



No 37

Canberra, Thursday, 2 May 1974

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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.

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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.

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Industry House, 12 Pirie Street, Adelaide, S.A. (Telephone 873646)
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309 Pitt Street, Sydney, N.S.W. (Telephone 2114755)
and from Commonwealth Sub-Treasuries at:
Taxation Building, 320 Adelaide Street, Brisbane, Qld
T. & G. Building, Collins Street, Hobart, Tas.

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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:

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

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 Copy will be returned unpublished if not submitted in accordance with this procedure.

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

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

General issues:

Contracts arranged: Tuesday at 2 p.m.

All other notices: Wednesday at 2 p.m.

Public Service issues:

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

Promotions section: Monday at 9 a.m.

All other notices: Thursday at 2 p.m.

Special issues and Periodic issues: by arrangement.

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

ORDERS IN COUNCIL

Appointments and acting appointments as Permanent Head

INSTRUMENT OF APPOINTMENT OF PERSON TO ACT IN THE PLACE OF THE SECRETARY TO THE DEPARTMENT OF DEFENCE

I, SIR PAUL MEERNAA CAEDWALLA HASLUCK, the Governor-General in and over the Commonwealth of Australia, acting with the advice of the Federal Executive Council and in pursuance of Section 54 of the *Public Service Act* 1922-1973, hereby appoint Frederick John Green, Special Deputy of Permanent Head, Department of Defence (Navy Office and Air Office) to act in the place of Arthur Harold Tange, the occupant of the office of The Secretary to the Department of Defence during the period commencing on the twentieth day of April 1974 and ending when the said Arthur Harold Tange resumes the performance of the functions of his office.

PAUL HASLUCK
Governor-General

By His Excellency's Command,
LANCE BARNARD
Minister of State for Defence
(Ex. Min. No. 191)

INSTRUMENT OF APPOINTMENT OF LEWIS HAROLD BORDER M.V.O. TO ACT AS PERMANENT HEAD OF DEPARTMENT OF FOREIGN AFFAIRS

I, SIR PAUL MEERNAA CAEDWALLA HASLUCK, the Governor-General in and over the Commonwealth of Australia, acting with the advice of the Federal Executive Council and in pursuance of Section 54 of the *Public Service Act* 1922-1973, hereby appoint Lewis Harold Border, M.V.O., Deputy Secretary, Department of Foreign Affairs, to act in the place of Alan Phillip Renouf, the occupant of the office of the Secretary to the Department of Foreign Affairs during the period commencing on the nineteenth day of April 1974 and ending when the said Alan Phillip Renouf resumes the performance of the functions of his office.

Dated this nineteenth day of April 1973.
(Ex. Min No. 63)

Appointments, promotions, etc. for Parliamentary departments

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Promotions: Sydney George Riddle, Deputy Principal Attendant \$5879-6265, Fourth Division, promoted as Principal Attendant \$6458-6844, Fourth Division (position No. 37)

William Bowman McKay, Attendant \$5542-5686, Grade 3, Fourth Division, promoted as Deputy Principal Attendant \$5879-6265, Fourth Division (position No. 38)

James Arthur Sproule, Attendant \$5254-5398, Grade 2, Fourth Division, promoted as Attendant \$5542-5686, Grade 3, Fourth Division (position No. 39)

Noel Clayton Bucholtz, Attendant \$4822-5110, Grade 1, Fourth Division, promoted as Attendant \$5254-5398, Grade 2, Fourth Division (position No. 50)

Appointments: Lynn Frederick Betts appointed on probation as Parliamentary Officer \$9876-10538, Class 7 Third Division, Department of the House of Representatives (position No. 14)

(Ex. Min. No. 6)

DEPARTMENT OF THE PARLIAMENTARY REPORTING STAFF

Promotion: Lynette Dawn Beck, Personal Secretary \$6954-7424, Fourth Division, Australian Taxation Office, Canberra, as Parliamentary Reporter-in-training \$6810-7730, Third Division, Department of the Parliamentary Reporting Staff, vice R. K. Jacobs, promoted.

(Ex. Min. No. 1)

Positions created and abolished

DEPARTMENT OF CUSTOMS AND EXCISE

Central Office

Office created: Port Administration Branch, Policy Section: Third Division—Director \$12120-12551 (one).

New South Wales

Offices created: Services Branch, Port Services Section: Fourth Division—Senior Preventive Officer, Grade 2 (seven); Preventive Officer (three).

Queensland

Offices created: Management Services Branch, Personnel Section: Third Division—Clerk \$4955-5708 (one); Clerk \$2298-4770 (two). Fourth Division—Clerical Assistant, Grade 1 (two).

(Ex. Min. No. 5)

Central Office

Offices abolished: Inland Services Branch, Petroleum Products Section: Third Division—Assistant Director \$10393-10824 (one); Senior Inspector \$9529-9961 (one); Clerk \$6787-7434 (one).

New South Wales

Office abolished: Management Services Branch, Finance and General Services Section: Fourth Division—Typist, Grade 1 (one).

Office created: Services Branch, State Narcotics Co-ordination Section: Third Division—Chief Inspector \$10393-10824 (one).

Western Australia

Office abolished: Revenue Branch, Invoice Section: Fourth Division—Accounting Machinist, Grade 2 (one).

Office created: Services Branch, Port Services Section: Third Division—Examining Officer \$4955-5708 (one).

Tasmania

Offices created: Services Branch, Port Services Section: Fourth Division—Investigator (one); Preventive Officer (three); Boatman (one). Revenue Branch, Burnie Section: Fourth Division—Preventive Officer (one).

(Ex. Min. No. 7)

DEPARTMENT OF DEFENCE

Australian Capital Territory

Offices created: Joint Staff Division: Fourth Division—Clerical Assistant, Grade 2 (one). Defence Planning Division: Fourth Division—Clerical Assistant, Grade 2 (two).

Office created: Department of Defence: Second Division—Special Deputy of Permanent Head, Department of Defence—Navy Office/Air Office \$26225 (one).

(Ex. Min. Nos 54, 192)

DEPARTMENT OF FOREIGN AFFAIRS

Australian Capital Territory

Offices created: Overseas Division, Australian Delegation to OECD, Paris: Fourth Division—Steno-secretary, Grade 1 (one). Overseas Division, Australian Embassy, Warsaw: Fourth Division—Building Services Officer, Grade 1 (one). Overseas Division, Australian Embassy, Rome: Fourth Division—Typist, Grade 2 (one). Overseas Division, Australian Permanent Mission, United Nations Office, Geneva: Fourth Division—Machine operator (one). Overseas Division, Australian Embassy, Jeddah: Third Division—Foreign Affairs Officer \$12019-12510 (one); Foreign Affairs Officer \$7899-8639 (one); Clerk \$11032-11525 (one); Clerk \$7899-8639 (one). Fourth Division—Steno-secretary, Grade 1 (one); Machine Operator (one); Management Services Division, Services Branch, Communications, Technical and General Services Section, Communications Sub-section: Third Division—Clerk \$8886-9548 (two); Clerk \$7899-8639 (one); Clerk \$6912-7652 (one). Fourth Division—Assistant (Printing), Grade 1 (one); Clerical Assistant, Grade 2 (five); Machine operator (four); Teleprinter operator (one). Management Services Division, Services Branch, Communications, Technical and General Services Section, Communications Sub-section: Third Division—Clerk \$2713-5594 (five).

(Ex. Min. Nos 45, 48)

DEPARTMENT OF HOUSING AND CONSTRUCTION

Central Office

Offices created: Technical Research and Services Branch: Third Division—Director \$11256-11688 (two); Senior Project Officer \$10393-10824 (one); Project Officer \$9529-9961 (two); Clerk \$7651-8230 (two). Fourth Division—Steno-secretary, Grade 1 (one); Typist, Grade 1 (one). Management Services Branch: Fourth Division—Steno-secretary, Grade 1 (one). Welfare Housing Division, Transitory, Accommodation and Housing Loans Insurance Branch: Fourth Division—Steno-secretary, Grade 1 (one). Policy and Development Division, Policy Co-ordination Branch: Fourth Division—Steno-secretary, Grade 1 (one). Development Branch, Fourth Division—Steno-secretary, Grade 1 (one). Defence Services Homes Division, Defence Service Homes Operations, and Group Housing Branch: Fourth Division—Steno-secretary, Grade 1 (one).

(Ex. Min. No. 17)

DEPARTMENT OF MINERALS AND ENERGY

Australian Capital Territory

Offices created: Management Services Branch, Personnel and Establishments Section: Fourth Division—Trainee Technical Officer (Engineering) (eight); Trainee Technical Officer (Science) (fourteen). Economic and General Division, Economic and Research Branch: Third Division—Principal Executive Officer \$12120-12551 (one); Executive Officer \$10393-10824 (one); Clerk \$9529-9961 (one); Clerk \$8518-9097 (two); Clerk \$6787-7434 (one). General Branch: Third Division—Principal Executive Officer \$12120-12551 (one); Executive Officer \$10393-10824 (one); Clerk \$8518-9097 (one).

(Ex. Min. Nos 6, 7)

DEPARTMENT OF THE NORTHERN TERRITORY

Northern Territory

Offices created: Information and Public Relations: Third Division—Director of Public Relations \$10891 (one); Journalist, Grade A1 \$10524-10943 (one). Resource Development Division, Water Resources Branch: Fourth Division—Foreman, Grade 1 (one); Technical Officer (Engineering), Grade 1 (one); Technical Assistant, Grade 2 (one). Social and Commercial Affairs Division, Prices and Consumer Affairs Branch: Second Division—Assistant Secretary, \$17300 (one). Third Division—Executive Officer, Class 10 \$13004-13498 (two); Clerk, Class 8 \$11032-11525 (four); Clerk, Class 6 \$8886-9548 (four); Clerk, Class 2/3 \$5806-6666 (one). Fourth Division—Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 2 (one); Steno-secretary, Grade 1 (one); Typist, Grade 1 (one).

(Ex. Min. No. 21)

DEPARTMENT OF SOCIAL SECURITY

Australian Capital Territory

Offices created: Management Division, Operations Branch: Third Division—Senior Internal Auditor, Grade 2 \$8518-9097 (one). Social Welfare Commission: Third Division—Clerk \$5923-6571 (one). Fourth Division—Steno-secretary, Grade 2 (one); Steno-secretary, Grade 1 (one); Clerical Assistant, Grade 4 (one); Typist, Grade 1 (one).

New South Wales

Offices created: District Office, Campbelltown: Third Division—District Officer \$6787-7434 (one); Examiner, Grade 3 \$5923-6571 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Typist, Grade 1 (one).

Queensland

Office created: Social Security Branch, Pensions Section: Third Division—Clerk \$6787-7434 (one).

Tasmania

Offices abolished: Operations Branch: Fourth Division—Attendant (four).

Office created: Social Security Branch: Third Division—Assessor, Grade 2 \$4955-5708 (one).

(Ex. Min. No. 14)

Offices created: Operations Branch: Third Division—Clerk \$7651-8230 (one); Clerk \$5923-6571 (two).

(Ex. Min. No. 15)

DEPARTMENT OF THE TREASURY

AUSTRALIAN BUREAU OF STATISTICS

Australian Capital Territory

Offices created: 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, Publica-

tions 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. No. 20)

(In lieu of notification appearing in *Gazette* No. 32—18.4.74.)

AUSTRALIAN TAXATION OFFICE

Australian Capital Territory

Office created: Management Division, Establishments Branch, Finance and General Services Section: Fourth Division—Attendant \$2529-2744 (one).

New South Wales

Offices created: Management Branch, General Services Section, Office Services Sub-section: Fourth Division—Motor Driver \$3506-3662 (one). Management Branch, Enforcement Section, Recovery Sub-section: Third Division—Clerk \$5923-6571 (one). Income Tax Division, Appeals and Advising Branch: Third Division—Advising Officer, Grade 1 \$8518-9097 (seven).

South Australia

Office created: Income Tax Division, Appeals and Advising Branch: Third Division—Advising Officer, Grade 1 \$8518-9097 (one).

Western Australia

Offices created: Management Branch, Enforcement Section, Instalment Sub-section: Third Division—Clerk \$4955-5708 (two). Management Branch, Accounting and Taxpayer Services Section, Cashiers Sub-section: Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 2 (one). Income Tax Division, Appeals and Advising Branch: Third Division—Advising Officer, Grade 1 \$8518-9097 (two).

Office abolished: Management Branch, Accounting and Taxpayer Services Section, Cashiers Sub-section: Third Division—Clerk \$2298-4770 (one).

(Ex. Min. No. 1)

District allowances

POSTMASTER-GENERAL'S DEPARTMENT

DISTRICT ALLOWANCE—TRUNK CABLE ROUTES, SOUTH AUSTRALIA

HIS Excellency the Governor-General in Council has been pleased to approve in pursuance of Regulation 102 of the *Public Service Act 1922-1973* the undermentioned Trunk Cable Routes be classified, for District Allowance purposes, in the grades indicated below.

Locality	Installation	Maintenance
Ceduna-Wudinna-Kimba to halfway Kimba-Iron Knob	Grade II	Grade I
Halfway Kimba-Iron Knob to Port Augusta	Grade I	..
Port Augusta to five miles east of Orroroo	Grade I	..
Point five miles east of Orroroo to junction with Adelaide-Broken Hill line party route to five miles east of Yunta	Grade II	Grade I
Point five miles east of Yunta to McDonald Hill	Grade III	Grade II

LIONEL BOWEN

Postmaster-General

(Ex. Min. No. 12)

**RETIREMENTS AND
DISMISSALS**

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

RETIREMENTS

POSTMASTER-GENERAL'S DEPARTMENT

Victoria

Section 67 (Invalidity): Antoinette Marion Cooper, Clerk, 31.1.74; Stanley Harry Carpenter, Clerk, 16.4.74.
Section 86: Ivan Henry Bedson, Telecommunications Assistant, 7.5.74.

Queensland

Section 67 (Invalidity): Phyllis Adeline Cummings, Clerical Assistant, Grade 3, 8.3.74; Charles John Pearson, Senior Postal Officer, Grade 1, 29.3.74; Vincent Cyril Sharpe, Lineman, Grade 2, 4.3.74.
Section 86: William James Frost, Telecommunications Technician, 5.6.74.

South Australia

Section 67 (Invalidity): Donald Frank Kempster, Motor Mechanic, 5.4.74.

DEPARTMENT OF SOCIAL SECURITY

New South Wales

Section 67 (Invalidity): John Spencer Quinton, Clerk, 11.4.74.

**DEPARTMENT OF THE SPECIAL
MINISTER OF STATE**

Australian Capital Territory

Section 85(1): James Christie Stewart, Clerk, 17.4.74.

DEPARTMENT OF SUPPLY

South Australia

Section 85(1): Theodore Charles Illert, Clerk, 29.3.74.

DEPARTMENT OF THE TREASURY

Australian Taxation Office

Queensland

Section 86: Vivian Thomas Woodward, Assessor, Grade 6, 12.5.74.

Western Australia

Section 67 (Invalidity): Alan Penman Johnston, Assistant Inspector, 11.4.74.

K. F. FAUL

Acting Secretary
Public Service Board

NOTICES UNDER SECTION 29

Public Service Act 1922-1973

INSTRUMENT AND NOTICE UNDER SECTION 29

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

- (1) hereby, in pursuance of sub-section (2) of section 29 of that Act, alter the designation and raise the classification of each office in the Fourth Division the designation and classification of which is specified in the first column of the Schedule to this Instrument, from that designation and classification to the designation and classification specified in the second column of that Schedule opposite to that first mentioned office, and
- (2) having thereby made the same alteration of the classification of all offices having the same designation and classification, hereby direct, in pursuance of sub-section (4) of section 29 of that Act, that sub-section (3) of that section shall not apply in relation to the alteration of the classification of those offices.

Dated this eleventh day of April 1974.

F. C. NORDECK

Delegate of the Public Service Board

THE SCHEDULE

<i>First Column Designation</i>	<i>Classification</i>	<i>Second Column Designation</i>	<i>Classification</i>
Technician (Radio)	§ 4162-4713	Tradesman (Radio)	§ 4807-5491

DETERMINATIONS UNDER THE PUBLIC SERVICE ACT

Public Service Act 1922-1973

DETERMINATION UNDER SECTION 32

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

- (a) revoke all previous determinations made under that section in respect of all offices having the designation specified in Column One of the Schedule hereunder;
- (b) determine that an officer, other than an officer referred to in (c) below, who occupies an office having a designation specified in Column One of the Schedule hereunder shall not be paid salary at a rate per annum exceeding the rate per annum specified in Column Two of that Schedule unless he has complied with the conditions specified in that Column;
- (c) determine that an officer who occupies an office having a designation specified in Column One of the Schedule hereunder and who is in receipt of a salary at a rate per annum exceeding the rate per annum specified in Column Two of the Schedule shall continue to be paid salary at that rate per annum until he has complied with the conditions specified in that Column; and
- (d) determine that an officer occupying an office having a designation listed in Column One of the Schedule hereunder who has satisfied the conditions specified in Column Three of the Schedule shall be paid salary at the rate per annum specified in Column Three of the said Schedule appropriate to that designation.

Dated this twenty-fourth day of April 1974.

D. L. LINEHAN

Delegate of the Public Service Board

SCHEDULE

<i>Column One</i> <i>Designation of office</i>	<i>Column Two</i> <i>Salary barrier</i>	<i>Column Three</i> <i>Accelerated advancement</i>
Third Division Assistant Education Officer (\$6110-6560)		\$6335 per annum: 1. (a) He has qualified for admission or has been admitted to: (i) a degree of an Australian university; or (ii) a degree of an Australian college of advanced education that is of a standard at least equal to the standard of a degree conferred by an Australian university; or (iii) an award of an overseas educational institution, being an award which, in the opinion of the Board is at least equal in standard to the qualifications specified in (i) or (ii) above; which degree or award is recognised by the Board as appropriate to the duties of the office; and (b) he has qualified for the award of a diploma in Education of an Australian university, or of an Australian college of advanced education; or 2. He has qualified for admission or has been admitted to: (i) a degree with Honours of an Australian university; or (ii) a degree with Honours of an Australian college of advanced education that is of a standard at least equal to the standard of a degree with Honours conferred by an Australian university; or

Column One Designation of office	Column Two Salary barrier	Column Three Accelerated advancement
Education Officer, Class 1 (\$6890-9590)		(iii) an award of an overseas educational institution, being an award which, in the opinion of the Board, is at least equal in standard to the qualifications specified in (i) or (ii) above; which degree with Honours or award is recognised by the Board as appropriate to the duties of the office. \$7315 per annum: He has qualified for admission or has been admitted to: (a) an Honours degree of an Australian university; or (b) an Honours degree of an Australian college of advanced education that is of a standard at least equal to the standard of an Honours degree conferred by an Australian university; or (c) an award of an overseas educational institution, being an award which, in the opinion of the Board, is at least equal to the qualifications specified in (a) or (b) above; which degree with Honours or award is recognised by the Board as appropriate to the duties of the office.
Psychologist, Class 1 (\$6010-9040)		\$6460 per annum: He has qualified for admission or has been admitted to: (a) a degree with Honours of an Australian university; or (b) a degree with Honours of an Australian college of advanced education that is of a standard at least equal to the standard of a degree with Honours conferred by an Australian university; or (c) an award of an overseas educational institution, being an award which, in the opinion of the Board, is at least equal in standard to the qualifications specified in (a) or (b) above; which degree with Honours or award is recognised by the Board as appropriate to the duties of the office.
Social Worker, Class 1 (\$5925-8775)		\$6525 per annum: He has qualified for admission or has been admitted to: (a) a degree of an Australian university; or (b) a degree of an Australian college of advanced education that is of a standard at least equal to the standard of a degree conferred by an Australian university; or (c) an award of an overseas educational institution, being an award which, in the opinion of the Board, is at least equal in standard to the qualifications specified in (a) or (b) above; which degree or award is recognised by the Board as appropriate to the duties of the office, and the minimum period of full-time study for which is 3 years.

Column One Designation of office	Column Two Salary barrier	Column Three Accelerated advancement
Fourth Division Assistant (Plan Printing), Grade 1 (\$4028-4670)		\$6900 per annum: 1. He has qualified for admission or has been admitted to: (a) a degree of an Australian university; or (b) a degree of an Australian college of advanced education that is of a standard at least equal to the standard of a degree conferred by an Australian university; or (c) an award of an overseas educational institution, being an award which, in the opinion of the Board, is at least equal in standard to the qualifications specified in (a) or (b) above; which degree or award is recognised by the Board as appropriate to the duties of the office, and the minimum period of full-time study for which is 4 years; or 2. (i) He has qualified for admission or has been admitted to: (a) a degree of an Australian university; or (b) a degree of an Australian college of advanced education that is of a standard at least equal to the standard of a degree conferred by an Australian university; or (c) an award of an overseas educational institution, being an award which, in the opinion of the Board, is at least equal in standard to the qualifications specified in (a) or (b) above; which degree or award is recognised by the Board as appropriate to the duties of the office; and (ii) he has qualified for the award of, or has been awarded a diploma in Social Studies of a university or college of advanced education. \$4456 per annum: He is capable of producing and is required to produce dye lines.

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

APPOINTMENT AS ACCOUNTING MACHINIST, GRADE 1

The above conditions, notified on page 16 of *Periodic Gazette* No. 25 A of 22 March 1974, are amended as follows:

Insert sub-paragraph 4 (iii)

- (iii) Applicants who have passed spelling and/or arithmetic at a previous examination or examinations for appointment as Accounting Machinist Grade 1 may claim exemption from re-examination in the subject or subjects passed.

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

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

AND

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

The above conditions notified on pages 102-106 of *Periodic Gazette* No. 25 A of 22 March 1974 are amended as follows:

Delete sub-paragraph (b) of section 2. Persons eligible to enter and insert:

(b) Post Offices Branch Examination—Permanent Officers and Employees of the Service:

- (i) who are stationed at post offices at which Mail Officers are employed; or
- (ii) who are stationed at centres where mail handling is performed by Mail Officers under the control of Post Offices Branch; or
- (iii) who are stationed at other post offices in the suburban areas of the cities or towns in which the post offices or centres mentioned in (i) and (ii) above are located; or
- (iv) who, within the 6 months immediately preceding the date of the examination, were stationed at one of the post offices or centres mentioned in (i), (ii) or (iii) above.

APPOINTMENT AS PHONOGRAM OPERATOR

The above conditions notified on page 109 of *Periodic Gazette* No. 25 A of 22 March 1974 are amended as follows:

At the end of section 2. Persons Eligible to Enter add new sentence 'Candidates who achieve a satisfactory standard at the selection tests will be required to satisfy an interviewing committee of their eligibility under this provision'.

In section 6. Order of Appointment to each of subsections 6 (i) and 6 (ii) add 'and provided that the interviewing committee is satisfied that candidates meet the eligibility requirements in section 2 above'.

1. SALARY ADVANCEMENT OF POSTAL OFFICER, GRADE 2, TO AND BEYOND \$4769 PER ANNUM.

2. ALLOWANCE FOR ASSISTANT POSTAL OFFICER, ENGAGED ON POSTAL OFFICER, GRADE 2 DUTIES.

AND

3. QUALIFICATION FOR PROMOTION OR TRANSFER AS POSTAL OFFICER, GRADE 4.

The above conditions notified on pages 113-116 of *Periodic Gazette* No. 25 A of 22 March 1974 are amended as follows:

On page 116, delete sub-paragraph (b) Mail Sorting of Part B—Mail Work (including sorting) of (1) Postal Officer, Grade 2—employed principally on counter duties of section 8, Syllabus and insert:

(b) Mail Sorting:

To pass this test a candidate will be required to indicate the mail sorting arrangements at any office which sorts mail for dispatch, for 50 selected post offices located in his State. The post offices included in the test will be selected from those post offices appearing in the prescribed study lists.

If a candidate is employed at a post office which does not normally sort mail for dispatch he will be required to indicate the sorting arrangements at a post office from which mail is sorted for dispatch. He will not be required to know the direct dispatches from that office.

A candidate whose errors in this test do not exceed two will be regarded as having passed this part of the examination.

APPOINTMENT AS TELEPHONIST

The above conditions, notified on page 132 of *Periodic Gazette* No. 25 A of 22 March 1974 are amended as follows:

In section 2. Persons Eligible to Enter delete sentence beginning 'Applicants will be required . . .' and insert 'Candidates who achieve a satisfactory standard at the selection tests will be required to satisfy an interviewing committee of their eligibility under this provision.'

EXAMINATION No. 6583

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

This examination, notified on page 7 of *Gazette* No. 31 of 11 April 1974, will not be held in Western Australia.

EXAMINATION No. 6592

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

This examination will be held on Saturday 18 May 1974 in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25 A 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 9 May 1974.

EXAMINATION No. 6593

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

This examination will be held on Saturday 11 May 1974, and subsequent dates in accordance with the condition notified on pages 50-51 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Adelaide and such other centres as may be determined.

Persons eligible to enter This examination is open to all persons. (Note—Candidates will not be permitted to set for Data Processing Operator-in-training examinations at interval of less than six months.)

Applications on special forms to be lodged with the Public Service Inspector, 10th Floor, I.M.F.C. House, 33 King William Street, Adelaide, South Australia 5000.

Applications close 9 May 1974.

EXAMINATION No. VP4239

FOR APPOINTMENT OR TRANSFER AS ASSISTANT POSTAL OFFICER (TRAINING IN MAIL OFFICER DUTIES), FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT, MELBOURNE

This examination will be held on Saturday 29 June 1974 in accordance with the conditions notified in *Periodic Gazette* No. 25 A of 22 March 1974.

Persons eligible to enter

- (i) For appointment—Persons not on the permanent staff of the Australian Public Service.
- (ii) For transfer—Permanent officers of the Service who have not previously passed an examination or test for permanent appointment to the Australian Public Service (e.g. Labourer, Hospital Assistant, Cleaner, Carpenter, etc.) and who wish to qualify for transfer for training in Mail Officer Duties.

Applications on the prescribed form should be lodged with the Director of Posts and Telegraphs, Melbourne, Victoria not later than 6 June 1974.

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

EXAMINATION No. VP4257

FOR APPOINTMENT OR TRANSFER AS ASSISTANT POSTAL OFFICER (TELEGRAPH DELIVERY DUTIES), FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT, MELBOURNE

This examination will be held on Saturday 1 June 1974 in accordance with the conditions notified in *Periodic Gazette* No. 25 A of 22 March 1974.

Persons eligible to enter

- (i) For appointment—Persons not on the permanent staff of the Australian Public Service.
- (ii) For transfer—Permanent officers of the Service who have not previously passed an examination or test for permanent appointment to the Australian Public Service (e.g. Labourer, Hospital Assistant, Cleaner, Carpenter, etc.) and who wish to qualify for transfer as Assistant Postal Officer on Telegraph Delivery Duties.

Applications on the prescribed form should be lodged with the Director of Posts and Telegraphs, Melbourne, Victoria not later than 16 May 1974.

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

EXAMINATION No. TP598

FOR APPOINTMENT OR TRANSFER AS ASSISTANT POSTAL OFFICER (TELEGRAPH DELIVERY DUTIES), FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT, TASMANIA

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

Persons eligible to enter

- (i) For appointment—Persons not on the permanent staff of the Australian Public Service.
- (ii) For transfer—Permanent officers of the Service who have not previously passed an examination or test for permanent appointment to the Australian Public Service (e.g. Labourer, Hospital Assistant, Cleaner, Carpenter, etc.) and who wish to qualify for transfer as Assistant Postal Officer on Telegraph Delivery Duties.

Applications on the prescribed form should be lodged with the Director of Posts and Telegraphs, Hobart, Tasmania not later than 10 May 1974.

Application forms and copies of the above conditions may be obtained from the Director of Posts and Telegraphs, Hobart, Tasmania 7000.

EXAMINATION No. TP599

FOR APPOINTMENT OR TRANSFER AS ASSISTANT POSTAL OFFICER (TELEGRAPH DELIVERY DUTIES), FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT, TASMANIA

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

Persons eligible to enter

- (i) For appointment—Persons not on the permanent staff of the Australian Public Service.
- (ii) For transfer—Permanent officers of the Service who have not previously passed an examination or test for permanent appointment to the Australian Public Service (e.g. Labourer, Hospital Assistant, Cleaner, Carpenter, etc.) and who wish to qualify for transfer as Assistant Postal Officer on Telegraph Delivery Duties.

Applications on the prescribed form should be lodged with the Director of Posts and Telegraphs, Hobart, Tasmania not later than 10 May 1974.

Application forms and copies of the above conditions may be obtained from the Director of Posts and Telegraphs, Hobart, Tasmania 7000.

EXAMINATION RESULTS

Results of the following examinations have been finalised.

Exam. No.	Title (and date notified where applicable)	Date Held
6493	Part Qualification for certain National Servicemen to gain Promotion or Transfer within the Radio Technical Officer Structure, Department of Civil Aviation (Written Examination) (18.10.73)	17.11.73
6494	Part Qualifications for certain National Servicemen to gain Promotion or Transfer within the Radio Technical Officer Structure, Department of Civil Aviation. (Oral and Practical Examination) (18.10.73)	17.11.73
6489	Appointment Promotion or Transfer as Clerical Assistant Grade 1, Canberra (20.9.73)	3.11.73
6520	Appointment Promotion or Transfer as Clerical Assistant Grade 1, Canberra (15.11.73)	15.12.73
6527	Appointment Promotion or Transfer as Clerical Assistant Grade 1, Canberra (10.1.74)	9.2.74
6577	Appointment Promotion or Transfer as Clerical Assistant Grade 1, Melbourne (21.3.74)	2.4.74
SA13	Transfer as Accounting Machinist, Grade 1, South Australia	2.4.74
NP3061	Appointment or Transfer as Mail Officer (Coding) Sydney (21.2.74)	16.3.74
NP3069	Appointment as Phonogram Operator, Sydney (21.3.74)	6.4.74
VP4245	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties) Victoria	6.4.74
VP4246	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties) Melbourne	13.4.74
VP4247	Appointment as Telephonist Melbourne	13.4.74
SP859	Appointment as Phonogram Operator South Australia	2.2.74

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

DEPARTMENT OF THE PARLIAMENTARY LIBRARY

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

Legislative Research Specialist, Grade 2 \$3886-9543 (Class 6), Third Division, Law and Government Group, Legislative Research Service, Canberra.

Applications close: 16.5.74.

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

Duties: (No. 68)—Under the direction of the Group Director to undertake research into, and analysis of, matters of Law and Government of concern to the Parliament and to prepare papers on subjects which would assist Senators and Members in their Parliamentary work.

Qualifications: A Law degree, preferably supplemented by experience in a Government department or analogous field. Research experience would be an advantage.

Statutory authorities

AUSTRALIAN INSTITUTE OF MARINE SCIENCE

General: The Australian Institute of Marine Science was established by Act of Parliament in 1972. Under its Act, the Institute will perform research in marine science and co-operate with other institutions performing research in marine science.

The Institute will be located at Cape Ferguson, south-east of Townsville. Initially staff will be accommodated in Canberra and will move to Townsville when accommodation there is available.

Applications are invited from suitably qualified persons for the following vacancy.

Clerical Assistant

Duties: Undertake basic accounting and procurement duties and provide general clerical support including maintaining a registry and filing. Assist in the preparation of routine correspondence.

Qualifications: Experience in general office duties. The ability to type would be an advantage but not essential.

Salary: The appointment will be made within the range \$4822-5686 per annum.

Tenure: The above position is permanent. Superannuation benefits are available and conditions include four weeks annual leave and liberal sick leave provision. Public Service Officers' Rights Declaration Act applies.

Applications stating full details of qualifications, experience and personal particulars should be addressed to the Australian Institute of Marine Science, P.O. Box 119, Woden, A.C.T. 2606. Closing date for receipt of applications is 9 May 1974.

NATIONAL CAPITAL DEVELOPMENT COMMISSION

SECRETARIES

The Commission is a comprehensive urban planning and development authority responsible on behalf of the Australian Government for the planning, development and construction of Canberra as the National Capital and Seat of Government of Australia. Its activities include land development, construction of government houses, schools and municipal public utility works. The Commission is also responsible for the design and construction of government offices and national capital projects. At present two new towns are being developed in association with Inner Canberra and two further new towns are currently being planned for development before 1980. In addition

tion, the Commission is expected to provide professional assistance in the planning of new growth centres elsewhere in Australia arising from new Government initiatives.

To fulfil its functions the Commission employs town planners, engineers, architects and landscape architects as well as economists, social scientists and management/administrative personnel.

Applications are invited for the following positions:

Secretaries (several positions)

\$203.62 to \$217.11 per fortnight

The Commission has a number of vacancies for experienced secretaries to assist its Executives.

Duties: Undertake secretarial and stenographic duties for a senior Executive and his team. Draft correspondence from brief oral or written instructions. Make appointments and receive official visitors. Maintain personal papers.

Qualifications: A sound educational background accurate typing and a shorthand speed of 100 words per minute are essential for these positions.

Typist, Grade 2 (several positions)

\$181.38 to \$198.86 per fortnight

Duties: Provide stenographic assistance throughout the Commission.

Qualifications: A sound educational background, accurate typing and a shorthand speed of 100 words per minute are essential for these positions.

Typist, Grade 1 (several positions)

\$81.01 to \$193.04 per fortnight

Duties: Assist in the general typing requirements of the Commission.

Qualifications: Accurate typing ability is essential.

Location—Canberra: Living in Canberra has the advantages of being ten minutes from the countryside and 2½ hours drive from the snowfields in winter and beaches in summer. Canberra is a 'garden city' in a relatively pollution-free environment and journeys to work are short. The city also has excellent shopping, sporting and educational facilities.

Conditions: Successful applicants for the above positions will be located in the Commission's air-conditioned offices at Northbourne Avenue, Canberra. Electric typewriters are provided, flexible working hours and generous leave benefits are offered. Appointees may be eligible to contribute to the Australian Government Superannuation Fund.

In certain cases superannuation and long service leave entitlements are transferable. Fares for appointees will be paid by the Commission and assistance will be given in obtaining Hostel accommodation.

Applications should be submitted in writing to the Secretary and Manager, P.O. Box 373, Canberra City, A.C.T. 2601, by 3 May 1974. Further information is available from Mrs Joan Keys on 48 0111, extension 486.

SENIOR CONTRACTS OFFICER

The Commission is a comprehensive urban planning and development authority responsible on behalf of the Australian Government for the planning, development and construction of Canberra as the National Capital and Seat of Government of Australia. Its activities include land development, construction of government houses, schools and municipal public utility works. The Commission is also responsible for the

design and construction of government offices and national capital projects. At present two new towns are being developed in association with Inner Canberra and two further new towns are currently being planned for development before 1980. In addition, the Commission is expected to provide professional assistance in the planning of new growth centres elsewhere in Australia arising from new Government initiatives.

To fulfil its functions the Commission employs town planners, engineers, architects and landscape architects as well as economists, social scientists and management/administrative personnel.

Senior Contracts Officer \$11032-11525

The occupant of this position will control the preparation of contracts to be let by the Commission and administer the financial and legal aspects of these contracts. He will make recommendations on conditions to be included in contracts for special projects and will undertake research and investigations connected with the formulation of Commission contract policy, documentation and tendering procedures. He will also review and prepare Special and Standard documentation for contracts and represent the Commission at external conferences and meetings on contractual matters.

Applicants for this position must have experience in contract administration and documentation and the ability to undertake investigations and write reports.

Conditions: Appointees may be eligible to contribute to the Australian Government Superannuation Fund. In certain cases superannuation and long service leave entitlements are transferable. Fares for the appointee and approved dependants and the cost of removal of furniture and personal effects will be paid by the Commission. Assistance will be given in obtaining accommodation on a rental basis.

Applications should be submitted in writing to the Secretary and Manager, P.O. Box 373, Canberra City, A.C.T. 2601 by 10 May 1974.

ENGINEER

The Commission is a comprehensive urban planning and development authority responsible on behalf of the Australian Government for the planning, development and construction of Canberra as the National Capital and Seat of Government of Australia. Its activities include land development, construction of government houses, schools and municipal public utility works. The Commission is also responsible for the design and construction of government offices and national capital projects. At present two new towns are being developed in association with Inner Canberra and two further new towns are currently being planned for development before 1980. In addition, the Commission is expected to provide professional assistance in the planning of new growth centres elsewhere in Australia arising from new Government initiatives.

To fulfil its functions the Commission employs town planners, engineers, architects and landscape architects as well as economists, social scientists and management/administrative personnel.

Engineer, Class 3 \$11348-12664 per annum

Duties: Responsible to the Engineer, Class 5, for the implementation and progress of individual engineering projects associated with the integrated requirements of district development works. Prepare briefs and co-ordinate the work of agents engaged on the investigation, design and construction phases of individual projects. Participate in multi-discipline working groups within the Commission and give advice on engineering projects.

Qualifications: Corporate membership of the Institution of Engineers (Australia), or equivalent.

Conditions: Appointees may be eligible to contribute to the Australian Government Superannuation Fund. In certain cases superannuation and long service leave entitlements are transferable. Fares for the appointee and approved dependants and the cost of removal of furniture and personal effects will be paid by the Commission. Assistance will be given in obtaining accommodation on a rental basis.

Applications should be submitted in writing to the Secretary and Manager, P.O. Box 373, Canberra City, A.C.T. 2601 by 17 May 1974.

JOURNALIST

The Commission is a comprehensive urban planning and development authority responsible on behalf of the Australian Government for the planning, development and construction of Canberra as the National Capital and Seat of Government of Australia. Its activities include land development, construction of government houses, schools and municipal public utility works. The Commission is also responsible for the design and construction of government offices and national capital projects. At present two new towns are being developed in association with Inner Canberra and two further new towns are currently being planned for development before 1980. In addition, the Commission is expected to provide professional assistance in the planning of new growth centres elsewhere in Australia arising from new Government initiatives.

To fulfil its functions the Commission employs town planners, engineers, architects and landscape architects as well as economists, social scientists and management/administrative personnel.

Journalist, Grade A1 \$10524-10943 per annum

Duties: Assist the Director of Public Relations in the execution of a Public Relations programme designed to inform the press and the public of the Commission's activities. Prepare material for release in the form of feature articles, and for TV and radio. Design and edit Commission publications. Assist in the preparation of exhibitions concerning the development of Canberra.

Qualifications: Extensive experience in journalism desirably in the field of Public Relations. Current membership of the Australian Journalists Association.

Conditions: Appointees may be eligible to contribute to the Australian Government Superannuation Fund. In certain cases superannuation and long service leave entitlements are transferable. Fares for the appointee and approved dependants and the cost of removal of furniture and personal effects will be paid by the Commission. Assistance will be given in obtaining accommodation on a rental basis.

Applications should be submitted in writing to the Secretary and Manager, P.O. Box 373, Canberra City, A.C.T. 2601, by 14 May 1974.

COMMONWEALTH BANKING CORPORATION

ENTRANCE SELECTION EXAMINATIONS

A competitive Entrance Selection Examination for appointment to the Service of the Commonwealth Banking Corporation in the Melbourne Metropolitan Area will be held on 4 May 1974.

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

B. B. CALLAGHAN

Managing Director

Commonwealth Banking Corporation

VACANCIES—PUBLIC SERVICE

General information

VACANCIES OPEN TO PERMANENT OFFICERS

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

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

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

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

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

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

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

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

To be eligible for appointment a person must be:

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

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

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

Permanent officers are required to contribute under the Superannuation Act.

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

SALARIES AND GENERAL CONDITIONS

Actual Salaries

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

General

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

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

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

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

Qualifications

The qualifications prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Public Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in Gazette No. 9 of 30 January 1973 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Sections 32, 53 and 53a 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
- A3 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 4053, 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 1408a, Brisbane, Qld 4001
- D5 The Administrative Officer, Attorney-General's Department, G.P.O. Box 2150, Adelaide, S.A. 5001

- D6 The Administrative Officer, Attorney-General's Department, G.P.O. Box U1994, Perth, W.A. 6001
- D7 The Administrative Officer, Attorney-General's Department, G.P.O. Box 3660, Hobart, Tas. 7001
- D8 The Administrative Officer, Attorney-General's Department, P.O. Box 382, Darwin, N.T. 5794
- D9 The Principal Legal Officer, Courts Offices Branch, P.O. Box 370, Canberra, A.C.T. 2601
- D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
- D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
- D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
- D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
- D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
- D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1408A, 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, 431 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, 3th Floor, City Mutual Building, Hobart Place, Canberra City, A.C.T. 2601
- D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1315, 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 1839g, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box 393, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733r, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.A. 5001
- F6 The Regional Director, Department of Transport, G.P.O. Box K2212, 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 1464r, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148b, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F. Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 337, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld.
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, P.N.G. Defence Force
- H14 Department of Defence, Deputy Assistant Secretary (Army Office) HQ ANZUK Support Group, Singapore
- H15 The Area Secretary, H.M.A. Naval Establishments, Gordon Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Gordon 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 926, 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 586f, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 220 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 39, 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 919f, Hobart, Tas. 7001
- M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
- M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601
- M10 The Director, National Acoustic Laboratories, 5 Hickson Road, Miller's Point, N.S.W. 2000
- M11 The Director, School of Public Health and Tropical Medicine, University of Sydney, N.S.W. 2006
- M12 The Director, Institute of Child Health, Royal Alexandra Hospital for Children, Camperdown, N.S.W. 2050
- M13 The Director, Commonwealth X-ray and Radium Laboratories, Surry Place, Melbourne, Vic. 3000
- M14 The Director of Health, P.O. Box 825, Canberra City, A.C.T. 2601
- N1 The Secretary, Department of Housing and Construction, P.O. Box 690, Canberra City, A.C.T. 2601
- N2 The Regional Director, Department of Housing and Construction, Westfield Towers, 100 William Street, Potts Point, N.S.W. 2011
- N3 The Regional Director, Department of Housing and Construction, E.S. & A. Bank Building, 460 Bourke Street, Melbourne, Vic. 3000
- N4 The Regional Director, Department of Housing and Construction, G.P.O. Box 498H, Brisbane, Qld 4001
- N5 The Regional Director, Department of Housing and Construction, G.P.O. Box 319, Adelaide, S.A. 5001
- N6 The Regional Director, Department of Housing and Construction, G.P.O. Box L885, Perth, W.A. 6001
- N7 The Regional Director, Department of Housing and Construction, G.P.O. Box 772H, Hobart, Tas. 7001
- O1 The Secretary, Department of Immigration, Canberra, A.C.T. 2600

- O2 The Regional Director of Migration, Department of Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3 The Regional Director of Migration, Department of Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4 The Regional Director of Migration, Department of Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5 The Regional Director of Migration, Department of Immigration, G.P.O. Box 2399, Adelaide, S.A. 5001
- O6 The Regional Director of Migration, Department of Immigration, P.O. Box 963M, Perth, W.A. 6001
- O7 The Regional Director of Migration, Department of Immigration, G.P.O. Box 794H, Hobart, Tas. 7001
- O8 The Regional Director of Migration, Department of Immigration, Box 864, Darwin, N.T. 5794
- P1 The Secretary, Department of Labour, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- P2 The Regional Director, Department of Labour, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- P3 The Regional Director, Department of Labour, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- P4 The Regional Director, Department of Labour, G.P.O. Box 1382, Brisbane, Qld 4001
- P5 The Regional Director, Department of Labour, G.P.O. Box 2299, Adelaide, S.A. 5001
- P6 The Regional Director, Department of Labour, G.P.O. Box R1273, Perth, W.A. 6001
- P7 The Regional Director, Department of Labour, G.P.O. Box 585P, 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 477D, Adelaide, S.A. 5001
- V6 The Regional Director, Department of Overseas Trade, G.P.O. Box M967, Perth, W.A. 6001
- V7 The Regional Director, Department of Overseas Trade, 2nd Floor, M.L.C. Building, 65 Murray Street, Hobart, Tas. 7000
- W1 The Director-General of Posts and Telegraphs, Melbourne, Vic. 3000
- W2 The Director of Posts and Telegraphs, G.P.O. Box 6001, Sydney, N.S.W. 2001
- W3 The Director of Posts and Telegraphs, Melbourne, Vic. 3000
- W4 The Director of Posts and Telegraphs, Brisbane, Qld 4000
- W5 The Director of Posts and Telegraphs, Adelaide, S.A. 5000
- W6 The Director of Posts and Telegraphs, Perth, W.A. 6000
- W7 The Director of Posts and Telegraphs, Hobart, Tas. 7000
- X1 The Secretary, Department of Primary Industry, Canberra, A.C.T. 2600
- X2 Regional Director, Department of Primary Industry, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- X3 Regional Director, Department of Primary Industry, P.O. Box 2246U, Elizabeth Street, Melbourne, Vic. 3001
- X4 Regional Executive Officer, Department of Primary Industry, G.P.O. Box 778, Brisbane, Qld 4001
- X5 Regional Executive Officer, Department of Primary Industry, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6 Regional Executive Officer, Department of Primary Industry, G.P.O. Box M957, Perth, W.A. 6001
- X7 Regional Executive Officer, Department of Primary Industry, G.P.O. Box 573P, Hobart, Tas. 7001
- Y1 The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2 The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4 The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5 The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601
- Y6 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- Y7 The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y8 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001
- Y11 The Public Service Inspector, G.P.O. Box 607P, Hobart, Tas. 7000
- 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, Fort Moresby, P.N.G.
- Y15 The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16 The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17 The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19 The Chief Auditor, Auditor-General's Office, G.P.O. Box 106B, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6000
- 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, Furze 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 Chnadoss Street, St Leonards, N.S.W. 2065
- AA3 The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289K, Melbourne, Vic. 3001
- AA4 The Regional Director, Bureau of Meteorology, P.O. Box 797, Canberra City, A.C.T. 2601
- AA5 The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AA6 The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AA7 The Regional Director, Bureau of Meteorology, P.O. Box 413P, 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 7270, Hobart, Tas. 7001
- AA11 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12 The Officer in Charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14 The Commissioner, Patents Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AA15 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AA16 The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- AB1 The Secretary, Department of Secondary Industry, Canberra, A.C.T. 2600
- AC1 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC2 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC3 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC4 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
- AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519B, Hobart, Tas. 7001

- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11 The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344C, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 17970, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 3560, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The National Librarian, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Supply, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Supply, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- AF3 The Regional Director, Department of Supply, G.P.O. Box 2288U, Melbourne, Vic. 3001
- AF4 The Regional Director, Department of Supply, G.P.O. Box 1391R, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Supply, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Supply, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Supply, G.P.O. Box 771H, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O., Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2, P.O., Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2, P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8, P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1, P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 3, 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, Milsions 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 293c, 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 533B, Melbourne, Vic. 3001
- AI20 The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI21 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- AI22 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- AI23 The Deputy Commissioner of Taxation, G.P.O. Box 7120, Hobart, Tas. 7001
- AI24 The Chairman, Taxation Board of Review No. 1, G.P.O. Box 5, Sydney, N.S.W. 2001
- AI25 The Chairman, Taxation Board of Review No. 2, 372 Albert Street, East Melbourne, Vic. 3002
- AI26 The Deputy Commissioner of Taxation, P.O. Box 227, Darwin, N.T. 5790
- AI27 The Chairman, Taxation Board of Review No. 3, Ampol House, Herschell Street, Brisbane, Qld 4000
- AI28 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001
- AI29 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973R, Melbourne, Vic. 3001
- AI30 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001
- AI31 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001
- AI32 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001
- AI33 The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533F, Hobart, Tas. 7001
- 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. 2000

Departmental vacancies

DEPARTMENT OF ABORIGINAL AFFAIRS AUSTRALIAN CAPITAL TERRITORY

Programme Planning Division, Consultation Branch

*Senior Liaison Officer \$11032-11525 (Class 8), Third Division, Programme Consultation Section (several positions), Canberra

Duties: As Team Leader undertake programme consultation and liaison activities within a geographical area.

Apply: A1

*Liaison Officer \$8886-9548 (Class 6), Third Division, Programme Consultation Section, Canberra

Duties: No. 235—As part of a team undertake programme consultation and liaison activities within a geographical area.

Qualifications: Demonstrated ability to communicate effectively with Aboriginal people.

Apply: A1

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

Duties: NP—Assist the Director in the analysis and dissection of proposed programmes for consultation purposes.

Apply: A1

Clerical Assistant, Grade 2 \$4393-4679, Fourth Division, Programme Consultation Section, Canberra

Duties: NP—Prepare programme consultation schedules and record progress of consultative process; maintain filing system of consultation reports.

Apply: A1

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

Duties: No. 143—Undertake research and investigation into matters referred to the Secretariat, including inquiries from NACC members, interest organisations and individuals.

Qualifications: Ability to undertake research work into matters affecting Aborigines desirable.

Apply: A1

*Clerk \$7889-8639 (Class 5), Third Division, NACC Secretariat, Canberra

Duties: NP—Arrange meeting of National Aboriginal Consultative Committee and sub-committees, including venues, provision of services, accommodation and travel.

Qualifications: Ability to provide committee secretarial services and to communicate with Aborigines desirable.

Apply: A1

*Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, NACC Secretariat, Canberra

Duties: NP—Provide a registry service for NACC Secretariat activities.

Apply: A1

Programme Development and Review Branch

Assistant Director \$12019-12510 (Class 9), Third Division, Section No. 1 (Education and Employment), Canberra

Duties: No. 41—Prepare annual programmes relating to all aspects of departmental policy covered by Section. Supervise staff engaged on the development of specific programmes. Liaise with Consultation Branch and other Government Departments. Review and assess the effectiveness and progress of implementation of current annual programmes.

Qualifications: Knowledge of and experience in education and vocational training and on ability to understand and communicate effectively with Aboriginal people desirable.

Apply: A1

Clerk \$8886-9548 (Class 6), Third Division, Section No. 1 (Education and Employment), Canberra

Duties: No. 197—Examine needs of Aborigines under specific programme headings and prepare draft programmes within the context of defined policy; liaise with relevant Australian Government and State Departments.

Qualifications: Knowledge of and experience in vocational training desirable, together with the ability to understand and communicate with Aboriginal people.

Apply: A1

Clerical Assistant, Grade 3 \$4882-5254, Fourth Division, Section No. 1 (Education and Employment), Canberra

Duties: No. 206—Prepare and maintain a master records control of all programmes covered by the Section. Maintain files of the Section.

Apply: A1

Assistant Director \$12019-12510 (Class 9), Third Division, Section No. 2 (Health and Housing), Canberra

Duties: No. 11—Prepare annual programmes relating to all aspects of departmental policy covered by Section. Supervise staff engaged on the development of specific programmes. Liaise with Consultation Branch and other Government Departments. Review and assess the effectiveness and progress of implementation of current annual programmes.

Qualifications: Proven experience in programme development, planning and Administration. Tertiary qualifications in economics/accountancy desirable. Ability to communicate effectively with Aboriginal people an advantage.

Apply: A1

Clerk \$6912-7652 (Class 4), Third Division, Section 2 (Health and Housing), Canberra

Duties: No. 198—Develop a master records control of all programmes covered by Section. Supervise staff in the maintenance of the records system.

Qualifications: Knowledge of, and experience in records storage and retrieval procedures. A knowledge of statistics would be an advantage.

Apply: A1

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

Duties: Three NP—Assist in the planning and development of policies designed to further training and participation of Aborigines and Aboriginal communities in urban areas in economic ventures, including joint ventures with commerce and/or industry.

Qualifications: Tertiary qualifications in economics, together with relevant commercial experience desirable.

Apply: A1

*Clerk \$7899-8639 (Class 5), Third Division, Enterprise Development Section, Canberra

Duties: Two NP—Undertake research into economic industries in non-urban areas to assess suitability for Aboriginal participation.

Qualifications: Completion or partial completion of appropriate tertiary qualifications desirable.

Apply: A1

Operations Division, Operations Management Branch
Inspector \$11032-11525 (Class 8), Third Division, Operational Arrangements and Documentation Section, Canberra

Duties: Nos 5, 44—Evaluate and assess projects, and monitor the implementation of community development projects.

Apply: A1

Assistant Inspector \$8886-9548 (Class 6), Third Division, Operation Arrangements and Documentation Section, Canberra

Duties: Nos 9, 10—Assist in the examination of documents associated with community development projects.

Apply: A1

*Director \$12019-12510 (Class 9), Third Division, Operations Control, Canberra

Duties: No. 82—Direct the work of the Section to ensure the maintenance and monitoring of records appropriate to the execution of approved projects.

Apply: A1

Clerk \$9876-10538 (Class 7), Third Division, Operating Council, Canberra

Duties: Nos 32, NP—Analyse progress reports and records of projects to identify any departure from approved procedures.

Apply: A1

Clerk \$7899-8693 (Class 5), Third Division, Operations Control, Canberra

Duties: No. 52—Assist as required in the analysis of records and accounts of projects and loans.

Qualifications above positions: Appropriate experience and tertiary qualifications desirable.

Apply: A1

Clerical Assistant, Grade 3 \$4882-5254, Fourth Division, Operations Control, Canberra

Duties: NP—Maintain the record systems of the Section in accordance with approved project control procedures.

Apply: A1

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

Duties: No. 209—Maintain records concerning projects relating to Aborigines.

Apply: A1

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

Duties: Nos 45, 187—Examine loan submissions and make recommendations regarding approval.

Apply: A1

Clerk \$9876-10538 (Class 7), Third Division, Australian Loans Commission, Canberra

Duties: NP—Act as custodian of the securities held in the Branch against loans.

Apply: A1

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

Duties: Nos 46, NP—Assist in the examination of loan submissions.

Qualifications above positions: Appropriate tertiary qualifications desirable.

Apply: A1

Community Development Branch

*Project Officer \$9876-10538 (Class 7), Third Division, Section No. 1, Canberra

Duties: No. 39—Secretary and Executive Officer to the National Aboriginal Sports Foundation. Investigate and evaluate requests for financial assistance for the development of projects for Aboriginal Sport or youth development. Liaise with Commonwealth and State Departments and authorities and with Aboriginal organisations and communities.

Qualifications: A deep and detailed understanding of the Aboriginal people and the ability to communicate effectively with Aborigines and to interpret their requirements to the Department.

Apply: A1

Project Officer \$8886-9548 (Class 6), Third Division, Section No. 1, Canberra

Duties: No. 10—Assist the team leader in the development, documentation and implementation of special projects.

Qualifications: Experience in policy formulation.

Apply: A1

Clerk \$6912 (Class 4), Third Division, Section No. 1, Canberra

Duties: No. 199—Conduct less important investigations into aspects of special projects, prepare associated reports and submissions. Liaise with Commonwealth and State Departments and authorities.

Qualifications: Experience in conducting investigations or in report writing.

Apply: A1

Senior Project Officer \$11032-11525 (Class 8), Third Division, Section No. 2, Canberra

Duties: No. 221—Perform the section's functions in respect of nominated Region. Prepare and advise on standard documentation for project submissions related to community development.

