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**PUBLIC
SERVICE**

CONTENTS

Orders in Council	2
Retirements and dismissals	2
Appointment, recruitment and examination notices	3
Vacancies	5
Vacancies—Public Service	7
Transfers to advertised vacancies	52
Promotions	57

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

NOTICES FOR PUBLICATION and related correspondence should be addressed to:

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

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

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

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

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

General issues:

Contracts arranged: Tuesday at 2 p.m.

All other notices: Wednesday at 2 p.m.

Public Service issues:

Vacancies (Public Service): Tuesday at 4.51 p.m.
(with the Secretary, Public Service Board for all Second Division vacancies and for vacancies open to persons outside the Service).

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, promotions, etc. for Parliamentary departments

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Promotion

Stephanie Jane Sankey, Clerk \$6052-6929, Class 2/3, Third Division, Department of the Senate, promoted as Parliamentary Officer \$7180-7935, Class 4, Third Division, Department of the House of Representatives (position No. 124).

(Ex. Min. No. 7)

Positions created and abolished

DEPARTMENT OF FOREIGN AFFAIRS OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

Central Office

Offices created: Training and Personnel Division: Second Division—First Assistant Director-General \$20870 (one). Training and Personnel Division, International Training and Education Branch: Second Division—Assistant Director-General \$17300 (one). Secretariat Division, Multi-Lateral Organizations Branch: Second Division—Assistant Director-General \$17300 (one). Secretariat Division, Policy Development and Planning Branch: Second Division—Assistant Director-General \$17300 (one). Bilateral Programmes and Operations Division, Operations Branch: Second Division—Assistant Director-General \$17300 (one). Training and Personnel Division, Liaison and Services Branch: Third Division—Director \$13991-14484 (one). Secretariat Division, Finance Branch: Fourth Division—Steno-secretary, Grade 1 (one). Training and Personnel Division, Staffing Assistance Branch: Fourth Division—Steno-secretary, Grade 1 (one).

(Ex. Min. Nos 84, 85 and 86)

DEPARTMENT OF THE MEDIA

Central Office

Office created: Secretariat Section: Fourth Division—Personal Secretary (one).

(Ex. Min. No. 19)

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

NATIONAL LIBRARY OF AUSTRALIA

Australian Capital Territory

Offices created: Management Services Branch, Administrative Services Section: Fourth Division—Clerical Assistant, Grade 2 (four). Co-ordination and Policy Branch: Third Division—Clerk \$7651-8230 (one). Fourth Division—Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 3 (one). Publications Section: Fourth Division—Clerical Assistant, Grade 2 (one).

(Ex. Min. No. 2)

RETIREMENTS AND DISMISSALS

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

RETIREMENTS

DEPARTMENT OF ABORIGINAL AFFAIRS

Northern Territory

Section 85: Arthur George Francis Kirk, Clerk, 6.4.74.

DEPARTMENT OF AGRICULTURE

Victoria

Section 86: Alex Russell McCombe, Meat Inspector, Grade 2, 6.6.74.

DEPARTMENT OF DEFENCE

Australian Capital Territory

Section 86: Emily May Cameron, Clerical Assistant, Grade 4, 17.5.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

Western Australia

Section 67 (Invalidity): Cyril Irwin Williams, Clerical Assistant, Grade 3, 12.6.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

Victoria

Section 85 (1): Ellen Margaret Knox, Clerical Assistant, Grade 4, 27.6.74.

DEPARTMENT OF HEALTH

Central Staff

Section 85: Herbert Malcolm Franklands, Deputy Director-General, 25.6.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

Head Office

Section 67 (Invalidity): Richard Henry Grattan, Architect, Class 1, 30.5.74.

POSTMASTER-GENERAL'S DEPARTMENT

New South Wales

Section 67 (Invalidity): Frederick Walter Legg, Postmaster, Grade 4, 31.5.74; Roydon Arthur James Marr, Postal Clerk, 31.5.74; George Raymond Barton, Senior Mail Officer, 22.6.74; Samuel James Sherwood, Senior Mail Officer, 24.6.74; Norman Batrouney, Postal Officer, Grade 2 2.7.74; Alfred William Wilde, Postal Officer, Grade 3, 8.7.74.

Section 85 (1): Frances Muriel Hall, Clerical Assistant, Grade 3, 29.5.74; Alverstone Rose Chaseling, Technical Instructor, Grade 1, 26.10.74.

Section 86: Joseph James Townsend Pinchen, Line Supervisor, Grade 1, 22.7.74; Alfred Roy Millen, Telecommunications Technical Officer, Grade 1, 31.7.74; Gordon Herbert Pope, Postman, 2.8.74; Jack Lees Flack, Line Inspector, 9.8.74.

Victoria

Section 67 (Invalidity): Johannes Hendrick Huybens, Telecommunications Technician, 18.4.74; Henry George Kemp, Postman, 6.5.74; Alvin Bert Atwell,

Senior Stores Supervisor, 30.5.74; Leonard Sydney Coop, Clerical Assistant, Grade 4 30.5.74; John Wells Harland, Clerk, 30.5.74; Arthur Edmund Humphrey, Clerk, 30.5.74; William Robert Murray, Engineer, Class 5, 30.5.74; Alfred Basil Scott, Assistant Transport Officer, 30.5.74; Clarence Ian Campbell, Field Officer, 7.6.74; Frank Russell Sheldon Barnes, Senior Storeman, 25.6.74; Thomas James Bellett, Senior Postal Officer, Grade 1, 29.6.74.

Queensland

Section 67 (Invalidity): Frederick John Smith, Mail Officer, 16.1.74.

Section 86: Lynleigh Austin Farleigh, Lines Supervisor, Grade 2, 20.4.74; Stanley Frank Wareham, Clerical Assistant, Grade 2, 21.5.74.

South Australia

Section 67 (Invalidity): Gilbert James Godden, Senior Telecommunications Technical Officer, Grade 3, 19.6.74.

Section 86: Mary Margaret Matthew, Supervisor (Telephone), Grade 1, 27.5.74.

Western Australia

Section 67 (Invalidity): Augustus Albert Christie Clapton, Telecommunications Technician, 1.7.74; Albert Edward Foster, Postal Officer, Grade 2, 2.7.74; Malcolm Donald Finlayson, Postal Officer, Grade 2, 4.7.74; Norman Eric Bowtell, Assistant Manager, 21.6.74; Reginald Clifford Stephens, Clerk, 26.6.74.

Section 85 (2): Charles Edward Burrows, Telecommunications Technician, 13.5.74.

Section 86: William Newman Heron, Clerical Assistant, Grade 5, 27.6.74.

Tasmania

Section 67 (Invalidity): Dulcie Gwendoline Baisley, Monitor, 24.9.73; Kenneth Barton-Johnson, Carpenter, 31.10.73; James Edward Annesly Brett, Senior Technical Officer (Engineering), Grade 1, 3.5.74; Reginald Roland Brown, Line Supervisor, Grade 3, 4.6.74; Archibald Vivian Coad, Lineman, Grade 2, 4.3.74; James Jeffrey Denmen, Clerical Assistant, Grade 3, 12.12.73; Clarence Ronald Green, Line Supervisor, Grade 3, 7.9.73; Montague William Harding, Lines Assistant, Grade 2, 10.1.74; Sydney Francis Kerkham, Line Supervisor, Grade 3, 21.5.74; Erika Lieknejs, Accounting Machinist Supervisor, Grade 1, 18.3.74; George Stanley McCall, Lineman, Grade 2, 25.9.73; Neville Jack Triffitt, Lineman, Grade 2, 10.9.73; Thomas Joseph Young, Clerical Assistant, Grade 4, 25.5.73; Leslie Arthur Woodgate, Clerical Assistant, Grade 2, 5.11.73; Percival Arthur Starling, Postman, 18.6.74.

Section 86: Ernest John Herbert Calder, Mail Officer, 28.12.73; Frederick John Clarke, Clerical Assistant, Grade 4, 15.11.73; Guy Douglas Hayes, Line Supervisor, Grade 2, 31.12.73; Harry Roy Richards, Lineman, Grade 2, 27.12.73; Wilfred James Stephenson, Lineman, Grade 2, 13.3.74; Stefan Weiss, Clerical Assistant, Grade 2, 28.5.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

New South Wales

Section 86: Justin Richard Vernon Foxton, Senior Specialist-in-charge (Psychiatry), 16.5.74.

Tasmania

Section 67 (Invalidity): Betty Jean Bailey, Hospital Assistant, Grade 1, 4.6.74.

H. B. MACDONALD
Secretary
Public Service Board

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

DEPARTMENT OF CUSTOMS AND EXCISE

Selection for training in Senior Preventive Officer,
Grade 2 Course

QUEENSLAND

Course No. 12

N. Foster 66/58278R

E. H. Heaver 69/58374E

Reserve Officers

E. Tesch 64/57846X

M. J. C. Henry 69/57292P

Conditions governing selection for attendance at Senior Preventive Officer, Grade 2, Training Courses were notified in *Periodic Gazette* No. 25 A of 22 March 1974.

Any permanent officer not selected may, within twenty-one days of the date of this notification, lodge an appeal against his non-selection with the Chairman, Promotion Appeals Committee, Australian Government Centre, 295 Ann Street, Brisbane, Queensland 5000.

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

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

EXAMINATION No. 6634

TRANSFER AS TELEGRAPHIST-IN-TRAINING,
FOURTH DIVISION, POSTMASTER-GENERAL'S
DEPARTMENT, QUEENSLAND

This examination will be held on Saturday 10 August 1974, in accordance with the conditions notified on pages 131-132 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centres Brisbane and such other centres as may be determined.

Persons eligible to enter Permanent officers of the Australian Public Service. (Note—Candidates will not be permitted to sit for Telegraphist-in-training examinations at intervals of less than six months.)

Applications on the prescribed form to be lodged with the Director of Posts and Telegraphs, 13th Floor, A.P.O. Centre, 131 Barry Parade, Fortitude Valley, Queensland 4006.

Applications close 18 July 1974.

Training will commence on 16 September 1974.

EXAMINATION No. 6635

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

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

Examination centre Canberra.

Persons eligible to enter

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

Applications on special forms to be lodged with the Public Service Inspector, 6th Floor, T and G Building, Hobart Place, Canberra City, A.C.T. 2601.

Applications close 19 July 1974.

EXAMINATION No. 6636

APPOINTMENT, PROMOTION OR TRANSFER
AS CLERICAL ASSISTANT, GRADE 1,
WESTERN AUSTRALIA

This examination will be held on Saturday 3 August 1974 in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centres Perth and such other centres as may be determined.

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, 5th Floor, Commercial Union House, 185 St George's Terrace, Perth, Western Australia 6000.

Applications close 19 July 1974.

EXAMINATION No. 6637

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

This examination will be held on Saturday 27 July 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, corner Spring and Latrobe Streets, Melbourne, Victoria 3000.

Applications close 18 July 1974.

EXAMINATION No. 6638

ENTRY INTO DATA PROCESSING OPERATOR-
IN-TRAINING COURSE, MELBOURNE

This examination will be held on Wednesday, 31 July 1974, in accordance with the conditions notified on pages 50-51 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Melbourne.

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

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

Applications close 25 July 1974.

EXAMINATION No. 6639

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

This examination will be held on Wednesday 31 July 1974 in accordance with the conditions notified on pages 16-17 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Melbourne.

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

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

Applications close 25 July 1974.

EXAMINATION No. NP3093

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

This examination will be held on Saturday 10 August 1974 in accordance with the conditions notified in *Periodic Gazette* No. 25 A of 22 March 1974.

Applications on the prescribed form should be lodged with the Examinations Officer, Box 6002, G.P.O. Sydney, not later than 31 July 1974.

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

EXAMINATION No. TP600

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 27 July 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 12 July 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
6544	Appointment, Promotion or Transfer as Electrical Technician, Department of Transport, Air Transport Division (31.1.74)	30.3.74
6580	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Sydney (4.4.74)	18.4.74
6589	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Brisbane (18.4.74)	11.5.74
NP3068	Appointment, Promotion or Transfer as Assistant, Grade 1, Sydney (21.3.74)	11.5.74
NP3077	Appointment as Phonogram Operator, Sydney (9.5.74)	8.6.74
VP4230	Appointment as Phonogram Operator, Melbourne (4.4.74)	25.5.74
VP4257	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne (2.5.74)	1.6.74
VP4270	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	8.6.74
VP4271	Appointment as Telephonist, Melbourne	8.6.74
VP4272	Appointment or Transfer as Assistant Postal Officer (Postman Duties), Victoria	8.6.74
VP4275	Appointment or Transfer as Assistant Postal Officer (Postman Duties), Victoria	15.6.74
VP4276	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	22.6.74
VP4277	Appointment as Telephonist, Melbourne	22.6.74
SP868	Appointment as Telephonist, South Australia	4.5.74
SP871	Appointment as Phonogram Operator, South Australia	1.6.74
WP1412	Appointment or Transfer as Assistant Postal Officer (Postman Duties), Western Australia	18.5.74
WP1414	Appointment as Telephonist, Western Australia	25.5.74
WP1415	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Western Australia	25.5.74

Exam. No.	Title (and date notified where applicable)	Date held
WP1416	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Western Australia	18.5.74
WP1421	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Western Australia	8.6.74

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.

H. B. MACDONALD
Secretary
Public Service Board

VACANCIES

Parliamentary departments

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Applications are invited from permanent officers of the Australian Public Service for promotion or transfer to the positions advertised below. Applicants should state full name, date and place of birth, present position, salary and length of service and indicate their experience and qualifications.

Parliamentary Officer \$12389-12890 (Class 9), Third Division, Canberra

Parliamentary Officer \$10204-10879 (Class 7), Third Division, Canberra

Parliamentary Officer \$8187-8942 (Class 5), Third Division, Canberra

Applications close: 18.7.74.

Forward applications to: The Clerk of the House of Representatives, Parliament House, Canberra, A.C.T. 2600.

Duties (above three positions): Officers appointed will act as Clerk to Sub-committees (in the case of the Class 9 Officer) or in a research and administrative capacity (in the case of the Class 7 and Class 5 Officers) assisting parliamentary committees of the kind appointed in the previous Parliament inquiring into such matters as prices, environment, road safety and territorial government. Academic qualifications are desirable in the fields of economics, science, accounting or arts.

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 form 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 *Periodic Gazette* No. 25 A of 22 March 1974 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Section 53b of the *Public Service Act* 1922-1973'.

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

SUBMISSION OF APPLICATIONS

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

A key to these code letters appears at the end of the Vacancy Notices.

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. Application 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.

Departmental vacancies

VARIOUS DEPARTMENTS

VARIOUS STATES

*Assistant Library Officer \$2859-5464, Third Division, Canberra, Melbourne

Apply: Applications should be lodged with the Public Service Inspector in the applicant's state of residence, indicating locality preferred. Code letters Y5, Y6, Y7, Y8, Y9, Y10, Y11, Y12, indicate the Public Service Inspector's addresses.

Note: Conditions governing appointment, promotion or transfer as Assistant Library Officer were notified on page 25 of *Gazette* No. 25 A of 22.3.74 and as amended on pp. 11 and 12 of 4.4.74.

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Development Division, Policy Development Branch

Clerk \$8178-8942 (Class 5), Third Division, Canberra

Duties: No. 3139—Undertake investigation and provide clerical support to the Branch, which is concerned with policy proposals relating to the overall objectives for primary industries.

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

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

Apply: X1

Agriculture and Food Services Division, Food Services Branch

Clerk \$9194-9869 (Class 6), Third Division, Codex Section, Canberra

Duties: No. 2802—Undertake research for the preparation of briefs for sessions of the Codex Commission and Committees. Prepare replies to correspondence from the Secretariat of the Codex Commission and undertake research to satisfy requests for information on developments in Codex.

Qualifications: Ability to undertake research and prepare reports, correspondence, etc. Knowledge of Codex activities an advantage.

Apply: X1

Bureau of Agricultural Economics, Marketing Economics Branch

Assistant Director \$17776, Second Division, Canberra

Duties: No. 3702—Assist the Director in the management, organisation, planning and co-ordination of the research activities of the Bureau. Represent the Bureau on inter-departmental committees and at discussions with various Government departments, marketing authorities and industry organisations. Direct and control the operations of the Branch.

Qualifications: Demonstrated managerial ability and competence in economics of a high order. Extensive experience in the supervision of economic research into marketing systems and operations preferably in the rural sector.

Apply: X1

Agricultural Resources Economics Branch

Assistant Director \$17776, Second Division, Canberra

Duties: No. 1175—Assist the Director in the management, organisation, planning and co-ordination of the research activities of the Bureau. Represent the Bureau on inter-departmental committees and at discussions with industry organisations. Direct and control the operations of the Branch.

Qualifications: Demonstrated managerial ability and competence in economics of a high order. Extensive experience in the supervision of economic, agricultural commodity or land use research desirable.

Apply: X1

VICTORIA

Regional Office Victoria/Tasmania

Meat Inspector, Grade 2 \$7141-7530, Fourth Division, Industry Group No. 1 Section, Inspection and Technical Services (Victoria) Sub-section, Melbourne

Duties: No. 355—Supervision of inspection at a registered slaughtering establishment.

Qualifications: Certificate of competency as a Meat Inspector or equivalent qualifications. Some experience in the supervision of staff desirable.

Apply: X1

QUEENSLAND

Forestry and Timber Bureau, Forest Research Branch

Typist, Grade 2 \$4956-5266, Fourth Division, Regional Section, Queensland Sub-section, Atherton

Duties: No. 3322—Carry out stenographic duties and typing of reports and papers. Operate a switchboard and attend to and direct visitors.

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

Apply: X1

SOUTH AUSTRALIA

Industry No. 1 (Meat and Meat Products) Division, Veterinary Services Branch

Veterinary Officer, Class 3 \$14267-14757, Third Division, Inspection Operations Section, Adelaide

Duties: No. 1094—Direct the inspection activities within a group of export establishments.

Qualifications: A university degree in Veterinary Science or Veterinary Medicine or equivalent qualifications. Experience in meat inspection and a knowledge of the meat industry desirable.

Apply: X1

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Management and Special Services Division, Operations Branch

Clerk \$9194-9869 (Class 6), Third Division, Finance Section, Canberra

Duties: NP—Prepare works estimates of expenditure for new works, repairs and maintenance, and furniture and fittings; including forward, revised and additional estimates. Prepare acquisition estimates of expenditure and work requisitions.

Apply: D1

Office of Parliamentary Counsel

Typist, Grade 2 \$4956-5266, Fourth Division, Canberra

Duties: No. 45—Perform stenographic duties for senior officers.

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

Apply: D26

Australian Legal Aid Office, General Administration Branch

Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Management Services Section, Canberra

Duties: Responsible for the control and efficient operation of the Typing Sub-section.

Apply: D1

General Law Branch

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Canberra

Duties: Provide stenographic and secretarial assistance to Assistant Director.

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

Apply: D1

AUSTRALIAN CAPITAL TERRITORY

Lower Courts Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Criminal Section, Canberra

Duties: No. 27—Prepare court files for use in proceedings in criminal jurisdiction of Court of Petty Sessions and Children's Court and prepare Criminal Court List. Carry out routine after court action including preparing of ex parte advices and the carrying over of adjourned matters to new hearing dates.

Apply: D1

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Maintenance Section, Canberra

Duties: No. 61—Maintain Maintenance Register and Index, receive maintenance payments and issue receipts. Pay moneys received to the Collector of Public Monies daily. Assist Deputy Collector of Maintenance as required.

Apply: D1

Supreme Court Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administration Section, Canberra

Duties: No. 53—Maintain file room, select files for archival disposal, maintain store, stock records and assist in stocktake.

Apply: D1

Australian Legal Aid Office, Australian Capital Territory Branch

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Canberra

Duties: Provide stenographic and secretarial assistance to Deputy Director and Public Defender.

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

Apply: D1

NEW SOUTH WALES

Deputy Crown Solicitor's Office

Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Sydney

Duties: No. 159—In charge of typing pool.

Apply: D2

Australian Legal Aid Office

Typist, Grade 2 \$4956-5266, Fourth Division, (several positions), Sydney

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D2

NORTHERN TERRITORY

N.T. Police

Clerk \$7180-7935 (Class 4), Third Division, Administration Section, Personnel and Office Services Sub-section, Darwin

Duties: No. 3—Responsible for the accuracy of all salary and allowance payments. Act as certifying officer. Carry out reconciliation of pay and payees as required by Treasury instructions. Examine compensation claims. Interpret and advise on the provision of awards and determinations, etc.

Qualifications: Experience in personnel administration, particularly in so far as pay and entitlements are concerned.

In lieu of notification appearing in *Gazette* of 6.6.74 previous applicants will be considered and need not re-apply.

Apply: D1

Clerk \$7180-7935 (Class 4), Third Division, Administration Section, Finance and Works Sub-section, Darwin

Duties: No. 2—Maintain record of new works, repairs and maintenance, furnishing and fittings and equipment programmes. Raise requisitions. Arrange urgent minor repairs. Oversight the maintenance of the Assets Register. Exercise delegated authority.

Qualifications: Knowledge of Treasury Regulations and procedures related to the procurement of supplies and works proposals.

In lieu of notification appearing in *Gazette* of 6.6.74 previous applicants will be considered and need not re-apply.

Apply: D1

Clerk \$6052-6929 (Class 2/3), Third Division, Administration Section, Personnel and Office Services Sub-section (two positions), Darwin

Duties: Nos 4, 5—Prepare forms for ADP Salaries System. Oversee maintenance of standard personnel records. Act as checking officer.

Qualifications: Experience in personnel work desirable.

In lieu of notification appearing in *Gazette* of 6.6.74 previous applicants will be considered and need not re-apply.

Apply: D1

**DEPARTMENT OF THE CAPITAL
TERRITORY****AUSTRALIAN CAPITAL TERRITORY****Establishments Branch**

*Assistant Programmer \$8187-8942 (Class 5), Third Division, Automatic Data Processing Section, Canberra

Duties: No. 1304—Assist with the design, development, programming and maintenance of ADP systems and procedures. Prepare reports, systems, specifications and procedure manuals as required.

Qualifications: Successful completion of Programmer-in-training course or studies to an equivalent level desirable. Knowledge of COBOL an advantage. Tertiary qualifications to be stated.

Apply: E1

Senior Training Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Personnel and Services Section, Canberra

Duties: NP—Plan, develop and conduct training for special categories of staff. Investigation team leader for specific projects in the Professional/Technical areas of the Department.

Qualifications: Proven experience in a wide range of training activity, including conducting courses. Background in Human Relations training would be an advantage. Some academic qualifications desirable.

Apply: E1

Senior Training Officer, Grade 2 \$10208-10879 (Class 7), Third Division, Personnel and Services Section, Canberra

Duties: No. 1254—In charge of the annual administrative/clerical training programme. Responsible for the progressive updating of the programme in collaboration with the Inspector (Training).

Qualifications: Proven experience in administrative/clerical training, particularly management techniques. Some academic qualifications desirable.

Apply: E1

Senior Training Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Personnel and Services Section, Canberra

Duties: NP—Assist in the conducting of the administrative training programme. Responsible for specific courses in management techniques.

Qualifications: Proven experience in training including the analysis of needs and the evaluation of training. Ability to conduct training sessions.

Apply: E1

Training Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Personnel and Services Section, Canberra

Duties: No. 1268—Assist the Senior Training Officer in charge of training for specific categories.

Qualifications: Ability to analyse needs and structure training sessions for professional/technical grades. Some proven experience in technical instruction desirable.

Apply: E1

Training Officer, Grade 1 \$7180-7935 (Class 4), Third Division, Personnel and Services Section, Canberra

Duties: NP—Organise and conduct courses of training in office skills and techniques, including correspondence, interviewing principles and techniques, dictation techniques and induction.

Apply: E1

Clerk \$6052-6929 (Class 2/3), Third Division, Personnel and Services Section, Canberra

Duties: N.P.—Supervise and direct the administrative operations of the Training and Development Sub-section. Administer the Study Assistance Scheme and process nominations for external training courses.

Apply: E1

Typist Controller, Grade 2 \$7702, Fourth Division, Personnel and Services Section, Canberra

Duties: No. 1532—General oversight of work of all typing staff and the co-ordination of work within departmental typing pools.

Qualifications: Extensive experience in the operation of departmental typing services desirable.

Apply: E1

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Personnel and Services Section, Canberra

Duties: NP—To assist in the clerical procedures of the Training and Development Sub-section, including direct aid to Training Officers.

Apply: E1

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel and Services Section, Canberra

Duties: No. 1069—Prepare charts, graphic displays and other training aids. Assist with the operation of projection and closed circuit television equipment.

Apply: E1

Housing and Welfare Division, Housing Operations Branch

Clerk \$12389-12890 (Class 9), Third Division, Government Housing Operations Section, Canberra

Duties: No. 459—Direct and control the activities of the Housing Administration Sub-section. Consider reports and recommendations on matters which are associated with the Sub-section's activities, make final recommendations. Undertake the more complex investigations on housing administration matters.

Qualifications: Academic qualifications to be stated.

Apply: E1

City Manager's Office, Transport Branch

Assistant Director \$11383-11886 (Class 8), Third Division, Transport Operations Section, Canberra

Duties: No. 293—Control, direct and co-ordinate the activities of passenger and goods vehicle operations. Implement policies, procedures and standards to ensure personnel, vehicles and equipment are utilised in the most economical and efficient manner.

Qualifications: Experience appropriate to the duties.

Apply: E1

Clerk \$11383-11886 (Class 8), Third Division, Transport Operations Section, Canberra

Duties: No. 1811—Administrative Officer. Direct and control the administrative and financial matters affecting the Transport Operations and Government and Engineering Services Sections. Undertake more involved projects and investigations in the administrative, financial management and staff utilisation/control fields. Prepare associated reports and make recommendations.

Qualifications: Sound administrative, investigation and report writing experience. Experience in preparation of estimates and work programmes, costing and cost control.

Apply E1

Clerk \$10204-10879 (Class 7), Third Division, Transport Operations Section, Canberra

Duties: No. 1812—Review Officer—Study continuously the operation of existing services, analyse statistics and report on trends and recommend action as necessary.

Qualifications: Experience appropriate to the duties.

Apply: E1

Clerk \$10204-10879 (Class 7), Third Division, Transport Operations Section, Canberra

Duties: No. 1741—Investigate and report on operational methods, procedures, control systems, conditions of travel and depot systems and services. Review Canberra Omnibus Service Regulations and recommend amendments where necessary.

Qualifications: Investigational and reporting ability together with experience in or knowledge of operational areas particularly with regard to public transport.

Apply: E1

Clerk \$9194-9869 (Class 6), Third Division, Transport Operations Section, Canberra

Duties: No. 1813—Investigate and report on operational methods, procedures, control systems, depot systems and services. Review shift and roster arrangements to ensure most efficient use of staff and equipment.

Qualifications: Experience appropriate to the duties.

Apply: E1

Clerk \$9194-9869 (Class 6), Third Division, Transport Operations Section, Canberra

Duties: No. 1742—Undertake investigations and submit reports, briefings and recommendations on school bus services, systems, procedures and controls and standards of service. Represent the Transport Operations Section at meetings and on working parties concerned with school transport. Liaise with interested departments and associations.

Qualifications: Experience in, or aptitude for investigation and research work, particularly in an operational area. Ability to prepare high level correspondence.

Apply: E1

Clerk \$9194-9869 (Class 6), Third Division, Transport Operations Section, Canberra

Duties: No. 270—Undertake minor investigations, studies and surveys of the Canberra Public Transport System. Prepare associated reports and recommendations.

Qualifications: Previous investigation and report writing experience desirable.

Apply: E1

Clerk \$9194-9869 (Class 6), Third Division, Transport Operations Section, Canberra

Duties: No. 1814—Responsible for staff/recruitment affecting the Transport Operations, Government and Engineering Sections. Investigate union representations on employment standards, etc. Liaise with Establishments Branch as necessary.

Qualifications: Experience appropriate to the duties.

Apply: E1

Clerk \$8187-8942 (Class 5), Third Division, Transport Operations Section, Canberra

Duties: No. 1816—Undertake continuous studies of existing services. Collect and analyse loading data and operational statistics. Develop alternatives, formulate recommendations and prepare reports.

Apply: E1

Clerk \$8187-8942 (Class 5), Third Division, Transport Operations Section, Canberra

Duties: No. 1743—Undertake investigations and research into operational methods and procedures. Maintain an operating instruction manual.

Qualifications: Experience in, and aptitude for, investigation and research work.

Apply: E1

Clerk \$8187-8942 (Class 5), Third Division, Transport Operations Section, Canberra

Duties: No. 274—Direct and control staff engaged in the preparation of replies to complaints and inquiries. Attend to more difficult complaints, inquiries and suggestions. Liaise with the Information and Public Relations Section of the Department and other departments and authorities.

Apply: E1

Clerk \$8187-8942 (Class 5), Third Division, Transport Operations Section, Canberra

Duties: No. 294—Supervise and control office services, administration, registry and typing staff. Prepare annual draft estimates of expenditure. Arrange provision of uniforms, equipment, etc., and repairs and maintenance of buildings, furniture, etc.

Qualifications: General administrative experience and ability to control staff.

Apply: E1

Clerk \$7180-7935 (Class 4), Third Division, Transport Operations Section, Canberra

Duties: No. 617—Assist in research and investigations for projects associated with transportation needs in the A.C.T. Examine the effects of policies and planning schemes on these needs, by the application of statistical and ADP techniques. Prepare associated reports.

Apply: E1

**DEPARTMENT OF THE CAPITAL
TERRITORY—continued**

Clerk \$7180-7935 (Class 4), Third Division, Transport Operations Section, Canberra

Duties: No. 1817—Undertake reviews of facilities on bus routes—bus shelters, bus stops, etc. Implement decisions taken as a result of projects and studies in the Section.

Apply: E1

Clerk \$7180-7935 (Class 4), Third Division, Transport Operations Section, Canberra

Duties: No. 271—Investigate and prepare reports and correspondence on complaints and requests for new or changed services. Arrange dissemination of information to the public.

Apply: E1

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Defence Officer, Class 3 \$11383-11886 (Class 8), Third Division, Canberra

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

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

Apply: H1

Assistant, Grade 2 \$4611-4902, Fourth Division (several positions), Canberra

Duties: No. 549—Collate and assemble classified reports and assist with preliminary check of assembled reports. Operate associated equipment.

Apply: H1

Joint Staff Division, Joint Services Communication Branch

Technical Officer (Engineering), Grade 2 \$8130-8644, Third or Fourth Division, Canberra

Duties: No. 2132—Analyse operational performance data from Joint Communications facilities and networks, and identify technical and operational deficiencies. Prepare related reports and recommendations.

Qualifications: Approved certificate from a technical college or institute of technology or its equivalent, or such other qualifications as the Board considers appropriate, together with at least 4 years relevant experience. Applications will, however, be accepted from people who do not possess acceptable qualifications providing they have a minimum of 6 years relevant experience. If the selected applicant does not possess acceptable qualifications he will be required to pass a test of knowledge and competence to establish his eligibility for nomination for the position. Experience in the field of Services communications equipment desirable.

Apply: H1

EDP Division

*Programmer \$9194-9869 (Class 6), Third Division (several positions), Canberra

*Assistant Programmer \$8187-8942 (Class 5), Third Division (several positions), Canberra

Duties above positions: Develop and/or maintain large-scale disk based systems in COBOL, mini-computer applications, software or existing tape-based applications.

Qualifications: Experience in systems analysis design and development of EDP systems an advantage. Academic qualifications to be stated.

Note: Applicants may state a preference for working in any of the stated areas or on systems dedicated to the Department of Defence or any of the Armed Services.

Apply: H1

**DEPARTMENT OF DEFENCE—AIR
OFFICE**

AUSTRALIAN CAPITAL TERRITORY**Establishments and General Division, General Services Branch**

Clerk \$8187-8942 (Class 5), Third Division, Registrar Section, Canberra

Duties: No. 77—Archival Officer, assist the Registrar in the preparation, review and implementation of disposal schedules for Department of Defence—Air Office, RAAF Commands and Units—advise Commands and Units on the disposal programme; maintain liaison with Commonwealth Archives Office.

Qualifications: Experience in records disposal and preparation of disposal schedules.

Apply: H1

Establishments Branch

Assistant Inspector \$9194-9869 (Class 6), Third Division, Organisation and Methods Section, Canberra

Duties: No. 49—Minute Secretary to the RAAF Suggestions Committee and general administration of the Suggestions Scheme.

Apply: H1

Assistant Inspector \$9194-9869 (Class 6), Third Division, Organisation and Methods Section, Canberra

Duties: No. 52—Review of office machine requirements.

Apply: H1

Branch of the Air Member for Supply and Equipment

*Draftsman, Grade 2 \$8929-9443, Fourth Division, Directorate of Air Force Works, Canberra

Duties: Nos 16, 18—Preparation of detailed survey plans of RAAF Bases and legal boundaries surrounding areas.

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

Apply: H1

*Draftsman, Grade 1 \$7052-8694, Fourth Division, Directorate of Air Force Works, Canberra

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

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

Apply: H1

DEPARTMENT OF DEFENCE—ARMY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Military Division, Materiel Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Directorate of Materiel Development, Canberra

Duties: No. 7—Receive, register and decide the distribution of classified and unclassified correspondence, documents, publications and forms flowing into the Directorate.

Apply: H1

Royal Military College, Duntroon, Faculty of Military Studies

*Technical Officer, Grade 2 \$8929-9443, Fourth Division, Canberra

Duties: No. 188—The work involves assisting staff members and post-graduate students with the design, construction and maintenance of digital electronic equipment and in projects in both the computer centre and the computer Science Laboratory. Current activities include projects on interface equipment and inter-computer links, together with a research project in computer design.

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

Apply: H1

Joint Service Staff College

Typist, Grade 2 \$4956-5266, Fourth Division, Typing Section, Canberra

Duties: No. 11—Typing and stenographic duties for the staff and students of the College.

Note: Position located at Cotter Road, Woden.

Apply: H1

NEW SOUTH WALES

Logistic Command, 232 Supply Company

Accounting Machinist, Grade 2 \$5165, Fourth Division, Supply Control Section, Control Sub-section, Randwick

Duties: Machine post to stock control cards and simultaneously produce on stock control sheets entries arising from (a) receipt vouchers; (b) issue vouchers; (c) transfer vouchers; (d) adjusting vouchers; (e) stocktaking adjusting vouchers; (f) cancellation of 'dues in'; (g) cancellation of 'dues out'. From vouchers posted, produce tapes listing all transactions sorted and reconcile totals with totals shown on relevant stock control sheets.

Qualifications: Successful completion of an approved test to qualify for the appropriate proficiency allowance.

Apply: H7

VICTORIA

Logistic Command, 32 Supply Battalion

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

Duties: No. 1—Responsible for the maintenance of civil staff records, overtime and penalty payments, claims for compensation and general civilian staff administrative matters.

Qualifications: Sound staff experience, knowledge of the provisions of the Public Service Act and Regulations, General Orders, Awards and Determinations.

Apply: H8

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

Typist, Grade 2 \$4456-5266, Fourth Division, Personnel Section, Canberra

Duties: No. 53—Provide stenographic services to Branch officers, general typing as required.

