversee through the printing process the publications of the Department. Assist generally in the work of the Sub-section.

Qualifications: Previous experience in publications work desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Management Services Division, Personnel Branch

M. F. Wall 68/40351G	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence—Navy Office, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Organization, Staffing and Training Section, Melbourne (No. 553)
<i>Duties:</i> Responsible for general administration. Act as Collector of consular matters.		Public Moneys. Attend to personnel and
D. Beresford-Wylie 74/10541G	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Organization, Staffing and Training Section, Sydney (No. 827)
<i>Duties:</i> Process applications by students sponsored under Australian International Training Schemes for transfer to other status and requests for admission of wives and families of students sponsored under Australian International Aid Schemes.		
T. M. Cowan 70/13068C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Management Services Division, Sydney	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Organization, Staffing and Training Section, Sydney, vice H. H. J. Armstrong, prov. prom. 11.4.74 (No. 156)
<i>Duties:</i> Meet and assist couriers in transit via Sydney. Make and direct arrangements for the transfer and delivery of Diplomatic Safehand mails. Meet and farewell Australian officers and less important officials, foreign visitors and provide assistance on customs, immigration and health matters.		
C. A. Venuti 70/67236E	Typist, Grade 1 \$2113-4579, Fourth Division, Management Services Division, Adelaide	Typist, Grade 2 \$4731-5035, Fourth Division, Organization, Staffing and Training Section, Adelaide (No. 378)
<i>Duties:</i> Perform stenographic duties for the officers in Adelaide office.		

Services Branch

H. H. J. Armstrong 66/14454C	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Management Services Division, Sydney	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Communications, Technical and General Services Section, Canberra (No. 411)
<i>Duties:</i> Responsible for the general supervision and control of the day to day work of the Canberra mail room.		
<i>Qualifications:</i> Experience in mail-handling an advantage.		

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Aid Branch

J. E. Maybury 73/89554K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Management Services Section	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Projects and General Services Section, Projects Sub-section, Projects Sub-section, Canberra (No. 238)
<i>Duties:</i> Maintain associated records and process all related forms. Prepare movement orders and follow-up action. Other duties as directed.		

Division No. 2, Finance Branch

R. J. Jenkins 58/11529	Clerk \$8886-9548 (Class 6), Third Division, Department of Health, Canberra	Clerk \$9876-10538 (Class 7), Third Division, Budgets and Programming Section, Canberra (No. 898)
<i>Duties:</i> Analysis and preparation of draft estimates of expenditure; preparation of explanatory statements; and undertake investigations on financial matters and reviews of expenditure.		
<i>Qualifications:</i> Accountancy qualifications desirable; experience in analysis and preparation of financial estimates an advantage.		
C. J. Townsend 70/85739T	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence—Army Office, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Accounts Section, Canberra (No. 939)
<i>Duties:</i> Maintain Master Appropriation Ledger and prepare financial advices, expenditure reviews and related programmes for the Agency.		
<i>Qualifications:</i> Experience in maintaining appropriation Ledgers and preparation of warrant and overseas allocation advices.		
E. Spulak 68/86512A	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Capital Territory, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Budgets and Programming Section, Canberra (No. 389)
<i>Duties:</i> Maintain commitment and other financial records, assist in financial administration of aid programmes, and attend to inquiries from the public and agencies.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, ADP Branch

A. Maclean 71/99022R	Senior Programmer \$12019-12510 (Class 9), Third Division	Senior Programmer \$13004-13498 (Class 10), Third Division, Operations, Software and Communications Section (No. 5)
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Duties: Direct and control the work of the Section relating to computer services, software, on-line computer communication and other activities.

Qualifications: Extensive background in systems analyses, design and programming and experience in the area indicated above. Appropriate university degree and/or equivalent qualifications desirable.

Public Health Division, Community Health Branch

L. Sybatyznskyj 68/11435R	Psychologist \$9021-10092 (Class 2), Third Division, Department of Immigration	Executive Officer \$11032-11525 (Class 8), Third Division (No. 50)
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Duties: Undertake evaluation and assessment activities associated with projects under the Community Health and related programmes.

Qualifications: Appropriate tertiary qualifications and related experience desirable.

Therapeutics Division, Therapeutic Goods Branch

M. A. Cooke 73/78368T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Drugs and Dependence Section (No. 44)
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Duties: Assist in the preparation and distribution of material associated with various committees. Provide general clerical assistance.

Public Health Division, Environmental Health Branch

L. F. Pritchard 72/85234G	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, General Services Section (No. 10)
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Duties: Order vaccines and blood products and carry out duties associated with the examination of radio and television advertisements under the Broadcasting and Television Act.

National Biological Standards Laboratory

H. Gough 65/85809P	Technical Officer (Engineering) Grade 1, \$6003-7613, Fourth Division	Technical Officer (Engineering) Grade 2, \$7843-8347, Fourth Division, Administration Section, Workshop Sub-section, vice P. A. Fox, prov. prom. 18.4.74 (No. 216)
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Duties: Direct day to day supervision of Workshop activities including routine maintenance. Design and construct the more complicated and specialised equipment.

Qualifications: Qualifications and experience appropriate to the duties.

P. A. Fox 62/85483M	Technical Officer (Engineering) Grade 2, \$7843-8347, Fourth Division	Senior Technical Officer (Engineering) Grade 1, \$8599-9103, Fourth Division, Administration Section, Workshop Sub-section, vice G. E. Halford, prov. prom. 28.3.74 (No. 70)
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Duties: Supervise and direct the Instrument Workshop staff. Supervise the design and construction of specialised laboratory equipment. Oversight the instrumental and mechanical services maintenance programme.

Qualifications: Previous experience as a Workshop supervisor and in the construction of laboratory equipment.

Medical Services Division

J. R. Grancek 70/85590A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Defence —Army Office	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Nursing Services Section (No. 37)
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Duties: Prepare routine correspondence and provide general clerical assistance within the Section. Maintain current records of nursing legislation, curricula publicity.

VICTORIA

Australian Radiation Laboratory

J. M. Lee 72/41174A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Melbourne (No. 484)
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Duties: Issue and receive Film Badge Service Films. Maintain records. Maintain cumulative dose records of film badge users.

D. L. Hayes 68/38172K	Technical Assistant, Grade 1 \$2663-5468, Third Division, Melbourne	Technical Assistant, Grade 2 \$5681-6371, Third Division, Melbourne (No. 514)
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Duties: Maintain and service electronic equipment used for radioactive assay. Assist with construction and testing of electronic equipment for use within the Laboratory.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Executive Services Branch

J. G. Clark-Kennedy 69/36696E	Clerk \$6912-7652 (Class 4), Third Division, Postmaster-General's Department, Mel- bourne	Clerk \$7899-8639 (Class 5), Third Division Melbourne (No. 570)
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Duties: Establishments Officer. Investigate staffing needs and prepare organisation proposals. Examine methods, and procedures; investigate requests for office machines.

Qualifications: Experience in above duties with a capacity to analyse and prepare reports desirable.

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Engineering Division, Engineering Design Branch

C. Rovira 68/39883W	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Central Testing and Research Laboratories Port Melbourne (No. 50)
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Duties: Under the general supervision of a Physicist, Class 3, (a) be directly responsible for the management, performance and reporting of the more unusual complex testing work conducted within the Soils Physics and Engineering Cell, in respect of specific major projects; (b) as required, liaise with project leaders of major works, conduct field investigations and/or inspections, and report on findings.

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

Architecture Division, Bank and Special Projects Branch

H. Duit 67/14847M	Draftsman, Grade 2 \$7843-8347, Fourth Division	Senior Draftsman \$8599-9103, Fourth Division, Sydney (No. 153)
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Duties: Prepare original designs, working drawings, details, estimates and specifications, and act as Project Officer for important projects; conduct field inspections and investigations; prepare reports thereon. Supervise staff of lower status.

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

J. McDonald 61/12188T	Senior Draftsman \$8599-9103, Fourth Division	Supervising Draftsman \$9379-9932, Fourth Division, Sydney (No. 147)
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Duties: Prepare original designs for more important projects; prepare working drawings, estimates and specifications and act as Project Officer. Conduct field inspections and investigations and prepare reports thereon. Supervise staff of lower status.

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

D. A. Arkoll 70/37060P	Engineer, Class 1 \$6200-8953, Third Divi- sion	Engineer, Class 2 \$9581-10702, Third Divi- sion, Sydney (No. 133)
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Duties: Under general direction, make investigations, estimates of cost; design, document and assist in the construction of a wide range of Mechanical works, including air conditioning, diesel sets and Mechanical services for multi-storey buildings and broadcasting studios. Act as a Project Officer, when 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.

C. R. Whatman 70/12879A	Drafting Assistant, Grade 2 \$5681-6371, Fourth Division	Draftsman, Grade 1 \$6003-7613, Fourth Division, Sydney (No. EP)
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Duties: Under supervision, prepare detail designs, working drawings, estimates and specifications for structural engineering projects and components.

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

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Stores Branch

W. G. Lloyd 58/11554R	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Procurement Section, Canberra (No. 4)
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Duties: Supervise and direct activities of Purchasing Section, arrange contracts, etc.

Qualifications: Extensive experience in contract and purchasing procedures. Knowledge of building materials and other stores purchased by the Department. Ability to control and train staff.

NEW SOUTH WALES

Projects Division No. 1, Technical Resources Branch

S. Kostandy 72/15153M	Drafting Assistant, Grade 1 \$2220-5468, Third Division	Draftsman, Grade 1 \$6003-7613, Third Division (No. 93)
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Duties: Under supervision, and as a member of a team, undertake investigations, make computations and prepare detailed designs, layouts, working drawings, specifications, estimates and schedules of quantities.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

VICTORIA AND TASMANIA

Projects Division No. 1

J. G. Hutchison 58/12903A	Area Manager, Class 3 \$13322-14209, Third Division	Project Manager, Class 3 \$14882-15845, Third Division, Melbourne (No. 156)
K. B. Gosbell 58/12869K	Engineer, Class 4 \$13322-14209, Third Division	Project Manager, Class 3 \$14882-15845, Third Division, Melbourne (No. 2)

Duties above two positions: Manage the planning, design and construction of major building and engineering projects with the objective of meeting client needs in terms of quality, cost and time.

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

Projects Division No. 2

A. Laing 58/12920A	Area Manager, Class 3 \$13322-14209, Third Division	Project Manager, Class 3 \$14882-15845, Third Division, Melbourne (No. 4)
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Duties: Manage the planning, design and construction of major building and engineering projects with the objective of meeting client needs in terms of quality, cost and time.

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

WESTERN AUSTRALIA

J. I. Jones 71/75910K	Typist, Grade 2 \$4731-5035, Fourth Division, unattached	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Perth (No. 94)
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Duties: Secretary to the Regional Director (Housing).

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

Defence Service Homes Branch

M. Jennings 68/13257T	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney	Clerk \$7899-8639 (Class 5), Third Division, Home Loans Section, Existing Property, Build and Additional Advance Sub-section, Perth (No. 111)
D. L. Guelfi 70/75774K	Clerk \$5806-6666 (Class 2/3), Third Division, Perth	Clerk \$6912-7562 (Class 4), Third Division, Home Loans Section, Existing Property, Build and Additional Advance Sub-section, Perth (No. 112)

Duties: Supervise the work of the Existing Properties, Building and Additional Advance and Enquiries Cells.

Qualifications: Sound knowledge of the Defence Service Homes Act, Regulations and General Orders. Supervisory ability of a high order.

Duties: Supervise and direct the work of the Build Cell.

Qualifications: Sound knowledge of the Defence Service Homes Act, Regulations and General Orders. Ability to effectively supervise and control staff.

A. J. Jones 68/75904P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, unattached	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Home Loans Section, Legal Sub-section, Perth (No. 80)
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Duties: Securities Clerk.

Accounts Branch

M. W. Mitchell 73/75966C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Perth	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personal Loan Section, Perth (No. 85)
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Duties: Responsible for the maintenance of groups of ledger cards. Attend to counter and telephone inquiries in the Accounts Branch.

Projects Division, Technical Resources Branch

R. Ely 69/38071M	Engineer (Class 1) \$6200-8953, Third Divi- sion	Engineer (Class 2) \$9581-10702, Third Division, Electrical Sub-section, Perth
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Duties: As a member of a multi-discipline team, under technical direction participate in studies of clients' functional requirements and the development of design briefs. Carry out designs and participate in the preparation of tender documents for electrical services. Provide advice on electrical engineering problems.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF LABOUR

QUEENSLAND

Industrial Services

G. W. Haynes 67/57597G	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Food Services Section, Brisbane	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Food Services Section, Brisbane (No. 28)
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Duties: Prepare Cafeteria trading statements, staff variation vouchers and schedules; arrange recruitment of cafeteria staff as required; check purchase orders and prepare returns.

WESTERN AUSTRALIA

Employment Branch

S. N. Siggers 70/75291P	Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section	Clerk \$7899-8639 (Class 5), Third Division, Special Employment Categories Section, Aboriginal Employment Sub-section, Bun- bury (No. 31)
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P. J. Berry 70/75443G	Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section	Clerk \$7899-8639 (Class 5), Third Division, Special Employment Categories Section, Aboriginal Employment Sub-section, Perth (No. 46)
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Duties: Vocational Officer. Provide employment assistance for Aborigines in areas of Aboriginal population. Stimulate employment opportunities for Aborigines to facilitate their entry into the work force. Liaise and co-operate with local Aboriginal welfare authorities and similar organisations.

Qualifications: Knowledge of industry and occupations, with experience in interviewing and counselling. Understanding of Aboriginal problems; ability to undertake investigations and surveys. A current driver's licence is desirable.

TASMANIA

Employment Branch

K. E. Brown 67/67030C	Clerk \$7899-8639 (Class 5), Third Division, Careers Reference Centre, Special Employ- ment Categories Section, Hobart	Principal Employment Office \$8886-9548 (Class 6), Third Division, Special Employ- ment Categories, Hobart (No. 5)
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Duties: Direct the activities of the Section. Develop and co-ordinate employment programmes and promotional activities in respect of youth and other special categories of workers. Oversight the training of CES staff concerned with this work.

Note: Effective date of the above provisional promotion is 15.5.74.

DEPARTMENT OF THE MEDIA

AUSTRALIAN CAPITAL TERRITORY

Information Division, Australian Government Publishing Service, Publishing Branch

L. E. Wheeler 70/12460R	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of the Prime Minister and Cabinet, Canberra	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Sales and Distribution Section, Sales Sub-section, Canberra (No. 137)
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Duties: Maintain subscription registers for publications, issue renewal notices, take follow up action and prepare general correspondence.

Printing Branch

C. J. Samuel 72/85763T	Photo-Engraving Operator \$4489-4700, Fourth Division	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Technical Services Sec- tion, Canberra (No. 647)
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Duties: Check labour cost entries on computer print-outs, schedule and analyse variations, report significant trends. Investigate processes printout, indicate need for attention and list for possible methods investigation; conduct methods and work measurement projects.

Qualifications: Appropriate qualifications and/or experience. Knowledge of printing and printing processes, together with training and experience in methods investigations and work measurement techniques desirable.

L. M. Brown 73/86933T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Production Control Section, Specifications and Estimating Sub-section, Canberra (No. 643)
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Duties: Examine and record in job register all orders received; endorse job number on work ticket, cost card and job copy; transcribe into master ticket details of department, description of job, order number and date, size, delivery details, etc; flag urgent orders. Control subordinate staff.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

J. M. Clear 70/88263A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Production Control Section, Scheduling Sub-section, Canberra (No. 645)
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Duties: Assist with the maintenance of Production Control registers and records.

NORTHERN TERRITORY

Publishing Branch

F. J. Griffin 59/68580G	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Department of Science, Darwin	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Sales and Distribution Section, Sales Sub-section, Darwin (No. 747)
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Duties: OIC Regional Office. Responsible for the management, control and efficient operation of the Australian Government Publications and Inquiry Centre. Collector of Public Monies. Sell publications, receive cash, issue receipts, replenish stock. Arrange effective displays of publications and promotional material. Answer personal and written enquiries relevant to the policies, decisions and activities of the Australian Government.

Qualifications: Thorough knowledge of government publications; government activities, policies, decisions, etc. Administrative experience desirable.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Division of National Mapping

G. O. Fishpool 74/85182E	Clerical Assistant, Grade 1 \$3565-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, General Services Sub-section, Canberra, vice S. Bink prov. prom. 11.4.74 (No. 17)
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Duties: Examine all outward correspondence to ensure that it is signed, enclosures are intact and address correct. Process correspondence and other material for dispatch in accordance with Departmental procedures and Postal Regulations.

Qualifications: A knowledge of dispatch procedures and Postal Regulations desirable.

Production Branch

W. J. Haalebos 69/85774X	Assistant (Printing), Grade 2 \$4739-4949, Fourth Division, Canberra	Assistant (Printing), Grade 3 \$5018-5228 Fourth Division, Aerochart and Small Scale Mapping Section, Small Scale Mapping and Reproduction Sub-section, Canberra (No. 246)
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Duties: Produce guide images for negative scribing, blue impressions for masking, colour key prints and lithographic plates up to Quad Demy size as required.

Qualifications: Certificate of Competency as Operator, Lithographic Processes, on completed apprenticeships in Platemaking together with at least 3 years related experience desirable.

Fuels Branch

D. J. Graham 70/37888M	Clerk \$2713-4950 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Economics and Forecasting Section, Fuel Survey and Forecasting Sub-section, Melbourne (No. 25)
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Duties: Calculate fuel consumption growth trends for a range of industries and maintain current graphical and statistical records for further study by Fuel Technologists.

Qualifications: Experience relevant to the above duties.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

S. N. Pearson 72/86460P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Reproduction and Registry Section, Canberra (No. 645)
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Duties: Preparation and distribution of cables.