Qualifications: Knowledge of, or experience in this or related fields.

Apply: A1

Project Officer \$8886-9548 (Class 6), Third Division, Section No. 2, Canberra

Duties: No. 195—Assist the Senior Project Officer in respect of the nominated Region. Undertake assignments related to community development.

Qualifications: Knowledge of this or related fields desirable.

Apply: A1

***Project Officer \$8886-9548 (Class 6), Third Division, Section No. 3, Canberra**

Duties: Nos 194, 224—Assist the Senior Project Officer in respect of the nominated Region. Undertake assignments related to community development.

Qualifications: Knowledge of this or related fields desirable.

Apply: A1

Policy Division, Research Branch

Clerk \$8886-9548 (Class 8), Third Division, Research Branch, Canberra

Duties: No. 231—Undertake major research projects and assist in the development of research programmes.

Apply: A1

Clerk \$9876-10538 (Class 7), Third Division, Research Branch, Canberra

Duties: No. 232—Assist in the preparation of, and co-ordinate, reports for such bodies as the United Nations, Parliamentary Committees, etc. Responsible for the production and distribution of reports for such bodies.

Qualifications: For both positions suitable tertiary qualifications and experience in research work, desirable.

Apply: A1

Senior Research Officer, Grade 1 (Class 6), Third Division, Research Branch, Canberra

Duties: No. 34—Undertake research into all aspects affecting Aborigines. Analyse statistical data and other information and prepare reports and submissions.

Qualifications: Appropriate university degree and experience in research work, desirable.

Apply: A1

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

Duties: No. 233—Assist in the preparation of reports produced by the Branch and in the investigation of research programmes.

Apply: A1

Development and Review Branch

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

Duties: No. 229—Draft agenda, prepare minutes for Council for Aboriginal Affairs Council and its Standing Committee of Officers, and Central Reserves Committee.

Qualifications: Appropriate Committee experience desirable.

Apply: A1

Clerk \$8886-9546 (Class 6), Third Division, Policy Review Section, Canberra

Duties: No. 7—Assist as directed in investigations into existing policies and aid programmes. Prepare associated reports and submissions.

Qualifications: Investigatory experience desirable.

Apply: A1

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

Duties: NP—Supervise and control the preparation of ministerial correspondence and departmental correspondence in consultation with functional

Branches; prepare replies to more important and involved ministerial and departmental correspondence.

Qualifications: Experience in preparation of ministerial correspondence desirable.

Apply: A1

SOUTH AUSTRALIA

Publicity Section, South Australia Branch

***Journalist, Grade A \$9015-9450, Third Division, Publicity Section, Adelaide**

Duties: Prepare and disseminate publicity and information material for the Branch office. Maintain publicity liaison with the press, radio and television.

Qualifications: Demonstrated ability and experience in public relations duties including writing and preparation of material for publication.

Apply: A5

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Central Office Branch

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

Duties: No. 11—Provide secretarial assistance to a Deputy Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D1

Management and Special Services Division, Establishments and Planning Branch

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

Duties: No. 89—Personnel Officer. Direct and supervise the work of the Personnel Sub-section.

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

Apply: D1

Operations Branch

Library Officer, Grade 2 \$6372-7057, Third Division, General Services Section, Library Sub-section, Canberra

Duties: No. 283—Operate the inter-library lending and circulation service. Supervise and control activities of subordinate staff.

Apply: D1

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

Duties: No. 287—Make and discharge loan records for all internal loans. Issue recall notices for material on loan which is overdue.

Apply: D1

Special Services Branch

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Operations Branch

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

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

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

Apply: D1

Justice and Family Law Division

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Crown Solicitor's Division, Trade Practices Sub-office

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Deputy Crown Solicitor's Office

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Courts Office Branch

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Registration Offices Branch

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

Duties: No. 5—Responsible for the efficient functioning of the Office Services Sub-section; raise requisitions and purchase orders, process Treasury Form 12's and raise movement requisitions.

Apply: D1

VICTORIA

High Court Registry

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

Duties: Personal Assistant to the Deputy Registrar. Assist with the receipt and registration of documents tendered for filing by legal practitioners and carry out other duties as directed.

Qualifications: Typing and shorthand qualifications desirable.

Apply: D3

QUEENSLAND

Bankruptcy Branch

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

Duties: No. 3—Undertake the realisation and administration of ordinary bankruptcies. Conduct public examinations before the Registrar in Bankruptcy as required.

Qualifications: Accountancy qualifications recognised by the Board.

Apply: D4

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Housing and Welfare Division

*Journalist, Grade A \$9015-9450, Third Division, Information and Public Relations Section, Canberra

Duties: No. 7—Liaise with Branches/Sections on the need for publications, evaluate proposals and submit recommendations to the Minister. Undertake research and prepare material for use in publications. Research and write articles for magazines, newspapers, etc. Prepare layouts and sub-edit copy for departmental publications; arrange preparation of art work and direct printers.

Qualifications: Experience appropriate to the duties.

Apply: E1

Housing Operations Branch

Director \$13004-13498 (Class 10), Third Division, Government Housing Operations Section, Canberra

Duties: No. 423—Direct and control the activities of the Section, including allocations, management, technical services and Branch administration matters.

Apply: E1

Director \$13004-13498 (Class 10), Third Division, Mortgages and Finance Section, Canberra

Duties: NP—Direct and control the activities of the Section, including housing loans and sales, finance and ADP implementation matters.

Qualifications above two positions: Extensive management experience, preferably in housing administration.

Apply: E1

Housing and Welfare Policy Branch

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

Duties: No. 11—Undertake investigations and research into aspects of Social Welfare Policy in the Australian Capital Territory; assist senior officers of the Section in the more important and complex policy investigations and research; prepare associated reports, recommendations and submissions.

Qualifications: Experience in research and investigation work an advantage. Academic qualifications to be stated.

Apply: E1

City Manager's Office, City Services Branch

Clerk \$11032-11525 (Class 8), Third Division, Social Controls and Authorities Section, Canberra

Duties: No. 222—Direct and control the activities of the Registry of Co-operatives and Agents. Consider reports on the more important aspects arising

from the activities of the Section. Make final recommendations.

Qualifications: Administrative and investigation experience of a high order. Financial experience or qualifications desirable.

Apply: E1

Recreation and Tourism Branch

Clerk \$11032-11525 (Class 8), Third Division, Recreation Section, Projects Sub-section, Canberra

Duties: NP—Lead a project team examining community recreation and cultural needs in the Australian Capital Territory and advising on ways by which these needs might be met.

Qualifications: Previous experience in policy or project work desirable together with the ability to liaise with community groups.

Apply: E1

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

Duties: NP—Investigate and prepare reports and recommendations on application for grants to community organisations. Administer grants and control annual budgets.

Apply: E1

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

Duties: NP—Under direction, assist in studies to determine community recreation and cultural needs and contribute to research on these matters.

Qualifications: Aptitude for research/project work.

Apply: E1

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

Duties: NP—Assist in administering the allocation of subsidies and grants to community groups. Control secretariat and personnel services for the section.

Qualifications: Previous financial experience desirable.

Apply: E1

Transport Branch

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

Duties: No. 319—Control replacement, allocation and servicing and conduct inspection on Special Duty Vehicles. Maintain associated records.

Note: The occupant of the position will be required to work in a semi-industrial area with a 40-hour week, i.e., 7.30 a.m. to 4.12 p.m.

Apply: E1

DEPARTMENT OF CUSTOMS AND EXCISE

NEW SOUTH WALES

Management Services Branch

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

Duties: No. 134—Responsible for general supervision, direction and training of staff in the Finance Sub-section. Maintain records, graphs, etc., and furnish regular financial reports of expenditure. Responsible for the financial operation of the Works programmes.

Apply: G2

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

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

Duties: No. 1819—Operate ink duplicator and multi-lith 1250 offset duplicator. Collate, assemble, maintain records of work produced.

Apply: H1

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

Duties: Nos 1546, 1821—Collate and assemble classified reports and assist with preliminary check of assembled reports. Operate associated equipment.

Apply: H1

Manpower Policy and Management Services Division, Defence Forces Industrial Branch

Clerk \$8886-9548 (Class 6), Third Division, Defence Forces Retirements Benefits Section, Canberra

Duties: No. 2163—As directed, undertake research and report on policy aspects of the Defence Forces Retirement Benefits Legislation. Prepare general correspondence and draft replies to less complex Ministerial correspondence.

Qualifications: Degree in Commerce, Arts, Economics, Law or other tertiary qualifications desirable.

Apply: H1

Programme Management and Defence Facilities Division, Programme Management Branch

Principal Executive Officer \$13004-13498 (Class 10), Third Division, Financial Planning and Control Section, Canberra

Duties: No. 1938—Conduct investigations into the financial aspects of proposals for the introduction of new equipment into the Services, including associated manpower implications and the provision of associated facilities. Develop a system of uniform costing and expenditure classification procedures for use in the Defence Offices. Participate in working parties and committees.

Qualifications: Cost Accounting and management accounting qualifications desirable.

Apply: H1

EDP Division, Technical Support Branch

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

Duties: No. 1026—Programming associated with the computer recording of time usage and investigation of difficulties encountered in processing in a large scale computer installation.

Qualifications: Relevant experience in the development and operation of large scale EDP systems.

Apply: H1

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

Duties: Nos 1993, 1996—Assist with work scheduling, production staging and other clerical and ancillary services associated with the operation of a large scale computer installation.

Qualifications: Experience in computer operations desirable.

Apply: H1

Clerical Assistant, Grade 4 5398-5686, Fourth Division (several positions), Canberra

Duties: Nos 2362-2365—Operate cleaners, certifiers and other equipment in a tape and disc rehabilitation centre associated with the operation of a large scale computer installation. Shift work is involved.

Qualifications: Experience in tape and/or disk library duties would be an advantage.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division

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

Duties: No. 21—Responsible for Medical statistics. Advise Director-General of Medical Services on the application of statistical technique.

Apply: H1

Supervisor \$12019-12510 (Class 9), Third Division, Statistics Section, Canberra

Duties: No. 3—Control and direct the activities of the Research and Development Sub-section, present reports, mathematical and statistical analysis papers, and advise other Sections on matters arising from referred problems.

Qualifications: University degree with a major in statistics or in mathematics with Statistics I and Statistics II. Varied experience in mathematical and statistical analysis desirable.

Apply: H1

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

Duties: No. 5—Responsible for collection and analysis of statistics required by the Branch of The Chief of the Air Staff.

Qualifications: Experience in a Service Department desirable.

Apply: H1

General Services Branch

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

Duties: No. 84—Provide research and general assistance to senior officers in connection with Air Force Legislation resulting from review of Defence legislation. Examination of proposals involving the amendment of Defence legislation and the preparation of instructions to the office of Parliamentary Counsel and Attorney-General's Department. Draft minor legal instruments as necessary.

Qualifications: Legal qualifications or experience desirable. Administrative experience should be stated.

Apply: H1

Finance and Logistics Division, Finance Administration Branch

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

Duties: No. 16—Supervision and direction of staff in the provision of local area financial accounting services. Act as Authorising Officer for local and overseas accounts.

Qualifications: Ability to supervise staff, and knowledge of Audit Act and Treasury Regulations desirable.

Apply: H1

Clerk \$7899-8639 (Class 5), Third Division, Directorate of Finance Pay, Canberra

Duties: No. 127—Assist as required in the development of pay accounting methods and structures for application to the Pay Accounting Centre and RAAF units. Prepare administrative and accounting procedure instructions for the guidance of the Pay Accounting Centre and RAAF units in relation to the pay and allowances entitlements for RAAF members.

Qualifications: Previous experience in a service pay accounting area desirable.

Apply: H1

DEPARTMENT OF DEFENCE—ARMY OFFICE

NEW SOUTH WALES

2nd Military District, Headquarters Branch

*Technical Officer (Surveying), Grade 1 \$6003-7613, Fourth Division, Accommodation and Works Section, Works Sub-section, Paddington

Duties: No. 54—Prepare survey drawings indicating property boundaries, levels, structures, engineering services above and below ground level and effect computations associated therewith. Maintain all survey records and equipment.

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

Apply: H7

VICTORIA

Third Military District, Army Design Establishment

Clerical Assistant, Grade 5 \$5879-6263, Fourth Division, Maribyrnong

Duties: No. 484—Officer-in-charge and classifier of correspondence registry (including security registry) securing an engineering establishment.

Qualifications: Sound knowledge of Registry procedures with suitable relevant experience.

Apply: H8

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, EDP Branch

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

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

Note: Experience and knowledge of real time computer systems would be an advantage. Tertiary qualifications to be stated. Previous applicants will be considered and need not re-apply.

Apply: H1

Establishments Branch

Industrial Officer \$11032-11525 (Class 8), Third Division, Industrial Section, Safety Sub-section, Canberra

Duties: No. 9—Undertake research into industrial matters including safety, physical working conditions and welfare. Conduct investigations and represent the Department as required at Industrial Tribunals, etc. Assist advocates by research and preparation of briefs. Prepare reports, submissions and replies to ministerial correspondence on industrial and related matters.

Qualifications: Considerable experience and a demonstrated interest in the field of industrial relations.

Apply: H1

Finance and Materiel Division, Finance Branch

Senior Finance Officer \$12019-12510 (Class 9), Third Division, Financial Programming and Budgets Section, Programme Planning Sub-section, Canberra

Duties: No. 70—Overall supervision and control of the Programme Planning Sub-section, develop procedures for functional costing, prepare expenditure statements and critically analyse functional costing information.

Qualifications: Knowledge of Service and departmental financial procedures would be an advantage.

Apply: H1

DEPARTMENT OF EDUCATION**CENTRAL OFFICE****Student Assistance and International Education Division, International Education Branch**

Education Officer, Class 3 \$11310-12510, Third Division, International Relations Section, International Relations in Education Sub-section, Canberra

Duties: No. 9—Direct and co-ordinate activities associated with Australian participation under the Scheme of Commonwealth Co-operation in Education. Carry out investigations on matters relating to educational co-operation between Commonwealth countries. Prepare briefing material and reports.

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: I1

Territorial and Facilities Division, Territorial Liaison Branch

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

Duties: No. 30—For the Schools of Applied Electricity and Electrical Engineering; maintain and repair equipment; construct class project panels, demonstration apparatus and experiment modules; provide assistance to technical officers and teachers; be responsible for the general workshop area for correct and safe operation of machines and equipment.

Qualifications: Electrical or radio trade qualifications plus post trade or certificate studies. Industrial experience desirable.

Apply: I1

SOUTH AUSTRALIA**Branch Office**

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

Duties: NP—Process claims for grants under the Aboriginal Secondary Grants Scheme. Attend to inquiries and undertake interviews with members of the Aboriginal community concerning payment of fees and allowances.

Qualifications: Ability to communicate successfully with persons of Aboriginal or Island descent is desirable.

Apply: I5

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION**AUSTRALIAN CAPITAL TERRITORY****Policy Co-ordination Division, Management Services Branch**

Director \$13004-13498 (Class 10), Third Division, Establishments and Finance Section, Canberra

Duties: No. 111—Direct, control and co-ordinate the operations of the Establishments and Methods, Personnel and Training, Finance, Internal Audit, Property, Office Services and Library Sections

Qualifications: Sound experience in personnel and financial management desirable.

Apply: J1

DEPARTMENT OF FOREIGN AFFAIRS**CENTRAL OFFICE****Management Services Division, Personnel Branch**

*Social Worker, Class 2 \$9230-9980, Third Division, Organization, Staffing and Training Section, Melbourne

Duties: No. 547—Under the direction of the Foreign Affairs Officer, carry out social case work with private and sponsored overseas students having personal and domestic problems; prepare reports and make recommendations on individual cases. Develop professional and other community resources.

Qualifications: Appropriate degree or diploma in Social Work or Social Studies or equivalent qualifications. Relevant experience desirable.

Apply: L1

*Social Worker, Class 1 \$5925-8775, Third Division, Organization, Staffing and Training Section, Sydney

Duties: No. 824—Undertake professional counselling duties concerned with psychological and other personal problems in overseas students, particularly in regional areas of New South Wales.

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

Apply: L1

Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Organization, Staffing and Training Section, Training Sub-section, Canberra

Duties: No. 273—Under direction, develop, control and evaluate clerical/administrative training programs for new entrant, supervisory and other staff groups. Arrange pre-posting training programs as required.

Apply: L1

DEPARTMENT OF HEALTH**CENTRAL STAFF****Management Services Division, Establishments and Finance Branch**

*Food Service Manager, Grade 3 \$6500-7250, Fourth Division, Establishments Section, Canberra

Duties: NP—Responsible for the efficient and economic operations of the departmental cafeteria.

Qualifications: A thorough knowledge of food service practices and the ability to control the work of subordinate staff desirable. A general knowledge of bookkeeping an advantage.

Apply: M1

Therapeutics Division, Pharmaceutical Benefits Branch
Executive Officer \$11032-11525 (Class 8), Third Division, Canberra

Duties: No. 4—Assist in negotiations regarding the prices paid for pharmaceutical benefits and supervise the provision of information on drug prices and trade practices in the pharmaceutical industry.

Qualifications: Accounting qualifications and pharmaceutical experience desirable.

Apply: M1

Policy and Planning Division

*Journalist, Grade A1 \$10524-10943, Third Division, Public Relations Section, Canberra

Duties: No. 83—Plan, edit and produce quality publications relating to the activities of the National Health and Medical Research Council, and advise the Council on public relations matters.

Qualifications: Journalist with extensive experience at senior level in writing and production of public information material; some public relations experience desirable. Background in media science writing may be an advantage.

Apply: M1

*Journalist, Grade A1 \$10524-10943, Third Division, Public Relations Section, Canberra

Duties: No. 89—Act as Press Officer for the Department. Prepare press release and special articles, handle inquiries and general public information duties.

Qualifications: All round experience in publicity and public relations techniques; experience in metropolitan journalism desirable.

Apply: M1

National Biological Standards Laboratory

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

Duties: No. 318—Maintain records of manufactures and register of protocols. Prepare related correspondence.

Apply: M9

National Acoustic Laboratories

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

Duties: No. 521—Construct, modify and maintain mechanical instrumentation used in research on diagnostic and surgical applications of ultrasound.

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 Assistant, Grade 2 \$5681-6371, Fourth Division, Child Health Section, Acoustic Laboratories Sub-section, Canberra

Duties: No. 594—Carry out repairs, maintenance and calibrated hearing aids and electro-acoustic devices in the laboratory and record details. Determine serviceability of hearing aids as necessary. Prepare hearing aids for issue, including the fabrication of ear moulds and the repair of hearing aids.

Qualifications: School Certificate and progress with a relevant technical college certificate desirable.

Apply: M14

*Assistant (Audiometry) \$2210-4720, Fourth Division, Child Health Section, Acoustic Laboratories Sub-section, Canberra

Duties: No. 596—Administer audiometric tests to children, pensioners and Repatriation cases, etc., and record results by audiograms. Assist with the fitting and re-fitting of Calaid hearing aids. Take ear impressions of clients requiring hearing aids.

Qualifications: Interest in and ability to help people with hearing problems desirable.

Apply: M14

*Psychologist, Class 1 \$6010-9040, Third Division, Child Health Section, Acoustic Laboratories Sub-section, Canberra

Duties: No. 592—Undertake the audiological assessment of children, pensioners and Repatriation cases, etc., and prepare clinical reports. Interview clients and parents of children, discuss hearing problems and test results, make recommendations and, in collaboration with client or parent, decide on further action.

Qualifications: An appropriate degree or diploma with a major in Psychology or equivalent qualification. Experience in clinical audiology desirable.

Apply: M14

NEW SOUTH WALES

National Acoustic Laboratories Hearing Centre

*Technical Officer (Engineering), Grade 1 \$6003-7613, Third or Fourth Division, Parramatta

Duties: No. 846—Supervise work of technical staff at Parramatta Laboratory and ensure that accepted standards of hearing aid repairs and calibrations are maintained. Ensure laboratory equipment is maintained and calibrated in accordance with established procedures. Undertake measurement of industrial noise.

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

Apply: M2

*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.

Note: This notification in lieu of that appearing in *Gazette* No. 32 of 18.4.74. Previous applicants need not re-apply.

Apply: Y6

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Engineering Division, Engineering Design Branch

*Engineer, Class 3 \$11348-12664, Third Division, Structural Section, Hawthorn

Duties: No. 135—Under direction, carry out important investigations and analyses, prepare preliminary designs and estimates in respect of structural systems or their components, investigate structural problems and assist in the development of design aids, standards, technical instructions and their promotion throughout the Regions.

Qualifications: For appointment—Educational qualifications admitting to Grad.I.E.Aust. For promotion

or transfer—Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Broad experience in structural engineering systems and their components is desirable.

Apply: AK1

*Physicist, Class 2 \$9397-10521, Third Division, Central Testing and Research Laboratories, Port Melbourne

Duties: No. R2—Control, plan, allocate and co-ordinate activities associated with investigations into, and assessment of, materials proposed for the National Animal Health Laboratory (NAHL) Project; prepare test procedures for inclusion in specifications; undertake difficult and complex analyses and develop new or modified techniques for assessing materials. Advise on material quality during construction phase of the project.

Qualifications: An appropriate degree or diploma in Science with a major in Physics; or equivalent qualification.

Apply: AK1

Architecture Division, Bank and Special Projects Branch

Executive Officer, Class 8 \$11032-11525, Third Division, Administrative Sub-section, Sydney

Duties: No. 211—Provide high level administrative support and advice to the Assistant Director-General and senior staff. Direct and control the Administrative Section. Participate in the development of work plans and review of Branch operations and resources. Prepare forecasts of Branch costs. Perform the function of Contracts Officer in providing interpretations and briefs for legal opinions on three types of contracts.

Qualifications: Management ability allied with experience in all facets of works administration.

Apply: AK11

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

Duties: No. 65—Responsible for design of major architectural projects. Plan and allocate work within an approved programme. Control and direct subordinate staff engaged in the preparation of design and tender documents.

Qualifications: Degree or diploma from a recognised school of architecture or equivalent.

Apply: AK11

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

Duties: Nos 62, 66—Act as Project Officer for a major project or group of projects. Accept responsibility for modifications to plans and specifications on design aspects. Plan and allocate work. Manage and control subordinate staff. Formulate design briefs, conduct research.

Qualifications: Degree or diploma from a recognised school of architecture or equivalent.

Apply: AK11

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Design Administration Branch

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

Duties: Nos 27, 13, 5—Project Clerk. In consultation with the Design Project Officer, plan and control the administrative work associated with the planning, investigation and design of water supply and sewerage projects. Prepare progress reports on design work and advise technical staff on administrative procedures.

Qualifications: Applicants should indicate any tertiary qualifications or the stage reached with such studies. Ability to undertake planning and analytical work and personal attributes necessary to work with technical staff.

Apply: AK2

Technical Division

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

Duties: No. C299—Under the direction of the Project Engineer, control and supervise the construction of engineering contracts.

Qualifications: Extensive experience in construction of roads, sewers, stormwater lines, water mains and associated structures desirable.

Apply: AK2

NEW SOUTH WALES

Projects Division No. 2, Technical Resources Branch

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

Duties: No. 139—Principal Mechanical Engineer. Provide a high level of advice and guidance in mechanical engineering matters, including preparing and evaluating solutions to problems. Participate in technical review of projects. Advise on staff development.

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 building services, particularly air conditioning and heating and ventilation of buildings, is considered desirable.

Apply: AK3

Technical Services Division, Advisory Services Branch

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

Duties: No. 15—Principal Mechanical Engineer. Manage a sub-section providing professional mechanical engineering advice, solutions and services in relation to specific problems or proposals on projects in the planning, design or construction stages.

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 building services, and an aptitude for analysing and providing practical solutions to unusual problems is considered desirable.

Apply: AK3

VICTORIA AND TASMANIA

Projects Division No. 1, Technical Resources Branch

*Architect, Class 2 \$9527-10673, Third Division, Melbourne

Duties: No. 41—Assume responsibility in studies of clients' functional requirements to determine bases of design and develop design briefs.

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

Apply: AK4

Management Services Division, Manpower Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel Services Section, Office Services (Registry and Dispatch) Melbourne

Duties: No. 142—Maintain file index system. Identify appropriate files for incoming correspondence.

Apply: AK4

QUEENSLAND

Management Services Division, Manpower Branch

Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Training and Development Section, Brisbane

Duties: No. 503—Investigate training needs, prepare, organise and conduct training courses and oversight the activities of the Training Group. Direct the Cadet Training Scheme and provide career counselling to members of the staff.

Qualifications: Sound knowledge of Public Service administration procedures, together with aptitude for conference leadership desirable.

Apply: AK5

NORTHERN TERRITORY

Utilities Division

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

Duties: No. 60—Instrumentation Officer, Stokes Hill Steam Power Station. Prepare, in liaison with a senior officer, a maintenance programme for instrumentation installed at the Station. Implement planned and breakdown maintenance of the instrumentation systems. Provide high level technical advice and instruction in the more complex instrument repairs.

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

Technical Division

*Engineer, Class 3 \$11348-12664, Third Division, Engineering Design Section, Electrical Sub-section, Darwin

Duties: No. 145—Supervise and provide technical guidance to groups of Engineers and Draftsmen engaged on a variety of projects, ensuring that a high standard of design is maintained and that clients' requirements are met both technically and economically.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Design Services Division, Technical Resources Branch

*Senior Draftsman \$8599-9103, Third or Fourth Division, Mechanical Sub-section, Darwin

Duties: No. 159—Under limited direction prepare designs and working drawings, details and estimates and/or specifications in respect of mechanical projects or mechanical components in building projects where significant initiative and technical judgment are required. Contribute to the resolution of problems during construction.

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 LABOUR

AUSTRALIAN CAPITAL TERRITORY

Management Services Branch

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

Duties: No. 30—Process accounts, prepare and follow up claims in connection with the recovery of expenditures. Prepare documentation on staff matters and process Treasury forms 28.

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

Apply: P8

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

Duties: No. 273—Maintain records relative to A.C.T. and Federal Awards. Act as receptionist for the Arbitration Inspectorate.

Qualifications: Typing ability essential.

Apply: P8

Industrial Services Branch

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

Duties: No. 90—Prepare and maintain records relative to the Food Services Section. Prepare routine correspondence.

Qualifications: Typing ability essential.

Apply: P8

NEW SOUTH WALES

Employment, Training and Industrial Services Division, Industrial Services Branch

*Officer-in-charge \$9876-10538 (Class 7), Third Division, Productivity Promotion Section, Sydney

Duties: No. 2—Plan and direct the activities of the section in the field of productivity promotion, maintain high level liaison with industry, trade unions, professional and academic institutions and government bodies, provide expert technical advice and assistance as necessary.

Qualifications: An appropriate university degree. Knowledge of industrial organisations and practices. Understanding of productivity promotion.

Apply: P2

Assistant Personnel Practice Officer \$6912-7652 (Class 4), Third Division, Personnel Practice Section, Sydney

Duties: No. 20—Under direction, undertake field research into problems of personnel practice. Prepare and collate statistical and other data for inclusion in research reports; prepare material for publication.

Qualifications: Capacity to engage in field surveys and prepare reports to publication standard. Relevant university degree desirable.

Apply: P2

Management Services Branch

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

Duties: NP—Provide assistance in the physical preparation of training courses; operate film projectors, television equipment and associated audiovisual training aids.

Apply: P2

Planning and Research Branch

Library Officer, Grade 1 \$5458-6143, Third Division, Sydney

Duties: No. 9—Under direction, arrange inter-library loans catalogue and classify material as required, assist in reference work and preparation of bibliographies, maintain catalogues and prepare material for binding.

Apply: P2

SOUTH AUSTRALIA

Management Services Branch

Assistant Director \$9876-10538 (Class 7), Third Division, Adelaide

Duties: No. 1—Responsible for control, direction and co-ordination of the work of the Branch, and the formulation of plans and policies to facilitate its operation. Provide assistance and advice to the Director and Branch Heads in the administrative management of the Department in the Region.

Apply: P5

Vocational Guidance

Psychologist, Class 2 \$9840-11010, Third Division, Elizabeth

Duties: No. 36—Plan, organise and direct the work of the Vocational Guidance unit.

Qualifications: University degree with a major in Psychology. Experience in Vocational Guidance and the capacity for directing the work of a team of Vocational Guidance Officers desirable.

Apply: P5

TASMANIA

Planning and Research Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Planning and Research Branch, Hobart

Duties: No. 14—Check, collate and tabulate statistics. Assist with statistical computations and maintain records in the section as required.

Apply: P7

DEPARTMENT OF THE MEDIA

AUSTRALIAN CAPITAL TERRITORY

Information Division, Australian Government Publishing Service, Management Branch

Senior Storeman \$4724-4977, Fourth Division, Supply Section, Stores and Procurement Sub-section (two positions), Canberra

Duties: Responsible for the operation of a sub-store including (a) receipt, identification and acquittal of stores received; (b) segregation according to vocabulary and stowage of all stock items; (c) issue and dispatch of stores, etc.

Qualifications: Relevant stores experience. Ability to operate mechanical handling aids, e.g. fork lifts, and ability to train subordinate staff to licensed standard desirable.

Apply: Q2

QUEENSLAND

Information Division, Australian Government Publishing Service, Publishing Branch

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

Duties: No. 759—Officer-in-charge, Regional Office. Responsible for the management, control and efficient operation of the Australian Government Publications and Inquiry Centre; oversight the operations of regional sub-centres within the State. Answer complex personal and written inquiries on Government activities. Liaise with the Australian Government and local government authorities on the supply and updating of information.

Qualifications: Thorough knowledge of Government publications, Government activities, policies, etc., desirable. Administrative experience necessary.

Apply: Q2

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 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, Operations Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Publications, Printing and Distribution Sub-section, Canberra

Duties: No. 567—Review daily outstanding Stores Issue Vouchers and initiate action to reduce delays. Carry out regular spot checks of entries posted to Stock Ledger cards to ensure accuracy. Examine and approve Stores Issue Vouchers, authorise method of dispatch and approve freight warrants.

Apply: R1

Division of National Mapping

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: R1

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

Duties: No. 261—In respect of the maps and associated commentaries of the Atlas of Australian Resources and the resources maps of Australia and geographic analyses required for special purposes, supervise the collection of data and supervise and/or undertake the analysis and preparation of data for maps and reports.

Qualifications: Appropriate university degree with a major in Geography. Experience in resources mapping or related fields desirable.

Apply: R1

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

Duties: No. 262—In respect of the maps and associated reports relating to selected areas and topics, supervise the collection of data and supervise and/or undertake the analysis and preparation of data for maps and reports.

Qualifications: Appropriate university degree with major in Geography. Experience in resources mapping or related work desirable.

Apply: R1

VICTORIA

Management Services Branch

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: R1

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

*Senior Training Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Personnel and Establishments Section, Canberra

Duties: No. 1290—Plan and implement departmental training courses and programmes.

Qualifications: Sound experience in departmental training. Ability to plan and develop projects and supervise staff. Tertiary qualifications to be stated.

Apply: V1

Policy Development Division, ADP and Technical Services Branch

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

Duties: No. 206—Responsible for the preparation of publications relating to economic statistics.

Qualifications: Relevant statistical experience desirable.

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

Apply: V1

Overseas Markets Division, Trade Commissioner Branch

Clerical Assistant, Grade 4 \$5938-5686, Operations Section, Canberra

Duties: No. 1178—Assist in the preparation of material for inclusion in briefs for senior officers and inspectors undertaking visits to posts.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT CENTRAL OFFICE

Engineering Planning and Research Division, Research Sub-division

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

Duties: No. 40—Responsible to the Executive Officer for the provision and efficient management of office services and staffing activities in the Sub-division.

Qualifications: Experience in high level staff work and associated matters in an engineering or research environment desirable.

Apply: W1

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

Duties: No. 46—Responsible to the Executive Officer for administrative work associated with the estimation, procurement, and control of laboratory equipment and materials.

Qualifications: Thorough knowledge of departmental provisioning and related procedures desirable.

Apply: W1

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

Duties: No. 230—Provide assistance on all non-technical administrative matters arising in or referred to the Sections within the Branch.

Qualifications: Wide clerical experience in an engineering or research environment desirable.

Apply: W1

Engineering Works Division, Broadcasting Branch

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

Duties: No. 36—Research data and examine cost benefits arrangements for sharing Post Office technical facilities with Commercial Television Licensees. Monitor administration of sharing agreements and liaise with Commercial Licensees concerning sharing developments.

Qualifications: Extensive commercial experience or appropriate university qualifications desirable.

Note: This position was previously advertised in *Gazette* No. 17 of 21.2.74. Previous applicants will be considered and need not re-apply.

Apply: W1

Network Performance and Operations Branch

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

Duties: No. 30—Responsible for the clerical activities of the Branch.

Apply: W1

Support Services Branch

Senior Training Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Recruitment and Training Section, Melbourne

Duties: No. 105—To investigate developments in teaching techniques and develop associated teacher training programmes; study of mathematics and science syllabus changes in the various State Education systems and recommend the corresponding changes necessary in Technical Training syllabuses.

Qualifications: Extensive experience in the educational and/or training fields essential, particularly in mathematics and science syllabuses together with detailed knowledge of modern teaching techniques, training aids and formal qualifications as teacher or completion of a teacher training programme desirable.

Apply: W1

Telephone Switching Equipment Branch

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

Duties: No. 51—Provide clerical assistance to the Senior Technical Officer, Grade 3, Circuit Design Laboratory.

Apply: W1

Management Services Division, Personnel Branch

Typist, Grade 2 \$4731-5035, Fourth Division, General Services Section, Central Office Staffing Sub-section (two positions), Melbourne

Duties: Nos 53, 54—Provide stenographic assistance to senior officers of the Branch.

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

Apply: W1

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

Duties: No. 80—Registration assistant and name indexer Central Registry.

Apply: W1

Postal Services Division, Commercial Branch

Assistant Controller \$11032-11525 (Class 8), Third Division, Product Development Section, Melbourne

Duties: No. 36—Develop new postal services and review existing services using market research where appropriate to meet customer needs.

Apply: W1

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

Duties: No. 8—Prepare ministerial and other customer correspondence. Assist in the preparation of marketing submissions and reports.

Apply: W1

Telecommunications Division, Sales and Service Sub-division

Clerk \$9876-10538 (Class 7), Third Division, Service Branch, Service Advisory and Promotions Section, Melbourne

Duties: No. 20—Initiation and development of customer liaison, education and corrective campaigns and programmes.

Qualifications: A sound knowledge of telecommunications policies and aptitude for customer relations activities desirable.

Apply: W1

Clerk \$8886-9548 (Class 6), Third Division, Service Branch, Operations Section, Melbourne

Duties: No. 12—Analyse telecommunications revenue and other financial statistics. Conduct investigations and special studies of the financial aspects of Branch working. Oversight divisional aspects of responsibility accounting with particular reference to Headquarters.

Qualifications: Tertiary qualifications in Commerce or Economics with emphasis on Accounting subjects desirable.

Apply: W1

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

Duties: No. 33—Relief Clerk.

Apply: W1

NEW SOUTH WALES**Director's Staff**

Internal Auditor, Grade 2 7899-8639 (Class 5), Third Division, Internal Audit Section, Sydney

Duties: No. 20—Supervise teams of auditors; carry out major audits and special investigations; assist in programming and reporting.

Qualifications: Progress in tertiary studies to be stated.

Apply: W2

Engineering Division, Construction Branch

Principal Telecommunications Technical Officer \$10825-11136, Third or Fourth Division, Electronic Exchange Installation Section, Sydney

Duties: In charge of construction projects involving the installation and testing of stored programme controlled telephone exchanges.

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

Apply: W2

Senior Technical Officer (Engineering), Grade 3 \$10227-10522, Third or Fourth Division, Programme and Resource Co-ordination Section, Sydney

Duties: No. 191—Responsible for the control and co-ordination of technical aspects relating to establishment, supply, ordering and allocation of automatic exchange switching equipment, long line equipment, broadband equipment and large size external plant cable for construction works programme.

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

Apply: W2

Lines Supervisor, Grade 2 \$6258, Fourth Division, Primary Works (Metropolitan) No. 1 Section (two positions), Lidcombe

Duties above two positions: Party leader conduit; large conduit constructions in the Sydney metropolitan area.

Apply: W2

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

Duties: No. 101—Provide clerical assistance to the Senior Telecommunications Technical Officer.

Apply: W2

Metropolitan Operations Branch

Lines Supervisor, Grade 1 \$5668, Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: Lines Supervisor (Depot).

Apply: W2

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 5 Section, Bankstown

Duties: No. 23—Master Card Assistant.

Qualifications: Experience in Subscriber District Centre operations desirable.

Apply: W2

Regional Operations Branch

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

Duties: No. 404—Provide assistance to Clerk, Class 4.

Apply: W2

Support Services Branch

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

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

This notification in lieu of that appearing in *Gazette* No. 32 of 18.4.74. Previous applicants need not re-apply.

Apply: Y6

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

Duties: No. 294—Control, co-ordinate and check the work of the Metropolitan Equipment No. 3 Sub-section.

Apply: W2

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

Duties: No. 318—Advanced design and drafting work in the Country Equipment No. 2 Sub-section.

Apply: W2

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

Duties:

No. 213—Design and Drafting work in the Metropolitan Equipment No. 4 Sub-section.

No. 216—Design and Drafting work in the Metropolitan Equipment No. 5 Sub-section.

Nos 217, 218, 219—Design and Drafting work in the Country Equipment No. 3 Sub-section.

(In lieu of notification appearing in *Gazette* No. 29 of 4.4.74. Previous applicants will be considered and need not re-apply.)

Apply: W2

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

Duties:

No. 353—Design and drafting work in the Buildings Sub-section.

No. 108—Design and drafting work in the Circuits Sub-section.

No. 323—Design and drafting work in the Metropolitan Equipment No. 1 Sub-section.

No. 327—Design and drafting work in the Metropolitan Equipment No. 2 Sub-section.

No. 110—Compilation and amendment of the more complex cable and conduit drawings of the Country District (South) Sub-section, and assistance with the organisation of the work for a country drafting group.

Apply: W2

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

Duties: No. 128—Design and drafting work including compilation and amendment of the more complex cable and conduit drawings and organisation of the work for a country drafting group.

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

Apply: W2

Drafting Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Drafting Section, St Peters

Duties: No. 43—Less involved drafting work in the Workshops No. 2 Sub-section.

Qualifications: Relevant experience and qualifications related to a technical college certificate desirable.

Apply: W2

Plan Records Officer \$6003-7613, Third or Fourth Division, Drafting Section, Ryde

Duties: No. 431—Prepare and amend plan records in the Metropolitan Cables and Conduits No. 5 Sub-section.

Qualifications: Relevant experience and knowledge of cable and conduit reticulation drafting practices desirable.

Apply: W2

Plan Records Officer \$6003-7613, Third or Fourth Division, Drafting Section, Newcastle

Duties: No. 417—Prepare and amend plan records of reticulation of cables and conduit.

Qualifications: Relevant experience and knowledge of cable and conduit recording practice desirable.

Apply: W2

Plan Records Assistant, Grade 2 \$5861-6371, Third or Fourth Division, Drafting Section, Wollongong

Duties: No. 127—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

Technical Officer (Engineering), Grade 2 \$7843-8347, Third or Fourth Division, Materials Section, Railway Square

Duties: No. 213—Under direction of Senior Technical Officer (Engineering), Grade 1, take charge of the testing of telecommunications equipment in the Product Evaluation Laboratory.

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

Apply: W2

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

Duties: No. 406—Maintain stock cards, records and statistics relative to telephone and dial reconditioning. Prepare all requisitions for ordering, transferring and disposing of material.

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

Apply: W2

Postal Services Division, Mail Exchange Branch

Senior Mail Officer \$5516-5744, Fourth Division (two positions), Redfern

Duties: A—Check weights rates and credits on Parcel Bills received from Dispatching Officers. Prepare all forms C.P. 12 for transit mails dispatched. Compile full monthly statistical report. B—Oversight and control staff employed on the bulk parcels counter Sydney Mail Exchange. Check computations on forms F.A.P. 520 and F.A.P. 521. Maintain daily statistical record of parcels received on bulk counter.

Note: The above two 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.

Apply: W2

Post Offices Branch

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

Apply: W2

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

Apply: W2

Senior Postal Clerk, Grade 1 \$6002-6555, Third Division (three positions), Canberra, Junee, Newcastle

Apply: W2

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

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

Apply: W2

Postal Clerk \$4605-5744, Fourth Division, Berkeley

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

Qualifications above nine positions: Applicants must be qualified in accordance with 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, Canberra District Telephone Office Sub-section, Canberra

Duties: No. 136—Responsible to the Senior Sales Officer for the processing of applications for new subscribed services and additional facilities.

Apply: W2

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

Duties: No. 491—Responsible to the District Telephone Manager for the efficient functioning of the Telephone District Service Section.

Qualifications: Extensive experience in Telecommunications Service matters desirable.

Apply: W2

Metropolitan Region, Service Branch

Monitor \$4970-5310, Fourth Division, Main Trunk Exchange Section, Sydney

Qualifications: Applicants must be qualified as Monitor (Telephone).

Apply: W2

ADP Branch

Computer Operator, Grade 2 \$5894-6192, Fourth Division, Operations Section, North Sydney

Duties: No. 149—Operate as directed, the full-range of peripheral equipment on a large-scale Honeywell computer configuration.

Qualifications: Consolidation of training by experience in the operation of the computer configuration equipment desirable.

Note: Shift work is involved.

Apply: W2

Finance and Accounting Branch

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

Duties: No. 353—Supervise and control the staff and work of the Overseas Calls Group.

Apply: W2

Personnel and Industrial Relations Branch

Senior Storeman \$4724-4977, Fourth Division, Staffing and General Services Section, Food Services Sub-section, Redfern

Duties: No. 460—Receipt and issue of stores from Food Service Bulk Store at Sydney Mail Exchange, Stocktaking duties.

Qualifications: Neatness and accuracy desirable.

Apply: W2

VICTORIA

Engineering Division, Construction Branch

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

Duties: Co-ordination of State telephone equipment design activities.

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

Apply: W3

Metropolitan Operations Branch

Cable Assigner \$5668, Fourth Division, City Operations Section, Melbourne

Duties: Cable Assigner, City East.

Apply: W3

Cable Assigner \$5668, Fourth Division, Metropolitan Operations No. 7 (South) Section, Cheltenham

Duties: Under general supervision assign cable pairs for telecommunications services and prepare and maintain associated records. Provide technical guidance and assistance to cable jointers recording the allocation of cable pairs.

Qualifications: Cable jointing experience desirable.

Apply: W3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Brunswick

Duties: No. 145—Senior Fault Dispatch Assistant,
Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Metropolitan Operations No. 5 (East) Section, Hawksburn

Duties: No. 129—Clerical assistance to the Senior Telecommunications Technical Officer in charge of the Telephone Installation Centre.

Note above two positions: Hours of duty 8 a.m. to 5 p.m.

Apply: W3

Regional Operations Branch

Engineer, Class 2 \$9581-10702, Third Division, Gippsland Section, Sale

Duties: No. 8—Under general direction perform the usual professional engineering work and under technical supervision perform professional work of a more novel, complex and/or critical type in relation to the efficient discharge of the duties.

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

Apply: W3

Line Inspector \$7613-8102, Fourth Division, South East Central Section, Ferntree Gully

Duties: Line Inspector (Service).

Apply: W3

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

Duties: Shift Leader.

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

In lieu of notification appearing in *Gazette* No. 31 of 11.4.74. Previous applicants must re-apply

Apply: W3

Lines Supervisor, Grade 3 \$6965, Fourth Division, South East Central Section, Croydon

Duties: Estimating Supervisor.

Apply: W3

Lines Supervisor, Grade 1 \$5668, Fourth Division, North Eastern Section, Wangaratta

Apply: W3

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

Duties above two positions: Penman.

Apply: W3

Support Services Branch

Senior Storeman \$4724-4977, Fourth Division, Industrial Engineering and Training Section, South Melbourne

Duties: Responsible for receipt, issue and custody of Telecommunications stores and allied documentations.

Apply: W3

Telecommunications Division, Country Region

Clerk \$7899-8639 (Class 5), Third Division, Central and Head Office Section, Melbourne

Duties: No. 23—Develop and review divisional aspects of Regional Network Plans.

Qualifications: A thorough knowledge of telephone service facilities and procedures desirable.

Apply: W3

Finance and Accounting Branch

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

Duties: No. 436—Supervising Accounting Officer, Metropolitan Region.

Apply: W3

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

Duties: No. 253—Senior Accounting Officer, Country and Common Services Group.

Apply: W3

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

Duties:

No. 206—Telegraph Accounting Officer.

No. 549—Credit Assessor.

Apply: W3

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

Duties:

No. 23—Ledger-Keeper, Private Lines Group.

No. 115—Senior Assistant Accounting Officer, Country Ledger Group.

No. 450—Debt Recovery Clerk.

Apply: W3

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Post Offices Accounting Section, Melbourne

Duties: No. 189—Licence Inspection, Prepare inspection programmes and oversight subordinate staff.

Apply: W3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Post Offices Accounting Section (three positions), Melbourne

Duties:

Nos 141, 143—Set up and operate IBM Punched Card Machines.

No. 183—Assessor, Philatelic Bureau.

Apply: W3

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

Duties: No. 96—Post allowances to draft paysheets.

Note: Duties involve the use of an Accounting Machine.

Apply: W3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Revenue Section (two positions), Melbourne

Duties:

No. 25—Statements Officer.

No. 126—Maintain register of Credit Cards.

Apply: W3

QUEENSLAND

Director's Staff

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

Duties: No. 8—Provide stenographic and secretarial assistance to the Director.

Qualifications: Shorthand at least 100 words per minute.

Apply: W4

Engineering Division, Construction Branch

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division, Country Installation No. 2 Section (two positions), Brisbane

Duties above two positions: Installation of transmission equipment and auxiliary equipment throughout the State.

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

Note: Considerable absence from headquarters necessary.

Apply: W4

Country Branch

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division, Wide Bay-Burnett Section (two positions), Maryborough

Duties: A—Control the activities in the Maryborough Radiocommunications District associated with the maintenance of microwave and low capacity systems and mobile radio units. Be able to provide relief at Broadcast and TV Stations in the Section.

B—Operate the Maryborough Section Network Performance Analysis Centre and assist the Section Senior Telecommunications Technical Officer Grade 1 when required.

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

Apply: W4

Metropolitan Operations Branch

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

Duties: No. 201—Personnel Officer.

In lieu of notification in *Gazette* No. 188 of 13.12.73. Previous applicants should re-apply.

Apply: W4

Postal Services Division, Mail Exchange Branch

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

Duties: No. 66—Provide assistance to Leave, Pay and Allowance Clerks.

Qualifications: Sound knowledge of such duties desirable.

Apply: W4

Overseer (Postmen) \$5630, Fourth Division, Brisbane

Duties: Supervise, direct and co-ordinate work of subordinate staff in Delivery Sub-section.

Qualifications: Ability to control staff, arrange training and conduct surveys of delivery area.

Apply: W4

Post Offices Branch

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

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.

Apply: W4

Mail Officer (Emergent Relief) \$4374-5273, Fourth Division, Townsville

Mail Officer (Recreation Leave Relief) \$4374-5273, Fourth Division, Townsville

Qualifications above three positions: 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

Typist, Grade 2 \$4731-5035, Fourth Division, Administration Section, Brisbane

Duties: No. 44—Stenographic duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: W4

Metropolitan Region

Typist, Grade 2 \$4731-5035, Fourth Division, Service Branch, Service Standards Section, Brisbane

Duties: No. 215—Stenographic duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: W4

Supply Branch

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

Duties: No. 30—Deal with requisitions for calling of quotations.

Qualifications: Knowledge of Branch Procurement procedures desirable.

Apply: W4

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

Duties: No. 42—Follow up outstanding traders invoices for collective schedule deliveries with view to effecting prompt payment.

Qualifications: Knowledge of Branch procedures dealing with payment of traders invoices an advantage.

Apply: W4

Personnel and Industrial Relations Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Staffing and General Services Section (three positions), Brisbane

Duties: No. 192—Pre-Appointments Officer. Take action for appointment of successful examination candidates and assemble intakes of new appointees. Maintain relevant records.

Duties: No. 193—Prepare all material for insertion in the *Gazette*. Obtain and assemble reports in connection with appeals. Prepare minor correspondence as required.

Qualifications: Knowledge of Gazettal and Appeals procedures desirable.

Apply: W4

Duties: No. 240—Provide relief within the Branch at Clerical Assistant Grade 3 level and above.

Qualifications: A knowledge of Branch practices and procedures desirable.

Apply: W4

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

Duties: No. 51—Take and transcribe shorthand notes as required and perform general typing duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: W4

SOUTH AUSTRALIA

Postal Services Division, Mail Exchange Branch

Project Officer \$8886-9548 (Class 6), Third Division, Adelaide

Duties: No. 11—Undertake studies and make recommendations concerning traffic handling in Mail Exchange buildings; examine equipment needs (other than mechanical); Prepare floor layout plans; critically analyse traffic handling performance against acceptable standards and recommend remedial action where necessary; undertake detailed planning to implement major moves of Branch operations and liaise with senior management of Postal Planning, Transport Branch and Engineering Division.

Qualifications: Extensive knowledge of the Mail Exchange Branch procedures desirable.

Apply: W5

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

Duties: No. 39—Identify needs, and arrange and oversight all training within the branch; undertake leadership of sessions, or organise leaders when appropriate; liaise with State Training Officer.

Qualifications: Good knowledge of training techniques, equipment, etc., and ability to effectively impart instruction desirable.

Apply: W5

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

Duties: No. 4—Staff Clerk.

Apply: W5

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

Duties: No. 9—Provide relief of Clerk Class 2/3 and above within the Branch.

Apply: W5

Post Offices Branch

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

Quarters: 5 rooms—3 bedrooms, 1 sleep-out.

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

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

Apply: W5

Supply Branch

Accounting Machinist-in-charge, Grade 1 \$5487-5663, Fourth Division, Stores Accounting Section, Adelaide

Duties: No. 5—Supervise the work of a machinist pool. Train subordinate staff and post master control ledger.

Qualifications: Knowledge of the operation of National 32A Class A accounting machine, Olivetti 1732 Audit Machine, electronic calculators and add list machine, ability to train and control staff desirable.

Apply: W5

NORTHERN TERRITORY

Postal Services Division, Post Offices Branch

Postman \$4260-4601, Fourth Division, Darwin

District Allowance: Grade IV.

Taxation Allowance: Zone A.

Accommodation: Hostel accommodation is available to officers for approximately \$24.00 per week. Department of Northern Territory house or flat may become available to a married officer after a waiting period of 12 months. However, the temporary rental of a house or flat shortly after arrival can usually be arranged pending allocation of a Department of Northern Territory house or flat. A flat will not normally be offered to an officer with children. Allocation of either a house or a flat is at the discretion of the Department of Northern Territory. Refusal of the accommodation will lead to the removal of an applicant's name from the housing lists and termination of any living allowance (other than District allowance) paid by the Department. In addition to the 10 per cent minimum actual salary charged for rental, occupants will be required to pay for sewerage, garbage and water services. The present charges are \$35, \$32.76 and \$33 per annum respectively.

Apply: W5

Postal Clerk \$4605-5744, Third or Fourth Division, Katherine

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

District Allowance: Grade IV.

Accommodation: Hostel accommodation is available to single officers for approximately \$24.00 per week. Department of Northern Territory housing may become available after a waiting period of approximately 6 months.

Apply: W5

Postal Officer, Grade 2 \$4374-5273, Fourth Division, Nhulunbuy

District Allowance: Grade V.

Taxation Allowance: Zone A.

Accommodation: Hostel accommodation is available to officers for approximately \$24.00 per week. Northern Territory Administration house or flat may become available to a married officer after a 3 to 6 month waiting period. However, the temporary rental of a house or flat can usually be arranged pending allocation of a Northern Territory Administration house or flat. A flat will not be offered to an officer with children. Allocation of either a house or flat is at the discretion of the Northern Territory Administration. Refusal of the accommodation offered will lead to the removal of the applicant's name from the housing lists and

termination of any allowance (other than District Allowance) paid by the Department. In addition to the 10 per cent minimum actual salary charged for rental, occupants will be required to pay for sewerage, garbage and water services. The present charges are \$35, \$30.68 and \$33 per annum respectively.

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Country Branch

Lineman, Grade 2 \$4962-5136, Fourth Division, Central Section, Esperance

Apply: W6

Lineman, Grade 2 \$4962-5136, Fourth Division, Central Section, Bruce Rock

Note: Occupant may be required to assist in Line Parties.

Apply: W6

Construction Branch

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

Duties above two positions: Hauling and jointing of large cables.

Note: Country work may be involved.

Apply: W6

Postal Services Division, Post Offices Branch

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

Quarters: Accommodation available at Single Men's Quarters operated by mining company. Approximate cost \$6.15 per day, but subject to variation.

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

Note: This position is also open to officers of the Fourth Division. If occupied by an officer of the Fourth Division this position while so occupied will be included in the Fourth Division. Previously advertised in *Gazette* No. 149 of 18.10.73. Previous applicants need not re-apply.

Apply: W6

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

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

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

Apply: W6

TASMANIA

Engineering Division

Engineer, Class 3 \$11348-12664, Third Division, Northern Operations Section, Launceston

Duties: No. 312—Assist the Sectional Engineer in a 'staff' capacity in relation to all aspects of network performance and programme and resources co-ordination throughout the area and provide technical direction to other Engineers as directed.

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

Apply: W7

Telecommunications Technical Officer, Grade 1 \$6693-7613, Third or Fourth Division, Regional Operations Section, Hobart

Duties: Examine subscribers' Technical Assistance reports and computer printouts to ascertain fault patterns throughout the State. Liaise with exchange staff in the clearance of fault patterns. Assist in the preparation of statistical information for reports. Undertake special network performance studies as directed.

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

Apply: W7

Telecommunications Division

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, District Telephone Office, Burnie

Duties: No. 105—The main duties involve centralised check of exchange accountancy and preparation of STD check call statistics.

Qualifications: Experience in Telecommunication Division practices and experience in telephone operating would be advantageous.

Apply: W7

Postal Services Division, Post Offices Branch

Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Launceston District, Currie K.I.

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

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

Apply: W7

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

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

Duties: Provide secretarial and stenographic assistance to senior Second Division Officers.

Qualifications: Shorthand at least 100 words per minute.

Apply: X1

Management Services Branch

Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Personnel and Establishments Section, Internal Consultancy Sub-section, Canberra

Duties: No. 311—Undertake investigations towards the introduction of Departmental Information Centres including the development of lists of indexable terms, detailed procedures and the training of staff. Supervise staff engaged on the identification of information holdings.