Qualifications: At least eighty words per minute, shorthand.

Apply: H1

General Services Branch

Clerk \$9194-9869 (Class 6), Third Division, Legal and Legislation Section, Canberra

Duties: No. 16—Process matters of a legal and legislative nature.

Apply: H1

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General and Office Services Section, Office Services Sub-section, Canberra

Duties: No. 62—Maintain movement records of all files circulating through the Branch and Secretariat. Deal with inquiries for files.

Apply: H1

Naval Works Branch

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

Duties: No. 4—Receive and distribute all inward files and papers. Record all file movements. Dispatch outgoing correspondence.

Apply: H1

VICTORIA

HMAS Cerberus

Psychologist \$12059-13268 (Class 3), Third Division, Psychology Section, HMAS Cerberus

Duties: No. 24—Under the general direction of the Director of Psychological Services, Navy Office, for the provision of a psychological service in HMAS Cerberus and for the co-ordination of the psychological services in the area. Undertake professional advisory and research work as directed.

Qualifications: An appropriate degree or diploma with a major in psychology or equivalent. Eligibility for membership of the Australian Psychological Society desirable.

Apply: H1

DEPARTMENT OF DEFENCE—continued**Supply Division, Planning, Co-ordination and Services Branch**

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Services Section, Codification and Cataloguing Sub-section, Melbourne

Duties: Nos 124, 175, 183—Include the preparation of EDP forms and checking work sheets in respect of identification data, etc.

Apply: H1

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Services Section, Scales, Allowances and Load Lists Sub-section, Melbourne

Duties: No. 53—Assist in investigations and preparation of correspondence relating to allowances of stores for ships and aircraft.

Apply: H1

DEPARTMENT OF EDUCATION**CENTRAL OFFICE****Policy Division, General Policy Branch**

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General Policy Section, Canberra

Duties: No. 398—File and locate material relevant to the work of the section. Collate and assist in checking material. Provide routine clerical assistance as required.

Apply: I1

AUSTRALIAN CAPITAL TERRITORY**Office of the Australian Commission on Technical and Further Education**

Clerk \$8187-8942 (Class 5), Third Division, Administration Section, Grants Administration Sub-section, Canberra

Duties: NP—Establish and maintain systems and records associated with the payment of grants by the Commission. Check on the progress of projects sponsored by the Commission. Arrange for payment of grants and follow-up.

Qualifications: Appropriate administrative experience. Experience in Grants administration desirable.

Apply: I1

Clerk \$7180-7935 (Class 4), Third Division, Administration Section, Grants Administration Sub-section, Canberra

Duties: NP—Under direction, maintain records associated with the payment of grants by the Commission. Check on the progress of projects approved by the Commission. Arrange for payment of grants and follow-up.

Qualifications: Appropriate administrative experience.

Apply: I1

Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Administration Section, Information and Records Sub-section, Canberra

Duties: NP—Establish and maintain indices to facilitate the ready extraction of information from reports/papers/publications. Provide project members and teams with references to sources of information.

Qualifications: Relevant experience desirable.

Apply: I1

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administration Section, Information and Records Sub-section, Canberra

Duties: NP—Maintain file location and subject indices. Receive Commission mail and distribute to action officers. Dispatch correspondence/reports.

Apply: I1

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Canberra

Duties: NP—Undertake stenographic and secretarial duties for the Deputy Chairman and Secretary of the Commission.

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

Apply: I1

Typist, Grade 2 \$4956-5266, Fourth Division, Administration Section, Typing Sub-section (two positions), Canberra

Duties: NP—Perform the more difficult typing assignments and undertake stenography, for Commission officers.

Qualifications: Successful completion of an approved examination in the functions and duties of the office.

Apply: I1

VICTORIA**State Office**

Clerk \$10204-10879 (Class 7), Third Division, Administration Section, Melbourne

Duties: No. 75—Administrative Officer. Under the supervision of the Regional Director responsible for the efficient functioning of the Administration Section including Establishment, Personnel and Accounts activities of the Office.

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

Apply: I3

Clerk \$9194-9869 (Class 6), Third Division, Administration Section, Melbourne

Duties: Investigate requests for organisation/establishment action. Undertake methods investigations, control and design local forms, and prepare proposals for purchase of office machines.

Qualifications: Appropriate experience desirable.

Apply: I3

Clerk \$7180-7935 (Class 2/3), Third Division, Administration Section, Travel Sub-section, Melbourne

Duties: No. 7—Interview and make reception, accommodation and departure arrangements for sponsored overseas students, visitors and officers on departmental business.

Apply: I3

Clerk \$11383-11886 (Class 8), Third Division, Child Care Section, Melbourne

Duties: Supervise the Child Care Section. Assume responsibility for administration of the Child Care Act in Victoria and ensure that policy guidelines are observed in respect of both capital and recurrent grants for Child Care centres.

Qualifications: Administrative experience and ability to liaise at senior level. Tertiary qualifications and experience in education desirable.

Apply: I3

Clerk \$11383-11886 (Class 8), Third Division, International Education and Child Care Section, Pre-Schools Sub-section, Melbourne

Duties: Direct and co-ordinate the activities of the Pre-Schools Unit. Ensure policy guidelines are observed in respect of both capital and recurrent grants under the Pre-Schools Financial Assistance Schemes. Liaise with Central Office and other interested authorities and promote the development of the Schemes at public and private meetings.

Qualifications: Tertiary qualifications and extensive administrative experience desirable. Ability to liaise at a senior level.

Apply: 13

Clerk \$10204-10879 (Class 7), Third Division, International Education and Child Care Section, Pre-Schools Sub-section (two positions), Melbourne

Duties: Senior Pre-Schools Officer. Investigate applications for capital grants under the Pre-Schools Financial Assistance Schemes. Prepare reports and make recommendations for consideration by the Australia Pre-Schools Committee. Advise interested individuals and organisations of the provisions and requirements of the Pre-Schools Schemes.

Qualifications: Tertiary qualifications and sound administrative experience desirable. Ability to liaise at a senior level.

Apply: 13

Clerk \$8187-8942 (Class 5), Third Division, International Education and Child Care Section, Pre-Schools Sub-section (two positions), Melbourne

Duties: Carry out investigations and report on applications for recurrent grants under the provisions of the Pre-Schools Financial Assistance Schemes. Prepare assessment reports on eligibility for assistance under the Schemes. Advise organisations on schemes requirements and undertake regular visits to pre-schools.

Qualifications: Tertiary qualifications and administrative experience desirable.

Apply: 13

Assistant Director \$13004-13498 (Class 10), Third Division, International Education, Child Care and Pre-Schools Section, Melbourne

Duties: Direct the activities of the International Education, Child Care and Pre-Schools Section. Provide advice on departmental policy relating to the activities of the Section. Liaise at a senior level with educational institutions and other organisations.

Qualifications: Proven administrative ability of a high order. Tertiary qualifications to be stated.

Apply: 13

Education Officer, Class 2 \$10248-11258, Third Division, Special Services Section (two positions), Melbourne

Duties: Individually, and as a team leader undertake programmed and ad hoc educational investigations and surveys. Investigate and report on the more complex academic referrals received from sections administering schemes of assistance. Carry out selection interviewing for Commonwealth Teaching Service and Commonwealth Teaching Service Scholarship positions.

Qualifications: A degree in Education or another appropriate degree or diploma and a diploma in Education, or equivalent and at least 12 months experience in education essential. Experience in undertaking educational investigations desirable.

Apply: 13

Education Officer, Class 1 \$7158-9912, Third Division, Special Services Section (four positions), Melbourne

Duties: As a team member, participate in programmed and ad hoc educational investigations and surveys. Prepare material for incorporation in reports. Investigate and report on the less complex academic referrals from sections administering schemes of assistance.

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

Apply: 13

Education Officer, Class 2 \$10248-11258, Third Division, Special Services Section, Information and Library Sub-section, Melbourne

Duties: Direct the work of the Information Sub-section including the Library. Obtain and disseminate information on educational matters and that of a confidential or special nature as requested. Answer inquiries from interested parties and the news media, and prepare drafts for talks, addresses, etc., by Senior Officers.

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

Apply: 13

Education Officer, Class 1 \$7158-9912, Third Division, Special Services Section, Information and Library Sub-section, Melbourne

Duties: Assist in collection and examination of data on education required for regular and ad hoc inquiries conducted by the Department. Liaise with Education Institutions to maintain a close contact with educational developments of interest to the Department.

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

Apply: 13

Library Officer, Grade 1 \$5697-6396, Third Division, Special Services Section, Information and Library Sub-section, Melbourne

Duties: Maintain office library including accession, cataloguing, classification, housing and lending of books. Control receipt and issue of journals and maintain distribution lists for Departmental Reports and Publications.

Qualifications: Knowledge of and experience in Library work, together with training in Library practices and techniques.

Apply: 13

Clerk \$9876-10538 (Class 7), Third Division, Student Assistant—Schools and Special Groups Section, Melbourne

Duties: Direct the operations of the School Children's Assistance Sub-section. Examine applications for special consideration and determine

DEPARTMENT OF EDUCATION—continued

entitlement to benefits in very difficult cases. Prepare the more important ministerial and departmental correspondence.

Qualifications: Proven administrative ability. Academic qualifications to be stated.

Apply: I3

Education Officer, Class 2 \$10248-11258, Third Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Interview scholars holding Commonwealth Post-graduate Awards. Provide guidance on particular problems, assess progress of individuals and apply rules regarding continuation or withdrawal of benefits. Liaise with universities in relation to the operation of the scheme and individual students' progress.

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

Apply: I3

Clerk \$8187-8942 (Class 5), Third Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Supervise and direct all activities of the Assessments, Payments, Registry and Services Group. Certify ADP payment input forms.

Qualifications: A knowledge of the provisions of the Postgraduate and Minor Schemes or comparable experience together with supervisory ability desirable.

Apply: I3

Clerk \$7180-7935 (Class 4), Third Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Supervise and direct all aspects of benefits assessed under the Postgraduate Awards and Minor schemes of assistance. Check and determine more complex cases and prepare reports and make recommendations in anomalous cases arising from the application of the scheme.

Qualifications: Knowledge of the provisions of the Postgraduate and Minor Schemes desirable or comparable experience desirable.

Apply: I3

Clerk \$6052-6929 (Class 2/3), Third Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Examine applications, assess entitlements to benefits in relation to Postgraduate Awards and Minor Schemes.

Qualifications: Knowledge of the provisions of the Postgraduate and Minor Schemes or comparable experience desirable.

Apply: I3

Clerk \$6052-6929 (Class 2/3), Third Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Supervise clerical operations in the Section and examine vouchers and payment variation advices.

Qualifications: Knowledge of the provisions of the Postgraduate and Minor Schemes or comparable experience desirable together with supervisory experience.

Apply: I3

Clerk \$6052-6929 (Class 2/3), Third Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Check ADP input and output data and documentation in respect of payments under the Postgraduate Awards and Minor Schemes. Check Treasury forms 12 and 18 covering manual payments. Deal with payment queries and similar matters raised by award holders.

Qualifications: Experience and knowledge relevant to the above duties.

Apply: I3

Clerk \$6052-6929 (Class 2/3), Third Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Supervise the day to day activities of the Registry and Records group including arranging and supervising receipt of applications, assist with selections for awards and notification of continuation of benefits to students under Postgraduate Awards and Minor Schemes.

Qualifications: Experience and knowledge relevant to the above duties.

Apply: I3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Examine eligibility and prepare payment and variation vouchers for all Postgraduate Awards and Minor Schemes. Liaise with Accounts Sub-section regarding overpayments.

Apply: I3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Prepare ADP input documentation and Treasury forms 12 and 18 for payments to students under Postgraduate Awards and Minor Schemes.

Apply: I3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Student Assistance—Schools and Special Groups Section, Postgraduate Awards and Minor Schemes Sub-section, Melbourne

Duties: Former Papers Officer, maintain resubmit system and co-ordinate searches for files outside the sub-registry.

Apply: I3

Clerk \$7180-7935 (Class 4), Third Division, Student Assistance—Schools and Special Groups Section, School Childrens Assistance Sub-section (two positions), Melbourne

Duties: Determining Officer. Check assessments of living and other allowances under the Isolated Children's Assistance Scheme, Commonwealth Senior Secondary Scholarship Scheme and Secondary Allowances Scheme and determine amounts payable. Examine more complex cases and provide guidance and advice to applicants and beneficiaries.

Qualifications: Experience in the application of means tests for financial benefits desirable.

Apply: 13

Clerk \$9194-9869 (Class 6), Third Division, Student Assistance—Schools and Special Groups Section, School Childrens Assistance Sub-section, Melbourne

Duties: Senior Determining Officer. Direct all aspects of eligibility and allowance assessment under the Scheme of Assistance for Isolated Children, the Senior Secondary Scholarship Scheme and the Secondary Allowances Scheme. Determine allowances payable in very complex cases.

Qualifications: Considerable experience in the application of means tests and other entitlement provisions desirable. Ability to supervise staff.

Apply: 13

Clerk \$7180-7935 (Class 4), Third Division, Student Assistance—Schools and Special Groups Section, School Childrens Assistance Sub-section, Melbourne

Duties: Supervise the activities of the payments cell, and the attendance checks and statistics group within the School Childrens Assistance Sub-section. Validate Treasury ADP payments documentation.

Qualifications: Knowledge of ADP payments input and output documentation and experience appropriate to the other duties. Ability to supervise staff.

Apply: 13

Clerk \$6052-6929 (Class 2/3), Third Division, Student Assistance—Schools and Special Groups Section, School Childrens Assistance Sub-section (three positions), Melbourne

Duties: Examine applications and assess entitlements to allowances under the Isolated Childrens Assistance Scheme, Commonwealth Senior Secondary Scheme and Secondary Allowances Scheme. Provide guidance and advice to applicants and assisted persons under these Schemes.

Apply: 13

Clerk \$6052-6929 (Class 2/3), Third Division, Student Assistance—Schools and Special Groups Section, School Childrens Assistance Sub-section, Melbourne

Duties: Check ADP input and output data and documentation in respect of payments under the School Childrens Assistance Schemes, and arrange variations where necessary. Deal with payment queries and similar matters raised by assisted persons.

Qualifications: Experience and knowledge relevant to the above duties.

Apply: 13

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Student Assistance—Schools and Special Groups Section, School Childrens Assistance Sub-section, Melbourne

Duties: Former papers officer. Prepare and dispatch notification of entitlements to students and assisted persons under School Childrens Assistance Scheme and maintain re-submit system.

Apply: 13

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Student Assistance Schools and Special Groups Section, Aboriginal Grants Sub-section, Melbourne

Duties: Record and assist with the processing of applications for grants, arrange travel details with students and institutions, and prepare, issue and examine attendance returns from schools.

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

Apply: 13

Clerk \$11032-11525 (Class 8), Third Division, Tertiary Education Assistance Section, Melbourne

Duties: Group Leader. Direct activities associated with assessment of academic progress under the Tertiary Education Assistance Scheme. Review decisions following reconsideration of cases under the Student Assistance Act. Liaise with educational institutions on procedures and the Scheme's progress rules.

Qualifications: A comprehensive knowledge of the structure of courses in tertiary education and of conditions relating to academic progress desirable. Proven administrative ability. Academic qualifications to be stated.

Apply: 13

Clerk \$9876-10538 (Class 7), Third Division, Tertiary Education Assistance Section (two positions), Melbourne

Duties: Senior Academic Assessor. Supervise staff engaged in assessing the academic progress of students seeking financial assistance under the Tertiary Education Assistance Scheme. Determine eligibility in very complex cases.

Qualifications: A knowledge of the structures of courses in tertiary education and the conditions relating to academic progress desirable. Academic qualifications to be stated.

Apply: 13

Clerk \$9876-10538 (Class 7), Third Division, Tertiary Education Assistance Section, Melbourne

Duties: Group Leader (Allowances and Support Services). Direct and control all activities associated with assessment and payment of allowances under the Tertiary Education Assistance Scheme. Co-ordinate the work-flow of the Section and plan and review work procedures. Liaise with institutions on procedural matters.

Qualifications: Proven administrative ability including experience in methods and planning work procedures. Knowledge of Treasury accounting procedures and experience of the application of means tests. Formal qualifications to be stated.

Apply: 13

Clerk \$8886-9548 (Class 6), Third Division, Tertiary Education Assistance Section, Melbourne

Duties: Supervise all activities of the payments, registry, services and counter personnel. Assist the Group Leaders in co-ordinating the work-flow of the Section. Oversight the compilation of statistics.

Qualifications: A working knowledge of the provisions of the Tertiary Education Assistance Scheme and treasury accounting procedures and experience in planning work procedures an advantage. Ability to direct and supervise subordinate staff essential.

Apply: 13

Clerk \$8886-9548 (Class 6), Third Division, Tertiary Education Assistance Section (six positions), Melbourne

Duties: Academic Assessor, Grade 2. Determine the more complex cases of assessment and re-assessment of academic progress associated with

DEPARTMENT OF EDUCATION—continued

eligibility of students under the Tertiary Education Assistance Scheme. Provide guidance and advice to assisted students on their continued academic eligibility for assistance.

Qualifications: A knowledge of the structures of courses in tertiary education desirable. Academic qualifications to be stated.

Apply: 13

Clerk \$7899-8639 (Class 5), Third Division, Tertiary Education Assistance Section (two positions), Melbourne

Duties: Senior Determining Officer. Supervise and direct all aspects of allowance assessment under the Tertiary Education Assistance Scheme. Check the more complex cases of living allowance and travelling allowance assessment and determine the allowance payable.

Qualifications: A working knowledge of the provisions of the Tertiary Education Assistance Scheme and experience in the application of means tests an advantage. Ability to supervise staff desirable.

Apply: 13

Clerk \$7180-7935 (Class 4), Third Division, Tertiary Education Assistance Section (four positions), Melbourne

Duties: Determining Officer. Check assessments and re-assessments of living and travelling allowance under the Tertiary Education Assistance Scheme and determine allowances payable. Examine the more complex applications and determine eligibility for special rates of allowance.

Qualifications: Experience in processing of input means tests desirable.

Apply: 13

Clerk \$7180-7935 (Class 4), Third Division, Tertiary Education Assistance Section, Melbourne

Duties: Supervise the activities of the Payments Cell, including oversight of preparation of ADP input and check of output, and liaison with Sub-Treasury on matters concerning payments and variations of tertiary education assistance allowances.

Qualifications: Experience in processing of input and output data and documentation in a computer based payments system and a knowledge of Treasury payment practices and expenditure accounting desirable.

Apply: 13

Clerk \$7180-7935 (Class 4), Third Division, Tertiary Education Assistance Section (seven positions), Melbourne

Duties: Academic Assessor Grade 1. Determine the less complex cases of assessment and re-assessment of academic progress associated with eligibility of students under the Tertiary Education Assistance Scheme. Provide guidance and advice to assisted tertiary students on provisions for initial and continuing academic eligibility for assistance.

Qualifications: A sound knowledge of the structures of courses in tertiary education an advantage. Tertiary qualifications desirable.

Apply: 13

Clerk \$6052-6929 (Class 2/3), Third Division, Tertiary Education Assistance Section (ten positions), Melbourne

Duties: Allowance Assessor. Examine applications, assess and re-assess entitlements to living allowance and travelling allowance under the provisions of Tertiary Education Assistance Scheme. Provide advice to applicants and assisted students on types of benefits available and means test provisions.

Qualifications: Experience in or a knowledge of procedures and practices relating to assessment of means tested financial benefits.

Apply: 13

Clerk \$6052-6929 (Class 2/3), Third Division, Tertiary Education Assistance Section (two positions), Melbourne

Duties: Check ADP input and output data and documentation in respect of payments under the Tertiary Education Assistance Scheme. Check Treasury Forms 12 and 18 covering manual payments. Deal with payment queries and similar matters raised by assisted students.

Qualifications: Experience and knowledge relevant to the above duties.

Apply: 13

Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Tertiary Education Assistance Section, Melbourne

Duties: In charge of the Sectional Registry. Direct and co-ordinate the activities of registry staff. Re-allocate staff to cope with workload fluctuations. Recommend and implement changes to procedures where necessary.

Qualifications: Experience in the operation of a large registry desirable and ability to direct and control subordinate staff.

Apply: 13

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Tertiary Education Assistance Section, Melbourne

Duties: Supervise Sectional Registry staff engaged in control of file movements, examination and attachment of papers and file storage and location.

Qualifications: Relevant experience and supervisory ability.

Apply: 13

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Tertiary Education Assistance Section, Melbourne

Duties: Counter Inquiry Officer. Answer inquiries from applicants and assisted students under the Tertiary Education Assistance Scheme. Direct the more complicated inquiries to appropriate officers.

Qualifications: A sound general knowledge of the provisions of the Tertiary Education Assistance Scheme desirable.

Apply: 13

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Tertiary Education Assistance Section (two positions), Melbourne

Duties: Scrutinise correspondence and arrange for attachment to files. Mark out files to appropriate officers. Operate a resubmit system.

Qualifications: Experience relevant to the duties of the position.

Apply: I3

Education Officer, Class 3 \$11666-12890, Third Division, Special Services Section, Melbourne

Duties: Assistant Director. Direct and control all activities of the Section including: programmed and ad hoc Education investigations and surveys; investigations into academic referral from Sections administering schemes of assistance; the office education information service and library. Liaise with institutions and authorities on educational matters and represent the Regional Director at meetings and conferences.

Qualifications: A degree in Education or another appropriate degree or diploma and a diploma in Education, or equivalent and at least 12 months experience in education essential. Ability to plan and co-ordinate the work of officers engaged in educational investigations desirable.

Apply: I3

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Policy Co-ordination Division, Management Services Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Personnel and Training Section, Canberra

Duties: No. 122—Maintain file index and associated filing and resubmit systems in a sub-registry.

Apply: J1

Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Property and Offices Services Section, Canberra

Duties: No. 201—Provide stenographic and secretarial services for the Head of a Division.

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

Apply: J1

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Property and Office Services Section, Canberra

Duties: No. 204—Perform secretarial, stenographic and typing duties for a Branch Head.

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

Apply: J1

Typist, Grade 2 \$4956-5266, Fourth Division, Property and Office Services Section, Canberra

Duties: No. 159—Operate automatic typewriter on applications requiring involved editing functions, etc. Prepare job cards and associated documentation.

Qualifications: Previous experience in operation of automatic typewriters desirable.

Apply: J1

DEPARTMENT OF FOREIGN AFFAIRS

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

Division No. 1, Aid Branch

Clerk \$11383-11886 (Class 8), Third Division, International Training Section, Training Sub-section, Canberra

Duties: No. 111—Direct and co-ordinate a training group responsible for arranging training on an individual or group basis in the areas of administrative, professional, scientific and technical subjects for overseas personnel, sponsored under the various international aid schemes, and other technical co-operation arrangements. Plan, negotiate, and co-ordinate international training courses and study programs for special visitors.

Qualifications: Ability to conduct liaison at the senior levels, together with knowledge of Australia's International Training Institutions, and knowledge of international training procedures desirable.

Apply: K1

Clerk \$10204-10879 (Class 7), Third Division, International Training Section, Welfare Sub-section, Canberra

Duties: No. 70—Investigate, assess and make recommendations upon proposals for changes in welfare policy. Follow up the implementation of recommendations and investigate and advise on the policy implications of such recommendations.

Qualifications: Aptitude for policy work. Sound knowledge of Australian Aid. Capacity to make sound judgment.

Apply: K1

Division No. 2, P.N.G. Projects and Programmes Branch

Clerk \$8187-8942 (Class 5), Third Division, Social Projects Section, Canberra

Duties: No. 917—Carry out less involved research and investigations on social aid projects and implementation and assessment of results for aid purposes.

Qualifications: State academic qualifications and relevant experience.

Apply: K1

Training and Personnel Division, International Training and Education Branch

Assistant Director \$12389-12890 (Class 9), Third Division, Training Section, International Training Institute Sub-section, Canberra

Duties: No. 7—Direct staff of the Sub-section engaged in the development of and liaison with, the International Training Institute. Co-ordinate the Institute's research and training course programs with those of the International Training and Education Branch.

Qualifications: Extensive experience in the administration of International Training programs and wide knowledge of the training needs in developing countries.

Apply: K1

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

Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Establishments Section, Canberra

Duties: No. 295—Carry out post action examination of files as detailed, and assist in archival dispatch.

Apply: M1

Clerk \$9194-9869 (Class 6), Third Division, Finance Section, Canberra

Duties: No. 177—Assist in the review of accounting procedures in Central Office and Divisional Offices and prepare reports on them.

Qualifications: Experience in accounting procedures and sound knowledge of the Audit Act, Treasury Regulations and Directions. Accountancy qualifications desirable.

Apply: M1

ADP Branch

*Programmer \$11383-11886 (Class 8), Third Division, Forward Planning, Strategic Design and Services Section, Canberra

Duties: A—Under direction, conduct research and monitoring activities associated with the formulation and evaluation of alternative long term data processing strategies.

Qualifications: Systems analysis and design experience, appreciation of ADP and data communications techniques together with tertiary qualifications in mathematical statistics, with experience in statistical analyses and modelling techniques desirable.

Apply: M1

*Programmer \$11383-11886 (Class 8), Third Division, Systems Operations Section, Canberra

Duties: C—Undertake the design, development and support of software systems for the Department's IBM 360/65 computers and linked SPC 16/40 mini-computers.

Qualifications: Extensive experience in software programming, knowledge of IBM hardware and software together with tertiary qualifications desirable.

Apply: M1

*Programmer \$9194-9869 (Class 6), Third Division, Systems Operations Section, Canberra

Duties: D—Assist in the development and support of software systems for the Department's IBM 360/65 computers and linked SPC 16/40 mini-computers.

Qualifications: Appropriate experience in software programming, knowledge of IBM hardware and software together with tertiary qualifications desirable.

Apply: M1

*Programmer \$9194-9869 (Class 6), Third Division, Systems Operations Section (two positions), Canberra

Duties: Nos 114, NP—Assist in the development, implementation and support of communications software for the Department's computer based communications systems.

Qualifications above two positions: Appropriate programming experience, knowledge of IBM hardware and software together with tertiary qualifications desirable.

Apply: M1

Clerk \$6052-6929 (Class 2/3), Third Division, Systems Operations Section, Canberra

Duties: G—Under direction, collect, tabulate and analyse performance data on the usage of the Department computers control and oversight the running of computer utilities to obtain performance data. Provide administrative and clerical assistance to computer operation management.

Qualifications: Experience and knowledge of computer procedures and equipment desirable. Aptitude to undertake minor programming tasks an advantage.

Apply: M1

Clerk \$8187-8942 (Class 5), Third Division, Systems Operations Section, Canberra

Duties: H—Responsible for the day to day supervision on the Department's computer based communication networks. Establish daily, communication links between the central computers and remote users. Liaise with APO technical staff.

Qualifications: Experience with computer based communication networks and hardware and knowledge of APO communication facilities and CUDN procedures desirable.

Apply: M1

*Programmer \$9194-9869 (Class 6), Third Division, Forward Planning, Strategic Design and Services Section, Canberra

Duties: NP—Assist in the implementation and control of data bases, performance analyses, the formulation of standards, and the presentation of training courses on data base techniques.

Qualifications: Systems analysis and design experience, demonstrated technical ability and potential, appreciation of data base concepts and techniques together with tertiary qualifications with experience in the use of data base management systems, particularly IMS/360, desirable.

Apply: M1

*Senior Programmer \$13394-13898 (Class 10), Third Division, Forward Planning, Strategic Design and Services Section, Canberra

Duties: No. 4—Direct planning and other activities associated with the future provision and development of computing services appropriate to the present and emerging responsibilities of the Department.

Qualifications: Proven administrative and planning ability, extensive systems analysis and design experience, knowledge of the capabilities and potential of ADP and data communications techniques together with tertiary qualifications desirable.

Apply: M1

National Health and Medical Research Council Division, Administration Branch

Clerk \$8187-8942 (Class 5), Third Division, Grants and Committee Services Section, Canberra

Duties: No. 23—Minute Secretary to committees and sub-committees of Council. Prepare background material for committees and undertake correspondence and action. Assist with surveys and data collection as required.

Apply: M1

NORTHERN TERRITORY

Management Services Division, Finance and Supply Branch

Clerk \$5806-6666 (Class 2/3), Third Division, Supply Section, Purchasing and Contracts Sub-section, Darwin

Duties: No. 17—Prepare purchase orders against period contracts and purchase orders for all items not covered by period contracts. Sign purchase orders up to a maximum of \$100. Prepare correspondence to suppliers in relation to delivery periods, damage and discrepancies in consignments.

District Allowance: Grade IV.

Taxation: A taxation concession of \$540 per annum, plus an allowance equal to half the total deductions 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: M8

Planning and Development Division, Master and Project Planning Branch

Clerk \$7899-8639, Class 5, Third Division, Works Section, Darwin

Duties: No. 121—Supervise and control the work of staff engaged on property and minor works matters. Prepare major correspondence concerning: (a) Design List Proposals, (b) Major New Works, (c) Minor New Works, (d) Repairs and Maintenance, (e) Furniture and Fittings, (f) Office Recommendations.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Design Administration Branch

Clerk \$7180-7935 (Class 4), Third Division, Architectural Section, Canberra

Duties: No. 10—Design Project Clerk. In consultation with technical staff develop and undertake the administrative work associated with the design of individual architectural projects, reporting on the progress of projects against targets dates and sectional work plans.

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

Apply: AK2

Technical Division

*Project Manager, Class 3 \$15310-16292, Third Division, Googong Dam Project, Canberra

Duties: MDP571—The Project Manager will be responsible for design and construction and commissioning of the Googong Dam Water Supply project within established time, quality and cost objectives.

Qualifications: Degree or diploma in Architecture or Engineering from a recognised university, technical college or institution or other such qualifications which, in the opinion of the Board, are appropriate to the efficient discharge of the duties. A sound background in preferably both design and construction of major hydraulic work is desirable.

Note: The occupant of this position will be located in Canberra for the duration of the project.

Apply: AK2

*Engineer, Class 2 \$9903-11046, Third Division, Major Development Section, Canberra

Duties: No. 270—Prepare designs, sketch plans, proposals, estimates and specifications for water supply and sewerage pumping stations and mechanical equipment for water and sewerage treatment plants.

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. Appropriate training and experience in the field of mechanical engineering, with experience in the field of water supply and sewerage desirable.

Apply: AK2

*Quantity Surveyor, Class 3 \$11302-12462, Third Division, Quantity Survey Section, Canberra

Duties: No. 28—Organise, co-ordinate and control the activities of sections engaged in the preparation of specified bills of quantities, estimating, contract administration, etc. Interpret, negotiate and/or decide complex situations.

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

Apply: AK2

NEW SOUTH WALES

Management Services Division, Manpower Branch

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

Duties: No. 169—Maintain establishment and staffing records. Prepare returns and statistical data. Maintain Recruitment and Establishment Services filing systems. Process applications and arrange interviews. Prepare *Gazette* notifications, correspondence and documentation in respect of promotions, transfers and appointments.

Qualifications: Sound clerical experience in personnel and/or related fields is desirable.

Apply: AK3

General Works Division, Metropolitan Area No. 3

Senior Technical Officer (Engineering), Grade 3 \$10227-10522, Third or Fourth Division, Alexandria

Duties: No. 192—Direct and manage a wide range of building and engineering activities in the area. Plan, allocate and control a large day labour team and arrange and supervise as necessary construction and maintenance by contract.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Extensive experience in the construction industry at the supervisory level, with experience in the direction of day labour and the supervision of contract work. Extensive experience related to the operation and maintenance of major air conditioning equipment is desired.

Apply: AK3

**DEPARTMENT OF HOUSING AND
CONSTRUCTION—continued**
NORTHERN TERRITORY**Projects Division No. 1**

Clerk \$10204-10879 (Class 7), Third Division, Darwin

Duties: No. NP—Provide administrative support to a senior professional Project Manager on all matters associated with the design and construction of a Regional Centre in the Northern Territory.

Qualifications: A wide range of administrative experience and the ability to readily assume responsibility. The applicant must be able to demonstrate initiative and be capable of making an original approach to problems. A knowledge of design and construction administrative procedures is desirable but not essential.

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 LABOR AND
IMMIGRATION****CENTRAL OFFICE****Manpower Development Operations, No. 2 Division**

Psychologist, Class 4 \$13992-14889, Third Division, Applied Psychology Section, Melbourne

Duties: No. 34—Responsible to the First Assistant Secretary for technical direction of the Vocational Guidance Service, and research into psychological problems and related work carried out by the Department.

Qualifications: University degree with a Major in psychology. At least one year of post graduate training in an appropriate area of psychology desirable.

Apply: P1

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

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

Duties: No. 511—Interview and arrange placement of applicants for employment; obtain vacancies from employers.

Apply: P3

WESTERN AUSTRALIA**Employment Branch**

Employment Officer \$6912-7652 (Class 4), Third Division, DEO Pool Section (several positions), Perth, Fremantle, Victoria Park, Morley

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

Apply: P6

**DEPARTMENT OF MANUFACTURING
INDUSTRY****CENTRAL OFFICE****Research and Development Division, Central Studies
Establishment**

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Canberra

Duties: No. 2068—Set up, operate and maintain equipment for the duplicating of highly classified documents. Collate output and liaise with user sections concerning allocations of printouts.

Apply: AF1

**Planning and Procurement Division, Production
Planning Branch**

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra

Duties: No. 52—Maintain staff statistics and prepare returns. Handle Branch correspondence and files. Arrange travel for Branch officers. Maintain records and provide general clerical assistance as required.

Apply: AF1

Clerk \$7180-7935 (Class 4), Third Division, Canberra

Duties: No. 30—Assist with preparation of Branch financial estimates and maintain appropriate records of allocation and achievements. Provide general personnel/administrative assistance to Branch.

Qualifications: Knowledge of departmental estimating/budgetary control and personnel procedures an advantage.

Apply: AF1

**Finance and Management Services Division,
Establishments Branch**

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Personnel Management and Development Section (several positions), Canberra

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

Qualifications: Shorthand, at least 100 words per minute.

Apply: AF1

Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Management and Development Section, Canberra

Duties: No. 47—Standard Personnel Records Team Leader.

Qualifications: Knowledge of Public Service Act and Regulations, Arbitrator's Determinations and Conditions of Service.

Apply: AF1

Automatic Data Processing Branch

Assistant Secretary \$17776, Second Division, Canberra

Duties: No. 1—Management control of the Branch. Formulate, implement and review as necessary, policy and procedures relating to information and management control systems and ADP administrative applications throughout the Department. Provide a consultative and co-ordinating service for proposed and current systems and ADP application.

Qualifications: Proven experience at a senior level in the development and implementation of management control systems and preferably major ADP applications. Appropriate tertiary qualifications desirable.

Apply: AF1

***Assistant Secretary \$17775, Second Division (several positions), Canberra**

Duties: Formulate policy recommendations and interpret and administer policy decisions. Direct and control the operations of a Branch.

Qualifications: Experience at responsible level in the formulation of policy proposals, together with proven managerial and administrative ability desirable.

