

Australian Government Gazette

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**PUBLIC
SERVICE**

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

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

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

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

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

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

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 PARLIAMENTARY LIBRARY

Transfer: Christopher Joseph Fogarty from Clerk \$9194-9869, Third Division, Department of Services and Property, to Legislative Research Specialist, Grade 2 \$9194-9869, Third Division, Law and Government Group, Legislative Research Service, Department of the Parliamentary Library.

Positions created and abolished

DEPARTMENT OF THE CAPITAL TERRITORY

Australian Capital Territory

Offices created: Government Division, Administrative, Planning and Development Branch: Third Division—Architect, Class 4 (one).

(Ex. Min. No. 19)

DEPARTMENT OF EDUCATION

Office of the Australian Universities Commission

Australian Capital Territory

Offices created: Policy Research Section: Third Division—Director \$13991-14484 (one); Principal Research Officer \$12019-12510 (three). Operations Section: Fourth Division—Clerical Assistant, Grade 1 (one).

(Ex. Min. No. 37)

DEPARTMENT OF MANUFACTURING INDUSTRY

Australian Capital Territory

Offices created: That offices be created, the same in number, designation, classification, salary, Division and location as those existing in the Departments of Supply and Secondary Industry prior to 12 June 1974.

(Ex. Min. No. 4)

DEPARTMENT OF THE MEDIA

Central Office

Offices created: Secretariat Section: Fourth Division—Clerical Assistant, Grade 5 (one); Clerical Assistant, Grade 3 (one).

(Ex. Min. No. 20)

DEPARTMENT OF MINERALS AND ENERGY

Australian Capital Territory

Offices created: Economic and General Division, General Branch: Third Division—Principal Executive Officer \$12120-12551 (one); Executive Officer \$10393-10824 (two); Project Officer \$9529-9961 (one); Clerk \$6787-7434 (one). Management Services Branch: Fourth Division—Steno-secretary, Grade 2 (one); Steno-secretary, Grade 1 (two). Hydrocarbons Division: Second Division—First Assistant Secretary \$20870 (one); Assistant Secretary \$17300 (one).

Bureau of Mineral Resources, Geology and Geophysics Mineral Resources Branch: Third Division—Geologist, Class 1 \$4655-7237 (one). Geological Branch: Third Division—Geologist, Class 2 \$7602-8525 (one). Fourth Division—Illustrator, Grade 2 (one). Division of National Mapping Geographic Section: Third Division—Senior Research Officer, Grade 1 (one); Research Officer, Grade 2 (one). Map Production Branch: Fourth Division—Chief Draftsman, Grade 1 (one); Supervising Draftsman (three); Senior Draftsman (three); Draftsman, Grade 2 (two); Draftsman, Grade 1 (six); Drafting Assistant, Grade 2 (fifteen); Drafting Assistant, Grade 1 (two); Clerical Assistant, Grade 2 (one).

Office abolished: Bureau of Mineral Resources, Geology and Geophysics Petroleum Exploration Branch: Fourth Division—Technical Assistant, Grade 1 (one).

(Ex. Min. Nos 3, 16, 18, 10, 13, 14)

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

Australian Capital Territory

Offices created: Australian Archives: Fourth Division—Steno-secretary, Grade 2 (one). Commission of Inquiry into Transport Charges to and from Tasmania: Fourth Division—Typist, Grade 2 (one). Division No. 1, Ministerial Security Branch: Third Division—Clerk \$9876-10538 (one). Division No. 1 Ministerial and Management Services Branch: Third Division—Clerk \$11032-11525 (one); Clerk \$5806-6666 (one). Fourth Division—Clerical Assistant, Grade 3 (one); Clerical Assistant, Grade 2 (two).

(Ex. Min. Nos 21, 20)

DEPARTMENT OF SERVICES AND PROPERTY

Australian Capital Territory

Offices abolished: Survey Division, A.C.T. Operations Branch: Fourth Division—Chainman (four).

Offices created: Survey Division, A.C.T. Operations Branch: Fourth Division—Surveying Assistant Supervisor, Grade 2 (one); Surveying Assistant, Supervisor, Grade 1 (one); Surveying Assistant, Grade 2 (fifty-five); Surveying Assistant, Grade 1 (fifty-four).

(Ex. Min. No. 73)

Central Office

Offices created: Parliamentary and Special Projects Section: Third Division—Clerk \$8886-9548 (one). Fourth Division—Clerical Assistant, Grade 4 (one).