A. Cachia 70/88479C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Information Services Section, Canberra (No. 1004)
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Duties: Prepare material for cataloguing. Maintain loan records for all normal library issues.

Qualifications: Experience in library work an advantage.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

V. P. Cachia 73/86497G	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Information Services Section, Canberra (No. 1008)
<i>Duties:</i> Maintain loan records for all normal library issues. <i>Qualifications:</i> Experience in library work desirable.		
A. C. Pyefinch 72/76128G	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Department of Primary Industry, Perth	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Perth (No. 7)
<i>Duties:</i> Check transcription and coding of information from firms' cards to ensure compliance with ADP format.		

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Engineering Planning and Research Division, Research Sub-division

J. B. Wise 66/10679M	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division, New South Wales	Engineer, Class 2 \$9581-10702, Third Division, Switching and Signalling Branch, Devices and Techniques Section, Melbourne (No. 3)
<i>Duties:</i> Assessment of new devices and techniques to future potential in reference to the Branch. <i>Qualifications:</i> Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.		
R. Owers 73/36374C	Technical Officer (Engineering), Grade 1 \$6003-7613, Third Division, Department of the Media, Victoria	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third Division, Transmission Systems Branch, Network Theory Section, Melbourne (No. 247)
<i>Duties:</i> Undertake more difficult design, development, construction and testing work on filters, equalisers and other networks using established and documented computer programmers, and investigatory work on measurement techniques and facilities. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.		

Engineering Works Division, Buildings Branch

G. Morgan 68/45527P	Clerk \$6912-7652 (Class 4), Third Division, Engineering Works Division	Clerk \$8886-9548 (Class 6), Third Division, Programming and Co-ordination Section, Melbourne (No. 45)
<i>Duties:</i> Investigate and participate in the formulation and management of the Department's building works and sites programmes and design lists. Assist with the preparation and review of relative budgets and expenditure trends and undertake related economic studies. <i>Qualifications:</i> Extensive knowledge of relevant budgeting and programming policies and practices desirable.		

Support Services Section

C. Mercer 59/18038W	Supervising Draftsman \$9379-9932, Third Division, Engineering Works Division	Chief Draftsman, Grade 1 \$10825-11136, Third Division, Drafting Section, Melbourne (No. 181)
<i>Duties:</i> Provide assistance to the Controller of Drafting Services in the conduct of drafting and associated activities for the Department. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.		

Telephone Subscribers Equipment Branch

J. R. Stanley 59/59104G	Engineer, Class 2 \$9581-10702, Third Division, Engineering Works Division	Engineer, Class 3 \$11348-12664, Third Division, Switching Systems Design Section, Melbourne (No. 15)
<i>Duties:</i> Analyse works programme and material budgets involving PABX equipment, prepare technical details for purchase schedules, evaluate tenders and prepare reports and recommendations on the results; review progress on contracts to ensure that works programme delivery requirements are met. Manage the PABX contractor installation scheme. <i>Qualifications:</i> Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties.		

Management Services Division, Personnel Branch

L. A. Aarons 69/37584R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Management Services Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, General Services Section, Central Office Staffing Sub-section, Melbourne (No. 23)
<i>Duties:</i> Prepare schedules, process applications and issue duty statements related to advertised vacancies.		

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

C. J. Little 71/38898W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, General Services Section, Central Office Staffing Sub-section, Mel- bourne (No. 127)
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Duties: Maintain Central Staff position and associated records.

Postal Services Division, Postal Planning and Engineering Sub-division

A. J. Higgins 61/37597K	Technical Assistant, Grade 1 \$2220-5468, Fourth Division, Postal Services Division	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Postal Engineering Branch, Non-Letter Systems Design Section, Melbourne (No. 98)
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Duties: Participate in the design and development of prototype mail handling equipment in the Postal Engineering laboratory.

Mails and Transport Branch

V. L. Humann 59/50959K	Mail Officer \$4374-5273, Fourth Division, Postal Services Division, Western Australia	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Production Studies Section, Melbourne (No. 54)
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Duties: Collation of management control data and assistance with associated duties.

Qualifications: A knowledge of the Branch's activities desirable.

Note: This position is outposted to Perth.

NEW SOUTH WALES

Engineering Division, Construction Branch

H. Lovstad 63/23321P	Telecommunications Technician \$6003- 6693, Fourth Division, Engineering Divi- sion, Villawood	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Country Installation No. 2 Section, Villa- wood
R. V. Turrall 64/22556E	Telecommunications Technician \$6003- 6693, Fourth Division, Engineering Divi- sion, Sydney	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Installation No. 1 Section, Sydney
C. W. Rizzo 61/22083T	Telecommunications Technician \$6003- 6693, Fourth Division, Engineering Divi- sion, Sydney	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Installation No. 2 Section, Sydney
D. J. Henretty 67/22456T	Telecommunications Technician \$6003- 6693, Fourth Division, unattached	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Installation No. 2 Section, Sydney

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

Metropolitan Operations Branch

D. Kennedy 59/38320G	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division, Burwood	Clerk \$6912-7652 (Class 4), Third Division, City Operations Section, Sydney (No. 97)
M. R. Heffernan 73/12028M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Immigra- tion, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, City Operations Section, Sydney (No. 319)

Duties: Dispatcher.

Note: Shift work and rotation of duties may be involved.

R. W. Gapes 59/37984K	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division, Parramatta	Clerk \$6912-7652 (Class 4), Third Division, Metropolitan Operations No. 4 Section, Parramatta (No. 20)
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Duties: Senior Clerk, Works and General. Responsible to the Sectional Administrative Officer for the management of the Works and General Section.

J. J. Hanley 62/22230E	Telecommunications Technician \$6003- 6693, Fourth Division, Postal Services Division, Sydney	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Operations No. 5 Section, Liverpool
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Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

J. M. P. Hall 59/44098G	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Liverpool	Lines Supervisor, Grade 1 \$5668, Fourth Division, Metropolitan Operations No. 5 Section, Liverpool
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Duties: Party Leader.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

H. Murphy 66/23764P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division, Chatswood	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Metropolitan Operations No. 9 Section, Chatswood (No. 445)
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Duties: Prepare statistical information, perform all clerical work associated with staff, direct subordinate staff and conduct on the job training of Clerical Assistant, Grade 2.

Regional Operations Branch

A. E. Mowday 70/75469X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division, Wickham	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Newcastle Section, Newcastle West (No. 269)
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Duties: Conduct Bin Tally Card checks and Tool Register checks. Record receipt of supply and record issue of all accountable documents.

F. C. Hill 69/78548X (12.9.69(35))	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Western Australia	Lineman, Grade 2 \$4962-5136, Fourth Division, Northern Section, Barraba
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G. J. Rose 70/22655P (19.1.70(1831))	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Berrigan	Lineman, Grade 2 \$4962-5136, Fourth Division, Northern Section, Walcha
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Duties above two positions: Cable jointing.

D. J. Jones 59/41976Q	Lineman, Grade 2 \$4962-5136, Fourth Division, Gosford	Lines Supervisor, Grade 3 \$6965, Fourth Division, Outer Sydney Section, Gosford
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Duties: Estimating.

M. J. King-Gee 59/44402E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Kiama	Lines Supervisor, Grade 3 \$6965, Fourth Division, Wollongong Section, Wollongong
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N. V. Wakefield 59/45485K	Cable Assigner \$5668, Fourth Division, Engineering Division, Wollongong	Lines Supervisor, Grade 3 \$6965, Fourth Division, Wollongong Section, Wollongong
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J. W. M. Crosswell 59/52584T	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Fairy-meadow	Lines Supervisor, Grade 3 \$6965, Fourth Division, Wollongong Section, Wollongong
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Duties above three positions: Estimating.

H. J. Ralph 59/45033E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Fairy-meadow	Lines Supervisor, Grade 1 \$5668, Fourth Division, Wollongong Section, Fairy-meadow
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J. R. Watsford 62/23269C	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Corrimal	Lines Supervisor, Grade 1 \$5668, Fourth Division, Wollongong Section, Fairy-meadow
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R. B. Miller 67/24071W	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Fairy-meadow	Lines Supervisor, Grade 1 \$5668, Fourth Division, Wollongong Section, Unanderra
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A. J. Dellaway 70/23882A	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Stockton	Lines Supervisor, Grade 1 \$5668, Fourth Division, Wollongong Section, Wollongong
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Duties above four positions: Party Leader.

Support Services Branch

G. Stanford 73/10964E	Drafting Assistant, Grade 2 \$5681-6371, Fourth Division, Engineering Division, Haymarket	Trainee Draftsman \$2921-5657, Fourth Division, Drafting Section, Sydney (No. 130)
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Note: The conditions governing appointment/promotion as Trainee Draftsman were notified on page 79 of Gazette 25A of 22.3.74.

W. A. Thorn 64/11063C	Plan Records Assistant, Grade 2 \$5681-6371, Fourth Division, Engineering Division, Wollongong	Plan Records Officer \$6003-7613, Fourth Division, Drafting Section, Wollongong (No. 212)
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Duties: Prepare and amend plan records of reticulation of cables and conduit in a country district engineering office.

S. G. Griffiths 73/23105T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Engineering Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Workshops Section, St Peters (No. 187)
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Duties: Clerical assistance to Foreman Carpenter. Prepare time cards, labour and job history cards, staff statements sub-orders and associated records.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Postal Services Division, Post Offices Branch

- J. C. Dureau**
59/48011R
Clerk \$7899-8639 (Class 5), Third Division,
Postal Services Division, Sydney
Project Officer \$8886-9548 (Class 6), Third
Division, Country (North) Section, Sydney
(No. 22)
Duties: Responsible to the Assistant Superintendent, Country (North) Section for the examination of existing operational practices with the aim to improve productivity and reduce costs.
- P. E. Hynes**
59/33546K
Clerk \$7899-8639 (Class 5), Third Division,
Postal Services Division, Sydney
Project Officer \$8886-9548 (Class 6), Third
Division, Metropolitan Section, Adminis-
trative Sub-section, Sydney (No. 36)
Duties: Responsible to the Assistant Superintendent, Metropolitan Section for the examination of existing operational practices with the aim to improve productivity and reduce costs.
- J. B. Wemyss**
59/48107W
Instructor, Grade 2 \$7044-7822, Third
Division, Postal Services Division, Strath-
field
Instructor, Grade 3 \$8104-8947, Third
Division, Branch Services Section, Postal
Training School sub-section, Strathfield
(No. 270)
Duties: Co-ordinate, oversight and assess the work of all Instructors under his control involved in the Postal Clerk, Telegraphist and Postal Officer Training Programmes.
- M. D. Chinnery**
74/22357K (4.2.74)
Assistant Postal Officer \$2074-4148, Fourth
Division, unattached
Postal Officer, Grade 1 \$4260-4601, Fourth
Division, Cronulla
Duties: Driving duties.
- E. E. Jenkins**
74/22325E (4.2.74)
Assistant Postal Officer \$2074-4148, Fourth
Division, unattached
Postal Officer, Grade 1 \$4260-4601, Fourth
Division, Revesby
Duties:—Driving duties.

Postal Engineering Branch

- R. V. J. Gillespie**
59/41679T
Telecommunications Technical Officer,
Grade 2 \$7843-8347, Fourth Division,
Postal Services Division, Redfern
Senior Technical Officer (Engineering),
Grade 1 \$8599-9103, Fourth Division,
Redfern (No. 398)
Duties: Undertake investigation, design and development work associated with the design of mail handling systems.
- H. Roos**
59/42696E
Telecommunications Technical Officer,
Grade 1 \$6693-7613, Fourth Division,
Postal Services Division, Redfern
Senior Technical Officer (Engineering),
Grade 1 \$8599-9103, Fourth Division,
Redfern (No. 118)
Duties: Examine, evaluate and make recommendations on the requirements for the functional features of mail handling equipment. Investigate and improve statistical methods.
- R. A. Stevens**
59/47784E
Telecommunications Technical Officer,
Grade 1 \$6693-7613, Third Division,
Postal Services Division, Redfern
Technical Officer (Engineering), Grade 2
\$7843-8347, Third Division, Redfern
(No. 399)
Duties: Assist in the investigation, design and development work associated with the design of mail handling systems.
Qualifications above three positions: An approved technical college certificate or other approved qualifications, and requisite experience.
- J. M. Rice**
69/24536T
Telephonist \$2085-4520, Fourth Division,
Telecommunications Division, Sydney
Clerical Assistant to Senior Telecommunications Technical Officer. Preparation of working reports and allied duties.

Telecommunications Division, Country Region

- I. E. Heyward**
65/23308P
Clerk \$2713-5594 (Class 1), Third Division,
Telecommunications Division, Burwood
Clerk \$5806-6666 (Class 2/3), Third Divi-
sion, Central and Head Office Section,
Sydney (No. 266)
Duties: Assist in the preparation of staff estimates and budget. Examine and prepare correspondence concerning staff matters in Country Region.
- A. J. Kiley**
59/59481A
Telecommunications Technician \$6003-
6693, Third Division, Shepparton, Victoria
Clerk \$5806-6666 (Class 2/3), Third Divi-
sion, South Section, Parkes District
Telephone Office Sub-section, Parkes
(No. 273)
Duties: Responsible to the Senior Sales Officer for the processing of applications for new Subscribers Services and additional facilities.

Metropolitan Region, Service Branch

- E. Clarke**
59/25791X
Telephonist \$2085-4520, Fourth Division,
Telecommunications Division, Sydney
Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Service Standards Section,
Traffic Data and Cost Analysis Sub-
section, Sydney (No. 40)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

P. J. Molloy 70/24526M	Telephonist \$2085-4520, Fourth Division, Telecommunications Division, Young	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Service Standards Section, Traffic Data and Cost Analysis Sub- section, Sydney (No. 38)
<i>Duties above two positions:</i> Assist with telephone and telegraph traffic dispers'on studies. Convert information on trunk dockets to numerical code and prepare data for dispatch to Central Office for computer processing.		
I. P. Cameron 72/23503E	Telephonist \$2085-4520, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Service Standards Section, Metering Sub-section, Sydney (No. 232)
<i>Duties:</i> Assist in operations of 'C' Records Filing System. Log movements of 'N' and 'TM' files in area.		
M. Briggs 71/14881K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Service Standards Section, Service Sampling and Performance Sub- section, Sydney (No. 11)
<i>Duties:</i> Prepare schedules for Telephonist observations. Provide general assistance to Service Officer in Charge of Service Assessment Centre.		

Personnel and Industrial Relations Branch

J. M. MacDonald 62/11223M	Clerk \$6912-7652 (Class 4), Third Division, Repatriation Department, Concord	Organisation Officer \$8886-9548 (Class 6), Third Division, Establishments and Man- agement Advisory Services Section, Milsons Point (No. 91)
<i>Duties:</i> Investigate organisation and classification proposals and prepare reports and recommendations.		
E. F. Doyle 73/11119G	Clerk \$6912-7652 (Class 4), Third Division, Personnel and Industrial Relations Branch, Sydney	Clerk \$7899-8639 (Class 5), Third Division, Establishments and Management Ad- visory Services Section, Milsons Point (No. 483)
<i>Duties:</i> Conduct investigations in field of office mechanisation.		
J. L. Graham 66/11428R	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Personnel and Industrial Relations Branch, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney (No. 310)
<i>Duties:</i> Officer-in-charge, Staff Changes Group. Responsible to the Staff Movements Officer for the control and oversight of the Group.		
J. T. Howard 61/11453K	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Personnel and Industrial Relations Branch, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney (No. 155)
<i>Duties:</i> Officer in-charge of the Examinations Group. Responsible for the conduct of examinations for appointment, promotion or transfer and salary advancement in New South Wales.		
R. E. Lane 66/12309K	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Personnel and Industrial Relations Branch, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney (No. 92)
<i>Duties:</i> Officer-in-charge, Staff Transfers and Separations Group. Direct work associated with deaths, retirements, resignations, transfers, furniture removals and miscellaneous staffing matters.		

Engineering Division, Buildings Branch

R. L. Breese 64/37895A	Assistant Properties Officer \$6912-7652 (Class 4), Third Division, Engineering Division	Clerk \$7899-8639 (Class 5), Third Division, Melbourne (No. 79)
<i>Duties:</i> Assist the Senior Accommodation Officer in the provision of office accommodation.		
<i>Qualifications:</i> A sound knowledge of office accommodation standards and departmental organisation is desirable.		

Metropolitan Operations Branch

M. P. Berry 59/57761R	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Fourth Division, Metropolitan Operations No. 1 (West) Section, Flemington
<i>Duties:</i> Officer-in-charge of a 5,600 line exchange comprising step by step and crossbar equipment.		
J. O. Pollard 59/58876R	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Fourth Division, Metropolitan Operations No. 5 (East) Section, Hartwell
<i>Duties:</i> In charge of large SXS Exchange including Line Finder Equipment.		