Apply: AF1

***Director \$14401-14904 (Class 11), Third Division (several positions), Canberra**

Duties: Direct the work of a Section. Liaise with industry and other Government Departments and carry out studies to identify industry problems and to formulate appropriate proposals for Government policies in relation to industry.

Qualifications: Demonstrated capacity to develop policy proposals and to oversight their implementation. Ability to control and direct staff. Academic qualifications to be stated.

Apply: AF1

Engineering Industries Division, Chemicals, Textiles and Other Industries Division

***Assistant Director \$12389-12890 (Class 9), Third Division (several positions), Canberra**

Duties: Assist in directing the work of the 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 legislation and policies affecting industry and its continuing development and viability together with ability to direct staff desirable. Academic qualifications to be stated.

Apply: AF1

Chemicals, Textiles and Other Industries Division, Chemicals and Plastics Branch

***Director \$14401-14904 (Class 11), Third Division, Canberra**

Duties: No. 1323—Executive responsibility within the Department of Manufacturing Industry for formulation of policy proposals relating to the development and growth of the chemicals and allied products industries in Australia.

Qualifications: Knowledge of Australian industry and its commercial practices and Government policies affecting industry development and its continuing viability. Ability to work with industry towards solutions to industry problems.

Apply: AF1

Industry Policy and Planning Division, National Small Business Bureau

***Project Officer \$11383-11886 (Class 8), Third Division (several positions), Canberra**

Duties: Assist in the development and implementation of policy proposals and programmes and of measures to assist the efficient development of Australia's small business sector.

Qualifications: Tertiary or accounting qualifications desirable. Experience in dealing with problems and needs of small business an advantage.

Apply: AF1

***Assistant Director \$14401-14904 (Class 11), Third Division, Policy and Research Section, Canberra**

Duties: No. 1374—Develop and implement a comprehensive research programme into the characteristics, problems and needs of Australia's small business sector and formulate to policy proposals the efficient development of the sector.

Qualifications: Suitable tertiary qualifications desirable. Experience in policy formulation and research. Sound knowledge of Australia's small business sector. Knowledge of Government policies affecting small businesses an advantage.

Apply: AF1

***Senior Project Officer \$12389-12890 (Class 9), Third Division, Policy and Research Section, Canberra**

Duties: No. 1376—Assist in the development of policy proposals and measures concerning the efficient development of Australia's small business sector.

Qualifications: Suitable tertiary qualifications desirable. Capacity for policy work. Knowledge of Australian small business sector and of Government policies affecting small business an advantage.

Apply: AF1

***Assistant Director \$13394-13898 (Class 10), Third Division, Programme Operations Section, Canberra**

Duties: No. 1436—Implement programmes and measures developed by the Bureau to assist the efficient development of Australia's small business sector.

Qualifications: Tertiary or accounting qualifications desirable. Sound knowledge and understanding of Australia's small businesses. Knowledge of measures relevant to the guidance and assistance of small business and experience in implementation of such measures an advantage.

Apply: AF1

***Assistant Director \$13394-13898 (Class 10), Third Division, Programme Development Section, Canberra**

Duties: No. 1347—Develop programmes and measures to assist the efficient development of Australia's small business sector.

Qualifications: Tertiary or accounting qualifications desirable. Sound knowledge and understanding of Australia's small businesses. Knowledge of measures relevant to the guidance and assistance of small business and experience in the development of such measures an advantage.

Apply: AF1

Aircraft Guided Weapons and Electronics Supply Division, Guided Weapons and Electronics Branch

***Engineer, Class 3 \$11705-13047, Third Division, Canberra**

Duties: No. 34—In the fields of guided weapons and electronics apply management techniques in the development of major equipment projects; develop solutions, prepare plans, propose action to mobilise specialised technologies and participate in their implementation.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. Experience in the management of complex engineering projects particularly in the sonar field desirable.

**DEPARTMENT OF MANUFACTURING
INDUSTRY—continued**

Note: The selected appointee may be required to travel overseas for short periods.

Apply: AF1

*Engineer, Class 4 \$13718-14623, Third Division, Canberra

Duties: NP—In the field of guided weapons and electronics develop and apply project management techniques for large government/industry defence contracts.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. Demonstrated ability in the total management of complex engineering and sonar techniques.

Note: The selected appointee may be required to travel overseas for short periods.

Apply: AF1

Planning and Procurement Division, Stores and Transport Branch

*Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Canberra

Duties: No. 2052—Determine the technical aspects of a spare parts advisory service on matters connected with the supply, cost, identifications and interchangeability of spare parts. Maintain contact with manufacturers and distributors to obtain information on parts for existing and new model super-session data.

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

Apply: AF1

AUSTRALIAN CAPITAL TERRITORY**Stores and Transport Branch**

Clerk \$9194-9869 (Class 6), Third Division, Canberra

Duties: No. 14—Accountant, Preparation of financial statements and estimates and control of trust account activities. Authorising and alternate Certifying Officer.

Qualifications: Wide experience in general and management accounting. A sound knowledge of the Audit Act and Treasury Regulations essential together with an ability to control and direct staff. Accountancy qualifications desirable.

Apply: AF1

DEPARTMENT OF THE MEDIA**AUSTRALIAN BROADCASTING CONTROL
BOARD****CENTRAL OFFICE****Programme Services Branch**

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

Duties: NP—Co-ordination and control of programme aspects of broadcasting and television licence renewal reports.

Apply: Q3

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

Duties: NP—Examine and verify claims made by television stations in connection with the Australian content of programmes.

Apply: Q3

**DEPARTMENT OF MINERALS AND
ENERGY****CENTRAL OFFICE****Economic and General Division, Economic and Research Branch**

*Executive Officer \$12389-12890 (Class 9), Third Division, Canberra

Duties: No. 65—Assist in the planning of and undertake studies, either individually or as part of a team, into economic matters relating to minerals.

Qualifications: Wide experience in economic research relating to minerals and appropriate tertiary qualifications desirable.

Apply: R1

*Project Officer \$11383-11886 (Class 8), Third Division, Canberra

Duties: No. 66—Undertake studies, either individually or as part of a team, into economic matters relating to minerals.

Qualifications: Wide experience in economic research relating to minerals and appropriate tertiary qualifications desirable.

Apply: R1

*Principal Executive Officer \$14401-14904 (Class 11), Third Division, Canberra

Duties: No. 64—Plan and undertake studies into economic aspects relating to minerals and provide advice based on these.

Qualifications: Wide experience in economic research relating to minerals and appropriate tertiary qualifications desirable.

Apply: R1

*Assistant Secretary \$17776, Second Division, Canberra

Duties: No. 13—Direct the work of the Economic and Research Branch, provide policy advice on economic matters relating to minerals, direct and/or undertake research on specific aspects of the mineral industry.

Qualifications: Executive capacity and capacity for analysis and formulation of advice of a high order.

Apply: R1

Management Service Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel and Establishments Section, Personnel Sub-section, Canberra

Duties: No. 86—Receive and attach inward correspondence to appropriate files; mark and circulate files to action officers.

Qualifications: Experience in maintenance of staff records and a knowledge of registry procedures.

Apply: R1

Bureau of Mineral Resources, Geology and Geophysics, Operations Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Section, Staff and Relief Sub-section, Canberra

Duties: No. 17—Arrange for all staff of the Bureau to properly record attendance either by time card, field time sheet or diary; from such records maintain a register of staff absences.

Apply: R1

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

Management and Special Services Branch

*Steno-secretary, Grade 1 \$5547-5906, Fourth Division (several positions), Canberra

Duties: Provide stenographic and typing assistance to an Assistant Secretary.

Qualifications: Shorthand, at least 100 words a minute.

Apply: T1

Clerk \$7180-7935 (Class 4), Third Division, Administrative Section, Staff, Accounts and Office Services Sub-section, Canberra

Duties: NP—Oversight the following personnel functions: maintenance of standard personnel records, furniture removals, compensation, interpretation of DROS. Prepare the more important correspondence on the above subjects.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Superannuation Act, Compensation Acts, and Determinations Relating to Overseas Service.

Apply: T1

Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra

Duties: Nos 4, 44—Undertake stenographic and typing duties for a First Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Apply: T1

Resources Division, Projects No. 1 Branch

*Project Officer \$11383-11886 (Class 8), Third Division, Technical Evaluation Section, Canberra

Duties: No. 24—Review and report on the natural resources and economic structure of specific industries of northern Australia and the conditions required for the utilisation of those resources. Review the development of those industries in northern Australia.

Qualifications: Appropriate tertiary qualifications. Relevant experience desirable.

Apply: T1

Clerk \$7180-7935 (Class 4), Third Division, Project Evaluation Section, Canberra

Duties: No. 18—Maintain dossiers on resources data and other information relevant to the development of northern Australia.

Qualifications: Tertiary qualifications and relevant experience desirable.

Apply: T1

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

Policy Development Division

Clerk \$6052-6929 (Class 2/3), Third Division, Central Statistical Section, Canberra

Duties: No. 164—Prepare statistical abstracts and summaries of Australian trade.

Qualifications: Previous experience in collection of statistics desirable.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Director-General's Office, Industrial Relations Branch

Senior Assistant Director-General \$21417, Second Division, Melbourne

Duties: No. 1—Responsible to the Director-General for the direction and control of the Industrial Relations Branch.

Apply: W1

Clerk \$7180-7935 (Class 4), Third Division, Melbourne

Duties: No. 19—Co-ordinate information for replies to ministerial correspondence, parliamentary questions and matters raised in parliamentary debates. Perform staff clerk duties for the Director-General's Office.

Apply: W1

Engineering Planning and Research Division, Research Sub-division

Technical Officer (Engineering), Grade 2 \$8130-8644, Third or Fourth Division, Advanced Techniques Branch, Unguided Media Section, Melbourne

Duties: No. 204—Under general direction, undertake straightforward design and development work of some complexity for new and modified antennas and for equipment for propagation measurements and antenna evaluation. Direct and participate in field operations employing such equipment.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Applications will be considered from those whose experience covers only one of these fields, viz, development of specialised radio instrumentation, antenna studies; or radio propagation measurements, as well as from those with experience in several of these areas.

Apply: W1

Engineering Works Division, Network Performance and Operations Branch

Engineer, Class 4 \$13718-14623, Third Division, Radio-communications Operations Section, Melbourne

Duties: No. 22—Responsible to Branch Head for management of the Section.

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

Apply: W1

Management Services Division, Personnel Branch

Senior Inspector \$12389-12890 (Class 9), Third Division, Staff Recruitment and Development Section, Manpower Planning Sub-section, Melbourne

Duties: No. 4—Undertake and oversight the conduct of manpower opportunity and contingency studies, particularly into such areas as employment mixes and structures, career patterns, staff turnover and staff problem areas. Develop policies concerning the most effective utilisation of manpower. Oversight the development of staff records systems, including automated systems and determine the most economic and effective means of meeting information needs of the operational and planning areas of the Department. Oversight the design and publication of staff statistical information.

**POSTMASTER-GENERAL'S DEPARTMENT—
continued**

Qualifications: Proven administrative ability desirable. Investigatory experience in a planning environment would be an advantage. Academic qualifications should be stated.

Apply: W1

Postal Services Division, Mails and Transport Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Airmail Section, Melbourne

Duties: No. 37—Extract and verify airmail conveyance statistics and rationalise domestic airmail carriage.

Qualifications: A statistical recording background together with a knowledge of airmail services desirable.

Apply: W1

NEW SOUTH WALES**Director's Staff**

Clerk (Internal Audit) \$6052-6929 (Class 2/3), Third Division, Internal Audit Section, Sydney

Duties: No. 32—Assist in the conduct of field audits. Check advances and asset registers.

Apply: W2

Engineering Division, Buildings Branch

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Minor Works Section, Sydney

Duties: No. 244—Carry out inspections of and investigations into the engineering services repairs and maintenance programmes; undertake functional planning and prepare engineering services components of building proposals for minor building works.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Experience appropriate to the duties; qualifications in mechanical and electrical technology to certificate level, or equivalent, desirable.

Apply: W2

Metropolitan Operations Branch

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Administration (Staff Engineers) Section, Sydney

Duties: Direction of a technical group engaged on diagnostic investigation on all aspects of switching equipment performance; guide field staff in the use of specialised measuring equipment and application of maintenance aids; oversight of test instrument loan store.

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

Apply: W2

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Metropolitan Operations No. 5 Section, Bankstown

Duties: No. 184—Master Card Assistant.

Note: Shift work and rotation of duties involved.

Apply: W2

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Metropolitan Operations No. 5 Section, Bankstown

Duties: Assist the 'in charge' Senior Telecommunications Technical Officer. Take charge of the district and unattended exchanges after hours.

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

Note: Shift duties and rotation of shifts involved.

Apply: W2

Cable Assigner \$6710, Fourth Division, Metropolitan Operations No. 5 Section, Bankstown

Duties: Cable assigner.

Apply: W2

Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 5 Section, Liverpool

Duties: Depot Clerk.

Apply: W2

Planning and Programming Branch

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Switching and Facilities Section, Sydney

Duties: No. 253—Under general direction, assist in the preparation of trunking designs and associated specifications for exchanges within the country telephone network.

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

Apply: W2

Regional Operations Branch

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Trunk Services Section, Sydney

Duties: Responsible for overseeing the operational, maintenance and performance monitoring practices related to the switching plant of telecommunications facilities in New South Wales.

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

Note: Some overnight absences from headquarters necessary.

Apply: W2

Inspector (Automotive) \$6757-7009, Fourth Division, Trunk Service Section, Sydney

Duties: No. 275—Supervise commissioning, maintenance and reconditioning of emergency diesel plant and the operation and maintenance of mobile engine alternators throughout New South Wales.

Qualifications: Qualified motor mechanic, preferably with diesel experience.

Note: Occasional overnight absences from head station required.

Apply: W2

Accounting Machinist, Grade 2 \$5398, Fourth Division, Newcastle Section, Maitland

Duties: No. 468—Prepare machining and clerical duties associated with the costing of Engineering expenditure and preparation of staff pay.

Qualifications: Applicants must have completed prescribed test.

Apply: W2

Engineer, Class 2 \$9903-11046, Third Division, Outer Sydney Section, Gosford

Duties: No. 5—Responsible to the controlling Engineer for particular projects or operational areas as required.

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

Apply: W2

Lines Supervisor, Grade 1 \$6710, Fourth Division, Western Section, Cowra

Duties: Party Leader.

Apply: W2

Lines Supervisor, Grade 1 \$6710, Fourth Division, Wollongong Section, Fairymeadow

Duties: Party Leader.

Apply: W2

Support Services Branch

Senior Illustrator, Grade 1 \$9700-10214, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 317—Design of more important art work in the Publicity Sub-section.

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

Apply: W2

Technical Instructor, Grade 2 \$8929-9443, Third or Fourth Division, Industrial Engineering and Training Section, Alexandria

Duties: Responsible to a Senior Technical Instructor, Grade 1 or higher, for the preparation and imparting of theoretical and practical instruction to first year trainees.

Apply: W2

Technical Instructor, Grade 2 \$8929-9443, Third or Fourth Division, Industrial Engineering and Training Section, Annandale

Duties: Responsible to a Senior Technical Instructor, Grade 1 or higher, for the preparation and imparting of theoretical instruction on unit and module courses to trainees and apprentices.

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

Apply: W2

Postal Services Division, Mail Exchange Branch

Supervisor-in-training (Postal) \$4741-7935, Third Division (several positions), Sydney

Note: Conditions governing recruitment and training appeared on pages 116 and 117 in *Gazette* No. 25 A of 22.3.74.

Apply: W2

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Section, Branch Services Sub-section, Redfern

Duties: No. 60—Maintain records of daily absences throughout the Unit Area and follow up to ensure leave applications are submitted. Examine and record details of late attendance dockets,

authorise pay deductions in relation to late attendance dockets, authorise pay deductions in relation to late attendances and prepare the monthly summary of late attendances. Maintain staff Personal History Cards. Arrange distribution of circulars, etc. Perform pay witnessing duties as required.

Apply: W2

Senior Postal Officer, Grade 1 \$6252-6816, Fourth Division, Administrative Section, Training Sub-section (two positions), Redfern

Duties above two positions: Instruct trainees in sorting and Mail Branch procedures. Assist at salary advancement tests. Assist in Traffic Sections if required.

Qualifications above two positions: A sound knowledge of sorting procedures in all sections of the Branch is desirable.

Apply: W2

Senior Postal Officer, Grade 1 \$6252-6816, Fourth Division, City Section, GPO, Sydney

Duties: Control and direct the work of a group of staff on the day shift, City Section, GPO, Sydney.

Qualifications: Experience in City Section procedures desirable.

Note: The above three positions are 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.

Apply: W2

Post Offices Branch

Postmaster, Grade 5 \$10671-11423, Third Division, Dubbo

Quarters: Six rooms (three bedrooms).

Apply: W2

Postmaster, Grade 3 \$8396-9256, Third Division, Gloucester

Quarters: Six rooms (three bedrooms).

Apply: W2

Senior Postal Clerk, Grade 2 \$7048-7578, Third Division, Nowra

Apply: W2

Senior Postal Clerk, Grade 2 \$7048-7578, Third Division (two positions), Chippendale, Petersham

Apply: W2

Senior Postal Clerk, Grade 1 \$6252-6816, Third Division, Newport Beach

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 \$4827-5989, Fourth Division (two positions), Wollongong

Note: The above two positions are 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 eight positions: Applicants must be qualified in accordance with conditions notified in *Gazette* No. 9 of 30.1.73.

Apply: W2

**POSTMASTER-GENERAL'S DEPARTMENT—
continued**

Overseer (Postmen) \$5873, Fourth Division, Frenchs Forest

Duties: Oversight of large letter delivery group and associated arrangements.

Apply: W2

**Telecommunications Division, Metropolitan Region,
Sales Branch**

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Directory and Sales Checks Section, North Sydney

Duties: No. 211—Editor. Classified Telephone Directory.

Qualifications: Sound knowledge of Telephone Directory Section practices and procedures desirable.

Apply: W2

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Directory and Sales Checks Section, North Sydney

Duties: No. 200—Responsible for maintenance of a manuscript of Alphabetical directory entries.

Qualifications: A knowledge of directory procedures is desirable.

Apply: W2

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Directory and Sales Checks Section, North Sydney

Duties: No. 226—Maintain Telephone Directory Delivery Records.

Apply: W2

Data Processing Operator, Grade 2 \$5398, Fourth Division, Directory and Sales Checks Section, North Sydney

Duties: No. 265—Prepare input tape for compilation of Sydney Telephone Directory by ADP methods.

Qualifications: Applicants should have passed the prescribed test.

Apply: W2

Service Branch

Supervisor (Telegraph) \$6492-6929, Third or Fourth Division, Chief Telegraph Office Section, Sydney

Duties: No. 122—Responsible to the Traffic Officer Reperforator Sub-section or Operations for the supervision of telegraph traffic flow and of Tress switching equipment or alternatively of staff and the movement of traffic in the manipulative areas.

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

Note: Shift work is involved.

Apply: W2

Telex Service Operator \$2220-4801, Fourth Division, Chief Telegraph Office Section, Sydney

Qualifications: No. 307—Ability to operate a teleprinter, the associated Telex Service Centre switching consoles and a knowledge of Telex Service procedures desirable.

Note: Shift work is involved.

Apply: W2

Overseer \$6005-6413, Fourth Division, Main Trunk Exchange Section, Sydney

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

Apply: W2

Clerk \$6052-6929 (Class 2/3), Third Division, Service Standards Section, Metering Sub-section, Sydney

Duties: No. 256—Interpret and investigate ADP telephone service detail reports relating to moving vacant and less complex abnormal reports. Assist with investigation of more complex computer reports and disputes.

Qualifications: A knowledge of telecommunications practices and procedures is an advantage.

Apply: W2

Personnel and Industrial Relations Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Staffing and General Services Section, Staff Resources Sub-section, Sydney

Duties: No. 217—Answer personal and telephone inquiries regarding vacancies, rates of pay and conditions of employment. Provide general assistance and relief for employment counter staff. Maintain records of the activities of the Employment Group and prepare weekly reports.

Apply: W2

VICTORIA**Director's Office**

Clerk (Internal Audit) \$6052-6929 (Class 2/3), Third Division, Internal Audit Section, Melbourne

Duties: No. 26—Assist in the conduct of a broad range of audits.

Qualifications: Some experience in accounting or personnel areas is desirable. Progress in accountancy studies should be stated.

Apply: W3

Engineering Division, Construction Branch

Technical Officer (Engineering), Grade 2 \$8130-8644, Third or Fourth Division, Primary Works (Country) Section, Melbourne

Duties: No. 223—Undertake preparatory planning and design work for aerial and underground external plant projects. Supervise and train estimating staff.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience and considerable experience in external plant work desirable.

Apply: W3

Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Primary Works (Country) Section, St Kilda

Duties: Supervise and control the work and staff of a typing pool.

Apply: W3

Metropolitan Operations Branch

Executive Engineer \$19597, Second Division, Melbourne

Duties: No. 85—Management of the Branch.

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

Senior Telecommunications Technical Officer, Grade 3 \$10562-10862, Third or Fourth Division, City Operations Section, Melbourne

Duties: Officer in charge PABX maintenance in the Section.

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

Apply: W3

Planning and Programming Branch

Engineer, Class 2 \$9903-11046, Third Division, Transmission and Line Planning (Metropolitan) Section, Melbourne

Duties: No. 45—Preparation of plans for the subscriber and junction network, exchange master plans including network dimensioning development for the Melbourne Zone, and special studies for city 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.

Apply: W3

Technical Officer (Engineering), Grade 2 \$8130-8644, Third or Fourth Division, Transmission and Line Planning (Metropolitan) Section, Melbourne

Duties: No. 89—Prepare detailed plans of junction circuit re-arrangement proposals and examine circuit designs to ensure compliance with transmission standards.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. A wide knowledge of junction circuitry and utilisation practices desirable.

Apply: W3

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 1 \$8901-9415, Third or Fourth Division, North Eastern Section, Benalla

Duties: In charge of a maintenance district which includes 800 line ARF (Reg ELP-H4), Terminal ARK's and RAX, Z12N carrier equipment and TV Translator and rural area.

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

Apply: W3

Line Inspector \$7895-8394, Fourth Division, Gippsland Section, Korumburra

Duties: Lines Inspector (Service).

Apply: W3

Clerk \$6052-6929 (Class 2/3), Third Division, North Eastern Section, Benalla

Apply: W3

Clerk \$6052-6929 (Class 2/3), Third Division, South Western Section, Hamilton

Duties: No. 111 (Benalla) and No. 128 (Hamilton) —Assistant Personnel Officer.

Apply: W3

Lines Supervisor, Grade 1 \$5911, Fourth Division, Gippsland Section, Maffra

Duties: Party leader.

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, North Eastern Section, Benalla

Duties: No. 378—General clerical assistance to the Senior Telecommunications Technical Officer in charge of the telephone exchange.

Apply: W3

Postal Services Division, Mail Exchange Branch

Clerk \$9194-9869 (Class 6), Third Division, Melbourne

Duties: No. 102—Investigate and develop systems and procedures in the No. 2 Traffic Division; examine requirements and use of equipment; conduct Staffing Studies; investigate and report on service failures and undertake committee work.

Qualifications: Investigatory experience, analytical and report writing ability and experience at Traffic supervisory level in the Mail Exchange Branch is desirable.

Apply: W3

Post Offices Branch

Inspector \$9194-9869 (Class 6), Third Division, Mildura

Duties: No. 134—Assist the District Postal Manager in the management and control of the District.

Qualifications: A sound knowledge of Post Office's Branch procedures and practices is desirable.

Apply: W3

Senior Postal Clerk, Grade 2 \$7048-7578, Third Division, Geelong

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

Qualifications: Applicants must be qualified in accordance with the conditions notified in *Gazette* No. 25 A of 22.3.74.

Apply: W3

Senior Postal Officer, Grade 1 \$6252-6816, Fourth Division, Geelong

Duties: Responsible to the District Postal Manager for the oversighting of operations in the Geelong Mail room and control of up to twenty staff.

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

Apply: W3

Overseer (Postmen) \$5873, Fourth Division, Doncaster

Duties: Supervise and control the activities of sixteen or more Postmen.

Apply: W3

Telecommunications Division, Country Region

Clerk \$9194-9869 (Class 6), Third Division, Central and Head Office Section, Melbourne

Duties: No. 43—Officer in charge of the Works and Equipment Sub-section. Advise and assist District Telephone Managers on significant Works and Equipment matters.

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, District Telephone Office, Sale

Duties: No. 188—Mail receipt and dispatch. Maintain office filing system.

Apply: W3

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****Metropolitan Region, Sales Branch**

Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Directory and Sales Checks Section, Melbourne

Duties: No. 96—Inspection of telecommunications equipment in subscribers premises, and reconciliation with departmental records.

Qualifications: A sound knowledge of telecommunications equipment and charges is desirable.

Apply: W3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Directory and Sales Checks Section, Melbourne

Duties: No. 78—Listing of new and amended entries in the Alphabetical Telephone Directory manuscript.

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Directory and Sales Checks Section, Melbourne

Duties: No. 86—Maintain delivery records for distribution of telephone directories.

Apply: W3

Service Branch

Clerk \$8187-8942 (Class 5), Third Division, Works and Equipment Section, Melbourne

Duties: No. 22—Formulate proposals for equipment needs, examine Principal Project Summaries and oversight exchange equipment service checks.

Qualifications: A sound knowledge of Manual Assistance Centre requirements and programming procedures is desirable.

Apply: W3

Clerk \$7180-7935 (Class 4), Third Division, Service Standards Section, Melbourne

Duties: No. 249—Conduct reviews of Metropolitan Region expenditure and undertake studies in connection with telephone and telegraph trends.

Apply: W3

Clerk \$7180-7935 (Class 4), Third Division, Service Advisory Section, Melbourne

Duties: No. 271—Undertake and analyse results of subscriber reaction surveys concerning the telephone and telegraph service.

Qualifications: A sound knowledge of telecommunications policies and procedures is required, and a knowledge of statistical method would be desirable.

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Service Advisory Section (two positions), Melbourne

Duties: No. 76—Assist in preparation, checking and dispatch of information to metropolitan subscribers involved in cutover.

Duties: No. 329—Maintain master cards showing details of PBX's and record results of visits by Service Advisors. Provide other general assistance as required.

Qualifications: A sound knowledge of telephone equipment and procedures is desirable.

Apply: W3

Personnel and Industrial Relations Branch

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Staffing and General Services Section, Melbourne

Duties: No. 186—Assist with work associated with the filling of vacancies and separation of staff.

Apply: W3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Staffing and General Services Section, Melbourne

Duties: No. 210—Provide relief as directed for Clerical Assistants, Grade 3 and higher, in the Personnel and Industrial Relations Branch and Director's Office.

Apply: W3

Finance and Accounting Branch

Clerk \$7180-7935 (Class 4), Third Division, Administrative and Relief Section, Melbourne

Duties: No. 81—Relief Officer, Post Offices Accounting Section.

Apply: W3

Clerk \$7180-7935 (Class 4), Third Division, Finance Section (two positions), Melbourne

Duties: No. 12—Reconciliation Officer, Departmental Accounts.

Duties: No. 71—Team Leader, Staff Pay. Supervise and train a team engaged on payroll duties.

Apply: W3

Clerk \$6052-6929 (Class 2/3), Third Division, Administrative and Relief Section, Melbourne

Duties: No. 18—Relief Clerk, Finance Section.

Apply: W3

Clerk \$6052-6929 (Class 2/3), Third Division, Finance Section, Melbourne.

Duties: No. 90—Checker, Staff Pay. Check computations of salary and deduction variations, and examine staff allowance claims.

Apply: W3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Post Offices Accounting Section, Melbourne

Duties: No. 101—Prepare consignment notes and envelopes and issue tax and duty stamps in accordance with Postmasters requisitions.

Apply: W3

Accounting Machinist Supervisor, Grade 2 \$6386-6565, Fourth Division, Revenue Section, Melbourne

Duties: No. 302—Supervise and direct the work of the Country and Common Services Machine Room.

Apply: W3

QUEENSLAND**Engineering Division, Administrative Branch**

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Staff and Industrial Section, Brisbane

Duties: No. 201—Provide clerical and administrative assistance mainly in the Staff Movements area principally in connection with processing of promotions, transfers, appeals and other staffing matters.

Apply: W4

Country Branch

Clerk \$6052-6929 (Class 2/3), Third Division, South Western Section, Roma

Duties: No. 287—Assistant Personnel Officer.

Apply: W4

Metropolitan Operations Branch

Senior Telecommunications Technical Officer, Grade 2 \$9697-10261, Third or Fourth Division, Metropolitan Operations No. 1 Section, New Nundah

Duties: Officer in charge of Nundah CEM (seven exchanges) comprising ARF, step-by-step and ARK/M equipment.

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

Apply: W4

Regional Operations Branch

Engineer, Class 2 \$9903-11046, Third Division, Radio Section, Brisbane

Duties: No. 1034—Responsible to Engineer, Class 4, for conduct and co-ordination of activities associated with the operation of radio communications systems.

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

Apply: W4

Planning and Programming Branch

Engineer, Class 2 \$9903-11046, Third Division, Switching and Facilities (Metropolitan) Section, Brisbane

Duties: No. 1008—Responsible to Engineers Class 4, for conduct of studies in switching and dimensioning in the metropolitan 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.

Apply: W4

Technical Officer (Engineering), Grade 1 \$6253-7895, Third or Fourth Division, Transmission and Line Planning (Metropolitan) Section, Brisbane

Duties: No. 44—Under technical direction, assist in preparation of major trunk circuit rearrangements and prepare those of minor nature, oversight technical records, prepare reports of trunk line program achievements and estimates of material requirements and assist in preparation of works programs.

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

Apply: W4

Support Services Branch

Drafting Assistant, Grade 2 \$5925-6628, Third or Fourth Division, Drafting Section, Brisbane

Duties: No. 664—Undertake less involved drafting work in the Trunk and Telegraph Lines Sub-section.

Apply: W4

Postal Services Division, Post Offices Branch

Postmaster, Grade 2 \$7315-8108, Third Division (two positions), Babinda and Lowood

Quarters: Babinda, five rooms (three bedrooms); Lowood, six rooms (two bedrooms).

District Allowance: Babinda, Grade II.

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

Apply: W4

Postal Clerk (Relief) \$4827-5989, Fourth Division, GPO, Brisbane

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

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

Transport Branch

Typist, Grade 2 \$4956-5266, Fourth Division, Brisbane

Duties: No. 12—Stenographic duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: W4

Finance and Accounting Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Revenue Section, Brisbane

Duties: No. 20—Extract paid accounting stubs and balance to control totals.

Apply: W4

SOUTH AUSTRALIA

Postal Services Division, Mail Exchange Branch

Supervisor-in-Training (Postal) \$4741-7935, Third Division (several positions), Adelaide

Note: Conditions governing recruitment and training appeared on pages 116 and 117 in *Gazette* No. 25 A of 22.3.74.

Apply: W5

Post Offices Branch

Postmaster, Grade 3 \$8396-9256, Third Division, Marden

In lieu of notification appearing in *Gazette* No. 51 of 20.6.74.

Apply: W5

Senior Postal Clerk, Grade 1 \$6252-6816, Third Division, Gouger Street

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

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

In lieu of notification appearing in *Gazette* No. 51, of 20.6.74.

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Country Branch

Senior Telecommunications Technical Officer, Grade 3 \$10562-10862, Third or Fourth Division, South West and Great Southern Section, Bunbury

Duties: In charge of a secondary switching centre with ARM, ARK, ARB, CB Switching Equipment, CX, Radio, Marconi Broadband, Long Line equipment and subscribers installations and maintenance.

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

Apply: W6

**POSTMASTER-GENERAL'S DEPARTMENT—
continued**

Lineman, Grade 2 \$5990-6167, Fourth Division, South West and Great Southern Section, Bunbury
Duties: Cable Jointing.
Apply: W6

Senior Telecommunications Technical Officer, Grade 3 \$10562-10862, Third or Fourth Division, Central Section, Kalgoorlie

Duties: In charge of a large country district maintaining ARF and ARK switching equipment, and MAC and manual exchange microwave bearer terminal and repeaters, Television and Broadcasting transmitters, long line equipment and also the maintenance and installation of Subs equipment, Telegraphs and Telex machines.

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

Apply: W6

Senior Telecommunications Technical Officer, Grade 2 \$9697-10261, Third or Fourth Division, South West and Great Southern Section, Narrogin

Duties: In charge of Country Technician's District including ARK, ARF, Carrier and Microwave equipment, subscribers installation and maintenance.

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

Apply: W6

Senior Telecommunications Technical Officer, Grade 2 \$9697-10261, Third or Fourth Division, North West Section, Carnarvon

Duties: In charge of Carnarvon Technician's Station and district including Broadband System, Long Line Equipment, Television Broadcast, Coaxial Cable, ARK ARM Exchanges, PABX and telex equipment.

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

Accommodation: Married accommodation and single men's quarters available.

Apply: W6

Senior Telecommunications Technical Officer, Grade 2 \$9697-10261, Third or Fourth Division, Central Section, Merredin

Duties: In charge of a Country Technician's District including ARM switching equipment, ARK's and RAX's, a MAC and manual exchanges, long line equipment, Subs installation and maintenance.

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

Apply: W6

Senior Telecommunications Technical Officer, Grade 2 \$9697-10261, Third or Fourth Division, North West Section, Karratha

Duties: In charge of Karratha Technician Station and District including ARK ARM Exchanges; Coaxial Cable, Long Line equipment, TV, PABX and Telex equipment.

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

Accommodation: Married accommodation and single men's quarters available.

Apply: W6

Senior Telecommunications Technical Officer, Grade 1 \$8901-9415, Third or Fourth Division, Central Section, Kellerberrin

Duties: In charge of a Country Technician's District including ARK's, RAX's, Manual Exchanges and Long Line equipment. Subscribers equipment maintenance and installation.

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

Apply: W6

Senior Telecommunications Technical Officer, Grade 1 \$8901-9415, Third or Fourth Division, South West and Great Southern Section, Jerramungup

Duties: In charge of a Technician's District including RAX, Crossbar CAX, Windgenerators, Carrier equipment, Subs installation and maintenance.

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

Accommodation: Married accommodation available.

Apply: W6

Senior Telecommunications Technical Officer, Grade 1 \$8901-9415, Third or Fourth Division, North West Section, Mingenew

Duties: In charge of Country Technician's District, including Manual and Cross Bar Exchanges, Long Line equipment and Coaxial Cable.

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

Accommodation: Married accommodation available.

Apply: W6

Senior Telecommunications Technical Officer, Grade 1 \$8901-9415, Third or Fourth Division, North West Section, Wyndham

Duties: In charge Wyndham Technician's Station and District including ARK 521 Magneto Exchange and associated subscribers equipment, Long Line equipment, VHF Radio and Broadcast, PABXs.

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

Accommodation: Married accommodation available.

Apply: W6

Senior Telecommunications Technical Officer, Grade 1 \$8901-9415, Third or Fourth Division, North West Section, Mullewa

Duties: In charge of Country Technician's District including Manual Exchange, Open Wire Terminals and Repeaters, associated Diesel Plant.