(Ex. Min. No. 74)

Australian Capital Territory

Office created: Property Division Property Branch: Fourth Division—Steno-secretary, Grade 1 (one).

(Ex. Min. No. 74)

DEPARTMENT OF TRANSPORT

Australian Capital Territory

Offices created: Sea Transport Policy Division, Ship Repair Facilities Branch: Third Division—Director \$13991-14484 (one). Bureau of Transport Economics: Third Division—Clerk \$11032-11525 (one). Management Services Branch: Third Division—Clerk \$8886-9548 (one); Clerk \$7899-8639 (two); Clerk \$2713-5594 (two). Fourth Division—Clerical Assistant, Grade 7 (one); Clerical Assistant, Grade 5 (one); Clerical Assistant, Grade 4 (one); Clerical Assistant, Grade 2 (two); Typist, Grade 1 (two); Clerical Assistant, Grade 1 (two). Land Transport Policy Division, Rail and Urban Transport Branch, TIAC Section: Fourth Division—Clerical Assistant, Grade 4 (one). Road Transport Branch: Third Division—Director \$13004-13498 (one); Principal Research Officer \$12019-12510

(one); Principal Research Officer \$11032-11525 (one); Senior Research Officer, Grade 2 (one); Senior Research Officer, Grade 1 (one); Clerk \$5806-6666 (one). Fourth Division—Clerical Assistant, Grade 2 (one).

Central Office

Offices created: Land Transport Policy Division, Vehicle Structures Safety Branch: Third Division—Engineer, Class 4 \$13322-14209 (one); Engineer, Class 3 \$11348-12664 (two); Engineer, Class 2 \$9581-10702 (two); Engineer, Class 1 \$6200-8953 (one); Clerk \$9876-10538 (one); Clerk \$6912-7652 (one). Fourth Division—Senior Technical Officer (Engineering), Grade 1 (two); Clerical Assistant, Grade 2 (two). (Ex. Min. Nos 13, 14)

DEPARTMENT OF THE TREASURY

AUSTRALIAN BUREAU OF STATISTICS

Australian Capital Territory

Offices created: Employment and Labour Branch: Third Division—Senior Compiler \$9876-10538 (one); Clerk \$7899-8639 (one); Clerk \$6912-7652 (one); Clerk \$5806-6666 (one). Fourth Division—Clerical Assistant, Grade 2 (one). Management Services Branch: Fourth Division—Clerical Assistant, Grade 4 (two); Clerical Assistant, Grade 2 (one). Statistical Standards and Methodology Branch: Third Division—Supervisor \$12019-12510 (one); Principal Research Officer \$11032-11525 (one); Assistant Supervisor \$11032-11525 (one); Senior Research Officer, Grade 2 \$9876-10538 (two); Senior Research Officer, Grade 1 \$8886-9548 (two); Research Officer, Grade 2 \$7899-8639 (two); Clerk \$6912-7652 (one).

(Ex. Min. No. 46)

RETIREMENTS AND DISMISSALS

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

RETIREMENTS

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

DEPARTMENT OF CUSTOMS AND EXCISE

New South Wales

Section 67 (Invalidity): David John Bishop, Senior Invoice Examiner, Grade 2, 14.6.74.

DEPARTMENT OF DEFENCE—AIR OFFICE

New South Wales

Section 67 (Invalidity): Frederick Fitzgerald Conyers, Senior Storeman, 15.7.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

South Australia

Section 67 (Invalidity): Percival George Lancelot Merkel, Clerk, 3.7.74.

Section 86: Ivo Keith Alexander, Architect, Class 1, 8.7.74.

DEPARTMENT OF LABOR AND IMMIGRATION

Tasmania

Section 67 (Invalidity): Alexander James Reid, Employment Officer, 4.7.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

Central Office

Section 86: Alfred Barry Greig, Director, 25.6.74; Rex Harrison Cazaly Jenkins, Clerk, 28.6.74.

Victoria

Section 67 (Invalidity): John Albert Rodakis, Assistant Inspector, 28.6.74.

South Australia

Section 85 (1): Gwendoline Julia Scrimmes, Clerical Assistant, Grade 3, 1.7.74.

Section 86: Houston Stewart Dalrymple-Hay, Senior Security Officer, 5.7.74.

Section 67 (Invalidity): Reginald Frederick Gilbert, Technical Officer (Engineering), Grade 2 3.7.74.

DEPARTMENT OF MINERALS AND ENERGY

Central Office

Section 67 (Invalidity): Zoltan Kalix, Mineral Economist, 27.6.74.