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

J. G. Gildea 59/58202W	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 1 (West) Section, Footscray
<i>Duties:</i> Under the control of the Officer-in-charge, Footscray Fault Dispatch Centre, supervise staff employed on maintenance of sub-station equipment. Carry out special investigations and inspections as required.		
R. L. Gilder 59/58203A	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Hawthorn
<i>Duties:</i> Shift leader of a 10,000 line exchange comprising step by step and crossbar equipment, with large crossbar tandem and long line equipment.		
C. J. Hutchins 59/58406G	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, City Operations Section, Melbourne
<i>Duties:</i> Assistant to the Officer-in-charge of a large main 2,000 type and crossbar exchange.		
J. W. Le Cheminant 59/58545P	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Hawthorn
<i>Duties:</i> Under direction of the Officer-in-charge, Hawthorn Fault Dispatch Centre, supervise and assist staff employed on maintenance of sub-station equipment. Carry out special inspections and investigations as required.		
S. Squires 59/59101T	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunication Technical Officer, Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 7 (South) Section, Brighton
<i>Duties:</i> Under direction carry out investigations into subscriber complaints and in charge of field staff engaged on subscriber equipment maintenance.		
H. Westbury 59/59259X	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 7 (South) Section, Windsor
<i>Duties:</i> Shift leader of a crossbar Tandem exchange and step by step local subscriber exchange.		
L. J. De Silva 59/60038X	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Coburg (No. 109)
J. H. Dunkley 59/58059T	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Third Division, Metropolitan Operations No. 1 (West) Section, Footscray (No. 108)
E. L. A. Gale 59/58174T	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, City Operations Section, Melbourne (No. 107)
L. B. Greenwood 59/58253K	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Ringwood (No. 111)
A. C. Lancefield 59/71902G	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Third Division, Metropolitan Operations No. 7 (South) Section, Cheltenham (No. 114)
K. A. Powell 59/58887C	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 5 (East) Section, Glen Iris (No. 112)
R. L. Robson 59/58967X	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 3 (North) Section, Northcote (No. 110)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. Sinclair 62/45598W	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Metropolitan Operations No. 6 (South East) Section, Hawthorn East (No. 113)
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Duties above eight positions: Under direction carry out grading design work associated with equipment extensions and re-arrangements and special project work as required.

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

L. J. Brown 66/45420R (20.4.66)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Metropolitan Operations No. 5 (East) Section Canterbury
A. Caruana 68/46514E (22.7.68)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Metropolitan Operations No. 5 (East) Section, Jordanville
A. R. Dell 68/45805T (22.1.68)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Metropolitan Operations No. 5 (East) Section, Tally Ho East
G. Johnstone 68/45878E (11.4.68)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Metropolitan Operations No. 5 (East) Section, Tally Ho West
J. Muscat 68/46308E (1.7.68)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Metropolitan Operations No. 5 (East) Section, Jordanville
G. A. Phillips 67/46344R (4.7.67)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Metropolitan Operations No. 5 (East) Section, Tally Ho West

Planning and Programming Branch

S. Rozenthal 71/36380K	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division	Engineer, Class 2 \$9581-10702, Third Division, Transmission and Line Planning (Metropolitan) Section, Melbourne (No. 140)
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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 O3 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

M. J. Donohue 59/66500E	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Gippsland Section, Sale
F. J. Healy 59/66785A	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Gippsland Section, Sale
F. J. Olsson 59/67369E	Lines Supervisor, Grade 2 \$6258, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Gippsland Section, Sale
<i>Duties above three positions:</i> Estimating Supervisor.		
M. C. Gavin 65/45579K (11.1.65)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Central Western Section, Stawell
A. A. Stokes 65/46216P (22.7.65)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Central Western Section, Stawell

Support Services Branch

L. J. Hogan 59/60341A	Senior Carpenter, Grade 1 \$5622-5778, Fourth Division, Engineering Division	Foreman Carpenter, Grade 3 \$8111-8312, Fourth Division, Workshops Section, Port Melbourne (No. 396)
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Duties: Direction and supervision of staff of the Carpenters Shop (Shop Work).

Qualifications: Appropriate trade qualifications and the ability to control staff. A knowledge of and experience with woodworking machinery is desirable.

P. J. Trainor 71/40359A	Clerk \$2713-5594 (Class 1), Third Division, Engineering Division	Clerk \$5806-6666 (Class 2/3), Third Division, Industrial Engineering and Training Section, East Hawthorn (No. 158)
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Duties: Staff Clerk.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

P. R. Worthington 67/45134E (16.1.67)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division	Lineman, Grade 2 \$4962-5136, Fourth Division, Industrial Engineering and Training Section, Bendigo
J. J. Hennessy 72/37478A	Assistant Project Officer \$7899-8639 (Class 5), Third Division, Postal Services Division	Project Officer \$8886-9548 (Class 6), Third Division, Long Range and Network Planning Section, Melbourne (No. 32)
<i>Duties:</i> Analyse and interpret postal statistics to forecast long term traffic trends. Organise special traffic studies as required.		
<i>Qualifications:</i> Appropriate tertiary qualifications are desirable. Experience in statistical forecasting an advantage.		

Post Offices Branch

L. P. Tobin 59/64309E	Senior Postal Clerk, Grade 1 \$6002-6555, Fourth Division, Moreland	Senior Postal Clerk, Grade 2 \$6782-7302, Fourth Division, Glenroy
D. W. Stephens 71/46455K	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Clayton (Relief)	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Bentleigh East
K. J. Ryan 72/46011T (31.5.72)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postal Officer, Grade 1 (Driver) \$4260-4601, Fourth Division, Reservoir
T. A. Stahl 70/46183C (29.6.70)	Assistant Postal Officer \$2074-4148, Fourth Division, Altona	Postal Officer, Grade 1 (Driver) \$4260-4601, Fourth Division, Altona North
J. A. Stephens 71/46333C (8.9.71)	Assistant Postal Officer, \$2074-4148, Fourth Division, Oakleigh	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Caulfield East
C. P. Fogden 73/45835C (12.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Springvale	Postman \$4260-4601, Fourth Division, Springvale
W. J. Ladhams 72/45455P (12.1.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Colac	Postman \$4260-4601, Fourth Division, Colac
P. J. Matley 71/46561G (18.11.71)	Assistant Postal Officer \$2074-4148, Fourth Division, Bairnsdale	Postman \$4260-4601, Fourth Division, Bairnsdale

Telecommunications Division

A. F. Wilson 71/37300R	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division	Clerk \$5806-6666 (Class 2/3), Third Division, Administration Section, Melbourne (No. 12)
<i>Duties:</i> Assistance with the co-ordination of Sales activities on State-wide basis.		
<i>Qualifications:</i> A sound knowledge of Sales Branch practices and procedures is desirable.		

Metropolitan Region, Service Branch

J. M. Flanagan 71/41201G	Typist, Grade 1 \$2113-4579, Fourth Division, Postal Services Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Main Trunk Exchange, Melbourne (No. 8)
<i>Duties:</i> Compile staff statistics from daily summaries and maintain records of telephone traffic handled daily.		

Finance and Accounting Branch

L. J. Smith 59/62848A	Clerk \$7899-8639 (Class 5), Third Division, Finance and Accounting Branch	Clerk \$8886-9548 (Class 6), Third Division, Administrative and Relief Section, Melbourne (No. 1)
<i>Duties:</i> Investigating Officer (General). Undertake assignments, investigations, reviews, etc., in the Branch with a view to increasing efficiency.		
R. E. Quayle 67/37102K	Clerk \$6912-7652 (Class 4), Third Division, Finance and Accounting Branch	Clerk \$7899-8639 (Class 5), Third Division, Administrative and Relief Section, Melbourne (No. 7)
<i>Duties:</i> Forms Officer. Review and control Branch forms.		
<i>Qualifications:</i> Aptitude for forms design and a knowledge of Branch procedures is desirable.		
M. Campbell 69/36972A	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative and Relief Section, Melbourne (No. 20)
<i>Duties:</i> Relief Officer, Revenue Section.		
B. J. Chandler 71/36068E	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative and Relief Section, Melbourne (No. 14)
<i>Duties:</i> Relief Officer, Finance Section.		
<i>Qualifications:</i> A knowledge of Staff Pay procedures is desirable.		

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

M. K. Crapper 70/37675X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Section, Melbourne (No. 311)
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Duties: Debt Recovery Clerk.

S. P. Quayle 70/39105C	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Melbourne (No. 67)
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Duties: Check pay variations and special vouchers for employees at Non-official Post Offices.

QUEENSLAND

Engineering Division, Construction Branch

R. C. Buck 72/57644G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Primary Works No. 2 Section, Brisbane (No. 1369)
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Duties: Provide general clerical assistance in the Sectional Office including the maintenance of records and a filing system as well as the recording of movement of files and papers within the Section.

Country Branch

T. J. Monaghan 59/20250P	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, Northern Section, Townsville (No. 140)
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Duties: Personnel Officer.

D. O. Pascoe 59/20488P	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, South Western Section, Toowoomba (No. 86)
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Duties: Personnel Officer.

Planning and Programming Branch

M. J. Connolly 73/57844R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Brisbane (No. 20)
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Duties: Provide clerical and administrative assistance in Branch Office including registry duties, indexing and filing of instructions, reports, drawings, etc., and preparation of various types of returns.

Postal Services Division, Mail Exchange Branch

R. L. Roberts 59/22888X	Mail Officer \$4374-5273, Fourth Division, Postal Services Division	Senior Mail Officer \$5516-5744, Fourth Division, Brisbane
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Duties: Liaise with Air Companies and maintain up-to-date Airmail Schedules. Compile and collate Airmail Statistics for Central Office. Day work position.

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.

Post Offices Branch

V. L. McDonald '4/61143K (6.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Toowoomba	Postman \$4260-4601, Fourth Division, Toowoomba
C. Porqueras '4/61188K (6.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Townsville	Postman \$4260-4601, Fourth Division, Townsville
G. C. Wyatt '4/61184R (6.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Townsville	Postman \$4260-4601, Fourth Division, Townsville

Personnel and Industrial Relations Branch

K. J. Souter 59/20010T	Clerk \$8886-9548 (Class 6), Third Division, unattached	Senior Clerk \$9876-10538 (Class 7), Third Division, Staffing and General Services Section, Brisbane (No. 154)
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Duties: Direct, control and co-ordinate the activities of the Staff Resources Sub-section including recruitment, staff movements and manpower planning.

Finance and Accounting Branch

J. M. Dudley 69/57609W	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Section, Brisbane (No. 176)
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Duties: Credit Officer.

SOUTH AUSTRALIA

Director's Office

S. B. Jeffery 59/10864E	Journalist, Grade B \$7508-7885, Third Division, unattached	Journalist, Grade A \$9015-9450, Third Division, Public Relations Section, Adelaide (No. 2)
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Duties: Public Relations Officer—Plan, co-ordinate and direct the public relations strategies of the Department within South Australia and the Northern Territory.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Engineering Division, Metropolitan Operations Branch

G. C. Hill 59/10760C	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Cable Assigner \$5668, Fourth Division, Metropolitan Operation Section, Adelaide
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Qualifications: Qualification as a Cable Joiner and/or possession of a good knowledge of cable recording and telephone order procedure desirable.

Support Services Branch

A. J. Dalton 73/66791E (13.6.73)	Cleaner \$3912-4102, Fourth Division, Personnel and Industrial Relations Branch	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Workshops Section, Adelaide (No. 943)
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Postal Services Division, Mail Exchange Branch

K. T. Hammat 59/10668E	Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 \$6002- 6555, Fourth Division, Traffic Section, Adelaide
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Duties: Responsible to the Supervisor, Inland Sub-section for general supervision, control and management of staff.

Qualifications: Capacity for supervision desirable.

R. H. Cullen 59/10395K	Mail Officer \$4374-5273, Fourth Divi- sion, Postal Services Division	Senior Mail Officer \$5516-5744, Fourth Division, Traffic Section, Adelaide
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Duties: Oversight and control work in various areas of the Ship Sub-section of the Branch.

Qualifications: Occupant must be qualified in accordance with conditions notified in *Gazette* No. 9 of 30.1.73. Good knowledge of Ship Sub-section practices, traffic procedures and ability to control staff desirable.

Note: Shift work involved.

Post Offices Branch

C. J. Francis 70/70540W	Assistant Postal Officer \$2074-4148, Fourth Division, Semaphore	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Woodville
M. J. Bowden 70/70328A	Postman \$4260-4601, Fourth Division, Peterborough	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Peterborough
P. R. Day 74/70247P (6.3.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Lucindale	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Lucindale
A. B. Barker 72/70274P (29.5.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Pinnaroo	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Pinnaroo
G. J. Hart 71/70327M (9.6.71)	Assistant Postal Officer \$2074-4148, Fourth Division, Brighton	Postman \$4260-4601, Fourth Division, Brighton
D. Partington 71/70319P (9.6.71)	Assistant Postal Officer \$2074-4148, Fourth Division, St Marys	Postman \$4260-4601, Fourth Division, St Marys

Telecommunications Division, Country Region

D. A. Schild 66/66415W	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, District Telephone Office Section, Mount Gambier Sub-section, Mount Gambier (No. 28)
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Duties: Service Officer.

Qualifications: Sound knowledge of telecommunications service practices and procedures desirable.

R. E. Bromley 69/70594X	Telephonist \$2085-4520, Fourth Divi- sion, Telecommunications Division	Monitor \$4970-5310, Fourth Division, Mount Barker
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Qualifications: Occupant must be qualified as Monitor (Telephone).

Personnel and Industrial Relations Branch

G. Teteris 67/66107M	Supervisor (Postal), Grade 1 \$7044- 7822, Third Division, Postal Services Division	Clerk \$7899-8639 (Class 5), Third Divi- sion, Establishments and Management Advisory Services Section, Adelaide (No. 68)
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Duties: Conduct field and other investigations into departmental establishment variations. Prepare reports and recommendations.

Qualifications: Knowledge of organisation and classification principles and ability to conduct detailed investigations desirable.

G. D. Foreman 69/70179W	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch	Clerk \$6912-7652 (Class 4), Third Divi- sion, Staffing and General Services Section, Adelaide (No. 119)
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Duties: Provide recreation leave relief in the Branch.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

P. O'Neill 69/66996X	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch	Clerk \$6912-7652 (Class 4), Third Division, Staffing and General Services Section, Adelaide (No. 15)
<i>Duties:</i> Direct and supervise the activities of the Appointments Group.		
<i>Qualifications:</i> Good knowledge of appointment procedures and ability to control staff desirable.		
P. P. Pszczolinski 68/66180A	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch	Clerk \$6912-7652 (Class 4), Third Division, Staffing and General Services Section, Adelaide (No. 196)
<i>Duties:</i> Provide recreation leave relief in the Establishment and Management Advisory Services Section.		
J. W. Parker 72/66361G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Personnel and Industrial Relations Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Staffing and General Services Section, Adelaide (No. 88)
<i>Duties:</i> Provide recreation relief within the Branch.		
C. V. Pickard 72/70232C	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Staffing and General Services Section, Adelaide (No. 141)
<i>Duties:</i> Maintain and search Name Index, register files and open mail.		

WESTERN AUSTRALIA

Engineering Division, Country Branch

L. M. Sandow 70/78424G	Telephonist \$2085-4520, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Central Section, Esperance (No. 550)
<i>Duties:</i> Provide clerical assistance to the Senior Telecommunications Technical Officer.		

Regional Operations Branch

D. Milne 59/53510P	Clerk \$6912-7652 (Class 4), Third Division, Engineering Division	Clerk \$7899-8639 (Class 5), Third Division, Trunk Services Section, Perth (No. 430)
<i>Duties:</i> Provide administrative assistance to the Supervising Engineer, Trunk Services Section.		
<i>Qualifications:</i> Proven administrative ability and a sound knowledge of relevant practices and procedures desirable.		

Support Services Branch

P. J. Darch 68/78483C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Workshops Section, Perth (No. 506)
<i>Duties:</i> Maintain clerical records of work performed in the Workshops and answer inquiries.		
V. M. Long 72/76055E	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Engineering Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Services Section, Perth (No. 593)
<i>Duties:</i> Provide clerical assistance to the Branch Administrative Officer.		

Postal Services Division, Mail Exchange Branch

N. J. Dwyer 59/50573K	Supervisor-in-training (Postal) \$4521-7652, Third Division, Postal Services Division	Supervisor (Postal), Grade 1 \$7044-7822, Third Division, Traffic Section, Perth, (No. 40)
K. H. Sands 58/31795T	Supervisor-in-training (Postal) \$4521-7652, Third Division, Postal Services Division	Supervisor (Postal), Grade 1 \$7044-7822, Third Division, Traffic Section, Perth, (No. 44)
<i>Duties above two positions:</i> In charge of an operational area of the Mail Exchange.		
F. Hills 59/50909A	Senior Mail Officer \$5516-5744, Fourth Division, Postal Services Division	Senior Postal Officer, Grade 1 \$6002-6555, Fourth Division, Traffic Section, Perth
<i>Duties:</i> Supervisory duties in the City Section of the Mail Exchange Branch.		
<i>Qualifications:</i> Thorough knowledge of Mail Exchange procedures desirable.		

Post Offices Branch

K. J. Hayes 59/50858W	Postmaster, Grade 1 \$5290-6555, Third Division, Postal Services Division	Postmaster, Grade 2 \$7044-7822, Third Division, Kellerberrin
M. E. Thomason 59/51879A	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Albany
W. G. Parnell 71/78396W	Postman \$4260-4601, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Albany

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Telecommunications Division, Sales Branch

A. Berg 70/75931M	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division	Clerk \$5806-6666 (Class 2/3), Third Division, Contracts Section, Perth (No. 19)
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Duties: Sales Officer, Grade 2. Examine applications for subscribers' services and determine needs in accordance with facilities available. Issue orders to field staff, prepare accounts advices for rental and charges.

Finance and Accounting Branch

T. M. Valent 71/75667X	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Post Offices Accounting Section, Perth (No. 131)
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Duties: Perform general clerical assistance duties associated with the issue of Broadcast and Television Licences.

Personnel and Industrial Relations Branch

J. F. Hogan 69/76118T	Labourer \$3912-4102, Fourth Division, Personnel and Industrial Relations Branch	Senior Cleaner, Grade 2 \$4571, Fourth Division, Staffing and General Services Section, Perth (No. 95)
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Duties: Supervise and inspect work of cleaners on all floors at the General Post Office, Perth.

Note: Shift duty is involved.

TASMANIA

Engineering Division

I. Gofton 64/83058M	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division	Apprentice Practical Instructor, Grade 2 \$7802-7978, Fourth Division, Support Services Section, Hobart
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Duties: Control the activities of an on-the-job workshop and associated work site annexes. Supervise work of subordinate staff.