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

Accommodation: Married accommodation and Single Men's Quarters available.

Apply: W6

Senior Telecommunications Technical Officer, Grade 2 \$8130-8644, Third or Fourth Division, Central Section, Rawlina

Duties: In charge of a Long Line Equipment Station with Open Wire Terminals and Repeaters. Maintain a small Manual Exchange and Subscribers Radio equipment.

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

Accommodation: Married accommodation available.

Apply: W6

Senior Telecommunications Technical Officer, Grade 2 \$8130-8644, Third or Fourth Division, North West Section, Mt Magnet

Duties: In charge Country Technician's District including Manual Exchanges, Open Wire Carrier Terminal and Repeaters and associated Diesel Plant.

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

Accommodation: Married accommodation available.

Apply: W6

Senior Telecommunications Technical Officer, Grade 2 \$8130-8644, Third or Fourth Division, North West Section, Mundiwindi

Duties: In charge Country Technician's Station including Magneto Exchanges, Open Wire Carrier Terminal and Repeaters, Telegraph and VHF Radio Telephone Systems.

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

Accommodation: Married accommodation available.

Apply: W6

Telecommunications Technical Officer, Grade 2 \$8130-8644, Third or Fourth Division, North West Section, Marble Bar

Duties: In charge of Country Technicians District, including Magneto Exchange, Open Wire Carrier Terminal and Repeaters, and associated Diesel Plant.

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

Accommodation: Married accommodation available.

Apply: W6

Lines Supervisor, Grade 2 \$7312, Fourth Division, South West and Great Southern Section, Kojonup

Duties: Area Supervisor.

Apply: W6

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, North West Section, Perth

Duties: No. 6494—Leave Clerk.

Note: The location of the above position is tentative only pending determination of the actual location of the sectional headquarters. Previously advertised in *Gazette* No. 23 of 14.3.74. Previous applicants need not re-apply.

Apply: W6

Metropolitan Operations Branch

Senior Telecommunications Technical Officer, Grade 3 \$10562-10862, Third or Fourth Division, Metropolitan Operations No. 1 Section, Mt Hawthorn

Duties: Officer in charge of Mt Hawthorn Telephone Exchange District comprising of ARF, ARK, Broadband and Long Line Equipment.

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

Apply: W6

Senior Telecommunications Technical Officer, Grade 1 \$8901-9415, Third or Fourth Division, Metropolitan Operations No. 1 Section, Mundaring

Duties: Officer in charge of Mundaring Exchange District comprising of magneto, ARF, ARK, APO type SLAX switching equipment, Long Line and 12 MHZ Co-axial Cable Drop Out Equipment.

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

Apply: W6

Senior Telecommunications Technical Officer, Grade 3 \$10562-10862, Third or Fourth Division, City Operations Section, Perth

Senior Telecommunications Technical Officer, Grade 3 \$10562-10862, Third or Fourth Division, Metropolitan Operations No. 2 Section, Perth

Senior Telecommunications Technical Officer, Grade 3 \$10562-10862, Third or Fourth Division, Metropolitan Operations No. 1 Section, Perth

Duties above three positions: Responsible for the efficient management of telephone subscribers maintenance activities of the Section.

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

Apply: W6

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 2 \$9697-10261, Third or Fourth Division, Telegraphs and Data Section, Perth

Duties: Officer in charge of Perth Tress Exchange, Chief Telegraph Office, Technical equipment and Telegraph Fault Dispatch Centre.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive knowledge of Tress Exchange and Chief Telegraph Office equipment coupled with detailed knowledge of Telex Exchange equipment, VFT equipment and Telegraph and Data Terminal equipment desirable.

Apply: W6

Support Services Branch

Draftsman, Grade 2 \$8130-8644, Third or Fourth Division, Drafting Section, Perth

Duties: No. 7827—Design and drafting work in the Cables and Conduits No. 3 Sub-section, Perth.

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

Apply: W6

Plan Records Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Drafting Section (three positions), Perth

Duties: Nos 7013, 7014, 7015—Prepare and amend less involved plan records of reticulation of cables and conduits.

Qualifications: Experience appropriate to the duties.

Apply: W6

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****Postal Services Division, Post Offices Branch**

Postmaster, Grade 4 \$9542-10296, Third Division, Claremont

Qualifications: Applicant must be qualified in accordance with conditions prescribed in *Gazette* No. 25 A of 22.3.74.

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

Mail Exchange Branch

Supervisor-in-training (Postal) \$4741-7935, Third Division (several positions), Perth

Note: Conditions governing recruitment and training appeared on pages 116 and 117 in *Gazette* No. 25 A of 22.3.74.

Apply: W6

Telecommunications Division, Sales Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Directory Sales and Meter Checks Section, Perth

Duties: No. 869—Read subscribers meters at telephone exchanges and maintain meter registers.

Qualifications: Applicants should be in possession of a current motor driver's licence.

Apply: W6

Service Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Main Trunk Exchange, Perth

Duties: No. 8782—Checks and Registry Assistant. Maintain Staff Section Registry, perform checks of penalty entitlements, ensure adequate supply of stores items are available.

Qualifications: Knowledge of Awards and Determinations applicable to salary and allowance payments desirable.

Apply: W6

TASMANIA**Postal Services Division, Mails and Transport Branch**

Supervisor-in-training (Postal) \$4741-7935, Third Division, Hobart

Note: Conditions governing recruitment and training appeared on pages 116 and 117 in *Gazette* No. 25 A of 22.3.74.

Apply: W7

Senior Postal Clerk, Grade 1 \$6252-6816, Fourth Division, Scottsdale

Duties: No. 2.

Qualifications: Applicants must be qualified in accordance with conditions notified in *Gazette* No. 25 A of 22.3.74.

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

Apply: W7

Engineering Division

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Northern Operations Section, Launceston

Duties: No. 232—Preparation of WP15's and maintenance of Bin Tally Card stores record. Provide general clerical assistance.

Qualifications: Neat handwriting desirable.

Apply: W7

**DEPARTMENT OF THE PRIME
MINISTER AND CABINET**

CENTRAL OFFICE**External Relations and Defence Division, Science and
Defence Branch**

Clerk \$7180-7935 (Class 4), Third Division, Canberra

Duties: No. 51—Under direction, examine and draft material for submissions and briefs on matters relevant to the work of the Branch. Prepare correspondence.

In lieu of notification in *Gazette* of 27.6.74. Previous application will be considered.

Apply: Y1

**THE OFFICE OF THE PUBLIC SERVICE BOARD
CENTRAL OFFICE****ADP Division, ADP General Development Branch**

Inspector \$12389-12890 (Class 9), Third Division, Canberra

Duties: No. 237—Direct the operations of the Office Machines Section. Prepare submissions associated with policy matters relating to the work of the Section. Examine and report on major departmental proposals for mechanisation of systems. Liaise with Australian Stores and Tender Board and industry representatives.

Qualifications: Detailed knowledge of office systems with particular reference to mechanised procedures. Knowledge of interaction between Office Machines and ADP desirable.

Apply: Y4

Assistant Inspector \$11383-11886 (Class 8), Third Division, Canberra

Duties: No. 105—Examine and report on proposals for acquisition of office machines. Provide information and advice to departments on aspects of mechanisation of office systems.

Apply: Y4

Investigator \$9194-9869 (Class 6), Third Division, Canberra

Duties: No. 195—As directed, examine and report on proposals for acquisition of office machines. Assist with preparation of reports and dissemination of information in relation to office machines and mechanised systems.

Apply: Y4

Employment Conditions Division, Overseas Branch

Clerk \$8187-8942 (Class 5), Third Division, Canberra

Duties: No. 131—Examine and report on departmental proposals on conditions of service and staffing matters for personnel serving overseas.

Apply: Y4

**OFFICE OF THE INDUSTRIES ASSISTANCE
COMMISSION**

**Industry Economics Division, Secondary Industry
Branch**

Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division (several positions), Canberra

Duties: Assist in industry studies involving primarily demand, supply and inter-industry analyses for the Commission's inquiries.

Qualifications: Appropriate academic qualifications in economics, econometrics or related disciplines desirable, preferably at Honours standard. Experience in economic analysis and in the application of mathematical or statistical techniques to economic research an advantage.

Apply: Y23

Services Branch

Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Management Services Section, Administrative Services Sub-section, Canberra

Duties: No. 141—Typist in charge of a typing pool.

Qualifications: Experience in the control of staff desirable.

Apply: Y23

Clerk \$9194-9869 (Class 6), Third Division, Management Services Section, Canberra

Duties: No. 329—Personnel Officer. Direct the work of the Personnel Unit. Examine and prepare submissions and correspondence on important or complex matters of personnel administration. Provide advice and counsel staff on personnel matters as required.

Qualifications: A thorough knowledge of the Public Service Act and Regulations, General Orders, Compensation (Australian Government Employees) Act, Superannuation Act, Arbitration Awards and Determinations and Furlough Act desirable. Academic qualifications to be stated.

Apply: Y23

AUDITOR-GENERAL'S OFFICE

CENTRAL OFFICE

Management Services Branch

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Canberra

Duties: No. 27—Operate calculating machine and add-lister for the preparation of financial statements for the Auditor General's Report. Maintain office library of publications and statutory papers.

Apply: Y15

SOUTH AUSTRALIA

Audit Inspector, Grade 1 \$7899-8639 (Class 5), Third Division, Adelaide

Qualifications: Accountancy qualifications or equivalent university qualifications should be stated.

Apply: Y20

Assistant Audit Inspector \$6912-7652 (Class 4), Third Division, Adelaide

Duties: Under supervision perform audit duties mainly of a regulatory nature.

Apply: Y20

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

Duties: Under supervision assist Audit Inspector and Assistant Audit Inspectors as required.

Apply: Y20

**DEPARTMENT OF REPATRIATION
AND COMPENSATION**

CENTRAL OFFICE

**Management Services Division, Methods and
Services Branch**

Typist, Grade 2 \$4956-5266, Fourth Division, Personnel, Establishments and Training Section (two positions), Canberra

Duties: Nos 45, 47—Take and transcribe shorthand notes as required. Perform typing duties as directed.

Qualifications: Shorthand, eighty words per minute.

Apply: Z1

Medical Division

Medical Officer, Class 3 \$16358-17082, Third Division, Melbourne

Duties: No. 4—Senior Medical Officer (Appeals). Advise on medical aspects of entitlement appeals for War Pension Entitlement Appeal Tribunals and the Repatriation Commission.

Qualifications: Registered medical practitioner, preferably with post-graduate qualifications. A thorough knowledge of the Repatriation Act, Regulations and General Orders, having particular application to benefits available to ex-servicemen desirable.

Apply: Z1

Clerk \$9194-9869 (Class 6), Third Division, Canberra

Duties: No. 16—Provide administrative assistance to the Chief Director (Medical Services). Prepare reports and correspondence, follow up matters requiring action and undertake liaison at senior levels. Attend meetings and conduct studies as directed. Extract and maintain medical/technical data.

Qualifications: Experience relevant to the above duties desirable. Academic qualifications to be stated.

Apply: Z1

Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Canberra

Duties: No. 30—Provide a research service for the Chief Director (Medical Services) on medical and hospital matters within the Department.

Qualifications: An appropriate degree; or equivalent qualification.

Apply: Z1

Clerk \$7180-7935 (Class 4), Third Division, Canberra

Duties: No. 29—Provide administrative assistance to the Deputy Chief Director and Assistant Chief Directors (Medical Services).

Apply: Z1

VICTORIA

Repatriation General Hospital

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Administrative Services, Heidelberg

Duties: No. 127—Perform clerical assistant relief duties as required.

Apply: Z3

**DEPARTMENT OF REPATRIATION AND
COMPENSATION—continued****QUEENSLAND****Branch Office**

*Senior Specialist-in-charge \$23284, Third Division, Medical Section, Brisbane

Duties: No. 77—Apart from performing the normal clinical work within the specialty, the Senior Specialist-in-charge is required to co-ordinate the work of the anaesthesia division within the Branch and advise the Medical Directorate on matters relating to the practice of anaesthesia. He will be required to express opinions on matters arising within the specialty, participate in post-graduate training programmes, liaise with university teaching authorities and the relevant post-graduate college.

Qualifications: Qualifications admitting to registration as a medical practitioner under the laws of a State or Territory of Australia, and an appropriate post-graduate degree or diploma; or equivalent qualification. Wide experience in all branches of anaesthesia and FFARACS desirable.

Apply: Z4

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

Duties: No. 3—Prepare submissions on involved trust cases; supervise and control trust group; arrange deductions, payments of allowances and carry out regular reviews.

Qualifications: Sound knowledge of Repatriation Act and Regulations; Accounts General Orders and in particular the sections dealing with Trusts desirable.

Apply: Z4

DEPARTMENT OF SCIENCE

CENTRAL OFFICE**Management Services Branch**

Clerk \$6052-6929 (Class 2/3), Third Division, Establishments and Services Section, Personnel Sub-section, Canberra

Duties: No. 74—Team leader responsible for the maintenance of Standard Personnel Records in respect of that portion of the salary roll allocated to the team.

Qualifications: Sound knowledge of ADP Salaries System, Public Service Act and Regulations and General Orders.

Apply: AA1

General Services Division, Grants and Projects Branch

Clerk \$11383-11886 (Class 8), Third Division, Grants Section, Canberra

Duties: No. 9—Deputy to the Secretary of the Australian Research Grants Committee. Oversight the secretariat to the ARGC and the Queen Elizabeth II Fellowships Committee. Administer research grants.

Qualifications: University degree desirable.

Apply: AA1

Patent, Trade Marks and Designs Office, Executive Branch

Senior Assistant Commissioner \$17776, Second Division, Canberra

Duties: No. 826—Advise the Commissioner on the administration of Patent, Trade Marks and Design Acts and on matters relating to International Treaties, and on foreign law. Underfate special projects related to the above.

Qualifications: Administrative ability of a high order, and a demonstrable capacity to develop policy at a high level. Tertiary qualifications to be stated.

Apply: AA1

Steno-secretary \$5547-5906, Fourth Division, Canberra

Duties: No. 828—Provide secretarial and stenographic assistance for a senior officer.

Qualifications: Shorthand, at least 100 words a minute.

Apply: AA1

Principal Executive Officer \$13394-13898 (Class 10), Third Division, Canberra

Duties: No. 827—Conduct studies into and prepare papers on matters affecting Australia's participation in International Treaties and their effect on Australian Patent, Trade Marks and Designs systems and on the effectiveness of the Industrial Property laws.

Qualifications: Tertiary qualifications desirable. Experience in Industrial Property administration, and capacity to formulate policy proposals desirable.

Apply: AA1

BUREAU OF METEOROLOGY**HEAD OFFICE****Facilities Branch**

Clerical Assistant, Grade 4 \$5636-5938, Fourth Division, Observations and Traffic Section, Melbourne

Duties: No. 37—Operate electronic and photographic equipment used for the reception and processing of satellite cloud pictures.

Qualifications: Experience in operating more advanced electronic communication or similar equipment. Qualifications in Mathematics and Physics to be stated.

Note: The above position involves shift work.

Apply: AA3

Senior Communications Operator \$5989-6221, Fourth Division, Observations and Traffic Section, Melbourne

Duties: NP—Supervise and direct the activities of communication operators during rostered shifts. Responsible for control and flow of meteorological traffic through communications centre. Operate switching equipment and liaise, as required, with other communication authorities.

Qualifications: Extensive experience in operation of facsimile and telegraph equipment and in distribution of meteorological traffic. Ability to supervise staff and instruct communications staff in operating procedures.

Note: This position involves shift work covering 24 hours per day and seven days per week.

Apply: AA3

Radio Technical Officer, Grade 2 \$8130-8644, Third or Fourth Division, Engineering Section, Melbourne

Duties: No. 138—Supervise a team engaged on the maintenance, manufacture, construction and acceptance testing of electronic equipment.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Wide experience with electronic equipment.

Apply: AA3

Management Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Property and General Services Section, Melbourne

Duties: No. 145—Supervise and arrange dispatch services. Direct messengerial services.

Apply: AA3

SOUTH AUSTRALIA

South Australian Field Offices Pool

Observer, Grade 3 \$7149-7597, Fourth Division, Facilities and Information Section, Adelaide

Duties: No. 126—May include one or more of the following: (a) Officer in charge of a field station; (b) Senior Observer in a Regional Office, Forecast and Warning Section; (c) Senior Observer in an aviation office; (d) Inspector of allowance observing stations; (e) Quality control, processing and analysis of meteorological data. Initially the duties of the position will be associated with facilities, inspections and quality control.

Qualifications: Considerable experience and proven performance as an Observer, demonstrated capacity for supervision of staff and management ability desirable.

Apply: AA8

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

Assistant Secretary \$17776, Second Division, Canberra

Duties: No. 667—Develop, interpret and administer policy for the management consultancy, personnel, financial and ADP services of the Department

Qualifications: Extensive relevant experience. Executive ability of a high order with particular emphasis on planning and co-ordination. Tertiary qualifications desirable.

Apply: AC1

Secretary's Office

Clerk \$8187-8942 (Class 5), Third Division, Canberra

Duties: No. 3—Personal Assistant to the Permanent Head. Undertake research for submissions, briefs and correspondence.

Qualifications: Appropriate tertiary qualifications desirable.

Apply: AC1

Property Division, Accommodation Branch

Clerk \$12389-12890 (Class 9), Third Division, Research and Investigation Section, Canberra

Duties: NP—Undertake major investigations into policy and projects concerning accommodation planning and construction. Co-ordinate team activities and recommendations.

Qualifications: Experience in policy research and investigation together with knowledge of accommodation and construction requirements and practices. Academic qualifications desirable.

Apply: AC1

Land Branch

Clerk \$13394-13898 (Class 10), Third Division, Research and Investigation Section, Canberra

Duties: NP—Control and direct the operations of the Research and Investigation Section including the development of policies, attitudes and guidelines on the Lands Acquisition Act and the management of land. Represent the Department at meetings and committees relating to the work of the Section.

Qualifications: Extensive experience in policy and research and land and property administration most desirable. Appropriate academic qualifications desirable.

Apply: AC1

Clerk \$11383-11886 (Class 8), Third Division, Research and Investigation Section (two positions), Canberra

Duties: NP—Undertake the more complex investigations on policy and projects involving the planning, review or use of Australian Government land.

Qualifications: Experience in policy research and investigations and the assessment of land and property needs. Academic qualifications desirable.

Apply: AC1

Clerk \$9194-9869 (Class 6), Third Division, Research and Investigation Section (several positions), Canberra

Duties: NP—Undertake investigations on policy and projects involving the planning, review or use of Australian Government land.

Qualifications: Experience in investigation duties and the assessment of land and property needs. Academic qualifications desirable.

Apply: AC1

Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Programming and Procedures Section (two positions), Canberra

Duties: NP—Develop information reference systems, indexes, etc., required for the efficient operation of the Division's ADP Land and Property Register; assist with information gathering, coding and recording activities as required; prepare minor correspondence and reports.

Apply: AC1

Planning and Review Branch

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Canberra

Duties: NP—Provide secretarial and stenographic services for Second Division officers.

Qualifications: Shorthand, at least 100 words per minute.

Apply: AC1

**DEPARTMENT OF SERVICES AND
PROPERTY—continued****Survey Division**

*Land Surveyor (Class 1) \$6505-10905, Third or Fourth Division, Canberra

Duties: Carry out land, engineering and topographic surveys.

Qualifications: A degree or diploma in Surveying, or licence or registration as a Surveyor in a State or Territory of Australia; or equivalent qualification.

Apply: AC1

NEW SOUTH WALES**Survey Division**

*Land Surveyor (Class 1), \$6505-10905, Third or Fourth Division, Sydney

Duties: Carry out land, engineering and topographic surveys.

Qualifications: A degree or diploma in Surveying, or licence or registration as a Surveyor in a State or Territory of Australia; or equivalent qualification.

Apply: AC1

VICTORIA**Accounts and Personnel Section**

Clerical Assistant, Grade 5 \$5879-6265, Fourth Division, Office Services (Registry) Sub-section, Melbourne

Duties: No. 18—Second in charge of Registry. File Examiner.

Qualifications: Knowledge of all Registry procedures and supervisory experience desired.

Apply: AC3

QUEENSLAND**Survey Division**

*Land Surveyor (Class 1), \$6505-10905, Third or Fourth Division, Brisbane

Duties: Carry out land, engineering and topographic surveys.

Qualifications: A degree or diploma in Surveying, or licence or registration as a Surveyor in a State or Territory of Australia; or equivalent qualification.

Apply: AC1

WESTERN AUSTRALIA**Survey Division**

*Land Surveyor (Class 1) \$6505-10905, Third or Fourth Division, Perth

Duties: Carry out land, engineering and topographic surveys.

Qualifications: A degree or diploma in Surveying, or licence or registration as a Surveyor in a State or Territory of Australia; or equivalent qualification.

Apply: AC1

NORTHERN TERRITORY**Survey Division**

*Land Surveyor (Class 1) \$6505-10905, Third or Fourth Division, Darwin

Duties: Carry out land, engineering and topographic surveys.

Qualifications: A degree or diploma in Surveying, or licence or registration as a Surveyor in a State or Territory of Australia; or equivalent qualification.

Apply: AC1

*Land Surveyor (Class 1), \$6505-10905, Third or Fourth Division, Alice Springs

Duties: Carry out land, engineering and topographic surveys.

Qualifications: A degree or diploma in Surveying, or licence or registration as a Surveyor in a State or Territory of Australia; or equivalent qualification.

Apply: AC1

Survey Branch

*Senior Technical Officer (Surveying), Grade 1 \$9100-10214, Third or Fourth Division, Darwin

Duties: Supervise, co-ordinate and direct the work of a group engaged on engineering, hydrographic and topographic surveys. Assist in training junior staff.

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

Apply: AC1

*Technical Officer (Surveying), Grade 2 \$8929-9443, Third or Fourth Division (two positions), Darwin

Duties above two positions: Under technical direction, lead a small field party carrying out more complex engineering and topographic surveys.

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

Apply: AC1

*Technical Officer, Grade 1 \$7052-8694, Third or Fourth Division (four positions), Darwin

Duties above four positions: Under technical direction, lead a small party carrying out less complex engineering and topographic surveys.

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

Apply: AC1

*Technical Officer, Grade 1 \$7052-8694, Third or Fourth Division, Darwin

Duties: Operate stereo plotting machines and ancillary equipment for the production of plans. Compile mosaics.

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

Apply: AC1

*Supervising Draftsman \$10495-11059, Third or Fourth Division (three positions), Darwin

Duties:

Vacancy 1—Supervise and control the drawing of original survey plans from field notes. Arrange, supervise and check the work of contract draftsman.

Vacancy 2—Supervise and control the work of the Examination and Survey Data Sub-section responsible for the examination of survey plans and the preparation of survey data including computations.

Vacancy 3—Supervise and control the work of the General Drafting Sub-section engaged in lease diagram preparation, the provision of technical descriptions and the maintenance of public plans. Control plan registry and photo library.

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

Apply: AC1

*Senior Draftsman \$9700-10214, Third or Fourth Division (four positions), Darwin

Duties:

Vacancies 4 and 5—Compile complex plans of surveys from surveyors' field notes and assist in the supervision of the Sub-section.

Vacancy 6—Examine plans of cadastral surveys, perform and check survey calculations. Assist in the supervision of a group of examiners.

Vacancy 7—Compile and fair draw maps for cartographic reproduction requiring the exercise of independent judgment. Check and assist in supervising the work of a group of draftsmen.

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

Apply: AC1

*Draftsman, Grade 2 \$8929-9443, Third or Fourth Division (thirteen vacancies), Darwin

Duties:

Vacancies 8 to 14—Examine cadastral survey plans and perform related survey computations.

Vacancy 15—Chart and check public and survey index plans and other related duties.

Vacancies 16 and 17—Preparation of lease instrument diagrams, more complex plans for land development proposals and prepare technical descriptions.

Vacancy 18—Compile and fair draw maps for reproduction in colour or black and white.

Vacancies 19 and 20—Compile plans requiring a high standard of draftsmanship from surveyors' field notes.

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

Apply: AC1

*Draftsman, Grade 1 \$7052-8694, Third or Fourth Division (seven positions), Darwin

Duties:

Vacancies 22 and 23—Prepare and maintain land tenure and index plans. Prepare land development proposal plans and lease diagrams.

Vacancies 24 and 25—Prepare and index survey data. Perform survey computations.

Vacancies 26 and 28—Compile and fair draw maps for reproduction in colour and black and white.

Vacancy 28—Prepare title diagrams and carry out associated duties.

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

Apply: AC1

*Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Alice Springs

Duties: Compile plans from Surveyors' field notes and perform other related drafting duties.

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

Apply: AC1

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Management Division, ADP Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Software and Operations Section, Canberra

Duties: No. 639—Operate paper handling equipment associated with the central computer centre—vis: Bursters, Decollators, Envelopers, Imprinters, etc.

Apply: AD1

Programmer \$9194-9869 (Class 6), Third Division (several positions), Canberra

Duties: Nos 156, 157, 207, 597, 600, 602, 606, 615—As a team member assist with the design, analysis, programming and testing of new ADP applications.

Qualifications: Experience in the analysis, design and programming of ADP systems, sound knowledge of COBOL desirable.

Apply: AD1

Executive

Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra

Duties: No. 767—Perform secretarial duties to the Deputy Director-General.

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

Apply: AD1

Medical Insurance Services Division, Practitioner Services Branch

Executive Officer \$11383-11886 (Class 8), Third Division, Development (Monitoring) Section, Canberra

Duties: No. 472—Assist in developing statistical systems for recording of schedule fees and the relative incidence of medical services.

Qualifications: Previous statistical experience desirable.

Apply: AD1

Office of the Health Insurance Commission

*Typist, Grade 2 \$4956-5266, Fourth Division (several positions), Canberra

Duties: Perform typing and stenographic work.

Qualifications: Shorthand of eighty words per minute or ability to type from transcribers.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

**DEPARTMENT OF SOCIAL SECURITY—
continued*****Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Canberra**

Duties: Responsible for the operation of the subject and nominal index in the registry.

Qualifications: Relevant experience desirable.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

***Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel Section, Canberra**

Duties: Officer second in charge of the registry. Ensure the efficient day-to-day functioning of the registry in all areas.

Apply: AD8

***Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel Section, Canberra**

Duties: Provide assistance to the senior clerk in the following areas; staff travel and accommodation, furniture and equipment, minor correspondence and other duties as required by the senior clerk.

Qualifications above two positions: Relevant experience desirable.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

***Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Section, Canberra**

Duties: Assistant Recruitment Officer. Assist in the conduct of recruitment campaigns, including the preparation of advertisements, scheduling of applications, etc. Prepare correspondence on vacancies, promotions and transfers and undertake other recruitment and associated action as required.

Qualifications: Appropriate relevant experience.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above position will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

***Clerk \$8187-8942 (Class 5), Third Division, Canberra**

Duties: Forms officer. Design and control forms, form letters, etc., including computer produced documents. Assist in the design and documentation of clerical systems.

Qualifications: Appropriate relevant experience.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above position will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

***Clerk \$9194-9869 (Class 6), Third Division, Systems Section, Canberra**

Duties: Assist in the development of the Commission's clerical systems, in particular those relating to information retrieval. Evaluate and report on the Commission's machines requirements and act to obtain approved machines.

Qualifications: Appropriate relevant experience.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above position will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

***Clerk \$9194-9869 (Class 6), Third Division, Claims Processing Section, Canberra**

Duties: Prepare and maintain health insurance assessing manuals for use in Branch offices of the Commission. Provide detailed advice about assessing rules and checking criteria capable of being applied by computer processing. Assist in the development of manual assessing procedures.

Qualifications: Appropriate relevant experience.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above position will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

***Executive Officer (Audit) \$12389-12890 (Class 9), Third Division, Administration and Finance Branch, Audit Section, Canberra**

Duties: No. 797—Administer the Audit Section. Responsible for the development, implementation and review of internal audit controls. Recommend as a result of audits, more efficient control of finances.

Qualifications: Experience in audit work in an ADP environment. Relevant tertiary qualifications desirable.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above position will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

- *Senior Executive Officer \$13394-13898 (Class 10), Third Division, Administration and Finance Branch, Personnel Section, Canberra

Duties: No. 786—Control the Personnel Section. Develop, implement and review the Commission's policies in relation to personnel and industrial activities, recruitment and personnel practices.

Qualifications: Experience relevant to the duties. Educational qualifications to be stated.

Apply: AD8

- *Executive Officer \$11383-11886 (Class 8), Third Division, Administration and Finance Branch, Information Section, Canberra

Duties: No. 800—Supervisor, Correspondence. Supervise a section engaged in the preparation of replies to Ministerial and other correspondence relating to the payment of health insurance.

Qualifications: Experience relevant to the duties. Educational qualifications to be stated.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

- *Senior Executive Officer (Health Statistics) \$13394-13898 (Class 10), Third Division, Operations Branch, Canberra

Duties: No. 789—Responsible for the management of the Statistical Services section. Develop a comprehensive statistical reporting system, analysis of Health Insurance statistical data, compilation of statistical reports for use by the Commission, Australian Government Departments, Professional Medical Associations and State Hospital Authorities, and liaison with computer systems personnel.

Qualifications: Extensive experience in statistics and economics, preferably some experience in the health insurance field. Relevant tertiary qualifications are desirable.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

- *Medical Director \$21417, Second Division, Canberra

Duties: No. 779—Liaison with Professional Medical Associations. Meet with and correspond with Medical Practitioners as required. Provide professional advice in the establishment of claims criteria through liaison with systems claims processing management. Provide professional advice for assessment of complicated medical claims.

Qualifications: Medical Practitioner eligible for registration in Australia, with recent experience as either a general practitioner or a general surgeon. Extensive administrative experience including liaison with Professional Associations involved in health care desirable.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

Administration and Finance Branch

- *Director, Information \$15115, Third Division, Information Section, Canberra

Duties: No. 785—Administer the Information Section. Provide suitable public information services, assess their effectiveness and liaise with other authorities in planning national information programmes; conduct public and press relations programmes. Provide information briefings to the Commission and Minister and establish suitable Parliamentary liaison communications.

Qualifications: Journalist of Grade A3 standard with extensive administrative and public relations experience desirable.

Apply: AD8

- *Journalist, Grade A1 \$12474-12964, Third Division, Information Section, Canberra

Duties: No. 798—Control a section engaged in public relations work. Assess public information requirements of Commission programmes at national, branch and local levels; plan information programmes to meet needs using all resources available to the Section.

Qualifications: Professionally qualified Journalist of Grade A1 standard.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

Operations Branch

- *Executive Officer \$11383-11886 (Class 8), Third Division, Claims Processing Section, Canberra

Duties: No. 799—Supervisor Claims Monitoring. Develop monitoring procedures, supervise the staff unit responsible for checking and verifying processed data, liaise with systems and claims assessing branches to ensure that processing accuracy and claims flow are maintained.

Qualifications: Experience with computer input-output operations control, supervisory experience and some knowledge of Health Insurance claims processing desirable. Educational qualifications to be stated.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above position will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

**DEPARTMENT OF SOCIAL SECURITY—
continued**

*Director (Claims Processing) \$14401-14904 (Class 11), Third Division, Claims Processing Section, Canberra

Duties: No. 784—Responsible for the management of the Claims Processing Section. Develop Health Insurance claims assessment and payment procedures and the continuing review of these to ensure accurate and expedient processing. Liaise with systems personnel regarding computer processing, and with authorities outside the Commission on matters of assessment and claims processing.

Qualifications: Extensive knowledge of Health Insurance claims processing, considerable knowledge of medical terminology, proven administrative capabilities and experience with computer processing systems.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

*Senior Executive Officer (Claims Assessing) \$13394-13898 (Class 10), Third Division, Claims Processing Section, Canberra

Duties: No. 792—Responsible for the Claims Assessing Branch; will report to the Director, Claims Processing. Develop claims assessment and payment procedures, supervise development, compilation and on-going updating of assessing procedures and instructions to processing centres, supervise staff unit responsible for assessment of complicated and out of country claims.

Qualifications: Extensive knowledge of Health Insurance claims processing, some knowledge of medical terminology, considerable administrative experience and familiarity with computer processing systems desirable.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

NEW SOUTH WALES**Office of the Health Insurance Commission**

*State Manager \$17776, Second Division, Sydney

Duties: Responsible for the administration of the health insurance scheme within the State.

Apply: AD8

*Assistant Manager (Claims) \$13394-13898 (Class 10), Third Division, Sydney

Duties: Responsible for the Claims Processing Branch which embraces the following functions: Examine and assess claims for health insurance benefits; review, batch code, check and otherwise prepare claims input to the computer's system; answer queries about the payment of claims.

Apply: AD8

*Assistant Manager (Administration) \$13394-13898 (Class 10), Third Division, Sydney

Duties: Responsible for administration and financial matters within the state including: Establishments, organisation, staffing, personnel practices, training, staff welfare, accommodations and office services, aspects of accounting and auditing work; the provision of suitable information services.

Qualifications above three positions: Proven administrative ability of a high order. Educational qualifications to be stated.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

VICTORIA**Office of the Health Insurance Commission**

*State Manager \$17776, Second Division, Melbourne

Duties: Responsible for the administration of the health insurance scheme within the State.

Apply: AD8

*Assistant Manager (Claims) \$13394-13898 (Class 10), Third Division, Melbourne

Duties: Responsible for the Claims Processing Branch which embraces the following functions: Examine and assess claims for health insurance benefits; review, batch code, check and otherwise prepare claims input to the computer system; answer queries about the payment of claims.

Apply: AD8

*Assistant Manager (Administration) \$13394-13898 (Class 10), Third Division, Melbourne

Duties: Responsible for administrative and financial matters within the State including: Establishments, organisation, staffing, personnel practices, training, staff welfare, accommodation and office services; aspects of accounting and auditing work; the provision of suitable information services.

Qualifications above three positions: Proven administrative ability of a high order. Educational qualifications to be stated.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

Welfare Services Branch

*Instructor (Metalwork) \$6179-6808, Fourth Division, Rehabilitation Section, Work Adjustment Centre Sub-section, South Yarra

Duties: No. 1683—Instruct and supervise mildly mentally retarded rehabilitees in work processes and procedures, and in the use, care and maintenance of tools and machinery. Assist the Foreman in the arrangement of work programmes designed to prepare trainees for employment.

Qualifications: Qualified Fitter and Turner, Tool-maker or Sheet Metalworker with at least 5 years post apprenticeship experience. Ability to impart knowledge and to instill confidence in trainees is desirable.

Apply: AD3

QUEENSLAND

Office of the Health Insurance Commission

*Assistant Manager (Claims) \$12389-12890 (Class 9), Third Division, Brisbane

Duties: Responsible for the Claims Processing Branch which embraces the following functions: Examine and assess claims for health insurance benefits; review, batch code, check and otherwise prepare claims input to the computer system; answer queries about the payment of claims.