Qualifications: Wide experience in records management together with an understanding of information management desirable.

Apply: X1

Bureau of Agricultural Economics

*Field Officer, Grade 2 \$6912-7652 (Class 4), Third Division (several positions), Canberra

Duties: Collect and collate economic information relating to investigations into various facets of the production and marketing of Australian primary products.

Qualifications: A diploma of a recognised agricultural college and/or experience in an appropriate field of primary production desirable. Relevant experience in field investigations an advantage.

Apply: X1

*Field Officer, Grade 1 \$5806-6666 (Class 2/3), Third Division (several positions), Canberra

Duties: Assist in the collection and collation of economic information relating to various facets of the production and marketing of Australian primary products.

Qualifications: A diploma of a recognised agricultural college and/or experience in an appropriate field of primary production desirable.

Note: The above two positions require frequent absences from Canberra.

Apply: X1

VICTORIA

Regional Office Victoria/Tasmania

Senior Fruit Inspector, Grade 1 \$6488-6958, Industry Group No. 3 Section, Inspection and Technical Services Sub-section, Melbourne

Duties: No. 1727—Under general direction, direct and supervise staff engaged in the inspection of canned and frozen fruits and vegetables, dried fruits, jams, pickles, juices, etc. submitted for export.

Qualifications: A detailed knowledge of the Exports (Canned and Frozen Fruits) Regulations, Exports (General) Regulations and Exports (Dried Fruits) Regulations, together with experience in the production and inspection of canned fruits and fruit products and dried fruits is essential.

Apply: X1

DEPARTMENT OF THE PRIME MINISTER AND CABINET

AUSTRALIAN CAPITAL TERRITORY

Economic Division, Domestic Economic Policy Branch

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

Duties: No. 17—Prepare submissions and briefs for the Prime Minister and the Secretary, and deal with the more important correspondence within fields of the functions of the Branch as specified.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

**THE OFFICE OF THE PUBLIC SERVICE BOARD
CENTRAL OFFICE**

The Secretary's Division, Assistant Secretary's Branch

Typist, Grade 2 \$4731-5035, Fourth Division, Management Services Section (two positions), Canberra

Duties: Transcribe from dictating/audio typing equipment.

Apply: Y4

Development Division, Planning Branch

*Director \$13991-14484 (Class 11), Third Division, Staff and Establishment Control System Section, Canberra

Duties: Carry out studies and develop proposals, on a longer term planning basis, for the improvement of establishment and staff control systems having primary regard to efficiency, economy and staff effectiveness and morale.

Qualifications: Considerable experience in the field of staff and establishment together with a demonstrated ability in forward planning of related control systems desirable. Academic qualifications to be stated.

Apply: Y4

*Director \$13991-14484 (Class 11), Third Division, Manpower Planning and Analysis Section, Canberra

Duties: Lead a Section responsible for the development and application of quantitative analysis techniques in the formulation of manpower planning systems and associated manpower resources forecasting and monitoring methods. Develop a numerical analysis capability for use within the Board generally.

Qualifications: Considerable experience in systems design and the application of quantitative/statistical methods, preferably in the field of manpower planning and management systems desirable. Academic qualifications to be stated.

Apply: Y4

Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Manpower Planning and Analysis Section, Canberra

Duties: Under direction, develop and apply methods and simulation models for the forecasting of the supply and demand for manpower resources.

Qualifications: An appropriate degree or equivalent qualification and experience and ability in the application of quantitative/statistical methods.

Apply: Y4

Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Location of Government Employment Section, Canberra

Duties: Provide assistance to a Section responsible for formulating location of Government employment proposals. Assist in the preparation of papers for inter-departmental committee meetings and the conduct of staff surveys.

Apply: Y4

Classification Development Branch

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

Duties: Direct and control a Section responsible for the development of principles and policy relating to the identification and description of employment groups and their work levels; the provision of advice on the preparation of position classification standards; and the publication of standards.

Qualifications: Tertiary qualifications to be stated. Experience in and ability for research and policy analysis desirable.

Apply: Y4

*Principal Research Officer \$12019-12510 (Class 9), Third Division, Classifications Systems Section, Canberra

Duties: Examine and report on the more important matters relating to staffing structures and classification systems and develop proposals for the introduction of new or revised systems.

Qualifications: An appropriate degree or equivalent qualification and relevant experience.

Apply: Y4

*Principal Research Officer \$11032-11525 (Class 8), Third Division, Classifications Systems Section, Canberra

Duties: Examine and assess the validity of job evaluation and classification techniques and devise improved techniques and procedures.

Qualifications: An appropriate degree or equivalent qualification and knowledge of and experience with techniques of statistical analysis and experimental design.

Apply: Y4

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

Services Branch

CENTRAL OFFICE

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

Duties: No. 190—Assist in the preparation of PERT networks and associated reports for the scheduling of Commission inquiries. Responsible for the submission of PERT and other packages.

Qualifications: Knowledge of techniques applicable to project planning and control an advantage. Qualifications to be stated.

Apply: Y23

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

Duties: Provide secretarial assistance to Commissioners, Associate Commissioners and Second Division Officers Level 3 and above.

Qualifications: Shorthand, at least 100 words per minute.

Apply: Y23

Clerk \$7899-8639 (Class 5), Third Division, Cost and Financial Section, Surveys Sub-section, Canberra

Duties: Assist in the conduct of the Commission's cost and financial survey.

Qualifications: Appropriate academic qualifications and experience.

Apply: Y23

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Cost and Financial Section, Surveys Sub-section, Canberra

Duties: Assist in the preparation and collation of information from questionnaires. Assist in preparation of survey data.

Qualifications: Ability to organise and present data for statistical purposes.

Apply: Y23

Office of the Prices Justification Tribunal, Services Branch

VICTORIA

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

Duties: Several positions—Provide steno-secretarial services to a member of the Prices Justification Tribunal.

Qualifications: Shorthand at 100 words per minute.

Apply: Y24

REPATRIATION DEPARTMENT

CENTRAL OFFICE

Benefits and Legislation Division, Legislation and Policy Branch

Director \$13008-13498 (Class 10), Third Division, Legislation, Parliamentary and Ministerial Section, Canberra

Duties: No. 1—Direct and supervise the activities of the Section including the preparation of the more important submissions and correspondence related to the passage of Repatriation legislation.

Qualifications: Wide experience in legislation and Parliamentary work. Appropriate academic qualifications desirable.

Apply: Z1

NEW SOUTH WALES

Repatriation General Hospital

Radiographer, Grade 2 \$6943-7635, Third Division, Technical Services Section (two positions), Concord

Duties: Nos 201, 202—Perform the more complex radiographic examinations. Train Radiographers, Grade 1, in the more complex examinations. Ensure the proper care and maintenance of radiographic equipment.

Qualifications above two positions: Certificate of Competence in radiography or equivalent qualifications.

Apply: Z2

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

Duties: No. 128—Relieve in Fourth Division positions as required.

Apply: Z2

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

Duties: No. 52—Prepare files for patient admissions. Receive patients and issue hospital Standing Orders. Refer patients to Admitting Medical Officer.

Apply: Z2

Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Administrative Services Section, Concord

Duties: No. 19—Assist with the supervision and training of typing staff at the hospital. Perform typing duties.

Qualifications: Typing ability desirable.

Apply: Z2

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

Duties: No. 175—Supervise a Standard Personnel Records Group. Take action in regard to increments, cessations, higher duties allowances, leave, superannuation, etc. Exercise appropriate delegations.

Qualifications: Knowledge of Public Service Act, Regulations and General Orders. Experience in personnel work desirable.

Apply: Z2

Branch Office

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

Duties: No. 64—Compensation Assistant. Process claims for reimbursement of medical expenses in

connection with compensation cases. Prepare determination papers for the Delegate's decision. Maintain Branch compensation statistics. Assist in processing and scheduling applications for advertised positions.

Apply: Z2

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

Duties: No. 185—Statistics Assistant. Maintain and update a central card index system of War Pension Entitlement Appeal Tribunal cases. Prepare statistical returns and graphs. Assist in the compilation of statistics for ad hoc projects.

Apply: Z2

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

Duties: No. 118—Investigate overpayment of pensions and initiate recovery action. Receive returned bank credit advices and action. Raise debit and credit advices. Prepare correspondence. Interview pensioners. Prepare group certificates.

Qualifications: Knowledge of Repatriation Act and Regulations; General Orders Pensions and General Orders Accounts desirable.

Apply: Z2

WESTERN AUSTRALIA

Branch Office

Accountant \$9876-10538 (Class 7), Third Division, Accounts Section, Perth

Duties: No. 1—Responsible for all accounting activities within the Branch including budgeting for annual appropriations, costing and stores control.

Qualifications: Accounting or equivalent qualifications, or progress in studies, should be stated.

Apply: Z6

DEPARTMENT OF SCIENCE

Analytical Services Branch

Technical Officer (Science), Grade 1 \$6003-7613, Third or Fourth Division, Laboratory Section, (several positions), Sydney

Duties: Perform bacteriological examinations requiring the exercising of individual judgment within the limits of established methods.

Qualifications: An approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Public Service Board considers appropriate, together with requisite experience. Applications will be considered from persons who do not possess the above qualifications, provided they have relevant experience over a minimum period of 6 years. Such an applicant, if selected, will be required to pass a test to establish eligibility for the position.

Apply: AA13

IONOSPHERIC PREDICTION SERVICE

NEW SOUTH WALES

Personnel and Office Services Branch

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

Duties: Assistant Registry Officer.

Qualifications: Knowledge of registry practices and procedures.

Apply: AA13

VICTORIA

Antarctic Division, Engineering Branch

*Technical Officer (Buildings), Grade 1 \$6003-7613, Fourth Division, Melbourne

Duties: No. 81—Assist the Buildings Officer in planning design specification of buildings, including plumbing, heating and ventilation, testing of materials, estimating, supervision and inspection of buildings and materials, and training of expedition personnel. Visit Antarctic stations on summer relief expeditions as required.

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

Note: It is expected that this position will be relocated in Hobart with the Division in approximately 1977.

Apply: AA15

Australian Government Analytical Laboratory

*Technical Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Laboratory Section, Melbourne

Duties: No. 64—Under direction, perform microbiological work associated with the examination of foodstuffs and waters, requiring a proven degree of skill.

Qualifications: Experience relevant to the duties. Qualifications to be stated.

Apply: AA3

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

Duties: Nos 6, 7—Under the direction of professional officers, carry out chemical analyses and tests according to prescribed methods. As a member of a team, perform chemical work requiring the exercise of independent judgment in accordance with established principles.

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

Note: This notification in lieu of that appearing in Gazette No. 31 of 11.4.74. Previous applicants need not re-apply.

Apply: AA3

BUREAU OF METEOROLOGY

CENTRAL STAFF

Automatic Data Processing Branch

Programmer \$8886-9548 (Class 8), Third Division, Applications Section, Melbourne

Duties: No. 65—Implement program modifications and participate in investigation and correction of faults in operational ADP systems.

Qualifications: Commensurate experience in programming for a large computer installation. Tertiary level education with mathematics desirable.

Apply: AA3

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

Duties: No. 101—Perform stenographic and typing duties as directed.

Qualifications: Shorthand, at least 80 words per minute.

Apply: AA3

Senior Programmer \$12019-12510 (Class 9), Third Division, Applications Section, Melbourne

Duties: No. 62—Undertake systems analysis, design and implementation for major ADP applications within the Bureau of Meteorology.

Qualifications: Extensive experience in the design and application of ADP systems. Sound knowledge of computer operating systems and IBM systems an advantage. Tertiary level education with mathematics desirable.

Apply: AA3

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

Duties: No. 63—Assist with high level study of ADP developments and possible Bureau applications.

Qualifications: Experience in developing ADP applications for a large computer system. Tertiary level education with mathematics desirable.

Apply: AA3

NEW SOUTH WALES

Management Branch

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

Qualifications: Applicants must be currently undertaking the chemistry certificate course.

Note: This notification in lieu of that appearing in *Gazette* No. 32 of 18.4.74. Previous applicants need not re-apply.

Apply: Y6

VICTORIA

Services Branch

Assistant Director, Services \$19085, Second Division, Melbourne

Duties: Direct the work of the Branch. Formulate recommendations and advise in relation to the review, planning and co-ordination of the provision of forecasting, warning, statistical and general information services.

Qualifications: Professional meteorologist with comprehensive experience in and knowledge of the provision of meteorological services. Proven ability in review, planning and co-ordination of services.

Apply: AA3

WESTERN AUSTRALIA

Regional Office

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

Duties: No. 2—Perform stenographic and typing duties and provide secretarial assistance to the Regional Director.

Qualifications: Shorthand, at least 100 words per minute.

Apply: AA9

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

Duties: No. 5—Responsible for maintenance of Regional Store.

Qualifications: Stores and dispatch experience desirable.

Apply: AA9

Facilities and Information Section

Library Officer, Grade 1 \$5458-6143, Third Division, Perth

Duties: No. 69—Operate the approved Library service in the West Australian Region in all aspects of library work. Liaise with Central Library Section and Field Offices in respect of information and library services.

Apply: AA9

Regional Forecasting Centre

Meteorologist, Class 3 \$11050-12364, Third Division, Forecasting and Warning Section, Perth

Duties: No. 51—Ensure, as Senior Shift forecaster, the efficient operation of the Regional Forecasting Centre. Supervise the provision of the forecasting and warning services of the Centre and prepare the more important forecasts and warnings.

Qualifications: Appropriate degree or diploma with extensive experience in the provision of forecasting and warning services.

Apply: AA9

Meteorologist, Class 2 \$9397-10521, Third Division, Forecasting and Warning Section, Perth

Duties: No. 15—Analyse synoptic and upper level charts and prepare public weather and aviation forecasts.

Qualifications: Appropriate degree or diploma. Experience of forecasts and warnings desirable.

Apply: AA9

DEPARTMENT OF SERVICES AND PROPERTY CENTRAL STAFF

Overseas Property Bureau, Policy and Programming Branch

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

Duties: No. 10—Assist in the preparation submissions, briefs and correspondence for the Minister and Secretary. Assist in the analysis of proposals and conduct special investigations for the Branch on policy matters.

Apply: AC1

DEPARTMENT OF SOCIAL SECURITY CENTRAL STAFF

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.

In lieu of notification appearing in *Gazette* No. 52 of 18.4.74.

Apply: AD1

Social Welfare Commission

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

Duties: Provide a registry service to the Commission's Secretariat and maintain stocks of stores and stationery.

Note: This position is likely to be situated in Queanbeyan. Previous applicants will be considered and need not apply.

Apply: AD1

NEW SOUTH WALES

Welfare Services Branch

Vocational Counsellor, Grade 2 \$7899-8639 (Class 5), Third Division, Rehabilitation Section (several positions), Sydney

Duties: As a member of a Rehabilitation team, counsel handicapped persons attending the Rehabilitation centre concerning vocational plans; arrange and supervise training; follow up after placement in employment.

Qualifications: Ability to interview and counsel clients; knowledge of industry and training facilities. Qualifications or training relating to these duties should be stated.

Apply: AD2

VICTORIA

Health Benefits and Services Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Medical Practitioner Services Section, Melbourne

Duties: No. 1436—Check Pensioner Medical Service claims to establish that the claims have been registered, vouchers numbered and all associated documents attached and that vouchers are correctly compiled.

Apply: AD3

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Medical Practitioner Services Section, Melbourne

Duties: No. 1439—Deal with requests for issue of departmental forms made by private practitioners, organisations, hospitals and nursing homes. Maintain stocks of forms for ready use.

Apply: AD3

Benefits Branch

Clerk \$7899-8639 (Class 5), Third Division, Unemployment and Sickness Benefits Section, Special Projects Sub-section, Melbourne

Duties: No. 1602—Special Projects Officer. Ensure, by means of random survey, that the discretionary powers involved and the decisions made on unemployment, sickness and special benefits cases are in accordance with the policies expressed by the Director-General.

Qualifications: A sound knowledge of the Social Services Act is desirable.

Apply: AD3

Management Branch

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

Duties: No. 62—Assist with recall of deposits from Banks as requested by Family Allowances Section. Prepare advices regarding refunds, and assist Bank Liaison Officers.

Apply: AD3

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Operations Section, Procedures Control and Development Sub-section (2 positions), Melbourne

Duties: Nos 1628, 1629—Batch Control Assistant. Check accuracy of the information provided on the Batch Control Sheets by comparison with the number of input punch cards and coding sheets in the batches. Maintain files and coding sheets in order pending computer processing.

Apply: AD3

Regional Offices

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Regional Office, Ballarat

Duties: No. 276—Under the direction of the Officer-in-charge, Registry, control registry and index procedures and the inward and outward mail operations of the office. Record the receipt of cash, cheques, and other valuables, registered and certified mail, bank passbooks and other returnable documents.

Apply: AD3

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Regional Office Geelong, Rehabilitation Unit, Geelong

Duties: No. 810—Provide high-level clerical assistance to the regional rehabilitation team, including attendance to all general inquiries concerning the Australian Government Rehabilitation Service and the Training Scheme for Widow Pensioners, preparation of routine correspondence, and the handling of all general accounting duties.

Apply: AD3

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

Duties: No. 366—Examine and assess claims for unemployment, sickness and special benefits; conduct periodical reviews of all current benefits; compute overpayments, prepare submissions and review existing cases.

Qualifications: Knowledge of the Social Services Act particularly in respect of unemployment and sickness benefit provisions, desirable.

Apply: AD3

SOUTH AUSTRALIA

Welfare Services Branch

*Social Worker, Class 2 \$9230-9980, Third Division, Adelaide

Duties: Student Unit Supervisor. Supervise field work training of student Social Workers whilst they are located with the Department.

Qualifications: Appropriate degree or diploma in Social Work, Social Studies or equivalent qualification. Experience in supervision and teaching desirable.

Apply: AD5

*Social Worker, Class 2 \$9230-9980, Third Division, Whyalla

Duties: Responsible for the total social work service in the region served by the Whyalla office

Qualifications: Appropriate degree or diploma in Social Work, Social Studies or equivalent qualification. Relevant experience in Social Work desirable.

Apply: AD5

TASMANIA

Health Insurance and Benefits Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, General Benefits Section, Hobart

Duties: NP—Examine applications for Domiciliary Nursing Care Benefit and conduct interviews as necessary. Prepare reports and submissions for Medical Officer, Class 2.

Apply: AD7

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Australian Archives

Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Policy, Planning and Review Section, Canberra

Duties: No. 2—Undertake stenographic and typing duties for the Director.

Qualifications: Shorthand, at least 100 words per minute.

Apply: AE2

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Finance and Management Services Division, Establishments Branch

Typist, Grade 2 \$4731-5035, Fourth Division, Personnel Management and Development Section (two positions), Canberra

Duties: No. 286—Perform audio typing duties.

Duties: No. 296—Prepare publication work of a complex nature.

Qualifications: Fifty words per minute, typing.

Apply: AF1

Aircraft Guided Weapons and Electronics Supply Division

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

Duties: No. 21—Prepare routine correspondence, estimates of expenditure and delivery, financial statements, progress reports and statistical information in relation to contractual procurement activities.

Apply: AF1

Planning and Procurement Division, Stores and Transport Branch

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

Duties: No. 16—Conduct investigations into fleet operations; prepare operating procedures; assist in the annual fleet review.

Qualifications: Wide practical experience in and knowledge of the administration and operation of a large fleet of passenger and load-carrying vehicles.

Apply: AF1

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

Duties: No. 39—Maintain control records in respect of Treasury Votes under the control of Stores and Transport Branch. Examine applications for expenditure and advise on availability of funds.

Qualifications: Progress in accountancy studies desirable.

Apply: AF1

AUSTRALIAN CAPITAL TERRITORY

Stores and Transport Branch

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

Duties: No. 22—Calculate charges and prepare and issue debit notes for recoverable work. Maintain and reconcile the debtor's ledger. Follow up outstanding debts. Prepare labour and running costs statistics.

Qualifications: Knowledge of debtor's procedures in connection with a trust account desirable.

Apply: AF1

NEW SOUTH WALES

Guided Weapons and Electronics Supply Branch

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

Duties: No. 82—Responsible for direction and control of the Administrative Section of the Branch. Provide administrative assistance to the Branch Head and Senior Officers as required.

Qualifications: Proven administrative ability together with a knowledge of relevant regulations, instructions and orders desirable.

Apply: AF2

Stores and Transport Branch

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

Duties: No. 69—Provide stenographic service for senior officers.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: AF2

SOUTH AUSTRALIA

Finance and Management Services Division

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

Duties: No. 4—Conduct audit investigations at departmental establishments in South Australia and Western Australia as directed by the Senior Internal Auditor and prepare associated reports.

Qualifications: Progress in accountancy studies desirable.

Apply: AF120

Research and Development Division, Weapons Research Establishment, Trials Wing

Principal Research Scientist \$14882-17077, Third Division, Range Group, Woomera

Duties: No. 8—Responsible for the operation of the Range and associated facilities and the conduct of trials.

Qualifications: Ph.D. degree in engineering or science with considerable research experience, or considerable post-graduate research experience of equivalent standard supported by evidence of research achievement of a high order would be acceptable. Research experience desirable in fields relevant to the development of weapons and rocket test vehicles, or to instrumentation problems associated with either the flight testing of weapons or the gathering of physical data using rockets. Proven capacity for organisation and control and to accept responsibility also desirable.

District Allowance: A special allowance of \$410 per annum is payable to married officers maintaining a family. Others receive \$220 per annum.

Taxation: A concession of \$90 per annum plus an allowance equal to 1/12th the total concession for dependants may be allowable provided at least 6 months of the financial year are spent residing at Woomera.

Accommodation: Married accommodation available within a reasonable period after taking up duty.

Note: The successful applicant may be required to fly in fixed or rotary winged aircraft and to drive a government vehicle while on duty.

Remarks: In lieu of *Gazette* notice of 11.4.74. Allowance should read '\$410 per annum' and Note should read '. . . required to fly in fixed or rotary winged aircraft. . . .'

Apply: AF21

Weapons Research and Development Wing

*Research Scientist \$9380-11827, Third Division, Propulsion and Marine Physics Division, Salisbury

Duties: No. 84—Undertake research into aspects of the ignition and combustion of solid propellant with particular emphasis on ignitability and flame spreading, the interaction of igniters with rocket motor charges and unstable burning.

Qualifications: Ph.D. degree in an appropriate discipline or post-graduate research experience of equivalent standard and duration, supported by satisfactory evidence of research ability. Research experience in the field of propellant combustion would be considered an advantage.

Apply: AF21

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

CENTRAL STAFF

Management Services Division, Establishments, Industrial and Systems Branch

Assistant Inspector \$9876-10538 (Class 7), Third Division, Melbourne

Duties: No. 565—Investigate and determine organisation requirements either individually or as a team leader and prepare proposals and reports.

Qualifications: Ability to carry out investigations and prepare reports together with relevant experience desirable. Academic qualifications should be stated.

Apply: F1

Airways Operations Division, Environment and Security Branch

Senior Security Officer \$9876-10538 (Class 7), Third Division, Melbourne

Duties: No. 7—Continuously appraise the adequacy of departmental regulations, orders and instructions relating to aviation security. Develop and submit for approval in draft form, new or revised Air Navigation Orders and Instructions. Liaise with airline and other authorities.

Qualifications: Knowledge of departmental legislation, regulations and instructions relating to aviation security, together with an ability to conduct investigations and prepare reports desirable. Experience in airline operations and procedures with a specialised knowledge of aviation security practices and procedures desirable.

Apply: F1

Senior Security Officer \$9876-10538 (Class 7), Third Division, Melbourne

Duties: No. 8—Conduct regular investigations of security arrangements at airports throughout Australia. Advise on the appropriateness of existing security practices and procedures; make recommendations regarding improvements where necessary; prepare associated reports.

Qualifications: Broad experience in aviation with a specialised knowledge of aviation security practices and procedures, together with an ability to conduct investigations and prepare reports desirable.

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

Apply: F1

Flying Operations and Airworthiness Division, Airworthiness Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Operations and Requirements Section, Aircraft Certification Sub-section, Melbourne

Duties: No. 29—Undertake clerical work associated with the compilation and amendment of light aircraft flight manuals, including the extraction of technical information from source documents approved by the Airworthiness Surveyor (Flight Manuals). Ensure uniformity, adequacy and accuracy of manuals applicable to the same model of aircraft.

Qualifications: Knowledge of departmental practices and procedures regarding the compilation, issue and amendment of light aircraft flight manuals together with familiarity with light aircraft operation and performance desirable.

Apply: F1

Ground Facilities Division, Navigational Aids, Electrical and Mechanical Engineering Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Services Division, Electrical Engineering Sub-section, Melbourne

Duties: No. 5—Provide high level administrative assistance to engineering and technical staff in the sub-section. Maintain sub-sectional records and prepare correspondence and reports as required.

Qualifications: A sound knowledge of Engineering Branch procedures combined with the ability to prepare involved correspondence desirable. Experience in or aptitude for Electrical Engineering an advantage.

Apply: F1

Communications and Air Traffic Control Engineering Branch

*Senior Illustrator, Grade 1 \$8599-9103, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: NP—Direct and co-ordinate the work of a small group of illustrators engaged on the design and preparation of art work for a variety of departmental media. Determine work priorities, grade and allocate work. Inspect, supervise and check the work of subordinate staff.

Qualifications: A suitable qualification in industrial or graphic design and requisite experience desirable.

Apply: F1

*Illustrator, Grade 2 \$7843-8347, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: No. 174—Create, design and execute the more involved art work in relation to departmental reports and publications, technical, operational and safety training and procedural manuals and instructions, and animated drawings for departmental films.

Qualifications: A suitable qualification in industrial or graphic design and requisite experience desirable.

Apply: F1

- *Illustrating Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: No. 175—Prepare less involved illustrations and art work for charts, posters and graphs for departmental reports, publications, training manuals, technical instructions, etc.

Qualifications: Some illustrating experience and knowledge of art procedures and techniques desirable.

Note above four positions: In lieu of those in *Gazettes* of 28.3.74 and 11.4.74. Previous applicants will be considered and need not re-apply.

Apply: F1

- *Illustrator, Grade 1 \$6003-7613, Third or Fourth Division, Drafting Section, Technical Illustration Sub-section, Melbourne

Duties: NP—Create and design straightforward art work in relation to departmental reports and publications, technical, operational and safety training procedural manuals and instructions.

Qualifications: A suitable qualification in industrial or graphic design and requisite experience desirable.

Apply: F1

NEW SOUTH WALES

- *Trainee Draftsman \$2821-5657, Third or Fourth Division, Sydney

Qualifications: Applicants must be currently enrolled in the Electrical Engineering Certificate Course.

Note: This notification in lieu of that appearing in *Gazette* No. 32 of 18.4.74. Previous applicants need not re-apply.

Apply: Y6

NEW SOUTH WALES REGION

Sydney (Kingsford-Smith) Airport

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

Duties: No. 13—Provide administrative assistance to Engineer, Class 3 (Project Manager) and to other professional and technical staff in the Sydney Airport project group. Prepare correspondence and arrange meetings and conferences as requested.

Qualifications: Ability to prepare correspondence, reports, etc., and to take minutes at conferences desirable.

Apply: F2

VICTORIA-TASMANIA REGION

Airways Engineering Branch

- Drafting Assistant, Grade 2 \$5681-6371, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 576—Prepare detail drawings in relation to line installation projects, mechanical plant and equipment and supporting structures and fittings for radio navigational aids services.

Qualifications: Some drafting experience and knowledge of drawing office procedures highly desirable.

Apply: F3

QUEENSLAND REGION

Executive Services Branch

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

Duties: No. 244—Assess and approve payment of salary adjustments, increments, furlough and allowances within prescribed delegations.

Qualifications: Detailed knowledge of Public Service Act, Regulations and General Orders, Determinations of the Public Service Arbitrator and conditions of service desirable.

Apply: F4

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Coastal Services Division

- Steno-secretary, Grade 2 \$6014-6984, Fourth Division, Melbourne

Duties: No. 2—Provide stenographic and secretarial duties for the First Assistant Secretary.

Qualifications: Shorthand, 120 words per minute.

Apply: AH8

Bureau of Transport Economics, Transport Engineering Branch

- *Engineer, Class 3 \$11348-12664, Third Division, Development Section, Canberra

Duties: No. 37—Undertake investigation and research into the civil engineering aspects of technological advances which may effect the economies of Australian transport systems.

Apply: AM1

- *Engineer, Class 2 \$9581-10702, Third Division, Engineering Section, Canberra

Duties: No. 34—Undertake assessment and evaluation of transport systems including feasibility studies, mathematical modelling and appraisal of developments.

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

Apply: AM1

VICTORIA

General Services Section, Victoria Region

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

Duties: No. 8—Oversight the work of the Personnel and Office Services Sub-section. Branch Training Officer.

Qualifications: Considerable experience in all aspects of Personnel Administration including Establishments.

Apply: AH3

- Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Personnel and Office Services Sub-section, Melbourne

Duties: NP—Office Services and Shipping Clerk.

Qualifications: Wide administrative experience together with a broad knowledge of shipping industry procedures.

Apply: AH3

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

Duties: NP—Officer-in-charge, Stocktaking and Ledgers.

Qualifications: Broad knowledge of supply principles relating to stocktaking and stores recording.

Apply: AH3

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

Duties: NP—Perform stocktakes and conduct Boards of Survey at Headquarters and outstations.

Qualifications: Experience appropriate to the duties.

Apply: AH3

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

Duties: No. 7—Stores Ledger Clerk.

Qualifications: Broad knowledge of supply procedures.

Apply: AH3

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

Duties: No. 24—Records Clerk. Second-in-charge Branch Registry.

Qualifications: Broad registry experience.

Apply: AH3

Stores Supervisor \$5283-5532, Fourth Division, Supply Sub-section, Melbourne

Duties: No. 170—Manage Branch Store.

Qualifications: Wide experience in stores handling procedures. Ability to control staff. Applicants must have driver's licence.

Apply: AH3

Senior Storeman \$4724-4977, Fourth Division, Supply Sub-section, Melbourne

Duties: No. 171—Second in charge of Branch Store. Maintain stock cards and take replenishment action.

Qualifications: Knowledge of supply procedures. Aptitude for clerical work desirable.

Apply: AH3

Storeman \$4363-4586, Fourth Division, Supply Sub-section, Melbourne

Duties: No. 172—Assist with the receipt and dispatch of stores.

Qualifications: Knowledge of stores procedures and/or aptitude for stores work is desirable.

Apply: AH3

Executive Section, Victoria Region

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

Duties: No. 157—Programmes Officer. Supervise the research and programming activities of the section.

Qualifications: Academic qualifications to be stated.

Apply: AH3

Mercantile Marine Section, Victoria Region

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

Duties: No. 32—Assist with the engagement and discharge of seamen.

Qualifications: Knowledge of Shipping Industry desirable.

Apply: AH3

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

General Financial and Economic Policy Division, Fiscal Policy Branch

Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Forward Estimates Section, Canberra

Duties: No. 93—Assist in the preparation of Reports and Submissions on forward estimates of Australian Government budget outlays. Assist in quantitative analysis of the benefits and costs of major expenditure programmes.

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

Apply: AI1

Management Services Branch

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

Duties: No. 266—Manage the internal audit function within Treasury and outsider Branches.

Qualifications: Sound appreciation of internal auditing together with ability to direct and control investigational work; accounting or other appropriate tertiary qualifications desirable.

Apply: AI1

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

Duties: No. 172—Undertake minor organisation investigations and oversight the work of staff engaged in correspondence and maintenance of organisation records.

Qualifications: Experience in organisation/establishments work and report writing desirable.

Apply: AI1

Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Finance and General Services Section, Typing Sub-section, Canberra

Duties: No. 46—Secretarial and stenographic assistance to Second Division positions classified at 4 and 6.

Qualifications: Shorthand, 100 words per minute.

Apply: AI1

VICTORIA

Revenue, Loans and Investment Division, Loans and National Savings Branch

Typist, Grade 2 \$4393-4678, Fourth Division, Melbourne

Duties: No. 16—Act as personal secretary to the Deputy Director and perform other stenographic and typing duties as required.

Qualifications: Shorthand, at 100 words per minute.

Apply: AI29

Office of the Insurance Commissioner, Investigation, Appeals and Development Branch

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

Duties: No. 32—Carry out preliminary analysis of insurance industry statistics and prepare monthly

digest of trends. Disseminate information as directed. Prepare related correspondence.

Apply: A11

AUSTRALIAN CAPITAL TERRITORY

Royal Australian Mint

*Assistant, Grade 2 \$4393-4678, Fourth Division, General Services Section, Security Sub-section (several positions), Canberra

Duties: Direct visitors through observation gallery, coin museum and public area. Answer inquiries from public.

Qualifications: Experience appropriate to the duties desirable.

Note: Uniforms are provided.

In lieu of notification appearing in *Gazette* No. 35 of 24.4.74.

Apply: A19

COMMONWEALTH SUB-TREASURY

AUSTRALIAN CAPITAL TERRITORY

Clerk \$7899-8639 (Class 5), Third Division, Drawing Account Reconciliation Section

Duties: No. 74—Supervise the Drawing Account Reconciliation Section, including oversight of daily computer processing. Liaise with Reserve Bank and cheque issuing departments on all aspects of Treasury ADP Drawing Account Reconciliation system.

Qualifications: Sound knowledge of Treasury accounting procedures and ADP system for Drawing Account Reconciliation. Accounting qualifications an advantage.

Apply: A11

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

Operations Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Superannuation Section, Medical and Invalidity Sub-section, Canberra

Duties: No. 490—Prepare submissions, Board agenda and make recommendations on pension reviews; implement Board determinations. Examine applications under Section 4(4), 4(5) and 4(6) of the Superannuation Act and applications for neglected units.

Apply: A134

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

Duties: Two new positions—Assist in preparation of tests packs, code variations; calculation of test data and checking of results. Maintain register of complex and unusual records.

Qualifications: Working knowledge of the contributions and benefits provisions in the Superannuation and DFRB legislation. Sound knowledge of coding transactions for computer input and in examining computer output.

Apply: A134

AUSTRALIAN BUREAU OF STATISTICS

VICTORIA

Population Survey Operations Branch

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Sample Management, Processing and Development Section, Development Sub-section, Melbourne

Duties: No. 8—Undertake research in connection with, and assist in the development and review of, the population survey operating system, including field work and office functions.

Qualifications: Appropriate academic qualifications. Previous statistical or research experience desirable.

Apply: A112

NORTHERN TERRITORY

Darwin Office

Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Research, Development and Information Service Sub-section, Darwin

Duties: NP—Supervise the work of the Sub-section. Undertake major investigations preliminary to institution of new collections of expansion of existing collections in the Northern Territory Office. Assist in the analysis and interpretation of statistics.

Qualifications: A university degree in economics, commerce or arts (in economics or related subjects) and considerable statistical experience desirable.

District Allowance: Grade IV.

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

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

Apply: A110

Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Research, Development and Information Service Sub-section, Darwin

Duties: NP—Participate in investigation prior to the introduction of new collections and expansion of existing collections. Assist in investigations of major problems arising out of Northern Territory collections.

Qualifications: Appropriate academic qualifications. Previous statistical or research experience desirable.

District Allowance: Grade IV.

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

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

Apply: A110

Clerk \$6912-7652 (Class 4), Third Division, Production, Distribution and Integration Sub-section, Darwin

Duties: NP—Collect and compile Retail Sales and other economic statistics for the Northern Territory.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

District Allowance: Grade IV.

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

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

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

Apply: AI10

Clerk \$6912-7652 (Class 4), Third Division, Research, Development and Information Service Sub-section, Darwin

Duties: NP—Administer the Statistical Information Service of the Northern Territory Office of the Bureau, providing adequate statistical information to inquirers together with advice and guidance where necessary.

Qualifications: Previous statistical experience desirable. Completion or partial completion of appropriate academic qualifications an advantage.

District Allowance: Grade IV.

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

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

Apply: AI10

Clerk \$5806-6666 (Class 2/3), Third Division, Demography and Social Sub-section, Darwin

Duties: No. 4—Undertake original editing, coding and classification of morbid conditions shown on returns from hospitals. Edit certificates of cause of death and classify the underlying cause.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

District Allowance: Grade IV.

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

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

Apply: AI10

Clerk \$5806-6666 (Class 2/3), Third Division, Production Distribution and Integration Sub-section, Darwin

Duties: NP—Undertake the examination, editing and tabulation of statistical returns related to Business Surveys.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

District Allowance: Grade IV.

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

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

Apply: AI10

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Demography and Social Sub-section, Darwin

Duties: No. 6—Carry out routine scrutinising and editing checks in regard to birth, death (other than cause of death) and marriage records and morbidity returns from hospitals (other than underlying cause of illness); code the basic demographic information on all returns.

District Allowance: Grade IV.

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

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

Apply: AI10

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Operations Branch

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

Duties: No. 123—Prepare schedules, reports and correspondence on recommendations to write off irrecoverable taxes and losses of public monies and applications for the remission of penalties imposed for offences under taxation laws.

Apply: AI17

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Development Projects and Task Forces Division

First Assistant Secretary \$20870, Second Division, Canberra

Duties: No. 99—In consultation with the States, responsible for implementation of a wide variety of investment programmes.

Qualifications: Extensive experience in project control and policy and statistical analysis. Skill in negotiation and ability to work with a wide range of disciplines is essential.

Apply: AJ1

Management Division, Management Services Branch

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

Duties: No. 272—Under broad supervision undertake programmed reviews of existing organisation and methods including a continuous review of registry procedures to ensure that departmental objectives are met and an efficient retrieval system is provided. Investigate minor organisation and staffing proposals; prepare submissions in relation to these investigations.

Apply: AJ1

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

Duties: (Several positions)—Provide secretarial assistance to a First Assistant Secretary in the Department.

Qualifications: The ability to write shorthand at a connected speed of 100 words per minute.

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 DEFENCE—NAVY OFFICE			
AUSTRALIAN CAPITAL TERRITORY			
L. R. F. Attard 67/10827C	Clerical Assistant, Grade 3, Fourth Division, Sydney	Clerical Assistant, Grade 3, Fourth Division, Dockyards and Maintenance Division, Dockyards Branch, Canberra (No. 166)	24.1.74
DEPARTMENT OF HEALTH			
CENTRAL STAFF			
K. Richmond 69/87144W	Clerk \$5806-6666 (Class 2/3), Third Division, Therapeutics Division, Therapeutic Goods Branch, Administration Section, Administrative Services Sub-section (No. 5)	Clerk \$5806-6666 (Class 2/3), Third Division, Therapeutics Division, Therapeutic Goods Branch, Adverse Drug Reactions Section (No. 55)	21.3.74
K. J. Foster 69/95281K	Clerk \$6912-7652 (Class 4), Third Division, Department of the Capital Territory	Clerk \$6912-7652 (Class 4), Third Division, Management Services Division, Establishments and Finance Branch, Establishments Section, Personnel and Office Services Sub-section (No. 257)	28.2.74
DEPARTMENT OF HOUSING AND CONSTRUCTION			
VICTORIA			
W. A. Cowan 70/86628K	Works Supervisor, Australian Capital Territory	Works Supervisor, Fourth Division, Technical Branch, Melbourne (No. 30)	31.1.74
QUEENSLAND			
B. P. Southwell 60/85007G	Clerk, (Class 6), Third Division, Canberra	Clerk, (Class 6), Third Division, Planning, Programming and Budgeting Section, Brisbane (No. 442)	21.2.74
W. M. Maclachlan 63/88088X	Engineer, Class 3, Third Division, Brisbane	Area Manager, Class 2, Third Division, General Works Division, Country No. 1 Branch, Amberley (No. 341)	9.8.73
DEPARTMENT OF LABOUR			
NEW SOUTH WALES			
J. F. Reid 58/46965M	Employment Officer, Class 4, Third Division, Penrith	Employment Officer, Class 4, Third Division, Employment, Training and Industrial Services Division, Employment Branch, District Employment Offices Pool Section, Katoomba	4.10.73
D. D. Ferderer 70/12262G	Employment Officer, Class 4, Third Division, Wollongong	Employment Officer, Class 4, Third Division, Employment, Training and Industrial Services Division, Employment Branch, District Employment Offices Pool Section, Warilla	4.10.73
B. M. Dunn 71/12699M	Clerk, Class 4, Third Division, Professional Employment Office, Sydney	Employment Officer, Class 4, Third Division, Employment, Training and Industrial Services Division, Employment Branch, District Employment Offices Pool Section, Casino	4.10.73
DEPARTMENT OF NORTHERN DEVELOPMENT			
CENTRAL OFFICE			
W. N. Wright 66/86470R	Clerk, (Class 6), Third Division, Department of the Capital Territory, Canberra	Senior Research Officer, Grade 1, Third Division, Projects No. 1 Branch, Technical Evaluation Section, Canberra (No. 22)	2.8.73
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
R. I. Knight 59/48054G	Postmaster, Grade 2, Third Division, Ivanhoe	Senior Postal Clerk, Grade 2, Third Division, Postal Services Division, Post Offices Branch, Dubbo	30.8.73
E. J. Berkery 59/32484G	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Sydney	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Construction Branch, Primary Works (Metropolitan) No. 3 Section, Caringbah	15.11.73

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
M. G. Mason 61/22629K	Postal Clerk, Fourth Division, Gosford South	Clerical Assistant, Grade 4, Fourth Division, Postal Services Division, Post Offices Branch, Country (North) Section, Gosford (No. 96)	15.11.73
M. Goydych 69/10733M	Clerk (Class 2/3), Third Division, Finance and Accounting Branch, Sydney	Clerk (Class 2/3), Third Division, Finance and Accounting Branch, Post Offices Accounting Section, Sydney (No. 203)	17.1.74
L. E. Hoey 70/24257K	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Glebe (Relief)	7.2.74
W. J. Barnes 68/23060P	Postal Clerk, Fourth Division, Trundle	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Kogarah	7.2.74
W. J. Dolbel 60/22395W	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Parramatta	7.2.74
VICTORIA			
B. J. Heraud 68/47380C	Clerical Assistant, Grade 2, Fourth Division, Engineering Division	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Metropolitan Operations Branch, City Operations Section, Melbourne (No. 120)	21.2.74
QUEENSLAND			
R. I. Blackwell 59/21922C	Postmaster, Grade 3, Third Division, Julia Creek	Postmaster, Grade 3, Third Division, Postal Services Division, Post Offices Branch, Manly	7.3.74
B. F. Grice 59/25283E	Clerk (Class 2/3), Third Division, Personnel and Industrial Relations Branch	Clerk (Class 2/3), Third Division, Personnel and Industrial Relations Branch, Staffing and General Services Section, Brisbane (No. 208)	31.1.74
DEPARTMENT OF SERVICES AND PROPERTY			
CENTRAL STAFF			
L. J. Burgess 70/13520K	Draftsman, Grade 2, Third Division, Department of Defence—Air Office (No. 110)	Draftsman, Grade 2, Survey Branch, Canberra (No. 408)	15.3.74
NEW SOUTH WALES			
R. J. Coleman 70/12299K	Clerk (Class 2/3), Third Division, Divisional Staff (located at Bathurst)	Clerk (Class 2/3), Third Division, Divisional Staff (located at Wollongong) (No. 81)	21.2.74
WESTERN AUSTRALIA			
A. D. Kealley 68/75524R	Senior Draftsman, Third Division, Survey Branch, Darwin (No. 44)	Senior Draftsman, Third Division, Survey Branch, Perth (No. 124)	8.11.73
P. M. Naughton 70/36110C	Typist, Grade 2, Fourth Division, Postmaster-General's Department, Perth	Typist, Grade 2, Fourth Division, Australian Electoral Office, Perth (No. 4)	15.11.73
DEPARTMENT OF SOCIAL SECURITY			
VICTORIA			
R. A. Dusting 68/39265M	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Transport, Air Transport Group, Victoria/Tasmania Region	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Management Branch, Establishments and Finance Section, Melbourne (No. 187)	17.1.74
R. J. Craze 66/37937K	Clerk \$6912-7652 (Class 4), Third Division	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Management Branch, Operations Section, Melbourne (No. 503)	10.1.74
TASMANIA			
K. A. Klease 70/57771R	Social Worker, Class 2, Third Division, Toowoomba, Queensland	Social Worker, Class 2, Third Division, Social Work Section, Hobart (No. 243)	31.1.74

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

CENTRAL OFFICE

B. Shoobert, 11.4.74 (p. 61) Position number should read No. 273.

K. D. Dorney, 21.3.74 (p. 67) Promotion withdrawn.

NEW SOUTH WALES

J. E. Willott, 28.3.74 (p. 65) Lapsed.

VICTORIA

J. M. P. Goldsworthy, 10.1.74 (p. 80) Lapsed.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

J. Robinson, 28.3.74 (p. 68) Withdrawn.

O. Howie, 13.12.73 (p. 109) Cancelled.

J. Stitt, 28.3.74 (p. 67) Lapsed.

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

M. C. Reid, 19.12.73 (p. 99) Lapsed.

VICTORIA

G. W. Morgan, 11.4.74 (p. 67) Designation promoted to should read Investigation Officer.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

P. P. F. Jansen, 28.3.74 (p. 71) Lapsed.

N. L. Jeavons, 11.4.74 (p. 69) Lapsed.

M. J. Kimber, 21.3.74 (p. 74) Lapsed; 24.4.74 (p. 31)

Confirmation withdrawn.

DEPARTMENT OF DEFENCE—AIR OFFICE

QUEENSLAND

C. W. Hamlet, 11.4.74 (p. 70) Position number promoted to should read 267.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

G. J. Potts, 11.4.74 (p. 71) Position promoted from should read Programmer \$8886-9548 (Class 6), Third Division, Department of Defence—Air Office, Canberra.

R. W. Walker, 28.2.74 (p. 65) Withdrawn.

D. J. Ault, 21.3.74 (p. 78) Withdrawn.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

K. J. Curtis, 28.3.74 (p. 77) Lapsed.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

A. S. Elliott, 11.4.74 (p. 73) Lapsed.

DEPARTMENT OF HEALTH

AUSTRALIAN CAPITAL TERRITORY

B. A. Wagstaff, 15.11.73 (p. 101) Lapsed.

NEW SOUTH WALES

B. J. Triggs, 21.3.74 (p. 60) Confirmation withdrawn.

B. J. Triggs, 7.2.74 (p. 67) Withdrawn.

NORTHERN TERRITORY

M. Brandl, 19.12.73 (p. 113) Lapsed.

J. Bryan, 15.11.73 (p. 124) Lapsed.

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

A. D. B. Sewell, 4.4.74 (p. 82) Designation promoted from should read Architect, Class 1.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

S. A. Crofts, 13.12.73 (p. 132) Promotion lapsed.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

W. L. Humphryis, 1.11.73 (p. 136) Lapsed.

NEW SOUTH WALES

A. A. Donges, 28.2.74 (p. 83) Lapsed.

A. A. Donges, 11.4.74 (p. 56) Confirmation withdrawn.

VICTORIA

G. R. Kay, 27.9.73 (p. 127) Lapsed.

QUEENSLAND

L. N. Wellington, 31.1.74 (p. 88) Withdrawn.

L. N. Wellington, 21.3.74 (p. 62) Confirmation withdrawn.

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

F. J. Barton, 25.4.74 (p. 69) Personnel number should read 62/85789R.

G. L. McCormack, 21.3.74 (p. 114) Lapsed.

VICTORIA

B. B. James, 21.3.74 (p. 114) Lapsed.

DEPARTMENT OF SCIENCE

AUSTRALIAN CAPITAL TERRITORY

H. A. Entriken, 11.4.74 (p. 103) Section should read General Services in lieu of Patent General Services.

J. G. O'Brien, 11.4.74 (p. 103) Section should read General Services in lieu of Patent Services.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

J. Monash, 14.2.74 (p. 98) Lapsed.

A. J. Foley, 4.4.74 (p. 118) Lapsed.

DEPARTMENT OF SOCIAL SECURITY

QUEENSLAND

P. A. Trustian, 4.4.74 (p. 124) Name should read P. J. Tustian Promoted to should read vice L. Gray, prov. prom. 21.2.74 (No. 399).

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

E. A. Pearmain, 27.9.73 (p. 96) Confirmation withdrawn.

National Library of Australia

AUSTRALIAN CAPITAL TERRITORY

G. Kennedy, 28.3.74 (p. 122) Position from which promoted should read Clerk, Class 1.

DEPARTMENT OF SUPPLY

SOUTH AUSTRALIA

J. F. Smith, 14.3.74 (p. 78) Personnel number should have read 63/66408E.

DEPARTMENT OF TRANSPORT

Air Transport Group

CENTRAL STAFF

L. J. Lester, 11.4.74 (p. 56) Name should read T. J. Lester.

A. J. McDonald, 7.3.74 (p. 112) Lapsed.

K. D. Crowley, 28.2.74 (p. 105) Lapsed.

K. M. O'Connell, R. W. O'Connell, 18.4.74 (p. 53) Names should read K. M. Connell, R. W. Connell.

DEPARTMENT OF THE TREASURY

Australian Bureau of Statistics

AUSTRALIAN CAPITAL TERRITORY

B. J. Bolton, 7.3.74 (p. 118) Cancelled.

R. P. Green, 1.11.73 (p. 169) Withdrawn.

P. J. Hay, 15.11.73 (p. 133) Cancelled.

J. J. Muzzatti, 14.2.74 (p. 108) Cancelled.

Australian Taxation Office

NEW SOUTH WALES

J. F. Overton, 4.4.74 (p. 143) Lapsed.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

L. M. Bender, 18.4.74 (p. 96) Withdrawn.

Confirmation of provisional promotions

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

DEPARTMENT OF ABORIGINAL AFFAIRS

R. Stovell, 29.11.73.

ATTORNEY-GENERAL'S DEPARTMENT

A. N. Watson-Brown, 22.11.73; L. Shoemark, 24.1.74; M. C. Jackson, N. V. Duffin, J. D. Rankin, L. M. Siddall, P. Gecele, J. Quinn, J. G. Chin, E. C. Kairupan, E. A. Mussett, J. M. Chin, 21.3.74; G. L. Walker, K. M. Crotty, A. M. Roberts, D. F. Higgins, R. J. Bakker, 28.3.74.

Office of the Commissioner of Trade Practices

R. T. C. Smith, J. E. Lester, 28.3.74.

DEPARTMENT OF THE CAPITAL TERRITORY

J. W. Browne, 15.11.73; D. R. Scorpecci, 13.12.73; R. J. Draheim, 17.1.74; D. T. Kemp, K. Sullivan, T. R. Wells, 28.3.74.

DEPARTMENT OF CUSTOMS AND EXCISE

M. R. Currie, 10.1.74; S. J. Gallagher, M. E. Ferguson, 21.3.74; G. H. Day, 28.3.74.

DEPARTMENT OF DEFENCE

D. A. McMahon, 29.11.73; M. A. Farrelly, 10.1.74; S. V. Traub, 14.2.74; B. E. Greaves, 21.3.74; E. M. Smith, H. T. Staier, J. M. Swan, R. C. McKenzie, E. J. Jensen, 28.3.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

J. P. Martin, 10.1.74; R. Green, J. A. Ray, I. R. King, 7.3.74; J. Rees, D. J. Ault, L. D. Black, A. Flood, R. L. Anderson, R. K. Barlin, 28.3.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

J. Rossiter, 28.3.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

R. J. Poulson, H. J. Wiebell, 21.2.74.

DEPARTMENT OF EDUCATION

D. C. Maish, R. P. Baker, A. H. Cruttenden, 21.3.74; P. C. Kennedy, H. J. Short, L. J. Cross, D. W. Weeden, T. R. Martin, B. P. Rollo, K. J. Curtis, H. J. Buchler, R. C. Bennett, S. Garrett, J. L. Kennedy, E. G. Kaye, D. W. Moss, R. H. Grahame, T. J. McNamara, 28.3.74.

DEPARTMENT OF HEALTH

R. I. J. Perez, 11.10.73; J. J. Witkowski, T. M. Tolhurst, 6.12.73; A. B. Bendell, 17.1.74; F. Lippert, 21.2.74; J. A. Walsh, S. A. Nelson, R. J. Holdsworth, J. M. Leader, J. L. Lyon, 7.3.74; R. A. Holland, R. S. Maiden, K. P. Waring, J. M. Baxter, 14.3.74; L. J. Bugg, J. D. Carter, M. A. Grinzi, 21.3.74; A. J. McArdle, S. A. Kenny, G. E. Halford, W. C. Calaghan, 28.3.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

M. Yaremenko, N. McLaren, 13.12.73; E. W. Davis, R. W. Clifford, 17.1.74; J. D. Wright, 31.1.74; A. Enslow, 21.2.74; S. J. Vebers, A. L. Gray, 7.3.74; J. N. Arnold, C. W. Curtis, E. R. Eaton, C. G. T. Adamson, D. O. Gale, J. A. Train, M. P. Wood, J. Smolynec, J. N. Walker, E. W. Bowen, C. A. P. Urghart, N. S. Harding, T. A. Yan, R. B. Mead, 14.3.74; D. J. Hastings, L. S. Smith, F. M. MacSkimin, M. J. D. Johnston, J. J. Biedrzycki, M. V. Hewitt, A. A. Kravinskis, F. L. Wilkinson, F. Menotti, W. Christopherson, J. Lew M. Lamberti, 21.3.74; A. V. Mallyon, A. S. Jobber, K. Anderson, 28.3.74.

DEPARTMENT OF IMMIGRATION

E. F. Polley, R. L. Maher, J. Gamble, J. A. Stenton, C. M. Martin, 14.3.74; A. Bogicevic, D. C. Myles, F. J. Ireland, D. McKie, A. E. Rice, D. G. Burns, G. L. Durrell, R. K. Pritchard, A. G. Holyland, D. W. Cray, 21.3.74; N. R. J. Bentley, J. M. Mason, D. J. Richards, G. I. Oriolo, P. J. Lock, E. M. Reginato, 28.3.74.

DEPARTMENT OF LABOUR

R. J. Byrne, I. Seymour, 1.11.73; J. F. Stuart, 7.2.74; P. J. W. Weatherly, 7.3.74; I. J. Bennett, 21.3.74; H. M. Jedrzejczak, C. A. Thomas, 28.3.74.

DEPARTMENT OF THE MEDIA

Information Division, Australian Government Publishing Service

P. C. Downie, 28.3.74.

DEPARTMENT OF MINERALS AND ENERGY

R. J. Davis, L. J. Worsnop, R. N. Bickerstaff, B. A. Baker, R. J. Bryant, G. L. Moule, R. W. S. James, C. Anson, O. Baker, 28.3.74.

DEPARTMENT OF THE NORTHERN TERRITORY

D. Chin, J. K. Dowley, J. P. Kinter, 15.11.73; W. L. Morris, 6.12.73; H. W. D. Castleman, E. E. Cutler,

G. Higgins, 24.1.74; J. V. Brown, C. H. Carter, C. J. Everett, L. C. Helberg, J. M. Murphy, B. J. Phillips, D. A. Scott, P. F. Spitzer, J. G. Williamson, 21.3.74.