Qualifications: Several years experience as a Telecommunications Technician or Telecommunications Tradesman and proficiency in this field desirable.

M. McP. Hocking 63/83055G	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division	Apprentice Practical Instructor, Grade 1 \$6745-7097, Fourth Division, Support Services Section, Hobart
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Duties: Control and guide a group of apprentice Telecommunications Tradesmen in an on-the-job workshop or work site annexe.

Qualifications: Several years experience as a Telecommunications Technician or Telecommunications Tradesman and proficiency in this field desirable.

Engineering Division

A. Smith 59/49685X	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Southern Operations Section, Hobart
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Duties: Those normally associated with estimating work for an external plant section.

Qualifications: Qualified Lineman, Grade 2, with cable jointing qualifications and ability to write clearly and legibly. Possession of current driver's licence essential.

Finance and Accounting Branch

R. H. Scott 71/81006R	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Revenue Section, Hobart, vice M. J. Holmes, prov. prom. 28.3.74 (No. 102)
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Duties: Check the details and value of closing accounts and refunds prepared by the Debit Officer. Examine and check follow-up action on unpaid accounts and issue reminder notices where necessary.

Qualifications: A good knowledge of Revenue accounting procedures desirable.

R. M. Viney 73/81141M	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Post Offices Accounting Section, Hobart (No. 48)
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Duties: Handle to finality all inquiries in connection with the issue and payment of money and postal orders. Deal with applications for repayments and duplicate money and postal orders. Issue second advices and ensure that prescribed fees are paid and recorded.

Qualifications: A thorough knowledge of money and postal orders procedures is essential.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

M. A. Silk 73/81089R	Clerical Assistant, Grade 1 \$1959-4298. Fourth Division, Finance and Account- ing Branch	Clerical Assistant, Grade 2 \$4393-4678. Fourth Division, Finance Section, Hobart (No. 38)
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Duties: Post allowances and extend earnings on draft paysheets. Reconcile posting with forms 354. Strip all completed paysheets after preparation by Machinists. Arrange the dispatch of paysheets, envelopes and bank slips to chief office areas and post offices.

Qualifications: A good knowledge of Staff Pay procedures desirable.

J. L. Young 59/49624C	Clerk \$6912-7652 (Class 4), Third Divi- sion, Finance and Accounting Branch	Clerk \$7899-8639 (Class 5), Third Divi- sion, Finance Section, Hobart (No. 19)
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Duties: Undertake major and monthly reviews of directly classified expenditure, costed expenditure and asset expenditure for all areas of responsibility other than Engineering. Liaise with Divisions/Branches in establishing trends and analysing patterns of expenditure behaviour. Oversight the daily levels of cash pay-ments.

Qualifications: Intimate knowledge of Departmental accounting procedures desirable.

Postal Services Division, Post Offices Branch

W. J. Wikely 74/83032P (28.3.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Launceston District, Launceston
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Director's Staff

A. Tulip 71/83002W	Postal Clerk (Relief), \$4605-5744, Third Division, Postal Services Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Public Relations Section, Hobart (No. 10)
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Duties: Historian. Research and compile historical information and undertake associated Departmental activities throughout the State.

Qualificaions: Tertiary studies leading to or a possession of, a major in History is desirable.

NORTHERN TERRITORY

Postal Services Division, Post Offices Branch

W. A. Rosenberg 69/70603R	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Cummins, South Australia	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Katherine
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DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Management Services Branch

A. W. Paterson 73/85626M	Clerk \$2713-5594 (Class 1), Third Divi- sion, Department of the Treasury, Can- berra	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Finance and General Services Section, Finance and Accounts Sub- section, Accounts Unit, Canberra, vice C. Bridge, prov. prom. 6.12.73 (No. 1523)
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Duties: Maintain a running record of levies collections and reconcile as per Registers with the Appropri-ation Ledger. Prepare monthly returns as required.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

CENTRAL OFFICE

Project Division No. 1, Development Branch

J. Ross 65/36819T	Clerk \$7899-8639 (Class 5), Third Divi- sion, Australian Bureau of Statistics, Department of the Treasury, Melbourne	Investigation Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Melbourne, vice G. C. Strachan, prov. prom. 7.3.74 (No. 307)
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Duties: Under direction, undertake investigations for Commission inquiries and prepare reports as required.

Qualifications: Appropriate academic qualifications and experience desirable.

Services Branch

P. A. Read 72/88748M	Clerk \$2713-5594 (Class 1), Third Divi- sion, unattached	Assistant Programmer \$7899-8639 (Class 5), Third Division, ADP Section, Canberra (No. 214)
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Duties: Assist senior officers in studies of data processing requirements. Prepare detailed programming in-structions in appropriate programming language.

Qualifications: Knowledge of programming methods and techniques, especially fortran programming.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. C. Rowling
70/87343R

Assistant Inspector (Class 7), Third Division, Australian Taxation Office, Department of the Treasury, Canberra

Inspector \$11032-11525 (Class 8), Third Division, Management Services Section, Management Projects and Review Sub-section, Canberra (No. 461)

Duties: Undertake reviews and advise on management systems

Qualifications: Previous experience in organisational, functional and management systems review work

desirable. Academic qualifications to be stated.

and techniques.

and management systems review work

M. C. Muldowney
63/66118K

Clerk \$7899-8639 (Class 5), Third Division, Australian Taxation Office, Department of the Treasury, Canberra

Assistant Inspector \$8886-9548 (Class 6), Third Division, Management Services Section, Management Projects and Review Sub-section, Canberra (No. 464)

Duties: Investigate, report and make recommendations relating to management review projects.

Qualifications: Previous experience in organisational, functional and management review work an advantage.

K. M. Campbell
68/22984W

Clerk \$6912-7652 (Class 4), Third Division, Australian Taxation Office, Department of the Treasury, Canberra

Clerk \$7899-8639 (Class 5), Third Division, Management Services Section, Management Projects and Review Sub-section, Canberra (No. 468)

Duties: Assist in the investigation of management review projects and prepare reports thereon.

Qualifications: Previous experience in management review, machines or forms work an advantage. Academic qualifications to be stated.

S. R. Hodges
66/46543P

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Department of Primary Industry, Canberra

Clerical Assistant, Grade 7 \$7087-7330, Fourth Division, Management Services Section, Administrative Services Sub-section, Canberra (No. 476)

Duties: Officer-in-charge of the Commission's central registry.

Qualifications: Considerable experience in the operation of a registry desirable.

K. B. Baumann
72/86660G

Clerical Assistant, Grade 4 \$5598-5686, Fourth Division, Department of Health, Canberra

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Management Services Section, Administrative Services Sub-section, Canberra (No. 483)

Duties: Classifier. Classify inward correspondence and direct for action.

Qualifications: Sound knowledge of registry procedures desirable.

J. A. Poxon
72/85387P

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Defence (Air Office), Canberra

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Management Services Section, Administrative Services Sub-section, Canberra, (No. 484)

Duties: Examiner. Carry out post examination of files.

Qualifications: Experience in the operation of a registry desirable.

A. G. Morton
72/45968E

Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra

Clerical Assistant, Grade 2 \$4398-4678, Fourth Division, Management Services Section, Administrative Services Sub-section, Canberra (No. 487)

Duties: Dispatch Officer. Process correspondence for despatch.

Qualifications: Experience in registry work desirable.

ADP Division, Management Information Branch

W. J. Holland
67/39376R

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

Clerk \$7899-8634 (Class 5), Third Division, Statistical Section, Canberra (No. 159)

Duties: Prepare tabular presentation of various personnel and establishments statistics. Assist in special surveys of staff and establishments as required.

Qualifications: Previous statistical experience desirable. Academic qualifications should be stated.

Personnel Management Division, Recruitment Branch

Y. L. Roberts
69/87595W

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

Clerk \$6912-7652 (Class 4), Third Division, Selection Techniques Section, Canberra (No. 365)

Duties: Oversight preparation of test material including marking guides, standard scores and marking instructions, assist in preparation of estimates of expenditure, oversight and co-ordinate general clerical support to the Testing Services Unit.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

AUSTRALIAN CAPITAL TERRITORY

Operations Division, Services Branch

B. W. Hoffman 70/86689E	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Office Services Sub-section (No. 276)
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Duties: Assist on all matters associated with procurement of supplies including analysing quotations, review of stock and delivery of materials, standardisation of materials, etc. Check and endorse claims received and submit for payment. Control and maintain Stores. Exercise delegations.

P. J. Laven 70/85791X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Divi- sion, Relief Sub-section (No. 160)
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Duties: Relief Clerk.

J. C. Zeven 73/87275C	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division (No. 271)
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Duties: Process forms relating to security checking of personnel, maintain associated records, follow up inquiries, continual review of outstanding checks. Perform typing duties (involving correspondence, forms, schedules, etc.) for the Sub-section. Deal with telephone inquiries of a general nature and perform other duties as required.

THE OFFICE OF THE PUBLIC SERVICE BOARD

NEW SOUTH WALES

Personnel Services Branch

J. L. Iles 72/11049C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Recruitment Section, Sydney (No. 83)
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Duties: Assist with post-appointment duties.

I. A. Bruce 73/12945T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Recruitment Section, Sydney, vice B. L. Care, prov. prom. 7.3.74 (No. 57)
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Duties: Assist with preparation and conduct of tests for Fourth Division categories. Mark examination and test papers.

In lieu of notifications in *Gazette* of 7.3.74. Date of effect will be 7.3.74.

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Management Services Division, Finance Branch

C. W. Pearmain 66/85278X	Clerk \$7899-8639 (Class 5), Third Divi- sion, Department of Defence, Canberra	Assistant Inspector \$8886-9548 (Class 6), Third Division, Systems and Costing Section, Canberra (No. 23)
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Duties: Under direction, investigate and report on departmental accounting procedures and assist in the more complex investigations. Prepare draft accounting instructions.

Qualifications: Progress in appropriate tertiary studies to be stated. Some experience with ADP accounting systems an advantage.

Benefits and Legislation Division, Benefits Branch

G. Felton 58/30641W	Director \$13004-13498 (Class 10), Third Division, Canberra	Assistant Commissioner \$17300, Second Division, Canberra (No. 24)
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Duties: Direct and control Branch activities. Advise the Minister and the Commission on Repatriation benefits other than treatment. Formulate and review relevant policies. Act as Chairman of Central Training Committee under vocational training schemes, and of the Seaman's War Pensions and Allowances Committee. Exercise powers delegated by the Commission. Represent Department on interdepartmental committees.

Qualifications: Executive ability of high order. Extensive knowledge of Repatriation benefits and associated legislation desirable. Tertiary qualifications to be stated.

NEW SOUTH WALES

Branch Office

F. O. Potter 58/37744X	Senior Training Officer, Grade 1 \$8886- 9548 (Class 6), Third Division, unattached	Senior Training Officer, Grade 2 \$9876- 10538 (Class 7), Third Division, Per- sonnel Section, Sydney (No. 34)
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Duties: Advise management on Branch training policy and guide the planning, implementation and evaluation of training programmes for New South Wales Branch. Direct the Branch training organization. Administer the staff reporting scheme.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

S. J. Flanagan 71/12338P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section, Sydney (No. 99)
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Duties: Maintain Institutional Cash Book and Ledger. Prepare cost returns relative to the Institutions.
Qualifications: Knowledge of Audit Act and Treasury Regulations, Repatriation Act and Regulations desirable.

VICTORIA

Repatriation General Hospital

R. E. Hughes 72/41115P	Physiotherapist, Class 1, \$5634-8250, Third Division	Physiotherapist, Class 2 \$8683-9555, Third Division, Technical Services Section, Heidelberg (No. 193)
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Duties: Plan, develop and implement the provision of Physiotherapy treatment in hospital wards.
Qualifications: Degree or diploma in Physiotherapy or equivalent qualification.

QUEENSLAND

Repatriation General Hospital

G. M. Hanrahan 70/58612G	Laundry Assistant \$3738-3932, Fourth Division	Laundry Assistant, Leading Hand \$4174, Fourth Division, General Services (Miscellaneous) Section, Greenslopes (No. 93)
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Duties: Supervise and direct staff of Linen Service Depot.

DEPARTMENT OF SCIENCE

CENTRAL STAFF

Services Branch, Operational and Information Services Section

A. S. Dubois 69/38127P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of Defence —Navy Office, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Meteorological Information Services Sub-section, Melbourne (No. 196)
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Duties: Check and correct meteorological field books. Carry out quality control on synoptic data.
Qualifications: Experience relevant to the duties.

BUREAU OF METEOROLOGY

Research and Development Branch

I. Marchant 70/36881T	Observer, Grade 1 \$5048-5593, Fourth Division	Observer, Grade 3 \$6881-7321, Fourth Division, Synoptic Research Section, Melbourne (No. 51)
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Duties: Select, process and array observational data required for regional scale synoptic research projects.
Qualifications: Considerable experience and proven performance as an Observer. Experience in extraction of data for synoptic charts, autographic records and satellite data desirable.

Management Branch

P. V. Jones 65/37086R	Drafting Assistant, Grade 2 \$5260-5899, Third Division, Department of Transport, Air Transport Group, Melbourne	Draftsman, Grade 2 \$7117-7545, Third Division, Property and General Services Section, Melbourne (No. 190)
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Duties: Perform high grade individual work involving under general direction, the preparation of designs and drawings related to structural and mechanical engineering.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

D. F. Moore 69/40110X	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Australian Broadcasting Control Board, Department of the Media, Melbourne	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Property and General Services Section, Melbourne (No. 432)
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Duties: Post Action Examiner. Examine files to ensure all action has been taken; recommend further action as required.
Qualifications: Sound knowledge of registry procedures.

Automatic Data Processing Branch

P. J. Perazzo 69/86661E	Programmer, Class 6 \$8886-9548, Third Division, Department of Transport (CO), Melbourne	Programmer, Class 8 \$11032-11525, Third Division, Standards and Review Section, Melbourne (No. 98)
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Duties: Prepare, supervise and participate in the Bureau's ADP training courses.
Qualifications: Appropriate training in programming together with experience in ADP training.

Services Branch

H. D. Draper 71/42220C	Drafting Assistant, Grade 1 \$2220-5468, Third or Fourth Division, Postmaster-General's Department, Melbourne	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Analysis Section, Melbourne (No. 17)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

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|-------------------------|--|--|
| M. C. Lacy
70/46522T | Clerical Assistant, Grade 2 \$4393-4678,
Fourth Division, Postmaster-General's
Department, Melbourne | Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Analysis Section, Mel-
bourne (No. 20) |
|-------------------------|--|--|
- Duties:* Decode meteorological reports and plot data on weather charts.
Qualifications: Neatness and legibility of handwriting an advantage.
Training: Successful applicants will receive a period of training.
Note: Shift duty is involved.

VICTORIA

Analytical Services Branch

- | | | |
|-----------------------------|---|--|
| B. F. Anderson
70/36026C | Chemist, Class 1 \$6000-8953, Third Divi-
sion | Chemist, Class 2 \$9397-10521, Third
Division |
|-----------------------------|---|--|
- Duties:* No. 30—Determine Tariff Classification on request. Advise importers, agents, and the public on matter concerning Tariff Classifications, by-laws, sales tax, prohibition and restriction relating to imported drugs and chemicals.
Qualifications: An appropriate degree or diploma in Science (major in Chemistry or Biochemistry), or Chemical Engineering; or equivalent qualifications.
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|-------------------------|---|--|
| P. Balodis
68/39553X | Technical Officer, Grade 1 \$6003-7613,
Third Division | Chemist, Class 1 \$6000-8953, Third Divi-
sion, No. 8, vice B. F. Anderson, prov.
prom. (No. 30) |
|-------------------------|---|--|
- Duties:* Perform analytical work requiring the exercising of independent application of established techniques and methods.
Qualifications: An appropriate degree or diploma in Science (major in Chemistry or Biochemistry), or Chemical Engineering; or equivalent qualifications.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

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|---------------------------|--|---|
| F. J. Reilly
70/87540P | Internal Auditor, Grade 1 \$6912-7652
(Class 4), Third Division | Clerk \$7899-8639 (Class 5), Third Divi-
sion, Finance Section (No. 203) |
|---------------------------|--|---|
- 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. Accounting qualifications desirable.
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|------------------------------|--|---|
| M. L. McConnell
66/37815C | Clerk \$6912-7652 (Class 4), Third Divi-
sion, Department of Supply | Clerk \$7899-8639 (Class 5), Third Divi-
sion, Finance Section, vice J. A. Jones,
prov. prom. 4.4.74 (No. 63) |
|------------------------------|--|---|
- Duties:* The preparation of correspondence with the Department of the Treasury, client Departments and Branches in connection with additional rent commitments. Assist in the allocation of funds to all State Branches in accordance with the provisions of the Supply and Appropriation Acts.

Overseas Property Bureau, Operations Branch

- | | | |
|--------------------------|--|---|
| T. L. Grose
68/75022M | Clerk \$8886-9548 (Class 6), Third Divi-
sion | Clerk \$9876-10538 (Class 7), Third Divi-
sion, Regional Property Management
Section, vice R. P. Laracy, prov. prom.
4.4.74 (No. 18) |
|--------------------------|--|---|
- Duties:* Examine proposals for alterations to Office Premises and residential accommodation at overseas posts. Conduct negotiations with user departments and assist in implementation of construction when approved.
Qualifications: Experience in property assessment or related fields such as real estate management, valuing, estate surveying, town planning, etc. Tertiary qualifications desirable.

Survey Division

- | | | |
|--------------------------|--|---|
| F. J. Maher
73/88778X | Clerk \$2713-5594 (Class 1), Third
Division | Clerk \$5806-6666 (Class 2/3), Third
Division, Administration Section (No.
432) |
|--------------------------|--|---|
- Duties:* Maintain register of progressive expenditure against period orders placed with private consultants and contractors.