POSTMASTER-GENERAL'S DEPARTMENT

Central Office

Section 67 (Invalidity): Dorothy Emily Cade, Clerk, 30.5.74; Vivian Faram Findlow, Engineer, Class 3, 30.5.74; Eric Hahn, Clerk, 30.5.74.

Victoria

Section 67 (Invalidity): Roy Jepson, Senior Mail Officer, 3.5.74; James Wilfred Younghusband, Mail Officer, 15.5.74; Kenneth Kneale Dalgleish, Cable Assigner, 30.5.74; George Gordon Doran, Line Inspector, 30.5.74; Margaret Downs, Overseer, 30.5.74; John Freeman Earl, Lineman, Grade 2, 30.5.74; Arthur George Garrard, Lineman, Grade 2, 30.5.74; Keith Simpson, Mail Officer, 30.5.74; Eric Thomas Sneddon, Lineman, Grade 2, 30.5.74; Aldis William Williams, Senior Licence Inspector, 30.5.74; Arthur Leslie Wilson, Senior Mail Officer, 30.5.74; Leonard Vivian Elmer, Senior Telecommunications Technical Officer, Grade 1, 31.5.74; Edward Vivian Basil Duncombe Mann, Welfare Officer, 31.5.74; Walter Allan Summers, Lines Supervisor, Grade 3, 5.6.74; James Coultas Reid, Field Officer, 7.6.74; Edward James Bayley, Lines Supervisor, Grade 1, 10.6.74; William Albert Diment, Lineman, Grade 2, 10.6.74; Eric Leslie Zschech, Clerical Assistant, Grade 4, 18.6.74.

Section 86: Ronald Ernest Tingate, Postman, 7.6.74; Margaret Mavis Houston, Clerical Assistant, Grade 2, 12.7.74; Gerald Drake, Postal Officer, Grade 2, 15.7.74; Ethel Marion Scott, Typist Controller, Grade 1, 16.7.74; Bernard Paul Purcell, Postal Officer, Grade 2, 20.7.74; John Neville Wheatland, Assistant Superintendent, 31.7.74.

South Australia

Section 67 (Invalidity): Brian Sanderson, Assistant Postal Officer, 30.5.74.

Section 86: Samuel Keith Jones, Painter, 17.6.74; Ernest Frank Sherrah, Supervisor (Postal), Grade 1, 26.6.74.

Western Australia

Section 67 (Invalidity): Vernon Beverley Wheat, Line Inspector, 4.6.74; Richard Owen Davies, Clerical Assistant, Grade 4, 5.7.74.

4 *Determination under the Public Service Act*

**DEPARTMENT OF REPATRIATION AND
COMPENSATION**

Victoria

Section 86 (Maximum Age): Robert Strahan Graham, Clerk, 8.6.74.

Section 67 (Invalidity): Jack Elvin Harding, Orderly, Grade 1, 14.4.74.

Queensland

Section 67 (Invalidity): Ian Joseph Bailey, Clerical Assistant, Grade 3, 30.4.74; Rex Glyde Francis, Clerk, 28.6.74.

DEPARTMENT OF SUPPLY

South Australia

Section 67 (Invalidity): Francis John Green, Clerk, 30.5.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

New South Wales Region

Section 67 (Invalidity): Thomas George Howell Warlow, Airworthiness Surveyor, 10.4.74.

Surface Transport Group

Victoria

Section 67 (Invalidity): Colin Arthur Garreau, Head Lightkeeper, 31.5.74.

DEPARTMENT OF THE TREASURY

Australian Taxation Office

Victoria

Section 67 (Invalidity): Alwyn Crisp Griffiths, Searcher, Grade 2, 19.6.74.

Queensland

Section 67 (Invalidity): Roy William Frederick Wills, Assessor, Grade 6, 12.7.74; Clifford James Rawlings, Clerical Assistant, Grade 3, 11.7.74.

DETERMINATIONS UNDER THE PUBLIC SERVICE ACT

Public Service Act 1922-1973

DETERMINATION UNDER SECTION 32

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

- (a) revoke all determinations made prior to this determination under that section in respect of all offices specified in Column One of the Schedule; and
- (b) determine—
 - (i) that an officer, other than an officer referred to in sub-paragraph (b) (ii), who occupies an office specified in Column One of the Schedule shall not be paid salary at a rate per annum exceeding the rate per annum specified in Column Two of the Schedule unless the officer has complied with the conditions specified in that Column;
 - (ii) that an officer who occupies an office specified in Column One of the Schedule and who is in receipt of a salary at a rate per annum exceeding the rate per annum specified in Column Two of the Schedule shall continue to be paid salary at that rate per annum until the officer has complied with the conditions specified in that Column; and
 - (iii) that an officer occupying an office specified in Column One of the Schedule who has satisfied the conditions specified in Column Three of the Schedule shall be paid salary at the rate per annum specified in Column Three of the Schedule appropriate to that office.