DEPARTMENT OF OVERSEAS TRADE

J. P. Stitt, 19.12.73; M. A. Godfrey, 24.1.74; R. J. Woon, 21.3.74; M. A. Hussin, R. McMahon, G. L. McCormack, G. T. Keating, S. K. A. Tan, I. Magryn, M. D. Rogers, P. P. F. Janson, 28.3.74.

POSTMASTER-GENERAL'S DEPARTMENT

H. A. McKinnon, 30.8.73; B. Hopkins, 4.10.73; J. C. Steel, P. Casatellaro, N. M. Maher, J. M. Kidd, G. E. Keir, P. Crilly, A. W. Baker, G. A. Hafner, K. A. McCusker, H. W. Martin, W. P. Womersley, H. H. Williams, 11.10.73; D. T. Burgess, 25.10.73; E. C. Bone, J. W. Hepburn, 1.11.73; L. W. Ede, R. E. Baker, 29.11.73; M. J. Myles, R. G. Williams, 6.12.73; C. W. Wört, N. L. Picking, 13.12.73; A. G. Bonnici, A. J. Brennan, J. F. Cugley, C. F. Gardiner, G. N. Hanley, L. A. Lamb, R. A. J. Nancarrow, F. Rhodes, B. G. Shillito, B. J. Slattery, B. M. Watts, 19.12.73; R. J. Sainsbury, R. G. True, R. G. Beard, M. G. Noonan, L. N. Kelly, 10.1.74; L. W. Matthews, 17.1.74; C. M. Hickey, K. Heiniger, T. E. Perrett, C. A. Burke, 24.1.74; P. S. Wright, A. J. Schloss, 31.1.74; D. M. Pitt, 14.2.74; K. J. Alexander, J. C. Cook, M. P. Costigan, M. E. May, C. A. Millane, A. C. Moore, M. Pozzuto, D. Tate, A. M. Stokie, G. J. O'Meara, C. M. Bullen, N. J. Bramsen, G. Chadunow, 21.2.74; W. A. Blacklock, 28.2.74; L. R. Kidd, G. W. Clarke, W. C. Prior, J. W. Kelly, W. J. Buhse, 7.3.74; A. J. Linning, J. D. Round, K. R. Sloman, R. F. Finch, E. C. Fuller, K. C. Stumer, G. V. Spletter, M. R. Smith, G. J. Neal, V. M. MacDonald, J. P. Noll, P. N. Jackson, J. C. McElholm, R. V. Bankes, D. J. Costigan, V. E. Urdevics, M. R. Anderson, L. L. Dumolard, G. H. F. J. Ford, N. G. Johnstone, G. F. Gould, B. J. Hunt, D. G. B. Sutherland, G. M. Dunlop, T. J. Green, C. A. McRae, D. J. Canale, D. Schuhmann, R. P. Stevenson, J. A. Stenner, P. J. Frost, W. E. Bergman, G. M. Patmore, D. W. Bracken, G. Eastley, P. W. Edwards, R. A. Hull, J. T. Roberts, J. L. Brown, G. J. Butterworth, G. D. Dale, D. R. Double, K. N. Howell, A. J. Johnston, W. M. Stagg, B. M. Dillon, D. I. Knox, G. E. Moar, G. J. Smith, I. W. Brown, L. R. McKinnon, J. E. English, L. P. Piggott, A. S. Williams, L. A. J. Wheeler, G. F. Beitsch, C. R. Brown, M. H. H. Vollaie, G. L. Blizard, M. J. White, L. M. Johannes, A. J. Driver, D. West, L. G. Hawley, J. G. Brackam, P. Cohen, M. N. J. Calamel, E. C. Deakin, B. J. Wilcox, E. J. Aulbury, D. M. O'Brien, 14.3.74; V. L. McCahon, B. J. Newman, B. Rowling, L. M. White, D. L. Hay, L. S. Brooker, W. K. Sullivan, R. P. D. Coutts, T. A. Moore, J. C. Sydenham, B. M. Leahy, J. M. A. Paulusz, S. L. Dunstan, J. McC. Stewart, J. L. Cowan, C. W. Lee, R. J. Sloane, R. C. Smith, J. J. Wain, R. J. Bottiglieri, B. M. Dwyer, D. J. Ellery, D. J. Jess, R. J. Russell, P. B. McClurg, K. G. Williams, M. C. Walker, J. A. Blackmon, M. T. P. Bouquet, R. J. Pomeroy, D. E. Smith, L. E. Breavington, H. L. Pope, E. W. McAra, K. B. Phillips, B. A. Mundy, J. W. Miegel, J. I. Thomas, K. D. Pahl, P. J. Stark, V. J. Turnbull, A. Karapas, D. J. Galloway, 21.3.74.

DEPARTMENT OF PRIMARY INDUSTRY

C. A. Mundy, B. R. Le Neve, 19.12.73; J. G. Scott, 21.2.74; T. Potter, 28.2.74; L. L. Crossman, P. D. Marshall, 28.3.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

P. J. Grills, 11.10.73; T. L. Griffiths, C. B. Osborne, 7.3.74; J. A. Vaughan, D. Walsh, 14.3.74; J. T. Allen, I. D. Jenkins, 21.3.74.

The Office of the Public Service Board

D. A. Mason, 14.3.74; C. D. Fryer, L. J. Doolan, W. M. Maxwell, 21.3.74; C. W. Opie, 28.3.74.

Office of the Industries Assistance Commission

R. Domanski, B. D. Elmer, 7.2.74; W. A. Kelly, M. K. Feil, I. W. Hammet, 21.3.74; G. R. Banks, 28.3.74.

Office of the Prices Justification Tribunal

J. M. McMahon, 7.2.74.

REPATRIATION DEPARTMENT

M. J. Hogan, K. J. Jennings, J. A. Yeo, 13.12.73; J. C. Hunter, G. R. Wilson, 10.1.74; M. C. Wyers, M. G. Zocco, L. J. Hagerty, L. R. Brydon, C. D. Shanahan, J. Ireland, M. Jess, C. McCormack, 7.3.74; J. Carroll, F. E. Cahill, K. J. Strachan, J. A. G. Fisher, J. Dalton, R. K. Bradshaw, R. J. Hill, B. M. Godfrey, K. Erwood, F. A. Whalen, A. F. McLindon, P. S. Grimsley, K. G. Leonard, N. D. Spears, F. A. Buckley, K. N. Bell, A. W. Ashford, L. M. Ralph, D. J. Rosser, A. J. P. Gunning, R. Fogg, 21.3.74; T. V. Stoyadinovich, B. D. Rayner, J. W. Edwards, D. Shaw, 28.3.74.

DEPARTMENT OF SCIENCE

Bureau of Meteorology

A. H. C. Smith, 21.3.74; M. R. Tinsley, 28.3.74.

DEPARTMENT OF SERVICES AND PROPERTY

M. R. Morris, K. J. Danson, D. J. Mather, R. H. Kohlase, F. S. Smyth, R. E. McLean, 13.12.73; D. Gibson, O. M. Roberts, J. T. Freer, I. M. Barwick, 28.2.74; P. F. Moriarty, L. R. Sanderson, R. D. Buisman, 21.3.74; P. A. Jeffress, W. L. Priddle, 28.3.74.

DEPARTMENT OF SOCIAL SECURITY

D. J. Andrews, 1.11.73; P. J. Crisp, 31.1.74; D. W. Hinds, A. M. Mackay, P. Asnins, 7.2.74; R. S. Walters, M. L. Harris, J. M. Bryson, J. J. King, J. L. Whatman, M. L. Crowe, 28.2.74; B. W. Wright, H. L. Slowiak, 7.3.74; P. Hyde, 14.3.74; J. J. Cook, C. D. Summers, C. C. Asher, S. F. Wright, R. C. Munton, D. G. Thomas, H. I. Donald, D. B. Wade, V. Grantham, A. R. Taylor, J. Land, I. Madden, G. C. Jackson, E. M. Long, H. J. Morgan, R. P. Clements, G. Bugeja, F. W. Cotterell, S. J. Magee, J. P. Lynch, G. Lean, 21.3.74; G. A. Cox, T. D. Woodlock, N. R. Freeman, B. Laxton, 28.3.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

L. W. McKay, 21.3.74; R. A. Percival, R. Sharp, P. F. Mullins, M. J. Dogan, 28.3.74.

Australian Archives

A. J. Seymour, R. J. Posmyk, 21.3.74.

National Library of Australia

J. Meehan, 29.11.73; P. Donnelly, F. Anstey, W. Dawson, W. Falko, F. Cross, P. Batho, D. Brown, R. Watts, S. Scougall, L. Witer, J. O'Brien, E. Murray, R. Hosking, M. Brennan, J. Wilson, G. Kennedy, E. O'Hare, H. Ryan, J. Watson, K. Rawson, J. Page, M. Starkey, R. Humphrey, 28.3.74.

DEPARTMENT OF SUPPLY

B. R. O. Adams, C. A. Hearn, R. S. Newman, P. J. Rees, C. W. Schrodtter, 14.3.74; C. J. Quiggin, J. B. Kurr, G. I. Cutler, 28.3.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

B. E. J. Deveson, 10.1.74; M. T. Greig, C. A. Gorman, T. J. Kyne, G. A. Tanis, J. M. Tyas, 7.3.74; P. J. Downes, K. N. Edwards, M. J. Faris, M. J. Gallagher, S. E. Hamilton, C. L. Stork, 21.3.74.

Surface Transport Group

R. B. A. McPhail, 14.2.74.

DEPARTMENT OF THE TREASURY

G. F. Kirk, 29.11.73; B. J. Munro, 24.1.74; J. A. Lane, 7.3.74; I. R. Matusiak, 21.3.74; B. Lanham, N. L. D. Nicol, A. M. Tinney, A. K. E. Darbyshire, R. J. Irwin, R. E. Pearson, P. J. Hoad, R. I. King, T. R. Waters, 28.3.74.

Commonwealth Sub-Treasury

G. S. Johnston, 21.3.74.

Australian Bureau of Statistics

G. Pavlinov, B. Jurburg, D. J. Clark, 29.11.73; J. Andrewartha, R. E. Senn, 24.1.74; G. E. Bonnett, 14.2.74; M. J. McGrath, 14.3.74; S. E. MacDonald, V. J. Keogh, R. J. Watkinson, J. A. Louey, D. G. Abbotts, C. Collins, D. S. Verrier, 21.3.74; C. Carydias, A. L. Hart, P. A. Read, P. L. Ward, P. Betan, J. M. Boughton, 28.3.74.

Australian Taxation Office

W. J. Lindsay, 1.11.73; J. E. Barbera, G. J. Dwyer, D. M. Reid, 19.12.73; J. M. Smith, J. R. Lambert, 7.3.74; E. Bezzina, 14.3.74; M. S. Booth, B. A. Elms, P. J. McCarthy, B. F. Dempsey, 21.3.74; T. L. Brooking, D. R. Schultz, R. A. Pulford, J. M. Roper, 28.3.74.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

M. R. Ferguson, W. A. Bennett, F. M. Higham, D. H. Roarty, G. P. Wood, M. G. Austin, L. Shaylor, 28.3.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: P. W. McArdle, 11.10.73; D. M. Beeston, D. L. Forbes, J. P. Daly, 18.10.73; P. J. Hay, 15.11.73; S. J. Ryan, 22.11.73; G. T. O'Connor, R. K. P. Lee, 29.11.73; O. Howie, G. H. Wilson, 13.12.73; C. W. Ripley, T. J. Tracey, J. R. Cowan, 10.1.74; J. A. Whitelaw, 17.1.74; A. E. Wright, J. D. Wilson, 7.2.74; R. H. Grahame, J. J. Muzzatti, 14.2.74; E. J. McShea, C. E. Craven, I. R. MacDonnell, J. B. Watson, I. C. McKay, 21.2.74; A. J. Stevens, 28.2.74; D. W. Truman, 7.3.74; J. A. Hutchison, A. J. Novak, 21.3.74.

2. Promoted the undermentioned officers as shown:

DEPARTMENT OF CUSTOMS AND EXCISE

VICTORIA

O. J. Ashby, 58/32594G, Clerk \$6912-7652 (Class 4), Third Division, as Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Revenue Branch, Invoice Section, Victoria (No. 153), with effect from 18.10.73.

R. E. S. Allen, 58/35692R, Clerk \$6912-7652 (Class 4), Third Division, as Invoice Examiner, Grade 2 \$7899-8639, Third Division, Revenue Branch, Invoice Section, Victoria (No. 131), with effect from 18.10.73.

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

D. Johnson, 59/30882M, Postmaster, Grade 2 \$7044-7822, Third Division, Broadmeadow, as Postmaster, Grade 3 \$8104-8947, Third Division, Postal Services Division, Post Offices Branch, Waratah, with effect from 10.1.74.

VICTORIA

R. L. Levy, 69/36746E, Engineer, Class 1 \$6200-8953, Third Division, as Engineer, Class 2 \$9581-10702, Third Division, Engineering Division, Regional Operations Branch, Telegraphs and Data Section, Victoria (No. 30), with effect from 29.11.73.

L. E. Noble, 59/58773T, Senior Telecommunications Technical Officer, Grade 2 \$9379-9932, Fourth Division as Senior Telecommunications Technical Officer, Grade 3 \$10227-10522, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 2 (North West) Section, Brunswick, with effect from 7.2.74.

A. M. Crewther, 59/57985R, Senior Telecommunications Technical Officer, Grade 1 \$8599-9103, Third Division, as Senior Technical Officer (Engineering), Grade 3 \$10227-10522, Fourth Division, Engineering Works Division, Network Performance and Operations Branch, Long Line and Network Operations Section, Melbourne (No. 59), with effect from 21.2.74.

C. Raftopoulos, 71/41323P, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division, Metropolitan Region, Sales Branch, Contracts Section, Melbourne (No. 48), with effect from 21.2.74.

QUEENSLAND

N. J. Sippel, 69/61398W, Postal Officer, Grade 2 \$4374-5273, Fourth Division as Postal Clerk (Relief) \$4605-5744, Fourth Division, Postal Services Division, Post Offices Branch, G.P.O., Brisbane, with effect from 21.2.74.

WESTERN AUSTRALIA

N. W. Sawyer, 59/53971W, Clerk \$7899-8639 (Class 5), Third Division as Industrial Officer \$8886-9548 (Class 6), Third Division, Telecommunications Division, Personnel and Industrial Relations Branch, Industrial Relations Section, Western Australia, with effect from 10.1.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

VICTORIA

R. A. Westriem, 58/49916R, Assessor, Grade 5 (Class 6) \$9876-10538, Third Division, as Clerk \$11032-11525 (Class 8), Third Division, Projects Branch, Office of the Prices Justification Tribunal, Victoria (No. 452), with effect from 13.12.73.

REPATRIATION DEPARTMENT

QUEENSLAND

D. A. Mitchell, 63/57524G, Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, as Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Branch Office, Registry Section, Brisbane (No. 21), with effect from 10.1.74.

**DEPARTMENT OF SOCIAL SECURITY
QUEENSLAND**

N. M. Rosolak, 64/61828P, Typist, Grade 1 \$4225-4579, Fourth Division, as Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Regional Offices Branch, Ipswich (No. 897), with effect from 7.2.74.

C. M. Ockenfels, 68/57056K, Clerk \$6912-7652 (Class 4), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Management Branch, Establishments Section, Brisbane (No. 1053), with effect from 21.2.74.

**DEPARTMENT OF TRANSPORT
VICTORIA**

R. M. Paturzo, 64/37613T, Clerk \$6912-7652 (Class 4), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Surface Transport Group, Management Services Branch, Finance Section, Budget and Works Sub-section, Melbourne (No. 15), with effect from 28.2.74.

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 officer 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:

- (i) (a) superior efficiency; or (b) equal efficiency combined with seniority.
- (ii) That the appellant is senior to the Officer provisionally promoted and is efficient, where promotion is made to one of these positions, Assistant, Grade 1; Assistant, Grade 2; Clerical Assistant, Grade 1; Hospital Assistant, Grade 2; Labourer; Lift Attendant; Lineman, Grade 2; Mail Officer; Orderly, Grade 1; Postal Officer, Grade 1; Postman; Quarantine Assistant, Grade 1; Storeman; Stores Assistant; Telephonist.

FORM OF APPEAL

There is no standard form of appeal. However, the appeal must show:

- Date of *Gazette*
- Name of provisional promotee
- Department in which promotion made
- Ground of appeal

The following particulars of the appellant should appear at the foot of the appeal:

- Full name (block letters).....
- Date of birth.....
- Designation and salary scale of permanent position.....
- Office or branch.....
- Department.....
- Seniority date or number.....

An appeal is acknowledged and the officer is invited to submit a supporting statement in triplicate which should contain:

- Ref. No.....
- Full name.....
- Date of birth.....
- Date of permanent appointment.....
- Educational qualifications (in detail).....
- Statement of service.....
- Experience.....
- Summary of claims.....

DUAL STATUS POSITIONS CREATED IN THE FOURTH DIVISION

The positions listed below are created in the Fourth Division, but become Third Division positions when occupied by an officer of that Division, and revert to the Fourth Division when vacant. A full listing of all positions is to be found in Public Service (Salaries) Regulations 8.

For purpose of appeals against provisional promotions and 'temporary transfers' to these positions, seniority of Third Division officers, shall be determined in accordance with General Order 4/A/3, i.e., according to the earliest seniority date held by the officer whether in the Fourth or Third Division.

All positions in Technical Officer, Technical Cataloguer and Technical Assistant structures and Trainee Technical Officer positions.

All positions in the Draftsman, Drafting Assistant and Illustrator structures and Trainee Draftsman positions.

Airways Telecommunications Officer, Grade 1-4; Assistant Conservator; Communications Officer; Conservator; Electrical Technician; Flight Service Officer, Grade 1-3; Plan Records Assistant, Grade 1-2; Plan Record Officer; Postal Clerk; Postal Officer, Grade 3-4; Radio Technician; Senior Mail Officer; Senior Postal Officer, Grade 1-2; Senior Technical Instructor, all grades (Department of Civil Aviation); Senior Technical Instructor (Postmaster-General's Department); Supervisor (Telegraph); Technical Instructor, Grade 2 (Department of Civil Aviation; Commonwealth Bureau of Meteorology; Postmaster-General's Department); Telecommunications Technician; Telegraphist; Traffic Officer-in-training; Trainee Engineer.

DUAL STATUS POSITIONS CREATED IN THE THIRD DIVISION

The positions in the Postmaster-General's Department listed below are created in the Third Division but become Fourth Division positions when occupied by an officer of that Division, and revert to the Third Division when vacant.

For purposes of appeals against provisional promotions and 'Temporary transfers' to these positions the seniority of Fourth Division officers shall be determined in accordance with General Order 4/A/5.

Senior Postal Clerk, Grades 1 to 3; Instructor, Grades 1 to 3; Postmaster, Grades 1 to 5; Supervisor (Postal), Grades 1 to 3.

SALARIES AND GENERAL CONDITIONS**SALARY RATES**

Salaries shown in the provisional promotions section of this *Gazette* are expressed as current actual salaries.

QUALIFICATIONS

The qualification prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Commonwealth Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in *Gazette* No. 9 of 30.1.73 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Sections 32, 53 and 53B of the *Public Service Act* 1922-1972'.

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

GENERAL

Inquiries as to actual salaries payable to minors should be addressed to the Department notifying the provisional promotion. Married minors (males) may be eligible for an allowance under Regulation 87B.

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

Provisional promotions—notification

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF ABORIGINAL AFFAIRS**AUSTRALIAN CAPITAL TERRITORY****Policy Division**

D. Gisik 70/85064C <i>Duties:</i> Provide stenographic duties for the Divisional Head. <i>Qualifications:</i> Ability to write shorthand at 100 words per minute.	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division (No. 250)
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Policy Development and Review Branch

R. B. Norman 71/11860G <i>Duties:</i> Undertake systematic analysis of major policy proposals and undertake more important investigations into policy proposals and into areas of likely policy initiatives by the Commonwealth. <i>Qualifications:</i> Appropriate academic qualifications desirable.	Clerk \$9876-10538 (Class 7), Third Division, Department of Customs and Excise	Executive Officer \$12019-12510 (Class 9), Third Division, Policy Development Section (No. 40)
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Programming Planning Division, Consultation Branch

R. J. Beadman 58/11414E <i>Duties:</i> Direct a Section engaged on consultation and liaison with Aboriginal people about the formulation of Departmental programmes. Provide the Department with information concerning the needs and priorities of Aboriginal people determined by these consultative processes. <i>Qualifications:</i> Demonstrated capacity for supervising a wide range of Aboriginal liaison activities. Ability to understand and communicate effectively with Aboriginal people.	Senior Inspector \$12019-12510 (Class 9), Third Division	Director \$13004-13498 (Class 10), Third Division, Programme Consultation Section (No. 120)
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M. G. Foster 71/86349R <i>Duties:</i> Process inquiries arising from National Aboriginal Consultative Committee, other committee meetings and individual members of the National Aboriginal Consultative Committee as required; prepare associated correspondence.	Clerical Assistant, Grade 3 \$4230-4610, Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division, National Aboriginal Consulta- tive Committee Secretariat (No. 288)
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Programme Development and Review Branch

G. Kelly 71/87029P <i>Duties:</i> As part of a team, examine needs of Aboriginals under specific programme headings and prepare draft long and short-term programmes within the context of defined policy; liaise with relevant Australian Government and State Departments and Authorities. <i>Qualifications:</i> Experience in educational administration essential. Tertiary qualifications in education desirable.	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Section No. 1 (No. 196)
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Management Services Branch

D. G. Brooks 73/87433K <i>Duties:</i> Provide stenographic duties to the Branch Head. <i>Qualifications:</i> Ability to write shorthand at 100 words per minute.	Typist, Grade 2 \$4731-5035, Fourth Division	Steno-secretary, Grade 1 \$5311-5663, Fourth Division (No. 88)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Operations Division, Community Development Branch

C. J. McGuigan Clerk \$6912-7652 (Class 4), Third Division Clerk \$8886-9548 (Class 6), Third Division,
72/88112K Section No. 2 (No. 192)
Duties: Assist the Senior Project Officer as required in respect of nominated Region. Undertake assignments related to community Development programs.
Qualifications: Ability to investigate and evaluate community development programs and an ability to understand and communicate with Aboriginal people.

NORTHERN TERRITORY

Northern Territory Division, Operations Branch

I. D. Emery Clerk \$5806-6666 (Class 2/3), Third Clerk \$6912-7652 (Class 4), Third Division,
67/86759M Division, Department of Health, Darwin Aboriginal Population Records Section,
Darwin (No. 4)
Duties: Control Darwin Office of the Section and carry out work associated with registration of Aboriginal births and deaths. Prepare reports and supply information for departmental usage. Control computerisation of project.
Qualifications: Managerial experience and some knowledge of computerisation an advantage.

H. Con Foo Clerk \$11032-11525 (Class 8), Third Division Senior Project Officer \$12019-12510 (Class
61/85457T Division, Department of the Northern Territory, Darwin 9), Third Division, Economic Development
Section, Aboriginal Undertakings and
Business Advisory Sub-section, Darwin
(No. 68)

Duties: Direct the activities of a group of project officers assisting in the development of Aboriginal undertakings.
Qualifications: Sound administrative and supervisory experience desirable. Tertiary qualifications to be stated.

P. G. Blake Project Officer \$9876-10538 (Class 7), Project Officer \$11032-11525 (Class 8),
72/95075K Third Division, Projects and Services Third Division, Economic Development
Branch Section, Aboriginal Undertakings and
Business Advisory Sub-section, Darwin
(No. 70)

Duties: Undertake special projects concerning economic ventures by Aborigines including the assessment of social and cultural implications. Provide business management expertise as required.

Qualifications: Tertiary qualifications to be stated.

Projects and Services Branch

R. E. Lawford Clerk \$8886-9548 (Class 6), Third Division, Project Officer \$9876-10538 (Class 7),
70/95278K Department of Housing and Construction, Third Division, Aborigines Benefits Trust
Darwin Fund Section, Darwin (No. 173)

Duties: Conduct investigations and assess requests for financial assistance from the Aborigines Benefits Trust Fund.
Qualifications: Knowledge of private enterprise practices and Aboriginal Affairs desirable. Academic qualifications to be stated.

Management Services Branch

C. Howell Investigation Officer \$8886-9548 (Class 6), Clerk \$9876-10538 (Class 7), Third
59/10815A Third Division Division, Establishments Section, Organisa-
tion and Classification Sub-section,
Darwin (No. 532)

Duties: Examine the more involved establishment proposals. Supervise and oversight the work of the clerical cell.
Qualifications: Previous experience in establishment, classification and organisation matters, together with a sound knowledge of establishment procedures and practices desirable.

B. Anderson Clerk \$7899-8639 (Class 5), Third Division Clerk \$8886-9548 (Class 6), Third Division,
60/88124A Establishments Section, Methods Sub-
section, Darwin (No. 536)

Duties: Undertake clerical work measurement studies. Develop management reporting systems.
Qualifications: Aptitude for and experience in investigational work an advantage. Analytical and report writing ability desirable.

E. Minchin Clerk \$2713-5594 (Class 1), Third Division Clerk \$5806-6666 (Class 2/3), Third
72/95619R Division, Establishments Section, Recruitment and Training Sub-section, Darwin
(No. 551)

Duties: Assistant Recruitment Officer.

Qualifications: Administrative ability and experience in the above area.

A. E. Butt Clerical Assistant, Grade 1 \$1959-4298, Clerical Assistant, Grade 3 \$4822-5254,
73/95435K Fourth Division Fourth Division, Establishments Section,
Recruitment and Training Sub-section,
Darwin (No. 572)

Duties: Maintain records and provide schedule of applications. General clerical assistance.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

S. M. Hudspith 73/95074W	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Northern Territory, Darwin	Clerk \$6912-7652 (Class 4), Third Division, Establishments Section, Personnel and Office Services Sub-section, Darwin (No. 546)
<i>Duties:</i> Team Leader, Standard Personnel Records.		
Y. N. Bessell 73/95489M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Personnel and Office Services Sub-section, Darwin (No. 589)
<i>Duties:</i> Maintain standard personnel records and prepare related correspondence.		
<i>Qualifications:</i> Sound knowledge of standard personnel records work desirable.		
S. A. Norcott 72/85103X	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Establishments Section, Personnel and Office Services Sub-section, Darwin (No. 576)
<i>Duties:</i> Provide clerical assistance to Personnel and Office Services Section, as required.		
N. A. Kenny 72/86392K	Typist, Grade 1 \$4225-4579, Fourth Division	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Establishments Section, Personnel and Office Services Sub-section, Darwin (No. 593)
<i>Duties:</i> Supervise the operations of the Typing Pool including allocation of work, training of staff and assessing priorities.		
W. G. Pittar 73/95503P	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5035, Fourth Division, Establishments Section, Personnel and Office Services Sub-section, Darwin (No. 594)
<i>Duties:</i> General stenographic duties.		
<i>Qualifications:</i> Shorthand, 100 words per minute desirable.		
M. E. Bresnahan 58/17221X	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Establishments Section, Personnel and Office Services Sub-section, Darwin (No. 542)
<i>Duties:</i> Examination and allocation of requests for preparation of Tender Schedules and correspondence. Liaise with branches, contractors and suppliers on important contract matters. Recommend variations to contracts.		
<i>Qualifications:</i> Sound knowledge of contracts procedures. Commercial law, relevant Treasury Regulations and Directions and ability to conduct important negotiations desirable. Experience in preparation of important correspondence an advantage.		
M. D. Palmer 73/95427M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Personnel and Office Services Sub-section, Darwin (No. 554)
<i>Duties:</i> Responsible to the sectional clerk for the provision of clerical assistance in the preparation of tender schedules, final quantity statements, financial statements and tender summaries.		
P. N. Holland 72/95319P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Finance Section, Expenditure Sub-section, Darwin, vice M. E. Bresnahan, prov. prom. (No. 586)
<i>Duties:</i> Authorising Officer for Northern Territory Division.		
P. A. Perry 73/95495A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Expenditure Sub-section (Claims and Processing), Darwin (No. 588)
<i>Duties:</i> Issue proforma and correspondence regarding queries on claims. General assistance to examiners.		
V. S. Illich 70/95293A	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Northern Territory, Darwin	Clerk \$6912-7652 (Class 4), Third Division, Finance Section, Expenditure Sub-section (Salaries and Wages), Darwin (No. 548)
<i>Duties:</i> Supervise programme and direct the work of the Salaries and Wages Group.		
B. V. Lodder 70/95294E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Expenditure Sub-section (Salaries and Wages), Darwin (No. 558)
<i>Duties:</i> Compile wages sheets, TF 18's and 33's. Maintain register of deductions, wages, history cards.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

V. H. Parfit 66/13055K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Finance Section, Revenue and Ledgers Sub-section (Recoveries), Darwin (No. 549)
<i>Duties:</i> Supervise and direct the activities of the Recovery Group. <i>Qualifications:</i> Knowledge of departmental accounting procedures.		
D. K. Hosking 72/95606W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Revenue and Ledgers Sub-section (Recoveries), Darwin (No. 560)
<i>Duties:</i> Consult with Crown Law Office in relation to the recovery of debts and prepare accounts and associated papers for legal action.		
M. R. Lee 71/95367X	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Finance Section, Revenue and Ledgers Sub-section (Paymaster), Darwin (No. 550)
<i>Duties:</i> Receiver of Public Monies and Paymaster. Prepare reconciliations.		
K. A. Cameron 66/57659G	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Finance Section, Revenue and Ledgers Sub-section (Paymaster), Darwin (No. 571)
<i>Duties:</i> Maintain cash advances and make payments. General clerical assistance in Paymaster's office.		
R. L. Holden 66/81192E	Clerk \$5806-6666 (Class 2/3), Third Division, Department of the Northern Territory, Darwin	Investigation Officer \$7899-8639 (Class 5), Third Division, Finance Section, Revenue and Ledgers Sub-section (Investigation), Darwin (No. 544)
<i>Duties:</i> Investigate adequacy of capital and operational subsidies, inspect accounting systems. <i>Qualifications:</i> Demonstrated ability in financial investigation areas.		
W. J. Faint 71/95008K	Clerk \$6912-7652 (Class 4), Third Division	Investigation Officer \$7899-8639 (Class 5), Third Division, Finance Section, Revenue and Ledgers Sub-section (Investigation), Darwin, vice D. G. Kidney, prov. prom. 4.4.74 (No. 585)
<i>Duties:</i> Financial and accounting matters and maintain liaison with Commonwealth and internal audit. <i>Qualifications:</i> Demonstrated ability in financial investigation areas.		
D. P. Lyne 72/81140R	Clerk \$2713-5594 (Class 1), Third Division, Postmaster-General's Department, Launceston	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Relief Sub-section, Darwin (No. 552)
<i>Duties:</i> Provide relief services for Third Division township administrative staff through the Northern Territory.		
R. A. Denholm 70/75205W	Clerk \$2713-5594 (Class 1), Third Division, Department of Transport, Perth	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Relief Sub-section, Darwin (No. 553)
<i>Duties:</i> Provide relief services for Third Division township administrative staff through the Northern Territory.		
G. Sykes 65/66197R	Clerk \$7899-8639 (Class 5), Third Division, Department of the Prime Minister and Cabinet, Darwin	Clerk \$9876-10538 (Class 7), Third Division, Establishments Section, Recruitment and Training Sub-section, Darwin (No. 533)
<i>Duties:</i> Direct, control and co-ordinate the activities of the Staff Resources Sub-section including recruitment, training, manpower, planning appointments and staff movements.		
A. McGorey 67/86678M	Clerk \$6912-7652 (Class 4), Third Division, Department of Housing and Construction, Darwin	Clerk \$7899-8639 (Class 5), Third Division, Finance Section, Revenue and Ledgers Sub-section, Darwin (No. 584)
<i>Duties:</i> Supervise and direct the work of the Ledgers Group. <i>Qualifications:</i> Sound knowledge of Australian Government accounting procedures desirable.		
R. Chan 61/85017E	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Establishments Section, Field Administration Sub-section, Darwin (No. 538)
<i>Duties:</i> Responsible for oversight and control of standards and administrative services on Aboriginal communities. <i>Qualifications:</i> Aptitude for and experience in investigational work an advantage.		
F. M. Vaughan 66/86203P	Stores Supervisor \$5283-5532, Fourth Division, Department of Housing and Construction, Darwin	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Establishments Section, Personnel and Office Services Sub-section, Darwin (No. 570)
<i>Duties:</i> Responsible for the day-to-day operations of the Stationery store, initiate procurement action to ensure continuity and adequacy of supplies of stock and oversight the ordering, storing and issuing of stores, stationery and forms.		

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
L. A. Cornelius 72/95667R	Clerk \$2713-5594 (Class 1), Third Division, Department of the Northern Territory, Darwin	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Expenditure Sub-section (Claims and Processing), Darwin (No. 555)
<i>Duties:</i> Examination of Accounts and sign as officer incurring expense. <i>Qualifications:</i> Knowledge of Public Service Act, Audit Act and Treasury Regulations and Directions, desirable.		
D. K. R. Sinclair 70/95304C	Clerk \$2713-5594 (Class 1), Third Division, Department of Health, Darwin	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Expenditure Sub-section (Claims and Processing), Darwin (No. 556)
<i>Duties:</i> Examination of Accounts and sign as officer incurring expense. <i>Qualifications:</i> Knowledge of Public Service Act, Audit Act and Treasury Regulations and Directions, desirable.		
A. R. P. Bates 70/95329P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Field Administration Sub-section, Darwin (No. 24)
<i>Duties:</i> General clerical assistance in field administration cell.		
H. J. Ogden 73/95347R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Revenue and Ledgers Sub-section (Paymaster), Darwin (No. 561)
<i>Duties:</i> Paying Officer. General clerical assistance in receiver's office.		
K. M. Doughton 69/95204T	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Housing and Construction, Darwin	Clerk \$6912-7652 (Class 4), Third Division, Finance Section, Expenditure Sub-section (Claims and Processing), Darwin (No. 547)
<i>Duties:</i> Certifying Officer. <i>Qualifications:</i> Knowledge of Public Service Act, Audit Act, and Treasury Regulations and Directions, desirable.		
D. James 72/95668W	Clerk \$2713-5594 (Class 1), Third Division, Department of Transport, Darwin	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Revenue and Ledgers Sub-section (Paymaster), Darwin (No. 562)
<i>Duties:</i> Cashier, Balance and reconcile daily takings and prepare statements.		
T. L. McLeod 69/95344E	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of the Northern Territory, Darwin	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Establishments Section, Organisation and Classification Sub-section, Darwin (No. 569)
<i>Duties:</i> Maintain manning charts and establishment records and general clerical assistance in organisation and classification cell. <i>Qualifications:</i> Experience related to duties desirable.		
L. S. Walker 63/66686T	Clerk \$6912-7652 (Class 4), Third Division, Postmaster-General's Department, Darwin	Clerk \$8886-9548 (Class 6), Third Division, Establishments Section, Personnel and Office Services Sub-section, Darwin (No. 539)
<i>Duties:</i> Supervise staff of the personnel and office services section. Attend to important correspondence concerning general conditions of service and give interpretation on these matters. Exercise relevant delegations. <i>Qualifications:</i> Sound knowledge of the Public Service Act and Regulations, General Orders and furlough and Superannuation Acts desirable.		
D. A. Loveday 69/58141C	Clerk \$6912-7652 (Class 4), Third Division, Department of Health, Darwin	Clerk \$7899-8639 (Class 5), Third Division, Establishments Section, Organisation and Classification Sub-section, Darwin (No. 540)
<i>Duties:</i> As a team member investigate and report on establishment and classification matters. Prepare submissions and correspondence to the Public Service Board and Public Service Inspector. <i>Qualifications:</i> Experience in organisation and classification matters desirable.		
P. R. Addison 69/40315P	Clerk \$6912-7652 (Class 4), Third Division, Department of Housing and Construction, Darwin	Clerk \$7899-8639 (Class 5), Third Division, Establishments Section, Recruitment and Training Sub-section, Darwin (No. 541)
<i>Duties:</i> Recruitment Officer. Supervise and direct the activities and staff of the cell. <i>Qualifications:</i> Sound knowledge of public service recruitment procedures desirable.		
E. K. Townsend 67/66916M	Teacher, Grade 1 \$4261-7321, Third Division, Department of Education, Darwin	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Establishments Section, Recruitment and Training Sub-section, Darwin (No. 545)
<i>Duties:</i> Assist in the formulation and implementation of integrated training programmes in particular higher level administration courses in conjunction with on-the-job training programmes designed to ensure the retention and practice of skills gained from formal training courses. <i>Qualifications:</i> Proven skills in supervision and conference leadership and administrative ability in the development of staff training programmes desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. M. James 73/95228X	Clerk \$2713-5594 (Class 1), Third Division, Department of the Northern Territory, Darwin	Clerk \$5806-6666 (Class 2/3), Third Division, Finance Section, Revenue and Ledgers Sub-section (Ledgers), Darwin (No. 559)
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Duties: Process Receiver's statements and journal entries. Maintain appropriation and revenue ledgers, control trust fund and other trust moneys.

Qualifications: Knowledge of Australian Government accounting procedures desirable.

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Advisings Division

B. L. Pearson 73/87856X	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Canberra (No. 16)
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Duties: Deal with matters referred to him.

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

F. C. F. Higgins 73/87857C	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, International and Constitutional Branch, Canberra (No. 18)
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Duties: Deal with matters referred to him.

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

F. M. Douglas 72/88556R	Senior Legal Officer \$12545-13635, Third Division	Principal Legal Officer \$15195-16285, Third Division, Constitutional Review Branch, Canberra (No. 30)
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Duties: Evaluate and co-ordinate proposals to be submitted to the committee delegates.

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

T. A. Long 73/88709E	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Environmental and Administra- tive Branch, Canberra (No. 35)
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Duties: Deal with matters referred to him.

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

F. M. Brotherton 73/87855T	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Environmental and Administra- tive Branch, Canberra, vice F. M. Douglas, prov. prom. 2.5.74 (No. 36)
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Duties: Deal with matters referred to him.

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

Business Affairs Division

R. L. Hamilton 70/87436A	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Securities Industry Branch, Canberra, vice M. J. O'Brien, prov. prom. 2.5.74 (No. 6)
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Duties: Deal with matters referred to him.

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

M. J. O'Brien 58/50233P	Senior Legal Officer \$12545-13635, Third Division	Principal Legal Officer \$15195-16285, Third Division, Commercial Law Branch, Canberra (No. 12)
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Duties: Supervise and direct the work of the Bankruptcy and Bills of Exchange Section and deal personally with the more important matters.

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

A. M. D'Aloisio 73/88300C	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Commercial Law Branch, Can- berra (No. 16)
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Duties: Deal with matters referred to him.

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

R. J. Morgan 58/11877W	Senior Legal Officer \$12545-13635, Third Division	Principal Legal Officer \$15195-16285, Third Division, Restrictive Trade Practices and Consumer Protection Branch, Can- berra (No. 23)
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Duties: Supervise and direct the work of the Administrative Section and deal personally with the more important matters.

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

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
R. L. Eagers 62/85672T	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Companies Legislation Branch, Canberra, vice R. J. Morgan, prov. prom. 2.5.74 (No. 29)
<i>Duties:</i> Deal with matters referred to him. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		
Federal Courts, Intellectual Property, Territories and Law Reform Division, Federal Courts and Administrative Law Review Branch		
B. J. Knox 74/86332K	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Policy Section, Canberra, vice G. D. Holmes, prov. prom. 4.4.74 (No. 7)
<i>Duties:</i> Deal with matters referred to him. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		
Territories Branch		
W. L. Abbott 73/88287E	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Canberra (No. 26)
<i>Duties:</i> Deal with matters referred to him. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		
Justice and Family Law Division		
R. J. Howard-Smith 73/88262T	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Human Rights Branch, Canberra (No. 24)
<i>Duties:</i> Deal with matters referred to him. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		
Criminal Law Branch		
A. G. Towill 73/88288K	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Policy Section, Canberra (No. 7)
<i>Duties:</i> Deal with matters referred to him. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		
Law Enforcement Branch		
G. H. Wattsford 68/36708W	Senior Legal Officer \$12545-13635, Third Division	Principal Legal Officer \$15195-16285, Third Division, Canberra (No. 16)
<i>Duties:</i> Supervise and direct the work of the Policy Section and deal personally with the more important matters. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		
C. Tyrrel 73/87957M	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Policy Section, Canberra (No. 17)
<i>Duties:</i> Deal with matters referred to him. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		
K. S. Tilbrook 58/17748P	Executive Officer \$13004-13498 (Class 10), Third Division, Department of the Capital Territory, Canberra	Principal Legal Officer \$15195-16285, Third Division, Canberra (No. 19)
<i>Duties:</i> Supervise and direct the work of the Intelligence Liaison Section and deal personally with the more important matters. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		
Human Rights Branch		
P. A. McMahon 73/88256E	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Human Rights Section, Canberra (No. 40)
<i>Duties:</i> Deal with matters referred to him. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		

AUSTRALIAN CAPITAL TERRITORY**Crown Solicitor's Division, Customs and Excise Sub-office**

P. A. Gilmour 70/87756R	Legal Officer \$6830-11765, Third Division, Deputy Crown Solicitor's Office, Canberra	Senior Legal Officer \$12545-13635, Third Division, Canberra (No. 1)
<i>Duties:</i> Responsible for the work of the Sub-office. Personally interview and advise officers of the Department of Customs and Excise on matters arising out of the work of that Department. <i>Qualifications:</i> Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory.		

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

Defence Group Sub-office

M. A. Keehn 73/86329A	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Canberra (No. 3)
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Duties: Deal with matters referred to him, including the preparation of advisings; and interview and advise officers of the Department of Defence on matters arising out of the work of that Department.

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

Repatriation Sub-office

R. R. Hammond 70/86257P	Legal Officer \$6830-11765, Third Division, Deputy Crown Solicitor's Office, Canberra	Senior Legal Officer \$12545-13635, Third Division, Canberra (No. 1)
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Duties: Responsible for the work of the Sub-office. Personally interview and advise officers of the Repatriation Department on matters arising out of the work of that Department.

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

H. D. Strang 70/88397X	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Criminal Section, Canberra, vice J. McCrory, prov. prom. 2.5.74 (No. 56)
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Duties: Deal with more important matters referred to him.

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

J. A. McCrory 68/85487A	Senior Legal Officer \$12545-13635, Third Division	Principal Legal Officer \$15195-16285 Third Division, Canberra (No. 63)
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Duties: Appear before the Supreme Court of the A.C.T. in the more important and difficult cases and assist the Crown Prosecutor as required

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

NEW SOUTH WALES

Deputy Crown Solicitor's Office

J. W. McCluskey 73/15704C	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Common Law 2 Section, Sydney (No. 30)
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Duties: Responsible for the control, the day-to-day management and the proper performance of the work of Sub-section 'A'. As necessary prepare advisings, and interview and advise officers of Australian Government departments and instrumentalities in matters arising out of the work of the Sub-section

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

R. M. Brown 64/13023X	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Common Law 3 Section, Sydney (No. 36)
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Duties: Responsible for the control, the day-to-day management and the proper performance of the work of the Sub-section 'A'. As necessary prepare advisings, and interview and advise officers of Australian Government departments and instrumentalities in matters arising out of the work of the sub-section.

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

C. S. Lawson 58/25565M	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Common Law 4 Section, Sydney (No. 124)
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Duties: Responsible for the control, the day to day management and the proper performance of the work of Sub-section 'B'. As necessary prepare advisings, and interview and advise officers of Australian Government departments and instrumentalities in matters arising out of the work of the Sub-section.

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

P. M. M. Le Guen 70/14818C	Legal Officer \$6830-11765, Third Division	Senior Legal Officer \$12545-13635, Third Division, Common Law 2 Section, Sydney (No. 144)
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Duties: Responsible for the control, the day-to-day management and the proper performance of the work of Sub-section 'B'. As necessary prepare advisings, and interview and advise officers of Australian Government departments and instrumentalities in matters arising out of the work of the Sub-section.

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

Bankruptcy Branch

F. Pinter 71/12239K	Accounting Machinist, Grade 1 \$2113-4579, Fourth Division, Postmaster-General's Department, Sydney	Accounting Machinist, Grade 2 \$5165, Fourth Division, Official Receiver's Section, Sydney (No. 24)
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Duties: Post receipts and payments and transfers by way of entries and journal adjustment and extension of balances in the estates cash cards. Post debit and credit entries in the General Cash Book with special reference to fixed deposits, etc.

Qualifications: Passing of the prescribed test for advancement necessary.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

VICTORIA

Industrial Registrar's Branch

- C. J. Harnath
68/37428T Clerk \$6912-7652 (Class 4), Third Division Clerk \$7899-8639 (Class 5), Third Division, Melbourne (No. 79)
Duties: Control and direct the work of the Printing and Sales Section. Edit for printing the more important judgments, awards and orders of the Court and Commission.
- B. E. Hower
71/36908W Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Melbourne, vice C. J. Harnath, prov. prom. 2.5.74 (No. 73)
Duties: Prepare consolidation of awards and arrange re-printing.

WESTERN AUSTRALIA

Bankruptcy Branch

- P. J. Mahony
71/75749C Clerk \$5806-6666 (Class 2/3), Third Division, Department of Transport, Perth Clerk \$6912-7652 (Class 4), Third Division, Registrar's Section, Perth (No. 3)
Duties: Examine and audit accounts submitted by Trustees and prepare reports to the Court in regard to the conduct of Trustees. Assist debtors and persons contemplating the filing of their petition of their affairs.

DEPARTMENT OF THE CAPITAL TERRITORY

A.C.T. Government Division, Administrative Planning and Development Branch

- K. L. Bone
73/10049G Clerk \$6912-7652 (Class 4), Third Division, Department of the Prime Minister and Cabinet Clerk \$8886-9548 (Class 6), Third Division, Policies Review Section (No. 770)
Duties: Undertake investigations and research into policy matters relating to A.C.T. planning and development.
Qualifications: Policy and research experience desirable.

Establishments Branch

- J. J. Andersson
70/86716C Technical Officer, Grade 1 \$6003-7613, Fourth Division Clerk \$8886-9548 (Class 6), Third Division, Organisation, Classification and Methods Section (No. 1779)
Duties: As a member of a team, undertake system and work measurement studies in selected areas and assist in the preparation of associated reports and recommendations for improved methods and appropriate standards.
Qualifications: Experience in methods study and/or the practical application of work measurement systems desirable.
- G. J. Rice
70/37390M Clerk \$7899-8639 (Class 5), Third Division, Postmaster-General's Department, Melbourne Assistant Inspector \$8886-9548 (Class 6), Third Division, Organisation, Classification and Methods Section, vice R. Finlay, prov. prom. 11.4.74 (No. 1235)
Duties: Undertake investigations of organisation and classification department as necessary. Prepare associated reports and submissions.
Qualifications: Considerable aptitude for investigational work and report writing desirable.
- G. E. Pask
70/87023T Clerk \$6912-7652 (Class 4), Third Division, Department of Supply Clerk \$7899-8639 (Class 5), Third Division, Organisation, Classification and Methods Section (No. 1780)
Duties: Under direction, assist in work measurement and systems studies.
Qualifications: Aptitude for system/work measurement studies.
- A. B. Lord
64/24960T Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Minerals and Energy Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Personnel and Services Section (No. 1650)
Duties: Evaluate and sentence files and other material in accordance with disposal schedules and agreements.
Qualifications: Registry and archival experience desirable.

Finance and Supply Branch

- G. J. McVeigh
68/86144T Clerk \$5806-6666 (Class 2/3), Third Division Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section (No. 1791)
Duties: Conduct audit investigations relating to an allocated section of the audit programme.
Qualifications: Knowledge of Treasury Regulations and Directions and Audit Act desirable. Progress in accountancy studies desirable.
- G. J. Holt
72/88523G Clerk \$5806-6666 (Class 2/3), Third Division Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section (No. 1792)
Duties: Conduct audit investigations relating to an allocated section of the audit programme.
Qualifications: Knowledge of Treasury Regulations and Directions and Audit Act desirable. Progress in accountancy studies desirable.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

F. E. Bowles 71/88200M	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Minerals and Energy	Internal Auditor, Grade 1 \$6912-7652 (Class 4), Third Division, Internal Audit Section (No. 1790)
<i>Duties:</i> Conduct audit investigations relating to an allocated section of the audit programme. <i>Qualifications:</i> Knowledge of Treasury Regulations and Directions and Audit Act desirable. Progress in accountancy studies desirable.		
L. G. Higgins 72/86678A	Storeman \$4363-4586, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Expenditure and Costing Section (No. 1591)
<i>Duties:</i> Check balances of stores held and record on stock sheets.		
V. Miletic 73/89826A	Storeman \$4363-4586, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Expenditure and Costing Section (No. 1592)
<i>Duties:</i> Check balances of stores held and record on stock sheets.		
R. Faria 72/85620T	Senior Storeman \$4724-4977, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Expenditure and Costing Section (No. 1593)
<i>Duties:</i> Check balances of stores held and record on stock sheets.		
J. C. Byrne 69/85928A	Storeman \$4363-4586, Fourth Division	Stores Supervisor \$5283-5532, Fourth Division, Expenditure and Costing Section (No. 1611)
<i>Duties:</i> Responsible for the efficient management of the Forestry Store, Mount Stromlo, in particular implement and adhere to stores operating procedures including the receipt, inspection and issue of stores.		
B. Kirk 72/87260G	Storeman \$4363-4586, Fourth Division	Senior Storeman \$4724-4977, Fourth Division, Expenditure and Costing Section (No. 1617)
<i>Duties:</i> Allocate tasks to lower level staff, check work performed, resolve discrepancies where possible in Transport Store, Kingston.		

Housing and Welfare Division

J. Robinson 71/85231C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, ADAA, Department of Foreign Affairs	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Information and Public Relations Section (No. 12)
<i>Duties:</i> Supervise construction of displays and ensure that conference organisers are consulted as necessary; plan and design minor displays.		

Housing Operations Branch

M. J. Jamieson 72/86106K	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section (No. 1760)
<i>Duties:</i> Examine, process, conduct interviews and make recommendations involving rental rebates and arrears, breaches of tenancies, transfer and applications to sub-let.		
S. M. Hoyer 73/88026R	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section (No. 447)
<i>Duties:</i> Examine applications for permission to sub-let dwellings mortgaged to the Commissioner for Housing. Investigate and report on cases of unauthorised sub-letting.		
K. S. Winterbottom 70/85601C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section (No. 437)
<i>Duties:</i> Check applications, prepare security and other documents and carry out duties associated with grant, transfer, termination or discharge of Commissioner for Housing or Commonwealth of Australia Loans and Mortgages.		

Lands Division

S. Donnell 70/85112T	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division (No. 772)
<i>Duties:</i> Undertake stenographic and typing duties for the First Assistant Secretary.		

Conservation and Agriculture Branch

B. E. Turvey 73/85109R	Clerk \$2713-5594 (Class 1), Third Division, Department of Defence (Navy Office)	Clerk \$5806-6666 (Class 2/3), Third Division, Administration Section (No. 615)
<i>Duties:</i> Prepare specifications for and arrange purchasing, tenders and quotations for stores, etc. Record, calculate and maintain records for freehold land rates, stock rates, abattoir holding paddocks charges and agistment fees.		
<i>Qualifications:</i> A knowledge of agricultural activities desirable.		

City Manager's Office

P. A. Kuffner 71/85286K	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division (No. 7)
<i>Duties:</i> Undertake stenographic and typing duties for the City Manager.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Recreation and Tourism Branch

P. Keogh
71/85587R Trainee Technical Officer \$4869-5657, Fourth Division Gardening Overseer, Grade 1 \$6488-6808, Fourth Division, City Parks Administration Section (No. 1182)

Duties: Supervise a group of industrial staff engaged in horticultural activities in the City Parks Administration including allocation of work to staff.

B. J. Zanetti
69/87958T Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, City Parks Administration Section, vice G. C. Sykes, prov. prom. 24.4.74 (No. 110),

Duties: Analyse computer print outs of expenditure, attend to costing inquiries, carry out associated investigations and prepare reports; provide general administrative assistance as required.

Qualifications: An understanding of computer costing systems and experience in finance highly desirable.

DEPARTMENT OF CUSTOMS AND EXCISE

NEW SOUTH WALES

Management Services Branch

J. D. McMillan
58/11078C Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division Clerk \$8886-9548 (Class 6), Third Division, Personnel Section (No. 189)

Duties: Research and make recommendations on all aspects of staff assessment and welfare practices and techniques. Provide consolidated reports and recommendations on the performances and needs of officers.

Revenue Branch

N. E. Mortlock
58/11016C Clerk \$7899-8639 (Class 5), Third Division Assistant Tariff Officer \$8886-9548 (Class 6), Third Division, Invoice Section (No. 193)

J. K. Foley
58/10748K Clerk \$7899-8639 (Class 5), Third Division Assistant Tariff Officer \$8886-9548 (Class 6), Third Division, Invoice Section (No. 36)

Duties above two positions: Recommend tariff classification. Interview the public and inform officers or give advice on matters relating to tariff and statistical classification.

R. A. Nelson
58/11085W Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Invoice Section (No. 167)

Duties: Conduct research and evaluate commodities to determine suitability for inclusion in facilitated clearance procedures.

A. B. Ryce
58/11226C Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Invoice Section (No. 175)

Duties: Conduct more important and complex investigations and trade inquiries.

B. G. Hall
58/11025K Investigation Officer, Grade 2 \$7899-8639 (Class 5) Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Investigation Section (No. 40)

Duties: Assist Prosecutions Officer in the preparation of the Departmental case for Court or Part XV actions.

K. J. Hickey
65/10248K Clerk \$5806-6666 (Class 2/3), Third Division Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section, vice C. Matthews, prov. prom. 2.5.74 (No. 177)

M. A. P. Morriss
58/21154T Clerk \$5806-6666 (Class 2/3), Third Division, unattached Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section, vice J. D. Murphy, prov. prom. 2.5.74 (No. 186)

Duties above two positions: Perform examination of Customs entries and authorise release of clear entries.

M. A. Mansour
64/11285T Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Investigation Section, vice B. G. Hall, prov. prom. 2.5.74 (No. 60)

J. A. McCaffery
63/10760A Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Investigation Section, vice A. R. Meire, prov. prom. 28.2.74 (No. 61)

G. L. Chaffer
65/13429C Clerk \$6912-7652 (Class 4), Third Division Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Investigation Section (No. 68)

D. C. Allen
65/10640K Clerk \$6912-7652 (Class 4), Third Division Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Investigation Section, vice J. D. McMillan, prov. prom. 2.5.74 (No. 67)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

R. J. Balfour 65/11555R	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Investigation Section (No. 72)
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Duties above five positions: Investigate and report on applications for the admission of goods under Customs By-laws.