QUEENSLAND

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|---------------------------|--|--|
| N. J. Gorman
70/57091R | Clerk \$5806-6666 (Class 2/3), Third
Division | Clerk \$6912-7652 (Class 4), Third Divi-
sion, Accounts and Personnel Section,
Brisbane, No. 123, vice R. Roberts,
prov. prom. 17.1.74 (No. 37) |
|---------------------------|--|--|
- Duties:* Direct and control the activities of the Personnel Sub-section. Assist in training and exercise delegations.
Qualifications: Thorough knowledge of the Public Service Act and Regulations, General Orders, Compensation (Australian Government Employees) Act, Arbitration Awards and Determinations, etc., desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Management Division, Establishments and Finance Branch

T. P. Fox
58/36533G Inspector \$11032-11525 (Class 8), Third Division Senior Inspector \$12019-12510 (Class 9), Third Division, Canberra (No. 529)
Duties: Plan and co-ordinate work associated with the introduction, development and extension of bulk establishment processing within the Department.

M. P. Ryan
58/14416X Clerk \$7899-8639 (Class 5), Third Division, Department of the Treasury Assistant Inspector \$8886-9548 (Class 6), Third Division, Establishments and Projects Section, Canberra (No. 32)
Duties: As a member of a team undertake establishment reviews and organisation and classification projects.

Medical Insurance Services Division, Practitioner Services Branch

W. Bedford
71/87848T Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$7899-8639 (Class 5), Third Division, Development (Monitoring) Section, Canberra (No. 474)
Duties: Assist in obtaining, analysing and examining statistical data relating to the observance of schedule fees and incidence for medical services.

Hospital Insurance and Nursing Division, Hospital Insurance Branch

P. J. Allison-Alsop
58/24538T Executive Officer \$11032-11525 (Class 8), Third Division, unattached Assistant Director \$12019-12510 (Class 9), Third Division, Private Hospitals Section, Canberra, vice B. J. Lewis, prov. prom. 6.9.73 (No. 523)
Duties: Undertake the investigation and development of proposals for existing and new hospital insurance schemes. Liaise with Government agencies, hospital and medical organisations. Prepare more involved briefs.

J. Chapman
58/11950K Executive Officer \$11032-11525 (Class 8), Third Division Assistant Director \$12019-12510 (Class 9), Third Division, Private Insurance Section, Canberra (No. 922)
Duties: Undertake the investigation and development of proposals for existing and new hospital insurance schemes. Liaise with Government agencies, hospital and medical organisations. Prepare more involved briefs.

J. A. O'Loughlin
58/43601R Executive Officer \$11032-11525 (Class 8), Third Division Assistant Director \$12019-12510 (Class 9), Third Division, Public Hospitals Section, Canberra, vice T. J. Turner, prov. prom. 28.3.74 (No. 526)
Duties: Undertake the investigation and development of proposals for existing and new hospital insurance schemes. Liaise with Government agencies, hospital and medical organisations. Prepare more involved briefs.

Management Division, Secretariat and Information Branch

J. E. Trimming
66/57606K Executive Officer \$11032-11525 (Class 8), Third Division, unattached Clerk \$12019-12510 (Class 9), Third Division, Parliamentary Liaison and Secretariat Section, Canberra (No. 907)
Duties: Act as Parliamentary Liaison Officer and leader of the Parliamentary Liaison Sub-section. Co-ordinate the provision of urgent information between the offices of the Minister and Director-General. Prepare high level submissions and situation papers.

QUEENSLAND

Social Security Branch

J. R. Gowland
71/57038X Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Family Allowances Section, Brisbane Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Unemployment and Sickness Benefits Section, Brisbane (No. 502)
Duties: Responsible for the supervision and direction of staff of the records Sub-section.

Health Insurance and Benefits Branch

D. J. Ross
69/57892T Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Unemployment and Sickness Benefits Section, Social Security Branch, Brisbane Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Insurance and Organisations Section, Brisbane, vice K. McInerney, prov. prom. 7.2.74 (No. 823)
Duties: Check PMS claims to establish that the claims have been registered, vouchers numbered and all associated documents attached.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

D. L. O'Connor 69/58543X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Outdoor Inquiry Sec- tion, Social Security Branch, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Insurance and Organisa- tions Section, Brisbane (No. 827)
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Duties: Under direction make preliminary examinations of Pensioner Medical Service Vouchers.

Welfare Services Branch

J. W. Dobinson 69/58450G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Family Allowances Section, Brisbane	Storeman \$4363-4586, Fourth Division, Rehabilitation Section, Brisbane (No. 567)
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Duties: Identify stores received, check against the receipt documentation and acquit—referring complicated cases and discrepancies to higher authority.

D. M. Collis 72/58341C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Family Allowances Section, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Community Liaison Section, Brisbane (No. 774)
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Duties: Register and prepare claims received under the Subsidised Health Benefits plan. Attach correspondence and maintain files.

Social Security Branch

I. M. Hawkwood 72/58305T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Bris- bane (No. 434)
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G. R. Thompson 73/57084R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Bris- bane (No. 918)
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Duties above two positions: Carry out special searches for files that cannot be located or are urgently required. Supervise staff engaged in searching for files outside the fileroom.

M. A. Warren 70/57776P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Bris- bane (No. 936)
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Duties: Carry out special searches for files required by the Expediting Officer and the Telephone Inquiries Officers.

S. D. Foley 72/58303K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Pensions Section, Bris- bane (No. 453)
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Duties: Sort files in accordance with pension and transaction types in benefit number order. Conduct special searches for urgently required files and control issue of Pensioner Medical Service Cards.

J. M. Jones 67/58280C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Insurance and Organisa- tions Section, Health Insurance and Benefits Branch, Brisbane	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Pensions Section, Bris- bane (No. 941)
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Duties: Supervise, direct and train staff engaged in File Room activities. Distribute the daily work and ensure that unattached correspondence has been adequately searched against files.

Qualifications: The ability to supervise staff is desirable.

C. A. Best 65/58243G	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Establishments Section, Management Branch, Brisbane	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Family Allowance Sec- tion, Brisbane (No. 349)
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Duties: Code the information required on input forms to give effect to changes in method of payment, bank accounts and addresses of endowees.

Management Branch

P. J. Hamilton 69/58212W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Pensions Section, Social Security Branch, Brisbane	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Establishments Section, Brisbane (No. 47)
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Duties: Prepare requisitions for equipment and service. Liaise with Departments of Works, Railways and Transport and keep stores records.

R. O'Neill 70/59020M	Storeman \$4056-4222, Fourth Division, Establishments Section, Brisbane	Senior Storeman \$4363-4586, Fourth Division, Establishments Section, Bris- bane (No. 48)
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Duties: Receive, check and acquit stores and resolve discrepancies where necessary. Oversight, issue and dispatch of stores and allocate tasks to storeman.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

SOUTH AUSTRALIA

Regional Offices

R. J. Wilkshire 58/24146E	Clerk \$7899-8639 (Class 5), Third Division, Pensions Section, Social Security Branch, Adelaide	Clerk \$8886-9548 (Class 6), Third Division, Elizabeth (No. 910)
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Duties: Exercise delegated authority in respect of pensions and allowances to determine claims and vary, suspend, restore or cancel any pension or allowance. Supervise and co-ordinate the work of a Pensions Group.

Qualifications: Sound working knowledge of Social Services Act. High level of technical competence desirable. Potential to manage a decentralised office desirable.

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Finance and Management Services Division, Establishments Branch

A. S. Higginson 73/88351R	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Management and Development Section, Canberra (No. 49)
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Duties: Standard Personnel Records Team Leader.

Qualifications: Knowledge of Public Service Act and Regulations, Arbitrators Determinations and conditions of service.

S. G. Drummond 72/13100R	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Management and Development Section, Canberra (No. 51)
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Duties: Calculate, check and process allowance and compensation claims. Undertake reviews of allowances and prepare submissions as necessary.

R. D. Graham 73/86785T	Typist, Grade 1 \$2113-4579, Fourth Division, Canberra	Typist, Grade 2 \$4731-5035, Personnel Management and Development Section, Canberra (No. 278)
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Duties: Perform stenographic duties for senior officers of the Department. General typing duties as required.

Qualifications: At least 80 words per minute shorthand.

Aircraft Guided Weapons and Electronics Supply Division, Aircraft Branch

S. A. Read 73/87457R	Typist, Grade 2 \$4731-5035, Fourth Division, Canberra	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra (No. 4)
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Duties: Provide secretarial assistance to a Second Division Officer.

Qualifications: At least 100 words per minute shorthand.

NEW SOUTH WALES

Explosives Factory

A. T. C. Murphy 66/38022K	Clerk \$6912-7652 (Class 4), Third Division, Mulwala	Clerk \$7899-8639 (Class 5), Third Division, Administrative Section, Mulwala (No. 2)
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Duties: Officer-in-charge, General Accounting Sub-section. Supervise the groups responsible for Treasury and Departmental Commercial Accounting Functions.

VICTORIA

Aeronautical Research Laboratories

D. L. Marshall 63/37955R	Clerk \$5806-6666 (Class 2/3), Third Division, Fishermen's Bend	Clerk \$6912-7652 (Class 4), Third Division, Administrative Section, Fishermen's Bend (No. 65)
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Duties: Authorizing and certifying officer. Supervise subordinate staff of the Sub-sections and the Accounting machine pool. Maintain financial records.

Ordnance Factory

L. D. Tempest 69/40177W	Clerk \$2713-5594 (Class 1), Third Division, Maribyrnong	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Maribyrnong (No. 93)
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Duties: As Team Leader, supervise and participate in processing of increments, higher duties, promotions, superannuation and provident account variations, resignations and retirements.

Qualifications: A good working knowledge of the Public Service Act and Regulations, General Orders and Superannuation Act in relation to the duties.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

SOUTH AUSTRALIA

Security Branch

B. A. McCarthy 61/66424T	Security Officer \$8886-9548 (Class 6), Third Division	Senior Security Officer \$9876-10538 (Class 7), Third Division, Nurrungar Area, Woomera (No. 33)
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Duties: Undertake the planning, supervision and maintenance of all environmental physical security requirements in the area as delegated under relevant legislation.

Qualifications: Considerable experience in all aspects of Security Branch duties desirable.

Note: This promotion is effective from 11.7.74.

Weapons Research Establishment, Administrative Wing

M. J. Murphy 65/66200G	Clerk \$5806-6666 (Class 2/3), Third Division, Salisbury	Clerk \$6912-7652 (Class 4), Third Division, Supply Section, Salisbury (No. 120)
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Duties: Supervise a group of procurement clerks, examine comparative statements and quotations and exercise Delegations and Authorisations. Liaise with Provision Officer and user groups on availability of materials and procurement of substitutes, and investigate sources of supply for the more obscure technical items.

DEPARTMENT OF TRANSPORT

NEW SOUTH WALES

Shipbuilding Division

D. C. Lindsay 58/18468M	Clerk \$6912-7652 (Class 4), Third Division, Sydney	Clerk \$8886-9548 (Class 6), Third Division, Administration Section, Sydney (No. 49)
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Duties: Accountant—Direct and ensure the efficient functioning of the Shipbuilding Finance Section. Develop and review financial policies, research costs, conduct investigations and prepare reports. Authorising Officer.

Qualifications: Sound knowledge of Audit Act, Treasury Regulations and Directions.

AIR TRANSPORT GROUP

CENTRAL STAFF

Civil Aviation Agency, Training College

A. Kafoa 73/41031R	Radio Technician, \$6003-6693, Fourth Division, Melbourne	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Port Moresby (No. 8)
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Duties: Prepare and deliver lectures and conduct practical demonstrations for Technicians-in-Training. As necessary, design, fabricate and maintain appropriate training aids, and training college equipment.

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

Management Services Division, Establishments, Industrial and Systems Branch

P. P. Tinsley 68/40346X	Clerk \$6912-7652 (Class 4), Third Division, Department of Labour	Assistant Inspector \$8886-9548 (Class 6), Third Division, vice V. T. Tumath, prov. prom. 24.1.74 (No. 126)
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Duties: Investigate either individually or as a member of a team, requirements for changes in organisation structure, functions and/or establishments.

Management Services Division, Personnel Development Branch

C. Weekley 74/66131A	Drafting Assistant, Grade 2 \$4718-5345, Fourth Division	Trainee Draftsman \$2705-5238, Fourth Division, Melbourne (No. 109)
P. G. Crikis 72/75641X	Drafting Assistant, Grade 2 \$5681-6371, Third Division	Trainee Draftsman \$4869-5657, Third Division, Melbourne (No. 111)

Note: The conditions governing recruitment of Trainee Draftsman were notified on page 75 of *Gazette* No. 9 of 30.1.73.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Automatic Data Processing Branch

J. J. Barrow 58/40575P Duties: Responsible for forward planning of Departmental ADP training.	Senior Programmer \$12019-12510 (Class 9), Third Division	Director \$13004-13498 (Class 10), Third Division, Melbourne (No. 5) systems, development of standards and
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Ground Facilities Division, Navigational Aids, Electrical and Mechanical Engineering Branch

W. McQuiston 73/37934R	Draftsman, Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Electrical Engineering Section, Airport Lighting Sub-section, Melbourne (No. 101)
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Duties: Direct staff engaged in design, development, testing and procurement of airport lighting equipment. Provide high level technical assistance in the airport lighting field. Prepare instructions and specifications, examine tenders and prepare reports.

Qualifications: An approved technical college or other approved qualifications, and requisite experience. Extensive experience in the electrical engineering field.

NEW SOUTH WALES REGION

Air Transport Branch

H. E. Costin 61/12456K Duties: Prepare air service licence documents for issue and renewal. Issue type authorisations for existing licences. Prepare associated correspondence. Provide general clerical assistance to the Branch Head.	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Sydney (No. 2)
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Airports Branch

K. V. Tapfield 71/11836P Duties: Provide general administrative assistance to the Buildings Section Head. Co-ordinate requests for and the preparation of works documentation. Collaborate with technical staff in the processing of private authorities buildings proposals.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Clerical Section, Sydney (No. 6)
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VICTORIA/TASMANIA REGION

Airways Engineering Branch

D. Baker 62/36103X	Radio Technician \$6003-6693, Fourth Division	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Training Sub-section, Melbourne (No. 103)
R. E. Cornish 67/37517A	Radio Technician \$6003-6693, Fourth Division	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Training Sub-section, Melbourne (No. 336)
J. A. Evans 70/40240C	Radio Technician \$6003-6693, Fourth Division, unattached	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Training Sub-section, Melbourne (No. 335)
R. L. Seidel 65/37083C	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Training Sub-section, Melbourne (No. 508)

Duties above four positions: Prepare and deliver lectures and conduct practical demonstrations and classes for Radio Trainees, Technicians-in-Training (Radio) and Radio Technicians on special courses as required.

Qualifications: An approved technical college certificate or other approved qualifications, possession of appropriate teaching qualifications and requisite experience.

J. W. Wormington 58/38595E	Inspecting Officer, Grade 3 \$7138-7581, Fourth Division	Senior Inspecting Officer, Grade 1 \$8028-8528, Fourth Division, Radio Maintenance Section, Materials Sub-section, Melbourne (No. 109)
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Duties: Direct and control staff engaged on acceptance inspections of new equipment, systems, components and materials. Prepare and/or sign associated reports and recommendations.

Qualifications: Appropriate qualifications in the field of electronics. Extensive experience in Departmental acceptance procedures and practices together with an ability to control staff desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

QUEENSLAND REGION

Executive Services Branch

S. D. Adams 58/50576G	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Supply and Transport Section, Brisbane (No. 227)
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Duties: Determine Regional and Main Store requirements for stores and equipment in a defined group. Arrange release of controlled stores items.

SURFACE TRANSPORT GROUP

NEW SOUTH WALES

M. Cantwell 74/10604C	Typist, Grade 1 \$2113-4579, Fourth Division, Department of the Media, Sydney	Typist, Grade 2 \$4731-5035, Fourth Division, General Services Section, Personnel and Office Services Sub-section (No. 40)
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Duties: Stenographic and typing services for Senior Officers.

Qualifications: Shorthand at least 80 words per minute.

WESTERN AUSTRALIA

R. A. Smith 72/75903G	Clerk \$2713-5594 (Class 1), Third Division, Department of Social Security, Perth	Clerk \$5806-6666 (Class 2/3), Third Division, Mercantile and General Section, Fremantle
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Duties: No. 71—Under direction of the Superintendent, deal with matters arising out of the seamen's stabilisation system and generally assist in the work of the Mercantile Marine Office.

Qualifications: A knowledge of the conditions applying in the maritime industry would be an advantage, but is not essential. Sound experience in general clerical duties.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Defence and Works Division, Defence Branch

M. J. Danaher 73/88210A	Clerk \$2713-5594 (Class 1), Third Division, unattached	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Canberra (No. 54)
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Duties: Collect and collate statistical data and assemble background material on matters dealt with in the Defence Policy and Special Investigations Sections. Undertake, as directed, minor investigation and prepare draft reports.

Qualifications: Complete or partly completed university degree desirable. Aptitude for investigation work an advantage.

Foreign Investment Division, Foreign Takeovers Branch

J. F. Wintle 73/85314T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra (No. 34)
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Duties: Make statistical calculations, maintain a register of all ministerial correspondence and Parliamentary questions received. Maintain records and control of all files and other statistical and reference material.

Social Security Division, Retirement Benefits Branch

G. J. Millar 65/57291W	Finance Officer, Grade 2 \$9876-10538 (Class 7), Third Division	Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division, Superannuation Section, Canberra (No. 34)
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Duties: As directed, undertake research, report and make recommendations on policy aspects of, and amendments to the Superannuation Act.

Qualifications: Degree in Economics, Commerce, Law or other equivalent tertiary qualifications and experience in research and policy formulation desirable.