Dated this second day of July 1974.

D. L. LINEHAN
Delegate of the Public Service Board

SCHEDULE

<i>Column One</i>	<i>Column Two</i>	<i>Column Three</i>
<i>Designation of office</i>	<i>Salary barrier</i>	<i>Accelerated advancement</i>

Third Division

Draftsman, Grade 1 (\$7052-8694)

\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on drafting work.

Technical Officer (Buildings),
Grade 1 (\$7052-8694)

\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on activities closely associated with the planning of buildings or similar work.

Column One	Column Two	Column Three
Designation of office	Salary barrier	Accelerated advancement
Technical Officer (Engineering), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on closely associated work in the engineering field.
Technical Officer (Medical Laboratory), Grade 1 (\$7052- 8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years experience in the performance of medical laboratory tests and procedures.
Technical Officer (Meteorology), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years in activities closely associated with meteorological work.
Technical Officer (Science), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on work in a closely associated scientific field.
Technical Officer (Surveying), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on activities closely associated with surveying work.
Fourth Division		
Draftsman, Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on drafting work.
Technical Officer (Buildings), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on activities closely associated with the planning of buildings or similar work.
Technical Officer (Engineering), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on closely associated work in the engineering field.
Technical Officer (Medical Labora- tory), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years experience in the performance of medical laboratory tests and procedures.
Technical Officer (Meteorology), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years in activities closely associated with meteorological work.
Technical Officer (Science), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on work in a closely associated scientific field.
Technical Officer (Surveying), Grade 1 (\$7052-8694)		\$7756 per annum: The officer has had at least 6 years relevant experience including at least 3 years on activities closely associated with surveying work.

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

DEPARTMENT OF CUSTOMS AND EXCISE SELECTION FOR TRAINING IN CUSTOMS CONTROL COURSE No. 4, SOUTH AUSTRALIA— 7th AND 8th COURSES

Applications are invited for selection for training in Customs Control Course No. 4.

For each of the above two courses, five officers will be chosen for training and one as reserve against the contingency of any selected officer becoming unavailable before their course commences.

All applications will be considered as a group, so separate applications for each course are not required.

Applications close with the Collector of Customs for South Australia, Box 50, Port Adelaide 5015 on 18 July 1974.

Conditions governing selection for training in Customs Control Course No. 4 were notified in *Gazette* No. 9 of 30 January 1973.

EXAMINATION No. 6640

ELIGIBILITY FOR PROMOTION OR TRANSFER AS ELECTRICAL TECHNICAL OFFICER, DEPARTMENT OF TRANSPORT, AIR TRANSPORT GROUP

This examination will be held on Saturday 28 September 1974, in accordance with the conditions notified on pages 52-53 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination Centres Capital city of each State or Territory and such other centres as may be determined.

Persons Eligible to Enter

- (i) Permanent officers of the Australian Public Service who occupy, have occupied or are eligible to occupy an office of Electrical Technician or Technician (Electrical) in the Department of Transport and who are not undertaking a traineeship in a technical sub-professional structure
- (ii) Technicians-in-training (Electrical) who are in their final year of training except that failure to successfully complete the course and be advanced as Electrical Technician will render them ineligible.

Applications on special forms to be lodged with the Public Service Inspector in the State or Territory in which the applicant is permanently located.

Applications close 1 August 1974.

EXAMINATION No. 6641

APPOINTMENT OR TRANSFER AS LINEMAN- IN-TRAINING, FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT

This examination will be held on Saturday 21 September 1974, in accordance with the conditions notified on pages 100-101 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination Centres Capital city of each State, and such other centres as may be determined.

Persons eligible to enter All persons subject to the following:

- (i) A person who was previously selected as a Lineman-in-training and whose course of training was terminated because of unsatisfactory progress, will not be eligible to re-contest the entrance examination.
- (ii) Candidates will not be permitted to sit for Lineman-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 in the State in which the applicant is permanently located.

Applications close 15 August 1974.

EXAMINATION No. 6642

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

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 Adelaide.

Persons Eligible to Enter

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

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

Applications close 19 July 1974.

EXAMINATION No. 6643

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

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 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 25 July 1974.