J. C. Robinson 65/10586E	Clerk \$6912-7652 (Class 4), Third Division	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Invoice Section, vice F. F. Jackson, prov. prom. 2.5.74 (No. 130)
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P. T. Rowley 62/11564W	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Invoice Section, vice R. A. Nelson, prov. prom. 2.5.74 (No. 148)
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J. O. D'Abrera 64/24643R	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Invoice Section (No. 138)
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Duties above three positions: Protect local industry and the Revenue by examination of Customs entries, related invoices and other documents.

T. J. Brennan 61/11000A	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Investigation Section, vice A. B. Ryce, prov. prom. 2.5.74 (No. 78)
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Duties: Conduct investigations to ascertain the use actually made of goods admitted concessionally under security.

P. J. Inman 66/10886X	Examining Officer \$5806-6666 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Investigation Section, vice T. J. Brennan, prov. prom. 2.5.74 (No. 36)
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J. W. Rankin 66/10614X	Examining Officer \$5806-6666 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Investigation Section, vice P. T. Rowley, prov. prom. 2.5.74 (No. 37)
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Duties above two positions: Conduct less difficult end-use investigations.

J. R. Lee 58/20492C	Examining Officer \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division, Invoice Section, vice J. R. Eastmure, prov. prom. 2.5.74 (No. 84)
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Duties: Resolve all statistical queries referred from Central Office.

Services Branch

A. G. Williams 59/37223A	Senior Inspector \$11032-11525 (Class 8), Third Division	Chief Inspector \$12019-12510 (Class 9), Third Division, Port Services Section (No. 1)
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Duties: Direct, co-ordinate and control the Shipping Sub-section. Deputise for the Assistant Collector, Port Services in his absence. Prepare correspondence and reports on major matters and give decisions on major issues.

H. J. Berecny 58/10512T	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Port Services Section (No. 443)
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Duties: Responsible for the efficient management of outdoor activities in relation to cargo operations at the Airport. Ensure the proper application of Customs and other legislation in respect of goods subject to Customs control.

F. F. Jackson 58/10885G	Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division	Inspector \$8886-9548 (Class 6), Third Division, Port Services Section (No. 120)
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Duties: Supervise and direct the work of staff in the Cargo Services Sub-group.

P. E. McDonnell 65/10167K	Examining Officer \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Port Services Section (No. 448)
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Duties: Supervise and direct the work of staff in the release of cargo, registration of sights, processing of adjusting entries and passing of restricted entries.

D. P. McMahon 66/11641R	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Port Services Section (No. 447)
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Duties: Assume responsibility for programming by appointment the work to be handled by Airport examining officers. Brief examining officers in particular aspects of examinations and review results of examinations with officers concerned.

J. R. Eastmure 64/11693C	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Port Services Section, vice H. J. Berecny, prov. prom. 2.5.74 (No. 364)
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Duties: Screen all Air Waybills and informal clearance documents and associated papers.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. D. Murphy 63/10426X	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Inland Services Section (No. 145)
<i>Duties:</i> Conduct investigations involving in-depth evaluation of production and accounting procedures of less complex companies for acceptance as participants in Export concessional schemes.		
G. G. Collins 65/12066T	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Port Services Section (No. 109)
<i>Duties:</i> Investigate shipping company cargo control and accounting systems and prepare procedure statements covering all phases of company physical and documentary procedures.		
S. Ashcroft 68/12582G	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Port Services Section, vice J. C. Robinson, prov. prom. 2.5.74 (No. 331)
<i>Duties:</i> Provide relief at the Airport for positions classified at Class 4 and 5.		
C. W. Byrne 58/10576C	Clerk \$5806-6666 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Port Services Section, vice M. A. Mansour, prov. prom. 2.5.74 (No. 383)
<i>Duties:</i> Assist the Investigation Officer, Grade 2 in the performance of planned random checks and loss-control investigations.		
A. D. Walter 64/12342X	Senior Boarding Officer \$6912-7652 (Class 4), Third Division	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Inland Services Section (No. 7)
<i>Duties:</i> Perform documentary and physical investigations at the more complex licensed and approved premises.		
C. Matthews 59/31175R	Invoice Examiner, Grade 1 \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Port Services Section (No. 197)
<i>Duties:</i> Screen inward parcels and assess risk involved. Screen informal clearance documents and associated papers.		
J. C. Hamilton 65/10240X	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Port Services Section, vice A. N. Hynes, prov. prom. 28.3.74 (No. 330)
<i>Duties:</i> Supervise and direct the work of officers engaged on incoming and outgoing aircraft.		
R. W. Appleby 58/10465G	Examining Officer \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Port Services Section (No. 359)
<i>Duties:</i> Provide relief at Class 4 level and above in the Parcels Post Sub-section.		
M. Canellakis 64/10713W	Clerk \$5806-6666 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Inland Services Section (No. 9)
W. C. Gribble 63/11757M	Clerk \$5806-6666 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Inland Services Section (No. 25)
<i>Duties above two positions:</i> Perform documentary and physical investigations at less complex licensed/approved premises.		
F. J. Chalmers 58/10598A	Clerk \$5806-6666 (Class 2/3), Third Divi- sion	Assistant Investigation Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Port Services Section, vice J. O. D'Abbrera, prov. prom. 2.5.74 (No. 293)
<i>Duties:</i> Supervise and direct the work of the staff of the claims cell.		
J. L. Roche 58/11207T	Examining Officer \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Port Services Section (No. 329)
F. V. Conlon 58/10632R	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, unattached	Clerk \$6912-7652 (Class 4), Third Division, Port Services Section, vice L. A. Madden, prov. prom. 4.4.74 (No. 330)
<i>Duties above two positions:</i> Assume responsibility for programming the work to be handled by examining officers in a controlled Landing Area. Review results of examinations with officers concerned.		
B. P. Phillips 65/10206X	Examining Officer \$5806-6666 (Class 2/3), Third Division	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division, Port Services Section (No. 298)
A. C. Clayton 68/10576W	Clerk \$5806-6666 (Class 2/3), Third Divi- sion	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division, Port Services Section (No. 299)
K. P. Grannall 58/10799X	Clerk \$5806-6666 (Class 2/3), Third Divi- sion	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division, Port Services Section, vice R. J. Balfour, prov. prom. 2.5.74 (No. 300)

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

F. W. McVeigh 58/11083M	Clerk \$5806-6666 (Class 2/3), Third Division	Assistant Investigation Officer \$6912-7652 (Class 4), Third Division, Port Services Section, vice G. G. Collins, prov. prom. 2.5.74 (No. 301)
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Duties above four positions: Assist in the performance of planned random checks of shipping companies' cargo accounting, as directed.

G. A. K. Hough 66/10330R	Clerk \$5806-6666 (Class 2/3), Third Division	Invoice Examiner, Grade 1 \$6912-7652. (Class 4), Third Division, Port Services Section, vice J. A. McCaffery, prov. prom. 2.5.74 (No. 327)
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Duties: Examine Customs entries at the Airport and raise queries where applicable.

A. J. Hoiles 66/10979P	Examining Officer \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Port Services Section, vice G. L. Chaffer, prov. prom. 2.5.74 (No. 294)
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Duties: Supervise and direct the work of staff and liaise with Customs Agents and Importers on more complex problems arising from restrictions on delivery of goods.

D. M. Marshall 66/10606A	Boarding Officer \$5806-6666 (Class 2/3), Third Division	Senior Boarding Officer \$6912-7652 (Class 4), Third Division, Port Services Section, vice A. D. Walter, prov. prom. 2.5.74 (No. 3)
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Duties: Arrange staff for the boarding and/or clearance of overseas ships, and perform general boarding duties.

M. P. Gilet 67/12034W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Port Services Section, vice D. C. Allen, prov. prom. 2.5.74 (No. 31)
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Duties: Responsible to the Section Head for the supervision of the Exports Group.

SOUTH AUSTRALIA

Management Services Branch

L. Kocza 69/67096C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and General Services Section (No. 41)
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Duties: Make up and register new files. Complete movement control record. Other duties as required.

Services Branch

W. Bezeruk 66/66515E	Clerk \$2713-5594 (Class 1), Third Division	Boarding Officer \$5806-6666 (Class 2/3), Third Division, Port Services Section, vice J. M. Hollis, prov. prom. 14.3.74 (No. 215)
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Duties: Perform all work associated with the boarding of overseas vessels as provided in the Customs Act, Migration Act, Quarantine Act, Aliens Act, Sales Tax Act, Posts and Telegraphs Act.

WESTERN AUSTRALIA

Management Services Branch

R. J. Dingli 58/33329A	Training Officer \$7899-8639, Grade 2 (Class 5), Third Division	Senior Training Officer \$8886-9548, Grade 1 (Class 6), Third Division, Training Section (No. 68)
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Duties: Direct and control the operation of the Training Section. Control and conduct Customs Control Course No. 3 and assist on other courses as required.

Qualifications: Completion of Departmental Methods of Instruction Course. Completion of Customs Control Course No. 4 desirable.

C. G. Hall 65/75007X	Invoice Examiner \$6912-7652, Grade 1 (Class 4), Third Division	Training Officer \$7899-8639, Grade 2 (Class 5), Third Division, Training Section, vice R. J. Dingli, prov. prom. 2.5.74 (No. 21)
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Duties: Control and conduct Customs Control Courses Nos 1 and 2. Assist in maintaining training facilities. Investigate and recommend new training techniques.

Qualifications: Completion of Departmental Methods of Instruction Course. Completion of Customs Control Course No. 4 desirable.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

T. McK. Jones 70/87234X	Defence Officer, Class 1 \$6022-8639, Third Division	Defence Officer, Class 2 \$8886-9548 (Class 6), Third Division (No. 145)
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Duties: Collate and analyse documentary information on geographic subjects of defence significance relating to countries of the Pacific and prepare reports thereon.

Qualifications: Experience in research and report writing. Appropriate university degree desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

H. M. Laird 66/85363C <i>Duties:</i> Undertake research and prepare reports on the land transport systems of selected countries. <i>Qualifications:</i> Extensive experience relevant to the duties. Professional and/or technical qualifications an advantage.	Defence Officer, Class 2 \$8886-9548 (Class 6), Third Division	Defence Officer, Class 3 \$11032-11525 (Class 8), Third Division (No. 120)
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EDP Division, Technical Support Branch

C. M. Day 72/86608C <i>Duties:</i> Under supervision, but involving some interpretation or coding by the operator, punch into tape or cards from a number of different types of source documents. <i>Qualifications:</i> Experience in the operation of alpha/numeric typewriter/perforator and card punching equipment; successful completion of the prescribed test.	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division (No. 1074)
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Joint Staff Division

J. I. Baker 72/86863P <i>Duties:</i> Provide secretarial assistance to the Director. <i>Qualifications:</i> Shorthand, at least 100 words per minute.	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Army Office	Steno-secretary, Grade 2 \$6014-6484, Fourth Division (No. 588)
E. Gibson 72/86919R <i>Duties:</i> Control, dispatch and receive all material from and to the Division, arrange typing, reproduction and collation, and maintain appropriate registers.	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division (No. 1577)

Logistics Division, Logistics Management and Industry Policy Branch

D. D. Wood 58/45949E <i>Duties:</i> Advance policies for the balanced and efficient development of the defence potential of Australian industry. Establish appropriate Defence Logistics policies, in particular stocking policies and procedures. <i>Qualifications:</i> Experience in the development of policy and with defence orientated industries is desirable. Tertiary qualifications in engineering or economics would be an advantage.	Engineer, Class 4 \$13322-14209, Third Division	Assistant Secretary \$17300, Second Division (No. 1907)
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Manpower Policy and Management Services Division, Management Services Branch

A. M. Nott 73/88636C <i>Duties:</i> Prepare Gazette notices and correspondence relating to vacancies, promotions and transfers. Check the scheduling of applications for advertised vacancies and arrange interviews for applicants.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section (No. 217)
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VICTORIA

R. D. Millsom 71/42633K <i>Duties:</i> Magnetic tape librarian. Ass't with assembly and checking of data for computer processing. <i>Qualifications:</i> Previous experience in a computer or data preparation environment desirable. <i>Note:</i> Shift work is involved.	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne (No. 498)
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Logistics Division, External Programmes and Standardisation Branch

S. M. Ahrens 70/41972G <i>Duties:</i> Examine proposals raised by participants in the Defence Cataloguing System relating to cataloguing identification guides, nomenclature and supply classification in the general stores area. Draft new guides as necessary. <i>Qualifications:</i> Wide experience in a technically orientated field and ability to prepare written reports. Completion of the Defence Cataloguing System indoctrination course desirable.	Technical Assistant, Grade 2 \$5681-6371, Fourth Division, unattached	Senior Technical Cataloguer, Grade 2 \$7331-7717, Fourth Division, Cataloguing Section, Melbourne (No. 1059)
M. A. Bensted 69/36990E <i>Duties:</i> In charge of a self-contained transcription centre punching and verifying cataloguing data in accordance with relevant procedures. <i>Qualifications:</i> Successful completion of proficiency test for Data Processing Operator, Grade 1. Ability to supervise and train staff.	Data Processing Operator, Grade 2 \$5165, Fourth Division, Department of the Treasury	Supervisor (Data Processing), Grade 1 \$5839-6015, Fourth Division, Cataloguing Section, Melbourne (No. 1374)

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Branch of the Air Member for Personnel

P. Murden 71/85708K <i>Duties:</i> Confidential stenography and general clerical duties for the Director General of Medical Services. <i>Qualifications:</i> Ability to write shorthand at a corrected speed of 100 words per minute.	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Directorate-General of Medical Services (No. 53)
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**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

J. Rudkin 65/86396R	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Department of Defence, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Executive Section (No. 22)
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Duties: Stenographic and typing duties as required.

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

Branch of the Air Member for Supply and Equipment

M. M. McKnight 71/86780P	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Army Office, Canberra	Steno-secretary, Grade 2 \$6014-6484, Fourth Division (No. 47)
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Duties: Responsible for stenographic and typing duties for the Air Member for Supply and Equipment.

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

Establishments and General Division, Establishments Branch

S. Norton 69/11697A	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Directorate of Organisation and Methods, vice M. Hindmarsh, prov. prom. 18.4.74 (No. 34)
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Duties: Provide administrative assistance to the RAAF Suggestions.

Qualifications: A knowledge of the RAAF and Air Office Organisations would be an advantage.

Electronic Data Processing Branch

D. Shaw 73/89567E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Assistant Programmer \$7899-8639 (Class 5), Third Division, Systems Analysis and Programs Section (No. 50)
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Duties: Assist under direction in the analysis, design development, proving and maintenance of large-scale EDP systems.

Qualifications: Relevant practical programming experience or completion or near completion of an appropriate tertiary course.

NEW SOUTH WALES

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

W. D. Elliott 71/12520P	Inspecting Officer, Grade 2 \$6336-6859, Fourth Division, Sydney	Inspecting Officer, Grade 3 \$7138-7581, Fourth Division, N.S.W. Field Staff, Sydney (No. 58)
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Duties: With oversight from senior staff responsible for itinerant acceptance inspection at contractors operating without Resident DQA staff.

Qualifications: Trade training and experience in the airframe and aircraft engine fields, sound knowledge of quality assurance requirements and procedures desirable.

VICTORIA

Headquarters Support Command, Senior Engineering Staff Officer Branch

M. P. Bourke 73/37222M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Melbourne (No. 245)
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Duties: Provide clerical assistance to engineering staff; amend technical publications and ensure smooth flow of correspondence signals and files.

Senior Equipment Staff Officer Branch

B. J. Brooks 67/37773R	Clerk \$5806-6666 (Class 2/3), Third Divi- sion	Clerk \$6912-7652 (Class 4), Third Division Melbourne (No. 278)
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Duties: Cell Leader. Procurement (Local and Overseas) of RAAF Stores and Equipment.

Qualifications: Knowledge of procedures related to procurement of Stores and Equipment in a Service department desirable.

Chief Executive Officer Support Command

P. J. Scarlett 58/28081W	Clerk \$8886-9548 (Class 6), Third Division	Personnel Officer \$9876-10538 (Class 7) Third Division, Melbourne (No. 1)
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Duties: Responsible to the Chief Executive Officer for personnel management of civilian staff employed in Victoria, and South Australia and administration of office services. Exercise personnel delegations.

Qualifications: Wide experience in personnel matters and knowledge of service and departmental procedures desirable.

QUEENSLAND

Headquarters Operational Command Division, RAAF Amberley Branch

G. E. P. Brown 74/57448P	Gardener, Grade 1 \$3956-4147, Fourth Division	Gardener, Grade 2 \$4267-4459, Fourth Division, Base Squadron Section, Barracks Sub-section, Amberley (No. 6)
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Duties: Under direction of the Supervisor Gardens and Grounds, maintain all gardens at Base Squadron, Amberley.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

W. J. Henderson 66/36694X	Clerk \$6912-7652 (Class 4), Third Division	Assistant Inspector \$8886-9548 (Class 6), Third Division, Organisation and Methods Section, Port Moresby (No. 144)
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Duties: Undertake Organisation and Methods reviews under direction of a Senior Inspector. Provide general assistance in all review activity in Papua New Guinea including preparation of reports, follow up and assessment of results.

Qualifications: Experience in the Organisation and Methods field or similar activity or potential for such activity desirable.

Conditions: Allowances and conditions in accordance with Determinations relating to Overseas Service are applicable for Papua New Guinea. Full details are available from Department personnel areas.

NEW SOUTH WALES

Logistic Command, Sydney Workshop Company

W. G. Sinclair 68/13571G	Inspecting Officer, Grade 1 \$5572-6129, Fourth Division, Sydney	Inspecting Officer, Grade 3 \$7138-7581, Fourth Division, Production Control Section, Mascot (No. 48)
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Duties: Carry out the functions of Trade Repair Supervisor and in particular, inspect, negotiate and recommend contractors' quotations/estimates. Carry out progress and final inspections of equipment under repair and provide advice and technical data on military equipment to contractors as required.

Qualifications: Knowledge of Army equipment, Electrical Mechanical Instructions and RAEME procedures.

VICTORIA

Training Command, Royal Australian Army Ordnance Corps Centre

J. W. Crane 71/38660W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-4678, Fourth Division, Bandiana (No. 1)
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Duties: Prepare, process and follow up requisitions for minor new works, repair and maintenance tasks.

P. T. Hamilton 73/40573M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-4678, Fourth Division, Bandiana (No. 25)
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Duties: Classify, index and cross reference inwards and outward correspondence and signals. Maintain Signals Register and Bring Forward Register of current files and necessary follow-up action for return of files.

Logistics Command, 31 Supply Battalion

R. J. Hutchinson 72/37511M	Storeman \$4363-4586, Fourth Division	Forklift Driver \$4495-4667, Fourth Division, Bandiana (No. 274)
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Duties: Operate efficiently the warehouse equipment issued to him and perform such tasks as directed by the stores Supervisor of the section to which allotted.

W. S. McLeod 73/40891T	Stores Assistant \$2028-4222, Fourth Division	Storeman \$4363-4586, Fourth Division, Bandiana (No. 262)
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Duties: Under regular supervisor identify and select stores in appropriate units and count, measurement or weight in response to authorised issue documents.

QUEENSLAND

Logistic Command, 111 Supply Depot Platoon

J. L. Pedersen 67/57560E	Storeman \$4363-4586, Fourth Division	Senior Storeman \$4724-4977, Fourth Division, Townsville (No. 419)
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Duties: Under general supervision maintain the store stock records and supervise subordinate staff.

Qualifications: Knowledge of ordnance procedures.

District Allowance: Grade III.

11 Supply Battalion

J. Windsor 58/26901A	Stores Supervisor \$5283-5532, Fourth Division	Senior Stores Supervisor, Grade 1 \$5916-6090, Fourth Division, Warehousing Services, Meenandah (No. 76)
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Duties: Under general direction ensure efficient and safe performance of storehouse activities by subordinate staff.

1 Base Workshop

C. N. Brackin 67/58301M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Q. Administration, Bulimba (No. 17)
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Duties: Carry out Ledger Keeper duties comprising registering and acquittance of receipt and issue vouchers. Post vouchers and stocktake figures to accounts as well as raising all necessary adjustment vouchers.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

TASMANIA

611 Supply Company

N. T. Linnell 70/81144C	Fork Lift Driver \$4495-4667, Fourth Division, 611 Supply Company, Glenorchy	Senior Storeman \$4724-4927, Fourth Division, 611 Supply Company, Returned Stores Section, Glenorchy (No. 23)
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Duties: Receive, check, identify, classify and acquit stores returned by units, arrange, repair or disposal of stores, raise and process stores documents.

L. H. Jones 74/81017A	Storeman \$4363-4586, Fourth Division, 611 Supply Company, Glenorchy	Senior Storeman \$4724-4927, Fourth Division, 611 Supply Company, Foodstuffs/POL Section, Glenorchy (No. 1)
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Duties: Maintain the store stock records, supervise labour as allocated, prepare packing notes and weighbridge dockets, and treat and preserve stores in accordance with current instructions.

Armed Forces Food Science Establishment

E. K. Rainbow 69/81342M	Food Processor, Grade 1 \$2619-3920, Fourth Division	Food Processor, Grade 2 \$3853-4004, Fourth Division, Scottsdale (No. 12)
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Duties: Assist with the supervision of Food Processors engaged on experimental processing, supervise cleaning operations within the Research Station and spot check the weights of individual finished products.

DEPARTMENT OF DEFENCE—NAVY OFFICE

VICTORIA

HMAS 'Cerberus'

C. E. Kerr 73/39657D	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Civil Administration Section, Westernport (No. 2099)
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Duties: Attendance, leave, mileage and local records and general assistance to Civilian Administrative Officer.

F. I. E. McDonald 72/38017C	Typist, Grade 1 \$2113-4579, Fourth Division	Typist Supervisor, Grade 1 \$5487-5663, Fourth Division, Westernport (No. 12)
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Duties: Supervision of typing pool.

I. E. Reeves 73/40401W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Naval Hospital, Westernport (No. 48)
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Duties: Maintain medical history documents of naval personnel.

D. L. Todd 73/40462R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Weapons Electrical Engineering School (No. 16)
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Duties: Under supervision, amend, repair and issue electrical (weapons) technical reference books. Maintain stationery stores.

HMA Naval Dockyard, Williamstown

S. J. Taylor 72/41657W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Williamstown	Typist, Grade 1 \$2113-4579, Personnel and General Services Section (No. 118)
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Supply Division, Electrical Stores Branch

G. S. Boyes 70/39560G	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Projects and Services Section, Finance Sub-section, Melbourne (No. 80)
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Duties: Maintain financial records and assist in the preparation of financial estimates.

P. J. Hathaway 71/38873K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Melbourne	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Projects and Services Section, Training Procedures and Office Services Sub-section, Melbourne, vice G. S. Boyes, prov. prom. 2.5.74 (No. 61)
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Duties: Maintain transit post records and provide assistance as required.

SOUTH AUSTRALIA

Naval Staff Office

R. C. S. Turner 70/70430E	Postal Clerk \$4605-5744, Third Division, Postmaster-General's Department, Adelaide	Clerk \$5806-6666 (Class 2/3), Third Division, Port Adelaide (No. 5)
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Duties: Preparation of correspondence, answer telephone inquiries. Receipt and dispatch and carrying of all Safe Hand Mail. Liaison with Services, Government persons of value to the Service. Collect information for shipping returns. Maintain certain aspects of personnel records in respect of service and civil personnel.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

S. J. O'Brien 73/85709W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Management Services Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Personnel and Services Section, Office Services Sub-section, Can- berra (No. 201)
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Duties: Receptionist. Receive official visitors to the Department, answer general inquiries and perform minor typing and clerical duties.

Qualifications: Ability to type at least 35 words per minute desirable.

D. M. Griffin 71/85446A	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, A.C.T. Health Services Commission	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and Accounts Section, Accounts Sub-section, Canberra (No. 148)
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Duties: Collector of Public Moneys.

Territorial and Facilities Division, Facilities Branch

A. J. Woods 67/86764W	Technical Officer, Grade 2 \$7843-8347, Third Division, Department of Supply	Clerk \$8886-9548 (Class 6), Third Division, General Education Facilities Section, Canberra (No. 3)
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Duties: Assist with investigations, preparation of submissions, reports, correspondence and the administration of various schemes relating to States Grants (Teachers Colleges) Acts, States Grants (Pre-school Teachers Colleges) Acts and assistance to schools.

Qualifications: Appropriate tertiary qualifications and administrative experience.

Note: Effective date of this promotion is 24.4.74.

Territorial Planning and Building Branch

A. L. Harding 72/85398A	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of the Prime Minister and Cabinet, Public Service Board	Drafting Assistant, Grade 2 \$5681-6371, Fourth Division, Advisory Services Section Facilities and Standards Sub-section, Canberra (No. 97)
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Duties: Under supervision, prepare working drawings, sketches, charts, overlays and visual aids. Carry out routine on-site inspections and investigations of educational buildings. Maintain drafting records.

Qualifications:—Relevant drafting experience a necessity.

Policy Division, General Policy Branch

D. J. Phillips 72/87680G	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Branch	Clerk \$6912-7652 (Class 4), Third Division, Australian Pre-schools Committee Secre- tariat, Canberra (No. 92)
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Duties: Under direction, assist with the provision of services to the Pre-schools Committee including arrangements for meetings and preparation of material for consideration by the Committee.

Student Assistance and International Education Division, Student Assistance No. 2 Branch

S. E. Grahame 67/66990P	Clerk \$11032-11525 (Class 8), Third Division, Student Assistance No. 2 Branch	Clerk \$12019-12510 (Class 9), Third Division, Postgraduate and Secondary Awards Section, Postgraduate Awards Sub-section, Canberra, vice D. W. Moss, prov. prom. 28.3.74 (No. 21)
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Duties: Liaise with and co-ordinate the work of State Offices in relation to the Commonwealth Postgraduate Awards Scheme. Prepare submissions to the Minister.

Qualifications: University degree or comparable qualifications and experience in the field of education desirable.

AUSTRALIAN CAPITAL TERRITORY

Office of the Commission on Advanced Education

H. A. Wark 73/86666A	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Services Section, Registry Sub-section, Canberra (No. 38)
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Duties: Assist in the supervision of the Registry Sub-section. Classify correspondence and act as custodian of files.

E. R. Doobov 73/87589E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Information and Statistics Section, Infor- mation Sub-section, Canberra (No. 16)
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Duties: Responsible for co-ordination and preparation of Ministerial correspondence. Undertake research projects of a general nature in the advanced education field.

Qualifications: Academic qualifications should be stated.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. P. Madden
71/85952K

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

Clerk \$8886-9548 (Class 6), Third Division,
Commission Operations Section, Building,
Sites and Equipment Sub-section, Can-
berra (No. 5)

Duties: Examine and appraise building plans in respect of colleges of advanced education. Prepare draft correspondence and submissions.

Qualifications: Experience in analysing plans of large buildings desirable.

QUEENSLAND

State Office

L. J. Finegan
74/57620G

Clerical Assistant, Grade 1 \$1959-4298,
Fourth Division

Clerical Assistant, Grade 2 \$4393-4678,
Fourth Division, Tertiary Allowance
Section, Brisbane (No. 27)

Duties: Scrutinise inward correspondence and attach to files. Mark to appropriate officers. Prepare and dispatch notifications of entitlement to Living Allowance; maintain re-submit diary.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Environment Protection Division, Impact Assessment Branch No. 1

E. McGilligan
72/85916R

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

Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division (No. 179)

Duties: Establish and maintain an appropriate filing system and indices relating to impact statements.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

International Organisations Division, Economic Policy Branch

B. J. Tout
71/38379R

Senior Research Officer, Grade 1 \$8886-
9548 (Class 6), Third Division, Department
of Housing and Construction, Canberra

Senior Research Officer, Grade 2 \$9876-
10538 (Class 7), Third Division, OECD/EC
Section, Canberra (No. 101)

Duties: Assist in the co-ordination, in liaison with relevant departments and authorities, of Australia's participation in the work of the OECD. Evaluate proposals by departments and authorities for participation in the voluntary activities of the OECD. Evaluate, from the Australian viewpoint, the annual OECD draft budget and its implications for Australian participation in the work of the organisation.

Qualifications: A Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard, together with appropriate experience.

United Nations and International Agencies Branch

J. A. D. Piper
58/21764E

Foreign Affairs Officer, Class 4 \$13991-
14484, Third Division, Information and
Cultural Relations Branch

Assistant Secretary \$17300, Second Divi-
sion, United Nations and International
Agencies Branch, Canberra (No. 23)

Duties: Plan and control the work of the Branch.

Pacific and Western Division, Central and Southern Africa Branch

R. J. Greet
58/21559C

Foreign Affairs Officer, Class 4 \$13991-
14484, Third Division, Pacific and Western
Division, Canberra

Assistant Secretary \$17300, Second Divi-
sion, Europe, Central and Southern Africa
Branch, Canberra (No. 11)

Duties: Plan and control the work of the Branch.

Papua New Guinea Office, Government and Legislation Branch

M. E. Palmer
68/88365C

Defence Officer, Class 2 \$8886-9548
(Class 6), Third Division, Department of
Defence, Canberra

Clerk \$11032-11525 (Class 8), Third Divi-
sion, Legislation and Defence Section,
Canberra (No. 21)

Duties: Investigation Officer. Carry out important research and investigations on matters relating to defence and internal security in Papua New Guinea and handle intelligence matters concerning Papua New Guinea.

Qualifications: Relevant experience desirable.

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

M. J. White
73/88642R

Clerk \$2713-5594 (Class 1), Third Division

Clerk \$5806-6666 (Class 2/3), Third Divi-
sion, Management Services Section, Per-
sonnel Sub-section, Canberra (No. 980)

Duties: Calculate and prepare Regulation 97, travelling and associated allowances, and assist with the processing of compensation claims. Assist the Salaries Cells as required.

Qualifications: Experience in the above duties desirable. Sound knowledge of the ADP Salaries Systems, and Public Service Act and General Orders relating to allowances essential.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Division No. 1, Aid Branch

- K. Melick** Clerk \$2713-5594 (Class 1), Third Division Clerk \$6912-7652 (Class 4), Third Division, International Training Section, Policy and Programming Sub-section, Canberra (No. 85)
72/88790K
- Duties:* Examine proposals for training of Papuans and New Guineans, and prepare associated correspondence.
- C. A. Beddows** Clerk \$2713-5594 (Class 1), Third Division Clerk \$6912-7652 (Class 4), Third Division, International Training Section, Policy and Programming Sub-section, Canberra (No. 141)
72/41491C
- Duties:* In respect of students nominated for international awards, examine applications for training and refer to appropriate training authorities; examine training progress.
- W. J. Campbell** Clerk \$5806-6666 (Class 2/3), Third Division, Department of Education, Canberra Clerk \$6912-7652 (Class 4), Third Division, International Training Section, Training Sub-section, Canberra, vice A. P. Bray, prov. prom. 18.10.73 (No. 108)
71/88488W
- Duties:* Assist in arranging courses with Government Departments and authorities for overseas students. Obtain information on departmental training facilities. Program counselling of students and examine student progress reports.
- M. W. Honer** Clerk \$7899-8639 (Class 5), Third Division Clerk \$8886-9548 (Class 6), Third Division, Projects and General Services Section, Projects Sub-section, Canberra, vice Z. Gavrilovich, prov. prom. 11.4.74 (No. 20)
58/23154R
- Duties:* Assist in investigating Australia's capacity to meet aid requests, in the evaluation of aid proposals, and draft relative correspondence. Assist in interviewing experts and liaise with various bodies on project and recruitment matters.
- Qualifications:* Tertiary qualifications desirable.
- A. E. Macdonald** Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Department of Northern Development Senior Research Officer, Grade 2 \$9876-10538 (Class 7), Third Division, Multilateral Sub-section, Canberra (No. 141)
72/11415A
- Duties:* Analyse and evaluate information about multilateral, including food, aid and draft information papers, and recommendations for use by Senior departmental officers in formulating views and policies on aid matters. Also draft contributions to departmental and other publications.
- Qualifications:* Appropriate tertiary qualifications to be stated.
- J. A. Perkins** Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Science, Canberra Clerical Assistant, Grade 2 \$4822-5254, Fourth Division, International Training Section, Policy and Programming Sub-section, Canberra (No. 96)
73/86653E
- Duties:* Extract information regarding nomination for awards concerning various international training schemes. Responsible for distribution of relevant forms and papers to other authorities and Departments.
- Note:* Ability to type desirable.

Division No. 2, Australian Staffing Assistance Group Branch

- B. H. Leslie** Clerk \$11032-11525 (Class 8), Third Division, unattached Clerk \$12019-12510 (Class 9), Third Division, Conditions of Employment Section, Canberra (No. 871)
58/10373W
- Duties:* Carry out more important investigations, and prepare Ministerial and other submissions on matters relating to conditions of employment of persons employed under the Papua New Guinea (Staffing Assistance) Act. Advise on Conciliation and Arbitration matters concerning conditions of employment.
- A. Alwast** Inspector \$11032-11525 (Class 8), Third Division, Postmaster-General's Department, Melbourne Clerk \$12019-12510 (Class 9), Third Division, Salaries and Classification Section, Canberra (No. 872)
70/40757M
- Duties:* Carry out more important investigations, and prepare Ministerial and other submissions on matters relating to the salaries and classifications of persons employed under the Papua New Guinea (Staffing Assistance) Act. Direct category review. Advise on Conciliation and Arbitration matters concerning salaries.
- Qualifications:* Academic qualifications to be stated. Aptitude for policy work.

QUEENSLAND

Division No. 2, Australian Staffing Assistance Group Branch

- M. J. Foley** Typist, Grade 1 \$4225-4570, Fourth Division, Department of Foreign Affairs, Office of Australian Development Assistance Agency, Canberra Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Permits Section, Brisbane (No. 1020)
72/86596W
- Duties:* Examine applications and answer inquiries concerning entry into Papua New Guinea. Maintain Register of Permits, issued. Prepare associated correspondence.
- Qualifications:* Sound practical working knowledge of conditions relating to entry into Papua New Guinea desirable. Ability to type an advantage.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, National Hospitals and Health Services Commission

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| <p>C. D. Gross
73/66117X
<i>Duties:</i> Act as Minute Secretary and prepare background material for meetings of the various Interim Committee on Hospitals and Health Services, and various other Committees and Sub-committees established by the Interim Committee.</p> | <p>Clerk \$2713-5594 (Class 1), Third Division</p> | <p>Clerk \$7899-8639 (Class 5), Third Division (No. 23)</p> |
| <p>V. J. Hughes
73/85936W
<i>Duties:</i> Search indexes and determine index entries. Supervise mail dispatch.
<i>Qualifications:</i> Previous registry experience desirable.</p> | <p>Clerical Assistant, Grade 1 \$1959-4298, Fourth Division</p> | <p>Clerical Assistant, Grade 2 \$4393-4678, Fourth Division (No. 26)</p> |

Establishments and Finance Branch

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| <p>I. S. Cameron
59/47995K
<i>Duties:</i> Undertake or assist with work associated with the introduction, development and refinement of bulk establishment processing within the Department.
<i>Qualifications:</i> Sound experience in organisation and classification work or a related field desirable.</p> | <p>Inspector \$8886-9548 (Class 6), Third Division, Postmaster-General's Department</p> | <p>Assistant Inspector \$9876-10538 (Class 7), Third Division, Establishments Section (No. 303)</p> |
| <p>A. M. Cadd
73/88499P
<i>Duties:</i> Prepare Executive Council minutes for positions created and abolished. Extract information for Inspectors. Prepare straightforward reports on organisation and classification matters.</p> | <p>Clerk \$2713-5594 (Class 1), Third Division</p> | <p>Clerk \$5806-6666 (Class 2/3), Third Division, Establishments Section, Organisation and Classification Sub-section (No. 212)</p> |
| <p>M. A. Rose
71/58137P
<i>Duties:</i> Oversight the maintenance of establishment records, review Inspectors.</p> | <p>Clerical Assistant, Grade 2 \$4393-4678, Fourth Division</p> | <p>Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Establishments Section, Organisation and Classification Sub-section (No. 174)</p> |
| <p>N. P. Miller
73/86558T
<i>Duties:</i> Assist in preparation of organisation charts, maintain custody of files and generally assist within Sub-section.</p> | <p>Clerical Assistant, Grade 1 \$1959-4298, Fourth Division</p> | <p>Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Establishments Section, Organisation and Classification Sub-section, vice M. A. Rose, prov. prom. 2.5.74 (No. 213)</p> |
| <p>K. A. Fair
71/10253X
<i>Duties:</i> Post entries in the Nominal Index as directed, search the Index and answer queries involving reference to the Nominal Index.</p> | <p>Clerical Assistant, Grade 1 \$1959-4298, Fourth Division</p> | <p>Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Establishments Section (No. 60)</p> |

ADP Branch

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|---|---|--|
| <p>R. C. Butt
68/85865P
<i>Duties:</i> Active involvement in all aspects of systems development and programming work related to departmental application systems. Participation in, and supervision of, group activities within nominated project teams as required.
<i>Qualifications:</i> Considerable programming experience together with appropriate tertiary qualifications desirable.</p> | <p>Programmer \$8886-9548 (Class 6), Third Division</p> | <p>Programmer \$11032-11525 (Class 8), Third Division, Applications Section (No. 14)</p> |
| <p>B. E. Pennefather
70/87471C
<i>Duties:</i> Active involvement in all aspects of systems development and programming work related to departmental application systems. Participation in, and supervision of, group activities within nominated project teams as required.
<i>Qualifications:</i> Considerable programming experience together with appropriate tertiary qualifications desirable.</p> | <p>Programmer \$8886-9548 (Class 6), Third Division</p> | <p>Programmer \$11032-11525 (Class 8), Third Division, Applications Section (No. 18)</p> |
| <p>W. V. Kidd
71/88495P
<i>Duties:</i> Under supervision, undertake elementary program coding; prepare, for simple programs, flow charts and relevant documentation, and assist in the collection and collation of information required for development of programs.
<i>Qualifications:</i> Appropriate experience and aptitude desirable.</p> | <p>Programming Assistant, Grade 1 \$4521-5594, Third Division</p> | <p>Programming Assistant, Grade 2 \$5806-6666, Third Division, Applications Section (No. 69)</p> |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Therapeutics Division, Therapeutic Goods Branch

C. A. Clark
69/87574C
Clerk \$6912-7652 (Class 4), Third Division,
Department of Primary Industry
Clerk \$7899-8639 (Class 5), Third Division,
Drugs of Dependence Section (No. 31)
Duties: Prepare associated documents, background material and agenda items for the Medical Standing Control Committee on Drugs of Dependence and expert committee and working parties advising on Drugs of Dependence. Analyse and report on distribution trends and disseminate information on drugs of dependence to various committees.

Policy and Planning Division, Planning and Research Branch

J. V. Marshall
67/14530W
Assistant Director \$12019-12510 (Class 9),
Third Division
Director \$13004-13498 (Class 10), Third
Division, Planning Section (No. 3)
Duties: Direct the Planning Section. Undertake the more important health services planning projects.
Qualifications: Tertiary qualifications and wide experience in planning desirable.

J. L. Rudland
62/66116K
Project Officer \$11032-11525 (Class 8),
Third Division
Assistant Director \$12019-12510 (Class 9),
Third Division, Planning Section, vice
J. V. Marshall, prov. prom. 2.5.74 (No. 4)
Duties: Direct and control, preparation and development of plans for health care services.
Qualifications: Tertiary qualifications together with experience in planning work desirable.

L. E. Withers
71/99116M
Senior Research Officer, Grade 1 \$8886-
9548 (Class 6), Third Division, Department
of Science
Project Officer \$11032-11525 (Class 8),
Third Division, Planning Section, vice
B. J. Walker, prov. prom. 2.5.74 (No. 10)
Duties: Examine and analyse reports and results of health services research. Initiate and develop plans.
Qualifications: Tertiary studies together with experience and/or aptitude for planning work desirable.

B. J. Walker
63/81155T
Project Officer \$11032-11525 (Class 8),
Third Division
Assistant Director \$12019-12510 (Class 9),
Third Division, Research Section (No. 11)
Duties: Direct and control health services research in specified areas. Prepare important reports and submissions.
Qualifications: Tertiary qualifications and experience in health services research desirable.

N. C. McAllister
59/69023W
Clerk \$8886-9548 (Class 6), Third Division
Clerk \$11032-11525 (Class 8), Third Division,
Research Section (No. 44)
Duties: Undertake health services research and participate in development of plans. Prepare submissions.
Qualifications: Tertiary studies together with experience and/or aptitude for health services research desirable.

National Biological Standards Laboratory

P. A. Fox
62/85483M
Technical Officer (Engineering) \$7843-8347,
Grade 2, Fourth Division
Senior Technical Officer (Engineering
\$8599-9103, Grade 1, Fourth Division,
Administration Section, Workshop Sub-
section, vice G. E. Halford, prov. prom.
28.3.74 (No. 70)

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: An approved technical college certificate or other approved qualifications and requisite experience. Previous experience as a Workshop Supervisor and in the construction of laboratory equipment.

This notification is in lieu of the one which appeared in the *Gazette* of 18.4.74 and is effective from that date.

H. Gough
65/85809P
Technical Officer (Engineering) \$6003-
7613, Grade 1, Fourth Division
Technical Officer (Engineering) \$7843-
8347, Grade 2, Fourth Division, Adminis-
tration Section, Workshop Sub-section,
vice P. A. Fox, prov. prom. 18.4.74 (No.
216)

Duties: Direct day-to-day supervision of Workshop activities including routine maintenance. Design and construct the more complicated and specialised equipment.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Previous experience and qualifications appropriate to the duties.

This notification is in lieu of the one which appeared in the *Gazette* of 18.4.74 and is effective from that date.

Australian Radiation Laboratory

N. J. Hargrave
58/17796P
Physicist, (Class 2) \$9397-10521, Third Div-
ision, Melbourne
Physicist, (Class 3) \$11050-12364, Third
Division, Melbourne (No. 477)

Duties: Control, direct and co-ordinate the activities of the Dosimetry Sub-section. Direct and participate in research into the development and maintenance of standards of activity of sealed sources and standards of exposure and absorbed dose.

Qualifications: An appropriate Degree or Diploma in Science with a Major in Physics, or equivalent qualifications. Considerable research and development experience in the field of radiation dosimetry including the development of standards desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

J. P. Grant 69/85454G <i>Duties:</i> Supervise and direct the work of staff engaged in accounts, purchasing, typing, records, other clerical duties; attend to staffing and recruitment matters; assist in preparing estimates; maintain oversight of expenditure; prepare correspondence and reports.	Clerk \$5806-6666 (Class 2/3), Third Division, Melbourne	Clerk \$6912-7652 (Class 4), Third Division, Melbourne (No. 457)
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Executive Services Branch

J. M. Linton 72/37626A <i>Duties:</i> Senior Examiner of Accounts.	Clerk \$2713-5594 (Class 1), Third Division, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section, Melbourne (No. 230)
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National Biological Standards Laboratory

C. J. Smith 72/36210T G. J. Sandten 70/38000K	Technical Assistant, Grade 1 \$2220-5468, Third Division, Parkville Technical Assistant, Grade 2 \$5681-6371, Fourth Division, Parkville	Trainee Technical Officer (Science) \$2921-5657, Third Division, Parkville (No. 375) Trainee Technical Officer (Science) \$2921-5657, Fourth Division, Parkville (No. 376)
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QUEENSLAND

Accounts Section, Executive Services Branch

N. A. Ham 58/30191 <i>Duties:</i> Control the activities of the Accounts Section and advise the Assistant Director on financial matters; investigate and report on new proposals with financial repercussions.	Clerk \$6912-7652 (Class 4), Third Division, Accounts Section, Brisbane	Accountant \$8886-9548 (Class 6), Third Division, Accounts Section, Brisbane
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Investigation Section, Pharmaceutical Branch

M. Todd 66/14275C <i>Duties:</i> Examine paid claims of chemists and undertake investigations	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Accounts Section, Postmaster-General's Department, Brisbane	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Inspection Section, Pharmaceutical Branch, Brisbane (No. 523)
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Pathology Laboratory

W. C. Jamieson 69/11567W <i>Duties:</i> Direct and control all activities in the Pathology Laboratory, supervise the training of Medical Officers, professional and sub-professional staff; plan the introduction of new techniques. <i>Qualifications:</i> Medical graduate eligible for registration within Australia together with postgraduate qualifications in Pathology (DCP, MCPA or equivalent)	Medical Officer (Class 1), \$9666-12708, Third Division	Senior Specialist-in-charge \$19555, Third Division, Pathology Laboratory, Rockhampton (No. 387)
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TASMANIA

Executive Services Branch

J. A. Felmingham 73/81038C <i>Duties:</i> Under supervision, tape punch or verify pharmaceutical benefits data in accordance with the relevant procedure. <i>Qualifications:</i> A qualified Data Processing Operator in receipt of proficiency allowance. Knowledge of departmental pharmaceutical procedures.	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division, ADP, Section Hobart (No. 16)
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NORTHERN TERRITORY

Community Health Services, Southern Region Health Services

P. J. Bull 70/37750W <i>Duties:</i> Undertake health inspections and investigations required under the Public Health and Poisons Ordinance and Regulations including buildings, sanitation, food inspection, infectious diseases, rural areas, poisons. <i>Qualifications:</i> Successful completion of an approved course in Public Health and Hygiene.	Flight Service Officer Grade 1, \$3805-6736, Fourth Division, Department of Transport Air Transport Group, Adelaide	Health Inspector \$6250-7270, Fourth Division, TB and Public Health Section, Alice Springs (No. 1629)
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Management Services Division, Establishments and General Services Branch

M. A. Ryan 71/42494M <i>Duties:</i> Plan and conduct procedural and basic induction courses, and assist in the co-ordinated planning and presentation of more advanced management and supervisory courses.	Clerk \$5806-6666 (Class 2/3), Third Division	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Personnel Section, Darwin (No. 95)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

K. J. Rodda 58/16097T	Director of Works \$20870, Second Division, Melbourne	Deputy Secretary \$24440, Second Division, Hawthorn (No. 1)
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Management Services Division

A. P. Jones 70/38365A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, ADP Section, East Hawthorn (No. N1)
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Duties: Relieve programming staff of the more routine activities associated with the operations of the section. Liaise with the Office Services Section in respect of the effective functioning of the ADP courier service and the purchase of ADP requisites. Perform other duties as directed.

CENTRAL OFFICE

Management Services Branch

D. I. Tracey 68/70301P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Northern Development, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Office Services Section, Personnel and Staff Sub-section, Canberra (No. 19)
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Duties: Responsible for operation of the Staff Registry.

Qualifications: Knowledge of Registry procedures desirable.

AUSTRALIAN CAPITAL TERRITORY

Regional Office

K. C. Wright 73/11254W	Clerk \$2713-5594 (Class 1), Third Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra (No. 8)
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Duties: Carry out searches against titles. Process additional loan applications to approval, and prepare correspondence and security documentation. Process insurance claims.

Management Services Division, Construction Administration Branch

P. C. Lovell 58/43263E	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Major Projects (Construction) Sub-section, Canberra (No. 83)
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Duties: Manage the overall financial and administrative aspects of a major civil engineering project.

Qualifications: A sound knowledge of critical path analysis is required, together with broad project administration experience. Relevant tertiary qualifications desirable.

Finance Branch

V. Podravac 69/867078P	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Canberra (No. 30)
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Duties: Officer-in-charge of Wages Sub-section. Responsible for preparation and costing of all day-labour wages and associated functions.

Qualifications: Extensive knowledge of, and experience in, wages preparation and costing procedures, including awards, etc., desirable.

NEW SOUTH WALES

Defence Service Homes Branch

W. S. Black 58/34018X	Clerk \$9876-10538 (Class 7), Third Division	Assistant Director \$12019-12510 (Class 9), Third Division, Sydney (No. 15)
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Duties: Direct, supervise and control the work of the Defence Service Homes Branch. Exercise delegations under the Defence Service Homes Act.

Qualifications: Proven administrative ability of a high order and sound knowledge of Defence Service Homes Act and related policy instructions are essential.

Management Services Branch

G. A. Bridle 70/12586R	Clerk \$2713-5594 (Class 1), Third Division, Defence Service Homes Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Sydney (No. 5)
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Duties: Staff Clerk. Exercise delegations in respect of increments, allowances and leave; prepare complex pay variation advices; action compensation and superannuation matters.

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

J. H. Secombe 72/14162C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts Section, Treasury and General Sub-section, Sydney (No. 140)
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Duties: Receive and deal with payments in accordance with the Audit Act, Treasury Regulations and approved procedures, and ensure that remittances received by post are brought to account daily.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Technical Services Division, Quantity Survey Branch

S. A. Tilakaratne 73/14593E	Quantity Surveyor, Class 1 \$6180-8925, Third Division	Quantity Surveyor, Class 2 \$9359-10488, Contract Administration (General Pro- jects) Section, Sydney (No. EP)
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Duties: Prepare variation schedules for complex variations involving the expenditure of large sums of money. Prepare complex variation estimates and check quotations. Undertake negotiations with contractors on prices and quantities in difficult variations to contracts.

Regional Office, Newcastle

K. G. Benson 59/29767A	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Postmaster-General's Depart- ment, Newcastle	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Newcastle (No. 2)
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Duties: Handle inquiries, carry out preliminary processing and perform other work in relation to applications for assistance under the Defence Service Homes Act.

VICTORIA AND TASMANIA

R. H. Thomas 58/52003X	Assistant Director \$19085, Second Division	Director of Works \$20870, Second Divi- sion, Melbourne, vice K. J. Rodda, prov. prom. 2.5.74
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Management Services Division, Manpower Branch

C. T. Guy 72/39858W	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Personnel Services Section, Personnel and Recruitment Sub-section, Melbourne (No. 103)
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Duties: Participate on staff selection committees up to an appropriate level as required and compile reports. Prepare press advertisements and *Gazette* notifications relating to vacancies, provisional promotions, transfers, etc., and related correspondence.

Qualifications: Good knowledge of procedures relating to the appointment, transfer and promotion of staff and preparation of *Gazette* material desirable.

QUEENSLAND

Housing Operations Branch

C. R. Austin 71/57517A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Home Savings Grant Section, Bris- bane (No. 21)
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Duties: Examine claims for grants under the Home Savings Grant Act and make recommendations accordingly.

WESTERN AUSTRALIA

Management Services Division, Personnel Services Branch

D. Letcher 58/10073T	Steno-secretary, Grade 1 \$5311-5663, Fourth Division	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Office Services Section, Typing Services Sub-section (No. 22)
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Duties: Perform stenographic and secretarial duties for the Director of Works and Assistant Director.

Qualifications: Shorthand at not less than 100 words per minute.

Technical Services Division, Advisory Services Branch

H. B. Van Wees 66/75652E	Draftsman, Grade 2 \$7843-8347, Fourth Division	Senior Technical Officer (Buildings), Grade 2 \$9379-9932, Fourth Division, Specifica- tions Section, Perth
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Duties: Under technical direction prepare detailed text for Automated Master Specifications in relation to architectural components associated with building construction.

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

Quantity Survey Branch

G. T. Brackenreg 70/75281G	Technical Officer, Grade 1 \$6003-7613, Third or Fourth Division	Technical Officer (Buildings), Grade 2 \$7843-8347, Third or Fourth Division, Resource Pool Section, Perth
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Duties: Prepare estimates by semi-detailed or detailed measurement, assist in the preparation of a schedule of unit rates, Bills of Quantities and variation schedules, and check priced Bills of Quantities in connection with less complex structures or the simpler trades of major structures.

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

E. Flexman 72/75482M	Technical Officer, Grade 1 \$6003-7613, Third or Fourth Division	Technical Officer (Buildings), Grade 2 \$7843-8347, Third or Fourth Division, Resource Pool Section, Perth
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Duties: Prepare estimates by semi-detailed or detailed measurement, assist in the preparation of a schedule of unit rates, Bills of Quantities and variation schedules and check priced Bills of Quantities in connection with less complex structures or the simpler trades of major structures.

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

NORTHERN TERRITORY

Management Services Division

E. E. Carolin 71/95610K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounts Section, Dar- win (No. 39)
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Duties: Responsible for receipt, filing and safe custody of paid vouchers, receipts, salaries and wage sheets, etc.

Personnel Services Branch

P. N. Wallace 71/67280C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Recruitment Sub-section, Darwin (No. 103)
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Duties: Prepare press advertisements, gazettal notifications of departmental vacancies, promotions, transfers and associated correspondence. Advise on conditions of service and prepare submissions associated with claims for transfer expenses. Assist the Recruitment Officer in the processing of transfers, promotions, temporary employment, appointments. Prepare recruitment demands and recruit base grade staff through the Public Service Inspector's Office.

Qualifications: Sound knowledge of the Public Service Act and General Orders and recruitment procedures desirable.

DEPARTMENT OF IMMIGRATION

NEW SOUTH WALES

Executive Branch

M. Capetan 70/13612W	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Divi- sion, Sydney (No. 338)
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Duties: Obtain from relevant sections information required in preparing replies to Members of Parliament.

Establishments and Finance Branch

C. B. Robson 64/10295P	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Enquiry Sub-section, Personnel, Accounts and Office Services Section, Sydney (No. 232)
H. E. Pain 70/13039M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Enquiry Sub-section, Personnel Accounts and Office Services Section, Sydney, vice P. A. Buckley, prov. prom. (No. 61)
W. B. Moeller 69/12770A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Enquiry Sub-section, Personnel, Accounts and Office Services Section, Sydney (No. 336)
A. E. Morrison 69/12772K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Enquiry Sub-section Personnel, Accounts and Office Services Section, Sydney (No. 349)
C. A. Turcinskis 69/12991M	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Enquiry Sub-section, Personnel, Accounts and Office Services Section, Sydney (No. 350)
D. G. Shield 70/11507T	Clerk \$2713-5574 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Enquiry Sub-section, Personnel, Accounts and Office Services Section, Sydney (No. 351)

Duties for above five positions: Receive and check applications for passports, certificates and documents of identity to ensure that all provisions of Passport Act and Regulations have been met. Advise inquirers on all aspects of citizenship. Accept applications from Non-European crew members for issue of seamen's books.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

T. J. Prexl 70/13682T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Enquiry Sub-section, Personnel, Accounts and Office Services Section, Sydney, vice O. A. Sacharczuk, prov. prom. (No. 236)
B. R. McIndoe 70/11668K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Enquiry Sub-section, Personnel, Accounts and Office Services Section, Sydney (No. 389)

Duties for above two positions: Conduct interviews with applicants for citizenship.