Apply: AD8

*Assistant Manager (Administration) \$12389-12890 (Class 9), Third Division, Brisbane

Duties: Responsible for administrative and financial matters within the State including: Establishments, organisations, staffing, personnel practices, training, staff welfare, accommodations and office services; aspects of accounting and auditing work; the provision of suitable information services.

Qualifications above two positions: Proven administrative ability of a high order. Education qualifications to be stated.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to officers of the Public Service appointed to the Commission.

Apply: AD8

SOUTH AUSTRALIA

Office of the Health Insurance Commission

*State Manager \$13394-13898 (Class 10), Third Division, Adelaide

Duties: Responsible for the administration of the health insurance scheme within the State.

Apply: AD8

*Assistant Manager (Claims) \$11383-11886 (Class 8), Third Division, Adelaide

Duties: Responsible for the Claims Processing Branch which embraces the following functions: Examine and assess claims for health insurance benefits; review, batch code, check and otherwise prepare claims input to the computer system; answer queries about the payment of claims.

Apply: AD8

*Assistant Manager (Administration) \$11383-11886 (Class 8), Third Division, Adelaide

Duties: Responsible for administrative and financial matters within the State including: Establishments, organisation, staffing, personnel practices, training, staff welfare, accommodations and office services; aspects of accounting and auditing work; the provision of suitable information services.

Qualifications above three positions: Proven administrative ability of a high order. Educational qualifications to be stated.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to officers of the Public Service appointed to the Commission.

Apply: AD8

WESTERN AUSTRALIA

Office of the Health Insurance Commission

*State Manager \$13394-13898 (Class 10), Third Division, Perth

Duties: Responsible for the administration of the health insurance scheme within the State.

Apply: AD8

*Assistant Manager (Claims) \$11383-11886 (Class 8), Third Division, Perth

Duties: Responsible for the Claims Processing Branch which embraces the following functions: Examine and assess claims for health insurance benefits; review, batch code, check and otherwise prepare claims input to the computer system; answer queries about the payment of claims.

Apply: AD8

*Assistant Manager (Administration) \$11383-11886 (Class 8), Third Division, Perth

Duties: Responsible for administrative and financial matters within the State including: Establishments, organisation, staffing, personnel practices, training, staff welfare, accommodations and office services; aspects of accounting and auditing work; the provision of suitable information services.

Qualifications above three positions: Proven administrative ability of a high order. Educational qualifications to be stated.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to officers of the Public Service appointed to the Commission.

Apply: AD8

TASMANIA

Office of the Health Insurance Commission

*State Manager \$12389-12890 (Class 9), Third Division, Hobart

Duties: Responsible for the administration of the health insurance scheme within the State.

Apply: AD8

*Assistant Manager (Claims), \$10204-10879 (Class 7), Third Division, Hobart

Duties: Responsible for the Claims Processing Branch which embraces the following functions: examine and assess claims for health insurance benefits; review, batch code, check and otherwise prepare claims input to the computer system; answer queries about the payment of claims.

Apply: AD8

**DEPARTMENT OF SOCIAL SECURITY—
continued**

*Assistant Manager (Administration), \$10204-10879 (Class 7), Third Division, Hobart

Duties: Responsible for administrative and financial matters within the State including: establishments, organisation, staffing, personnel practices, training, staff welfare, accommodations and office services; aspects of accounting and auditing work; the provision of suitable information services.

Qualifications above three positions: Proven administrative ability of a high order. Educational qualifications to be stated.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. Occupants of the above positions will transfer to the Commission and the Public Service positions will be abolished. Transfers would take place when the legislation is passed. The Officer's Rights Declaration Act is to apply to Officers of the Public Service appointed to the Commission.

Apply: AD8

**DEPARTMENT OF THE SPECIAL
MINISTER OF STATE****AUSTRALIAN CAPITAL TERRITORY****Division No. 1—Ministerial and Management
Services Branch**

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Establishments and Finance Section, Personnel Sub-section, Canberra

Duties: No. 105—Maintain organisation and establishment records and staff location records; prepare various returns required by the Board.

Qualifications: Knowledge of organisation and establishment procedures and returns required by the Board.

Apply: AE1

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Services Section, Office Service Sub-section, Canberra

Duties: No. 32—Maintain supplies of stores and stationery in Central Office and purchase new supplies as required. Maintain a stock control system. Process all movement requisitions for approval and make travel and accommodation bookings.

Apply: AE1

Division No. 3—Policy Branch

Clerk \$11383-11886 (Class 8), Third Division, Canberra

Duties: No. 160—Contribute to policy advice for the Special Minister of State on a wide range of issues.

Qualifications: Tertiary qualifications desirable, appreciation of policy issues essential.

Apply: AE1

**Committee of Inquiry into Transport Costs to and
from Tasmania**

Clerk \$12389-12890 (Class 9), Third Division, Canberra

Duties: No. 280—Undertake and assist in project work within the terms of reference of the Inquiry including analysis of submissions.

Qualifications: Experience in investigation of an economic and/or accounting nature including the obtaining of source data, academic qualifications to be stated.

Note: The above position has a Section 50 restriction. Officers selected will be temporarily transferred for the duration of the Commission.

Apply: AE1

**Grants Commission, State Finances and Research
Branch**

Senior Investigation Officer, Grade 2 \$10204-10879, (Class 7), Research Section, Canberra

Duties: No. 73—Undertake research into changes in financial relations between all levels of Government in Australia and assist in developing methods for comparing fiscal practices.

Qualifications: Appropriate tertiary qualifications and research experience.

Apply: AE1

DEPARTMENT OF TRANSPORT**AIR TRANSPORT GROUP****CENTRAL STAFF****Ground Facilities Division, Airways Engineering Planning, Research and Development Branch**

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Communications Section, Melbourne

Duties: No. 12—Either individually or as the leader of a team and within the framework of established engineering techniques and practices, undertake complex projects, direct and supervise the work of project team members.

Apply: F1

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Surveillance Section, Melbourne

Duties: 2 NP—Either individually or as the leader of a team, and within the framework of established engineering techniques and practices, undertake complex projects, direct and supervise the work of project team members.

Qualifications above three positions: An approved technical college certificate or other approved qualifications, and requisite experience. Considerable experience in surveillance facilities and equipment together with a sound knowledge of Departmental functions and Airways Engineering practices and procedures desirable. Ability to direct and supervise technical staff an advantage.

Apply: F1

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Surveillance Section, Melbourne

Duties: NP—Under technical direction, perform engineering work in accordance with established techniques and practices in relation to allocated and approved Section projects.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Experience in Surveillance facilities and equipments together with a sound knowledge of Airways Engineering practices and procedures desirable.

Apply: F1

Airways Engineering Works and Services Branch

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Maintenance Planning Section, Melbourne

Duties: No. 100—Either individually or as the leader of a team and within the framework of established engineering techniques and practices undertake projects of particular complexity, direct and supervise the work of project team members.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience in electrical power generation and reticulation systems and equipment together with a sound knowledge of Departmental functions and Airways Engineering practices and procedures desirable. Ability to direct and supervise technical staff an advantage.

Apply: F1

VICTORIA-TASMANIA REGION

Airways Engineering Branch

Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 213—Prepare designs and drawings of a wide variety of radio/electronic engineering projects in relation to radio communications, navigational aids and radar.

Apply: F3

Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 573—Under direction, carry out the more important and complex design and drafting work of an electrical nature associated with the engineering projects.

Apply: F3

*Draftsman, Grade 1 \$7057-8694, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 574—Prepare minor designs and drawings of radio/electronics equipment, components or works, or as a member of a project team, prepare designs and drawings of particular elements of the more complex radio/electronics equipment or works. Carry out computations necessary to translate source data into working drawings or designs.

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

Apply: F3

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

*Clerk \$9194-9869 (Class 6), Third Division, Publicity and Public Relations Section, Canberra

Duties: No. 7—Plan, prepare briefings and supervise installations of visual displays. Liaise with journalists in the section in the preparation of public relations material. Attend to the more important correspondence and inquiries relating to the Department's activities.

Qualifications: Proven ability in the planning and execution of displays, including research layout and layout and the briefing and supervision of designers, contractors, etc. desirable.

Apply: AH1

*Journalist, Grade A \$10558-11058, Third Division, Publicity and Public Relations Section, Canberra

Duties: No. 5—Responsible for co-ordinating the production of all Departmental films and be able to advise on treatments, techniques and scripts. Undertake Public Relations/journalistic assignments related to the Department's activities.

Qualifications: Practical experience in the field of film production and TV desirable. Proven record of success in journalist work.

Apply: AH1

Marine Standards Division, Marine Crews and Services Branch

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

Duties: No. 31—Provide general assistance in the Branch including document identification filing system, amending technical publications, filing of reference material, distribution and collation of instructions, circulars and notices to shipowners.

Apply: AH8

Sea Transport Policy Division, Shipping Facilitation Branch

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

Duties: No. 9—Obtain information on shipping availability and cargo and passenger traffic for particular investigations. Deal with inquiries and prepare correspondence and reports on shipping traffic matters.

Apply: AH8

Land Transport Policy Division, Road Transport Branch

Clerk \$7180-7935 (Class 4), Third Division, Canberra

Duties: No. 8—Assist senior officers in the compilation and detailed investigation and analysis of data concerned with policy aspects of a particular form of surface transportation. Draft reports and correspondence.

Apply: AH1

Rail and Urban Transport Branch

Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Urban Transport and Transport Development Section, Canberra

Duties: No. 10—Assist in economic research projects concerned with specific aspects of surface transportation. Prepare relevant statistical computations.

Qualifications: Appropriate university degree.

Apply: AH1

Clerk \$11032-11525 (Class 8), Third Division, Rail Transfers Section (two positions), Canberra

Duties: Nos 38, 39—Assist in tasks associated with the transfer of responsibility of State railway systems to the Commonwealth.

Qualifications: Experience in associated policy areas.

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

Apply: AH1

DEPARTMENT OF TRANSPORT—continued

*Engineer, Class 3 \$11705-13047, Third Division, Technical Services Section, Canberra

Duties: No. 42—Member of an engineering team involved in the technical evaluation of railway projects. Responsible for studies of technological developments in the rail field and evaluation of railway project proposals.

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. Experience in the design, construction or operation of railway facilities desirable.

Apply: AH1

Director \$14401-14904 (Class 11), Third Division, Rail Development Section, Canberra

Duties: No. 31—Direct and control the activities of the Government and State railways systems.

Qualifications: Experience in policy development and/or functional areas related to duties. Tertiary qualifications should be stated.

Apply: AH1

Executive Officer \$12389-12890 (Class 9), Third Division, Rail Development Section, Canberra

Duties: No. 32—Assist in the co-ordination of activities directed toward the development of policy assessment and implementation of programmes and operational considerations in connection with railway systems development.

Qualifications: Experience in policy development and/or functional areas related to duties. Tertiary qualifications should be stated.

Apply: AH1

Shipbuilding Division

Clerk \$6052-6929 (Class 2/3), Third Division, Administration Section, Sydney

Duties: No. 4—Provide clerical assistance to Engineers and Technical Officers (Engineering) in the Production Section. Maintain records and prepare correspondence.

Apply: AH2

Clerk \$6052-6929 (Class 2/3), Third Division, Administration Section, Sydney

Duties: No. 54—Ledgerkeeper. Control the recording of ledgers, registers and books of account. Prepare monthly balance and reconciliation statements.

Qualifications: Knowledge of Treasury and Commercial Accounting procedures desirable.

Apply: AH2

Clerk \$6052-6929 (Class 2/3), Third Division, Administration Section, Sydney

Duties: No. 112—Maintain surveillance over contingency commitments for individual merchant ship construction contracts in respect of variations to each vessel during construction. Liaise with Production Section to ensure full information is available on variations as they occur.

Apply: AH2

Bureau of Transport Economics, Transport Engineering Branch

*Engineer, Class 2 \$9903-11046, Third Division, Engineering Planning Section, Canberra

Duties: No. 117—Assist in the formulation of practicable alternatives for new or improved transport facilities in Australia. Perform analysis necessary for the selection of the most suitable alternatives.

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. Higher degrees or post graduate training in transport planning desirable.

Apply: AH1

Coastal Services Division, Transport Operations Branch

*Radio Telegraphist \$9401-10131, Fourth Division, Lighthouse Vessels Section, Melbourne

Duties: No. 61—Undertake relief duties of Radio Telegraphist at sea in the Department's lighthouse vessels.

Qualifications: Valid First Class Commercial Operators Certificate of proficiency in Wireless telegraphy under the Wireless Telegraphy Regulations is desirable.

Note: The successful applicant will be based in Melbourne and will be required to provide relief on the Department's lighthouse vessels presently operating in Victoria, Queensland and Western Australia. When not engaged on sea duties the occupant of the position may be employed on duties in the Melbourne office.

Apply: AH8

DEPARTMENT OF THE TREASURY

CENTRAL STAFF**Financial Institutions Division, Banking and Insurance Branch**

Investigation Officer, Grade 1 \$7180-7935 (Class 4), Third Division, Insurance Section, Canberra

Duties: No. 27—Undertake investigations relating to the administration of the Insurance Act and Regulations.

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

Apply: AI1

Foreign Investment Division, Foreign Ownership and Control No. 1 Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Canberra

Duties: No. 32—Maintain foreign investment case registration and filing system, perform associated clerical duties, peruse and circulate Hansards during Parliamentary sessions, and undertake minor research and computational tasks as required.

Qualifications: Aptitude for clerical work requiring accuracy and thoroughness.

Apply: AI1

Management Services Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Establishments Section, Staff Development and Training Sub-section, Canberra

Duties: No. 241—Maintain training records and assist in the Sub-section.

Apply: AI1

Revenue, Loans and Investment Division, State Finances Branch

Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Revenue Funds Section, Canberra

Duties: No. 49—Undertake research and investigations into longer term trends in State expenditures.

Qualifications: Degree in Economics, Commerce or Arts (Economics).

Apply: AI1

Social Security Division, Education, Science and General Branch

Chief Finance Officer, Grade 2 \$14401-14904 (Class 11), Third Division, Science and Culture Section, Canberra

Duties: No. 9—Direct the work of the Section responsible for advice on policy issues, proposed legislation and administrative matters in the fields of science and research, conservation and protection of the environment and Aboriginal advancement.

Qualifications: Degree in Economics, Commerce or Arts (Economics) or other appropriate tertiary qualifications. Experience in dealing with policy issues desirable, but previous experience in the above fields not essential.

Apply: AI1

Office of the Insurance Commissioner, Authorisations Branch

Clerk \$9194-9869 (Class 6), Third Division, Company Examinations No. 1 Section, Canberra

Duties: No. 21—Independently or as a member of an examination team, examine and report on applications for authorisation and on monthly, quarterly and annual returns. Bring under notice trends relating to insurance companies, auditors re insurance arrangements and special features relevant to the prospects of companies. Conduct relevant inquiries and prepare reports.

Qualifications: Accountancy qualifications desirable.

Apply: AI1

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Management Services Branch, Personnel Management Section

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

Duties: No. 21—Supervise the day to day work of two salaries teams and of the attendance cell. Answer superannuation fund inquiries, examine queries and process applications for pensions, lump sum payment and refund of contributions. Check and approve applications for leave and assist in the preparation of annual Salary estimates.

Qualifications: Sound knowledge of the Public Service Act, Regulations and General Orders, the Superannuation Act and the Treasury ADP Salaries team.

Apply: AI10

Finance and General Services Section

*Food Service Manager, Grade 4 \$7882-8647, Third Division, General Services Sub-section, Canberra

Duties: NP—Plan direct and control the operations of cafeteria services in the Cameron Offices. Develop and continually review operating procedures and methods to ensure the economic viability of all cafeteria operation. Responsible for the efficient operation of a large network of beverage vending machines.

Qualifications: Appropriate qualifications in food services management and experience in the planning and establishment of a large cafeteria desirable. Ability to organise and control staff essential.

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

Apply: AI10

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

Duties: No. 30—Supervise the work of the Publications Distributions Sub-group. Deal with the more complex requests and correspondence concerning the supply of published statistics.

Qualifications: Knowledge of Bureau publications.

Apply: AI10

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

Duties: No. 31—Responsible for the more difficult correspondence in relation to the supply of Bureau publications.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Apply: AI10

Economic Census and Surveys Division, Rural Construction and Private Finance Branch

Senior Compiler \$9876-10538 (Class 7), Third Division, Private Finance Section, Financial Institutions Sub-section, Canberra

Duties: No. 29—Direct the compilation of statistics relating to building societies, unit trusts and government and private superannuation funds.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Apply: AI10

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

Duties: No. 46—Assist in the compilation of monthly statistics relating to finance businesses.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

Apply: AI10

**DEPARTMENT OF URBAN AND
REGIONAL DEVELOPMENT**

AUSTRALIAN CAPITAL TERRITORY**Management Division**

***Senior Project Officer \$12389-12890 (Class 9), Third Division, Project Pool, Canberra**

Duties: NP (three positions J, K and L)—Responsible to a Director or Supervising Project Officer for the work of a small team engaged in evaluating programmes of urban and regional development and assessing priorities.

Qualifications: Tertiary qualifications in economics desirable. A background in urban economics and public finance would be an advantage.

Apply: AJ1

Statistical Branch

Programmer \$11383-11886 (Class 8), Third Division, Canberra

Duties: NP—Analysis, design, programming and implementation of ADP systems; provision of programming advice to project teams.

Qualifications: Considerable experience in analysis, design and implementation of computer-based systems, including disc-based systems.

Apply: AJ1

Clerk \$10204-10879 (Class 7), Third Division, Canberra

Duties: NP—Assist with analyses of statistics and preparation of specialised tables as required by subject matter Branches; ensure timelines; relevance and accuracy of statistical reports produced; maintain appropriate statistical records in machine-readable, hard-copy and micro-form; arrange for dissemination of statistical material within the Department.

Qualifications: Considerable statistical experience desirable.

Apply: AJ1

Index of addresses

- A1 The Secretary, Department of Aboriginal Affairs, P.O. Box 17, Woden, A.C.T. 2606
- A2 The Department of Aboriginal Affairs, Box 5025, Darwin, N.T. 5794
- A5 The Regional Director, Department of Aboriginal Affairs, Guardian Royal Exchange Group Building, 50 Grenfell Street, Adelaide, S.A. 5000
- A6 The Director, Department of Aboriginal Affairs, 1st Floor, Willmar House, 600 Murray Street, West Perth, W.A. 6005
- D1 The Secretary, Attorney-General's Department, Canberra, A.C.T. 2600
- D2 The Administrative Officer, Attorney-General's Department, G.P.O. Box 4055, Sydney, N.S.W. 2001
- D3 The Administrative Officer, Attorney-General's Department, 99 Queen Street, Melbourne, Vic. 3000
- D4 The Administrative Officer, Attorney-General's Department, G.P.O. Box 1408R, Brisbane, Qld 4001
- D5 The Administrative Officer, Attorney-General's Department, G.P.O. Box 2150, Adelaide, S.A. 5001
- D6 The Administrative Officer, Attorney-General's Department, G.P.O. Box U1994, Perth, W.A. 6001
- D7 The Administrative Officer, Attorney-General's Department, G.P.O. Box 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. 2600
- D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
- D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
- D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
- D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
- D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
- D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1408R, Brisbane, Qld 4001
- D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
- D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
- D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
- D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
- D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
- D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
- D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
- D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
- D24 The Commissioner of Trade Practices, 5th Floor, City Mutual Building, Hobart Place, Canberra City, A.C.T. 2601
- D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1515, Canberra City, A.C.T. 2601
- D26 The First Parliamentary Counsel, Office of Parliamentary Counsel, Canberra, A.C.T. 2600
- E1 The Secretary, Department of the Capital Territory, P.O. Box 158, Canberra City, A.C.T. 2601. Attention: Assistant Secretary. Establishments
- F1 First Assistant Director, General, Management Services Division, Air Transport Group, Department of Transport, G.P.O. Box 1839Q, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box 193, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733P, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.A. 5001
- F6 The Regional Director, Department of Transport, G.P.O. Box X2212, Perth, W.A. 6001
- F7 The Director, Civil Aviation Agency, P.O. 2087, Konedobu, P.N.G.
- G1 The Comptroller-General, Department of Customs and Excise, Canberra, A.C.T. 2600
- G2 The Collector of Customs, G.P.O. Box 8, Sydney, N.S.W. 2001
- G3 The Collector of Customs, 11 William Street, Melbourne, Vic. 3000
- G4 The Collector of Customs, G.P.O. Box 1464T, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148N, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F. Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, P.N.G. Defence Force
- H14 Department of Defence, Deputy Assistant Secretary (Army Office) HQ ANZUK Support Group, Singapore
- H15 The Area Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H17 The Executive Officer, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Rag No. 4, P.O., Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The General Manager, H.M.A. Naval Dockyard, Nelson Place, Williamstown, Vic. 3016
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- I2 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- I3 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 586J, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- I7 The Regional Director, Hobart Office, Department of Education, P.O. Box 168, Sandy Bay, Tas. 7005
- I8 The Director of Education (Northern Territory Community Schools), Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- I9 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
- I10 The Secretary, Commission on Advanced Education, P.O. Box 1860, Canberra City, A.C.T. 2601
- J1 The Secretary, Department of the Environment and Conservation, P.O. Box 1937, Canberra City, A.C.T. 2601
- K1 The Director-General, Office of Australian Development Assistance Agency, P.O. Box 887, Canberra City, A.C.T. 2601
- K2 The Regional Director, Papua New Guinea Office, G.P.O. Box 4201, Sydney, N.S.W. 2001
- K3 The Registrar, International Training Institute, Middle Head Centre, Middle Head, Mosman, N.S.W. 2088
- K4 The Officer-in-charge, Australian Development Assistance Agency, P.O. Box 789, Fortitude Valley, Qld 4006
- L1 The Secretary, Department of Foreign Affairs, Canberra, A.C.T. 2600
- L2 The Regional Director, Department of Foreign Affairs, Flotta Lauro Building, 486 Bourke Street, Melbourne, Vic. 3000
- L3 The Regional Director, Department of Foreign Affairs, 18th Floor, Westfield Towers, 100 William Street, Sydney, N.S.W. 2001
- M1 The Director-General of Health, Department of Health, P.O. Box 100, Woden, A.C.T. 2606
- M2 The Director of Health, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- M3 The Director of Health, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- M4 The Director of Health, G.P.O. Box 567, Brisbane, Qld 4001
- M5 The Director of Health, G.P.O. Box 2219, Adelaide, S.A. 5001
- M6 The Director of Health, G.P.O. Box M970, Perth, W.A. 6001
- M7 The Director of Health, G.P.O. Box 919J, Hobart, Tas. 7001
- M8 The Director of Health, Department of Health, P.O. Box 147, Darwin, N.T. 5794
- M9 The Director, National Biological Standards Laboratories, P.O. Box 462, Canberra City, A.C.T. 2601

50 *Index to addresses*

- 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 Labor and Immigration, Canberra 2600
- O2 The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3 The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 2399, Adelaide, S.A. 5001
- O6 The Regional Director of Migration, Department of Labor and Immigration, P.O. Box 963M, Perth, W.A. 6001
- O7 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 794H, Hobart, Tas. 7001
- O8 The Regional Director of Migration, Department of Labor and Immigration, Box 864, Darwin, N.T. 5794
- P1 The Secretary, Department of Labor, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- P2 The Director, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- P3 The Director, Department of Labor and Immigration, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- P4 The Director, Department of Labor and Immigration, G.P.O. Box 1382, Brisbane, Qld 4001
- P5 The Director, Department of Labor and Immigration, G.P.O. Box 2299, Adelaide, S.A. 5001
- P6 The Director, Department of Labor and Immigration, G.P.O. Box R1273, Perth, W.A. 6001
- P7 The Director, Department of Labor and Immigration, G.P.O. Box 585F, Hobart, Tas. 7001
- P8 The Officer-in-charge, Department of Labor and Immigration, 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 228, Civic Square, A.C.T. 2608
- 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 477B, 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 Agriculture, Canberra, A.C.T. 2600
- X2 Regional Director, Department of Agriculture, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- X3 Regional Director, Department of Agriculture, P.O. Box 22460, Elizabeth Street, Melbourne, Vic. 3001
- X4 Regional Executive Officer, Department of Agriculture, G.P.O. Box 778, Brisbane, Qld 4001
- X5 Regional Executive Officer, Department of Agriculture, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6 Regional Executive Officer, Department of Agriculture, G.P.O. Box M957, Perth, W.A. 6001
- X7 Regional Executive Officer, Department of Agriculture, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1 The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2 The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4 The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5 The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601. Telegraph Code: COMPSI
- Y6 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000. Telegraph Code: COMPSI. Telex: 21241
- Y7 The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000. Telegraph Code: PSBARR. Telex: 30272
- Y8 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001. Telegraph Code: COMPSI. Telex: 41589
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001. Telegraph Code: COMPSI. Telex: 82728
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001. Telegraph Code: COMPSI. Telex: 92705
- Y11 The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001. Telegraph Code: PSI. Telex: 58118
- Y12 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794. Telegraph Code: SUBTRES. Telex: 85014
- Y13 The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14 The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15 The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16 The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17 The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19 The Chief Auditor, Auditor-General's Office, G.P.O. Box 106N, 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 1913, Perth, W.A. 6001
- Y22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24 The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1 The Secretary, Repatriation and Compensation, Albatross Building, Furzer Street, Phillip, A.C.T. 2606
- Z2 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 3994, Sydney, N.S.W. 2001
- Z3 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 87A, Melbourne, Vic. 3001
- Z4 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 651, Brisbane, Qld 4001
- Z5 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 1652, Adelaide, S.A. 5001
- Z6 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box F352, Perth, W.A. 6001
- Z7 The Deputy Commissioner, Repatriation and Compensation, G.P.O. Box 481F, Hobart, Tas. 7001
- AA1 The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2 The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3 The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289K, Melbourne, Vic. 3001
- AA4 The Regional Director, Bureau of Meteorology, P.O. 797, Canberra City, A.C.T. 2601
- AA5 The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AA6 The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AA7 The Regional Director, Bureau of Meteorology, P.O. Box 413F, Brisbane, Qld 4001
- AA8 The Regional Director, Bureau of Meteorology, West Terrace, Adelaide, S.A. 5000

- AA9 The Regional Director, Bureau of Meteorology, 127 Wellington Street, Perth, W.A. 6000
- AA10 The Regional Director, Bureau of Meteorology, P.O. Box 7276, 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 Manufacturing Industry, Canberra, A.C.T. 2600
- AC1 The Secretary, Department of Services and Property, P.O. Box 1920, Canberra City, A.C.T. 2601
- AC2 The Chief Property Officer, Department of Services and Property, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- AC3 The Chief Property Officer, Department of Services and Property, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC4 The Chief Property Officer, Department of Services and Property, G.P.O. Box 920M, Brisbane, Qld 4001
- AC5 The Chief Property Officer, Department of Services and Property, G.P.O. Box 1263, Adelaide, S.A. 5001
- AC6 The Chief Property Officer, Department of Services and Property, G.P.O. Box P1233, Perth, W.A. 6001
- AC7 The Chief Property Officer, Department of Services and Property, G.P.O. Box 519e, Hobart, Tas. 7001
- AC8 The Chief Property Officer, Department of Services and Property, Darwin, N.T. 5790 (Airmail)
- AC9 The Chief Australian Electoral Officer, P.O. Box 291, Civic Square, A.C.T. 2608
- AC10 The Australian Electoral Officer for New South Wales, P.O. Box 694, Darlinghurst, N.S.W. 2010
- AC11 The Australian Electoral Officer for Victoria, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- AC12 The Australian Electoral Officer for Queensland, G.P.O. Box 2426, Brisbane, Qld 4001
- AC13 The Australian Electoral Officer for South Australia, G.P.O. Box 344c, Adelaide, S.A. 5001
- AC14 The Australian Electoral Officer for Western Australia, G.P.O. Box N1048, Perth, W.A. 6001
- AC15 The Australian Electoral Officer for Tasmania, G.P.O. Box 519, Hobart, Tas. 7000
- AD1 The Director-General, Department of Social Security, P.O. Box 1, Woden, A.C.T. 2606
- AD2 The Director, Department of Social Security, G.P.O. Box 4158, Sydney, N.S.W. 2001
- AD3 The Director, Department of Social Security, G.P.O. Box 1797Q, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 3560, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The Director-General, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Manufacturing Industry, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- AF3 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2288u, Melbourne, Vic. 3001
- AF4 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 1391r, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Manufacturing Industry, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 771h, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O. Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2 P.O. Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2 P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8 P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1 P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5 P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1 P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, P.O. Box 263, Brunswick, Vic. 3056
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square, P.O., Canberra City, A.C.T. 2608
- AH1 The Assistant Secretary, Management Services Branch, Surface Transport Group, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 308, Milsons Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 779L, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, P.O. Cloisters Square, Perth, W.A. 6001
- AH7 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 854i, Hobart Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, Department of Transport, G.P.O. Box 2111s Melbourne, Vic. 3001
- AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- AI2 The Director, Sub-Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
- AI3 The Director, Sub-Treasury, G.P.O. Box 1926R, Melbourne, Vic. 3001
- AI4 The Director, Sub-Treasury, G.P.O. Box 158, Brisbane, Qld 4001
- AI5 The Director, Sub-Treasury, G.P.O. Box 1248, Adelaide, S.A. 5001
- AI6 The Director, Sub-Treasury, G.P.O. Box M937, Perth, W.A. 6001
- AI7 The Director, Sub-Treasury, G.P.O. Box 295c, Hobart, Tas. 7001
- AI8 The Director, Sub-Treasury, P.O. Box 3971, Darwin, N.T. 5790
- AI9 The Controller, Royal Australian Mint, Canberra, A.C.T. 2600
- AI10 The Commonwealth Statistician, Australian Bureau of Census and Statistics, Canberra, A.C.T. 2600
- AI11 The Deputy Commonwealth Statistician, G.P.O. Box 796, Sydney, N.S.W. 2001
- AI12 The Deputy Commonwealth Statistician, G.P.O. Box 2796f, Melbourne, Vic. 3001
- AI13 The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI14 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- AI15 The Deputy Commonwealth Statistician, 1-3 St George's Terrace, Perth, W.A. 6000
- AI16 The Deputy Commonwealth Statistician, G.P.O. Box 66A, Hobart, Tas. 7001
- AI17 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
- AI18 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- AI19 The Deputy Commissioner of Taxation, G.P.O. Box 533e, Melbourne, Vic. 3001
- AI20 The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI21 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- AI22 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- AI23 The Deputy Commissioner of Taxation, G.P.O. Box 712G, Hobart, Tas. 7001
- AI24 The Chairman, Taxation Board of Review No. 1, G.P.O. Box 5, Sydney, N.S.W. 2001
- AI25 The Chairman, Taxation Board of Review No. 2, 372 Albert Street, East Melbourne, Vic. 3002
- AI26 The Deputy Commissioner of Taxation, P.O. Box 227 Darwin, N.T. 5790
- AI27 The Chairman, Taxation Board of Review No. 3, Ampol House, Herschell Street, Brisbane, Qld 4000

A128	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001	AK3	The Director of Works, Tower Building, Australia Square, Sydney, N.S.W. 2000
A129	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1973R, Melbourne, Vic. 3001	AK4	The Director of Works, Department of Housing and Construction, Tivoli Court Buildings, 239-241 Bourke Street, Melbourne, Vic. 3000
A130	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 511H, Brisbane, Qld 4001	AK5	The Director of Works, Department of Housing and Construction, G.P.O. Box 1381 Brisbane, Qld 4001
A131	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1946, Adelaide, S.A. 5001	AK6	The Director of Works, G.P.O. Box 2052, Adelaide, S.A. 5001
A132	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 1230, Perth, W.A. 6001	AK7	The Director of Works, Department of Housing and Construction, G.P.O. Box C115, Perth, W.A. 6000
A133	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 533F, Hobart, Tas. 7001	AK8	The Controller of Works, G.P.O. Box 813H, Hobart, Tas. 7001
A134	The Secretary, Australian Government Retirement Benefits Office, P.O. Box 1031, Canberra City, A.C.T. 2601	AK9	The Director of Works, Department of Housing and Construction, Darwin, N.T. 5790
AJ1	The Secretary, Department of Urban and Regional Development, P.O. Box 1890, Canberra City, A.C.T. 2601	AK10	The Director of Works, Department of Housing and Construction, P.O. Box 335, Port Moresby, P.N.G.
AK1	The Director-General, Department of Housing and Construction, G.P.O. Box 2807AA, Melbourne, Vic. 3001	AK11	The Assistant Director-General, Department of Housing and Construction, G.P.O. Box 3917 Sydney, N.S.W. 2000
AK2	The Director of Works, Department of Housing and Construction, Melrose Drive, Phillip, A.C.T. 2606		

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>
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DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

S. J. Reid 71/86695K	Clerical Assistant, Grade 4, Fourth Division, A.C.T. Health Services Office, Department of Health	Clerical Assistant, Grade 4, Fourth Division, Operations Section, Housing Operations Branch, Housing and Welfare Division (No. 465)	24.1.74
R. J. Ryan 71/85340P	Data Processing Operator, Grade 2, Fourth Division, Australian Bureau of Statistics	Data Processing Operator, Grade 2, Fourth Division, Compiling and Machining Section, Finance and Supply Branch (No. 1682)	7.3.74

DEPARTMENT OF DEFENCE

VICTORIA

R. M. Miles 69/36992P	Data Processing Operator, Grade 2, Fourth Division, Australian Bureau of Statistics, Melbourne	Data Processing Operator, Grade 2, Fourth Division, Melbourne (No. 1553)	24.1.74
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DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

C. J. Richards 66/86085K	Senior Training Officer, Grade 2 (Class 7), Management Services Division, Department of Overseas Trade, Canberra, A.C.T.	Senior Training Officer, Grade 2 (Class 7), Third Division, Management Services Division, Personnel Branch, Organization, Staffing and Training Section, Training Sub-section, Canberra (No. 272)	14.2.74
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OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

M. W. Elliott 67/57294R	Audit Inspector, Grade 1 (Class 5), Third Division, Auditor-General's Office, Canberra	Clerk (Class 5), Third Division, Australian Staffing Assistance Group Branch, Brisbane (No. 914)	21.3.74
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DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

F. M. Reeves 63/37560P	Chemist, Class 2, Third Division, Department of Supply, Lithgow	Chemist, Class 2, Third Division, Central Testing and Research Laboratories, Port Melbourne (No. 5)	18.10.73
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AUSTRALIAN CAPITAL TERRITORY

R. C. Davis 58/13109R	Engineer, Class 4, Third Division	Engineer, Class 4, Third Division, Technical Division, Googong Dam Project, Canberra (No. 408)	24.1.74
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QUEENSLAND