EXAMINATION RESULTS

Results of the following examinations have been finalised:

Exam. No.	Title (and date notified where applicable)	Date held
6510	Entry into Accounting Machinist-in-training Class, Hobart (18.40.73)	10.11.73
6538	Qualification for Promotion or Transfer as Postal Clerk (31.1.74)	23.3.74
6547	Appointment or Transfer as Clerical Assistant, Grade 1, Perth (31.1.74)	23.2.74
6568	Appointment or Transfer as Telegraphist-in-training, Postmaster-General's Department, Victoria, South Australia and Tasmania and Transfer as Telegraphist-in-training, Postmaster-General's Department, Western Australia (28.2.74)	6.4.74
NP3076	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), New South Wales	1.6.74
NP3079	Appointment or Transfer as Assistant Postal Officer (Postman Duties), New South Wales	22.6.74
VP4205	Appointment or Transfer as Motor Driver, Melbourne (24.1.74)	9.3.74
VP4273	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	15.6.74
VP4274	Appointment as Telephonist, Melbourne	15.6.74
VP4278	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Victoria	22.6.74
WP1413	Appointment as Telephonist, Western Australia	25.5.74

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 (a)

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

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

Applications close: 18.7.74

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

Duties:

(a) Clerk to a sub-committee. Experience in economic analysis of related fields desirable. Academic qualifications to be stated.

(b) and (c) Research and administrative assistance in areas related to economic analysis, environmental and conservation, road safety, territorial government and aboriginal affairs. Appropriate academic qualifications desirable.

In lieu of notification appearing in *Gazette* No. 55 of 4.7.74.

Statutory authorities

AUSTRALIAN ATOMIC ENERGY COMMISSION

Assistant Staff Officer

The Commission has a vacancy at its Head Office, 45 Beach Street, Coogee, for an Assistant Staff Officer.

Salary: \$6887-7764.

Duties: Maintain Standard Personnel Records and prepare payroll variation advices. Control attendance records and the Personnel Policy Department registry in all its operations, and assist in recruitment activities.

Qualifications: Previous experience in staff work, preferably with a knowledge of Australian Government Acts and Regulations relating to staff matters, and a knowledge of registry procedures.

Conditions of Service: As set out in the Commission's Terms and Conditions of Employment. Officers of the Australian Government Service retain all entitlements under the Officers' Rights Declaration Act.

Applications: In an envelope marked 'Application' to reach The Secretary, Australian Atomic Energy Commission, Box 41, Post Office, Coogee, New South Wales 2034 not later than Thursday, 25 July 1974.

AUSTRALIAN ATOMIC ENERGY COMMISSION

Assistant Staff Officer

The Commission has a vacancy at its Head Office, 45 Beach Street, Coogee, for an Assistant Staff Officer.

Salary: \$6887-7764.

Duties: Maintain Standard Personnel Records and prepare payroll variation advices. Control attendance records and the Personnel Policy Department registry in all its operations, and assist in recruitment activities.

Qualifications: Previous experience in staff work, preferably with a knowledge of Australian Government Acts and Regulations relating to staff matters, and a knowledge of registry procedures.

Conditions of Service: As set out in the Commission's Terms and Conditions of Employment. Officers of the Australian Government Service retain all entitlements under the Officers' Rights Declaration Act.

Applications: In an envelope marked 'Application' to reach The Secretary, Australian Atomic Energy Commission, Box 41, Post Office, Coogee, New South Wales 2034 not later than Thursday, 25 July 1974.

AUSTRALIAN ATOMIC ENERGY COMMISSION**Assistant Staff Officer**

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Salary: \$6887-7764.

Duties: Maintain Standard Personnel Records and prepare payroll variation advices. Control attendance records and the Personnel Policy Department registry in all its operations, and assist in recruitment activities.

Qualifications: Previous experience in staff work, preferably with a knowledge of Australian Government Acts and Regulations relating to staff matters, and a knowledge of registry procedures.

Conditions of Service: As set out in the Commission's Terms and Conditions of Employment. Officers of the Australian Government Service retain all entitlements under the Officers' Rights Declaration Act.

Applications: In an envelope marked 'Application' to reach The Secretary, Australian Atomic Energy Commission, Box 41, Post Office, Coogee, New South Wales 2034, not later than Thursday, 25 July 1974.

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 87b.

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

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

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

Qualifications

The qualifications prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Public Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in *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

DEPARTMENT OF ABORIGINAL AFFAIRS

NORTHERN TERRITORY

Northern Territory Division, Operations Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Vocational Training and Adjustment Section, Batchelor

Duties: No. 496—Assist with clerical duties associated with stores, wage sheets, general filing, personnel, finance, etc.