K. R. Holt 70/12092K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Accounts and Office Services Sub-section, Personnel, Accounts and Office Services Section, Sydney (No. 196)
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Duties: Examine claims and supervise staff.

T. W. Westerholm 58/13260A	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel, Accounts and Office Services Section, Enquiry Sub-section, Sydney (No. 148)
C. A. Stapleton 58/13176A	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel Accounts and Office Services Section, Enquiry Sub-section, Sydney (No. 155)
L. P. Tanner 64/10531E	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel Accounts and Office Services Section, Enquiry Sub-section, Sydney (No. 378)
C. A. Taloni 65/11109P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel, Accounts and Office Services Section, Enquiry Sub-section, Sydney (No. 379)
M. L. Lawler 67/10623R	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel, Accounts and Office Services Section, Enquiry Sub-section, Sydney (No. 242)

Duties of the above five positions: Deal with inquiries as directed.

M. A. Butt 68/11525T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel, Accounts and Office Services Section, Registry Sub-section, Sydney, vice M. L. Lawler, prov. prom. (No. 255)
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Duties: Supervise the personal Indexers.

Operations Branch

G. P. R. Turnley 65/66620G	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Resident Status and Re-entry Section, Sydney (No. 318)
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Duties: Examine and assess applications received from European Temporary Entrants seeking resident status. Approve and issue temporary entry permits. Deal with more difficult cases of re-entry visa applications.

P. M. Smith 70/12222E	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Reception Section, Sydney, vice J. Tyral, prov. prom. (No. 152)
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Duties: Assist with reception and onward movement of assisted passage migrants.

R. W. Skene 66/12632A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Resident Status and Re-entry Section, Sydney, vice G. L. Anderson, prov. prom. (No. 319)
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Duties: Process applications for Resident Status and Re-entry Visas.

Citizenship and Travel Branch

E. G. Palmer 65/11446E	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Passports Section, Sydney (No. 328)
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Duties: Supervise unit dealing with correspondence, telephone inquiries, passport delivery and indexing, assist Officer-in-charge with complex matters.

J. A. Rydstrom 64/12798W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Passports Section, Sydney (No. 329)
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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>
J. Tyral 65/13107C <i>Duties of above two positions:</i> Authorise the issue of Australian passports.	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Passports Section, Sydney (No. 340)
W. J. McLoughlin 64/11879K <i>Duties:</i> Supervise the Temporary Residence Section. Deal with more difficult applications for entry and stay of temporary residents.	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Temporary Residence and Visitors Section, Sydney (No. 383)
P. A. Buckley 64/11573E <i>Duties:</i> Supervise the Visitors Section. Deal with more difficult applications for entry and stay of visitors.	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Temporary Residence and Visitors Section, Sydney (No. 384)
D. J. Crossland 65/12262T <i>Duties:</i> Officer-in-charge. Administer the Aliens Act	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Aliens Registration Section, Sydney (No. 101)
D. H. Puplic 70/11694M <i>Duties:</i> Examine certain citizenship applications to ascertain that they meet the requirements of Nationality and Citizenship Act.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Citizenship Section, Sydney, vice J. A. Rydstrom, prov. prom. (No. 82)
R. J. Britton 70/12307X <i>Duties:</i> Interview visitors regarding extensions of stay. Approve extensions of temporary entry permits.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Temporary Residence and Visitors Section, Sydney, vice W. J. McLoughlin, prov. prom. (No. 98)
H. Plociennik 69/12992R <i>Duties:</i> Receive and process applications regarding temporary entry.	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Temporary Residence and Visitors Section, Sydney (No. 94)
J. A. Lawrance 65/11106A <i>Duties:</i> Supervise preparation and check of passports. Allot travel documents and cancel expired passports. Maintain registers.	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Passports Section, Sydney (No. 342)
G. L. Anderson 65/11686A <i>Duties:</i> Arrange appointments for applicants for citizenship.	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Citizenship Section (No. 83)
I. B. Murphy 65/13147E <i>Duties:</i> Issue citizenship certificates and maintain register.	Clerical Assistant, Grade 3 \$4822-5252, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Citizenship Section (No. 91)
R. A. Death 67/14523C <i>Duties of above two positions:</i> Check typing and prepare travel documents for issue.	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Passports Section, Sydney, vice T. W. Westerholm, prov. prom. (No. 69)
M. H. Maloney 68/10990T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Passports Section, Sydney, vice C. A. Stapleton, prov. prom. (No. 67)
S. O. Cheal 68/13094P <i>Duties:</i> Carry out outdoor inquiries and personal delivery of some passports.	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Passports Section, Sydney, vice J. A. Lawrance, prov. prom. (No. 66)
S. M. Jenkins 67/12844A <i>Duties:</i> Bring to notice of Officer-in-charge delays in obtaining clearances.	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Citizenship Section (No. 390)
A. J. Norman 67/12243R <i>Duties:</i> Prepare schedules of approved cases. Attend to despatch of certificates to Councils and individuals.	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Citizenship Section (No. 391)

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

L. A. Brown 68/13875C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Citizenship Section (No. 92)
<i>Duties:</i> Maintain control-index cards.		
S. M. Swan 65/13550R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Passports Section (No. 331)
W. P. Spinks 66/13394K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Passports Section (No. 332)
L. C. Simpson 66/13432T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Passports Section (No. 343)
M. J. Hillard 66/13489K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Passports Section (No. 344)
<i>Duties of above four positions:</i> Check typing and prepare travel documents for issue.		

Entry Branch

O. A. Sacharczuk 64/11140K	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Students Section, Sydney (No. 28)
<i>Duties:</i> Supervise private overseas students in New South Wales.		
J. Vandeness 70/75500A	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Residence Control Section, Sydney, vice D. J. Crossland, prov. prom. (No. 12)
<i>Duties:</i> Arrange departure of deportees.		
R. E. Casey 70/12187K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Residence Control Section, Sydney, vice C. B. Robson, prov. prom. (No. 11)
D. A. Short 69/12595T	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Residence Control Section, Sydney (No. 10)
<i>Duties for above two positions:</i> Where necessary, apprehend and interrogate suspected prohibited migrants.		

I. R. Johns 68/13804A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Students Section, Sydney, vice L. P. Tanner, prov. prom. (No. 44)
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Integration Branch

E. Tambakeras 70/11210C	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Integration and Education Section (No. 165)
<i>Duties:</i> Handle repatriation cases.		
J. M. Weissel 66/13385G	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, unattached	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Integration and Education Section, Sydney, vice C. A. Taloni, prov. prom. (No. 168)
<i>Duties:</i> Maintain statistical records.		

Regional Office, Newcastle

R. J. Bunn 73/11658A	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Newcastle (No. 371)
<i>Duties:</i> Accept applications and conduct interviews in relation to passports, citizenship, entry and re-entry.		
L. K. Polak 72/14544K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Newcastle (No. 317)
<i>Duties:</i> Attend to inquiries. Interpret. Provide relief for Collector of Public Monies.		

WESTERN AUSTRALIA

Establishments and Finance Branch

A. W. Riley 69/75672E	Clerk (Class 1) \$2713-5594, Third Division	Clerk (Class 2/3) \$5806-6666, Third Division, Relief Section, vice E. Herold, prov. prom. 9.5.74 (No. 108)
<i>Duties:</i> Perform relief duties as required.		

Integration Branch

B. Aldersea 65/37565T	Clerk (Class 2/3) \$5806-6666, Third Division	Clerk (Class 4) \$6912-7652, Third Division, Integration and Education Section (No. 57)
<i>Duties:</i> Interview migrants to determine eligibility for admission to departmental flats.		

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

Entry Branch

L. Saxon
63/75198R Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Students Section (No. 13)
Duties: Conduct more important interviews and preparation of correspondence in relation to private overseas students including Resident Status applications. Approve issue of temporary entry permits and re-entry authorities.

Citizenship and Travel Branch

C. L. M. Sweetman
58/21097A Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Citizenship Section (No. 28)
Duties: Officer-in-charge, Citizenship Section. Deal with inquiries of a difficult nature. Supervise and train section staff.

Qualifications: Sound knowledge of Citizenship Act.

E. Herold
60/75109M Clerk \$5806-6666 (Class 2/3), Third Division Clerk \$6912-7652 (Class 4), Third Division, Passports Section (No. 117)
Duties: Passport authorising officer. Conduct interviews of a more complex nature in regard to travel facilities.
Qualifications: Sound knowledge of Passport Act and Regulations.

G. E. Jackson
69/75795C Clerk \$2713-5594 (Class 1), Third Division Clerk \$5806-6666 (Class 2/3), Third Division, Citizenship Section, vice B. Aldersea, prov. prom. 9.5.74 (No. 29)

Duties: Interview applicants for Australian Citizenship.

Qualifications: Sound knowledge of Citizenship Act.

DEPARTMENT OF LABOUR

CENTRAL OFFICE

Management Services Branch

J. A. Hutchinson
71/42155M Clerical Assistant, Grade 2 \$4393-4678, Fourth Division Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel, Establishments and Methods Section, Melbourne (No. 57)

Duties: Perform all phases of registry work including classifying, indexing and registration in respect of staff, personal, and establishment files.

VICTORIA

Employment, Training and Industrial Services Division, Employment Branch

V. G. J. Bugeja
65/57643G Clerk \$8886-9548 (Class 6), Third Division, Special Employment Categories Section, Youth Sub-section Employment Office Manager, Grade 3 \$9876-10538 (Class 7), Third Division, DEO Pool Section, Sunshine (No. 243)

Duties: Under the general direction of the Assistant Director (Employment), control and direct the activities of an office of the Commonwealth Employment Service.

QUEENSLAND

Management Services Branch

P. Van Twist
72/57996C Clerk \$2713-5594 (Class 1), Third Division, Personnel and Training Section, Brisbane Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Training Section, Brisbane (No. 61)

Duties: Staff Clerk (Group Leader).

Qualifications: A knowledge of ADP salaries procedures; Public Service Act and Regulations, General Orders, Superannuation Act, Arbitrators' Determinations, etc.

Employment Discrimination

J. O'H. Hamilton
58/43224G Productivity Groups Officer, \$7899-8639 (Class 5), Third Division, Industrial Services Branch, Brisbane Clerk \$8886-9548 (Class 6), Third Division, Brisbane (No. 3)

Duties: Responsible for the implementation within the Region of the National Policy on non-discrimination.

Qualifications: Administrative experience and ability to liaise at senior level; tertiary qualifications desirable.

Employment Branch

K. L. Hughes
62/57188P Clerk \$5806-6666 (Class 2/3), Third Division, unattached Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section, Woolloongabba (No. 184)

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

E. J. McShea
69/58431X Clerk \$5806-6666 (Class 2/3), Third Division, Department of Health, Brisbane Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section, Woolloongabba (No. 208)

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

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

SOUTH AUSTRALIA

Management Services Branch

C. A. Pentelow Training Officer, Grade 2 \$7899-8639 Senior Training Officer, Grade 1
71/67215C (Class 5), Third Division, Training \$8886-9548 (Class 6), Third Division,
Section Training Section, Adelaide (No. 60)

Duties: Undertake systematic analysis of training needs in the Region; examine, report on and develop proposals for on-the-job training and formal training courses. Develop, manage and conduct training courses for Employment Officers in particular and other Departmental staff as required.

Note: The Public Service Board will provide an appropriate course of training for the officer promoted to this position.

Qualifications: Academic qualifications desirable.

WESTERN AUSTRALIA

Employment Branch

P. J. Humble Clerk \$2713-5594 (Class 1), Third Employment Officer \$6912-7652 (Class
71/76165E Division 4), Third Division, DEO Pool Section,
Mt Hawthorn (No. 111)

G. A. Jones Clerk \$5806-6666 (Class 2/3), Third Employment Officer \$6912-7652 (Class
70/75202G Division, Australian Bureau of Statis- 4), Third Division, DEO Pool Section,
tics, Perth Perth, vice J. R. Elliott, prov. prom.
31.1.74 (No. 181)

G. W. Roberts Clerk \$2713-5594 (Class 1), Third Employment Officer \$6912-7652 (Class
72/76000X Division, unattached 4), Third Division, DEO Pool Section,
Perth (No. 132)

H. J. Casella Clerk \$5806-6666 (Class 2/3), Third Employment Officer \$6912-7652 (Class
64/78642A Division, Postmaster-General's Depart- 4), Third Division, DEO Pool Section,
ment, Perth Midland (No. 112)

S. M. Maher Clerk \$2713-5594 (Class 1), Third Employment Officer \$6912-7652 (Class
72/75989P Division, unattached 4), Third Division, DEO Pool Section,
Fremantle (No. 249)

D. H. Strain Clerk \$2713-5594 (Class 1), Third Employment Officer \$6912-7652 (Class
72/75984R Division, unattached 4), Third Division, DEO Pool Section,
Midland, vice P. J. Berry, prov. prom.
18.4.74 (No. 159)

D. E. Avenell Clerk \$2713-5594 (Class 1), Third Employment Officer \$6912-7652 (Class
70/76075M Division 4), Third Division, DEO Pool Section,
Perth (No. 88)

A. S. Giles Clerk \$2713-5594 (Class 1), Third Employment Officer \$6912-7652 (Class
72/75972A Division 4), Third Division, DEO Pool Section,
Perth Relief (No. 245)*

N. C. Moss Clerk \$2713-5594 (Class 1), Third Division Employment Officer \$6912-7652 (Class
72/75978C Division, unattached 4), Third Division, DEO Pool Section,
Perth Relief (No. 199)*

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

**Note:* These positions are based at Regional Office for relief purposes in the metropolitan and country areas.

TASMANIA

Industrial Relations Branch

C. F. Quarry Clerical Assistant Grade 1 \$3918-4298, Clerical Assistant Grade 2 \$4393-4678,
74/81083E Fourth Division, Department of Social Fourth Division, Hobart (No. 5)
Security, Hobart

Duties: Maintain acts, awards, determinations and manuals. Attend to counter and telephone inquiries and answer routine correspondence.

NORTHERN TERRITORY

Employment

P. G. Beere Clerk \$2713-5594 (Class 1), Third Division Employment Officer \$6912-7652 (Class
71/76220P Division, Department of Housing and Construction, Perth 4) Third Division, DEO Pool Section,
Darwin Relief (No. 168)

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

Note: The occupant of this position will also be required to provide relief at Alice Springs and Katherine.

B. A. Harling Clerk \$2713-5594 (Class 1), Third Division Employment Officer \$6912-7652 (Class
73/95097X Division, Department of Aboriginal Affairs, Katherine 4), Third Division, DEO Pool Section,
Katherine (No. 250)

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE MEDIA

AUSTRALIAN GOVERNMENT PUBLISHING SERVICE

AUSTRALIAN CAPITAL TERRITORY

Information Division, Management Services, Supply and Projects Branch

A. N. Wheatley 64/36701A	Clerk \$8886-9548 (Class 6), Third Division, Repatriation Department, Can- berra	Assistant Finance Officer \$9876-10538 (Class 7), Third Division, Personnel and Finance Section, Canberra (No. 766)
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Duties: Estimates Officer. Control the preparation and analysis of financial information in relation to all proposed expenditure programmes for the Division, including draft annual, revised and forward estimates, furniture and fittings, repairs and maintenance and new works.

Qualifications: Extensive knowledge of Treasury and departmental budgetary procedures, ability to discuss financial matters at senior level and prepare high level correspondence together with accounting qualifications desirable.

C. W. Jones 67/86407R	Clerk \$6912-7652 (Class 4), Third Division, Department of Supply, Can- berra	Clerk \$7899-8639 (Class 5), Third Division, Personnel and Finance Sec- tion, Canberra, vice D. R. Anderson, prov. prom. 2.5.74, (No. 178)
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Duties: Senior Clerk, Office Services. Direct and control the common services provided for the efficient operation of the Australian Government Publishing Service including office services, typing and food services.

Qualifications: Sound administrative or related experience and ability to supervise staff an advantage.

B. K. Reaby 63/85107P	Clerk \$6912-7652 (Class 4), Third Division, Department of the Treasury, Canberra	Clerk \$7899-8739 (Class 5), Third Division, Personnel and Finance Sec- tion, Canberra (No. 770)
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Duties: Officer in charge of the Central and Sub-registries. Responsible for the development and maintenance of an integrated registry system for the Division, together with a programme of registry procedures and functions.

Qualifications: Extensive experience in Registry procedures and staff control desirable.

J. H. Hague 62/85729W	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$7899-8639 (Class 5), Third Division, Supply Section, Canberra (No. 771)
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Duties: Procurement Officer.

Qualifications: Sound knowledge and experience in contracts and purchasing procedures desirable.

R. J. Colleran 70/75922K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Postmaster-General's Department, Perth	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Supply Section, Can- berra (No. 779)
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Duties: Stocktaker.

D. R. Anderson 65/85409G	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$9876-10538 (Class 7), Third Division, Manpower Section, Canberra (No. 767)
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Duties: Responsible for the direction and control of all manpower, recruitment and staff development activities.

Qualifications: Extensive relevant experience in the fields of manpower planning, staff development and recruitment desirable.

J. E. Pilkington 70/58885M	Training Officer, Grade 1 \$6912-7652, Third Division, Department of Defence (Air Office), Canberra	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Manpower Section, Canberra (No. 772)
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Duties: Develop, organise and conduct staff training courses. Implement induction procedures. Attend to applications for assistance with studies.

Qualifications: Knowledge of service procedures, proven ability in supervision and conference leadership, aptitude for instructional duties and management of training courses desirable.

D. R. J. Shaylor 73/85174R	Clerk \$2713-5594 (Class 1), Third Divi- sion	Clerk \$6912-7652 (Class 4), Third Divi- sion, Manpower Section, Canberra (No. 775)
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Duties: Recruitment Officer.

Qualifications: Sound knowledge of the Public Service Act, Regulations and General Orders relative to the recruitment function desirable.

M. A. McInnes 72/87086E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Management Review and Control Section, Canberra (No. 780)
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Duties: Maintain establishment records, etc.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

SOUTH AUSTRALIA

Publishing Branch

L. Rawley 67/66902M	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Sales and Distribution Section, Sales Sub-section, Adelaide (No. 748)
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Duties: Assistant Manager. Responsible for the direct control and efficient operation of the publications sales activity. Collector of Public Moneys. Liaise with booksellers, newsagents, etc., within the city to stimulate sales. Arrange effective displays of publications and promotional material. Replenish stocks. Reply to more complex written and personal inquiries relevant to the activities of the Australian Government.

Qualifications: Comprehensive knowledge of Australian Government publications, government policies, decisions and activities desirable.

AUSTRALIAN BROADCASTING CONTROL BOARD

CENTRAL OFFICE

Engineering Services Division

A. Slamin 61/45447G	Technical Officer (Engineering), Grade 2 \$7843-8347, Third Division	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Third Division, Support Services Section, Melbourne, vice R. S. Hernan, prov. prom. (No. 46)
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Duties: Under limited direction control the work of a laboratory group engaged in the calibration, maintenance, repair and operation of a wide range of electronic test equipment associated with sound and television broadcasting services.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Considerable experience in the field of electronic instrumentation for sound and television broadcasting services desirable.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Management Services Branch

S. A. Crofts 73/88139W	Clerk \$4521-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and General Services Section, Accounts Sub-section, Canberra (No. 25)
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Duties: Receive and account for public moneys and maintain associated records. Act as pay officer for payment of salaries and wages.

Division of National Mapping

M. G. Bierzonski 70/85569W	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Prim- ary Industry, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Gen- eral Services Sub-section, Canberra (No. 9)
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Duties: Oversight the activities of the registry, typing, secretarial and stores staff. Implement the approved works programme and arrange the issue of bulk requisitions for minor new works, repairs and maintenance and furniture and fittings. Examine all accounts and invoices received; check for receipt of supplies, etc.

Qualifications: Good knowledge of Audit Act, Treasury Regulations and Departmental instructions desirable.

Map Production Branch

M. M. Kovacs 72/87576T	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, unattached	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Production Control Unit Sub-section, Canberra (No. 235)
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Duties: Record work statistics on master record cards to maintain progress of projects undertaken by the Branch.

Qualifications: Good knowledge of general drafting and map production processes desirable.

VICTORIA

Management Services Branch

P. J. Scudds 70/405326	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Supply, Mel- bourne	Clerk \$6912-7654 (Class 4), Third Division, Victorian Regional Office, Works and General Services Sub- section, Melbourne (No. 30)
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Duties: Supervise and direct the staff and activities of the following groups: Office Services; Registry; Typing, Teleprinter and Secretarial Services; Map and Publication Sales; Travel.

Qualifications: Knowledge of works, registry and general services procedures.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Lands and Community Development Division

F. J. Harkins 70/45661P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Postmaster-General's Department, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, District Office Section, Alice Springs (No. 22)
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Duties: Make special, final and heavy use readings of water and electricity meters. Act as witnessing officer on salary and industrial pay runs. Stock, and issue copies of Northern Territory Ordinance and Regulations.

Urban Development and Town Planning Branch

D. J. Hudd 73/95203M	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Town Planning Section (No. 13)
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Duties: Maintain and control Branch filing system, library and plan index. Attend to counter inquiries.
Qualifications: Previous experience desirable.

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

S. J. Rothnie 64/37924G	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Supply Section, Darwin (No. 185)
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Duties: Procurement Officer. Direct and control the activities of the Procurement Sub-section. Exercise delegations and deal with more complex aspects of procurement.
Qualifications: Sound knowledge of procurement procedures and relevant Treasury Regulations and Directions essential. Experience in staff supervision desirable.

J. R. Rankine 64/67045K	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Supply, Adelaide	Clerk \$7899-8639 (Class 5), Third Division, Supply Section, Darwin (No. 318)
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Duties: Catalogue Clerk. Continually review and prepare amendments and additions to the Stores Catalogue.
Qualifications: Knowledge of the basic principles of cataloguing desirable.

Forward Planning and Major Projects Co-ordination Branch

K. Day 71/87493T	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Department of Defence, Canberra	Project Officer \$11032-11525 (Class 8), Third Division, Major Projects Co- ordination Section, Darwin (No. 6)
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Duties: 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.

Resource Development Division, Animal Industry and Agriculture Branch

K. B. Locke 73/96000R	Veterinary Officer, (Class 1) \$7670- 11480, Third Division	Veterinary Officer, (Class 2) \$11925- 13260, Third Division, Animal Health Section, Tennant Creek (No. 151)
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Duties: Supervise the detection and control of livestock diseases in major districts of the Northern Territory, in particular the Barkly Tablelands, and administer legislation pertaining to stock.
Qualifications: A degree in Veterinary Science or Veterinary Medicine; or equivalent qualification, together with appropriate post graduate experience. Experience in livestock disease control in the Northern Territory desirable

Social and Commercial Affairs Division, Prices and Consumer Affairs Branch

D. J. Keynes 70/66417C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of the Treasury, Darwin	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Investigations and Operations Section, Darwin (No. 13)
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Duties: Assist as a team member in prices investigations. Undertake price surveys.
Qualifications: Knowledge of the retail/wholesale trade an advantage.

M. E. Chandler 70/95316T	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of Health, Darwin	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Investigations and Operations Section, Darwin (No. 14)
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Duties: Assist as a team member in prices investigations. Undertake price surveys.
Qualifications: Knowledge of retail/wholesale trade an advantage.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Management Services Branch

R. Brown 71/85149M	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Canberra	Clerical Assistant Grade 4 \$5398-5686, Fourth Division, Information Services Section, Canberra (No. 1000)
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Duties: Arrange acquisition of library material, responsible for all circulation activities. Supervision of staff.
Qualifications: Experience in library work, particularly in the field of purchasing, accession or circulation of library material an advantage.

P. J. Bamman 71/87945P	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Finance and Services Section, Canberra, vice P. G. Forsyth, prov. prom. 24.4.74 (No. 691)
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Duties: Responsible for the control and maintenance of office furniture and equipment; assist in the preparation of annual estimates for furniture, fittings, minor new works, etc.
Qualifications: Experience in related fields desirable.

Policy Development Division

J. A. Needham 72/86142G	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Australian Firms Information Section, Canberra (No. 399)
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Duties: Assist with editing computer output and prepare less complex punchcard instructions.

VICTORIA

Regional Office

B. G. Patton 72/36674P	Clerk \$2713-5594 (Class 1), Third Division, Department of Housing and Construction, Melbourne	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Section, Melbourne (No. 167)
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Duties: Staff Clerk.
Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Superannuation Act, Compensation (Australian Government Employees) Act and Treasury ADP Salary System, desirable.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Engineering Works Division, Telegraphs and Data Equipment Branch

A. J. McKenzie 71/42212E	Engineer, Class 2 \$9581-10702, Third Division, Engineering Works Division	Engineer, Class 3 \$11348-12664, Third Division, Switching Equipment Section, Melbourne (No. 34)
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Duties: Design and develop message and circuit switching and signalling systems for telegraph and data purposes.

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

Note: This position was advertised as position No. 206 in *Gazette* No. 96 of 9.8.73.

B. A. Kealy 59/60423E	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Engineering Division, Victoria	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Fourth Division, Switching Equipment Section, Melbourne (No. 6)
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Duties: Assist professional staff in the design, installation and commissioning of the CUDN Project, in respect of both hardware and software aspects.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Experience in assembly language programming desirable.

Telephone Subscribers' Equipment Branch

F. Keeley 69/39770G	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Works Division	Clerk \$6912-7652 (Class 4), Third Division, Terminal Equipment Design Section, Melbourne (No. 39)
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Duties: Responsible to the Branch Clerk for provision of administrative assistance to the Engineer, Class 4, including preparation of technical and non-technical correspondence, secretarial duties, co-ordination of clerical assistance and control of subordinate staff.

Management Services Division, Finance and Accounting Branch

P. J. Minihan 58/49560M	Clerk \$8886-9548 (Class 6), Third Division, Telecommunications Division	Clerk \$11032-11525 (Class 8), Third Division, Accounting Section, Revenue Accounting Sub-section, Melbourne (No. 2)
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Duties: Development and review of credit policies and procedures applied in the collection of Post Office revenue.

Qualifications: Accountancy or other appropriate academic qualifications desirable.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

R. A. Naismith 59/62755K	Clerk \$6912-7652 (Class 4), Third Division, Management Services Division	Clerk \$7899-8639 (Class 5), Third Division, Office Services Section, Melbourne (No. 20)
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Duties: Relief clerk.

Qualifications: Experience in State Accounting practices and procedures desirable.

Personnel Branch

B. M. O'Halloran 59/58813M	Senior Technical Officer (Engineering), Grade 2 \$9379-9932, Third Division, Engineering Works Division	Inspector \$11032-11525 (Class 8), Third Division, Establishments Section, Establishments Review No. 3 Sub-section, Melbourne (No. 37)
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C. W. Parry 59/17799T	Assistant Inspector \$9376-10538 (Class 7), Third Division, Department of Transport, Victoria	Inspector \$11032-11525 (Class 8), Third Division, Establishments Section, Establishments Review No. 1 Sub-section, Melbourne (No. 4)
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Duties above two positions: Undertake establishment reviews and special studies to effect restructuring of Headquarters and State establishments.

Qualifications above two positions: Wide experience in establishments work or related investigatory activities desirable.

A. C. Howlett 58/39277K	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Attorney-General's Department, Victoria	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, General Services Section, Central Office Staffing Sub-section, Melbourne (No. 73)
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Duties: Records Information Officer, Central Registry. Determine and post entries to Subject Index, research for and identify files from index.

Qualifications: Ability to quickly analyse and interpret subject matter desirable.

L. E. Jones 59/63640G	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, unattached	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, General Services Section, Central Office Staffing Sub-section, Melbourne (No. 144)
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Duties: Archives Officer, Central Registry. Determine disposal action on files, organise transfer for storage, destruction or retrieval of files with Archives.

Qualifications: Thorough knowledge of departmental subject matter, registry procedures and archival requirements desirable.

K. C. Taylor 62/45189G	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Management Services Division	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, General Services Section, Central Office Staffing Sub-section, Melbourne (No. 143)
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Duties: Assistant Classifier, Central Registry.

Qualifications: Thorough knowledge of the functions and activities of the area served by Central Registry, the principles of classifying and all aspects of Registry operations desirable.

Supply Branch

P. J. Zanoni 68/37698K	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Division	Clerk \$6912-7652 (Class 4), Third Division, Administrative Section, Melbourne (No. 226)
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Duties: Relief Clerk.

B. T. Stafford 59/55025W	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Department of Housing and Construction, Victoria	Clerical Assistant, Grade 7 \$7087-7330, Fourth Division, Administrative Section, Melbourne (No. 235)
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Duties: Officer-in-charge, Registry Sub-section.

Qualifications: Sound knowledge of Registry practices and procedures, and ability to control staff desirable.

G. H. Coutts 68/37436R	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence—Air Office, Victoria	Clerk \$6912-7652 (Class 4), Third Division, Australian Government Stores and Tender Board Section, Melbourne (No. 71)
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Duties: Arrange test checks and oversight deliveries of materials supplied under Australian Government Stores and Tender Board contracts.

Qualifications: A sound knowledge of Australian Government Stores and Tender Board purchasing procedures and practices, and ability to control staff desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

G. Hoskin 67/37742R	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Defence—Air Office, Victoria	Clerk \$6912-7652 (Class 4), Third Division, Australian Government Stores and Tender Board Section, Melbourne (No. 69)
<i>Duties:</i> Obtain estimates of requirements and prepare tender schedules for Australian Government Stores and Tender Board supplies.		
<i>Qualifications:</i> A sound knowledge of supply procedures desirable.		
N. V. Bullen 69/36686X	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Division	Clerk \$6912-7652 (Class 4), Third Division, Procurement Section, Melbourne (No. 94)
D. Paola 69/37654E	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Division	Clerk \$6912-7652 (Class 4), Third Division, Procurement Section, Melbourne (No. 176)
B. E. Wright 68/38388M	Clerk \$5806-6666 (Class 2/3), Third Division, Management Services Division	Clerk \$6912-7652 (Class 4), Third Division, Procurement Section, Melbourne (No. 214)
<i>Duties above three positions:</i> Prepare complex summaries of tenders, Tender Board recommendations and contract letters of acceptance.		
<i>Qualifications above three positions:</i> A sound knowledge of contract purchasing procedures and practices desirable.		

Postal Services Division, Postal Planning and Engineering Sub-division

J. P. Flanagan 61/45576G	Clerk \$8886-9548 (Class 6), Third Division, Postal Services Division	Assistant Controller \$11032-11525 (Class 8), Third Division, Postal Planning Branch, Management Information Section, Melbourne (No. 109)
<i>Duties:</i> Formulate techniques and implement systems for the identification, collection and processing of mail traffic and other statistical information necessary for operation management and planning of the postal network.		
<i>Qualifications:</i> Experience in statistical and information systems, together with a knowledge of the Division desirable.		

Commercial Branch

J. M. M. Collet 66/39570R	Clerk \$7899-8639 (Class 5), Third Division, Postal Services Division	Clerk \$8886-9548 (Class 6), Third Division, Product Management Section, Melbourne (No. 124)
<i>Duties:</i> Direct and supervise the activities of the philatelic products and facilities group. Develop new stamp packs, first day covers and commemorative covers. Deal with more important matters arising from philatelic facilities and marketing of philatelic products.		
J. A. Clarke 66/81039M	Clerk \$5806-6666 (Class 2/3), Third Division, Director-General's Office	Clerk \$7899-8639 (Class 5), Third Division, Postal Finance Section, Melbourne (No. 54)
<i>Duties:</i> Co-ordinate the revenue and expenditure budgets for the Division and prepare analyses for management control.		

Post Offices Branch

R. K. Tucker 64/46761E	Postal Clerk \$4605-5744, Third Division, Postal Services Division, Victoria	Inspector-in-training \$4521-7652, Third Division, Melbourne (No. 22)
K. R. Winsor 63/78217A	Postal Clerk \$4605-5744, Third Division, Postal Services Division, Western Australia	Inspector-in-training \$4521-7652, Third Division, Melbourne (No. 21)
<i>Note above two positions:</i> Conditions governing recruitment, training and advancement were notified on page 96 in Gazette No. 9 of 30.1.73.		
B. Hohenhaus 59/22135M	Clerk \$6912-7652 (Class 4), Third Division, Postal Services Division, Queensland	Inspector-in-training \$4521-7652, Third Division, Melbourne (No. 36)
D. M. Pahoff 72/61222T	Postal Clerk \$4605-5744, Third Division, unattached, Queensland	Inspector-in-training \$4521-7652, Third Division, Melbourne (No. 46)
V. B. Flint 64/61558G	Postman \$4260-4601, Fourth Division, Postal Services Division, Queensland	Inspector-in-training \$4521-7652, Third Division, Melbourne (No. 47)
W. Quealy 59/21527P	Postmaster, Grade 2 \$7044-7822, Third Division, Postal Services Division, Queensland	Inspector-in-training \$4521-7652, Third Division, Melbourne (No. 48)

Note above four positions: Conditions governing recruitment, training and advancement were notified on page 96 in Gazette No. 9 of 30.1.73.

Note: The above four officers will be required to undergo their training in Queensland and on successful completion of the course will be advanced as Assistant Inspectors in that State.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

NEW SOUTH WALES

Engineering Division, Buildings Branch

A. E. Borg 58/34223A	Senior Technical Officer (Buildings), Grade 3 \$10227-10522, Third Division, Engineering Division, Sydney	Chief Technical Officer (Buildings), Grade 1 \$10825-11136, Third Division, Functional Briefing Section, Sydney (No. 114)
P. G. Donohue 59/37820R	Senior Technical Officer (Buildings), Grade 3 \$10227-10522, Third Division, Engineering Division, Sydney	Chief Technical Officer (Buildings), Grade 1 \$10825-11136, Third Division, Functional Briefing Section, Sydney (No. 120)

Duties above two positions: Implement and take full responsibility for that part of the functional briefing activities of the buildings programme being processed by subordinate staff. Ensure that customer requirements are met, as far as possible, and that current policies, standards and procedures are applied. Originate measures to ensure that all buildings provided are the most efficient and economical and that they satisfy functional requirements. Take all action so that new buildings or alterations to buildings are completed in the quickest possible time.

G. Hayes 59/38128A	Senior Technical Officer (Buildings), Grade 2 \$9379-9932, Third Division, Engineering Division, Sydney	Senior Technical Officer (Buildings), Grade 3 \$10227-10522, Third Division, Functional Briefing Section, Sydney (No. 74)
V. G. Small 59/36901E	Senior Technical Officer (Buildings), Grade 2 \$9379-9932, Third Division, Engineering Division, Sydney	Senior Technical Officer (Buildings), Grade 3 \$10227-10522, Third Division, Functional Briefing Section, Sydney (No. 53)

Duties above two positions: Act as Project Officer or Team Leader in the functional planning and preparation of building proposals for the provision of more complex building works; formulate design briefs and direct preparation of briefing plans; approve sketch plans and working drawings and other associated documentation prepared by the Department of Housing and Construction and private consultants for any type of building work for which he is responsible.

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

Construction Branch

C. L. Smith 71/12309X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Metropolitan Installation No. 2 Section, Sydney (No. 387)
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Duties: Staff Clerk.

J. H. Milburn 72/23625M 10.7.72	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, St Leonards	Lineman, Grade 2 \$4962-5136, Fourth Division, Primary Works (Metropolitan) No. 2 Section, St Leonards
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Duties: Cable Jointing.

G. M. Carney 65/22187K	Telecommunications Technician \$6003-6693, Fourth Division, unattached	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Country Installation No. 3 Section, Villawood
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R. J. McCauley 59/40389M	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Villawood	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Country Installation No. 1 Section, Villawood
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Qualifications above two positions: An approved technical college certificate or other approved qualifications, and requisite experience.

Metropolitan Operations Branch

K. C. Gurton 62/23004W	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Engineering Division, St Leonards	Senior Storeman \$4724-4977, Fourth Division, Metropolitan Operations No. 1 Section, Balgowlah
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Duties: Control and efficiently run a subscriber installation store.

S. J. Colless 59/46627G	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Bankstown	Lines Supervisor, Grade 1 \$5668, Fourth Division, Metropolitan Operations No. 5 Section, Bankstown
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Duties: Lines Supervisor (Depot).

K. W. J. Ferguson 59/46843W	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Sydney	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Operations No. 7 Section, Ashfield
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**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

K. G. Joyce 63/22217P	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Ashfield	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Operations No. 7 Section, Ashfield
M. MacKenzie 63/22215E	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Burwood	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Operations No. 7 Section, South Strathfield
A. Triccas 65/22296W	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Lidcombe	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Metropolitan Operations No. 7 Section, Homebush

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

Planning and Programming Branch

G. M. Tory 68/90037M	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division, Sydney	Engineer, Class 2 \$9581-10702, Third Division, Transmission and Line Planning (Country) Section, Sydney (No. 186)
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Duties: Responsible to the controlling Engineer for the planning and the utilisation of trunk and junction bearers for a geographical region in works programmes.

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

Regional Operations Branch

R. R. Winston 64/22089T	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Mt Cenn Cruaich	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Radio Section, Redfern
P. D. Mottram 64/46362X	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Sydney	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Trunk Service Section, Sydney
A. N. Atkin 66/22161K	Telecommunications Technician \$6003-6693, Fourth Division, unattached	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Monaro Section, Canberra
M. Schulze 67/22104X	Telecommunications Technician \$6003-6693, Fourth Division, unattached	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Monaro Section, Canberra
M. R. Ware 69/23292C	Telecommunications Technician \$6003-6693, Fourth Division, Engineering Division, Canberra	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Monaro Section, Canberra

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

F. J. Peterson 67/22259P (16.1.67)	Lineman, Grade 1 \$4349-4541, Fourth Division, Engineering Division, Rose Bay	Lineman, Grade 2 \$4962-5136, Fourth Division, Outer Sydney Section, Katoomba
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Duties: Cable jointing.

Support Services Branch

F. L. J. Morris 59/38576M	Senior Technical Instructor, Grade 1 \$8045-8212, Fourth Division, Engineering Division, Greta	Senior Technical Instructor, Grade 2 \$8716, Fourth Division, Industrial Engineering and Training Section, Greta
G. R. Parkes 59/47522M	Inspecting Officer, Grade 2 \$6336-6859, Fourth Division, Engineering Division, Sydney	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division, Materials Section, Railway Square (No. 215)

Duties: Endurance testing of Telecommunications equipment.

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

Postal Services Division, Mail Exchange Branch

F. N. Lindsay 67/24689T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Postal Services Division, Redfern	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Commercial Section, Redfern (No. 564)
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Duties: Indexing and posting of files with Mail Exchange Registry.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

Postal Offices Branch

D. C. Segrott 71/22400E	Postal Clerk \$4605-5744, Third Division, Postal Services Division, Waterloo	Inspector-in-training \$4521-7652, Third Division, Sydney
G. S. Williams 66/22906P	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division, Coota- mundra	Inspector-in-training \$4521-7652, Third Division, Sydney
S. Treloar 68/22543X	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Postal Services Division, Canterbury	Inspector-in-training \$4521-7652, Third Division, Sydney
D. W. P. Killeen 64/24438P	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Postal Services Division, Broken Hill	Inspector-in-training \$4521-7652, Third Division, Sydney
P. T. Patterson 69/10044M	Postal Clerk \$4605-5744, Third Division, Postal Services Division, Sans Souci	Inspector-in-training \$4521-7652, Third Division, Sydney
B. J. Edge 61/22855E	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division, Armidale	Inspector-in-training \$4521-7652, Third Division, Sydney

Note above six positions: Conditions governing recruitment, training and advancement were notified on page 96 in Gazette No. 9 of 30.1.73.

W. F. Holman 59/33479K	Postmaster, Grade 3 \$8104-8947, Third Division, Beecroft	Postmaster, Grade 4 \$9227-9967, Third Division, Redfern
P. D. Mowle 59/36350E	Postmaster, Grade 3 \$8104-8947, Third Division, Waverley	Postmaster, Grade 4 \$9227-9967, Third Division, Maroubra
W. J. Monaghan 59/33963W	Postmaster, Grade 3 \$8 04-8947, Third Division, Kings Cross	Postmaster, Grade 4 \$9227-9967, Third Division, Vaucluse
R. J. James 59/33574W	Senior Postal Clerk, Grade 2 \$6782- 7302, Third Division, Artarmon	Senior Postal Clerk, Grade 3 \$8104- 8947, Third Division, North Sydney
R. M. Winkler 71/22940C (2.2.71) <i>Duties:</i> Driving Duties.	Lineman-in-training, \$2175-4158, Fourth Division, Engineering Division, Greta	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Lismore
B. L. Eriksen 73/23570E (23.8.73) <i>Duties:</i> Driving Duties.	Assistant Postal Officer \$2074-4148, Fourth Division, Potts Point	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Maroubra
I. P. Russell 72/23779X (12.7.72) <i>Duties:</i> Driving Duties.	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Mount Druitt
B. J. Kent 72/23372E (26.4.72) <i>Duties:</i> Driving Duties.	Assistant Postal Officer \$2074-4148, Fourth Division, Nowra	Postal Officer, Grade 1 \$4260-4601, Fourth Division, Nowra
C. G. Wesley 63/23887C	Postman \$4260-4601, Fourth Division, Bathurst	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Bathurst
Y. M. Lockyer 74/22366M	Assistant Postal Officer \$2074-4148, Fourth Division, Miranda	Postal Officer, Grade 2 \$4374-5273, Fourth Division, Rockdale (relief)
D. M. Williamson 74/22461X (8.2.74)	Assistant Postal Officer \$2074-4148, Fourth Division, Corowa	Postman \$4260-4601, Fourth Division, Corowa

Telecommunications Division

N. A. Byrnes 67/12036E <i>Duties:</i> Provide relief for Head Office Staff.	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division, Sydney	Clerk \$6912-7652 (Class 4), Third Divi- sion, Administration Section, Office Ser- vices Sub-section, Sydney (No. 71)
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Country Region

E. M. Berg 63/22025T <i>Duties:</i> Training. <i>Qualifications:</i> Occupant must be qualified for transfer or promotion as Monitor (Telephone)	Overseer (Quarters) \$4970-5310, Fourth Division, Telecommunications Division, Canberra	Overseer \$5760-6160, Fourth Division, Central and Head Office Section, Can- berra District Telephone Office Sub- section, Canberra
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Metropolitan Region, Sales Branch

M. R. Bolton 65/12503K	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Bureau of Census and Statistics, Sydney	Supervisor (Data Processing), Grade 1 \$5839-6015, Fourth Division, Directory and Sales Checks Section, North Sydney (No. 255)
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Duties: Supervise and direct the work of data processing operators in the Sydney Alphabetical Directory Sub-section.

L. R. S. Price 68/13352E	Clerk \$6912-7652 (Class 4), Third Division, Telecommunications Division, Sydney	Clerk \$7899-8639 (Class 5), Third Division, Sales Advisory Section, Sydney (No. 356)
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Duties: Responsible to the Officer-in-charge, Major Business Facilities Sub-section for the examination and processing of requests from customers for telephone installations of a major or more complex nature.

M. A. Bell 71/12097X	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Sales Advisory Section, Sydney (No. 425)
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Duties: Issue of telephone orders for PABX and temporary PMBX facilities and clearance of debit notices to Revenue Section.

S. M. Dupuche 71/13195K	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Sales Advisory Section, Pub- licity Sub-section, Sydney (No. 185)
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Duties: Contracts Clerk. Prepare telephone orders for PABX and temporary PMBX facilities and carry out associated functions including raising of debits.

E. M. Ryan 59/46211M	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Sales Advisory Section, Tele- graph and Data Transmission Facilities Sub-section, Sydney (No. 170)
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Duties: Circulate rentals and prepare letters re rental quotations; prepare correspondence to subscribers and other branches. Maintain monthly returns for Sub-section.

Service Branch

L. D. Waters 73/23482M	Telephonist \$2085-4520, Fourth Division, Telecommunications Division, Sydney	Overseer (Quarters) \$4970-5310, Fourth Division, Main Trunk Exchange Section, Sydney
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N. J. Grimison 63/24476R	Telephonist \$2085-4520, Fourth Division, Telecommunications Division, Sydney	Monitor \$4970-5310, Fourth Division, Main Trunk Exchange Section, Sydney
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J. Thomas 65/22727X <i>Qualifications above two positions: Occupants must be qualified for transfer or promotion as Monitor (Telephone).</i>	Telephonist \$2085-4520, Fourth Division, Telecommunications Division, Sydney	Monitor \$4970-5310, Fourth Division, Main Trunk Exchange Section, Sydney
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P. W. Mihell 71/12263C	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 441)
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Duties: Investigate less complex metered call disputes and finalise with nil adjustment letter where practicable. Assist with the investigation of second difficult disputes and maintain control records.

M. J. Fairweather 70/13470K	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 428)
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R. E. Mason 72/13791M	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 429)
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C. J. Hunt 71/12259X	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 430)
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B. E. West 70/23810T	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 431)
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W. L. Kennedy 59/46013C	Telegraphist \$4605-5744, Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 432)
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T. F. McDonnell 70/11033M	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 433)
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J. W. Sweeney 67/24076T	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 434)
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Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

P. McMurtrie 70/14496M	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 435)
L. Suine 60/22260T	Telegraphist \$4605-5744, Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 436)
M. E. Simpson 68/23983X	Telegraphist \$4605-5744, Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 437)
S. P. Thomlinson 71/12883W	Clerk \$2713-5594 (Class 1), Third Division, Telecommunications Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney (No. 438)
<i>Duties above eleven positions:</i> Interpret and investigate moving vacant and less complex abnormal Telephone Service Details computer reports. Assist with the investigation of metered call disputes and more complex computer reports as directed. Check and prepare messages for input to computer.		
M. Parsons 59/26983E	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Sydney	Overseer \$5760-6160, Fourth Division, Service Standards Section, Sydney
M. A. Williams 59/27588C	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Sydney	Overseer \$5760-6160, Fourth Division, Service Standards Section, Sydney
J. Foley 59/26119M	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Sydney	Overseer \$5760-6160, Fourth Division, Service Standards Section, Sydney
J. W. Pearce 59/26998K	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Sydney	Overseer \$5760-6160, Fourth Division, Service Standards Section, Sydney
J. Dunlop 59/12357P	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Sydney	Overseer \$5760-6160, Fourth Division, Service Standards Section, Sydney
I. B. Adams 59/25468G	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Sydney	Overseer \$5760-6160, Fourth Division, Service Standards Section, Sydney
A. P. McMahon 59/26891T	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Sydney	Overseer \$5760-6160, Fourth Division, Service Standards Section, Sydney
A. J. Leet 59/26579P	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Sydney	Overseer \$5760-6160, Fourth Division, Service Standards Section, Sydney
F. A. Harris 60/22594K	Monitor \$4970-5310, Fourth Division, Telecommunications Division, Ashfield	Overseer \$5760-6160, Fourth Division, Service Standards Section, Sydney
<i>Duties above nine positions:</i> Conduct of service sampling of all Telecommunications services.		
<i>Qualifications above nine positions:</i> Occupants must be qualified for promotion or transfer as Monitor (Telephone).		

Personnel and Industrial Relations Branch

D. P. Reddin 72/10138P	Clerk \$7899-8639 (Class 5), Third Division, Public Service Inspector's Office, Sydney	Organisation Officer \$8886-9548 (Class 6), Third Division, Establishments and Management Advisory Services Section, Milsons Point (No. 517)
<i>Duties:</i> Investigate organisation and classification proposals and prepare reports and recommendations.		
V. C. Rowley 71/10263E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Industrial Relations Section, Welfare and Safety Sub-section, Sydney (No. 186)
<i>Duties:</i> Receptionist. Clerical work in connection with the oversight of junior staff.		
H. A. Thorne 59/37053C	Clerical Assistant, Grade 4 \$5398-5684, Fourth Division, Personnel and Industrial Relations Branch, Sydney	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Staffing and General Services Section, Registry Sub-section, Sydney (No. 67)
<i>Duties:</i> File Examiner. Responsible for the examination, storage and disposal of correspondence files in the Central Registry.		
A. K. Smith 63/24460G	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Staffing and General Services Section, Registry Sub-section, Sydney (No. 68)

Duties: Assistant Classifier. Classify inward papers, direct registration and indexing action and continuously review subject index and registration system.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

T. K. McGinty 61/12380T	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Attorney-General's Department, Sydney	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Staffing and General Services Section, Registry Sub-section, Sydney (No. 76)
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Duties: Archives Officer. Determine disposal action on files, organise transfer for storage, destruction, or retrieval of files with Commonwealth Archives.

K. F. Rainbird 59/34337A	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Postal Services Division, Sydney	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Staffing and General Services Section, Registry Sub-section, Sydney (No. 96)
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Duties: Supervisor, Distribution and Dispatch. Control and co-ordinate activities within Central Registry relating to mail receipt, opening and dispatch and internal distribution. Preparation and distribution of State wide departmental memoranda, circulars, etc.

K. A. Bolsover 63/10406K	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Industrial Relations Branch, Sydney	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Staffing and General Services Section, Registry Sub-section, Sydney (No. 103)
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Duties: Records Information Officer, Central Registry. Provide an information and file sequence service.

B. R. Robertson 65/11179M	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel and Industrial Relations Branch, Sydney	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Staffing and General Services Section, Registry Sub-section, Sydney (No. 246)
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Duties: Assistant File Examiner. Examination of files to ensure subject matter conforms with titling classifications and index markings.

Supply Branch

P. Gaggin 70/15000X	Clerk \$2713-5594 (Class 1), Third Division, Supply Branch, Milsons Point	Clerk \$5806-6666 (Class 2/3), Third Division, Procurement Section, Milsons Point (No. 29)
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Duties: Examine and follow up any queries relating to payments to traders.

VICTORIA

Engineering Division, Planning and Programming Branch

B. Di Conza 70/36829P	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division	Engineer, Class 2 \$9581-10702, Third Division, Transmission and Line Planning (Metropolitan) Section, Melbourne (No. 46)
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Duties: Preparation and programming of plans and projects for junction external plant requirements for the Melbourne 03 Zone Network.

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

In lieu of notification appearing in *Gazette* No. 31 of 11.4.74. The effective date of the above promotional promotion is 11.4.74.

J. R. Sykes 59/59592W	Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Switching and Facilities Section, Melbourne (No. 105)
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Duties: Under general direction analyse data and undertake studies into network switching problems. Assist in the development of network plans.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A broad knowledge of the switching network is desirable.

Regional Operations Branch

M. C. Wells 70/37467G	Engineer, Class 1 \$6200-8953, Third Division, Engineering Division	Engineer, Class 2 \$9581-10702, Third Division, South Western Section, Geelong (No. 8)
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Duties: Perform the usual professional engineering work and under technical supervision perform professional work of a more novel, complex and/or critical type concerning the Country Operations Section.

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

J. R. Jennings 62/37124C	Clerk \$5806-6666 (Class 2/3), Third Division, Engineering Division	Clerk \$6912-7652 (Class 4), Third Division, North Western Section, Bendigo (No. 92)
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Duties: Officer-in-charge, Works and General.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

Support Services Branch

S. K. Bye 59/64567E	Clerk \$5806-6666 (Class 2/3), Third Division, unattached	Clerk \$6912-7652 (Class 4), Third Division, Materials Section, West Melbourne (No. 14)
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Duties: Senior Clerk, Materials Inspection Group.

L. R. Hindle 71/37563P	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Materials Section, West Melbourne (No. 15)
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Duties: Staff Clerk.

J. Neiburgs 61/37178P	Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division	Stores Supervisor \$5283-5532, Fourth Division, Automotive Plant Section, Port Melbourne (No. 310)
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Duties: Responsible for the control of the Engineering store supporting the field operations of the Mechanical Aids unit of the Section.

Qualifications: Wide knowledge and experience of the operation of mechanical aids and the supply of associated components and services. Thorough knowledge of storekeeping procedures and ability to control staff.

Postal Services Division, Post Offices Branch

J. W. Stocker 59/65947P	Assistant Inspector \$7899-8639 (Class 5), Third Division, Postal Services Division	Inspector \$8886-9548 (Class 6), Third Division, Dandenong (No. 80)
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R. A. Sund 59/69406G	Assistant Inspector \$7899-8639 (Class 5), Third Division, Postal Services Division	Inspector \$8886-9548 (Class 6), Third Division, Dandenong (No. 81)
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Duties above two positions: Assist the District Postal Manager in the management and control of the District.
Qualifications above two positions: A sound knowledge of Post Offices Branch practices and procedures is desirable.

E. J. Hendrickson 69/45623W	Postal Clerk \$4605-5744, Third Division, Postal Services Division, Footscray	Inspector-in-training, \$4521-7652, Third Division, Melbourne
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T. F. Hayler 65/45549P	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, Postal Services Division, Sunshine	Inspector-in-training \$4521-7652, Third Division, Melbourne
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J. J. Lavery 67/46543E	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division, Ararat	Inspector-in-training, \$4521-7652, Third Division, Melbourne
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W. P. Lawson 59/71247T	Instructor, Grade 2 \$7044-7822, Third Division, Postal Services Division	Inspector-in-training, \$4521-7652, Third Division, Melbourne
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G. J. Pitman 69/45974M	Postal Clerk \$4605-5744, Third Division, Postal Services Division, Caulfield East	Inspector-in-training, \$4521-7652, Third Division, Melbourne
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Note above five positions: Conditions governing recruitment, training and advancement were notified on page 96 in *Gazette* No. 9 of 30.1.73.

Telecommunications Division, Country Region

J. F. Wishart 59/65990R	Clerk \$7899-8639 (Class 5), Third Division, Telecommunications Division	Clerk \$8886-9548 (Class 6), Third Division, Central and Head Office Section, Melbourne (No. 45)
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Duties: In charge of Service Advisory Section.

Qualifications: A thorough knowledge of telephone service facilities and procedures is desirable.

Finance and Accounting Branch

R. G. Cowan 59/66391C	Clerk \$7899-8639 (Class 5), Third Division, Finance and Accounting Branch	Clerk \$8886-9548 (Class 6), Third Division, Revenue Section, Melbourne (No. 235)
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Duties: Group Controller, Country Telephone Ledger Group and Common Services.

A. Braletitch 63/37115R	Clerk \$6912-7652 (Class 4), Third Division, Finance and Accounting Branch	Clerk \$7899-8639 (Class 5), Third Division, Revenue Section, Melbourne (No. 169)
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Duties: Senior Accounting Officer, Country Ledgers.