J. H. Porter 73/97036A	Works Supervisor, Fourth Division, Port Moresby	Works Supervisor, Fourth Division, General Works Division, Townsville Area Branch, Townsville (No. 274)	28.3.74
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<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
DEPARTMENT OF THE MEDIA			
Information Division—Australian Government Publishing Service			
AUSTRALIAN CAPITAL TERRITORY			
J. F. Smith 58/39578R	Clerk (Class 8), Third Division, Attorney-General's Department, Canberra	Clerk (Class 8), Third Division, Management Services, Supply and Projects Branch (No. 765)	31.1.74
POSTMASTER-GENERAL'S DEPARTMENT			
CENTRAL OFFICE			
M. C. Kenny 58/49378M	Controller (Class 10), Third Division, Management Services Division	Controller (Class 10), Third Division, Management Services Division, Personnel Branch, Staff Recruitment and Development Section, Executive Development Sub-section, Melbourne (No. 273)	5.7.73
P. J. Bowtell 59/55372T	Senior Technical Officer (Engineering), Grade 1, Fourth Division, Engineering Planning and Research Division	Senior Technical Officer (Engineering), Grade 1, Fourth Division, Engineering Works Division, Telephone Switching Equipment Branch, Systems Design (Trunk) Section, Melbourne (No. 57)	10.1.74
C. J. McK. Henry 72/36135W	Engineer, Class 2, Third Division, Department of Science, Victoria	Engineer, Class 2, Third Division, Engineering Works Division, Telegraphs and Data Equipment Branch, Terminal Equipment Section, Melbourne (No. 110)	7.3.74
J. M. Davis 67/39024W	Steno-secretary, Grade 1, Fourth Division, unattached	Steno-secretary, Grade 1, Fourth Division, Engineering Works Division, Buildings Branch, Planning and Development Sub-Branch, Melbourne (No. 156)	21.3.74
NEW SOUTH WALES			
M. A. Miller 69/23282W	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Marrickville (Office Relief)	22.11.73
D. R. Symmonds 59/46254C	Supervisor (Telegraph), Third Division, Telecommunications Division, Sydney	Clerk (Class 2/3), Third Division, Telecommunications Division, Metropolitan Region, Service Branch, Service Standards Section, Service Complaints Sub-section, Edgecliff (No. 207)	6.12.73
E. M. Spice 59/29307X	Supervisor (Telephone), Grade 2, Fourth Division, Telecommunications Division, Bathurst	Supervisor (Telephone), Grade 1, Fourth Division, Telecommunications Division, Country Region, North Section, Parramatta District Telephone Office Sub-section, Parramatta (No. 534)	31.1.74
M. M. McMahon 59/70354K	Supervisor (Telephone), Grade 2, Fourth Division, Telecommunications Division, Geelong, Victoria	Supervisor (Telephone), Grade 1, Fourth Division, Telecommunications Division, Country Region, North Section, Lismore District Telephone Sub-section, Lismore (No. 535)	31.1.74
T. E. Cook 71/22525A	Postal Clerk, Fourth Division, Kensington (Relief)	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Matraville	7.3.74
P. S. Dodson 72/22651C	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Cabramatta (Relief)	7.3.74
P. W. Ingles 73/22973T	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Balmain	7.3.74
C. W. Lloyd 63/24276X	Postal Clerk, Fourth Division, Blayney	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Chester Hill	7.3.74
C. M. Miller 73/22978R	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Potts Point	7.3.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
POSTMASTER-GENERAL'S DEPARTMENT—continued			
R. J. Murray 73/22976G	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Lindfield (Relief)	7.3.74
J. Boole 67/24446K	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Metropolitan Region, Service Branch, Service Standards Section, Bankstown (No. 385)	4.4.74
S. K. Peh 66/24025P	Senior Postal Clerk, Grade 2, Third Division, Leichhardt	Senior Postal Clerk, Grade 2, Third Division, Postal Services Division, Post Offices Branch, Redfern	18.4.74
J. E. Thomas 72/23803G	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Canberra City	9.5.74
R. J. Cox 59/43679R	Senior Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division, Sydney	Senior Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division, Metropolitan Operations Branch, Network Performance Section, Sydney	11.1.74
E. L. Schumann 59/23459G	Clerk (Class 6), Third Division, Personnel and Industrial Relations Branch, Milsons Point	Methods Officer (Class 6), Third Division, Personnel and Industrial Relations Branch, Establishments and Management Advisory Services Section, Milsons Point (No. 664)	14.2.74
D. Sear 73/23544T	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Sans Souci	28.3.74
R. K. Skinner 69/23660K	Postal Clerk, Fourth Division, Coffs Harbour	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Alexandria	28.3.74
K. W. Faulkner 59/30383W	District Postal Manager (Class 8), Third Division, Postal Services Division, Gunnedah	District Postal Manager (Class 8), Third Division, Postal Services Division, Post Offices Branch, Country (North) Section, Kempsey (No. 55)	18.4.74
M. A. B. Properzi 71/13192W	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Bexley (Relief)	18.4.74
S. A. Wilkinson 72/23967A	Postal Clerk, Fourth Division, unattached, Victoria	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Drummoine	18.4.74
G. McK. Lester 67/24454G	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Berkeley	2.5.74
C. G. Dickson 59/20825W	Senior Postal Clerk, Grade 1, Third Division, unattached	Senior Postal Clerk, Grade 1, Third Division, Postal Services Division, Post Offices Branch, Euroa	6.12.73
R. L. Wilson 59/62913R	Clerk (Class 5), Third Division, Finance and Accounting Branch	Clerk (Class 5), Third Division, Finance and Accounting Branch, Finance Section, Melbourne (No. 223)	24.4.74
G. W. Hickman 61/45375K	Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1, Fourth Division, Engineering Division, Regional Operations Branch, Central West Section, Horsham	7.6.74

QUEENSLAND

C. R. L. Draper 59/72438W	Technical Officer (Engineering), Grade 2, Fourth Division, unattached	Technical Officer (Engineering), Grade 2, Fourth Division, Engineering Division, Country Branch, South Western Section, Toowoomba (No. 345)	29.11.73
D. C. Sharpe 59/36850A	Postmaster, Grade 2, Third Division, Lowood	Postmaster, Grade 2, Third Division, Postal Services Division, Post Offices Branch, New Farm	24.4.74

Name and personnel number	Transferred from	Transferred to	Date of notification of vacancy
WESTERN AUSTRALIA			
B. J. Waugh 62/78339R	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division	Clerical Assistant, Grade 3, Fourth Division, Telecommunications Division, Metropolitan Region, Sales Branch, Directory Sales and Meter Checks Section, Perth (No. 140)	24.4.74
DEPARTMENT OF SERVICES AND PROPERTY			
NORTHERN TERRITORY			
C. W. Edwards 59/48546E	Returning Officer (Class 7), Third Division, Australian Electoral Office, Darwin	Clerk (Class 7), Third Division, Property Division, Land Section, Darwin (No. 171)	14.2.74
DEPARTMENT OF SOCIAL SECURITY			
TASMANIA			
J. C. Pearce 71/85881R	Computer Operator, Grade 2, Fourth Division, Bureau of Statistics, Hobart	Computer Operator, Grade 2, Fourth Division, ADP Section, Hobart (No. 221)	31.1.74
DEPARTMENT OF TRANSPORT			
AIR TRANSPORT GROUP			
QUEENSLAND REGION			
L. P. Augustine 69/57982W	Senior Technical Officer (Engineering), Grade 1, Third Division, Civil Aviation Agency, Central Staff	Senior Technical Officer (Engineering), Grade 1, Third Division, Airports Branch, Airport Inspection and Maintenance Section, Townsville (No. 18)	21.3.74
WESTERN AUSTRALIA REGION			
J. S. Milton 66/67238R	Clerk (Class 5), Third Division, Civil Aviation Agency, Central Staff	Clerk (Class 5), Third Division, Air Transport Branch, Perth (No. 2)	5.7.73
SURFACE TRANSPORT GROUP			
CENTRAL OFFICE			
I. B. MacFarlane 64/86020P	Executive Officer (Class 9), Third Division	Executive Officer (Class 9), Third Division, Land Transport Policy Division, Rail and Urban Transport Branch, Australian Urban Passenger Train Project Section, Canberra (No. 53)	30.5.74
A. R. Carlton 73/89032R	Engineer, Class 3, Third Division	Engineer, Class 3, Third Division, Land Transport Policy Division, Rail and Urban Transport Branch, Australian Urban Passenger Train Project Section, Canberra (No. 56)	30.5.74
K. M. H. Groening 58/21287M	Executive Officer, Class 9, Third Division	Executive Officer, Class 9, Third Division, Land Transport Policy Division, Rail and Urban Transport Branch, Australian Urban Passenger Train Project Section, Canberra (No. 54)	30.5.74
J. S. Latham 72/88560W	Director, Class 11, Third Division	Director, Class 11, Third Division, Land Transport Policy Division, Rail and Urban Transport Branch, Australian Urban Passenger Train Project Section, Canberra (No. 51)	30.5.74
B. N. G. Smith 73/89029R	Engineer, Class 3, Third Division	Engineer, Class 3, Third Division, Land Transport Policy Division, Rail and Urban Transport Branch, Australian Urban Passenger Train Project Section, Canberra (No. 55)	30.5.74
DEPARTMENT OF THE TREASURY			
CENTRAL STAFF			
C. J. Corvisy 68/88259E	Clerk (Class 5), Third Division	Clerk (Class 5), Third Division, Management Services Branch, Establishments Section, Personnel Sub-section, Canberra (No. 215)	11.4.74
COMMONWEALTH SUB-TREASURY			
AUSTRALIAN CAPITAL TERRITORY			
I. B. Hamilton 69/86633T	Clerk (Class 4), Third Division	Clerk (Class 4), Third Division, Paymaster and Receiver Section, Canberra (No. 19)	24.4.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions, notified on the dates and page numbers indicated, have been amended as follows:

DEPARTMENT OF AGRICULTURE

TASMANIA

C. R. A. Turnbull, 16.5.74 (p. 115) Designation promoted from should read 'Technical Officer (Science), Grade 2'.

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

C. G. Blanch, 20.6.74 (p. 61) Personnel No. should read '71/86697T'. Position promoted from should read 'Clerical Assistant, Grade 2 \$4611-4902, Fourth Division'.

VICTORIA

S. Lindner, 13.6.74 (p. 91) Promotion withdrawn.

DEPARTMENT OF DEFENCE—ARMY OFFICE

SOUTH AUSTRALIA

J. H. H. Pembshaw, 13.6.74 (p. 93) Name should read J. M. H. Pembshaw.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

J. A. Hurlstone, 20.6.74 (p. 63) vice M. J. Dobun should read vice M. J. Doburn.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

M. F. Thompson, 1.11.73 (p. 120) Delete 'vice A. C. Engel, prov. prom. 1.11.73'.

J. W. Smith, 1.11.73 (p. 123) Delete 'vice I. C. Solin, prov. prom. 1.11.73'.

DEPARTMENT OF LABOR AND IMMIGRATION

CENTRAL OFFICE

R. A. Henderson, 21.3.74 (p. 90) Lapsed.

R. K. Pritchard, 21.3.74 (p. 91) Lapsed.

E. C. Bishop, 28.3.74 (p. 88) Lapsed.

A. G. N. Cook, 28.3.74 (p. 87) Lapsed.

G. J. Stanley, 28.3.74 (p. 88) Lapsed.

S. E. Bangsund, 4.4.74 (p. 88) Lapsed.

A. O. Thomas, 14.2.74 (p. 70) Lapsed.

B. A. Becker, 21.2.74 (p. 79) Lapsed.

J. J. Duck, 28.2.74 (p. 73) Lapsed.

M. E. James, 28.2.74 (p. 73) Lapsed.

T. C. W. Dougall, 28.2.74 (p. 73) Lapsed.

D. Jolly, 21.3.74 (p. 91) Lapsed.

E. W. Sewell, 21.3.74 (p. 91) Lapsed.

W. J. Aumann, 21.3.74 (p. 91) Lapsed.

L. A. Slater, 6.12.73 (p. 142) Withdrawn.

B. R. Boothby, 24.1.74 (p. 77) Lapsed.

R. J. Collins, 7.2.74 (p. 72) Lapsed.

F. R. A. Baker, 7.2.74 (p. 72) Lapsed.

S. A. Djemal, 14.2.74 (p. 69) Lapsed.

P. Bierzonski, 14.2.74 (p. 70) Lapsed.

J. R. Kennedy, 14.2.74 (p. 70) Lapsed.

G. D. Westlake, 14.2.74 (p. 70) Lapsed.

J. H. Paddick, 14.2.74 (p. 70) Lapsed.

A. Mokrij, 14.2.74 (p. 72) Withdrawn.

WESTERN AUSTRALIA

L. A. Ghent, 28.2.74 (p. 75) Lapsed.

TASMANIA

J. Urbanski, 24.1.74 (p. 77) Lapsed.

D. B. Cooper, 24.1.74 (p. 77) Lapsed.

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

27.6.74 (p. 52 & p. 53) The lapsing of the provisional promotions of the forty six officers should have been notified under Department of Supply in lieu of Department of Manufacturing Industry.

AUSTRALIAN CAPITAL TERRITORY

J. Fleming, 27.6.74 (p. 53) Lapsing of the provisional promotion should have appeared under Department of Supply in lieu of Department of Manufacturing Industry.

NEW SOUTH WALES

27.6.74 (p. 53) The lapsing of the provisional promotions of the twenty-six officers should have been notified under Department of Supply in lieu of Department of Manufacturing Industry.

VICTORIA

27.6.74 (p. 53) The lapsing of the provisional promotions of the forty-two officers should have been notified under Department of Supply in lieu of Department of Manufacturing Industry.

QUEENSLAND

J. I. Whitaker, 27.6.74 (p. 53) Lapsing of the provisional promotion should have appeared under Department of Supply in lieu of Department of Manufacturing Industry.

SOUTH AUSTRALIA

27.6.74 (p. 53) The lapsing of the provisional promotions of the fifty-four officers should have been notified under Department of Supply in lieu of Department of Manufacturing Industry.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

S. P. Billington, 30.5.74 (p. 103) Position number should be 357.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

I. Kirkland, 21.2.74 (p. 86) Lapsed.

I. Kirkland, 28.3.74 (p. 59) Withdrawn.

A. M. S. Edouard, 30.5.74 (p. 106) Lapsed.

E. R. Dennis, 13.6.74 (p. 116) Position promoted from should read Clerk \$9876-10538 (Class 7).

B. Wintrip, 20.6.74 (p. 70) Position No. promoted to should read (No. 72).

VICTORIA

W. H. Hill, 16.8.73 (p. 165) Lapsed.

P. J. Trainor, 18.4.74 (p. 75) Lapsed.

C. F. Head, 16.5.74 (p. 57) Confirmation withdrawn.

M. G. Mason, 23.5.74 (p. 101) Lapsed.

QUEENSLAND

L. J. McLachlan, 19.12.73 (p. 129) Promotion cancelled.

**DEPARTMENT OF THE PRIME MINISTER AND
CABINET****OFFICE OF THE PRICES JUSTIFICATION
TRIBUNAL****VICTORIA**

A. A. Cerbasi, 13.6.74 (p. 131) Position promoted to should be No. 444.

AUDITOR-GENERAL'S OFFICE**VICTORIA**

J. L. J. Beasley, 30.5.74 (p. 123) Cancelled.

D. J. Lees, 30.5.74 (p. 123) Cancelled.

DEPARTMENT OF SECONDARY INDUSTRY**CENTRAL OFFICE**

C. A. Green, 10.1.74 (p. 151) Promotion lapsed.

J. Salisbury, 7.3.74 (p. 106) Promotion lapsed.

J. M. McKenna, 28.3.74 (p. 115) Promotion lapsed.

R. H. White, 28.3.74 (p. 115) Promotion lapsed.

L. M. Young, 28.3.74 (p. 115) Promotion lapsed.

P. K. Brown, 4.4.74 (p. 117) Promotion lapsed.

L. J. Early, 24.4.74 (p. 76) Promotion lapsed.

T. J. K. Parkinson, 9.5.74 (p. 111) Promotion lapsed.

V. Konowalow, 9.5.74 (p. 112) Promotion lapsed.

M. Bonney, 9.5.74 (p. 112) Promotion lapsed.

J. Pearlman, 9.5.74 (p. 1 2) Promotion lapsed.

F. Mack, 9.5.74 (p. 112) Promotion lapsed.

I. J. Donaldson, 16.5.74 (p. 129) Promotion lapsed.

R. M. Samarcq, 16.5.74 (p. 129) Promotion lapsed.

W. Kelly, 16.5.74 (p. 129) Promotion lapsed.

D. J. Tinney, 16.5.74 (p. 129) Promotion lapsed.

R. I. Freestone, 16.5.74 (p. 130) Promotion lapsed.

R. J. Ritchie, 16.5.74 (p. 129) Promotion lapsed.

P. J. Thompson, 16.5.74 (p. 130) Promotion lapsed.

L. A. Jackson, 30.5.74 (p. 126) Promotion lapsed.

R. B. Stewart, 6.6.74 (p. 121) Promotion lapsed.

B. J. Nizynski, 13.6.74 (p. 135) Promotion lapsed.

J. P. Chiera, 13.6.74 (p. 135) Promotion lapsed.

DEPARTMENT OF SERVICES AND PROPERTY**VICTORIA**

A. Adams, 6.6.74 (p. 122) Position No. promoted to should read 369.

DEPARTMENT OF SOCIAL SECURITY**CENTRAL STAFF**

D. J. Breiner, 2.5.74 (p. 115) Cancelled.

M. W. Ingram, 13.6.74 (p. 137) Personnel No. should read 63/85384X.

SOUTH AUSTRALIA

G. C. McGaw, 30.5.74 (p. 130) Name should read G. C. McCaw.

DEPARTMENT OF SUPPLY**NEW SOUTH WALES**

C. M. R. Richards, 14.3.74 (p. 74) Lapsed.

DEPARTMENT OF TRANSPORT**SURFACE TRANSPORT GROUP****VICTORIA**

G. J. Rice, 2.5.74 (p. 126) Cancelled.

DEPARTMENT OF THE TREASURY**AUSTRALIAN CAPITAL TERRITORY****COMMONWEALTH SUB-TREASURY****QUEENSLAND**

M. L. Fanning, 9.5.74 (p. 122) Withdrawn.

AUSTRALIAN BUREAU OF STATISTICS

S. R. Hodges, 27.6.74 (p. 103) Withdrawn.

**Confirmation of provisional
promotions**

The following provisional promotions, notified on the dates indicated, have been confirmed.

DEPARTMENT OF ABORIGINAL AFFAIRS

W. L. Perry, 28.3.74.

DEPARTMENT OF AGRICULTURE

P. B. McGregor, 13.12.73.

ATTORNEY-GENERAL'S DEPARTMENT

R. C. H. Courtney, 4.4.74; D. Parsons, M. M. Tankey, A. J. Brownell, B. Shoober, 11.4.74.

DEPARTMENT OF CUSTOMS AND EXCISE

M. T. Plim, A. Amos, 21.6.73; T. G. Marshall, R. W. Jorgensen, 14.3.74.

DEPARTMENT OF DEFENCE

M. M. Rossato, R. B. Thompson, 21.3.74; A. M. Nott, R. D. Millson, 2.5.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

E. T. Workman, 4.4.74.

DEPARTMENT OF EDUCATION

H. W. Alcock, 7.2.74; J. M. Streatfield, 24.4.74.

DEPARTMENT OF HEALTH

P. T. Crewe, 15.11.73; A. V. Parsons, L. S. Barnett, 28.2.74; M. Villanueva, 14.3.74; L. E. Stott, 28.3.74; J. P. Grant, 2.5.74.

**DEPARTMENT OF HOUSING AND
CONSTRUCTION**

J. Farquhar-Reid, 7.3.74; H. K. Brooks, 7.3.74; A. H. Johnson, 28.3.74; I. J. McNeil, 4.4.74; I. R. Morison, M. L. Polistena, J. W. Milesi, T. I. Acraman, 9.5.74.

DEPARTMENT OF LABOR AND IMMIGRATION

D. S. James, H. M. Ansell, R. A. Iffland, D. R. Sinclair, 28.3.74; P. A. M. Wiegierinck, 4.4.74; B. J. Condon, L. J. Kidd, D. R. W. Parker, 24.4.74; M. Capetan, C. B. Robson, H. E. Pain, W. B. Moeller, A. E. Morrison, M. A. Turcinskis, D. G. Shield, T. J. Prexl, B. R. McIndoe, K. R. Holt, T. W. Westerholm, C. A. Stapleton, L. P. Tanner, C. A. Taloni, M. L. Lawler, M. A. Butt, G. P. R. Turnley, P. M. Smith, R. W. Skene, E. G. Palmer, J. A. Rydstrom, J. Tyral, W. J. McLoughlin, P. A. Buckley, D. J. Crossland, D. H. Publick, R. J. Britton, H. Plocienik, J. A. Lawrance, G. L. Anderson, I. B. Murphy, R. A. Death, M. H. Maloney, S. O. Cheal, S. M. Jenkins, A. J. Norman, L. A. Brown, S. M. Swan, W. P. Spinks, L. C. Simpson, M. J. Hillard, O. A. Sacharczuk, R. E. Casey, D. A. Short, I. R. Johns, E. Tambakeras, J. M. Weissel, L. K. Polak, L. Saxon, 2.5.74; J. P. Bourke, D. P. Reddin, 9.5.74.

DEPARTMENT OF THE MEDIA**Australian Broadcasting Control Board**

G. E. Lewis, A. D. Norris, 23.3.74.

DEPARTMENT OF OVERSEAS TRADE

P. J. Lehane, A. W. R. McBean, 21.3.74; J. E. Smith, 4.4.74; S. Zangl, 9.5.74.

POSTMASTER-GENERAL'S DEPARTMENT

C. R. Endycott, P. K. Mouy, 31.1.74; P. D. Booth, 14.2.74; L. J. Dixon, 21.2.74; H. Webster, H. A. Tracey, 28.2.74; R. C. Lambie, K. E. Shaw, 7.3.74; J. T. Lyon, 21.3.74; S. P. Baxter, 4.4.74; K. J. Roberts, B. Polovinka, H. Fajerman, G. R. Growcott, 11.4.74; L. J. Hogan, J. M. Dudley, C. Mercer, G. Morgan, 18.4.74; U. Karklins, C. W. Parry, B. M. O'Halloran, 2.5.74; K. Leyden, 9.5.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

Office of the Industries Assistance Commission

W. M. Banks, 2.5.74.

Auditor-General's Office

P. D. Steele, D. D. R. Pearson, P. L. Hoare, 7.2.74; G. T. Roberts, A. W. Coulthard, R. J. Woodgate, 9.5.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

R. M. Charters, 14.2.74; T. W. Riley, R. F. Woodward, 21.2.74; G. A. Cousins, C. P. Davies, F. W. Joseph, M. K. Newman, 2.5.74; G. S. Herbert, M. A. McGarry, N. J. Millard, R. Johnson, A. J. Verhoef, J. V. Gosden, A. M. Dunne, A. J. Mountford, 9.5.74.

DEPARTMENT OF SCIENCE

Bureau of Meteorology

J. R. Marshall, 2.5.74.

DEPARTMENT OF SERVICES AND PROPERTY

D. L. Hall, 4.4.74.

DEPARTMENT OF SOCIAL SECURITY

P. Hamilton, 31.1.74; C. A. Cash, 21.2.74; R. J. Wilkshire, 18.4.74; B. N. Thomas, D. J. Fullgrave, L. J. Peirce, J. N. Kerr, S. R. Kerr, 9.5.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

National Library of Australia

W. A. Lawrence, 28.3.74.

DEPARTMENT OF SUPPLY

H. V. Humphrey, 14.3.74; H. G. Hollingsworth, K. M. Smithson, 2.5.74; T. R. Palmer, G. K. Stablum, 9.5.74.

DEPARTMENT OF TOURISM AND RECREATION

L. M. Jackson, 7.2.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

L. B. Willis, 13.12.73; L. Bullied, L. S. Hopkins, 28.2.74; N. J. Ryan, 24.4.74; H. F. Barnett, C. Harris, G. S. New, J. M. Schofield, 2.5.74; J. W. Chippindale, A. R. Elliott, C. Maxwell, A. J. McDonald, V. Saris, J. C. Slaughter, A. Taylor, K. P. Wassenaar, R. W. Wright, 9.5.74.

Surface Transport Group

D. E. Boyd, 4.4.74.

DEPARTMENT OF THE TREASURY

Commonwealth Sub-Treasury

R. M. Webster, 9.5.74; C. J. Butcher, 7.3.74; M. M. Schalk, 2.5.74.

Australian Bureau of Statistics

R. M. Walker, L. R. Kupkee, P. J. Hagan, G. D. Cocking, 6.12.73; M. Singer, M. J. Sullivan, V. J. Lazzaro, 11.4.74; P. M. Keating, 9.5.74.

Australian Taxation Office

K. J. Cains, T. A. Cahill, E. J. Joss, A. J. Firmstone, R. R. Kinkead, P. G. Fallon, 7.2.74; G. T. Kennedy, 7.3.74; M. J. Bermingham, 2.5.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: R. A. Park, E. H. McCurley, 11.10.73; V. Ryan, 25.10.73; A. C. Engel, I. C. Solin, 1.11.73; C. R. Wemyss, R. J. Reid, A. J. Faulkner, 10.1.74; A. A. Horridge, 17.1.74; P. L. Zikan, 31.1.74; F. J. O'Bryan, 8.2.74; T. S. Hayne, K. Nelson, 14.2.74; J. N. Willmet, D. M. Saunders, 21.2.74; M. J. McK. Kirkwood, K. G. Benson, N. W. Whitehurst, R. M. Johnson, 7.3.74; C. S. Downing, 14.3.74; P. D. Scholze, 21.3.74; R. E. Whitfield, M. J. Wilson, 28.3.74; R. Brewster, E. M. Bermingham, J. I. Griffiths, E. J. Belfer, 4.4.74; D. J. A. Prosser, 11.4.74; A. C. Pyefinch, G. R. Thompson, 18.4.74; W. R. J. Walker, 24.4.74; D. J. Breiner, A. J. Woods, D. I. Tracey, 2.5.74; S. L. McDowall, A. J. Schell, R. J. Dowling, P. J. Mundy, 9.5.74; A. S. Proctor, P. C. Carter, S. Marshall, N. C. Blaxendell, 16.5.74; R. J. Broughton, G. P. Rohl, M. M. Di Nuzzo, 23.5.74.

2. Promoted the undermentioned officers as shown:

ATTORNEY-GENERAL'S DEPARTMENT

NORTHERN TERRITORY

A. Wu, 64/85799E, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$6912-7652 (Class 4), Third Division, Titles Section, Darwin (No. 14), with effect from 10.1.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

VICTORIA

E. G. A. Center, 59/57902X, Training Officer, Grade 2 \$7899-8639, Third Division, as Senior Training Officer, Grade 1 \$8886-9548, Third Division, Establishments and General Division, Establishments Branch, Civil Personnel Section, Victoria, (No. 57), with effect from 4.4.74.

DEPARTMENT OF EDUCATION

WESTERN AUSTRALIA

L. A. Reid, 70/76083K, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Tertiary Allowance Section, Territorial and Facilities Division, Territorial Liaison Branch, Perth, with effect from 7.3.74.

**DEPARTMENT OF FOREIGN AFFAIRS
AUSTRALIAN CAPITAL TERRITORY**

G. F. Rimes, 58/21896T, Internal Auditor \$6912-7652, Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Overseas Division, Canberra (No. 539), with effect from 1.11.73.

R. J. Browne, 66/86265B, Clerk \$6912-7652 (Class 4), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Overseas Division, Canberra (No. 287), with effect from 1.11.73.

**DEPARTMENT OF LABOR AND IMMIGRATION
VICTORIA**

E. J. P. Berry, 66/57522W, Clerk \$6912-7652 (Class 4), Third Division, Department of Labor and Immigration, Tasmania, as Industrial Training Officer, Grade 2 \$7899-8639 (Class 5), Third Division, Employment and Training Division, Training Branch, Training Schemes Section, Melbourne (No. 32), with effect from 14.3.74.

**DEPARTMENT OF OVERSEAS TRADE
WESTERN AUSTRALIA**

A. F. Mason, 70/78416K, Phonogram Operator \$2085-4520, Fourth Division, Postmaster-General's Department, W. A., as Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Management Services Branch, Perth, with effect from 18.4.74.

**POSTMASTER-GENERAL'S DEPARTMENT
NEW SOUTH WALES**

J. A. Ellis, 67/24176C, Linesman Grade 1 \$4349-4541, Fourth Division, as Lines Supervisor, Grade 1 \$5668, Fourth Division, Engineering Division, Regional Operations Branch, Northern Section, Gundah, with effect from 14.2.74.

C. McCaull, 59/44709P, Lineman, Grade 2 \$4962-5136, Fourth Division, as Lines Supervisor, Grade 1 \$5668, Fourth Division, Engineering Division, Regional Operations Branch, Northern Section, Tamworth, with effect from 14.2.74.

L. McGuiness, 69/22583R, Lineman, Grade 1 \$4349-4541, Fourth Division, as Lineman, Grade 2 \$4962-5136, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 6 Section, Miranda, with effect from 7.3.74.

VICTORIA

G. W. Davies, 65/45871A Draftsman, Grade 1 \$5558-6903, Fourth Division, as Draftsman, Grade 2 \$7117-7545, Fourth Division, Engineering Works Division, Support Services Branch, Drafting Section, Victoria (No. 93), with effect from 10.1.74.

C. R. Wemyss, 66/38817X, Draftsman, Grade 1 \$5558-6903, Fourth Division, as Draftsman, Grade 2 \$7117-7545, Fourth Division, Engineering Works Division, Support Services Branch, Drafting Section, Victoria (No. 118), with effect from 10.1.74.

S. J. Monro, 72/37822A, Clerk \$2713-4950 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division, Metropolitan Region, Sales Branch, Contracts Section, Northcote (No. 214), with effect from 24.4.74.

QUEENSLAND

H. D. Challinor, 59/18283A, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 2 Section, Cleveland, with effect from 11.10.73.

C. Savoury, 59/19199M, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, Engineering Division, Country Branch, South Western Section, Dalby, with effect from 11.10.73.

W. A. Podmore, 59/53802T, Lineman, Grade 2 \$4962-5136, Fourth Division, as Lines Supervisor, Grade 1 \$5668, Fourth Division, Metropolitan Operations No. 2 Section, Engineering Division, Metropolitan Operations Branch, W. A., with effect from 7.3.74.

DEPARTMENT OF SCIENCE**QUEENSLAND**

C. M. Moore, 73/57092T, Clerk \$2713-5594 (Class 1), Third Division, Department of Defence (Army Office), Brisbane, as Clerk \$5806-6666 (Class 2/3), Third Division, Administrative Section, Regional Office, Bureau of Meteorology, Brisbane (No. 49), with effect from 4.4.74.

DEPARTMENT OF SOCIAL SECURITY**QUEENSLAND**

R. W. Mellor, 72/58380A, Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, as Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Social Security Branch, Pensions Section, Brisbane (No. 918), with effect from 18.4.74.

DEPARTMENT OF THE TREASURY**VICTORIA**

J. T. Fletcher, 73/38031G, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Management Branch, Accounting Section, Bendigo Regional Office, Australian Taxation Office, Victoria (No. 3479), with effect from 9.5.74.

H. B. MACDONALD

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 appeals should day of this notification. For this purpose the appropriate officer is—if the provisional promotion is made to an office physically located in:

- (a) a State, the Public Service Inspector in that State;
- (b) the Australian Capital Territory, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601;
- (c) the Northern Territory, the Public Service Inspector, Darwin;
- (d) Norfolk Island, the Public Service Inspector, Sydney;
- (e) Papua New Guinea, The Principal Executive Officer, Australian Staffing Assistance Group, Australian Office, Port Moresby, P.N.G.;
- (f) the Territory of Cocos (Keeling) Islands, the Public Service Inspector, Perth;
- (g) any other place outside Australia, the Chairman, Promotions Appeal Committee, 12th Floor, National Mutual Centre, Darwin Place, Canberra City 2601.

Note: The addresses of Public Service Inspectors are included in the Index of Addresses at the end 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 Technician 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 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 *Periodic Gazette* No. 25 A of 22.3.74 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Section 53B of the *Public Service Act* 1922-1973'.

Conditions of eligibility for Draftsman and Technical Officer positions for persons who have requisite experience but who lack approved education qualifications are also set out in 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.

Attention is drawn to the arrangements notified in P.S.B. Circular 1974/32 and its addendum dated 27 June 1974, concerning the handling of promotions appeals during the current postal difficulties. These provide that officers have until 11 July 1974 to check with Promotions Appeal Committees, **if they see a need**, to establish whether their appeals have been received for provisional promotions notified in the *Gazettes* of 16, 23, and 30 May, 6 and 13 June 1974.

Appeals should be lodged by telegram or by hand whenever an officer judges that the postal services may not deliver an appeal by the due date.

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****Operations Division, Operations Management Branch**

T. M. Wheeler 73/88530R	Clerk \$9194-9869 (Class 6), Third Division	Clerk \$11383-11886 (Class 8), Third Division, Office of the Aboriginal Loans Commission (No. 45)
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D. M. Power 72/88736W	Investigation Officer \$9194-9869 (Class 6), Third Division	Clerk \$11383-11886 (Class 8), Third Division, Office of the Aboriginal Loans Commission (No. 187)
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Duties above two positions: Examine loan submission and make recommendations regarding approvals.
Qualifications: Appropriate tertiary qualifications desirable.

G. W. Quantock 65/36801A	Assistant Inspector \$9194-9869 (Class 6), Third Division, Department of Defence (Army Office), Melbourne	Inspector \$11383-11886 (Class 8), Third Division, Operational Arrangements and Documentation Section. (No. 5)
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Duties: Evaluate and assess projects and monitor the implementation of community development projects.

Community Development Branch

B. V. Burke 68/87656R	Clerk \$9194-9869 (Class 6), Third Division, Office of the Australian Development Assistance Agency	Senior Project Officer, \$11383-11886 (Class 8), Third Division, No. 2 Section (No. 221)
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Duties: 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.

Management Services Branch

C. L. De Silva 74/85716E	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division, Department of Repatriation and Compensation	Clerk \$6052-6929 (Class 2/3), Third Division, Internal Audit Section (No. 113)
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Duties: Under supervision and direction, undertake minor internal audit examinations.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

Operations Division, Operations Management Branch

A. J. Colwell 71/40779A	Clerk \$7180-7935 (Class 4), Third Division, Department of the Treasury, Commonwealth Sub-Treasury.	Investigation Officer, \$9194-99869 (Class 6), Third Division, Office of the Aboriginal Loans Commission (No. 175)
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Duties: Assist Aborigines and Aboriginal communities to formulate applications for assistance to engage in business enterprises. Report on the viability of projects. Maintain contact with project managers and provide liaison as necessary to ensure the successful operation of the enterprise.

Qualifications: Applicants must be able to communicate successfully with Aboriginal groups and communities. Tertiary qualifications, including units in accountancy and/or economics, together with appropriate commercial experience desirable.

NORTHERN TERRITORY

Northern Territory Division, Management Services Branch

G. Martinskis 64/85021G	Clerk \$7180-7935 (Class 4), Third Division, Department of the Northern Territory, Darwin	Clerk \$8187-8942 (Class 5), Third Division, Finance Section, Expenditure Sub-section (Claims and Processing), Darwin (No. 543)
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Duties: Senior Examiner of accounts, alternate Certifying Officer.