Qualifications: Experience relevant to the above duties desirable.

Note: Batchelor is approximately 60 miles south of Darwin. Single and married accommodation immediately available.

District Allowance: Grade IV.

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

Apply: A2

*Clerk \$8187-8942 (Class 5), Third Division, Vocational Training and Adjustment Section, Darwin

Duties: No. 89—Vocational Training Officer. Organise and prepare vocational training syllabuses, conduct courses, and review on-the-job training for Aboriginal women.

Qualifications: Wide experience of vocational training techniques, with some background of employment in industry desirable. Experience with Aboriginal people an advantage.

District Allowance: Grade IV.

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

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

In lieu of notification appearing in *Gazette* No. 11 of 31.1.74.

Apply: A2

Executive Services Branch

*Programmer \$9194-9869 (Class 6), Third Division, Automatic Data Processing Section, Darwin

Duties: N.T.—Under direction, participate in the analysis, program design and testing of programs required to produce reports or mathematical computations or to maintain information files.

Qualifications: Programming experience desirable. Academic qualifications to be stated.

Note: The Department will have the use of an IBM 360/40 which is due for installation in 1974.

District Allowance: Grade IV.

Accommodation: Single accommodation available. The waiting period for married accommodation is approximately 12 months from the

date of arrival in the Northern Territory. However, interstate married officers who obtain private flat or house accommodation during this waiting period, may be paid a reasonable allowance to assist with the higher rental involved.

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

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

Apply: A2

Operations Branch

*Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Aboriginal Population Records Section, Darwin

Duties: Answer requests for family information from various Government Social Welfare Authorities, prepare simple statistics for use within the section, and assist in the maintenance and updating of the computerised record.

Qualifications: A working knowledge of Aboriginal Social Systems, together with relevant experience desirable.

District Allowance: Grade IV.

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

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

In lieu of notification appearing in *Gazette* No. 11 of 31.1.74.

Apply: A2

DEPARTMENT OF AGRICULTURE

CENTRAL OFFICE

Industry No. 5 (Fisheries) Division, Operations Branch

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

Duties: No. 706—Provide executive and secretariat services for less complex departmental, interdepartmental, Australian Government/State and other committees, conferences, meetings, etc.

Qualifications: Experience in the organisation of committees, conferences, meetings, etc., and the provision of secretariat services desirable. Ability to prepare reports and submissions an advantage.

Apply: X1

Industry No. 6 (Wool) Division

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

Duties: No. 3733—Develop and maintain divisional records of technical and statistical data relating to the wool industry. Prepare charts, tables, graphs, etc., as required.

Qualifications: Experience in the maintenance of records and statistics and preparation of charts, tables, graphs, etc., desirable. Ability to supervise staff desirable.

Apply: X1

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

Duties: No. 3734—Assist in the development and maintenance of divisional records of technical and statistical data relating to the wool industry. Provide general clerical assistance as required.

Apply: X1

Production Branch

Principal Executive Officer \$13394-13898 (Class 10), Third Division, Policy and Services Section, Canberra

Duties: No. 1014—Direct and control the activities of the Section. Prepare high level reports and submissions, and where appropriate, make recommendations on matters associated with wool production policy, as well as on research and promotion programmes.

Qualifications: Proven investigatory and administrative ability of a high order. Academic qualifications and previous experience in policy formulation desirable.

Apply: X1

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

Duties: No. 3740—Collate, analyse and interpret information concerning production and production development in the wool industry and prepare reports and submissions arising therefrom. Prepare ministerial and other correspondence.

Qualifications: Aptitude for investigatory and analytical work desirable. Academic qualifications to be stated.

Apply: X1

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

Duties: No. 3738—Provide secretarial and stenographic assistance to Second Division Officers.

Qualifications: Shorthand, at least 100 words per minute.

Apply: X1

Marketing Branch

Executive Officer \$11383-11886 (Class 8), Third Division, Special Projects Section, Canberra

Duties: No. 3736—Undertake special investigations, prepare submissions and reports and, as appropriate, make recommendations on import marketing policy issues.

Qualifications: Demonstrated ability in investigation, analysis and preparation of reports. Academic qualifications desirable.

Apply: X1

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

Duties: No. 637—Collate, analyse and interpret information concerning marketing methods and developments, export availabilities, import regulations and tariffs in Australia and overseas. Maintain liaison with the Australian Wool Corporation on wool price trends and Corporation activities in the market. Prepare analytical reports on the efficiency of Australian marketing methods and analyse the methods adopted by Australia's main competitors in the world wool market.