M. S. Hopkins 66/36703R	Clerk \$6912-7652 (Class 4), Third Division, Finance and Accounting Branch	Clerk \$7899-8639 (Class 5), Third Division, Revenue Section, Melbourne (No. 471)
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Duties: Group Controller (Service) Program, control, supervise and co-ordinate the activities of the Service Group.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
J. R. Miller 66/57119K	Clerk \$6912-7652 (Class 4), Third Division, unattached	Clerk \$7899-8639 (Class 5), Third Division, Revenue Section, Melbourne (No. 195)
<i>Duties:</i> Receiver of Public Moneys. Control and direct the work of the Receiver of Public Moneys Group.		
J. E. Gallan 66/37337E	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and Accounting Branch	Clerk \$6912-7652 (Class 4), Third Division, Revenue Section, Melbourne (No. 255)
G. P. McNeil 66/37245T	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and Accounting Branch	Clerk \$6912-7652 (Class 4), Third Division, Revenue Section, Melbourne (No. 298)
K. S. Petty 62/36332G	Clerk \$5806-6666 (Class 2/3), Third Division, Finance and Accounting Branch	Clerk \$6912-7652 (Class 4), Third Division, Revenue Section, Melbourne (No. 473)
<i>Duties above three positions:</i> Accounting Officer (ADP). Control and supervise the work of a Credit Team.		
U. Karklins 66/45758A	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Post Offices Accounting Section, Melbourne (No. 226)
<i>Duties:</i> Maintain COD parcel register.		
J. Banks 73/40970K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Post Offices Accounting Section, Melbourne (No. 122)
<i>Duties:</i> Check broadcast, TV and combined receiving licence duplicate receipt forms against Postmasters' summaries.		
Supply Branch		
R. M. Watson 63/45515T	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, unattached	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Office Services Section, Springvale (No. 24)
<i>Duties:</i> Officer-in-charge, Registry.		
<i>Qualifications:</i> A thorough knowledge of Supply Branch registry operations. Proven experience in staff control and an appreciation of positive management techniques.		

QUEENSLAND**Postal Services Division, Post Offices Branch**

A. T. Boyle 68/61314G	Postal Clerk \$4605-5755, Third Division, Postal Services Division, Corinda	Inspector-in-training \$4521-7652, Third Division, Brisbane
K. W. Farrelly 59/68474K	Senior Postal Clerk, Grade 2 \$6782-7302, Third Division, unattached	Inspector-in-training \$4521-7652, Third Division, Brisbane
<i>Note above two positions:</i> Conditions governing recruitment, training and advancement were notified on page 96 in <i>Gazette</i> No. 9 of 30.1.73.		
G. F. Jordan 59/22166M	Postmaster, Grade 2 \$7044-7822, Third Division, unattached	Postmaster, Grade 3 \$8104-8947, Third Division, Annerley
J. I. Day 61/61408R	Phonogram Operator \$2085-4520, Fourth Division, Telecommunications Division	Postal Clerk \$4605-5744, Fourth Division, Mackay
J. E. Beard 73/61270K (30.4.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Surfers Paradise	Postman \$4260-4601, Fourth Division, Surfers Paradise
M. I. May 73/61337X (25.5.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Sunnybank	Postman \$4260-4601, Fourth Division, Sunnybank
A. R. Olsen 73/61886X (22.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Chinchilla	Postman \$4260-4601, Fourth Division, Chinchilla
J. A. Ruler 73/61925M (14.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, unattached	Postman \$4260-4601, Fourth Division, Paddington

Finance and Accounting Branch

P. E. Dewar 69/57668G	Accounting Machinist, Grade 1 \$2113-4579, Fourth Division, Finance and Accounting Branch	Accounting Machinist, Grade 2 \$5165, Fourth Division, Revenue Section, Brisbane (No. 160)
<i>Duties:</i> Perform more involved accounting machinist duties.		
<i>Qualifications:</i> Applicants must have passed prescribed test.		
H. J. Hislop 71/58155T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance Section, Brisbane (No. 40)
<i>Duties:</i> Association and reconciliation of amounts of allowances on draft pay sheets and the entry of authorities and approvals on appropriate card records.		

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

M. Todd 66/14275C	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Finance and Account- ing Branch	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Revenue Section, Bris- bane (No. 25)
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Duties: Check and record Telephone Account Stub Clearances and maintain accounting stubs and ledger cards Closing Accounts Section.

Supply Branch

J. M. Savage 62/57430W	Clerk \$5806-6666 (Class 2/3), Third Division, Supply Branch	Clerk \$6912-7652 (Class 4), Third Div- ision, Office Services Section, Brisbane (No. 41)
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Duties: Relief duties for Clerks, Class 4 and above.

Personnel and Industrial Relations Branch

S. T. Dowsett 59/19921A	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Personnel and Indus- trial Relations Branch	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Staffing and General Services Section, Brisbane (No. 245)
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Duties: File Examiner. Examination of files to ensure subject matter conforms with titling, classifications and index markings.

SOUTH AUSTRALIA

Engineering Division, Country Branch

F. Angove 59/12013R	Clerk \$8886-9548 (Class 6), Third Div- ision, Engineering Division	Clerk \$9876-10538 (Class 7), Third Division, Northern Section, Wallaroo (No. 845)
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Duties: Sectional Administrative Officer. Participate with senior professional and technical grades staff in developing section works programmes; in determining resource requirements; in monitoring programme progress; in measuring productivity, efficiency and effectiveness of programme and project execution. Direct the clerical/administrative functions of the Section.

Qualifications: Relevant experience and a comprehensive knowledge of Engineering Division practices and procedures; ability to control staff and to provide high administrative advice and assistance to sectional engineering staff desirable.

P. W. Hann 59/14362W	Lines Supervisor, Grade 3 \$6965, Fourth Division, Engineering Division	Line Inspector \$7613-8102, Fourth Div- ision, Northern Section, Whyalla
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Duties: Line Inspector (Service).

J. R. McLay 62/70263K	Lines Supervisor, Grade 1 \$5668, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$6965, Fourth Division, Southern Section, Mount Gambier
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Duties: Estimating.

W. H. Brooker 59/12147P	Clerk \$7899-8639 (Class 5), Third Division, Engineering Division	Clerk \$9876-10538 (Class 7), Third Division, Southern Section, Murray Bridge (No. 846)
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Duties: Sectional Administrative Officer. Participate with senior professional and technical grades staff in developing section works programmes; in determining resource requirements; in monitoring programme progress; in measuring productivity, efficiency and effectiveness of programme and project execution. Direct the clerical/administrative functions of the Section.

Qualifications: Relevant experience and a comprehensive knowledge of Engineering Division practices and procedures; ability to control staff and to provide high administrative advice and assistance to sectional engineering staff desirable.

Postal Services Division, Post Offices Branch

I. R. Johnston 59/10890G	Postmaster, Grade 2 \$7044-7822, Third Division, Postal Services Division, Lucindale	Inspector-in-training \$4521-7652, Third Division, Adelaide
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Note: Conditions governing recruitment, training and advancement were notified on page 96 in *Gazette* No. 9 of 30.1.73.

Personnel and Industrial Relations Branch

K. Basterfield 70/66544T	Clerk \$2713-5594 (Class 1), Third Div- ision, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Industrial Relations Section, Adelaide (No. 240)
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Duties: Claims Officer. Prepare correspondence relating to claims by members of the public for damage arising out of departmental operations or involving departmental vehicles. Liaise with Deputy Crown Solicitor, insurance companies and members of the public regarding claims for and against the Department.

L. M. Hill 71/95380E	Clerk \$2713-5594 (Class 1), Third Div- ision, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Industrial Relations Section, Adelaide (No. 31)
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Duties: Distributor. Distribute to Assessors all claims and papers dealing with industrial allowances, etc., and exercise delegations in respect to less involved claims.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

R. E. Jones 68/66243W	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Industrial Relations Section, Adelaide (No. 241)
<i>Duties:</i> Assistant Compensation Officer. Examine and check less contentious compensation claims, exercise judgment as to acceptance of liability and prepare determinations; classify accidents, prepare correspondence and determinations, etc.		
P. J. Hanley 68/67099A	Clerk \$2713-5594 (Class 1), Third Division, Supply Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Staffing and General Services Section, Adelaide, vice P. Pszczolinski prov. prom. 18.4.74 (No. 46)
<i>Duties:</i> Staff Clerk. Perform general staff work for Branch including preparation of wage and allowance pay sheets.		
M. J. Sherwell 69/66426E	Clerk \$2713-5594 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Staffing and General Services Section, Adelaide, vice G. D. Foreman, prov. prom. 18.4.74 (No. 6)

Duties: Relief Clerk.

Telecommunications Division, Metropolitan Region, Sales Branch

S. A. H. Kelly 66/67142M	Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division	Assistant Survey Officer \$6912-7652 (Class 4), Third Division, Survey Section, Adelaide (No. 37)
<i>Duties:</i> Conduct field surveys and prepare forecasts of telephone and telegraph development throughout South Australia and Northern Territory.		
<i>Qualifications:</i> Ability to prepare reports and conduct interviews desirable. Possession of a current motor driver's licence an advantage.		

NORTHERN TERRITORY

Engineering Division, Country Branch

E. C. Rohde 59/13157G	Clerk \$8886-9548 (Class 6), Third Division, Engineering Division	Clerk \$9876-10538 (Class 7), Third Division, Northern Territory Section, Darwin (No. 844)
<i>Duties:</i> Sectional Administrative Officer. Participate with senior professional and technical grades staff in developing section works programmes; in determining resource requirements; in monitoring programme progress; in measuring productivity, efficiency and effectiveness of programme and project execution. Direct the clerical/administrative functions of the section.		
<i>Qualifications:</i> Relevant experience and a comprehensive knowledge of Engineering Division practices and procedures; ability to control staff and to provide high administrative advice and assistance to sectional engineering staff desirable.		

WESTERN AUSTRALIA

Postal Services Division, Mail Exchange Branch

D. M. Hanson 73/79537W (7.9.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Traffic Section, Perth
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Post Offices Branch

T. J. Howlett 71/78673W (30.11.71)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Donnybrook
C. A. Wren 73/79494W (16.8.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Balga
W. L. Meehan 73/79665R (13.11.73)	Assistant Postal Officer \$2074-4148, Fourth Division, Postal Services Division	Postman \$4260-4601, Fourth Division, Kalamunda
C. J. Lewis 61/78213A	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division, Perth	Inspector-in-training \$4521-7652, Third Division, Perth
T. J. O'Brien 62/78175G	Senior Postal Clerk, Grade 1 \$6002-6555, Third Division, Postal Services Division	Inspector-in-training \$4521-7652, Third Division, Perth
A. W. Neilson 64/78113P	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division, Bunbury	Inspector-in-training \$4521-7652, Third Division, Perth
R. K. Foster 67/78410A	Clerk \$5806-6666 (Class 2/3), Third Division, Postal Services Division, Geraldton	Inspector-in-training \$4521-7652, Third Division, Perth

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

B. G. Harrison 69/78252A <i>Note above five positions:</i>	Postal Clerk \$4605-5744, Third Division, Postal Services Division, Wickham	Inspector-in-training \$4521-7652, Third Division, Perth
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Conditions governing recruitment, training and advancement were notified on page 96 in Gazette No. 9 of 30.1.73.

Engineering Division, Construction Branch

S. C. Ritchie 64/78595P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Engineering Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Primary Works Section, Perth (No. 810)
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Duties: Leave Clerk.

Qualifications: Sound knowledge of Public Service Board Regulations on leave conditions desirable.

Support Services Branch

D. S. Allthorpe 72/79007P	Workshops Assistant, Grade 2 \$4331- 4494, Fourth Division, Engineering Division	Senior Workshops Assistant \$5254-5378, Fourth Division, Workshops Section, Perth
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Duties: Under the direction of the Senior Telecommunications Technical Officer undertake responsibility for the efficient operation of the telephone production line. Maintain quality control and production records.

Qualifications: Successful completion of an approved examination in the functions and duties of the office.

Telecommunications Division

J. W. Rogers 72/78850C (11.9.72)	Assistant Postal Officer \$2074-4148, Fourth Division, Telecommunications Division	Assistant, Grade 1 \$2075-4298, Fourth Division, Administration Section, Perth
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TASMANIA

Engineering Division

G. W. Kiernan 59/49902G	Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 1 \$8599-9103, Fourth Division, Support Services Section, Hobart (No. 394)
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Duties: Prepare detailed specifications and technical reports relative to the supply of engineering material under local contract. Liaise with the Supply Branch on the technical aspects of material supply and supervise estimating of material requirements for internal and external plant.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Extensive experience in material supply practices and procedures desirable.

H. H. G. Preuss 59/49854R	Inspecting Officer, Grade 3 \$7133-7581, Fourth Division, Engineering Division	Senior Inspecting Officer, Grade 1 \$8028- 8528, Fourth Division, Support Services Section, Hobart (No. 464)
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Duties: Under general direction control the activities of the Materials Inspection Group and undertake the preparation of inspection and sampling plans. Direct subordinate staff.

Qualifications: Extensive knowledge and experience of materials inspection practices and procedures and the ability to control staff desirable.

Telecommunications Division

D. N. Spendiff 71/81103M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Sales Section, Hobart (No. 70)
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Duties: Cross check of telephone directory listings, compilation of directory delivery records and preparation of advices to advertising contractor.

Qualifications: Neat handwriting and printing and a knowledge of directory matters is desirable.

DEPARTMENT OF PRIMARY INDUSTRY

CENTRAL OFFICE

Management Services Branch

P. E. Swinbourne 72/87956R	Clerk \$6912-7652 (Class 4), Third Division, Australian Bureau of Statis- tics, Department of the Treasury, Can- berra	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Personnel and Establishments Section, Training and Staff Development Sub-section, Manage- ment and General Training Unit, Can- berra, vice G. B. Tongs, prov. prom. 2.5.74 (No. 1273)
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Duties: Prepare, organise and conduct basic training courses for departmental staff and assist in the conduct of courses for special categories of staff.

Qualifications: Aptitude for, or experience in, the conduct of training courses and conferences desirable. Academic qualifications to be stated.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

G. B. Tongs 73/87731C	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Canberra	Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Training and Staff Development Sub-section, Professional and Technical Unit, Canberra (No. 3643)
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R. B. Walters 58/22115G	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Australian Bureau of Statistics, Department of the Treasury, Canberra	Senior Training Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Personnel and Establishments Section, Training and Staff Development Sub-section, Management and General Training Unit, Canberra (No. 3645)
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Duties above two positions: Conduct training courses for departmental staff and act as course manager for specialist professional and technical courses.

Qualifications above two positions: Wide experience in departmental training desirable. Academic qualifications to be stated.

F. Deans 72/85434A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Defence—Navy Office, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Personnel and Establishments Section, Internal Consultancy Sub-section, Canberra (No. 3100)
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Duties: Under direction, responsible for the preparation of artwork for departmental forms. Provide general assistance within the Forms Unit.

Qualifications: Aptitude for design work desirable, some typing ability an advantage. Appropriate training will be provided.

Forestry and Timber Bureau

B. Cumberland 68/86122W	Forestry Officer, Class 1 \$6000-8953, Third Division, Canberra	Forestry Officer, Class 2 \$9397-10521, Third Division, Forest Resources Development Section, Utilisation Research Sub-section, Canberra, vice J. de Vries, prov. prom. 21.3.74 (No. 3189)
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Duties: Direct the work of a group engaged in logging research. Carry out studies of major forest logging projects, and make economic assessments and comparisons of the various harvesting techniques and equipment used.

Qualifications: Appropriate degree in Forestry. Considerable knowledge of the logging industry and experience in related research work desirable.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Cabinet and Legislative Programming Division, Cabinet Branch

D. F. N. Reid 58/43142C	Deputy Director \$13004-13498 (Class 10), Third Division, Department of Overseas Trade, Sydney	Senior Advisor \$13991-14484 (Class 11), Third Division, Secretarial Services (No. 497)
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Duties: Attend Cabinet Committee meetings and assist in the planning of the program of meetings of Cabinet Committees and in the preparation of briefs.

Qualifications: Applicants should indicate their academic qualifications and be able to demonstrate a capacity to undertake research and Committee work.

Economic Division, Domestic Economic Policy Branch

T. H. McClelland 63/85486R	Clerk \$12019-12510 (Class 9), Third Division	Senior Adviser \$13991-14484 (Class 11), Third Division, Canberra (No. 15)
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Duties: Control the activities of a section within the Branch. Assist with the formulation of policy proposals and prepare submissions, briefing notes and advice for the Prime Minister and Secretary. Represent the Department at interdepartmental meetings.

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

Operations Division, Services Branch

N. J. Daly 58/11453C	Clerk \$6912-7652 (Class 4), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Information Services Sub-section (No. 229)
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Duties: Examine in detail all cables. Distribute cables to action officers and maintain index register of important cables.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

C. Debrincat 73/89854M	Typist (Grade 2), \$4731-5035, Fourth Division	Typist Supervisor (Grade 1), \$5487-5663, Fourth Division, Office Services Sub-Section, Canberra (No. 178)
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Duties: Assist in the control of typing pool and allocation of stenographic services throughout the Department.

Welfare Division, Arts and Media Branch

A. J. Martin 68/87410T	Senior Research Officer \$9876-10538 (Grade 2), Third Division, Department of the Senate	Clerk \$12019-12510 (Class 9), Third Division, Arts, Recreation and Tourism Section, Canberra (No. 321)
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Duties: Prepare submissions and briefs for the Prime Minister and the Secretary and deal with the more important correspondence within fields of the functions of the Branch as specified. Undertake and/or direct systematic analysis of major policy questions, as directed.

Qualifications: Capacity for dealing with policy issues. Tertiary qualifications desirable.

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

ADP Division, Departmental ADP Systems Branch

A. J. Scerri 73/10734R	Assistant Programmer \$7899-8639 (Class 5), Third Division, Canberra	Programmer \$8886-9876 (Class 6), Third Division, Operations Section, Canberra (No. 670)
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Duties: Under direction, develop and maintain special and general purpose software and participate in the provision of software and computer services for the Board's Office.

Qualifications: Experience in systems programming together with knowledge of operating systems, data base management systems and communications systems desirable. Tertiary qualifications should be stated.

Organisation Division, Organisation Branch No. 3

K. R. Scanlon 59/59008R	Principal Executive Officer \$13004-13498 (Class 10), Third Division, Department of Defence, Canberra	Senior Inspector \$13991-14484 (Class 11), Third Division, Canberra (No. 385)
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Duties: Develop and improve systems of establishment control in the Service, including the development of operating guides in organisation establishments and classification matters, establishment staff training and special projects as required.

Qualifications: Academic qualifications to be stated.

Personnel Management Division, Personnel Development Branch

P. Cairnduff 68/36136C	Clerk \$6912-7652 (Class 4), Third Division, Department of Defence—Army Office, Melbourne	Clerk \$7899-8639 (Class 5), Third Division, Executive Development and Continuing Education Section, Canberra (No. 170)
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Duties: Under direction, administer the Australian Public Service Postgraduate Scholarship, Financial Assistance, Free Place and other study assistance schemes including preparation and oversighting estimates for these schemes.

NEW SOUTH WALES

Personnel Services Branch

A. Colheart 73/10274X	Clerk \$2713-5594 (Class 1), Third Division, Department of Housing and Construction, Sydney	Clerk \$7899-8639 (Class 5), Third Division, Recruitment Section, Sydney (No. 86)
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Duties: Oversight and control the Third Division cell responsible for Post Appointment activity, miscellaneous inquiries and general assistance. Represent the Public Service Inspector at interviews of applicants for appointment under Sections 37, 38 and 40 of the Public Service Act.

Qualifications: Applicants to state academic qualifications.

P. J. Nixon 72/12921W	Clerk \$5806-6666 (Class 2/3), Third Division, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Recruitment Section, Sydney (No. 61)
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Duties: Arrange the conduct of tests and examinations and maintain order of merit register for clerical recruitment. Arrange Clerk placement interviews; undertake post appointment action for the Administrative Recruitment Sub-section.

R. E. Scott 70/11079A	Clerk \$2713-5594 (Class 1), Third Division, Repatriation Department, Sydney	Clerk \$6912-7652 (Class 4), Third Division, Recruitment Section, Sydney, vice C. W. Pritchard, prov. prom. 18.4.74 (No. 66)
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Duties: Organise recruitment and appointment for artisans and technical categories including arranging and conducting basic examinations and tests and approving issue of offers of appointment. Arrange placement of recruits.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
J. Brisby 72/11502P	Clerk \$2713-5594 (Class 1), Third Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Recruitment Section, Sydney (No. 28)
<i>Duties:</i> Take action as laid down leading to confirmation, annulment or withdrawal of appointments to the Australian Public Service.		
D. M. Vincent 73/14830C	Clerk \$2713-5594 (Class 1), Third Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Sydney, vice P. J. Nixon, prov. prom. 2.5.74 (No. 53)
<i>Duties:</i> Staff Clerk.		
J. A. Kennett 73/11684C	Clerk \$2713-5594 (Class 1), Third Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Sydney (No. 13)
<i>Duties:</i> Relief of Third Division positions at a level of \$5806-6666 and above, in the Establishment, Personnel and Office Services and Recruitment Sections.		
A. M. McDougall 73/15335R	Clerk \$2713-5594 (Class 1), Third Division, Sydney	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Sydney (No. 39)
<i>Duties:</i> Conditions Clerk. Prepare correspondence relating to conditions of employment, furlough entitlements, etc. Check and approve travelling and other allowances.		

VICTORIA**Establishment Services Branch No. 1**

R. M. Hooppell 58/13852G	Inspector \$12019-12510 (Class 9), Third Division, Melbourne	Senior Inspector \$13991-14484 (Class 11), Third Division, Melbourne (No. 70)
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Duties: Control and direct an Establishment team dealing with organisation, classification and methods relating to a group of departments.

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION**CENTRAL OFFICE****Services Branch**

R. V. Curtin 65/10176M	Programmer \$11032-11525 (Class 8), Third Division, unattached	Senior Programmer \$12019-12510 (Class 9), Third Division, ADP Section, Canberra (No. 172)
<i>Duties:</i> Examine the potential for use of automatic data processing within the Commission.		
<i>Qualifications:</i> Extensive experience in systems analysis and design and relevant tertiary educational qualifications desirable.		
G. L. Clarke 65/85502K	Programmer \$11032-11525 (Class 8), Third Division, Department of Defence—Navy Office, Canberra	Senior Inspector \$12019-12510 (Class 9), Third Division, ADP Section, Canberra (No. 397)
<i>Duties:</i> Initiate and develop forward planning in relation to ADP systems. Advise on matters relating to data bank processing.		
<i>Qualifications:</i> Extensive experience of programming and systems analysis work. Knowledge of data base management systems an advantage.		
J. W. S. Walsh 69/85880W	Clerk \$6912-7652 (Class 4), Third Division, Office of the Australian Development Assistance Agency, Department of Foreign Affairs, Canberra	Assistant Inspector \$8886-9548 (Class 6), Third Division, Management Services Section, Management Projects and Review Sub-section, Canberra (No. 517)
<i>Duties:</i> Investigate, report and make recommendations relating to management review projects.		
<i>Qualifications:</i> Previous experience in organisational, functional and management review work an advantage.		
K. B. Mourant 58/43137T	Administrative Officer \$9876-10538 (Class 7), Third Division, Canberra	Assistant Director \$11032-11525 (Class 8), Third Division, Management Services Section, Administrative Services Sub-section, Canberra (No. 402)
<i>Duties:</i> Plan, direct and control the activities of the Sub-section.		
<i>Qualifications:</i> Sound knowledge and considerable experience in higher level aspects of administration, ability to control and direct the activities of a large staff. Academic qualifications to be stated.		
W. M. Banks 65/36211C	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Administrative Officer \$9876-10538 (Class 7), Third Division, Management Services Section, Administrative Services Sub-section, Canberra, vice K. B. Mourant, prov. prom. 2.5.74 (No. 57)
<i>Duties:</i> Direct the operations of the Administrative Services Sub-section including the provision of registry, travel, typing, document reproduction and general office services.		
<i>Qualifications:</i> Wide experience in administrative services activities. Academic qualifications to be stated.		

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

G. W. Bullivant 71/87885G	Internal Auditor, Grade 2 \$7899-8639 (Class 5), Third Division, A.C.T. Health Services, Department of Health, Canberra	Internal Auditor \$8886-9548 (Class 6), Third Division, Internal Audit Section, Canberra (No. 437)
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Duties: Plan, formulate and review an internal audit programme for the Industries Assistance Commission. Conduct the more important audits. Advise management on the adequacy of internal controls and checks.
Qualifications: Sound knowledge of the Public Service Act and Regulations, General Orders, Audit Act, Treasury Regulations and Directions. Accountancy qualifications desirable.

Projects Division No. 1, Projects Branch No. 2

J. A. Norton 64/36594G	Project Officer \$11032-11525 (Class 8), Third Division, Melbourne	Senior Project Officer, \$12019-12510 (Class 9), Third Division, Melbourne, vice D. A. Simmonds, prov. prom. 11.4.74 (No. 222)
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Duties: Assist with preliminary planning or preparation for Commission inquiries, collate all facts relevant to the inquiry. Under direction, prepare analysis of evidence and draft reports.

Qualifications: Ability to collate and analyse information and prepare submissions. Appropriate academic qualifications desirable. Some knowledge of and experience in quantitative economics an advantage.

OFFICE OF THE PRICES JUSTIFICATION TRIBUNAL

VICTORIA

Development and Consultancy Branch

J. Vernieks 67/37400C	Audit Inspector, Grade 3 \$9876-10538 (Class 7), Third Division, Auditor-General's Office	Assistant Director \$12019-12510 (Class 9), Third Division, Economics Section, Melbourne (No. 441)
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Duties: Develop methods of analysis for use by the Tribunal in its inquiries. Investigate developments in industry economics and pricing policies, and assess their implications on the Tribunal's work.

Qualifications: Degree in economics, commerce or accounting or their equivalent and or considerable experience in the area.

Services Branch

C. A. Hendy 69/36447G	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, unattached	Steno-secretary, Grade 2 \$6014-6484, Fourth Division (No. 468)
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Duties: Provide Steno-secretarial services to the Registrar.

Qualifications: Shorthand at 100 words per minute.

REPATRIATION DEPARTMENT

NEW SOUTH WALES

Branch Office

G. S. Spragg 72/12072C	Specialist \$13581-18412, Third Division	Senior Specialist-in-charge \$19555, Third Division, Medical Section (No. 7)
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Duties: Co-ordinate the work within the speciality of Psychiatry in the Branch. Advise management on matters relating to the practice of Psychiatry and express opinions on matters arising within the specialty. Participate in post graduate training programmes; liaise with university teaching authorities.

Qualifications: Wide experience in Psychiatry with appropriate post graduate qualifications.

S. Turich 72/11942C	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Accounts Section, Sydney (No. 89)
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Duties: Provide relief in Accounts Section.

M. Zantiotis 69/11655P	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section, Sydney (No. 128)
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Qualifications: Incapacity Examiner (War Pensions). Examine and prepare submissions with recommendations to the Repatriation Board for determination. Prepare and submit to other determining authorities, cases where a pension has been granted, increased, cancelled or reduced by a statutory body as well as claims for pension in respect of wives and children including other secondary cases.

D. Trimmer 72/10575D	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Registry Section, Sydney (No. 68)
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Duties: Locate files in Repository, liaise with Control Points for procurement and release of files held in Sections to link Benefit Claims and Commission and Entitlement Appeal Tribunal Appeals. Follow up outstanding cases, arrange raising of medical and pension files.

P. E. Bruce 69/12248W	Clerk \$2712-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Pensions Section, Sydney (No. 147)
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Duties: Incapacity Examiner. Prepare and submit to the Determining Authority cases where a pension has been cancelled, granted, increased or reduced by a statutory body and also claims for pensions in respect of wives and children and other secondary cases.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Repatriation General Hospital

M. L. Yeaman 72/13458P	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administrative Ser- vices Section, Concord (No. 173)
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Duties: Secretary/Receptionist to Consultant (Medicine). Type Registrars. Arrange clinics, carry out associated clerical duties. reports for Consultant, Specialists and

B. V. Reidy 73/14242P	Clerical Assistant, Grade 1 \$2075-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administrative Ser- vices Section, Concord (No. 127)
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Duties: Relieve Fourth Division Clerical Staff as required.
Note: Shift work involved.

M. J. Sharpe 67/1415T	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5035, Fourth Division, Administrative Services Sec- tion, Concord (No. 20)
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Duties: Perform secretarial and stenographic service for Social Workers.
Qualifications: Shorthand, 100 words per minute desirable.

V. Ignacev 65/13561C	Orderly, Grade 2 \$4174, Fourth Divi- sion	Orderly Supervisor, Grade 1 \$4355- 4493, Fourth Division, General Services Section, Concord (No. 12)
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Duties: Direct and control subordinate staff. Instruct staff in the proper use of equipment. Inspect work performed to ensure standards of cleanliness, hygiene and efficiency are maintained.

J. F. J. Vassallo 63/10838A	Clerk \$8886-9548 (Class 6), Third Divi- sion	Clerk \$9876-10538 (Class 7), Third Division, Administrative Services Sec- tion, Concord (No. 163)
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Duties: Deputy Hospital Secretary. Control and co-ordinate the activities of Special Services, Patient Services, Registry Services, Volunteer Services, Amenities, etc., within the hospital. Deputise for Hospital Secretary as directed and provide high level assistance in general business management of the hospital.
Qualifications: Proven administrative ability together with tertiary qualifications, preferably in hospital adminis-
tration desirable.

D. Ivers 73/10179M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Services Section, Concord (No. 146)
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Duties: Identify and record tests in pathology area. Attend to requests for test results. Record preliminary statistical data.

Lady Davidson Hospital

J. A. Jonsson 74/11279X	Storeman \$4363-4586, Fourth Division	Senior Storeman \$4724-4977, Fourth Division, Administrative Services Sec- tion, Turrumurra (No. 34)
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Duties: Receive and check stores and resolve discrepancies. Arrange and oversight issues including check of authorisation.

Out-patient Clinic

J. D. McCurdy 58/30365A	Clerk \$8886-9548 (Class 6), Third Divi- sion	Clerk \$9876-10538 (Class 7), Third Division, Administrative Services Sec- tion, Sydney (No. 1)
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Duties: Responsible for the general business administration and the efficient functioning of the Out-patient Clinic in other than technical/medical matters, including: Personnel administration, preparation and revision of estimates, policy formulation, organisation and establishment reviews. Exercise delegations. Interview patients and business representatives.

Qualifications: Sound knowledge of Repatriation Act and Regulations and Instructions relation to medical institutions desirable.

VICTORIA

Repatriation General Hospital

R. C. G. Plain 71/42102P	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Registry Section, Branch Office	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Ser- vices, Supply and Accounts Sub-Section, Heidelberg (No. 177)
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Duties: Provide clerical assistance to the Collector of Public Moneys and the Cashier in the Repatriation General Hospital Pay Office. Assist with preparation of bank statements, collection and disbursement of patients money and valuables held in safe custody, routine banking duties.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. D. Boyd
72/38620K

Clerk \$2713-5594 (Class 1), Third
Division

Clerk \$5806-6666 (Class 2/3), Third
Division, Administrative Services Sec-
tion, Personnel Section, Heidelberg
(No. 112)

Duties: Maintain standard personnel records and exercise delegations. Prepare Treasury Forms 28 and associated correspondence.

Qualifications: Knowledge of Public Service Act and General Orders, Arbitrator's Awards and Determinations, Superannuation Act and Commonwealth Employees' Furlough Act desirable.

QUEENSLAND

Branch Office

A. Millar
71/13755M

Data Processing Operator, Grade 1
\$2113-4579, Fourth Division

Data Processing Operator, Grade 2
\$5165, Fourth Division, Office Services
Section, Brisbane (No. 28)

Duties: Prepare and verify magnetic tape for processing of entitlement claims, appeals and pension payments from variable source documents involving a wide variety of procedures.

Qualifications: Has passed an examination conducted by or on behalf of the Board on the functions and duties of the office.

P. D. Hay
73/57951T

Clerical Assistant, Grade 1 \$1959-4298,
Fourth Division, Department of the
Treasury

Clerical Assistant, Grade 3 \$4822-5254,
Fourth Division, Registry Section, Bris-
bane (No. 63)

Duties: Local Medical Officer Reports Assistant.

Qualifications: Knowledge of General Orders Registry with sound experience in Treatment Section and Institutional procedures desirable.

Repatriation General Hospital

N. J. Carroll
69/57094E

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

Clerical Assistant, Grade 4 \$5398-5686,
Fourth Division, Administrative Ser-
vices Section, Greenslopes (No. 87)

Duties: In charge inventories.

Qualifications: Sound knowledge of stores procedures and of the provisions of the Manual of Stores Accounting and ability to investigate and submit reports desirable.

J. Hartwell
72/57882T

Orderly, Grade 1 \$4074-4286, Fourth
Division, Rosemount Repatriation
Hospital, Windsor

Cook, Grade 1 \$4524-4719, Fourth
Division, General Services Section,
Greenslopes (No. 52)

Duties: Prepare, cook and preplate meals for patients and staff of the Hospital.

T. Bjelic
70/87193A

Typist, Grade 1 \$2113-4579, Fourth
Division

Clerical Assistant, Grade 3 \$4822-5254,
Administrative Services Section, Green-
slopes (No. 59)

Duties: Clerical Assistant (Operating Theatre).

Qualifications: Typing ability and good general knowledge of medical terminology desirable.

WESTERN AUSTRALIA

Out-patient Clinic

P. R. Hutton
71/75699C

Clerical Assistant, Grade 2 \$4392-
4678, Fourth Division

Clerical Assistant, Grade 3 \$4822-
5254, Fourth Division, Out-patient Clinic,
Perth (No. 8)

Duties: Counter Clerk.

Repatriation General Hospital

G. A. Cousins
68/75914W

Clerical Assistant, Grade 2 \$4392-
4678, Fourth Division

Clerical Assistant, Grade 3 \$4822-
5254, Fourth Division, Administration
Services, Hollywood (No. 58)

Duties: Theatre Clerk.

F. W. Joseph
69/75916W

Clerical Assistant, Grade 2 \$4392-
4678, Fourth Division

Clerical Assistant, Grade 3 \$4822-
5254, Fourth Division, Administration
Services, Hollywood (No. 30)

Duties: In-patient Chest Clinic Assistant.

M. K. Newman
69/75907T

Clerical Assistant, Grade 2 \$4392-
4678, Fourth Division

Clerical Assistant, Grade 3 \$4822-
5254, Fourth Division, Administration
Services, Hollywood (No. 56)

Duties: Accounts Assistant.

B. J. Strickland
71/75451W

Clerical Assistant, Grade 2 \$4392-
4678, Fourth Division

Clerical Assistant, Grade 3 \$4822-
5254, Fourth Division, Administration
Services, Hollywood (No. 55)

Duties: Occupational Therapy Assistant.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Branch Office

C. P. Davies 66/75051W	Clerical Assistant \$4392-4678, Grade 2, Fourth Division	Clerical Assistant \$4822-5254, Grade 3, Fourth Division, Treatment and Assistance Section, Perth (No. 21)
<i>Duties:</i> Counter Clerk.		
B. A. Taylor 71/75952W	Clerical Assistant \$4392-4678, Grade 2, Fourth Division	Clerical Assistant \$4822-5254, Grade 3, Fourth Division, Personnel Section, Perth (No. 5)
<i>Duties:</i> Personnel Registry and Messengerial Assistant.		
D. Higgins 71/75952W	Clerical Assistant \$4392-4678, Grade 2, Fourth Division	Clerical Assistant \$4822-5254, Grade 3, Fourth Division, Accounts Section, Perth (No. 51)
<i>Duties:</i> Assistant to Control Ledgerkeeper.		
W. E. J. Hammill 73/76110E	Clerical Assistant \$4392-4678, Grade 2, Fourth Division	Clerical Assistant \$4822-5254, Grade 3, Fourth Division, Registry Section, Perth (No. 5)
<i>Duties:</i> Registration and Service Documents.		

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

E. J. Andersen 71/58798P	Librarian \$6020-8692, Class 1, Third Division, Weapons Research Establishment, South Australia	Librarian \$8953-9970, Class 2, Third Division, Secretariat Section, Library Sub-section, Canberra (No. 18)
<i>Duties:</i> General oversight of Department of Science Central Library, the Library of the Patent Office in Canberra and the AGAL Libraries in the Regional Offices.		
<i>Qualifications:</i> Prescribed Librarian qualifications.		

Policy Division, Research Branch

J. G. Loy 73/10254K	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Project Officer \$11032-11525 (Class 8), Third Division, Special Studies Section, Canberra (No. 37)
<i>Duties:</i> Conduct investigations and formulate recommendations in relation to requests for grants for scientific activities and in relation to post-doctoral fellowship schemes.		
<i>Qualifications:</i> University degree in a field of science desirable.		

Scientific Policy Branch

B. F. Dorning 70/99031C	Assistant Inspector \$9876-10538 (Class 7), Third Division, Public Service Board, Canberra	Project Officer, \$11032-11525 (Class 8), Third Division, Policy Studies and Special Projects Section, Canberra (No. 20)
<i>Duties:</i> As Project Officer, assist with the development and preparation of submissions and briefing material on scientific matters.		
<i>Qualifications:</i> Experience in the preparation of policy submissions and a knowledge of scientific activities in Australia desirable. Academic qualifications to be stated.		

General Services Division, Grants and Projects Branch

C. E. Bowdler 70/85743X	Clerk \$6912-7652 (Class 4), Third Division, Department of Supply, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Grants Section, Canberra (No. 39)
<i>Duties:</i> Act as Secretary to sub-committee of Australian Research Grants Committee. Prepare related correspondence and reports. Supervise the financial arrangements of the schemes and the maintenance of statistics and other records.		
<i>Qualifications:</i> Academic qualifications to be stated.		
S. A. Dryden 72/88087W	Clerk \$6912-7652 (Class 4), Third Division, Canberra	Clerk \$7899-8639 (Class 5), Third Division, Grants Section, Canberra (No. 13)
<i>Duties:</i> Act as Secretary to sub-committee of Australian Research Grants Committee. Prepare related correspondence and reports. Supervise the financial arrangements of the schemes and maintenance of statistics and other records.		
<i>Qualifications:</i> Academic qualifications to be stated.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

BUREAU OF METEOROLOGY

CENTRAL STAFF

Bureau of Meteorology, Management Branch

I. D. Murphy 67/37411P	Meteorologist, Class 2 \$9397-10521, Third Division	Meteorologist, Class 3 \$11050-12364, Third Division, Central Training School Section, Melbourne (No. 15)
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Duties: Under limited direction responsible for supervision of professional studies in meteorology. Act as senior lecturer for professional courses.

Qualifications: Degree or diploma from a university or college of advanced education with passes in mathematics and physics and a major in either subject. Sound knowledge of aviation and public weather forecasting, numerical analysis and prognosis and meteorological science. Experience as a lecturer in meteorology an advantage.

TASMANIA

Facilities and Information Section

P. S. Elliott 70/81087K	Card Punch Operator, Grade 1 \$2113-3845, Fourth Division, Department of Science, Hobart	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Facilities and Information Section, Hobart (No. 60)
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Duties: Decode weather messages and prepare routine weather bulletins and reports. Plot synoptic weather charts. Answer public inquiries on past and present weather conditions. Operate teleprinter and other communications equipment.

Note: Shiftwork involved.

NORTHERN TERRITORY

Field Offices Pool

J. R. Marshall 73/95925X	Clerk \$2713-5594 (Class 1), Third Division, unattached	Radio Technician \$6003-6693 Fourth Division, Technical Maintenance Section (No. 77)
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Duties: Maintain, test, align, repair, modify, overhaul and operate electronic and other equipment to prescribed standards.

DEPARTMENT OF SECONDARY INDUSTRY

CENTRAL STAFF

Engineering Industries Division, Metal Manufacturers and Electrical Branch

A. R. Ryan 58/43321C	Clerk \$11032-11525 (Class 8), Third Division, Canberra	Assistant Director \$12019-12510 (Class 9), Third Division, Metal Manufacturers Section, Canberra (No. 1184)
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Duties: Assist in directing the work of a Section. Undertake more complex assignments and projects to identify industry problems and their causes and recommend solutions. Work closely with industry and put solutions into effect.

Qualifications: Knowledge of Australian industry and Government policies affecting industry and its continuing viability, together with ability to direct staff desirable. Tertiary qualifications to be stated.

Industry Policy and Planning Division, Imports and Projects Branch

C. Baker 73/87569R	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Projects Section, Canberra (No. 1382)
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Duties: Assist with investigations and studies involving developments in Australian manufacturing industries research and development activities.

Qualifications: Academic qualifications desirable.

P. B. Doherty 58/10693M	Clerk \$7899-8639 (Class 5), Third Division, Department of Overseas Trade, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Projects Section, Canberra (No. 1383)
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Duties: Assist with investigations and studies involving developments in Australian manufacturing industries research and development activities.

Qualifications: Academic qualifications desirable.

Industry Development Branch

H. M. Farmer 68/10204M	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Location of Industry Section, Canberra (No. 1228)
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Duties: Assist with investigations and studies involving developments in Australian manufacturing industries, research and development studies.

Qualifications: Academic qualifications desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

P. G. McDonald 65/13095W	Clerk \$7899-8639 (Class 5), Third Division, Department of Housing and Construction, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Location of Industry Section, Canberra (No. 1384)
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Duties: Assist with investigations and studies involving developments in Australian manufacturing industries research and development activities.

Qualifications: Academic qualifications desirable.

Industry Efficiency Branch

J. Sneddon 73/85559M	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Tariff and Imports Section, Canberra (No. 1343)
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Duties: Assist in statistical and general investigations associated with industry policy including protection and associated measures.

Qualifications: Knowledge of Australian import statistics and/or Australian secondary industry an advantage. Progress towards completion of appropriate university degree desirable.

E. F. Cory 68/13598C	Clerk \$7899-8639 (Class 5), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Technology Section, Canberra (No. 1229)
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Duties: Assist with investigations and studies involving developments in Australian manufacturing industries research and development activities.

Qualifications: Academic qualifications desirable.

A. J. Woods 67/86764W	Technical Officer, Grade 2 \$7843-8347, Fourth Division, Department of Supply, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Technology Section, Canberra (No. 1230)
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Duties: Assist with investigations and studies involving developments in Australian manufacturing industries research and development activities.

Qualifications: Academic qualifications desirable.

K. C. McIntosh 73/88906K	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Technology Section, Canberra (No. 1387)
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Duties: Under direction, undertake economic research into all aspects of the structure, capacity and development of manufacturing industry.

Qualifications: Knowledge of Australian secondary industry an advantage.

Industry Research Branch

C. J. Calver 73/81028W	Clerk \$6912-7652 (Class 4), Third Division, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Structure of Industry Section, Canberra (No. 260)
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Duties: Assist with investigations and studies involving developments in Australian manufacturing industries research and development activities.

Qualifications: Academic qualifications desirable.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

R. A. Saye 73/10031P	Assistant Programmer \$7899-8639 (Class 5), Third Division, Department of Social Security	Programmer \$8886-9548 (Class 6), Third Division, Automatic Processing Section (No. 385)
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A. H. Freudenstein 69/13023C	Assistant Programmer \$7899-8639 (Class 5), Third Division, Department of the Treasury	Programmer \$8886-9548 (Class 6), Third Division, Automatic Data Processing Section, (No. 385)
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Duties above two positions: Under direction perform system investigations, programming and implementation of a range of Land and Engineering Surveying applications.

Qualifications above two positions: Experience in systems analysis, design and programming, preferably in FORTRAN desirable.

K. S. McNeill 69/14219C	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Automatic Data Processing Section (No. 389)
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Duties: Assist programmers in the development of computer programs.

Qualifications: Training and experience in programming desirable.

W. D. Margerison 74/86674P	Clerk \$2713-5594 (Class 1), Third Division, Australian Electoral Office	Clerk \$6912-7652 (Class 4), Third Division, Automatic Data Processing Section (No. 390)
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Duties: Control and schedule the submission of jobs and appropriate input data for computer processing.

Qualifications: Experience in an ADP production environment desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. C. Sunter 71/85751M	Data Processing Operator, Grade 2 \$5165, Fourth Division, Department of the Capital Territory	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Automatic Data Processing Section (No. 392)
<i>Duties:</i> Develop and maintain a magnetic tape and disc library for use with a computer system.		
<i>Qualifications:</i> Experience in an ADP environment desirable.		

Property Division, A.C.T. Property Branch

A. J. Trebilco 68/85030X	Clerk \$6912-7652 (Class 4), Third Division, Department of Housing and Construction	Clerk \$7899-8639 (Class 5), Third Division, Land and Property Management Section (No. 69)
<i>Duties:</i> Undertake investigations relating to office accommodation requirements in the A.C.T. Preparation of associated correspondence.		
<i>Qualifications:</i> Experience in investigation work an advantage.		

Survey Branch

J. M. Bowman 71/86534E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administration Section (No. 433)
<i>Duties:</i> Supervise and direct the work of the Survey Sub-registry.		
M. Singh 73/85413X	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Department of the Capital Territory	Clerical Assistant, Grade 3 \$4822-5254; Fourth Division, Administration Section (No. 253)
<i>Duties:</i> Prepare project cost statements from information supplied by surveyors, drafting officers, technical officers, etc.		

NORTHERN TERRITORY

Property Division

K. E. Watkinson 69/67014P	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Transport, Adelaide	Clerk \$7899-8639 (Class 5), Third Division, Land Project Section, Darwin (No. 178)
C. W. Morris 71/95310G	Clerk \$6912-7652 (Class 4), Third Division, Department of Housing and Construction, Darwin	Clerk \$7899-8639 (Class 5), Third Division, Land Project Section, Darwin (No. 179)

AUSTRALIAN ELECTORAL OFFICE

NEW SOUTH WALES

D. A. Haigh 73/13254T	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Australian Electoral Office, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Australian Electoral Office, Sydney (No. 18)
<i>Duties:</i> Examination and indexing of electoral claims, transfer notifications, etc.		
M. K. Jones 72/13646R	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Australian Electoral Office, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Australian Electoral Office, Sydney (No. 17)
<i>Duties:</i> Examination and indexing of electoral claims, transfers notifications, etc.		
I. B. B. Benter 71/12908X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Department of Customs and Excise, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Australian Electoral Office, Sydney (No. 21)
<i>Duties:</i> Examination and indexing of electoral claims, transfer notifications, etc.		

QUEENSLAND

F. M. Moore 69/61480M	Postal Clerk \$4605-5744, Fourth Division, Postmaster-General's Department, Warwick	Clerk \$5806-6666 (Class 2/3), Third Division, Divisional Staff (located at Dalby) (No. 40)
<i>Duties:</i> Assist in the maintenance of rolls and electoral work generally.		

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Medical Insurance Services Division, Fee and Benefit Branch

B. R. Kelley 59/21166A	Clerk \$8886-9548 (Class 6), Third Division	Executive Officer \$11032-11525 (Class 8), Third Division, Fees and Benefits Section, Canberra, vice P. D. J. Willems, prov. prom. 28.3.74 (No. 440)
<i>Duties:</i> Direct a sub-section handling interpretations, rulings and re-issue of the Medical Benefits Schedule.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

G. K. Windsor 66/86011T	Clerk \$8886-9548 (Class 6), Third Division	Project Officer \$11032-11525 (Class 8), Third Division, Development (Fees and Benefits) Section, Canberra (No. 892)
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Duties: Assist in the development of consultative procedures in relation to review of fees and benefits.

P. L. Dunnett 64/57816C	Clerk \$8886-9548 (Class 6), Third Division	Project Officer \$9876-10538 (Class 7), Third Division, Development (Schedule Revision) Section, Canberra (No. 894)
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Duties: Develop proposals for revising the Medical Benefits Schedule, prepare reports, submissions and recommendations.

A. P. Fleming 59/28249P	Clerk \$8886-9548 (Class 6), Third Division	Project Officer \$11032-11525 (Class 8), Third Division, Development (Fees and Benefits) Section, Canberra (No. 891)
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Duties: Undertake secretariat duties in connection with the development of arrangements for regular reviews of fees and benefits.

D. J. Lloyd 67/14731T	Clerk \$8886-9548 (Class 6), Third Division	Executive Officer \$11032-11525 (Class 8), Third Division, Fees and Benefits Section, Canberra (No. 448)
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Duties: Direct a Sub-section carrying out reviews of fees and benefits under the Medical Benefits Scheme. Act as Secretary to Interdepartmental Committee on Fees and Allowances and working parties. Prepare briefs and submissions.

Practitioner Services Branch

P. W. Molony 68/85894E	Clerk \$8886-9548 (Class 6), Third Division, Department of Health	Executive Officer \$11032-11525 (Class 8), Third Division, Administration Section, Canberra, vice J. C. Ryan, prov. prom. 28.3.74 (No. 452)
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Duties: Direct a Sub-section preparing answers to Parliamentary Questions and Ministerial representations in respect of the Medical Benefits Scheme. Prepare submissions relating to payment of benefits for compensation, third party cases, and for medical services incurred by Australian residents overseas.

P. G. Leeds 68/86133G	Clerk \$8886-9548 (Class 6), Third Division	Project Officer \$11032-11525 (Class 8), Third Division, Development (Eligibility) Section, Canberra (No. 900)
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Duties: Assist in the development of revised arrangements concerning eligibility for health insurance benefits, including reciprocal arrangements with overseas countries.

I. M. Atkinson 66/86006K	Clerk \$8886-9548 (Class 6), Third Division	Executive Officer \$11032-11525 (Class 8), Third Division, Development (Registration) Section, Canberra (No. 898)
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Duties: Assist in investigating and developing activity analysis of medical and paramedical practices.

D. H. Kilpatrick 65/85804W	Clerk \$8886-9548 (Class 6), Third Division	Project Officer \$11032-11525 (Class 8), Third Division, Development (Monitoring) Section, Canberra (No. 899)
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Duties: Assist in developing systems for recording the observance of schedule fees and the relative incidence of individual services.

D. J. Breiner 66/88190A	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Department of Primary Industry	Executive Officer \$11032-11525 (Class 8), Third Division, Administration Section, Canberra, vice J. Cardew, prov. prom. 4.4.74 (No. 472)
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Duties: Assist in developing systems for recording the observance of schedule fees and the relative incidence of individual services.

J. W. Hawke 58/40359A	Clerk \$8886-9548 (Class 6), Third Division	Executive Officer \$11032-11525 (Class 8), Third Division, Administration Section, Canberra (No. 459)
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Duties: Supervise and control the activities of the Pensioner Medical Service Sub-section, analyse reports and prepare submissions and instructions.

C. P. Schlesinger 69/86585C	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Administration Section, Canberra vice J. W. Hawke, prov. prom. 2.5.74 (No. 466)
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Duties: Assist in secretariat work for the Dental Recognition Committee and Appeal Committee, the administration of the oral surgery scheme, and the preparation of replies to Ministerial representations and departmental correspondence.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Hospital Insurance and Nursing Division, Hospital Insurance Branch

P. R. Tuckerman 62/11506P	Clerk \$9876-10538 (Class 7), Third Division, Repatriation Department	Project Officer \$11032-11525 (Class 8), Third Division, Hospital and Medical Services Section, Canberra (No. 924)
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Duties: Assist in the investigation and development of negotiations and arrangements in respect of medical services in hospitals.

D. R. Paterson 59/34235G	Clerk \$8886-9548 (Class 6), Third Division	Executive Officer \$11032-11525 (Class 8), Third Division, Private Insurance Section, vice J. Chapman, prov. prom. 18.4.74 (No. 483)
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Duties: Supervise Registration Sub-section and provide secretariat services to Registration Committee concerning rules of registered organisations.

R. T. Giorgini 63/75172A	Clerk \$8886-9548 (Class 6), Third Division	Project Officer \$11032-11525 (Class 8), Third Division, Private Hospitals Section, Canberra, vice A. J. Kelly, prov. prom. 28.3.74 (No. 524)
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Duties: Assist in the investigation and development of arrangements in respect of private hospitals.

Nursing Home Benefits Branch

R. S. King 58/14804T	Clerk \$8886-9548 (Class 6), Third Division	Executive Officer \$11032-11525 (Class 8), Third Division, Hospitals and Nursing Homes Section, Canberra, vice J. A. O'Loughlin, prov. prom. 18.4.74 (No. 516)
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Duties: Assist in the preparation of briefs, reports on special projects arising from the functions of the Section.

Health Insurance Development and Review Branch

J. McErlean 67/39578T	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$11032-11525 (Class 8), Third Division, Policy and Legislation Section, Canberra (No. 741)
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Duties: Supervise Sub-section handling Parliamentary Questions, Ministerial representations and related matters affecting health insurance.

Management Division

P. M. Gardner 70/66272C	Clerk \$7899-8639 (Class 5), Third Division	Clerk \$8886-9548 (Class 6), Third Division, Canberra, vice G. K. Windsor, prov. prom. 2.5.74 (No. 649)
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Duties: Act as relief clerk in the Medical Insurance Services Division.

Establishments and Finance Branch

S. D. Holt 60/10610K	Inspector \$11032-11525 (Class 8), Third Division, Department of Health	Senior Inspector \$12019-12510 (Class 9), Third Division, Establishments and Projects Section, Canberra (No. 28)
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Duties: Plan, direct and control organisation and classification reviews and investigations within the Department. Exercise delegations under Section 29 of the Public Service Act.

M. D. Morrah 58/13460T	Typist, Grade 1 \$2113-4579, Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Services Section, Canberra (No. 850)
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Duties: Assist Recruitment Officer. Prepare *Gazette* notifications, vacancy notices and draft press advertisements. Prepare correspondence associated with interviews, promotions and transfers. Examine and consolidate staff statistics and associated returns.

ADP Branch

N. G. Moorhouse 72/88488M	Programming Assistant, Grade 1 \$2713-5594 (Class 1), Third Division	Programming Assistant, Grade 2 \$5806-6666 (Class 2/3), Third Division, Application Section, Canberra (No. 189)
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Duties: Maintain libraries of production, printouts and documentation, code simple sections of programming, prepare test data and other general programming duties as directed.

E. T. Cure 72/81121G	Programming Assistant, Grade 1 \$2713-5594 (Class 1), Third Division	Programming Assistant, Grade 2 \$5806-6666 (Class 2/3), Third Division, Application Section, Canberra (No. 176)
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Duties: Maintain production source libraries and documentation, prepare simple programmes and test data. Assist in general programming activities as directed.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

NEW SOUTH WALES

Management Branch

E. J. Hunt 58/23855K	Senior Assistant Director (Management), \$13991-14484, (Class 11), Third Division, Sydney	Senior Assistant Director \$17300, Second Division, Sydney (No. 3)
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Duties: Responsible for management aspects in all departmental establishments in New South Wales. Exercise delegated powers under Audit Act and Treasury Regulations and the Public Service Act and Regulations.
Qualifications: High level management experience and proven administrative ability.

Health Benefits and Services Branch

A. B. McDonald 58/24397M	Assistant Director \$13004-13498, (Class 10), Third Division, Sydney	Senior Assistant Director \$13991-14484, (Class 11), Third Division, Sydney. (No. 1849)
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Duties: Responsible for the operations of the Health Benefits and Services Branch. Exercise delegated powers under the National Health Act.