Transport and Industry Division, Transport and Communications Branch

R. W. Fisher 73/12402G	Clerk \$2713-5594 (Class 1), Third Division, unattached	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Rail and Sea Transport Section, Canberra, vice G. C. Davidson, prov. prom. 11.4.74 (No. 18)
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Duties: Assist as directed in the investigation of matters relating to sea transport and the shipbuilding industry.

Qualifications: Appropriate tertiary qualifications desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

Office of the Australian Government, Actuary and Life Insurance Commissioner

B. H. Whatman 65/85259X	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Life Insurance Section, Canberra (No. 15)
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Duties: Examine and analyse accounting, financial and statistical returns and statements received from life insurance companies. Undertake reviews of registered companies and draft associated recommendations and correspondence.

Qualifications: Accounting and/or insurance qualifications desirable.

Office of the Insurance Commissioner, Investigations, Appeals and Development Branch

R. S. Stenhouse 68/85844N	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$9876-10538 (Class 7), Third Division, Development and Information Section, Canberra (No. 16)
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Duties: Under direction, research the development of new techniques for improving the standard of supervision exercised over the insurance industry. Prepare reports and recommendations and assist in the implementation of the approved schemes.

Qualifications: Mathematical and/or statistical qualifications and experience desirable.

Royal Australian Mint

J. B. D. Joslin 58/46502W	Superintendent \$17300, Second Division	Controller \$20870, Second Division, Canberra (No. 1)
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Duties: Head of the Mint. Responsible for its administration and overall functions, including all operations and security.

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

M. B. White 64/86254W	Clerk \$8886-9548 (Class 6), Third Division, Department of Primary Industry	Clerk \$9876-10538 (Class 7), Third Division, DFRB Section, Advisings and Information Sub-section, Canberra (No. 502)
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Duties: Undertake investigations into problems arising from the implementation of the new DFRB legislation; prepare submissions and reports.

M. J. Peck 66/86347T	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, DFRB Section, Contributions and Benefits Sub-section, Canberra (No. 64)
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Duties: Supervise, train and check Examiners; analyse and sign queries to Departments.

G. R. Jamson 68/87295C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, DFRB Section, Contributions and Benefits Sub-section, Canberra, vice M. J. Peck, prov. prom. 18.4.74 (No. 90)
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Duties: Examine and correct errors on computer printout. Prepare queries to Departments regarding errors and omissions. Ensure that contributions are adjusted correctly and that action is finalised on contributors records.

COMMONWEALTH SUB-TREASURY

NEW SOUTH WALES

D. J. Connolly 71/14680M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Certification and Examination Section, Sydney (No. 70)
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Duties: Responsible for transactions on behalf of the Australian Government Stores and Tender Board.

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Computer Service Division, Operations, Techniques and Training Branch

D. A. Andrews 69/86758P	Computer Operator, Grade 2 \$5894-6192, Fourth Division	Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 228)
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G. J. O'Connor 68/87114K	Computer Operator, Grade 2 \$5894-6192, Fourth Division	Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division, Hardware Systems and Operations Section, Canberra, vice S. R. Holloway, prov. prom. 18.4.74 (No. 229)
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<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
B. D. Minerds 71/86333G	Computer Operator, Grade 2 \$5894-6192, Fourth Division	Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division, Hardware Systems and Operations Section, Canberra, vice M. C. Bonshor, prov. prom. 18.4.74 (No. 278)
<i>Duties above three positions:</i> In charge of the operation of a large scale serial processing CDC 3600 computer.		
<i>Qualifications above three positions:</i> Relevant experience. Ability to supervise and direct staff desirable.		
<i>Note:</i> Shift work is involved in the above three positions.		
P. J. Cmiel 72/8545G	Computer Operator, Grade 1 \$5302-5600, Fourth Division	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 38)
C. Bethwaite 72/85935A	Computer Operator, Grade 1 \$5302-5600, Fourth Division	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 285)
M. J. Da Silva 72/85939T	Computer Operator, Grade 1 \$5302-5600, Fourth Division	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 39)
F. E. Grinlinton 71/85879W	Computer Operator, Grade 1 \$5302-5600, Fourth Division	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 233)
W. A. Seidel 72/85948W	Computer Operator, Grade 1 \$5302-5600, Fourth Division	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Hardware Systems and Operations Section, Canberra, vice D. Andrews, prov. prom. 26.7.73 (No. 234)
H. R. Murdock 71/66894M	Computer Operator, Grade 1 \$5302-5600, Fourth Division, Australian Bureau of Statistics, Adelaide	Computer Operator, Grade 2 \$5894-6192, Fourth Division, Hardware Systems and Operations Section, Canberra, vice G. J. O'Connor, prov. prom. 4.5.72 (No. 279)
<i>Duties:</i> Operation of a full range of peripherals.		
<i>Qualifications:</i> Relevant experience.		
<i>Note:</i> Shift work is involved in the above six positions.		
M. C. Bonshor 71/85936P	Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division	Senior Computer Operator, Grade 2 \$7026-7291, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 274)
S. R. Holloway 65/66767A	Senior Computer Operator, Grade 1 \$6488-6685, Fourth Division	Senior Computer Operator, Grade 2 \$7026-7291, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 35)
<i>Duties above two positions:</i> In charge of the operation of a large scale multi-programming CDC computer.		
<i>Qualifications above two positions:</i> Relevant experience. Ability to supervise and direct staff desirable.		

Economic Censuses and Surveys Division, Rural, Construction and Private Finance Branch

D. S. Michaels 70/11143C	Senior Compiler \$9876-10538 (Class 7), Third Division	Assistant Supervisor \$11032-11525 (Class 8), Third Division, Rural Transport and Construction Section, Building and Construction Sub-section, Canberra, vice I. S. Pritchard, prov. prom. 11.4.74 (No. 5)
<i>Duties:</i> Supervise the work of the sub-section in relation to all aspects of Building and Construction Statistics and take responsibility for accuracy and comparability of statistics compiled.		
<i>Qualifications:</i> Appropriate academic qualifications and extensive statistical experience desirable.		
R. F. Brown 72/37286E	Research Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Department of Transport	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Classification Section, Commodity Classification Sub-section, Canberra (No. 5)
J. D. Jenkins 73/58300M	Clerk \$2713-5594 (Class 1), Third Division	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Classification Section, Commodity Classification Sub-section, Canberra (No. 6)
<i>Duties above two positions:</i> Assist in the development and review of commodity classification.		
<i>Qualifications:</i> Appropriate university degree and statistical or other relevant research experience.		

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

I. S. Pritchard 70/88529C	Assistant Supervisor \$11032-11525 (Class 8), Third Division	Supervisor \$12019-12510 (Class 9), Third Division, Classification Section, Industry and General Classification Sub-section, Canberra (No. 11)
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Duties: Supervise all aspects of work in the Sub-section. Make recommendations regarding statistical policy. Review concepts, definitions and classifications.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

NEW SOUTH WALES

Administrative Branch

E. J. Stretton 72/12729P	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Personnel Section, Sydney (No. 35)
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Duties: Supervise the work of the Personnel Section.

Qualifications: Thorough knowledge of the Public Service Act and Regulations, General Orders and relevant Arbitrators Determinations, the Audit Act and Treasury Regulations desirable.

K. W. Dixon 58/24968A	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Finance Section, Sydney (No. 34)
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Duties: Finance Officer—Responsible for day-to-day work of the section, including the oversight of accounting records and preparation of draft revised estimates of expenditure for the New South Wales Office.

Qualifications: Knowledge of the Audit Act and Treasury Regulations and experience in Departmental Accounts processing.

Computer Service Centre

P. T. Farrell 72/88433E	Programming Assistant, Grade 1 \$2713-5594, Third Division	Programming Assistant, Grade 2 \$5806-6666, Third Division, Applications Programming Section, Sydney (No. 15)
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Duties: Assist programmers in general duties, including preparation of reports, and undertake simple programming tasks.

Qualifications: Some experience of, or associated with, ADP activities; aptitude for programming.

J. A. Brown 72/12459G	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Systems Operations Section, Sydney (No. 132)
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Duties: Assist in the scheduling of work for Control Data 330, 3200 and 160A computers for a particular shift. Prepare a report on computer usage.

Note above position: Shiftwork is involved.

Finance Branch

G. E. O'Hare 70/10904R	Clerk \$5806-6666 (Class 2/3), Third Division, Secondary Industries and Distribution Branch	Clerk \$6912-7652 (Class 4), Third Division, Public Finance and Prices Section, Sydney (No. 5)
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Duties: Compile quarterly and annual statistics of the finances of Local Government Authorities in New South Wales.

Qualifications: Previous statistical experience desirable; completion or partial completion of appropriate academic qualifications an advantage.

J. W. Butler 69/12592E	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Private Finance, Trade and Transport Section, Sydney (No. 30)
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Duties: Attend to public inquiries and prepare material for publication on statistics overseas, interstate and intrastate trade.

Qualifications: Previous statistical experience desirable; completion or partial completion of appropriate academic qualifications an advantage.

Population and Employment Branch

B. C. W. Hanslow 58/26940X	Assistant Supervisor \$11032-11525 (Class 8), Third Division, unattached	Supervisor \$12019-12510 (Class 9), Third Division, Sydney (No. 1)
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Duties: Direct activities of the Branch. Assess statistical needs and priorities, determine lines of investigation and research, evaluate feasibility and determine programmes of development.

Qualifications: Appropriate academic qualifications desirable and extensive statistical experience.

Note: The effective date of this provisional promotion is 11.7.74.

J. S. Gale 69/13032E	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Demography Section, Sydney (No. 60)
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Duties: Supervise the work of classifying morbid conditions and causes of death. Conduct correspondence with medical practitioners and others to classify data and to obtain the detail required for precise classification.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

D. Card 70/11468R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Social and Employment Section, Sydney (No. 68)
<i>Duties:</i> Supervise the collection, examination and compilation of statistics of educational institutions, adoptions, divorce, fires and other social activities.		
A. J. Tyler 70/10899R	Clerk \$5806-6666 (Class 2/3), Third Division, Primary Industries and Construction Branch	Clerk \$6912-7652 (Class 4), Third Division, Law and Crime Section, Sydney (No. 69)
<i>Duties:</i> Supervise the collection, examination and compilation of statistics relating to Law and Crime.		
<i>Qualifications above three positions:</i> Previous statistical experience of appropriate academic qualifications an advantage.		desirable; completion or partial completion
R. M. Cawley 72/14824X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Demography Section, Sydney, vice J. S. Gale, prov. prom. 18.4.74 (No. 62)
<i>Duties:</i> Assist in the classifying of morbid conditions and causes of death.		
P. G. Trigg 71/14179A	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Law and Crime Statistics Section, Sydney, vice A. J. Tyler, prov. prom. 18.4.74 (No. 74)
<i>Duties:</i> Assist in the collection, examination and compilation of statistics relating to Law and Crime.		
<i>Qualifications above two positions:</i> Previous statistical experience and/or appropriate tertiary studies.		

Population Survey Operations Branch

G. O. Harvey 68/11222C	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Field Operations Section, Sydney (No. 38)
<i>Duties:</i> Under direction, participate in the training and control of interviewers conducting the Household Expenditure Survey. Engage in work associated with the implementation of the sample.		
<i>Qualifications:</i> Previous statistical experience and completion or partial completion of appropriate academic qualifications desirable.		

Primary Industries and Construction Branch

M. E. Hall 70/10779T	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Non-Rural Industries and Construction Section, Sydney (No. 57)
<i>Duties:</i> Supervise the collection, examination and querying of statistical returns relating to building approvals.		
<i>Qualifications:</i> Previous statistical experience and completion or partial completion of appropriate academic qualifications an advantage.		

Publications and Research Branch

N. O. Cowley 64/12277G	Clerk \$7899-8639 (Class 5), Third Division, Secondary Industries and Distribution Branch	Clerk \$8886-9548 (Class 6), Third Division, Publications Section, Sydney, vice M. J. Antill, prov. prom. 7.2.74 (No. 3)
<i>Duties:</i> Control the day-to-day work of the Publications Section. Assist with the preparation and/or examination and review of material for the year book.		
<i>Qualifications:</i> Appropriate academic qualifications and considerable statistical experience desirable.		
D. J. Pearce 72/11812X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Research and Analysis Section, Sydney, vice I. Olsson, prov. prom. 18.4.74 No. 10)
<i>Duties:</i> Assist in the simpler investigations of problems associated with current economic censuses and surveys.		
<i>Qualifications:</i> Previous statistical experience and/or appropriate tertiary studies.		

Secondary Industries and Distribution Branch

A. K. S. Chan 64/11047G	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Integration and Input-Output Section, Sydney (No. 62)
<i>Duties:</i> Supervise preparation of amendment advice forms for updating the integrated register. Prepare work schedules for carrying out processing operations on the integrated register. Maintain liaison with the Computer Service Centre to ensure processing is completed to timetable.		
<i>Qualifications:</i> Previous statistical experience and completion or partial completion of appropriate academic qualifications desirable.		

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

- | | | |
|------------------------|--|--|
| I. Olsson
69/13195T | Assistant Research Officer \$4735-6666, Third Division, Publications and Research Branch | Clerk \$6912-7652 (Class 4), Third Division, Integration and Input-Output Section, Sydney (No. 65) |
|------------------------|--|--|
- Duties:* Assist in the compilation and maintenance of a register of all economic units for purposes of integrated economic censuses and surveys.
Qualifications: Previous statistical experience desirable; completion or partial completion of appropriate academic qualifications an advantage.
- | | | |
|-------------------------|---|---|
| B. C. Webb
70/10096E | Clerk \$5806-6666 (Class 2/3), Third Division | Clerk \$6912-7652 (Class 4), Third Division, Secondary Industries Section, Sydney (No. 9) |
|-------------------------|---|---|
- Duties:* Examine the more complex manufacturing census returns. Check computer tabulations for accuracy, consistency and comparability.
Qualifications: Previous statistical experience desirable; completion or partial completion of appropriate academic qualifications an advantage.

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Revenue and International Division, Revenue and Taxation Analysis Branch

- | | | |
|--------------------------|--|---|
| V. Thompson
73/85058M | Clerical Assistant, Grade 1 \$1959-4298, Fourth Division | Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Publicity Section, Canberra (No. 469) |
|--------------------------|--|---|
- Duties:* Maintain a register of all statistical data supplied to other Branches or Departments.
- | | | |
|------------------------------|---|--|
| J. P. Morrissey
67/10138A | Clerk \$6912-7652 (Class 4), Third Division | Clerk \$7899-8639 (Class 5), Third Division, Taxation Analysis Section, Canberra (No. 356) |
|------------------------------|---|--|
- Duties:* Identify, extract and analyse data from company reports, financial publications and Hansard appropriate to the estimation of revenue effects of proposals to amend taxation laws.

VICTORIA

Income Tax Division, Assessing Branch

- | | | |
|--------------------------|---|---|
| J. M. Quinn
58/49705M | Assessor, Grade 5 \$8886-9548 (Class 6), Third Division | Assessor, Grade 6 \$9876-10538 (Class 7), Third Division, 'A' Section, Melbourne (No. 23) |
|--------------------------|---|---|
- Qualifications:* Completion of training in accountancy or law recognised by the Public Service Board or compliance with other provisions of the Section 53 Determination published in *Gazette* No. 163 of 1.11.73.

QUEENSLAND

Management Branch

- | | | |
|----------------------------|--|--|
| B. P. Warnick
58/29313W | Inspector \$9876-10538 (Class 7), Third Division, General Services Section | Assistant Director \$11032-11525 (Class 8), Third Division, Brisbane (No. 512) |
|----------------------------|--|--|
- Duties:* Exercise control over the Accounting Section comprising the Cashiers, estimates and Statistics and ledgers areas and in particular direct and control of the Officer-in-charge of those areas.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division, Management Services Branch

- | | | |
|------------------------------|---|---|
| S. J. Sadauskas
70/85890C | Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra | Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Finance and General Services Section, Canberra (No. 168) |
|------------------------------|---|---|
- Duties:* Provide secretarial assistance to a First Assistant Secretary in the Department.
Qualifications: Ability to write shorthand at a corrected speed of 100 words per minute.
- | | | |
|---------------------------|---|---|
| L. M. Bender
73/86151A | Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra, unattached | Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Finance and General Services Section, Canberra (No. 169) |
|---------------------------|---|---|
- Duties:* Provide secretarial assistance to a First Assistant Secretary in the Department.
Qualifications: Ability to write shorthand at a corrected speed of 100 words per minute.
- | | | |
|-------------------------------|---|---|
| C. A. Gufstafson
73/85460T | Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra, unattached | Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Finance and General Services Section, Canberra (No. 172) |
|-------------------------------|---|---|
- Duties:* Provide secretarial assistance to a First Assistant Secretary in the Department.
Qualifications: Ability to write shorthand at a corrected speed of 100 words per minute.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. Diggle 73/89864T	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra, unattached	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Finance and General Services Section, Canberra (No. 173)
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Duties: Provide secretarial assistance to a First Assistant Secretary in the Department.

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

M. Stewart 73/87158T	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra, unattached	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Finance and General Services Section, Canberra (No. 170)
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Duties: Provide secretarial assistance to a First Assistant Secretary in the Department.

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

T. E. Parry 71/11861M	Research Officer, Grade 1 \$6022-7652 (Class 4), Third Division, Australian Bureau of Statistics Department of the Treasury, Sydney	Investigation Officer, Grade 3 \$8886- 9548 (Class 6), Third Division, Project Pool, Canberra (No. 97)
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Duties: As a member of a project team which is engaged in economic, planning and administrative assignments relating to the implementation with the States of the Lands Commission program and to other matters involving land tenure and land policy generally, undertake investigations into less involved aspects of a particular project. Supervise and/or undertake the compilation of technical, statistical and other information required.

Qualifications: Appropriate tertiary qualifications and experience related to the duties desirable.