Qualifications: Aptitude for investigatory and analytical work desirable. Academic qualifications to be stated.

Apply: X1

Agricultural and Food Services Division, Institutions and Farm Services Branch

Executive Officer \$11383-11886 (Class 8), Third Division, Farm Services Section, Canberra

Duties: No. 2657—Act as Executive Officer and Secretary to the Australian and States Drought and other Natural Disasters Committee. Provide secretarial and technical services for subsidiary technical committees. Evaluate drought assistance proposals.

Qualifications: Demonstrated analytical ability and academic qualifications desirable.

Apply: X1

Forestry and Timber Bureau

Clerk \$9194-9869 (Class 6), Third Division, Administrative Section, Finance, Procurement and Stores Sub-section, Canberra

Duties: No. 3211—Provide financial management services and control the procurement and stores functions for the Bureau. Assist the Executive Officer as required.

Qualifications: Sound relevant financial experience, particularly in the preparation and review of general estimates of expenditure and procurement. Wide administrative experience an advantage.

Apply: X1

ATTORNEY-GENERAL'S DEPARTMENT

Head Office Division

Senior Assistant Secretary \$19597, Second Division, Washington

Duties: Represent the Attorney-General's Department in Washington and attend to legal matters referred by the Attorney-General and the Attorney-General's Department. Maintain an effective liaison with Law Departments in Washington and Ottawa and furnish reports on legislative developments and decisions of the Courts of those countries. Carry out high level research into legal matters and attend conferences in North and South America as directed. Furnish legal advice on request to Australia's representatives in Washington.

Note: Posting to the abovementioned position will be for an initial period of not less than two years and not more than three years. The conditions prescribed by the Determinations relating to overseas service, (long term postings), will apply.

Apply: D1

ATTORNEY-GENERAL'S DEPARTMENT—cont.

Senior Assistant Secretary \$19597, Second Division, London

Duties: Represent the Attorney-General's Department in London and attend to legal matters referred by the Attorney-General and the Attorney-General's Department. Maintain an effective liaison on legal matters with the responsible United Kingdom Departments and furnish reports on legislative developments and decisions of the Courts in the United Kingdom. Carry out high level research into legal matters and attend conferences in the United Kingdom and Europe as directed. Furnish legal advice on request to Australia's representatives in London.

Note: Posting to the abovementioned position will be for an initial period of not less than two years and not more than three years. The conditions prescribed by the Determinations relating to overseas service, (long term postings), will apply.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY**Registration Offices Branch**

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Companies Registration Section, Documents and Returns Sub-section, Canberra

Duties: No. 45—Check annual returns for unregistered company auditors and maintain default system. Note file numbers on incoming documents and maintain resubmit system.

Apply: D1

A.C.T. Police

*Senior Motor Mechanic, Grade 1 \$6697-6856, Fourth Division, Transport Section, Canberra

Duties: NP—Road test, diagnose faults, report on and repair motor cycles of the A.C.T. Police Force. Undertake routine servicing of Police motor cycles in accordance with manufacturers schedules.

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

Apply: D1

*Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Jervis Bay Sub-section, Jervis Bay

Duties: Maintain and file records held at the Police Station, prepare files for Court action when necessary. Type official reports, criminal offence reports, statements, letters and other correspondence.

Qualifications: Relevant experience and ability to type desirable.

Apply: D1

*Motor Mechanic \$6097-6348, Fourth Division, Transport Section, Canberra

Duties: NP—Undertake routine servicing of the A.C.T. Police Force motor cycle fleet.

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

Apply: D1

Commonwealth Police Service

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

Duties: No. 9—Maintain part of Master Index. Answer inquiries on a name basis and check names against index.

Apply: D1

NEW SOUTH WALES**Deputy Crown Solicitor's Office**

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

Duties: No. 131—Take and transcribe shorthand notes as required. Perform general typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D2

Commonwealth Police Service

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Section, Sydney

Duties: No. 25—Check incoming correspondence against Section nominal index. Ensure correct and prompt attachment to relevant files and take necessary follow-up action.

Apply: D2

WESTERN AUSTRALIA**Deputy Crown Solicitor's Office**

*Legal Officer \$7097-12130, Third Division, Common Law and Prosecutions Section, Perth

Duties: No. 6—Deal with matters referred to him, prepare draft advising.

Qualifications: Degree in law or admission as a practitioner, however described, of the High Court or the Supreme Court of a State or Territory.