Qualifications: Appropriate degree and/or accountancy qualifications desirable with sound management experience and proven administrative ability.

Regional Offices

M. A. O'Donnell 69/12044K	Clerk \$2713-5594 (Class 1), Third Division, Wollongong	Clerk \$6912-7652 (Class 4), Third Division, Wollongong (No. 2120)
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Duties: Supervise and control the Unemployment, Sickness and Special Benefits Sub-section. Exercise delegated powers with regard to benefit claims and payments. Oversight the accounting work of the office.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures.

D. Cerniauskas 68/12577X	Clerk \$5806-6666 (Class 2/3), Third Division, Wollongong	Clerk \$6912-7652 (Class 4), Third Division, Wollongong (No. 1470)
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Duties: Supervise and control the Family Allowances Sub-section. Exercise delegated authority with regard to Family Allowances claims and payments.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures.

F. L. Field 73/88427G	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$6912-7652 (Class 4), Third Division, Canberra (No. 1283)
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Duties: Control and supervise the Family Allowances Sub-section. Exercise delegated authority in regard to claims and allowances.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures.

K. M. Stanfield 69/11709G	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Examiner Grade 3 \$6912-7652 (Class 4), Third Division, Canberra (No. 1273)
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Duties: Examine and investigate reviews of age, invalid and widows pensions.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures.

J. F. O'Brien 68/11215K	Clerk \$5806-6666 (Class 2/3), Third Division, Canberra	Examiner, Grade 3 \$6912-7652 (Class 4), Third Division, Canberra (No. 1272)
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Duties: Examine and investigate reviews of Age, Invalid and Widow's Pensions.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures.

C. R. Wayling 70/14983M	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Canberra (No. 2047)
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Duties: Examine, investigate, and assess claims for unemployment, sickness and special benefits.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures desirable.

P. G. Bestman 71/13628W	Clerk \$2713-5594 (Class 1), Third Division, Wollongong	Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Wollongong (No. 1472)
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Duties: Examine, investigate and assess claims for unemployment, sickness and special benefits.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures desirable.

M. L. Dixon 71/11207T	Clerk \$2713-5594 (Class 1), Third Division, Wollongong	Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Wollongong, vice E. Lant, prov. prom. 7.3.74 (No. 1471)
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Duties: Examine, investigate and assess claims for unemployment, sickness and special benefits.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures desirable.

B. J. Nagy 70/14071P	Clerk \$2713-5594 (Class 1), Third Division, Wollongong	Clerk \$5806-6666 (Class 2/3), Third Division, Wollongong, vice D. Cerniauskas, prov. prom. 2.5.74 (No. 1458)
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Duties: Check coding on examiner's report and code additional information. Prepare coding sheets for other transactions. Examine and investigate claims for funeral benefit.

Qualifications: A sound knowledge of the Social Services Act and Departmental procedures desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

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| J. C. Hooke
72/14623A
<i>Duties:</i> Conduct reviews and prepare correspondence in regard of age, invalid, and widows pensions. Check coding on Examiners' Report and code additional information. Prepare coding sheets for other transactions.
<i>Qualifications:</i> A sound knowledge of the Social Services Act and Departmental procedures desirable. | Clerk \$2713-5594 (Class 1), Third Division, Wollongong | Clerk \$5806-6666 (Class 2/3), Third Division, Wollongong (No. 1456) |
| W. J. Smith
69/85492A
<i>Duties:</i> Examine, investigate and assess claims for Unemployment, Sickness and Special Benefits.
<i>Qualifications:</i> A sound knowledge of the Social Services Act and Departmental procedures desirable. | Assessor, Grade 1 \$2713-5594 (Class 1), Third Division, Canberra | Assessor, Grade 2 \$5806-6666 (Class 2/3), Third Division, Canberra (No. 1284) |

VICTORIA

Management Branch

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| K. S. Dawson
69/38015P
<i>Duties:</i> Provide relief as required in the Establishments and Finance Section.
<i>Qualifications:</i> Sound working knowledge of personnel, recruitment, and other associated Establishments area functions, desirable. | Clerk \$5806-6666 (Class 2/3), Third Division | Clerk \$6912-7652 (Class 4), Third Division, Establishments and Finance Section, Melbourne (No. 226) |
| J. A. Battanta
58/36437R
<i>Duties:</i> Responsible for management aspects in all Departmental establishments in Victoria. Exercise delegated powers under Audit Act and Treasury Regulations and the Public Service Act and Regulations. | Senior Assistant Director \$13991-14484 (Class 11), Third Division, unattached | Senior Assistant Director \$17300, Second Division, Melbourne (No. 2) |

Health Benefits and Services Branch

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| P. J. Hede
<i>Duties:</i> Responsible for the operations of the Health Benefits and Services Branch. Exercise delegated powers under the National Health Act. | Assistant Director \$13004-13498 (Class 10), Third Division, unattached | Senior Assistant Director \$13991-14484 (Class 11), Third Division, Melbourne (No. 1393) |
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Regional Offices

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| R. J. McMonigle
59/69084R
<i>Duties:</i> Counter Officer. Attend to persons seeking advice or information at the Departmental Counter in relation to the Social Services Act; take statements as necessary.
<i>Qualifications:</i> Sound knowledge of the Social Service Act is desirable. | Postal Officer, Grade 2 \$4374-5273, Fourth Division, Postmaster-General's Department, Victoria | Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Regional Office, Wangaratta (No. 459) |
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Community Welfare Branch

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| L. J. Chapman
71/12154R
<i>Duties above two positions:</i> Provide and develop a social casework and/or social group work service to claimants and beneficiaries within the Regional Area, and provide a service to others referred by the Assistant Director, Social Work; submit necessary reports. Liaise with community organisations.
<i>Qualifications above two positions:</i> Diploma or degree in Social Work/Social Studies or equivalent qualifications. Relevant experience desirable. | Social Worker, Class 1 \$5360-7980, Third Division, Melbourne (No. 1098) | Social Worker, Class 2 \$8390-9075, Third Division, Professional Services Section, Footscray (No. 1712) |
| N. E. Francis
71/41508R
<i>Duties:</i> Control the social work service in the Rehabilitation Service Centre and provide casework and groupwork services to individual rehabilitees and/or their families.
<i>Qualifications:</i> Diploma or degree in Social Work/Social Studies or equivalent qualifications. Relevant experience desirable. | Social Worker, Class 1 \$5360-7980, Third Division, Melbourne (No. 1102) | Social Worker, Class 2 \$8390-9075, Third Division, Professional Services Section, Morwell (No. 1721) |
| R. F. Champion
72/38502W
<i>Duties:</i> Welfare Officer. Provide direct support and assistance to Social Workers, including interviewing and assisting persons as appropriate, giving information on benefits, liaising with Welfare agencies and other organisations, and preparing reports as required.
<i>Qualifications:</i> Experience in welfare work and completion or partial completion of a training course in welfare or related studies is desirable. | Social Worker, Class 1 \$5360-7980, Third Division | Social Worker, Class 2 \$8390-9075, Third Division, Professional Services Section, Melbourne (No. 1095) |
| L. M. Briggs
69/40027C
<i>Duties:</i> Welfare Officer. Provide direct support and assistance to Social Workers, including interviewing and assisting persons as appropriate, giving information on benefits, liaising with Welfare agencies and other organisations, and preparing reports as required.
<i>Qualifications:</i> Experience in welfare work and completion or partial completion of a training course in welfare or related studies is desirable. | Clerk \$2713-5594 (Class 1), Third Division, unattached | Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Professional Services Section, Melbourne (No. 1634) |

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

QUEENSLAND

Management Branch

R. M. Downs 70/58901X	Clerk \$2713-5594 (Class 1), Third Division, Insurance and Organisations Section, Health Insurance and Benefits Branch, Brisbane	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Brisbane (No. 815)
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Duties: Undertake relief duties in positions of Clerk Class 2/3 and above in Operations Section.

M. Fuery 70/58952M	Clerk \$2713-5594 (Class 1), Third Division, Insurance and Organisations Section, Health Insurance and Benefits Branch, Brisbane	Clerk \$5806-6666 (Class 2/3), Third Division, Operations Section, Brisbane (No. 861)
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Duties: Receive, register and check for completeness all data for input into system. Maintain and consolidate all records of computer time usage, fault reports and performance charts.

M. D. Fagg 58/18809M	Senior Assistant Director \$13004-13498 (Class 10), Third Division, unattached	Senior Assistant Director \$13991-14484 (Class 11), Third Division, Brisbane (No. 3)
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Duties: Responsible to Director for supervision of office management aspects in all departmental establishments in Queensland. Control the activities of Operations, Establishments, Internal Audit, Rehabilitation, Subsidies Sections and Regional Offices and exercise delegations under Public Service and Audit Act, and associated Regulations.

Qualifications: Appropriate university degree or accountancy qualifications together with wide management experience and proven administrative ability are desirable.

Health Benefits and Services Branch

A. E. Garske 58/34426G	Assistant Director \$12019-12510 (Class 9), Third Division, unattached	Senior Assistant Director \$13004-13498 (Class 10), Third Division, Brisbane (No. 795)
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Duties: Direct and control the operation of the Health Benefits and Services Branch. Exercise delegated authority in the administration of the National Health Act and Regulations. Implement departmental policy in relation to health benefit and insurance schemes.

Qualifications: Appropriate university degree or accountancy qualifications together with wide management experience and proven administrative ability are desirable.

Health and Insurance Benefits Branch

P. Ganter 70/57568X	Clerk \$2713-5594 (Class 1), Third Division, Insurance and Organisations Section, Brisbane	Clerk \$5806-6666 (Class 2/3), Third Division, Insurance and Organisations Section, Brisbane (No. 815)
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Duties: Act as leader of a team engaged on the examination of claims from registered organisations. Attend to inquiries relating to eligibility to payment of Subsidised Health Benefit claims and liaise with other Department's regarding queries and complaints concerning benefit payments.

P. G. Talbot 70/57588M	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Operations Section, Management Branch, Brisbane	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Insurance and Organisations Section, Brisbane (No. 819)
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Duties: Extract data and record details for statistical purposes, and assist in checking of data as required.

Regional Offices Branch

D. M. Vardy 63/57514A	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Townsville Regional Office	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Townsville Regional Office (No. 908)
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Duties: Supervise the work of the General Services Sub-sections and prepare replies to general correspondence. Attend to more difficult telephone and counter inquiries and maintain overpayment register and prepare requests for refunds.

S. A. Hill 66/66442C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Townsville Regional Office	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Townsville Regional Office, vice D. M. Vardy, prov. prom. 25.4.74 (No. 666)
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Duties: Attend to telephone inquiries relating to Departmental Benefits and Welfare Services and relieve the counter officer.

S. E. Devine 70/57629K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Townsville, Regional Office	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Townsville Regional Office, vice S. A. Hill, prov. prom. 25.4.74 (No. 895)
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Duties: Supervise and assist the staff engaged in filing, index and dispatch duties. Maintain and prepare batch control records, check new record coding sheets and registration of claims records. Arrange necessary corrective action for computer rejected new record transactions. Provide counter assistance as requested.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

N. Ausic 70/57629K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Townsville Regional Office	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Townsville Regional Office (No. 304)
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Duties: Supervise and train staff engaged in mail room, registry and index duties.

SOUTH AUSTRALIA

Health Benefits and Services Branch

J. B. Jamieson 58/33253K	Senior Assistant Director \$11032-11525 (Class 8), Third Division, unattached	Senior Assistant Director \$12019-12510 (Class 9), Third Division, Adelaide (No. 634)
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Duties: Responsible for the operations of the Health Benefits and Services Branch. Exercise delegated powers under the National Health Act.

Management Branch

A. D. Taylor 58/24139M	Senior Assistant Director \$12019-12510 (Class 9), Third Division, unattached	Senior Assistant Director \$13004-13498 (Class 10), Third Division, Adelaide (No. 288)
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Duties: Responsible for management aspects in all Departmental establishments in South Australia. Exercise delegated powers under Audit Act and Treasury Regulations and Public Service Act and Regulations.

WESTERN AUSTRALIA

Management Branch

R. L. Pryor 58/13581W	Senior Assistant Director \$12019-12510 (Class 9), Third Division, Benefits Branch	Senior Assistant Director \$13004-13498 (Class 10), Third Division, Perth (No. 3)
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Duties: Responsible to the Director for the supervision of office management aspects in all departmental establishments in Western Australia. Exercise of delegations under the Public Service Act and Regulations, Audit Act and Treasury Regulations. Act as Director as required.

Qualifications: Sound knowledge of all departmental functions, together with wide management experience and proven administrative ability.

Benefits Branch

A. O. Darnell 58/13516W	Senior Assistant Director \$11032-11525 (Class 8), Third Division, unattached	Senior Assistant Director \$12019-12510 (Class 9), Third Division, Perth, vice R. L. Pryor, prov. prom. 2.5.74 (No. 111)
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Duties: Responsible to the Director for the efficient administration of the Benefits Branch. Exercise delegations under specified Sections of the Social Services Act.

Qualifications: Sound knowledge of the Social Services Act, Departmental policy, procedures and instructions relating to the Benefits Branch. Sound administrative ability and related experience.

Health Benefits and Services Branch

A. J. Wilson 58/34338P	Assistant Director \$11032-11525 (Class 8), Third Division, unattached	Senior Assistant Director \$12019-12510 (Class 9), Third Division, Perth (No. 435)
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Duties: Responsible to the Director for the efficient administration of the Health Benefits and Services Branch. Exercise delegated authority in the administration of the National Health Act and Regulations.

Qualifications: Appropriate tertiary qualifications desirable, together with wide management experience and proven administrative ability.

TASMANIA

Management Branch

R. G. Leitch 59/48833M	Assistant Director \$9876-10538 (Class 7), Third Division, unattached	Senior Assistant Director \$11032-11525 (Class 8), Third Division, Hobart (No. 2)
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Duties: Control and direct the activities of the Branch.

Qualifications: Extensive management experience.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Ministerial and Management Services Branch

M. P. McMahon 74/86764R	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Establishments and Finance Section, Ministerial Sub-section, Canberra (No. 100)
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Duties: Under direction arrange preliminary action on overseas Ministerial travel. Liaise with Ministerial Staff on travel arrangements.

Qualifications: Knowledge of the Public Service Act and Regulations, General Orders and Determinations relating to overseas service desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

T. J. Neil 73/88751C	Clerk \$2713-5594 (Class 1), Third Division, Canberra	Clerk \$5806-6666 (Class 2/3), Third Division, Establishments and Finance Section, Personnel Sub-section, Canberra (No. 99)
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Duties: Supervise the maintenance of standard personnel records and the preparation of salaries using the Treasury ADP salaries system desirable.

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

M. F. Mannion 66/13083W	Clerk \$8886-9548 (Class 6), Third Division, Canberra	Clerk \$9876-10538 (Class 7), Third Division, Establishments and Finance Section, Accounts Sub-section, Canberra (No. 46)
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Duties: Control and direct accounting activities in the Department.

Qualifications: Sound knowledge of and experience in Department and Treasury accounting procedures. Academic qualifications should be stated.

K. C. Smith 58/27752G	Clerk \$7899-8639 (Class 5), Third Division, Department of Immigration, Canberra	Clerk \$9876-10538 (Class 7), Third Division, Ministerial and Management Services Branch, Services Section, Oversea Visits Committee Sub-section (No. 16)
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Duties: Act as Secretary to the Oversea Visits Committee.

D. J. Rodda 67/86402T	Clerk \$7899-8639 (Class 5), Third Division, Department of the Prime Minister and Cabinet, Canberra	Clerk \$8886-9548 (Class 6), Third Division, Services Section, Property Sub-section, Canberra (No. 265)
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Duties: Investigate and plan the less important accommodation arrangements. Assist the Property Officer in the initiation, examination and progress of accommodation projects. Collate and analyse statistics on departmental accommodation and prepare reports and proposals.

Qualifications: Experience in property and accommodation matters and associated budgeting control procedures desirable.

Australian Archives

G. Spitz 73/87317E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Administration Section, Office Services Sub-section, Canberra (No. 25)
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Duties: Under direction, prepare and process requisitions for supplies; maintain purchase order register and related accounting records, and inventory of furniture and equipment. Control and distribute general stores, requisition all transport and freight.

NEW SOUTH WALES

T. M. Clair 68/12124P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Sydney	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Repository Management Section, Lending Sub-section, Sydney (No. 3)
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Duties: Provide direct supervision of four lending teams engaged in file issues and returns.

J. B. H. Moutia 68/14232T	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Sydney	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Repository Management Section, Lending Sub-section, Sydney, vice T. M. Clair, prov. prom. 2.5.74 (No. 7)
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Duties: Supervise the Lending Service and related activities in the City Office. Maintain and collate lending statistics.

N. E. Lincoln 73/13806X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Repository Management Section, Processing Sub-section (External), Sydney (No. 9)
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C. F. Burns 73/13989A	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Repository Management Section, Processing Sub-section (External), Sydney (No. 12)
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Duties above two positions: Carry out processing procedures required for the transfer of records to archives.

C. J. Lowger 73/12056X	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Repository Management Section, Processing Sub-section (Internal), Sydney (No. 37)
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Duties: Carry out Processing Procedures required for records transferred to archives.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

C. J. McTaggart 73/14084G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4394-4678, Fourth Division, Repository, Manage- ment Section, Lending Sub-section (Re- turns), Sydney (No. 10)
G. C. McMinn 72/13972W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Repository Manage- ment Section, Lending Sub-section (Re- turns), Sydney (No. 11)

Duties: Receive and sort all returned items. Reconcile 'issued' and 'returned' records.

DEPARTMENT OF SUPPLY

CENTRAL OFFICE

Planning and Procurement Division, Production Planning Branch

F. L. Hoare 58/43700W	Clerk \$8886-9548 (Class 6), Third Divi- sion, Canberra	Clerk \$9876-10538 (Class 7), Third Division, Canberra, vice J. D. Ellis, prov. prom. 2.5.74 (No. 16)
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Duties: Undertake investigations related to Defence materials stockholdings. Co-ordinate and implement annual purchasing and disposal plans. Prepare high level submissions and act as secretary to committees as required.

Qualifications: Wide administrative experience preferably in the field of materials supply. Experience in the preparation of materials procurement programmes and control of expenditure desirable.

AUSTRALIAN CAPITAL TERRITORY

Planning and Procurement Division, Production Planning Branch

J. D. Ellis 58/46393T	Clerk \$9876-10538 (Class 7), Third Division, Canberra	Clerk \$11032-11525 (Class 8), Third Division, Canberra (No. 13)
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Duties: Direct Branch administrative operations and the preparation and submission of Branch and Divisional financial estimates. Undertake special investigations on Branch and Divisional activities.

Qualifications: Sound knowledge of Treasury accounting and administrative procedures. Ability to undertake special investigations.

NEW SOUTH WALES

Guided Weapons and Electronics Supply Branch

W. A. Forsbey 69/22343W	Trainee Technical Officer (Engineering) \$2921-5657, Fourth Division, Canberra	Technical Assistant, Grade 2 \$5681- 6371, Fourth Division, Technical Pro- curement Section, Sydney (No. 25)
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Duties: Act as Progress Officer for specific firms or groups of contracts of a minor, routine nature to ensure timely and economic delivery. Assess and report on contractor performance and efficiency.

Qualifications: Qualifications and or experience relevant to the duties.

Finance Branch

W. R. Armstrong 72/10249K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Accounts Section, Sydney (No. 78)
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Duties: Plate, brand or otherwise identify Australian Government assets at civilian contractors and departmental establishments. Assist with reconciliation of company stocktakes.

Explosives Factory

H. G. Hollingsworth 71/42491X	Clerk \$2713-5594 (Class 1), Third Divi- sion, Mulwala	Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Mul- wala (No. 8)
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Duties: Officer-in-charge, Salaries and Wages.

Stores and Transport Branch

J. M. Smith 73/11741W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, Alexandria	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Management Services Section, Alexandria, vice L. A. Simp- son, prov. prom. 2.5.74 (No. 171)
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Duties: Mail Officer. Sort and distribute departmental mail. Record articles of value in 'Value Register'.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. A. Simpson 71/10233K	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Alexandria	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Management Services Section, Alexandria (No. 170)
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Duties: Subject Indexer. Register, index and file incoming correspondence. Record statistics for performance report. Supervise subordinate staff.

VICTORIA

Finance and Management Services Division, Automatic Data Processing Branch

F. P. Keenan 68/39221R	Programmer \$8886-9548 (Class 6), Third Division, Melbourne	Programmer \$11032-11525 (Class 8), Third Division, Melbourne (No. 116)
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Duties: Provide a programming service in support of numerically controlled machine tools, including the maintenance of an APT computer and the development of post processors.

Qualifications: Substantial experience in software programming. Tertiary qualifications preferably in Arts, Science or Engineering with emphasis on Mathematics. Formal training in N/C languages would be an advantage.

Defence Standards Laboratories

M. C. Ashton 69/85139P	Librarian, Class 1 \$6020-8692, Third Division, Maribyrnong	Librarian, Class 2 \$8953-9970, Third Division, Technical Section, Mari- byrnong (No. 566)
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Duties: Under general direction of Librarian Class 3 direct and control the Acquisitions and Cataloguing Services of the Laboratories.

Qualifications: University degree or diploma, and Registration Certificate of Library Association of Australia or equivalent.

Aeronautical Research Laboratories

M. Mayer 71/39931T	Assistant Programmer \$7899-8639 (Class 5), Third Division, unattached	Programmer \$8886-9548 (Class 6), Third Division, Technical Section, Fishermen's Bend (No. 25)
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Duties: Participate in analysis, design development and implementation of ADP systems, writing and testing programs with scientific and engineering applications.

Australian Government Clothing Factory

R. A. Griffin 69/36633A	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administrative Section, Coburg (No. 71)
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Duties: Provide a registry service for the factory.

Qualifications: Experience relevant to the duties.

Government Aircraft Factories

A. I. Pucurs 72/37937P	Clerk \$2713-5594 (Class 1), Third Divi- sion, Fishermen's Bend	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel Section, Fishermen's Bend (No. 13)
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Duties: Prepare advertisements for vacant salaried positions and arrange local interviews. Initiate action in processing appointments, promotion/transfer of permanent officers and temporary employment. Maintain organisation records.

SOUTH AUSTRALIA

Security Branch

B. J. Dixon 68/66336M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Salisbury	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Salisbury (No. 19)
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Duties: Pass Issue Officer.

Stores and Transport Branch

K. M. Smithson 66/67076R	Clerk \$5896-6666 (Class 2/3), Third Division, Postmaster-General's Depart- ment, Adelaide	Clerk \$6912-7652 (Class 4), Third Divi- sion, Accounting Section (No. 24)
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Duties: Maintain control and appropriation ledgers, prepare trial balance, journal entries and periodic returns.

Qualifications: Sound knowledge of and experience in treasury and commercial accounting; progress towards accountancy qualifications desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

CENTRAL STAFF

Management Services Division, Personnel Development Branch

- | | | |
|------------------------|---|--|
| L. Rundle
64/38496E | Clerical Assistant, Grade 4 \$5398-5686,
Fourth Division | Clerical Assistant, Grade 5 \$5879-6265,
Fourth Division, Melbourne (No. 490) |
|------------------------|---|--|
- Duties:* Co-ordinate the production flow of requests for publications through the various sections. Follow up delays, incomplete orders, etc. Determine re-arrangement of schedules in consultation with the Supervisor to meet revised operational deadlines. Estimate and control stores holdings of materials used in the Publications Production Centre. Supervise and train staff.
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|--------------------------|---|--|
| E. T. Walsh
71/36565M | Clerical Assistant, Grade 1 \$1959-4298,
Fourth Division | Clerical Assistant, Grade 2 \$4393-4678,
Fourth Division, Melbourne (No. 346) |
|--------------------------|---|--|
- Duties:* Attend to publications schedules containing requests for departmental documents from aviation industry. Relieve counter attendant and attend to telephone inquiries.
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|----------------------------|---|--|
| L. M. Johnson
71/10849X | Librarian, Class 1 \$5425-7831, Third
Division, Postmaster-General's Depart-
ment | Librarian, Class 2 \$8066-8984, Third
Division, Melbourne (No. 206) |
|----------------------------|---|--|
- Duties:* Direct and supervise the provision of technical services, including centralised acquisition and cataloguing of material. Establish, maintain and review relevant systems and procedures. Maintain liaison with Regional Libraries on practices and procedures.
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|-------------------------|--|--|
| R. D. Wade
71/87841M | Librarian, Class 1 \$5424-7831, Third
Division, Department of Transport, Sur-
face Transport Group, Canberra | Librarian, Class 2 \$8066-8984, Third
Division, Melbourne (No. 205) |
|-------------------------|--|--|
- Duties:* Direct and control the provision of reader services in the Head Office Library. Formulate and provide current awareness service to departmental staff. Maintain liaison with Regional Libraries on practices and procedures.
- Qualifications above two positions:* 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 qualifications.
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|--------------------------|---|--|
| D. A. Rigby
73/75494T | Clerk \$2713-5594 (Class 1), Third Divi-
sion, Postmaster-General's Department,
Perth | Trainee Technical Officer (Engineering)
\$4869-5657, Third Division, Melbourne
(No. 157) |
|--------------------------|---|--|
- Note:* The conditions governing recruitment of Trainee Technical Officers were notified on page 80 of Gazette No. 9 of 30.1.73.

Civil Aviation Agency, Executive Services Branch

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|------------------------------|--|---|
| J. M. Schofield
73/97002M | Clerk \$2713-5594 (Class 1), Third Divi-
sion | Clerk \$5806-6666 (Class 2/3), Third
Division, Personnel and Office Services
Section, Personnel Sub-section, Port
Moresby (No. 13) |
|------------------------------|--|---|
- Duties:* Provide relief at an appropriate level throughout the Region for clerical and administrative staff absent on sick and recreation leave.
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|------------------------|--|--|
| G. S. New
73/97004W | Clerk \$2713-5594 (Class 1), Third Divi-
sion | Clerk \$5806-6666 (Class 2/3), Third
Division, Personnel and Office Services
Section, Personnel Sub-section, Port
Moresby (No. 114) |
|------------------------|--|--|
- Duties:* Provide relief at an appropriate level throughout the Region for clerical and administrative staff absent on sick and recreation leave.

Airways Engineering Branch

- | | | |
|------------------------|---|---|
| C. Harris
67/45380P | Draftsman, Grade 1 \$6003-7613, Fourth
Division, Postmaster-General's Depart-
ment, Melbourne | Draftsman, Grade 2 \$7843-8347, Fourth
Division, Drafting Section, Port
Moresby (No. 164) |
|------------------------|---|---|
- Duties:* Under general direction carry out the more important and complex design and drafting work of a radio/electronic nature in relation to radio communications, navigational aids and associated control functions.
- Qualifications:* An approved technical college certificate or other approved qualifications, and requisite experience.

NEW SOUTH WALES REGION

Executive Services Branch

- | | | |
|--------------------------|--|---|
| A. R. Davis
73/14145T | Accounting Machinist, Grade 1 \$2113-
4579, Fourth Division | Accounting Machinist, Grade 2 \$5165,
Fourth Division, Finance Section, Gen-
eral Sub-section, Sydney (No. 107) |
|--------------------------|--|---|
- Duties:* Operate National 32A Accounting Machine, Calculator and Pre-lister machines.
- Qualifications:* A pass in the examination prescribed by the Board for this office.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

VICTORIA-TASMANIA REGION

Executive Services Branch

P. D. Goujon 71/40793M	Clerk \$2713-5594 (Class 1), Third Division, unattached	Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Office Services Section, Melbourne (No. 181)
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Duties: Provide relief throughout the Region as directed.

Airways Engineering Branch

J. H. Best 69/38568G	Electrical Technician \$6003-6693, Fourth Division, unattached	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Melbourne (No. 101)
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J. A. Heath 67/37508X	Electrical Technician \$6003-6693, Fourth Division, unattached	Technical Instructor, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Melbourne (No. 337)
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Duties above two positions: Prepare and deliver lectures and conduct practical demonstrations and classes for Electrical Trainees. Technicians-in-training (Electrical) and Technicians (Electrical) on special courses as required.

R. J. La Salle 69/38498T	Engineer, Class 1 \$6200-8953, Third Division	Engineer, Class 2 \$9581-10702, Third Division, Radio Installation Section, Melbourne (No. 363)
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Duties: Under general technical direction, perform duties in relation to the planning, design, construction, installation, maintenance and operation of functions of the Airways Engineering Branch applied to works of the electronic engineering fields.

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

P. S. Flynn 70/41284K	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Drafting Section, Melbourne (No. 445)
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Duties: Control and maintain indices of drawings, micro-film cards, charts and technical information, photographs, etc. Operate and perform routine and daily maintenance on the micro-film reader-printer, record cost of micro-film processing and printing.

S. A. El Masry 73/39335P	Draftsman, Grade 1 \$6003-7613, Fourth Division	Draftsman, Grade 2 \$7843-8347, Fourth Division, Drafting Section, Melbourne (No. 214)
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Duties: Prepare designs and drawings of a wide variety of radio/electronic engineering projects in relation to radio communications, navigational aids and radar, and associated control functions.

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

SOUTH AUSTRALIAN/NORTHERN TERRITORY REGION

Airways Engineering Branch

H. F. Barnett 58/29666W	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division	Senior Radio Technical Officer, Grade 1 \$8599-9103, Fourth Division, Radio Maintenance Section, Tennant Creek (No. 147)
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Duties: Take charge of the radio maintenance unit and ensure that all equipment is maintained in accordance with prescribed standards. Determine work priority, inspect and supervise work of subordinate staff.

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

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Management Services Branch

P. M. Kershaw 69/40181A	Clerk \$5806-6666 (Class 2/3), Third Division, Department of Customs and Excise	Clerk \$6912-7652 (Class 4), Third Division, Establishments Section, Melbourne, vice P. J. Twohig, prov. prom. 21.3.74 (No. 55)
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Duties: Compensation Clerk. Process claims submitted under the *Compensation (Australian Government Employees) Act 1971-1973*, and prepare appropriate submissions and correspondence.

Qualifications: Knowledge of and experience in application of the *Compensation (Australian Government Employees) Act 1971-1973* desirable.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

L. G. L. Clarke 73/36774P	Research Officer, Grade 1 \$6022-7652, Third Division, Land Transport Policy Division	Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Establishments Section, Training Sub-section, Melbourne (No. 11)
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Duties: Assist in the organisation and conduct Departmental training courses. Assist in the preparation of training manuals and documentation.

Qualifications: Qualifications and experience relevant to the duties should be stated. An appropriate course of training may be provided for the successful applicant.

G. J. Rice 70/37390M	Clerk \$6912-7652 (Class 4), Third Division, Postmaster-General's Department, Melbourne	Clerk \$8886-9548 (Class 6), Third Division, Establishments Section, Canberra (No. 140)
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Duties: Assistant Inspector (Organisation). Undertake examination of requests for organisation changes and prepare associated reports and recommendations.

Qualifications: Experience in organisation investigation work desirable. Academic qualifications should be stated.

Marine Standards Division, Marine Crews and Services Branch

P. J. Heagerty 63/36611G	Clerk \$8886-9548 (Class 6), Third Division	Clerk \$9876-10538 (Class 7), Third Division, Marine Services Section, Melbourne (No. 27)
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Duties: Control and organise the work of the clerical staff providing assistance to Branch professional and executive officers. Undertake the preparation of more important correspondence, instructions, manuals, etc., and undertake research into matters, other than legislative for which the Branch is responsible.

Qualifications: Applicants should furnish details of their tertiary education and experience in policy work and control of staff.

Coastal Services Division, Navigational Aids Branch

V. Mason 71/41440X	Technical Assistant, Grade 2 \$5681-6371, Fourth Division	Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division, Engineering Works Section, Melbourne (No. 31)
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Duties: Undertake technical work in the engineering field involving procurement, installation and operation of mechanical navigation aid equipment.

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

Sea Transport Policy Division, Export Transportation Branch

B. E. Dwyer 68/86793C	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Office of the Public Service Board, Department of the Prime Minister and Cabinet	Clerk \$5806-6666 (Class 2/3), Third Division, Transport Investigations Section, Canberra (No. 651)
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Duties: Maintain statistical records and maintain and operate the storage of reference material and documents kept in the Section.

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

NEW SOUTH WALES

Bureau of Transport Economics, National Materials Handling Bureau

I. J. C. Kent 68/88342A	Director \$13991-14484 (Class 11), Third Division, unattached	Assistant Director \$17300, Second Division, North Ryde (No. 6)
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Duties: Plan and direct the work of the Bureau and formulate policy advice in connection with proposals emanating from the work of the Bureau, from the Advisory Committee on Materials Handling or from private industry.

Qualifications: Extensive experience in administrative and materials handling practices. Appropriate academic qualifications desirable.

SOUTH AUSTRALIA

P. S. Jordan 71/66924G	Mechanic (Maritime Aids) \$5192-5600, Fourth Division	Senior Mechanic (Maritime Aids) \$5911-6066, Fourth Division, Navigational Aids Section, Maintenance Sub-section (No. 42)
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Duties: Oversight the work of electrical Mechanics (Maritime Aids). Perform more complex electrical fabrication, assembly, installation, testing, inspection, repair and maintenance of maritime aids to navigation.

Qualifications: Appropriate trade qualifications and experience in servicing a wide range of navigational aids equipment desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

R. W. Brown 70/67593K <i>Duties:</i> Assume full responsibility for the operation of the Regional carpentry and joinery shop and ensure the efficient performance of all carpentry/joinery work in the field. Supervise sub-ordinate staff and allocate work. <i>Qualifications:</i> Appropriate trade qualifications and experience in fabrication and maintenance work associated with maritime aids to navigation desirable.	Carpenter \$5067-5313, Fourth Division	Senior Carpenter Grade 1 \$5622-5778, Fourth Division, Navigational Aids Section, Maintenance Sub-section (No. 45)
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DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Operations Branch

M. G. Napier 58/19823K <i>Duties:</i> Carry out financial investigations, assist in examination of departmental estimates and proposals for additional commitments. Assist in the preparation of Budget papers. <i>Qualifications:</i> Experience in financial investigations, administration and control. Tertiary qualifications to be stated.	Clerk \$7899-8639 (Class 5), Third Division, Management Services Branch	Clerk \$8886-9548 (Class 6), Third Division, Public Accounting and Supply Section, Canberra (No. 38)
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Financial Institutions Division, Private Sector Transactions Branch

J. M. Sharah 72/88707E <i>Duties:</i> Undertake investigations on company financing practices. <i>Qualifications:</i> Appropriate university degree desirable.	Investigation Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Finance Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Company Finances Section, Canberra (No. 32)
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Foreign Investment Division, Foreign Takeovers Branch

C. T. Maher 72/88128T <i>Duties:</i> Undertake investigations of foreign takeover proposals referred to the Committee of Foreign Takeovers. <i>Qualifications:</i> Tertiary qualifications and experience in company investigations desirable.	Finance Officer, Grade 1 \$8886-9548 (Class 6), Third Division	Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division, Investigation Section, Canberra (No. 13)
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Management Services Branch

G. J. Gregory 73/85188R <i>Duties:</i> Supervise the reproduction unit. Train staff in the use of various types of equipment and in departmental procedures. <i>Qualifications:</i> Previous experience in reproduction work and staff control desirable.	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of the Environment and Conservation	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Finance and General Services Section, Office Services Sub-section, Canberra (No. 145)
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Overseas Economic Relations Division, International Relations Branch

P. F. Baxter 68/85716A <i>Duties:</i> Conduct and supervise research and investigation work of the Section dealing with financial and economic policy aspects of aid and development and prepare associated reports and submissions thereon. <i>Qualifications:</i> Degree in economics, commerce or arts (economics) desirable, preferably at Honours standard, and appropriate experience.	Principal Research Officer \$11032-11525 (Class 8), Third Division, Statisticians Branch, unattached	Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Aid and Development Section, Canberra (No. 38)
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G. R. Potts 70/85865E <i>Duties:</i> Immediate supervision and control of the work of the Section responsible for financial and economic policy issues arising in connection with Australia's relations with its external territories. <i>Qualifications:</i> Degree in economics, commerce or arts (economics), preferably at Honours level, together with appropriate experience in policy matters desirable.	Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division	Chief Finance Officer, Grade 2 \$13991-14484 (Class 11), Third Division, External Territories Section, Canberra (No. 11)
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*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Social Security Division, Social Welfare Branch

M. J. Kennedy 59/38322R	Senior Finance Officer, Grade 1 \$11032-11525 (Class 8), Third Division, Accounting and Supply Division	Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Health Section, Canberra, vice M. W. Doherty, prov. prom. 7.2.74 (No. 52)
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Duties: Exercise responsibility for the work of the Sub-section. Advise on policy and financial issues concerning the National Health Schemes and associated arrangements with the States.

Qualifications: Degree in economics, commerce or arts (economics), together with experience in policy work desirable.

Employment Conditions Branch

A. C. R. Kingdon 68/75144T	Assistant Inspector \$9876-10538 (Class 7), Third Division, Office of the Public Service Board	Senior Finance Officer, Grade 2 \$12019-12510 (Class 9), Third Division, Salaries and Projects Section, Canberra (No. 86)
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Duties: Undertake research into salaries and conditions of service matters; investigate developments in government services in other States and overseas.

Office of the Australian Government Actuary and Life Insurance Commissioner

J. T. Hunt 73/86646M	Assistant Programmer \$7899-8639 (Class 5), Third Division	Programmer \$11032-11525 (Class 8), Third Division, Machine Section, Canberra (No. 39)
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Duties: Assist in supervising the operation of an IBM 1800 computer installation and in the development of software and data processing systems.

Qualifications: Experience in the design and development of software and data processing systems desirable. Experience in the supervision of operations an advantage.

COMMONWEALTH SUB-TREASURY

NEW SOUTH WALES

M. M. Schalk 70/14421R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Paymaster and Receiver Section, Sydney (No. 61)
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K. R. Fowler 73/11564E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Paymaster and Receiver Section, Sydney (No. 31)
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T. Richardson 70/10610C	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Postmaster-General's Department	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Paymaster and Receiver Section, Sydney (No. 47)
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D. J. Warren 70/11893A	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Science	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Paymaster and Receiver Section, Sydney (No. 125)
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Duties above four positions: As a member of a Treasury Regulation 109 checking team, verify cheque issue details against source documents and refer discrepancies for corrective action; cancel paid claims and spoil cheques.

NORTHERN TERRITORY

J. Toune 74/95093W	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division, Data Preparation Section, Darwin (No. 11)
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Duties: Preparation of cheques. Operation of MDS equipment, encoding and verifying salary and ledger documents.

Qualifications: Officer to have passed the prescribed test for advancement.

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

L. M. Ammon 68/75718W	Clerk \$5806-6666 (Class 2/3), Third Division	Clerk \$6912-7652 (Class 4), Third Division, Superannuation Section, Medical and Invalidity Benefits Sub-section, Canberra (No. 489)
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Duties: Exercise delegations under the Superannuation Act. Assist in processing applications under various sections of the Superannuation Act and prepare associated Board agenda and correspondence.

R. E. Read 74/85117E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerk \$5806-6666 (Class 2/3), Third Division, Services Section, Records Sub-section, Canberra (No. 41)
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Duties: Maintain general file subject and precedent index and direct files to action officers

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

K. M. Brennan 73/86782E	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5035, Fourth Division, Services Section, Typing Sub-section, Canberra (No. 18)
<i>Duties:</i> Operate an automatic typewriter on applications requiring multiple tapes. involved editing functions or the use of		
N. V. Laragy 68/86800M	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Services Section, Records Sub-section, Canberra (No. 46)
<i>Duties:</i> Attach papers to files and direct to action officers.		

**AUSTRALIAN BUREAU OF STATISTICS
AUSTRALIAN CAPITAL TERRITORY**

Demography, Social and Manpower Division, Demography and Social Branch

B. T. Donaghue 69/85159C	Programmer \$8886-9548 (Class 6), Third Division, Computer Service Centre	Assistant Supervisor \$11032-11525 (Class 8), Third Division, Demographic and Social Section, Social and Migration Sub-section, Canberra (No. 7)
<i>Duties:</i> Responsible for major aspects of the collection and processing of demographic data. Ensure the timelessness and reliability of statistics compiled. Develop processing and data storage systems.		
<i>Qualifications:</i> Appropriate academic qualifications and extensive statistical experience desirable.		

Development and Co-ordination Division, Sampling, Special Surveys and Consultation Branch

S. M. Ring 72/10994K	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Sampling Section, Design and Analysis Sub-section, Canberra (No. 23)
<i>Duties:</i> Develop and prepare or assist in the development and preparation of sampling specifications and undertake related work for sampling and allied projects. Investigate the use of statistical or mathematical techniques.		
<i>Qualifications:</i> Appropriate academic qualifications and considerable statistical experience desirable.		
D. C. Bubb 71/37214G	Research Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Sampling Section, Design and Analysis Sub-section, Canberra (No. 22)
<i>Duties:</i> Develop and prepare or assist in the development and preparation of sampling specification and undertake related work for sampling and allied projects. Investigate the use of statistical or mathematical techniques.		
<i>Qualifications:</i> Appropriate academic qualifications and considerable statistical experience desirable.		

Management Services Branch, Personnel Management Section

P. J. Smith 71/86038C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Department of Defence—Navy Office, Canberra	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel Sub-section, Canberra (No. 14)
<i>Duties:</i> Prepare all <i>Gazette</i> notifications and related returns for vacancies and promotions and process the confirmation of promotions. Prepare Regulation 116 Approval forms.		
K. H. Craig 73/75300E	Clerk \$2713-5594 (Class 1), Third Division, unattached	Assistant Inspector \$8886-9548 (Class 6), Third Division, Personnel Sub-section, Canberra (No. 7)
<i>Duties:</i> Conduct and supervise recruitment and selection activities. Act as departmental nominee on Promotions Appeal hearings.		
<i>Qualifications:</i> Considerable knowledge of the Public Service Act, Regulations and General Orders desirable.		

Overseas Transactions Division, Foreign Investment Branch

I. E. Tregoning 71/66331W	Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, unattached	Assistant Supervisor \$11032-11525 (Class 8), Third Division, International Surveys Section, Balance of Payments Surveys Sub-section, Canberra (No. 5)
<i>Duties:</i> Supervise and direct the day-to-day work of the International Trade Credit Group. Conduct major investigations associated with the development of surveys of international trade credit. Ensure the reliability, consistency and timeliness of the statistics compiled. Liaise with users and suppliers of the statistics.		
<i>Qualifications:</i> Appropriate academic qualifications and extensive statistical experience desirable.		
C. White 62/81088C	Senior Compiler \$9876-10538 (Class 7), Third Division	Assistant Supervisor \$11032-11525 (Class 8), Third Division, International Surveys Section, Overseas Investment Sub-section, Canberra (No. 17)
<i>Duties:</i> Supervise and direct the day-to-day work of the Sub-section. Continuously review content, classifications, methods of compilation and presentation of the statistics. Liaise with users and suppliers of the statistics.		
<i>Qualifications:</i> Appropriate academic qualifications and extensive statistical experience desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

R. A. Bryce 71/85298A	Clerical Assistant Grade 2 \$4393-4678, Fourth Division, Demography, Social and Manpower Division	Clerical Assistant Grade 3 \$4822-5254, Fourth Division, International Surveys Section, Balance of Payments Surveys Sub-section, Canberra (No. 13)
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Duties: Examine Forms G.30 relating to shipping movements and cargo handlings, and transcribe relevant information on vessels' operators and agents, and on shipping movements and cargo handlings. Collate Forms G.30 data by voyage or by operator, for comparison with returns from survey or overseas shipping patterns.

Computer Service Centre, Operations, Techniques and Training Branch

B. M. Hassall 73/89939E	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 189)
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Duties: Maintain the flow of records and documents through the Data Processing Section.

M. Molnar 74/85179E	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division, Hardware Systems and Operations Section, Canberra (No. 165)
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Duties: Undertake punching and verifying duties from simple or pre-coded documents involving a wide variety of procedures or complex or variable documents involving interpretation and coding.

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

NEW SOUTH WALES

Administrative Branch

M. Cantwell 74/10604C	Typist, Grade 1 \$2113-4579, Fourth Division, Department of the Media	Typist, Grade 2 \$4731-5035, Fourth Division, Office Services Section, Sydney (No. 37)
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Duties: Perform general stenographic and typist duties for senior officers.

Qualifications: Shorthand, 100 words per minute desirable.

Computer Service Centre

L. Delvecchio 72/12193E	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division, Computer Operations Section, Sydney (No. 61)
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Duties: Perform tape and/or card punching and verifying on an alpha-numeric keyboard from simple pre-coded documents involving a wide variety of procedures.

Qualifications: To have passed the prescribed test.

VICTORIA

Computer Service Centre Branch, Systems Operations Section

M. T. B. Alleaume 72/40055W	Data Processing Operator, Grade 1 \$2113-4579, Fourth Division	Data Processing Operator, Grade 2 \$5165, Fourth Division, Data Preparation Sub-section, Melbourne (No. 40)
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Duties: Under supervision, tape or card punching and verifying on an alpha-numeric keyboard from simple or pre-coded documents involving a wide variety of procedures.

Qualifications: To have passed the prescribed test.

QUEENSLAND

Production Branch, Secondary Industry and Construction Section

R. A. McPhail 69/57782C	Clerk \$2713-5594 (Class 1), Third Division, Population and Employment Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Building and Construction Sub-section, Brisbane (No. 22)
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Duties: Examine returns of owner-builders for accuracy, comparability and consistency. Resolve queries.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Management Services Branch

P. J. Flanagan 66/14065C	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Finance Property and Services Section, Canberra (No. 792)
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Duties: Receive and examine accounts in respect of goods and services supplied, register details in Register of Accounts, prepare Treasury Forms 22A, and reconcile with copy of Paymaster's Cash Book.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

ADP Branch

D. M. Lalor 66/37036X	Programmer \$11032-11525 (Class 8), Third Division	Senior Programmer \$12019-12510 (Class 9), Third Division, Planning and Services Section, Canberra (No. 145)
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Duties: Conduct major research into possible future developments in the field of ADP applications.
Qualifications: Accountancy or other appropriate tertiary qualifications desirable.

Interpretation Division, Sales Tax, Etc. Branch

H. R. McMaster 72/86862K	Typist, Grade 1 \$2113-4579, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Valuations Section, Canberra (No. 312)
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Duties: Registry Assistant, extract valuation data for valuers, obtain details of building permits; maintain Section Library and provide general clerical assistance to the Section.

NEW SOUTH WALES

Management Division

M. J. Bermingham 65/11454C	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Sydney, (No. 4636).
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Duties: Assistant to Security Officer.

VICTORIA

Management Branch

J. Lindsay 64/36123T	Clerical Assistant, Grade 5 \$5879-6265, Fourth Division	Clerical Assistant, Grade 6 \$6458-6844, Fourth Division, Taxpayer Services Sec- tion, Melbourne (No. 2931)
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Duties: Chief Searcher.

J. D. MacDonald 62/36745P	Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division	Senior Training Officer, Grade 1 \$8886- 9548 (Class 6), Third Division, General Services Section, Melbourne (No. 2664) auxiliary skills and supervise training
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Duties: Direct the training unit engaged on induction procedural courses.

SOUTH AUSTRALIA

Management Branch

M. Beltrame 70/66868C	Typist, Grade 1 \$2113-4579, Fourth Division	Typist, Grade 2 \$4731-5035, Fourth Division, Accounting and Taxpayer Ser- vices Section, Adelaide (No. 824)
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Duties: Take and transcribe shorthand notes of reports, submissions and correspondence.

Income Tax Division, Assessing Branch

A. R. Snarskis 58/48317E	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, Section B, Adelaide (No. 48)
B. A. Willoughby 68/66507P	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor Supervisor \$7899-8639 (Class 5), Third Division, Section E-F, Ade- laide (No. 1022)
J. B. Field 58/48024W	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, Section B, Adelaide, vice L. R. Guthrie, prov. prom. 28.3.74 (No. 56)
A. S. Kidney 58/48139K	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor Supervisor \$7899,8639 (Class 5), Third Division, Section E-F, Ade- laide, vice B. J. Brown, prov. prom. 28.3.74 (No. 74)
J. C. MacDonald 58/48183R	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, ED and GD Section, Adelaide, vice W. Reines, prov. prom. 28.3.74 (No. 165)
M. R. E. Wittholz 66/66841K	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, Section B, Adelaide, vice W. F. Abbott, prov. prom. 28.3.74 (No. 62)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

M. T. Gardiner 67/66057M	Assessor, Grade 4 \$6912-7652 (Class 4), Third Division	Assessor, Grade 4 \$7899-8639 (Class 5), Third Division, Section B, Adelaide (No. 199)
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Qualifications above seven positions: Officers should preferably be pursuing qualifications in Accountancy, Economics or Law.

Investigation Branch

W. A. Kay 64/66384X	Assessor, Grade 3 \$6912-7652 (Class 4), Third Division, Assessing Branch	Indoor Examiner \$7899-8639 (Class 5), Third Division, Adelaide, vice D. A. Schultz, prov. prom. 28.3.74 (No. 300)
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Qualifications: Officer should preferably be pursuing qualifications in Accountancy, Economics or Law.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division, Management Services Branch

T. J. Finch 72/85449E	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Housing and Construction, Canberra	Clerical Assistant, Grade 3, \$4822-5254, Fourth Division, Finance and General Services Section, Canberra (No. 20)
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Duties: Maintain inventories of and issues stores. Initiate replenishment action and raise requisitions for supplies, purchase orders and Forms TB.3 for all stores and stationery requirements for the Department and the Minister's Office. Prepare estimate of requirements for inclusion in CSB and TB contracts and maintain lists of potential suppliers.





No. 37 A

Canberra, Friday, 3 May 1974

Dried Vine Fruits Stabilization Act 1971

DETERMINATION UNDER SUB-SECTION (1) OF SECTION 8

I, KENNETH SHAW WRIEDT, Minister of State for Primary Industry, being satisfied that the packed SULTANAS of the season that commenced on the first day of January, 1972, have been completely sold or disposed of, hereby determine in accordance with Section 8 of the *Dried Vine Fruits Stabilization Act 1971* the average return in relation to SULTANAS of that season to be two hundred and fifty two dollars and forty five cents per ton of fruit received for packing.

Dated this 26th day of April 1974.

K. S. WRIEDT
Minister of State
for Primary Industry

Prices Justification Act 1973

COMALCO LIMITED

Matter No. E73/89

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 COMALCO LIMITED and published in the *Australian Government Gazette* No. 175 on the 22nd day of November 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 22nd day of April 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

INDALEX PTY LIMITED

Matter No. E73/91

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 INDALEX PTY LIMITED and published in the *Australian Government Gazette* No. 175 on the 22nd day of November 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 22nd day of April 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

WUNDERLICH ALUMINIUM CO. PTY LIMITED

Matter No. E73/94

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 WUNDERLICH ALUMINIUM CO. PTY LIMITED and published in the *Australian Government Gazette* No. 180 on the 29th day of November 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Dated this 22nd day of April 1974.

L. H. WILLIAMS
Chairman

Prices Justification Act 1973

GEORGE WESTON FOODS LIMITED AND RELATED COMPANIES

Matter No. E73/272

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 GEORGE WESTON FOODS LIMITED AND RELATED COMPANIES listed hereunder and published in the *Australian Government Gazette* No. 164 on the 1st day of November 1973, NOW I, LINDSAY HALE WILLIAMS, Chairman of the Prices Justification Tribunal, HEREBY REVOKE THE SAID EXEMPTION.

Related Companies

Watsons Foods Holding Pty Ltd
Watsons Foods Pty Ltd
The Capel Dairy Company Pty Limited
Anchorage Butchers Pty Limited
Geraldton Meat Exports Pty Ltd
Tip Top Bakeries Holdings Pty Limited
Tip Top Bakeries (Belfield) Pty Ltd
Tip Top Bakeries (Chatswood) Pty Limited
Tip Top Bakeries (Corio) Pty Limited
Tip Top Bakeries (Fairfield) Pty Limited
Tip Top Bakeries (Granville) Pty Limited
Tip Top Bakeries (Surry Hills) Pty Limited
Tip Top Bakeries (Daw Park) Pty Limited
Tip Top Bakeries (Elizabeth) Pty Limited
Tip Top Bakeries (Maylands) Pty Limited
Tip Top Bakeries (Nth Adelaide) Pty Limited
Tip Top Bakeries (Bentley) Pty Ltd
Tip Top Bakeries (Fremantle) Pty Ltd
Tip Top Bakeries (Perth) Pty Ltd
Tip Top Bakeries (Subiaco) Pty Ltd
Associated Baking Corporation Pty Ltd

Joyce Bros (W.A.) Pty Limited
Edwin Davey & Sons Pty Limited
N. B. Love Pty Limited
N. B. Love (Vic.) Pty Limited
N. B. Love (Qld) Pty Ltd
N. B. Love Poultry Pty Ltd
N. B. Love Industries Pty Limited
W. Thomas & Co. (W.A.) Pty Limited
W. Thomas & Co. Pty Ltd
The Webster Biscuit Co. Pty Ltd
Gartrell White (Cakes) Pty Limited
Kuring & Sexton (Cakes) Pty Ltd
Terrace Farms Pty Limited
Hy-Line Chicks Pty Limited
Dated this 24th day of April 1974.

L. H. WILLIAMS
Chairman

Australian Government Gazette

Published by the Australian Government Publishing Service



No. 37 B

Canberra, Monday, 6 May 1974

SPECIAL

NOTIFICATION OF THE MAKING OF STATUTORY RULES

NOTICE is hereby given that the undermentioned Statutory Rules have been made. Copies of them can be purchased at the Australian Government Publications and Inquiry Centre, 113 London Circuit, Canberra City, Australian Capital Territory.

<i>Act under which the Statutory Rules were made</i>	<i>Description of the Statutory Rules</i>	<i>Number and year of the Statutory Rules</i>	<i>Price of the Statutory Rules</i>
<i>Defence Act 1903–1973, the Naval Defence Act 1910–1973 and the Air Force Act 1923–1973</i>	<i>Amendment of the Defence Force (Salaries) Regulations</i>	<i>No. 71, 1974</i>	<i>\$ 0.05</i>

AUSTRALIA

Companies (Foreign Take-overs) Act 1972-1973

ORDER

I, FRANK CREAN, the Treasurer, in pursuance of sub-section (9.) of section 13 of the *Companies (Foreign Take-overs) Act 1972-1973* HEREBY REVOKE the interim order dated the twentieth day of February, 1974, published in the *Australian Government Gazette* dated the twenty-fifth day of February, 1974 in respect of the proposal to allot shares in K. J. Baillie Pty Limited to Emerson Electric Co.

Dated this second day of May, 1974.

FRANK CREAN
Treasurer