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

Projects and Services Branch

G. M. Bowley 69/75126E	Clerk \$6052-6929 (Class 2/3), Third Division	Assistant Superintendent \$8187-8942 (Class 5), Third Division, Field Pool Section, Darwin (No. 123)
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Duties: Responsible for the social advancement programme for the Aboriginal population. Oversight the physical activities of the settlement.

Qualifications: Sound administrative experience and ability to supervise the work of staff members and Aborigines. Knowledge of appropriate Northern Territory legislation an advantage.

J. A. Gardiner 68/37346P	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Field Pool Section, Darwin (No. 479)
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C. R. Boutell 71/95368C	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Field Pool Section, Darwin (No. 474)
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E. F. Chapel 73/95779G	Clerk \$4741-5836 (Class 1), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Field Pool Section, Darwin (No. 481)
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J. G. Brown 73/95491C	Clerk \$4741-5836 (Class 1), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Field Pool Section, Darwin (No. 477)
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Duties above four positions: Responsible for the social advancement programme for the Aboriginal population. Oversight the physical activities of the settlement.

Qualifications: Sound administrative experience and ability to supervise the work of staff members and Aborigines. Knowledge of appropriate Northern Territory Legislation an advantage.

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Management Services Branch

R. C. Buck 58/36914K	Clerk \$9194-9869 (Class 6), Third Division, Department of Health, Canberra	Accountant \$10204-10879 (Class 7), Third Division, Finance and General Services Section, Finance and Accounts Sub-section, Accounts Unit, Canberra (No. 1519)
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Duties: Control Commodity Trust Accounts and special funds, including receipts, review of expenditure statements and investment of surplus funds. Supervise Accounts Unit.

Qualifications: Wide accounting knowledge and experience. Accountancy qualifications an advantage.

A. Mencik 73/88672M	Assistant Library Officer \$2859-5464, Third Division, Canberra	Library Officer, Grade 1 \$5697-6396, Third Division, Finance and General Services Sub-section, Library Unit, Canberra (No. 1565)
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Duties: Reference Officer. Answer less difficult reference and other inquiries. Solve the problems of bibliographic identification.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF AGRICULTURE—continued

Industry No. 1 (Meat and Meat Products) Division, Marketing and Production Services Branch

K. F. Bascomb
73/38704P

Clerk \$2845-5179 (Class 1), Third Division, Canberra, unattached

Clerk \$7180-7935 (Class 4), Third Division, Marketing Policy Section, Canberra, vice C. E. Arkley-Smith, prov. prom. 6.6.74 (No. 638)

Duties: Prepare ministerial, other correspondence and submissions to the Minister and senior officers and provide assistance to officers of the Section for the preparation of statements, submissions, reports and statistics. Prepare the commodity notes issued by the Section and liaise with marketing boards.

Qualifications: Ability to prepare correspondence, reports and submissions desirable.

Industry No. 2 (Dairy Products) Division, Marketing and Stabilisation Branch

R. W. Jennings
72/88648C

Clerk \$10204-10879 (Class 7), Third Division, Department of the Prime Minister and Cabinet, Canberra

Executive Officer \$11383-11886 (Class 8), Third Division, Dairy Section, Canberra (No. 3664)

Duties: Prepare statements of policy in relation to overseas marketing of dairy products. Prepare reports, submissions and briefing material and where necessary make recommendations in relation to Australian participation in international agreements and conferences.

Qualifications: Analytical ability and experience in the preparation of reports and submissions, and knowledge of the dairy industry desirable. Academic qualifications to be stated.

Industry No. 5 (Fisheries) Division, Policy Branch

W. S. B. Jackson
72/37184M

Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Australian Bureau of Statistics, Canberra

Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Economic Research and Statistics Section, Canberra (No. 698)

Duties: Conduct economic research into various aspects of the fishing and allied industries. Assist in the preparation of research reports and papers.

Qualifications: An appropriate university degree. Relevant experience in research desirable.

Agriculture and Food Services Division, Institutions and Farm Services Branch

S. J. Fisk
73/57041E

Clerk \$2845-5179 (Class 1), Third Division, Canberra, unattached

Clerk \$7180-7935 (Class 4), Third Division, International Organisations Section, Canberra (No. 6)

Duties: General assistance on work relating to the interests of the Department in international organisations and negotiations.

Food Services Branch

M. A. P. Boyd
73/85220X

Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Canberra

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Technical Services Section, Pesticides Sub-section, Canberra (No. 1776)

Duties: Transfer results from Pesticide Residue Survey Analysts reports to record sheets and record results of analysis of dairy produce on Dairy Factory Records. Reproduce and distribute information on pesticides to Australian Government/State Authorities. File technical reports and records and related material.

SOUTH AUSTRALIA

Forestry and Timber Bureau, Forest Research Branch

D. M. Gritton
70/66647R

Technical Assistant, Grade 1 \$2728 6506, Fourth Division, Mt. Gambier

Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Regional Section, South Australia Sub-section, Mt. Gambier (No. 3344)

Duties: Assist with routine laboratory determinations of the chemical and physical characteristics of soil samples. Prepare and maintain equipment.

Qualifications: Leaving certificate, preferably with mathematics and botany or biology, together with 3 years experience in field and laboratory experimentation desirable.

ATTORNEY-GENERAL'S DEPARTMENT

NEW SOUTH WALES

Deputy Crown Solicitor's Office

D. G. Bridgen
73/16742G

Clerk \$2845-5836 (Class 1), Third Division, Department of the Treasury, Australian Taxation Office, Sydney

Professional Assistant \$4893-6301, Third Division, Sydney (No. 167)

Duties: Assist generally in the work of a Legal Section.

Qualifications: Completion of the first year of a four year course or the second year of a five year course of study for the degree of Bachelor of Law.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

- J. H. Lichtenberger
73/11328C Clerk \$2845-5836 (Class 1), Third Division, Department of Housing and Construction, Sydney
Duties: Assist generally in the work of a Legal Section.
Qualifications: Completion of the first year of a four year course or the second year of a five year course of study for the degree of Bachelor of Law.
- P. A. Bradley
74/10066X Clerk \$2845-5836 (Class 1), Third Division
Clerk \$6052-6929 (Class 2/3), Third Division, Sydney (No. 113)
Duties: Oversight the issue of letters of demand and ensure follow-up action. Control files and take action in the more difficult cases. Interview debtors responding to letters of demand.
- C. E. Miles
73/13184E Clerk \$2845-5836 (Class 1), Third Division, Postmaster-General's Department, Sydney
Clerk \$6052-6929 (Class 2/3), Third Division, Sydney (No. 107)
Duties: Recovery Clerk. Issue court processes and take other action in the recovery of debts.
- S. Hynes
71/12905K Typist, Grade 2 \$4956-5266, Fourth Division
Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Sydney (No. 188)
Duties: Prepare and type minor legal documents and minor correspondence. From brief instructions given orally or in writing complete and type more important legal documents. Render general assistance to legal officers.
Qualifications: Shorthand and typing qualifications desirable.

NORTHERN TERRITORY

Crown Law Office

- H. J. P. Mohrholz
71/95524A Clerical Assistant, Grade 3 \$5048-5489, Fourth Division
Searcher, Grade 2 \$6717-7111, Fourth Division, Administrative Section, Darwin
Duties: Conduct searches against title to property, probates, companies and firms and furnish reports on searches carried out. Attend to lodging of all dealings in the Office of Registrar-General.
- Registration Offices Branch**
- P. Davies
67/86457A Clerical Assistant, Grade 2 \$4611-4902, Fourth Division
Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Titles Section, Darwin (No. 27)
Duties: Attend to search requests, prepare photo-copies, assess and receive fees payable. Enter registration discharges of bills of sale and maintain related index.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

- G. Painting
66/87019R Clerk \$9194-9869 (Class 6), Third Division
Clerk \$10204-10879 (Class 7), Third Division, Organisation, Classification and Methods Section, vice C. Harper, prov. prom. 11.4.74 (No. 1233)
Duties: Investigate and review methods and procedures of various functional areas; report on findings and make recommendations for improvements.
Qualifications: Aptitude for investigational work and report writing.
- C. R. Eckermann
73/66093A Assistant Programmer \$8187-8942, (Class 5), Third Division
Programmer \$9194-9869, (Class 6), Third Division, ADP Section, (No. 1302)
Duties: Carry out supervision of production and testing at the computer centre.
Qualifications: Experience in the analysis, design and programming of ADP systems. Investigational and analytical ability.
- J. Lenson
73/85076R Clerical Assistant, Grade 2 \$4611-4902, Fourth Division
Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel and Services Section (No. 1467)
Duties: Register and index correspondence according to instructions from Officer-in-charge. Examine correspondence.
- K. C. Hume
73/86629M Clerical Assistant, Grade 1 \$4126-4514, Fourth Division
Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Personnel and Services Section (No. 1477)
Duties: Distribute and collect classified files, papers and other matter in accordance with prescribed procedures.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE CAPITAL TERRITORY—continued

B. P. Hunt 73/89505E	Clerical Assistant, Grade 1 \$4126-4514	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Personnel and Services Section, vice J. Lenson, prov. prom. 4.7.74. (No. 1484)
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Duties: Attach follow-on papers to files and mark out to correct Action officers. Ensure follow-on papers are properly related to files.

Finance and Supply Branch

P. Maguire 71/85611A	Senior Storeman \$4948-5207, Fourth Division	Stores Supervisor \$5519-5773, Fourth Division, Expenditure and Costing Sec- tion (No. 1594)
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Duties: Supervise and direct the activities of staff engaged on storehouse functions.

Qualifications: Wide knowledge and experience of storehouse operations and procedures.

Lands Division, Forests Branch

C. F. Powning 74/86157T	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division	Clerk \$6052-6929 (Class 2/3), Third Division, Administration Section (No. 1020)
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Duties: Maintain historical records on the performance of forest units and prepare logging accounts and statistics associated with sales to Integrated Forest Products Mill.

City Manager's Office, City Services Branch

N. W. Lake 72/88471P	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Social Controls and Authorities Section (No. 1055)
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Duties: As an Inspector under the Milk Authority Ordinance carry out and report on inspections concerning milk vendors and retailers. Supervise zoning of vendors' areas. Assist with transfers of Retailers' Licences and Vendors' Permits. Investigate and report on complaints against licence or permit holders.

Qualifications: Experience and ability in dealing with members of the public.

G. Cording 72/87236P	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Building Section, vice C. Wronski, prov. prom. 16.5.74 (No. 150)
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Duties: Transcribe remarks of approving Authorities from action copy of domestic plans and specification to other copies.

S. D. Pyne 72/86318G	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Building Section, vice F. McDewitt, prov. prom. 16.5.74 (No. 1068)
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Duties: Maintain plans approval progress record cards (by classification e.g. house, garage, extension, amendment etc.) from lodgement to approval stage.

D. M. Gale 73/85965M	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Building Section, vice G. Cording, prov. prom. 4.7.74 (No. 152)
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Duties: Detach plans and specifications for dispatch on 'rounds'. Follow up on plans delayed on 'rounds'. Maintain lodgements/approvals sheets.

S. M. Murray 71/85813C	Typist, Grade 1 \$4440-4801, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Building Section, vice S. D. Pyne, prov. prom. 4.7.74. (No. 151)
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Duties: Prepare monthly statistics of Permits to Erect issued, Certificates of Occupancy issued, Builder's Special Licences issued and number of houses under erection.

L. A. Iles 73/89740C	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Building Section, vice K. Z. Allen, prov. prom. 16.5.74. (No. 155)
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Duties: Provide relief within the Clerical Section.

H. Klefisch 73/87517X	Clerk \$2845-5836 (Class 1), Third Divi- sion	Clerk \$6052-6929 (Class 2/3), Third Division, Traffic Section (No. 362)
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Duties: Assist with the provision of secretarial and administrative services for the Section.

G. Calkin 72/88168W	Clerk \$2845-5836 (Class 1), Third Divi- sion	Clerk \$6052-6929 (Class 2/3), Third Division, Traffic Section, vice V. Hughes, prov. prom. 13.6.74. (No. 392)
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Duties: Undertake the more involved counter transactions and exercise delegations as Deputy Registrar.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

I. Young 71/86198C	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Traffic Section, vice C. M. Ward, prov. prom. 13.6.74. (No. 354)
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Duties Undertake relief duties within the traffic section.

Housing and Welfare Division, Housing Operations Branch

W. H. Harrison 65/85317W	Clerk \$7180-7935 (Class 4), Third Division	Clerk \$9194-9869 (Class 6), Third Division, Government Housing Operations Section (No. 1003)
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Duties: Provide appropriate relief within the Branch.

Welfare Branch

R. Ryan 73/86481X	Clerical Assistant, Grade 1 \$4126-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administration Section, vice P. J. Blain, prov. prom. 13.6.74 (No. 971)
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Duties: Carry out duties of Receptionist at the Regional Welfare Agency. Arrange interviews and appointments. Perform general clerical duties.

Qualifications: Ability to operate a switchboard.

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Management Services Division, Automatic Data Processing Branch

P. J. Abma 67/40098X	Senior Computer Operator Grade 3 \$8100-8640, Fourth Division, Department of Science, Melbourne	Programmer \$9194-9869 (Class 6), Third Division, Operations and Support Section (No. 209)
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Duties: Plan, prepare and conduct courses for the Section including training Trainee Computer Operators. Oversight on-the-job training of Trainee Computer Operators. Other duties as required.

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

Imports/Exports Division, Import Control Branch

G. Frizzell 65/85192K	Clerk \$9194-9869 (Class 6), Third Division	Clerk \$10204-10879 (Class 7), Third Division, Control and Legislation Section, vice R. B. Norman, prov. prom. 16.5.74 (No. 11)
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Duties: Prepare briefs for Customs representatives at international meetings including the Customs Co-operation Council, Trade negotiations and Inter-governmental Maritime Consultative Organizations. Conduct research into Customs policies and procedures in other countries.

Effective date of this promotion is 27.6.74 in lieu of notification appearing in *Gazette* No. 53 of 27.6.74.

NEW SOUTH WALES

Services Branch

J. A. Centrone 72/10605A	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Preventive Officer-in-training \$3456-4937, Fourth Division, Special Services Section
G. R. Turnbull 71/14033M	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Attorney-General's Department, Sydney	Preventive Officer-in-training \$3456-4937, Fourth Division, Special Services Section

Note: Conditions governing recruitment, training and advancement of Preventive Officers-in-training are shown on page 66 of *Gazette* No. 25 A of 22.3.74.

SOUTH AUSTRALIA

Services Branch

R. R. Cullinan 71/67086M	Clerical Assistant, Grade 1 \$2182-4514, Fourth Division	Preventive Officer-in-training \$3456-4937, Fourth Division, Special Services Section (No. 143)
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Note: Conditions governing appointment, promotion or transfer to this position appeared in *Periodic Gazette* No. 25 A of 22.3.74.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Manpower Policy and Management Services Division, Management Services Branch

R. W. Ellis 63/36376T	Assistant Inspector \$10204-10879 (Class 7), Third Division	Inspector \$11383-11886 (Class 8), Third Division, Establishments Section (No. 2304)
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Duties: Lead and direct an investigation team or operate independently in major and ad hoc organisation, establishment and classification investigations and cyclical reviews of civilian and military positions in the Department.

A. M. Walton 73/89920G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Army Office	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Information Control Section (No. 2347)
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Duties: Distribution Assistant in a large classified registry.

Secretariat Division, Systems Analysis Branch

G. E. Luck 73/36731X	Clerk \$2845-5836 (Class 1), Third Division, Postmaster-General's Department, Melbourne	Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division (No. 1895)
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Duties: Assist in systems analysis studies directed to the solution of defence problems. Carry out research and prepare reports as required.

Qualifications: University degree essential.

Programme Management and Defence Facilities Division, Programme Management Branch

R. G. Humphry 66/87088K	Senior Programmer \$12389-12890 (Class 9), Third Division	Principal Executive Officer \$13394-13898 (Class 10), Third Division, Financial Planning and Control Section (No. 1938)
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Duties: 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.

Defence Facilities Branch

B. C. Cooney 68/40121T	Clerk \$8187-8942 (Class 5), Third Division, A.C.T. Health Services Commission	Clerk \$9194-9869 (Class 6), Third Division, Facilities Planning and Control Section (No. 1274)
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Duties: Assist with the analysis of works proposals and design briefs initiated from within the Offices of the Department.

Logistics Division, Logistics Management and Industry Policy Branch

A. J. Woods 67/86764W	Clerk \$9194-9869 (Class 6), Third Division, Department of Education	Clerk \$10204-10879 (Class 7), Third Division, Logistics Management Section, vice M. L. Murdoch, prov. prom. 10.1.74, (No. 1955)
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Duties: Assist in investigations into aspects of Service logistic systems and policies. Review overseas developments in this field.

Qualifications: Demonstrated analytical ability and experience in investigating work and knowledge of service activities an advantage. Tertiary qualifications desirable.

EDP Division, Systems Development Branch

D. I. Clark 69/85101G	Programmer \$9194-9869 (Class 6), Third Division, Department of Agriculture	Programmer \$11383-11886 (Class 8), Third Division (No. 809)
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Duties: Under direction, research, analysis, design and programming of applications for the Defence EDP project.

Qualifications: Considerable relevant experience in analysis, development and programming for large scale EDP systems.

Technical Support Branch

H. F. Austin 68/87016K	Programmer \$9194-9869 (Class 6), Third Division, Army Office	Programmer \$11383-11886 (Class 8), Third Division (No. 786)
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Duties: Under direction, maintain and develop compilers, monitor systems and other software.

Qualifications: Considerable relevant experience in analysis, development and programming for large scale EDP systems.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

VICTORIA

L. K. McClure 72/40941C	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Postmaster-General's Department, Melbourne	Technical Officer (Engineering), Grade 2 \$8929-9443, Third Division, Melbourne (No. 1268)
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Duties: Perform technical operation including fault diagnosis procedures on computer and ancillary equipment.

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

DEPARTMENT OF DEFENCE—AIR OFFICE

AUSTRALIAN CAPITAL TERRITORY

Air Member for Technical Services, Directorate General of Aircraft Engineering

J. Stewart 74/94070G	Clerical Assistant, Grade 1 \$2182-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Directorate of Aeronautical Equipment Engineering (No. 120)
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Duties: Provide clerical assistance to officers in the Directorate. Amend and maintain publications, and maintain file index.

Chief of the Air Staff

S. J. Mallie 73/85596A	Typist, Grade 1 \$4440-4801, Fourth Division	Typist, Grade 2 \$4956-5266, Fourth Division, Executive Section (No. 41)
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Duties: Undertake general stenography for senior officers of the Air Staff Branch. Type from notes or drafts, reports, memoranda, minutes, on Air Staff Matters.

NEW SOUTH WALES

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

F. J. Brown 67/11072C	Inspecting Officer, Grade 3 \$7138-7581, Fourth Division	Senior Inspecting Officer, Grade 1 \$8028-8528, Fourth Division, Sydney (No. 133)
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Duties: Responsible to the Inspector-in-charge, Miscellaneous Contracts, for the technical control of itinerant DCA staff carrying out quality assurance and acceptance of products and services supplied by contractors operating under the approved firms systems.

Qualifications: Extensive trade training and experience in the Materials Field including fuels, lubricants, paints, rubber, chemicals and associated products. Sound knowledge of Quality Assurance requirements and procedures and proven administrative ability desirable.

D. T. Graving 72/11248R	Inspecting Officer, Grade 1 \$5572-6129, Fourth Division	Inspecting Officer, Grade 2 \$6336-6859, Fourth Division, Sydney (No. 89)
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Duties: With oversight from more senior staff, responsible for controlling an Inspection activity at a major contractor.

Qualifications: Trade training and experience in the airframe and aircraft engine fields, sound knowledge of quality assurance requirements and procedures desirable.

Headquarters Support Command, No. 2 Stores Depot

P. Szlazko 67/10672W	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Warehousing Section, Regents Park (No. 119)
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P. G. Bayada 69/120216T	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Warehousing Section, Regents Park (No. 26)
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Duties above two positions: Under direction maintain stock location sheets, amend publications, action issue instructions, resolve discrepancies.

Qualifications above two positions: Sound knowledge of and experience in Stores and Warehousing procedures of a RAAF Stores Depot desirable.

W. O'Donnell 71/13332T	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Warehousing Section, Regents Park (No. 267)
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Duties: Control and direct reconciliation of overseas receipt vouchers and take hastening action if required.

Qualifications: Sound knowledge of and experience in Stores and Warehousing procedures of a RAAF Stores Depot desirable.

G. L. Gilbert 70/11920X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Warehousing Section, Regents Park (No. 193)
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Duties: Supervise and co-ordinate four clerical assistants in resolving discrepancies in local receipt section. Prepare associated correspondence.

Qualifications: Sound knowledge of and experience in Stores and Warehousing procedures of a RAAF Stores Depot desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—AIR OFFICE—continued

V. M. Daley 72/10162G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Headquarters Section, Regents Park (No. 333)
<i>Duties:</i> Under direction register and redistribute vouchers in an EDP environment, assist with processing voucher rejects.		
F. A. Druett 73/11989C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Headquarters Section, Regents Park (No. 332)
<i>Duties:</i> Under direction receive EDP produced documents. Sort, distribute and take follow up action as required.		
M. E. Perry 72/15127K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Headquarters Section, Regents Park (No. 245)
<i>Duties:</i> Under direction take provisioning action for stores and equipment in an EDP environment.		
<i>Qualifications above three positions:</i> Knowledge of Stock Control procedures desirable.		
J. Law 72/14219K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Warehousing Section, Regents Park (No. 147)
<i>Duties:</i> Under direction, raise and maintain order files, check delivery details in accordance with current procedures, action diversion vouchers.		
C. A. Cook 73/11604X	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Warehousing Section, Regents Park (No. 250)
<i>Duties:</i> Under direction investigate outstanding suspense accounts, take corrective action for rejected overseas receipt vouchers in an EDP environment.		
<i>Qualifications above two positions:</i> Sound knowledge of and experience in Stores and Warehousing procedures of a RAAF Stores Depot desirable.		

VICTORIA

Area Finance Office, Finance and Logistics Division, Finance Administrative Branch

J. C. T. White 63/36978G	Internal Auditor, Grade 2 \$8187-8942 (Class 5), Third Division, Department of Labor and Immigration, Melbourne	Senior Internal Auditor, Grade 1 \$9194- 9869 (Class 6), Third Division, Audit and Service Accounting Section (No. 152)
<i>Duties:</i> In charge of section. Responsible for all audits in a State Office, within prescribed limits and Central Office directives.		
<i>Qualifications:</i> Extensive audit experience, together with experience in staff control. Ability to write and edit reports and instructions relating to internal audit operations. Accounting qualifications desirable.		

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

A. M. McAsey 72/39236T	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 59)
<i>Duties:</i> Prepare and maintain necessary records of Directorate of Quality Assurance activities at contractor's premises. Attend to local staff and administrative matters and prepare associated correspondence.		
<i>Qualifications:</i> General clerical experience appropriate to the duties desirable.		

Headquarters Support Command, Senior Maintenance Staff Officer Branch

V. E. Wakefield 71/41034X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Melbourne (No. 507)
K. J. Tippet 71/38588M	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Melbourne (No. 536)
<i>Duties above two positions:</i> In relation to RAAF equipment raise assessment data cards, maintain index sheets, resolve EDP rejects, verify technical documents by comparison with assessment cards.		
<i>Qualifications:</i> Knowledge of RAAF logistics system desirable together with neatness and legibility in hand-writing.		
E. J. Morrison 71/40995P	Clerical Assistant, Grade 1 \$2182-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Melbourne (No. 598)
<i>Duties:</i> Prepare and file assessment data cards, amend and maintain technical assessment documents and publications, transfer information from EDP printouts to assessing references documents.		
<i>Qualifications:</i> Knowledge of RAAF logistics system desirable together with neatness and legibility in hand-writing.		

*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

J. M. Ellison 69/87631W	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Civil Personnel Section, Canberra (No. 51)
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NEW SOUTH WALES

Training Command, 1st Recruit Training Battalion

O. E. Elliott 68/24568G	Postal Clerk \$4605-5744, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Administration Section, Orderly Room Sub-section, Wagga Wagga (No. 2)
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Duties: Check documentation associated with records of public monies, leave and attendance. Initiate adjusting action of errors detected and investigate accounting queries. Carry out spot checks of rations and petrol/oil/lubricants.

Headquarters

V. L. Scott 68/13082X	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Darlinghurst	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Training Doctrine Section, Methods, Aids and Publications Sub-section, Darlinghurst (No. 23)
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Duties: Responsible for the preparation of manuscripts of training publications for printing. Proof read printer's proofs of training publications. Arrange for the duplication of multiple copies of manuscripts of proofs, collation and distribution. Maintain a library of training publications.

Logistic Command, 2 Army Quality Assurance Unit

R. J. Sherman 73/10320E	Inspecting Officer, Grade 1 \$5572-6129, Fourth Division, St Marys	Inspecting Officer, Grade 2 \$6336-6859, Fourth Division, Filled Ammunition Section, Product Verification (Bomb Filling) Sub-section, St Marys (No. 55)
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Duties: Quality assurance of filled ammunition and explosives stores for the Armed Forces. Control and direct subordinate staff so engaged.

Regional Secretariat

L. F. O'Reilly 73/10824T	Clerk \$2713-5594 (Class 1), Third Division, Paddington	Clerk \$5806-6666 (Class 2/3), Third Division, Accounting Section, AMF Sub-section, Kapooka (No. 210)
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Duties: Pay ARA personnel proceedings on leave and make necessary entries in paybooks. Pay miscellaneous civil salaries as required. Receive monies for miscellaneous services and issue receipts.

VICTORIA

Training Command, Army Apprentices School

M. I. J. Ward 72/39456A	Typist, Grade 1 \$2113-4579, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Balcombe, vice G. Trotter, prov. prom. 4.7.74 (No. 29)
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Duties: Receive, store and make detailed issues of stationery items, publications, text books and school requisites.

G. Trotter 68/39680P	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division	Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Balcombe (No. 71)
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Duties: Perform the duties of internal checker and stocktaker and as required carry out particular tasks in this field. Prepare documentation for stocktaking as directed and ensure all items are verified at required levels. Carry out physical stocktakes. Investigate discrepancies.

Logistic Command, 3 Base Workshop Battalion

J. A. Holmes 73/38040K	Clerk \$2713-5594 (Class 1), Third Division	Clerk \$5806-6666 (Class 2/3), Third Division, Broadmeadows (No. 7)
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Duties: Responsible for the maintenance of civil staff records, overtime and penalty payments, claims for compensation and general civilian staff administrative matters.

Qualifications: Sound experience, knowledge of the provisions of the Public Service Act and Regulations, General Orders, Awards and Determinations.

31 Supply Battalion

A. M. McKibbin 65/37795G	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Bandiana (No. 347)
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Duties: Prepare all draft traffic documents relating to issue of ammunition and non-explosive stores. Record and box check all vehicles loaded or unloaded at storehouse. Arrange transport of stores with appropriate authorities.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE—continued

Third Military District, Army Design Establishment

R. B. Leslie
64/38345G Clerical Assistant, Grade 3 \$4822-5254, Fourth Division Clerical Assistant, Grade 5 \$5879-6263, Fourth Division, Maribyrnong (No. 484)
Duties: Officer in charge and classifier of the correspondence registry (including Security registry) securing an engineering Establishment.
Qualifications: Sound knowledge of Registry procedures with suitable relevant experience.

R. A. Greensmith
66/39764W Technical Officer (Engineering), Grade 1 \$6003-7613, Fourth Division Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Maribyrnong (No. 150)
Duties: Progress, supervise and perform as required, the calibration and maintenance of the Electrical Engineering Laboratory, Electronic, Electrical, Temperature and Environmental test equipment and plant.
Qualifications: An approved certificate from a technical college or institute of technology or its equivalent or such other approved qualifications. Wide experience in the electronics field, experience in setting up and maintaining a maintenance programme and ability to control staff.

M. S. Webster
71/40893W Storeman \$4363-4586, Fourth Division Senior Storeman \$4724-4977, Fourth Division Maribyrnong (No. 516)
Duties: Receive store and issue steels and other metals and maintain relevant stock records.
Qualifications: Knowledge of ferrous and non-ferrous metals and sections and of store accounting procedures.

QUEENSLAND

Logistics Command, 1 Base Workshops

C. Staib
68/57683G Clerical Assistant, Grade 2 \$4611-4902, Fourth Division Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Stores Platoon Section, Provision and Control Sub-section, Brisbane (No. 165)
Duties: Check availability of stock holdings against Workshop parts requirement lists.

Regional Secretariat Branch

E. J. Watkins
68/58140G Clerk \$2713-5594, (Class 1), Third Division Clerk, Internal Audit \$5806-6666 (Class 2/3), Third Division, Army Audit Section, Brisbane (No. 97)
Duties: Assist in the Audit of the Unit Stores Accounts.

SOUTH AUSTRALIA

Regional Secretariat, Civil Personnel Section

N. L. Larkin
71/67103C Clerical Assistant, Grade 1 \$1959-4298, Fourth Division Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Regional Secretariat, Central Registry, Keswick (No. 62)
Duties: Assistant-in-charge dispatch.

A. E. Parrish
71/67092A Clerical Assistant, Grade 1 \$1959-4298, Fourth Division Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Regional Secretariat, Keswick (No. 54)
Duties: Maintain personal card indexer. Identify personal files for the attachment of correspondence and answer queries.

4 Army Quality Assurance Unit

K. N. Gillen
71/67059E Motor Driver \$4955-5130, Fourth Division Senior Motor Driver \$5423-5570, Fourth Division, 4 AQAU, Administration Section, Transport Sub-section, Woodville Nth (No. 68)
Duties: Officer in charge of transport section.

Logistics Command, Proof & Experimental Establishment

K. E. Wright
71/66430A Examiner \$5678-5904, Fourth Division Senior Fitter & Turner, Grade 1 \$6697-6856, Fourth Division, Logistic Command, Proof and Experimental Establishment, Technical Services, General Engineering Workshops, Port Wakefield (No. 5)

Duties: Undertake the manufacture of items designed for proofs and trials or for the modification of equipments. Undertake minor design modification aspects of mechanical equipment.

Qualifications: Qualified fitter and turner.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Establishments and General Division, Establishments Branch

P. J. Seigert 66/37578E	Assistant Inspector \$9194-9869 (Class 6), Third Division, Canberra	Assistant Inspector \$10204-10879 (Class 7), Third Division, Organisation and Classification Section, Canberra (No. 80)
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Duties: Inspect and report on organisations and establishments for selected functions within the Department.

L. M. Short 71/87585E	Clerk \$7180-7935 (Class 4), Third Division, Army Office, Canberra	Clerk \$8187-8924 (Class 5), Third Division, Personnel Section, Overseas Sub-section, Canberra, vice J. E. Styles, prov. prom. 27.6.74. (No. 27)
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Duties: Prepare proposals, related reports and correspondence for overseas visits together with submissions on conditions of service at overseas posts. Preparation of Treasury Forms 28A and salary advices for U.S.A. and U.K. based staff.

General Services Branch

K. R. White 68/87256E	Clerk \$7180-7935 (Class 4), Third Division, Canberra	Clerk \$8187-8924 (Class 5), Third Division, Statistics Section, Canberra (No. 2347)
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Duties: Assist with specific major assignments and undertake minor assignments in the statistical field. File, document data, maintain current statistical series.

C. V. Thompson 73/87002X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5049-5489, Fourth Division, Central Registry Section, Confidential, Restricted and Unclassified Sub-section, Canberra (No. 17)
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Duties: Register confidential and below files. Mark out Movement Cards for all new files.

D. R. White 73/85930T	Clerical Assistant, Grade 1 \$2128-4514, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Central Registry Section, Secret Sub-section, Canberra, vice C. V. Thompson, prov. prom. (No. 22)
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Duties: Sort and schedule files and papers for distribution. Attend to counter inquiries.

H. M. Connor 72/85161M	Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Central Registry Section, Common Services Sub-section, Canberra, vice A. G. Anderson, prov. prom. 13.6.74 (No. 24)
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Duties: Open and sort classified and unclassified mail. Assist in disposal of files.

D. A. McAulay 73/86838G	Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Department of Housing and Construction, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Central Registry Section, Confidential Restricted and Unclassified Sub-section, Canberra (No. 35)
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Duties: Nominal indexing of confidential and below papers and file as directed by Classifier, Post Examiner and File Examiner.

Finance and Materiel Division, Finance Branch

R. W. Corey 59/48003T	Inspector \$11383-11886 (Class 8), Third Division, Canberra	Senior Finance Officer \$12389-12890 (Class 9), Third Division, Financial Programming and Budgets Section, Programme Planning Sub-section, Canberra, vice D. P. Reynolds, prov. prom. 11.4.74 (No. 70)
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Duties: 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.

Naval Production Division

M. Mitchell 74/46703T	Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General and Office Services Section, Canberra (No. 2039)
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Duties: Provide clerical assistance to the Director-General Naval Production including regular distribution and clearance of files and amendments to technical publications, directives, etc.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—NAVY OFFICE—continued

NEW SOUTH WALES

Area Secretariat

R. Mieczko 72/15113K	Typist, Grade 1 \$2113-4579, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, HMAS 'Nirimba', Quakers Hill (No. 161)
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Duties: Operate duplicating and photocopying machines, collate and distribute documents. Some typing required.

HMA Naval Dockyard, Garden Island

G. Robinson 73/13880A	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Department of De- fence	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Planning Division (No. 142)
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Duties: Receive, record, distribute and collect files, correspondence and signals within the Division and generally assist the Manager with minor clerical duties.

R. Heale 73/12022K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Department of De- fence	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Planning Division (No. 143)
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Duties: Assist Group capacity planning technical staff in the production of manhour forecast charts by compiling manhour expenditure charts for all current jobs.

T. R. Harvie 73/12094R	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Department of De- fence	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Planning Division (No. 148)
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Duties: Assist Job Planning Technical Officers by performing minor statistical analysis. Completion of clerical aspects of standard forms, arranging copying requirements and other minor clerical functions.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

S. J. O'Brien 73/85709W	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Management Services Branch	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel and Ser- vices Section Office, Services Sub- section, Canberra (No. 172)
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Duties: Arrange car, airline, overseas travel and accommodation bookings. Prepare travel warrants and purchase requests.

R. J. Hay 72/76190T	Assistant Programmer \$8187-8942 (Class 5), Third Division	Programmer \$9194-9869 (Class 6), Third Division, Establishments and Methods Section, ADP Sub-section, Canberra (No. 129)
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Duties: Under direction, undertake systems analysis, design and programming for the implementation of ADP systems.

Qualifications: Appropriate training in programming together with experience in systems analysis and programming. Academic qualifications to be stated.

Commonwealth Teaching Service

B. T. Pinchbach 68/86545K	Psychologist, Class 2 \$10167-11360, Third Division, Department of Defence —Air Office, Melbourne	Clerk \$11383-11886 (Class 8), Third Division, Administration Section, Can- berra (No. 5)
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Duties: Undertake planning and implementation of a teacher recruitment programme aimed at meeting the requirements of Education Authorities in the A.C.T. and N.T. and Papua New Guinea. Supervise Administrative Staff.