No. 32 A

Canberra, Friday, 19 April 1974

SPECIAL

Prices Justification Act 1973

GENERAL MOTORS-HOLDEN'S PTY LTD AND RELATED COMPANIES

Matter No. E73/428

REVOCATION OF EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to revoke the exemption given in respect of GENERAL MOTORS-HOLDEN'S PTY LTD AND RELATED COMPANIES listed hereunder and published in the *Australian Government Gazette* No. 133 A on the 25th day of September 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Related Companies

Boyanton Wray Pty Ltd
Doncaster Motors Pty Ltd
Donlee Motors Pty Ltd
John Doran Pty Ltd
Les Eaton Pty Ltd
Noel Gould Pty Ltd
Ian Hebiton Pty Ltd
Gordon Lee & Co. Pty Ltd
Lyn-Don Motors Pty Ltd
Merrell Motors Pty Ltd
Wal McGarity Pty Ltd
Vin Moar Pty Ltd
Peter Page Pty Ltd
Barry Sheales Pty Ltd
John Sivyer Pty Ltd
Max Wright Motors Pty Ltd
Les Riley Pty Ltd
John Chant Motors Pty Ltd

Dated this 28th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

ALCAN AUSTRALIA LIMITED

Matter No. E74/8

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 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

FIRESTONE AUSTRALIA PTY LTD

Matter No. E74/22

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 FIRESTONE 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 FIRESTONE 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

GENERAL ELECTRIC-KIRBY APPLIANCES LTD

Matter No. E74/23

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt GENERAL ELECTRIC-KIRBY APPLIANCES 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 GENERAL ELECTRIC-KIRBY APPLIANCES 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

ENVELOPE MANUFACTURERS PTY LIMITED

Matter No. E74/25

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 ENVELOPE MANUFACTURERS 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 ENVELOPE MANUFACTURERS 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 by 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

JAMES N. KIRBY PTY LTD

Matter No. E74/31

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 JAMES N. KIRBY 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 JAMES N. KIRBY 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

COMALCO PRODUCTS PTY LIMITED

Matter No. E74/32

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 COMALCO PRODUCTS 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 COMALCO PRODUCTS PTY LIMITED from the application of sec-

tion 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

POWER CABLES OF AUSTRALIA PTY LIMITED

Matter No. E74/33

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 POWER CABLES OF 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 POWER CABLES OF 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

Prices Justification Act 1973

VICKERS RUWOLT PTY LTD

Matter No. E74/41

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 authorised me to exempt VICKERS RUWOLT 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 VICKERS RUWOLT 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 PRUDENTIAL ASSURANCE COMPANY LIMITED

Matter No. E74/45

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt THE PRUDENTIAL ASSURANCE COMPANY 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 PRUDENTIAL ASSURANCE COMPANY 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

LEIGHTON CONTRACTORS PTY LTD

Matter No. E74/47

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 LEIGHTON CONTRACTORS 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 LEIGHTON CONTRACTORS 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

AUSTRALIAN CONSOLIDATED INDUSTRIES LIMITED AND RELATED COMPANIES

Matter No. E74/48

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt AUSTRALIAN CONSOLIDATED INDUSTRIES LIMITED AND RELATED COMPANIES listed hereunder from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said AUSTRALIAN

CONSOLIDATED INDUSTRIES LIMITED AND RELATED COMPANIES 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 Companies' employees through cafeterias or canteens operated by the Companies provided that such prices are not in excess of normal retail prices.

Related Companies

A.C.I. Insurances Pty Ltd
A.C.I. Operations Pty Ltd
(including A.C.I. Adhesives
A.C.I. Electronics
Meehanite Metal Australia
ACI Can Makers
A.C.I. Plastics
A.C.I. Raw Materials
Australian Glass Manufacturers Company
Queensland Glass Manufacturers Company
ACI Combustion Services
A.C.I. Engineering Company
A.C.I. Closures
A.C.I. Environics
ACI Computer Services
Hotwork Services Company
A.C.I. Minerals Pty Ltd)
Crown Corning Ltd
Pilkington ACI Ltd
(including Pilkington ACI Casemakers Pty Ltd
Pilkington ACI Operations Pty Ltd
Seraphic (Aust.) Pty Ltd
Glass Tougheners Pty Ltd)
A.C.I. Technical Centre Pty Ltd
Consolidated Nucleonics Pty Ltd
ACI-Sloane Pty Ltd
Metlab Mapel Pty Ltd
Shore Ocean Surveys Pty Ltd
Lloyds Engineering & Tool Co. Pty Ltd
Reinforced Plastics Pty Ltd
Australian Fibre Glass Pty Ltd
(including A.C.I. Fibreglass)
A. V. Wehl Industries Ltd
(including Laminex Industries)
Amalgamated Packaging Pty Ltd
(including A.C.I. Fibre Packages Company
Queensland Fibre Packages Company)
Camorley Holdings (1970) Pty Ltd
(including A.C.I. Fibre Packages Company (Adelaide)
A.C.I. Fibre Packages Co. (Waterloo))
Pak Pacific Corporation Pty Ltd
(including Turner & Henderson Pty Ltd
Mason Firth & McCutcheon Ltd
Matsel Pty Ltd formerly
Matherson-Selig (Australasia) Pty Ltd
P. J. Firth (1973) Limited
QGM Sales Pty Ltd (formerly P. J. Firth
Queensland Pty Ltd))
Pacific Can Pty Ltd
ACI-Tennant Pty Ltd
Fern Holdings Pty Ltd
ACI-Nylex Pty Ltd

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

PHOENIX ASSURANCE COMPANY OF AUSTRALIA LIMITED

Matter No. E74/49

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 PHOENIX ASSURANCE COMPANY OF AUSTRALIA LIMITED from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said PHOENIX ASSURANCE COMPANY OF 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

PHILIPS TELECOMMUNICATIONS MANUFACTURING COMPANY LIMITED

Matter No. E74/62

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 PHILIPS TELECOMMUNICATIONS MANUFACTURING COMPANY 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 PHILIPS TELECOMMUNICATIONS MANUFACTURING COMPANY 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

PLESSEY TELECOMMUNICATIONS PTY LTD

Matter No. E74/63

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 PLESSEY TELECOMMUNICATIONS 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 PLESSEY TELECOMMUNICATIONS 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

HOECHST AUSTRALIA LIMITED

Matter No. E74/64

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt HOECHST AUSTRALIA LIMITED from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said HOECHST AUSTRALIA LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices 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

CASTROL AUSTRALIA PTY LIMITED

Matter No. E74/70

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 CASTROL 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 CASTROL 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

Prices Justification Act 1973

DANKS HOLDINGS LIMITED

Matter No. E74/74

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 DANKS HOLDINGS 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 DANKS HOLDINGS 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

EMAIL LIMITED AND RELATED COMPANIES

Matter No. E74/76

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 EMAIL LIMITED AND RELATED COMPANIES listed hereunder from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said EMAIL LIMITED AND RELATED COMPANIES 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 Companies' employees through cafeterias or canteens operated by the Companies provided that such prices are not in excess of normal retail prices.

Related Companies

Hibberd Meters Pty Limited
Brinsmead Electrical Industries Pty Limited
F. C. Lovelock Pty Limited
Lovelock Investments Pty Limited
J. G. Pritchard Pty Limited
Relays Pty Limited

Dated this 25th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

FOODLAND STORES PTY LTD

Matter No. E74/82

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 FOODLAND STORES 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 FOODLANDS STORES 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

ELMACO PTY LTD

Matter No. E74/87

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 ELMACO 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 ELMACO 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

B. F. GOODRICH CHEMICAL LIMITED

Matter No. E74/93

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 B. F. GOODRICH CHEMICAL 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 B. F. GOODRICH CHEMICAL 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***AUSTRALIAN PAPER MANUFACTURERS LTD
AND CELLULOSE AUSTRALIA LTD**

Matter No. E74/130

**EXEMPTION FROM APPLICATION OF
SECTION 18**

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt AUSTRALIAN PAPER MANUFACTURERS LTD AND CELLULOSE 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 AUSTRALIAN PAPER MANUFACTURERS LTD AND CELLULOSE 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***RELATED COMPANIES OF GENERAL
MOTORS-HOLDEN'S PTY LTD**

Matter No. E73/428 and E74/1247

**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 GENERAL MOTORS-HOLDEN'S PTY LTD 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 GENERAL MOTORS-HOLDEN'S PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods and services supplied by the Companies provided that audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

Boyanton Wray Pty Ltd
John Mitchell Motors Pty Ltd
Donlee Motors Pty Ltd
John Doran Pty Ltd
Les Eaton Pty Ltd
Noel Gould Pty Ltd
Ian Hebiton Pty Ltd
Gordon Lee & Co. Pty Ltd
Lyn-Don Motors Pty Ltd
Merrell Motors Pty Ltd
Wal McGarity Pty Ltd

Vin Moar Pty Ltd
Peter Page Pty Ltd
Barry Sheales Pty Ltd
John Sivyry Pty Ltd
Max Wright Motors Pty Ltd
Les Riley Pty Ltd
John Chant Motors Pty Ltd

Dated this 28th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***A. V. JENNINGS INDUSTRIES (AUSTRALIA)
LIMITED AND RELATED COMPANIES**

Matter No. E73/917

**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 A. V. JENNINGS INDUSTRIES (AUSTRALIA) LIMITED AND RELATED COMPANIES listed hereunder from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said A. V. JENNINGS INDUSTRIES (AUSTRALIA) LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. prices of work and services where such prices are fixed pursuant to contracts entered into on the basis of competitive tenders or competitive quotations;
2. prices of work and services where such prices are fixed pursuant to contracts entered into as a result of quotations submitted to meet an individual customer's specifications;
3. prices charged at canteens operated by the Companies for employees where such prices are not in excess of normal retail prices of such goods;
4. prices of goods and services supplied to Related Companies at cost, and
5. increases in the prices of 'extras' supplied to customers which are due entirely to and accurately reflect only the money amounts of increases charged to the Companies by the suppliers of such 'extras'

Provided that:

- (a) any increase in the price of a house sold under a contract does not exceed in the aggregate 5 per cent of the price applying under such contract as at the date thereof;
- (b) in respect of houses, including 'display' houses, where the Companies have fixed or announced a standard price, whether contained in a price list or otherwise, such standard price is notified to the Tribunal and is not exceeded without prior notification to and approval of the Tribunal;

- (c) in respect of houses built for speculative sales gross profit rates effective as at the date hereof are not exceeded without prior notification to the Tribunal in accordance with the Act, and
- (d) audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

Lumalite Panels Pty Ltd
 Trimview Polymarble & Fibreglass Pty Ltd
 Burwood Timber Mills Proprietary Limited
 Trimview Metal Products Pty Ltd
 Bowral Brickworks Holdings Pty Ltd
 Bowral Transport Company Pty Limited
 Bowral Brickworks Pty Limited
 Highlands Engineering Pty Limited

Dated this 28th day of March 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

JELDI MANUFACTURING PTY LTD

Matter No. E74/1340

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 JELDI MANUFACTURING 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 JELDI MANUFACTURING 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

DALGETY AUSTRALIA LIMITED

Matter No. E74/1342

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt DALGETY AUSTRALIA LIMITED from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said DALGETY AUSTRALIA LIMITED 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

A. C. HATRICK CHEMICALS PTY LTD

Matter No. E73/235

REVOCATION OF EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to revoke the exemption given in respect of A. C. HATRICK CHEMICALS PTY LTD and published in the *Australian Government Gazette No. 125* on the 11th day of September 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 29th day of March 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

A. C. HATRICK CHEMICALS PTY LIMITED

Matter No. E73/371

REVOCATION OF EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to revoke the exemption given in respect of A. C. HATRICK CHEMICALS PTY LIMITED and published in the *Australian Government Gazette No. 138c* on the 3rd day of October 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 29th day of March 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

NETTLEFOLDS LTD AND RELATED COMPANIES

Matter No. E73/508

REVOCATION OF EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to revoke the exemption given in respect of NETTLEFOLDS LTD AND RELATED COMPANIES listed hereunder and published in the *Australian Government Gazette No. 11b* on the 1st day of February 1974, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Related Companies

Motors Pty Ltd
 Nettlefolds Car & Truck Pty Ltd
 Motor Rentals Pty Ltd
 Domestic Equipment Company Pty Ltd.

Dated this 1st day of April 1974.

L. H. WILLIAMS
 Chairman

*Prices Justification Act 1973***A. C. HATRICK CHEMICALS PTY LTD**

Matter No. E73/541

REVOCATION OF EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to revoke the exemption given in respect of A. C. HATRICK CHEMICALS PTY LTD and published in the *Australian Government Gazette* No. 159 on the 26th day of October 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***A. C. HATRICK CHEMICALS PTY LTD**

Matter No. E73/1072

REVOCATION OF EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to revoke the exemption given in respect of A. C. HATRICK CHEMICALS PTY LTD and published in the *Australian Government Gazette* No. 11B on the 1st day of February 1974, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***RELATED COMPANIES OF BURNS, PHILP & COMPANY LIMITED**

Matter No. E73/197

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 BURNS, PHILP & COMPANY 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 BURNS, PHILP & COMPANY LIMITED from the application of section 18 of the *Prices Justification Act 1973* in respect of the prices of goods supplied by the Companies provided that:

1. reports are submitted to the Tribunal at six monthly intervals setting out sales revenue and estimated gross profit together with confirmation certifying that the data so supplied was arrived at by using the procedures normally followed by the Companies;

2. gross profit rates as established at the date of the last audited balance sheet together with budget rates of gross profit effective as from 1 August 1973 are reported to the Tribunal;
3. no increase in budget rates of gross profit effective as from 1 August 1973 is made without prior notification to the Tribunal;
4. the information referred to in 1, 2 and 3 above is dissected for the following merchandise classifications;
 - (i) women's apparel
 - (ii) men's, boy's apparel
 - (iii) girls' apparel
 - (iv) home furnishings
 - (v) hardware, leisure, electrical, etc.
 - (vi) groceries, liquor
 - (vii) services and sundries, and
5. audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

Brights (Geelong) Pty Ltd
T. Edmondson & Co. Ltd
Hammond & Hanlon Pty Ltd
Heathwoods Pty Ltd
R. S. Howard & Sons Pty Ltd
Arthur Hughes & Co. Ltd
Mates Ltd
S. Richards & Co. Ltd
Charles Rogers & Sons Pty Ltd
Woodhill Pty Ltd
Woodhill & Co. Pty Ltd
Halls (Macksville) Pty Ltd
Stuparts Ltd
Murray Bros (Parramatta) Pty Ltd

Dated this 3rd day of April 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***BURNS, PHILP & COMPANY LIMITED AND RELATED COMPANIES**

Matter No. E73/197

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 BURNS, PHILP & COMPANY LIMITED AND RELATED COMPANIES listed hereunder from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said BURNS, PHILP & COMPANY LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. the prices of goods and services supplied by the REFRIGERATION MANUFACTURING DIVISION OF BURNS, PHILP & COMPANY LIMITED, BRISBANE AND H. A. COWLRICK & SONS PTY LTD, where such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations;

2. the prices of goods and services supplied by
**YENCKEN GLASS INDUSTRIES LTD AND
HEADRICK TRADING LTD** provided that:

- (a) reports are forwarded to the Tribunal at six monthly intervals setting out sales revenue and estimated gross profit together with confirmation certifying that the data so supplied was arrived at by using the procedures normally followed by the Companies.
- (b) gross profit rates as established at the date of the last audited balance sheet and also gross profit budget rates effective as from 1 August 1973 are reported to the Tribunal; and
- (c) no increase in budget rates of gross profit effective as from 1 August 1973 is made without prior notification to the Tribunal;

3. the prices of goods supplied by the **AUSTRALIAN WHOLESALE BRANCHES OF
BURNS, PHILP & COMPANY LIMITED** provided that:

- (a) reports are forwarded to the Tribunal at six monthly intervals setting out sales revenue and estimated gross profit together with confirmation certifying that the data so supplied was arrived at by using the procedures normally followed by the Company;
- (b) gross profit rates as established at the date of the last audited balance sheet together with gross profit budget rates effective as from 1 August 1973 are reported to the Tribunal;
- (c) no increase in budget rates of gross profit effective as from 1 August 1973 is made without prior notification to the Tribunal, and
- (d) the information referred to in (a), (b) and (c) of this paragraph is submitted for the main administrative regions in the following merchandise classifications:

groceries
liquor
hardware;

4. charges made for:

- (a) shipping, customs, travel and watch agency services provided by **BURNS, PHILP & COMPANY LIMITED**, and
- (b) representative services provided by:

**BURNS, PHILP TRUSTEE CO. LTD
BURNS, PHILP PROPERTIES LTD
BURNS, PHILP FUND MANAGEMENT LTD**

Provided that:

- (i) there is no increase in the standard rates of commission and any other charges made by the Companies for these services from those applying at 1 August 1973 without prior notification to the Tribunal in accordance with the Act, and
- (ii) the Tribunal is advised at the end of each financial year of the gross earnings from each of the above activities, together with a comparison of the corresponding figures for the preceding financial year

Provided further that audited financial statements for each of the Divisions and Companies are forwarded to the Tribunal annually.

Related Companies

H. A. Cowrick & Sons Pty Ltd
Yencken Glass Industries Ltd
Hendrick Trading Ltd
Burns, Philp Trustee Co. Ltd
Burns, Philp Properties Ltd
Burns, Philp Fund Management Ltd

Dated this 3rd day of April 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

**RELATED COMPANIES OF AUSTRALIAN
CHEMICAL HOLDINGS LIMITED**

Matter No. E73/235

**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 AUSTRALIAN CHEMICAL HOLDINGS 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 AUSTRALIAN CHEMICAL HOLDINGS LIMITED** from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of imported commodities purchased on competitive world markets where such increases are due entirely to and reflect not more than the money amount of increases in the landed cost of such commodities.