Qualifications: University degree together with teaching and administrative experience desirable.

Student Assistance and International Education Division

C. D. Belle 73/88855E	Clerk \$2845-5836 (Class 1), Third Division, Department of Foreign Affairs	Clerk \$6052-6929 (Class 2/3), Third Division, International Training Section, Sponsored Training Sub-section, Can- berra, vice W. J. Campbell, prov. prom. 2.5.74 (No. 70)
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Duties: Make detailed arrangements for students under the Colombo Plan Correspondence Scheme. Draft amendments to the code of rules and prepare correspondence as directed. Maintain records and extract statistical data.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

International Education Branch

J. Rees 72/87970C	Clerk \$6052-6929 (Class 2/3), Third Division, Department of Defence—Air Office	Clerk \$7180-7935 (Class 4), Third Division, International Training Section, Sponsored Training Sub-section, Canberra (No. 59)
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Duties: Duties associated with administration of awards to sponsored overseas students. Prepare statistics, liaise on financial matters and prepare material for conference and committee meetings.

Qualifications: Tertiary qualifications desirable. Experience in the preparation of statistics and sound knowledge of Public Service financial procedures desirable.

E. L. Parkinson 65/12302M	Clerk \$10204-10879 (Class 7), Third Division, Department of Labor and Immigration	Education Officer, Class 3 \$11666-12890, Third Division, International Relations Section, International Relations in Education Sub-section, Canberra (No. 96)
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Duties: 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.

Territorial and Facilities Division, Territorial Planning and Building Branch

R. G. Winnett 74/10116X	Education Officer, Class 1 \$7158-9912, Third Division, Sydney	Education Officer, Class 2 \$10248-11258, Third Division, Advisory Services Section, Education Investigations and Special Projects Sub-section, Canberra (No. 756)
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Duties: Provide comment on functional aspects and planning approaches in relation to secondary education building projects in the A.C.T. and Northern Territory. Prepare papers and provide professional services to advisory committees. Represent the Department as required.

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

Territorial Liaison Branch

P. R. Sandling 74/86017G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, A.C.T. Education Services Section, Canberra School of Music, Canberra (No. 631)
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Duties: Provide general administrative assistance for the heads of Departments. Maintain student files for Diploma and CAE students. Provide information to the Director on Diploma and CAE student matters.

Qualifications: Typing ability desirable but not essential.

AUSTRALIAN CAPITAL TERRITORY

Schools Commission

J. T. McKinnon 72/85366W	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Department of Northern Development	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 91)
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Duties: Perform secretarial duties for a Commissioner.

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

Office of the Schools Commission, Programs No. 2 Branch

J. D. Grattan 62/86144X	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Innovation and Teacher Development Section, Innovations Sub-section, Canberra (No. 56)
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E. J. G. Steen 71/81089K	Clerk \$2845-5836 (Class 1), Third Division, Australian Bureau of Statistics, Hobart	Clerk \$7180-7935 (Class 4), Third Division, Innovation and Teacher Development Section, Innovations Sub-section, Canberra (No. 55)
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Duties above two positions: Investigate and process applications for grants under the Commission's Innovations Program. Assist with committee servicing. Prepare correspondence.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

NEW SOUTH WALES

State Office

W. R. S. Bruen 58/42663W	Education Officer, Class 2 \$9920-10910, Third Division	Education Officer, Class 3 \$11310-12510, Third Division, Language Teaching Section, Sydney (No. 243)
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Duties: Supervise teaching and subordinate staff in the English Teaching Centre. Prepare specialised materials for use in classrooms and language laboratories.

Qualifications: A degree in education or another appropriated degree and a diploma in education, or equivalent; and at least 12 months experience in education. Experience in teaching English as a foreign language and in the operation of a language laboratory and associated equipment desirable.

VICTORIA

State Office

R. Messer 71/41505C	Education Officer, Class 1 \$7158-9912, Third Division	Clerk \$10204-10879 (Class 7), Third Division, International Education and Child Care Section, Melbourne (No. 43)
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Duties: Senior Child Care Officer. Examine and investigate applications for Capital Grants under the Child Care Act. Prepare reports and make recommendations in connection with recurrent grants to child care centres. Liaise with interested individuals and organisations.

Qualifications: Administrative experience and ability to liaise at a senior level, together with appropriate tertiary qualifications desirable.

QUEENSLAND

State Office

J. A. Hill 73/58005G	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Aboriginal Grants Section, Brisbane (No. 70)
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Duties: Supervise the work of staff engaged on assessment and payments of grants under the Aboriginal Study Grants and Aboriginal Secondary Grants Schemes. Act as Certifying Officer. Assist in preparation of estimates. Approve within limits, eligibility for grants.

TASMANIA

Tasmanian State Office

D. G. Sayer 72/81009W	Clerk \$2845-5836 (Class 1), Third Division, Scholarships, Allowances and Grants Section	Clerk \$6052-6929 (Class 2/3), Third Division, Administration Section
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Duties: Staff Clerk. Assistance with office estimates. CPM. Preparation of general office accounts. Determine entitlements and prepare payments under the *State Grants (Non-Government Schools) Act* 1973. Assist Special Services Section.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

H. J. Higgs 58/45140R	First Assistant Secretary \$21417, Second Division	Deputy Secretary \$23238, Second Division (No. 206)
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Bureau of Environmental Studies

K. E. Thompson 71/88164M	Assistant Director \$17776, Second Division, Department of Transport	Director \$21417, Second Division (No. 174)
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Duties: Head of the Bureau of Environmental Studies. The Bureau is responsible for programmes of multi-disciplinary studies and for developing a range of environmental indices for indicating environmental trends.

Qualifications: Tertiary qualifications in science or engineering desirable together with extensive experience in directing studies of a multi-disciplinary nature.

Policy Co-ordination Division

A. J. Ayers 67/86832A	Assistant Secretary \$17776, Second Division	First Assistant Secretary \$21417, Second Division, vice H. J. Higgs, prov. prom. 4.7.74 (No. 2)
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Duties: Direct, control and co-ordinate the activities of the Policy Co-ordination Division.

Qualifications: Extensive experience in high level management and policy formulation. Tertiary qualifications desirable.

Policy Co-ordination Division, Policy Branch

J. C. Starkey 58/14348T	Chief Finance Officer, Grade 2 \$14401- 14904 (Class 11), Third Division, Department of the Treasury	Assistant Secretary \$17776, Second Division, vice A. J. Ayers, prov. prom. 4.7.74 (No. 3)
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Duties: Plan and direct the work of the Policy Branch.

Qualifications: Sound experience in policy formulation. Tertiary qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Consular and Legal Division, Consular, Protocol and Immigration Branch

K. L. Brown 58/21528C	Clerk \$13004-13498 (Class 10), Third Division, Overseas Division	Director \$13991-14484 (Class 11), Third Division, Consular Section, Canberra (No. 1071)
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Duties: Plan, direct and control the operation of the Consular Section. Formulate policy and review as necessary in relation to Australian Consular procedures and functions. Examine, advise on, and prepare, major proposals affecting Australia's consular service and consular relations with other countries.

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

AUSTRALIAN CAPITAL TERRITORY

R. J. O'Heir 68/87843P	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Management Services Section, Canberra (No. 943)
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Duties: Relief duties within the Management Services Section and in particular the Establishments area.

Division No. 1, Aid Branch

J. M. Filler 68/81224G	Clerk \$7180-7935 (Class 4), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Projects and General Services Section, Projects Sub-section, Canberra (No. 16)
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Duties: Assist in the detailed administrative work associated with economic aid and technical assistance projects including correspondence and Reports.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Establishments and Finance Branch

M. C. Matthews 63/22713R	Clerk \$8187-8942 (Class 5), Third Division	Investigator \$9194-9869 (Class 6), Third Division, Establishments Section, Methods Sub-section, vice B. McCulloch, prov. prom. 13.6.74 (No. 12)
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Duties: Investigate and report on organisation, methods and procedures of Central Office, Divisional Office and other activities as directed.

Qualifications: Accountancy qualifications together with O and M experience desirable.

P. J. Henty 71/88339G	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Establishments Section, Organisation and Classification Sub-section (No. 109)
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Duties: Oversight staff engaged on the maintenance and control of establishment records and the preparation of associated correspondence including funds requests, explanatory memoranda and Executive Council minutes. Undertake investigations and report on minor establishment matters.

O. Berry 73/86209M	Typist, Grade 1 \$2220-4801, Fourth Division	Typist, Grade 2 \$4956-5266, Fourth Division, Establishments Section, Typing Pool (No. 91)
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Duties: Transcribe from dictating/audio typing equipment.

D. Klason 73/87023R	Typist, Grade 1 \$2220-4801, Fourth Division	Typist, Grade 2 \$4956-5266, Fourth Division, Establishments Section, Typing Pool (No. 230)
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Duties: Operate an automatic type reading machine involving the transcriptions of minutes of the various Therapeutic Committees, i.e. ADRAC, ADEC, CASC.

M. Pike 72/85717C	Typist, Grade 1 \$2220-4801, Fourth Division	Typist, Grade 2 \$4956-5266, Fourth Division, Establishments Section, Typing Pool (No. 246)
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Duties: Operate an automatic type reading machine involving the transcriptions of minutes of the various Therapeutic Committees, i.e. ADRAC, ADEC, CASC.

C. Purnell 73/85627R	Typist, Grade 1 \$2220-4801, Fourth Division	Typist, Grade 2 \$4956-5266, Fourth Division, Establishments Section, Typing Pool (No. 86)
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Duties: Operate an automatic type reading machine involving the transcriptions of minutes of the various Therapeutic Committees, i.e. ADRAC, ADEC, CASC.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF HEALTH—continued

Pharmacy Earnings and Projects Branch

G. T. Gillberg Clerk \$13394-13898 (Class 10), Third Assistant Director-General \$17776, Second Division, Department of Overseas Trade and Division (No. 4)
Duties: Plan, co-ordinate and control the activities of the Pharmacy Earnings and Projects Branch involving inquiries into pharmacy earnings, etc., servicing of and project work for the Interim Committee for Production of Pharmaceutical Products and special projects.

Qualifications: Appropriate tertiary qualifications and proven administrative ability of a high order desirable.

J. A. Burnett Clerical Assistant, Grade 1 \$2063-4514, Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Pharmacy Inquiry Section (No. 32)
73/95558W

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

R. A. Gibbs Clerical Assistant, Grade 1 \$2063-4514, Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Pharmacy Inquiry Section (No. 35)
73/87046T

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

A. I. O'Neil Typist, Grade 1 \$2220-4801, Fourth Clerical Assistant, Grade 3 \$5048-5489, Division, Patent Trade Marks and Fourth Division, Pharmacy Inquiry Designs Offices, Department of Science Section (No. 34)
73/85919W

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

E. M. Stead Clerical Assistant, Grade 1 \$2063-4514, Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Office of the Australian Development Assistance Agency, Fourth Division, Pharmacy Inquiry Section (No. 33)
74/85838M
Department of Foreign Affairs

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

Policy and Planning Division, Health Services Research and Planning Branch No. 1

D. J. Murray Clerk \$11383-11886 (Class 8), Third Assistant Director \$12389-12890 (Class 9), Third Division, Health Personnel Division, Department of Repatriation and Compensation Section (No. 52)
69/12254K

Duties: Supervise and direct the work of a project team involved in research and planning for the delivery of health services.

Qualifications: Tertiary studies together with experience in health research and planning desirable.

C. D. Gross Clerk \$8187-8942 (Class 5), Third Division Investigation Officer \$9194-9869 (Class 6), Third Division, Health Personnel Section (No. 20)
73/66117X

Duties: Assist with Health Services Research and Planning projects relevant to the Section.

Qualifications: Tertiary studies together with an aptitude for research and planning work desirable.

M. J. Frost Clerk \$10204-10879 (Class 7), Third Project Officer \$11383-11886 (Class 8), Division, Office of the Commissioner of Trade Practices Third Division, Community Health Section (No. 8)
72/88155A

Duties: Undertake research and assist in the development of plans for the delivery of Health Services.

Qualifications: Tertiary studies together with ability to undertake research and formulate plans desirable.

Health Services Research and Planning Branch No. 2

P. Callanan Project Officer \$11383-11886 (Class 8), Assistant Director \$12389-12890 (Class 9), Third Division, Institutional and Allied Services Section (No. 53)
64/36284X
Third Division

Duties: Supervise and direct the work of a project team involved in research and planning for the delivery of health services.

Qualifications: Tertiary studies together with experience in health research and planning desirable.

G. A. Donohoe Medical Laboratory Technologist, Class Investigation Officer \$9194-9869 (Class 6), Third Division, Institutional and Allied Services Section (No. 63)
72/88562E
1 \$6250-9262, Third Division, A.C.T. Health Services

Duties: Assist with Health Services Research and Planning projects relevant to the Section.

Qualifications: Tertiary studies together with an aptitude for research and planning work desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Therapeutics Division, Pharmaceutical Benefits Branch

M. Steele 69/87493C	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Secretariat and List- ings Section (No. 32)
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Duties: Prepare agenda papers for Human Pituitary Advisory Committee and Export sub-committees. Process computerised applications and data and prepare correspondence relevant to recommendations of the Committees.

Qualifications: Experience with ADP systems and sound knowledge of relevant medical terminology desirable.

Therapeutic Goods Branch

R. Kenny 70/85169K	Assistant Executive Officer \$9194-9869 (Class 6), Third Division	Executive Officer \$11383-11886 (Class 8), Third Division (No. 53)
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Duties: Secretary and Convenor of Ministerial Advisory Committee on Adverse Drug Reactions. Undertake research, prepare agenda items and associated background material on drug reactions.

Qualifications: University degree in Science and experience in drug administration desirable.

Public Health Division, Environmental Health Branch

S. A. Dryden 72/88087W	Clerk \$7180-7935 (Class 4), Third Divi- sion, Department of Science	Clerk \$8187-8942 (Class 5), Third Divi- sion, General Services Section (No. 9)
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Duties: Act as minute secretary to several food committees of National Health and Medical Research Council. Assist in processing papers and in the preparation of briefs relating to Codex Alimentarius matters. Assist Departmental officers serving on committees of the Standards Association of Australia.

Qualifications: Experience in secretarial work to important committees and preparation of Ministerial correspondence desirable.

National Health and Medical Research Council Division, Administration Branch

B. M. Clark 73/86238C	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerk \$6052-6929 (Class 2/3), Third Division (No. 7)
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Duties: Assist in processing of grant applications and preparation of notifications. Responsible for processing of applications to hold committee meetings and for payment of committee members' allowances.

National Acoustic Laboratories

P. J. Bradford 71/10839R	Psychologist, Class 1 \$6010-9040, Third Division	Psychologist, Class 2 \$9840-11010, Third Division, Sydney (No. 798)
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Duties: Assist in the development of training programmes in audiology and psychology. Prepare training manuals, materials, etc., and conduct training courses.

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

AUSTRALIAN CAPITAL TERRITORY

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

R. J. Howie 67/36162P	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Office of the Aus- tralian Development Assistance Agency, Department of Foreign Affairs, Canberra	Steno-secretary, Grade 2 \$6264-6744, Fourth Division (No. 28)
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Duties: Confidential Secretary to the Chairman.

Qualifications: Shorthand at least 100 words per minute.

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

G. Arden 72/37862C	Clerk \$7180-7935 (Class 4), Third Divi- sion, Postmaster-General's Department, Melbourne	Psychologist, Class 1 \$6260-9351, Third Division, Child Health Section, Acoustic Laboratories Sub-section (No. 592)
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Duties: 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.

NEW SOUTH WALES

Executive Services Branch

W. Coull 59/35453R	Senior Storeman \$4724-4977, Fourth Division, Postmaster-General's Depart- ment	Quarantine Assistant, Grade 2 \$4695- 5095, Fourth Division, Quarantine Sec- tion, Sydney (No. 309)
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Duties: Inspect overseas aircraft for contravention of Quarantine Act and Regulations. Supervise the removal and disposal of aircraft galley refuse.

Qualifications: Relevant experience desirable.

Note: Shift and weekend work involved.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HEALTH—continued

VICTORIA

Pharmaceutical Branch

M. J. Taylor 72/38682K	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Melbourne	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Melbourne (No. 591)
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Duties: Preparation of authorities issued for restricted benefits.
Qualifications: Qualified Pharmaceutical Benefit Checker.

Australian Radiation Laboratory

R. C. Webb 70/40524T	Technical Assistant, Grade 1 \$2728- 6506, Third Division, Melbourne	Technical Assistant, Grade 2 \$6723- 7427, Third Division, Melbourne (No. 508)
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Duties: Assist in the inspection and distribution of incoming shipments of radiopharmaceuticals. Dispense, sterilize and measure doses for medical use. Perform more routine labelling of compounds with radio isotopes.

Qualifications: Experience in the dispensing of radiopharmaceuticals desirable.

WESTERN AUSTRALIA

Medical Branch

L. R. True 68/75121R	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Department of Health, Perth	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Medical Branch, Sur- gery Section, Perth (No. 11)
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Duties: Receptionist in charge. Supervise staff engaged in stamping vaccination booklets, preparing medical cards, returns, and files. Oversight the collection of fees, arrange appointments and answer queries regarding WHO inoculation requirements for overseas travel.

TASMANIA

Pharmaceutical Branch

J. F. Sweeney 73/81229T	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Pharmaceutical Branch, Hobart	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Pharmaceutical Branch, Hobart (No. 62)
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Duties: Examine prescriptions in Chemist's claims and identify signatures of prescribers.

NORTHERN TERRITORY

Management Services Division, Establishments and General Services Branch

G. J. Kenny 72/95596X	Clerk \$2713-5594, Class 1, Third Divi- sion	Clerk \$5806-6666, Class 2/3, Third Division, Personnel Section, Relief Sub- section, Darwin (No. 108)
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Duties: Perform recreation/sick leave relief in the Northern Territory as directed.

Dental Services Division

D. J. Tranter 71/57699X	Clerical Assistant, Grade 2 \$4393- 4678, Fourth Division, Department of Customs and Excise, Brisbane	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Mobile and Schools Section, Darwin (No. 1893)
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Duties: Carry out driving duties of overland mobile vans when on survey, undertake any minor repairs and maintenance. Undertake clerical duties on mobiles including reception assistance, maintenance of statistical and clinical records, collector of public moneys and order of stores stocks. General clerical assistance in stores area when not on survey.

Qualifications: Experience in mechanics and possession of 'C' class driver's licence desirable.

Darwin Clinic

A. M. Kemp 72/95072W	Clerical Assistant, Grade 1 \$1959-4298, Fourth Division	Clerical Assistant, Grade 3 \$4822-5254, Fourth Division (No. 430)
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Duties: Receptionist at Darwin Dental Clinic, perform the following duties: (1) make appointments; (2) raise clinical cards; (3) attend to telephone inquiries. Collector of Public Monies, receive fees for treatment, issue receipts or debit notes. Initiate follow up procedures.

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Architecture Division, Bank and Special Projects Branch

G. F. Hearne 63/10741R	Architect, Class 3 \$11233-12587, Third Division	Architect, Class 4 \$13190-14100, Third Division, Sydney (No. 2)
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Duties: Chief Design Architect for the Branch. Personally lead the design team for the New Note Printing Works for the Reserve Bank of Australia. Formulation of design concepts, presentation and interpretation for multi-million dollar projects. Preparation of briefs and analysis of reports of specialist consultants, oversight and control design teams.

Qualifications: Degree or Diploma in Architecture only from a recognised university, school of architecture, or equivalent. Proven design experience and skill in high security installations allied with a thorough knowledge of architectural acoustics. Ability to present ideas verbally and graphically and to gain and maintain the confidence of the Clients.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
G. C. O'Keefe 74/12309W <i>Duties:</i> Maintain central registry systems including receipts, classification, indexing of all incoming mail; open new files as required. Check former papers, arrange attachments, control file movements, maintain re-submit system. Arrange archival repository action including indexing, boxing, dispatch and recovery as and when required.	Clerical Assistant, Grade 1 \$3918-4298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Sydney (No. 181)

Management Services Branch

K. S. Buckles 73/14336K	Clerk \$2845-5836 (Class 1), Third Division, Sydney	Clerk \$6052-6929 (Class 2/3), Third Division, Finance Section, Treasury and General Accounts Sub-section, Canberra (No. 12)
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Duties: Collector of Public Moneys and Paying Officer. Process Treasury Forms 12 and 12A.

Qualifications: Previous experience in Accounts work desirable.

Welfare Housing Division, Commonwealth-State Housing Branch

M. A. Smith 66/86662M	Clerk \$11383-11886 (Class 8), Third Division	Director \$13394-13898 (Class 10), Third Division, Services Housing Section, Canberra (No. 86)
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Duties: Responsible for administration of operations and policy advice in relation to the Commonwealth-State Housing Agreement (Servicemen) under which annual programmes are arranged for the construction of new houses and the improvement of existing houses.

Qualifications: Accountancy qualifications desirable.

AUSTRALIAN CAPITAL TERRITORY

Technical Division

M. Bartos 72/88587R	Engineer, Class 1 \$6454-9262, Third Division	Engineer, Class 2 \$9903-11046, Third Division, Engineering Design Section, Mechanical Sub-section, Canberra (No. 208)
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Duties: Prepare feasibility studies, estimates, designs, specifications and reports for the mechanical engineering services associated with buildings such as air conditioning, heating and ventilating, plants, boilers, refrigeration, pumps, electrical generating plant, waste disposal, kitchen equipment and piped services. Plan, co-ordinate and supervise the work of subordinate staff.

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.

NEW SOUTH WALES

Defence Service Homes

D. J. Clarke 72/13549M	Clerk \$2713-5594 (Class 1), Third Division, Management Services Branch	Clerk \$5806-6666 (Class 2/3), Third Division, Mortgage and Property Management Section, Estates Sub-section, Sydney, vice C. R. Grove, prov. prom. 24.4.74 (No. 97)
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Duties: Estates Clerk. Investigate the less involved deceased estates and transfer of tenancy cases. Conduct related interviews, prepare correspondence, reports and recommendations.

Management Services Division, Programming and Financial Services Branch

J. A. Kitson 71/13675R	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Appropriation and Projects Ledgers Sub-section, Sydney (No. 24)
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Duties: Warrant Clerk. Maintain a continuous check of expenditure in relation to Warrant Authority and Cash Allocation. Furnish regular reports to management concerning expenditure.

G. C. Lyne 71/75661W	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Trust Sub-section, Sydney (No. 79)
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Duties: Workshop Clerk. Maintain accounting records for Workshop and Plant.

H. F. Loots 72/12710R	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Trust Sub-section, Sydney (No. 81)
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Duties: Sundry Debtors Clerk. Prepare and check invoices for supply of material and services to other departments and private firms. Check expenditure incurred on behalf of other Regions and prepare claims for reimbursement. Maintain debtor ledger.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

R. D. Clarke 70/11592T	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Wages Sub-section, Sydney (No. 110)
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P. A. Knox 72/14512E	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Wages Sub-section, Sydney (No. 111)
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Duties above two positions: Check completed time sheets and special vouchers for correctness. Supervise the work of a team engaged on the processing of claims for wages.

M. R. Woodward 69/14148K	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Claims Investigation Sub-section, Sydney (No. 125)
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Duties: Assist with the investigation of rise and fall claims and perform minor investigations under direction.

C. B. Hyman 71/13215P	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Trust Sub-section, Sydney (No. 83)
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Duties: Compile draft annual budget, examine expenditure and prepare quarterly return for section of the Works Services Trust Account relating to unproductive expenses. Examine traders accounts for supplies and prepare financial statements in respect of the departmental cafeteria.

S. F. Malone 58/23693K	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Examination Sub-section, Sydney (No. 94)
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M. E. B. Travers 71/13145A	Clerk \$2845-5836 (Class 1), Third Division, Department of Defence—Air Office, Sydney	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Examination Sub-section, Sydney (No. 95)
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P. D. Duggan 73/13216A	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Examination Sub-section, Sydney (No. 96)
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J. M. Duffy 72/15011R	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Accounts Section, Examination Sub-section, Sydney (No. 99)
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Duties above four positions: Traders Accounts Examiner. Examine accounts for the supply of materials and/or services and sign as person incurring expenses.

Manpower Branch

S. L. Di Giglio 66/13995T	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Recruitment Section, Sydney (No. 168)
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Duties: Take administrative action associated with the recruitment of day labour employees.

D. J. Dingle 72/11533P	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Training and Development Section, Sydney (No. 173)
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Duties: Examine and prepare recommendations on applications for Study Assistance. Administer Cadet and Trainee Schemes.

S. C. Camilleri 72/11652G	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Services Section, Personnel Sub-section, Sydney (No. 185)
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Duties: SPR Cell Leader—Plan and direct the work of a team engaged in the maintenance of standard personnel records for salaried staff.

General Works Division, Administration Branch

H. C. Frankland 68/13807P	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Programming Section, Sydney (No. 12)
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Duties: Prepare general correspondence to Area Managers, Sponsor Departments and Head Office on matters of contract administration, day labour operations, programming and budgeting procedures.

Design Branch

J. A. Blight 73/14483P	Draftsman, Grade 1 \$6253-7895, Fourth Division	Draftsman, Grade 2 \$8130-8644, Fourth Division, Sydney (No. 107)
T. A. Miglionico 73/14067G	Draftsman, Grade 1 \$6253-7895, Fourth Division	Draftsman, Grade 2 \$8130-8644, Fourth Division, Sydney (No. 108)

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

A. W. McGill 73/14484T	Draftsman, Grade 1 \$6253-7895, Fourth Division	Draftsman, Grade 2 \$8130-8644, Fourth Division, Sydney (No. 109)
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Duties above three positions: Architectural Draftsman, Grade 2. As a member of a multi-discipline design project team, and under general direction, undertake investigations, make computations and prepare detailed designs, site plans, layouts and working drawings, specifications, estimates and schedules of quantities. Check the work of other draftsmen.

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

Stores Branch

G. A. Lancaster 68/12553R	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Purchasing Section, Silverwater (No. 26)
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Duties: Arrange for the purchase of selected materials in accordance with Treasury Regulations and departmental procedures.

Projects Division No. 1, Administration Branch

D. E. Cooke 73/13775G	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Resources and Information Services Section, Sydney (No. 14)
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Duties: Control and provide Office Services within the Division. Maintain workload statistics and analyse output from the Management Information System.

J. S. Kennedy 73/10473M	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Project Administration Section, Sydney (No. 23)
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D. E. Battishall 73/12842W	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Project Administration Section, Sydney (No. 24)
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Duties above two positions: Assistant Project Clerk. As a member of a multi-discipline group, provide administrative assistance to the Project Clerk and Project Managers.

Technical Resources Branch

J. DiGiglio 67/14722R	Drafting Assistant, Grade 1 \$6723-7427, Fourth Division	Draftsman, Grade 1 \$6253-7895, Fourth Division, Sydney (No. 96)
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Duties: Architectural Draftsman, Grade 1. As a member of the multi-discipline Design Project team, and under direction, undertake investigations, make computations and prepare detailed designs, layouts, working drawings, specifications, estimates and schedules of quantities including the application of established techniques.

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

J. L. McFadyen 71/11316E	Senior Draftsman \$8901-9415, Third Division	Supervising Draftsman \$9697-10261, Third Division, Sydney (No. 73)
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Duties: Supervising Architectural Draftsman. In a multi-discipline design project team, and with limited guidance, undertake investigations, make computations, devise solutions to design problems, prepare sketch designs, estimates, schedules of quantities and specifications.

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

Projects Division No. 2, Technical Resources Branch

G. C. Duckworth 73/15442T	Draftsman, Grade 1 \$6253-7895, Fourth Division	Draftsman, Grade 2 \$8130-8644, Fourth Division, Sydney (No. 82)
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Duties: Architectural Draftsman, Grade 2—As a member of a multi-discipline design project team, and under general direction, undertake investigations, make computations and prepare detailed designs, site plans, layouts and working drawings, specifications, estimates and schedules of quantities. Check the work of other draftsmen.

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

Administration Branch

J. A. Norrish 69/10983R	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Resources and Information Services Section, Sydney (No. 14)
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Duties: Control and provide Office Services within the Division. Maintain workload statistics and analyse output from the Management Information System.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

P. Davis 69/85558K	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Project Administration Section, Sydney (No. 26)
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Duties: Make investigations into uncommitted design components and proposed design and construction variations in respect of the Commonwealth/State Law Courts Project. Check on progress against targets for committal, obtain form estimates of cost and preliminary estimates of expenditure.

VICTORIA AND TASMANIA

Management Services Division, Contracts Branch

R. D. Collins 66/36607A	Clerk \$7180-7935 (Class 4), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Melbourne (No. 206)
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Duties: Assistant Contracts Officer. Investigate capacity of tenderers; prepare Notices of Acceptance and Letters of Nomination of Sub-Contractors; direct and train staff.

Qualifications: Related experience and knowledge of contracts procedures desirable.

General Works Division, Design Branch

G. L. Hutchison 73/39337X	Draftsman, Grade 1 \$6253-7895, Fourth Division	Technical Officer (Engineering), Grade 2 \$8130-8644, Fourth Division, Electrical Section, Melbourne (No. 44)
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Duties: Prepare estimates, drawings and specifications for electrical engineering components of repairs and maintenance, minor new works and accommodation projects.

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

I. R. Boneham 70/40970M	Technical Officer (Engineering), Grade 2 \$8130-8644, Fourth Division	Senior Technical Officer (Engineering), Grade 1 \$8901-9515, Fourth Division, Electrical Section, Melbourne (No. 43)
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Duties: Supervise, control and check the work of staff documenting electrical work. Prepare original designs, working drawings, details, estimates and specifications for Repairs and Maintenance, Minor New Works and Accommodation projects. Carry out field inspections, investigations and reports and generally assist the Officer-in-charge by co-ordinating the work of the Branch.

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

QUEENSLAND

General Works Division, Townsville Area Branch

D. N. Dean 68/57865W	Technical Officer (Buildings), Grade 1 \$6003-7613, Fourth Division	Technical Officer (Buildings), Grade 2 \$7843-8347, Fourth Division, Townsville (No. 266)
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Duties: Conduct field inspections and investigations, take levels and measurements, make reports and recommendations, prepare estimates, working drawings, etc., for building and engineering projects.

G. J. Seeds 67/57983T	Drafting Assistant, Grade 2 \$5681-6371, Fourth Division	Technical Officer (Buildings), Grade 1 \$6003-7613, Fourth Division, Townsville (No. 268)
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Duties: Conduct field inspections and investigations, make reports, prepare estimates, drawings, etc., for less complex projects.

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

Projects Division, Resources Branch

C. A. Buchanan 72/58154E	Draftsman, Grade 2 \$7843-8347, Fourth Division	Senior Draftsman \$8599-9103, Fourth Division, Brisbane (No. 46)
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Duties: As a member or leader of a multi-discipline design project team, under limited direction from a Design Project Leader or Project Manager, prepare designs, work plans, estimates, specifications and tender documents, etc. for architectural projects or building components of engineering projects. Assess and recommend on tenders.

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

F. C. W. Salmon 58/20091M	Architect, Class 3 \$11233-12587, Third Division, Projects Division, Resources Branch	Architect, Class 4 \$13190-14100, Third Division, Projects Division, Resources Branch (No. 11)
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H. N. Paulsen 64/57371A	Architect, Class 3 \$11233-12587, Third Division, Projects Division, Resources Branch	Architect, Class 4 \$13190-14100, Third Division, Projects Division, Resources Branch (No. 12)
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Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

A. Skardon 58/17089G	Architect, Class 3 \$11233-12587, Third Division, Projects Division, Resources Branch	Architect, Class 4 \$13190-14100, Third Division, Projects Division, Resources Branch (No. 10)
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Duties above three positions: Act as leader of a multi-discipline design project team or construction project team under the general direction of a Project Manager for projects involving unusual, complex or novel features where a high degree of originality, ingenuity and judgment is required. Participate in all design and/or construction activities, including the preparation of work plans, assessment and recommendations on tenders and administration and supervision of contracts.

Qualifications above three positions: A degree or diploma from a recognised school of architecture or equivalent. Extensive experience in the design and construction of major projects desirable.

WESTERN AUSTRALIA

Management Services Division, Finance Branch

C. J. McGrath 71/76046M	Accounting Machinist, Grade 1 \$2113-4579, Fourth Division, Department of Transport, Air Transport Group, Perth	Accounting Machinist, Grade 2 \$5165, Fourth Division, Finance Branch, General Accounts Section, Perth
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Duties: NP—Machine posting and balancing of project and appropriation ledgers.

Qualifications: To have passed the prescribed test.

Projects Division, Technical Resources Branch

P. T. Jones 69/75054G	Draftsman, Grade 2 \$7843-8347, Third Division	Senior Draftsman \$8599-9103, Third Division, Perth
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Duties: In a multi-discipline design team and under limited direction prepare architectural designs, estimates, schedules of quantities and devise solutions to design problems, or as a leader of a team, prepare work plans, direct and control the preparation of documents, and recommend on tenders. Review or check the work of other draftsmen.

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

C. C. L. Iggo 67/75184E	Draftsmen, Grade 2 \$7843-8347, Third Division	Senior Technical Officer (Buildings), Grade 1 \$8599-9103, Third Division, Perth
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Duties: In a multi-discipline design team and under limited direction prepare, with respect to Automated Master Specification, specifications for complex building works. Research and evaluate building materials and construction methods. Review or check the work of other drafting staff.

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

R. P. Thompson 71/75736G	Draftsman, Grade 1 \$6003-7613, Fourth Division	Draftsman, Grade 2 \$7843-8347, Fourth Division, Perth
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N. A. R. Hill 73/75578G	Draftsman, Grade 1 \$6003-7613, Fourth Division	Draftsman, Grade 2 \$7843-8347, Fourth Division, Perth
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A. L. Hardman 62/78172T	Draftsman, Grade 1 \$6003-7613, Third Division	Draftsman, Grade 2 \$7843-8347, Third Division, Perth
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D. T. Kingston 73/76065C	Draftsman, Grade 1 \$6003-7613, Fourth Division	Draftsman, Grade 2 \$7843-8347, Fourth Division, Perth
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I. D. Bulloch 69/75994R	Draftsman, Grade 1 \$6003-7613, Fourth Division	Draftsman, Grade 2 \$7843-8347, Fourth Division, Perth
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H. J. Hayes 71/75611M	Draftsman, Grade 1 \$6003-7613, Fourth Division	Draftsman, Grade 2 \$7843-8347, Fourth Division, Perth
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G. N. Smith 71/75612R	Draftsman, Grade 1 \$6003-7613, Fourth Division	Draftsman, Grade 2 \$7843-8347, Fourth Division, Perth
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R. E. Jefferey 73/75577C	Draftsman, Grade 1 \$6003-7613, Fourth Division	Draftsman, Grade 2 \$7843-8347, Fourth Division, Perth
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Duties for above positions: As a member of a multi-discipline design project team, and under general direction for architectural works, undertake investigations, make computations and prepare detailed designs, site plans, layouts and working drawings, specifications, estimates and schedules of quantities. Check the work of other draftsmen.

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