Related Companies

A. C. Hatrick Chemicals Pty Limited
Polymer Corporation Limited
Nuodex (Aust.) Pty Limited

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

**RELATED COMPANIES OF AUSTRALIAN
CHEMICAL HOLDINGS LIMITED**

Matter No. E73/371

**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 AUSTRALIAN CHEMICAL HOLDINGS 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 AUSTRALIAN CHEMICAL**

HOLDINGS LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of polyester resins supplied by the Companies where such increases are due entirely to and reflect not more than the actual money amount of increases in the landed prices of raw materials purchased on competitive world markets and used in the manufacture of the goods concerned.

Related Companies

A. C. Hatrick Chemicals Pty Limited
Polymer Corporation Limited

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

RELATED COMPANIES OF AUSTRALIAN CHEMICAL HOLDINGS LIMITED

Matter No. E73/541

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 AUSTRALIAN CHEMICAL HOLDINGS 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 AUSTRALIAN CHEMICAL HOLDINGS LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of glycerol monostearates supplied by the Companies where such increases are due entirely to and reflect not more than the money amount of increases in the cost to the Companies of hydrogenated stearine (purchased under the trade name 'HY-WAX'), provided that if the price of the hydrogenated stearine is reduced, the price of glycerol monostearates is reduced accordingly.

Related Companies

A. C. Hatrick Chemicals Pty Limited
Polymer Corporation Limited

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

RELATED COMPANIES OF AUSTRALIAN CHEMICAL HOLDINGS LIMITED

Matter No. E73/1072

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 AUSTRALIAN CHEMICAL HOLDINGS 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 AUSTRALIAN CHEMICAL

HOLDINGS LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of chemicals, synthetic resins and emulsions supplied by the Companies where such prices are established pursuant to contracts entered into following the submission of competitive quotations, provided that audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

A. C. Hatrick Chemicals Pty Ltd
Polymer Corporation Limited
Nuodex (Aust.) Pty Limited

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

RELATED COMPANIES OF RED TULIP CHOCOLATES PTY LTD

Matter No. E73/1153

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 RELATED COMPANIES OF RED TULIP CHOCOLATES PTY LTD 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 RED TULIP CHOCOLATES PTY LTD from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices of goods and services supplied by the Companies provided that in respect of each of the Companies:

1. reports are forwarded to the Tribunal at three monthly intervals setting out sales revenue and estimated gross profit;
2. confirmation of the data supplied under 1 above is forwarded to the Tribunal at six monthly intervals certifying that it was arrived at by using the procedures normally followed by the Companies;
3. gross profit rates effective as at the date of the last audited financial statements are reported together with budget rates of gross profit effective on the date hereof, and no increase is made in such budget rates of gross profit without prior notification to the Tribunal in accordance with the Act, and
4. audited financial statements are forwarded to the Tribunal annually.

Related Companies

Reynolds & Company Pty Ltd
R. L. Haynes & Co Pty Ltd
Stratford and Frank Pty Ltd
Exquisite Chocolate Products Pty Ltd
F. G. Bastock Pty Ltd
C. T. Coroneo Pty Ltd
Balmor Wholesalers Pty Ltd
H. E. Smith & Sons Pty Ltd
M. J. Ferran Pty Ltd

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

RELATED COMPANIES OF K. G. LUKE GROUP INDUSTRIES LIMITED

Matter No. E73/1166

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 K. G. LUKE GROUP INDUSTRIES 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 K. G. LUKE GROUP INDUSTRIES LIMITED** from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in prices of goods supplied by the Companies in the same condition as received from the manufacturers or suppliers where such increases are due entirely to and reflect not more than the money amount of increases in the prices of such goods as charged to the Companies provided that audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

Applied Air Conditioning Equipment Pty Ltd
Concentric Engineering Pty Ltd
Audco Concentric Pty Ltd
Sunrise 'Lustertone' Products Pty Ltd

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

READY MIXED CONCRETE INDUSTRIES LIMITED

Matter No. E73/1200

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 **READY MIXED CONCRETE 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 **READY MIXED CONCRETE INDUSTRIES LIMITED** from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices for the supply of premixed concrete where such prices are:

1. established pursuant to competitive tenders or competitive quotations to a government or municipal authority, or
2. established by competitive tenders or competitive quotations where the total price specified in the tender or quotation exceeds \$5000, or
3. not in excess of a price for the relevant goods or services specified in a list of standard prices for goods or services submitted to the Tribunal in advance pursuant to section 18 of the Act, which list includes all standard charges for delivery, or

4. charged for goods or services of a type for which there is no price specified in the list of standard prices submitted to the Tribunal provided that the total of sales of the goods and services of that type supplied by the Company in any calendar month does not exceed 5 per cent of the total of sales of all goods and services supplied by the Company in that month

Provided further that:

- (a) if any price set out in the list of standard prices does not include a charge for delivery of the relevant goods to the customer that charge may be added to the price but only to the extent that such charge is due entirely to and reflects not more than the money amount of the actual cost of such delivery, and
- (b) audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 2nd day of April 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

PARBURY FOODS PTY LTD AND PARBURY HENTY & CO. PTY LTD

Matter No. E74/7

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt **PARBURY FOODS PTY LTD AND PARBURY HENTY & CO. 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 **PARBURY FOODS PTY LTD AND PARBURY HENTY & CO. PTY LTD** from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods where such prices are fixed pursuant to contracts entered into following the submission of competitive tenders or competitive quotations provided that audited financial statements of the Companies are forwarded to the Tribunal annually.

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***JOHN SANDS PTY LTD**

Matter No. E74/13

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 JOHN SANDS 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 JOHN SANDS 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 29th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***ST. REGIS-ACI PTY LTD AND RELATED COMPANIES**

Matter No. E74/17

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 ST. REGIS-ACI PTY LTD AND RELATED COMPANIES listed hereunder from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said ST. REGIS-ACI PTY LTD AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of the prices of goods purchased by the Companies and resold by them in the same condition
Provided that:

1. the rates of profit margin effective as at the date hereof are reported to the Tribunal and the Tribunal is notified pursuant to Section 18 of the *Prices Justification Act* of any proposed prices which would increase such profit margin.
2. audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

Light and Denton Pty Ltd

Bates Sacks Pty Ltd

Dated this 4th day of April 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***NETTLEFOLDS LTD
AND RELATED COMPANIES**

Matter No. E74/37

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 NETTLEFOLDS LTD AND RELATED COMPANIES listed hereunder from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said NETTLEFOLDS LTD AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of:

1. the prices of motor vehicles and motor vehicle spare parts and accessories supplied by General Motors-Holden's Pty Ltd for the complete range of General Motors-Holden's vehicles provided that the prices do not exceed those recommended in the price lists issued by General Motors-Holden's Pty Ltd from time to time, and provided further that such increases in the prices of motor vehicle spare parts and accessories:
 - (a) have been approved by the Tribunal pursuant to the *Prices Justification Act*, or
 - (b) are in accordance with exemptions granted to the suppliers pursuant to the Act;
2. the prices of motor vehicle spare parts and accessories other than in 1. above, purchased by the Company for resale provided that the prices of motor vehicle spare parts do not exceed the prices recommended in price lists issued by the suppliers from time to time, and provided further that such price lists have been submitted to and approved by the Tribunal in accordance with the Act;
3. the prices of repair and maintenance services to motor vehicles supplied by the Companies provided that there is no increase in the scale of rates for such services or in the gross profit margin on any materials supplied in the course of such services without prior notification to the Tribunal in accordance with the Act;
4. interest charged to selected customers for leasing of motor vehicles provided that the present rates of interest are not increased without prior notification to the Tribunal in accordance with the Act, and
5. goods supplied by the Domestic Equipment Company Pty Ltd provided that:
 - (a) the Company forwards to the Tribunal at six monthly reports of sales revenue and estimated gross profit;
 - (b) the reports are certified to the effect that they were prepared in accordance with the Company's normal procedures;
 - (c) gross profit rates effective at the date of the last audited financial statements and budget rates of gross profit as at the date hereof are reported to the Tribunal, and

- (d) no increase in budget rates of gross profit effective as at the date hereof is made without prior notification to the Tribunal in accordance with the Act

Provided further that audited financial statements for each of the Companies are forwarded to the Tribunal annually.

Related Companies

Motors Pty Ltd
 Nettelfold Car & Truck Pty Ltd
 Motor Rentals Pty Ltd
 Domestic Equipment Company Pty Ltd

Dated this 1st day of April 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

OVERSEAS CORPORATION (AUSTRALIA) LIMITED

Matter No. E74/42

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 OVERSEAS CORPORATION (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 OVERSEAS CORPORATION (AUSTRALIA) LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of increases in the prices of ancillary goods supplied by the Company where such goods are not manufactured by the Company and are passed on to the customer in the same condition as received from the manufacturer or supplier.

Provided that:

1. such increases are due entirely to and reflect not more than the actual money amount if increases in the cost of such goods to the Company, and
2. audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 29th day of March 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

OVERSEAS CORPORATION (AUSTRALIA) LIMITED

Matter No. E74/61

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 OVERSEAS CORPORATION (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 OVERSEAS CORPORATION (AUSTRALIA) LIMITED from the application of section 18 of the *Prices Justification Act 1973*,

in respect of increases in the prices of golf, rain and sun umbrellas supplied by the Company where such increases are due entirely to and reflect not more than the money amount of increases in the landed cost to the Company of imported raw materials or imported components used in the manufacture of such goods provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 1st day of April 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

KENWOOD PEERLESS PTY LIMITED

Matter No. E74/68

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 KENWOOD PEERLESS 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 KENWOOD PEERLESS PTY LIMITED from the application of section 18 of the *Prices Justification Act 1973*, in respect of prices for goods supplied by the Company on a retail basis where the revenue derived from such sales does not exceed one per cent of total sales revenue of the Company in any period of one year provided that audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 1st day of April 1974.

L. H. WILLIAMS
 Chairman

Prices Justification Act 1973

COMMERCIAL UNION AUSTRALIA GROUP

Matter No. E74/75

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 COMMERCIAL UNION AUSTRALIA GROUP 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 COMMERCIAL UNION AUSTRALIA GROUP 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 29th day of March 1974.

L. H. WILLIAMS
 Chairman

*Prices Justification Act 1973***THE COMMERCIAL BANKING COMPANY OF SYDNEY LIMITED**

Matter No. E74/79

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 COMMERCIAL BANKING COMPANY OF SYDNEY 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 COMMERCIAL BANKING COMPANY OF SYDNEY 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 29th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***SLAZENGERS (AUSTRALIA) PTY LTD**

Matter No. E74/1304

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 SLAZENGERS (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 SLAZENGERS (AUSTRALIA) PTY LTD from the application of the *Prices Justification Act 1973*, in respect of:

1. the prices of goods supplied to various Government Departments pursuant to contracts entered into following the submission of competitive tenders or competitive quotations, and
2. the prices of goods supplied by the Company in the same condition as received from unrelated suppliers provided that:
 - (a) reports are forwarded to the Tribunal at three monthly intervals setting out sales revenue and estimated gross profit for each of the following merchandise classifications:
 - golf bags
 - golf buggies
 - tennis, squash and badminton gut
 - imported badminton frames and rackets
 - sundries
 - (b) confirmation of the data supplied under (a) above is forwarded to the Tribunal at six monthly intervals, certifying that it was arrived at by using the procedures normally followed by the Company;

- (c) gross profit rates as established at the date of the last audited financial statements and budget rates of gross profit effective as from the date hereof are reported to the Tribunal, and no increase is made in such budget rates of gross profit without prior notification to the Tribunal in accordance with the Act, and
- (d) audited financial statements of the Company are forwarded to the Tribunal annually.

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman

*Prices Justification Act 1973***CONSOLIDATED FERTILIZERS LIMITED AND RELATED COMPANIES**

Matter No. E74/1307

EXEMPTION FROM APPLICATION OF SECTION 18

WHEREAS by sub-section (8) of section 18 of the *Prices Justification Act 1973* the Tribunal has by resolution authorized me to exempt CONSOLIDATED FERTILIZERS LIMITED AND RELATED COMPANIES listed hereunder from the provisions of section 18 of the Act, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY, AND UNTIL FURTHER NOTICE, EXEMPT the said CONSOLIDATED FERTILIZERS LIMITED AND RELATED COMPANIES from the application of section 18 of the *Prices Justification Act 1973*, in respect of alterations in the prices of agricultural chemicals and home garden products pursuant to any promotional or seasonal activity whereby the prices are reduced and ultimately restored to their previous levels provided that audited financial statements of the Companies are forwarded to the Tribunal annually.

Related Companies

A.C.F.-Austral Fertilizers Pty Ltd
A.C.F. and Shirleys Fertilizers Limited
A.C.F. & Shirleys (North Queensland) Ltd
Ammonia Company of Queensland Pty Ltd
Austral-Pacific Fertilizers Limited
Austral-Pacific Fertilizers Sales Pty Ltd
Consolidated Fertilizer Sales Pty Ltd
Cropcrair Aviation Pty Ltd
Drover Pty Ltd
Eastern Nitrogen Limited
Rainworth Pty Ltd
United Fertilizers Limited
Unifert Co-operative Company Limited.

Dated this 29th day of March 1974.

L. H. WILLIAMS
Chairman



No. 32 B

Canberra, Friday, 19 April 1974

SPECIAL

AUSTRALIA

Companies (Foreign Take-overs) Act 1972-1973

INTERIM ORDER

WHEREAS Greyhound Australia Leasing & Financial Corporation Pty Limited (hereinafter referred to as 'Greyhound Australia'), a company incorporated in the State of New South Wales and having its registered office situated at 204-218 Botany Road, Alexandria, in the said State, is a company to which the *Companies (Foreign Take-overs) Act 1972-1973* applies;

AND WHEREAS Greyhound Financial & Leasing Corporation A.G. (hereinafter referred to as 'Greyhound A.G.') is a foreign corporation, being a corporation constituted and validly existing under the laws of Switzerland;

AND WHEREAS Century Greyhound Leasing and Financial Corporation (hereinafter referred to as 'Century Greyhound') is a foreign corporation, being a corporation constituted and validly existing under the laws of Japan;

AND WHEREAS I, Frank Crean, the Treasurer, have reason to believe that Greyhound Australia is proposing to allot 333,332 of its shares to Greyhound A.G. and 333,333 of its shares to Century Greyhound;

AND WHEREAS if the said shares were allotted, a substantial number of voting shares in Greyhound Australia would be owned by Greyhound A.G. and a substantial number of voting shares in Greyhound Australia would be owned by Century Greyhound;

NOW THEREFORE I, Frank Crean, the Treasurer aforesaid, for the purpose of enabling due consideration to be given to the question whether an order should be made under sub-section (3.) of section 13 of the said Act in relation to Greyhound Australia, by this interim order PROHIBIT for a period of three (3) months the allotment of the said shares to Greyhound A.G. or to any person associated

with Greyhound A.G. or the allotment of the said shares to Century Greyhound or to any person associated with Century Greyhound.

Dated this eleventh day of April, 1974.

FRANK CREAN
Treasurer

AUSTRALIA

Companies (Foreign Take-overs) Act 1972-1973

INTERIM ORDER

WHEREAS each of the companies, the name of which is listed in the first column of the First Schedule hereto, which is incorporated in the State specified in the second column of the said First Schedule opposite to the name of the company, and which has its registered office at the place in that State specified in the third column of the said First Schedule opposite to the name of the company (all of which companies are collectively hereinafter referred to as 'Lusteroid'), is a company to which the *Companies (Foreign Take-overs) Act 1972-1973* applies;

AND WHEREAS Croda Federal Chemicals Ltd (hereinafter referred to as 'Croda'), a company incorporated in the State of Victoria and having its registered office situated at Flockhart Street, Abbotsford, in the said State, is, as set out in the Second Schedule hereto, a foreign corporation;

AND WHEREAS I, Frank Crean, the Treasurer, have reason to believe that Croda has offered to purchase all the issued shares in Lusteroid;

AND WHEREAS if the said offers were accepted, a substantial number of shares in Lusteroid would be owned by Croda;

NOW THEREFORE I, Frank Crean, the Treasurer aforesaid, for the purpose of enabling due consideration to be given to the question whether an order should be made under sub-section (3.) of section 13 of the said Act in relation to Lusteroid, by this interim order PROHIBIT for a period of three (3) months the acceptance of the said offers.

FIRST SCHEDULE

First column	Second column	Third column
Lusteroid Pty Limited	New South Wales . .	14 Primrose Avenue, Rosebery
Lusteroid (Victoria) Proprietary Limited	Victoria	85 Coventry Street, South Melbourne
Lusteroid (S.A.) Pty Limited	South Australia . .	C/o Messrs Fell & Starkey, 170 Greenhill Road, Adelaide
Lusteroid (W.A.) Pty Limited	Western Australia . .	C/o Messrs Keall, Brinsden & Co., Lord Chambers, Cathedral Square, Perth
Lusteroid (Queensland) Proprietary Limited	Queensland	70 Merivale Street, South Brisbane
Lusteroid Investments Pty Limited . . .	New South Wales . .	C/o Messrs Bowie, Wilson, Miles & Co., 171 Clarence Street, Sydney
Multiglo Inks Pty Limited	New South Wales . .	C/o Messrs Bowie, Wilson, Miles & Co., 171 Clarence Street, Sydney

SECOND SCHEDULE

Croda Australia Pty Limited, a company incorporated in the State of Victoria and having its registered office situated at Flockhart Street, Abbotsford, in the said State, is entitled to exercise, or control the exercise of, the right to vote in respect of not less than three-twentieths of the total number of votes in respect of shares in Croda. Croda Australia Pty Limited is a wholly owned subsidiary of Croda International Limited, a company incorporated in the United Kingdom.

Dated this seventeenth day of April, 1974.

FRANK CREAN
Treasurer