Apply: D6

NORTHERN TERRITORY**Supreme Court Branch**

Clerk \$6052-6929 (Class 2/3), Third Division, Darwin

Duties: No. 4—Maintain all Supreme Court files, registers, record books and indexes. Perform Counter Officer duties for Branch including receipt of documents.

Apply: D1

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY**Finance and Supply Branch**

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

Duties: No. 1322—Prepare, analyse and report on the various monthly, quarterly and annual financial statements required under the Forestry Trust Account procedures. Maintain commitment records for A.C.T. Forestry and Cafeteria Trust Accounts including the preparation of cash budgets.

Qualifications: Accountancy qualifications with a knowledge and/or experience in forestry accounting desirable.

Apply: E1

Internal Auditor, Grade 1 \$7180-7935 (Class 4), Third Division, Internal Audit Section (two positions), Canberra

Duties: Nos 1416, 1417—Conduct audit investigations related to an allocated section of the Audit Programme and submit report on the results.

Qualifications: Experience in audit procedures and knowledge of the Audit Act, Treasury Regulations and Directions. Progress in Accountancy or similar studies to be stated.

Apply: E1

City Manager's Office, City Services Branch

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

Duties: No. 1797—Responsible for the management and control of records associated with the flow of input and output of computer data relating to Motor Vehicle Registrations, Licences and parking infringements.

Apply: E1

Technical Officer (Engineering), Grade 1 \$6253-7895, Third or Fourth Division, Traffic Section, Canberra

Duties: No. 894—Carry out Statistical Analysis of traffic flow data, set and maintain optimum timing of traffic signals.

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

Apply: E1

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Traffic Section, Canberra

Duties: No. 1764—Attend to public counter on matters relating to registration of vehicles, driver's licences and third party insurance transactions, and motor vehicle testing. Assist with driver's licence testing.

Apply: E1

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Traffic Section, Canberra

Duties: No. 1765—Receive all cash for transactions undertaken in the Motor Vehicle Registration and Licensing Sub-section.

Apply: E1

Inspector \$4934-5393, Fourth Division, Traffic Section, (several positions), Canberra

Duties: Conduct practical driving tests and oral questioning on the provisions of the Motor Traffic Ordinance (with particular regard to road safety and rules of the road), to assess the competency of of applicants for all classes of drivers' licences (except public motor vehicle licences).

Apply: E1

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Traffic Section (two positions), Canberra

Duties: Nos 1775, 1776—Man preliminary check-point involving: (a) Organisation of vehicles awaiting inspection into lanes; (b) preliminary check of vehicles presented for inspection; (c) checking of documents pre-requisite to registration; (d) advising public on procedures.

Apply: E1

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Social Controls and Authorities Section, Canberra

Duties: No. 227—Receive applications, attachments, and other correspondence lodged in connection with the registration and licensing of agents and co-operatives. Other clerical duties as directed.

Apply: E1

Housing and Welfare Division, Housing Operations Branch

*Senior Technical Officer (Buildings), Grade 2 \$10495-11059, Fourth Division, Government Housing Operations Section, Canberra

Duties: No. 435—Make recommendations on plans, specifications, working drawings and tenders relating to government houses and flats. Prepare design briefs. Provide technical guidance on materials and repairs and maintenance.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. A sound knowledge of technical aspects of housing and flat construction and design desirable.

Apply: E1

Welfare Branch

*Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Canberra

Duties: No. 547—Provide support and assistance to Social Workers as directed, in the areas of temporary foster care, adoption of infants, court and correctional work, social welfare benefits for families, etc. Prepare associated reports and correspondence.

Qualifications: Experience in social welfare type services. A background in youth, child and court work and completion or partial completion of a course of study in welfare or related areas an advantage. Possession of a 'C' Class driver's licence.

Apply: E1

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Manpower Policy and Management Services Division, Management Services Branch

Assistant Inspector \$10204-10879 (Class 7), Third Division, Establishments Section, Canberra

Duties: No. 2098—Undertake investigations of Departmental organisation, establishment and classifications.

Apply: H1

EDP Division, Technical Support Branch

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

Duties: No. 913—Prepare and conduct specified training courses in EDP subjects.

Qualifications: Relevant experience in analysis, development and programming. Previous training experience desirable.

Apply: H1

**DEPARTMENT OF DEFENCE—AIR
OFFICE****AUSTRALIAN CAPITAL TERRITORY****Finance and Logistics Division, Budget and Costing
Branch**

Clerk \$9194-9869 (Class 6), Third Division, Financial Programming Estimates and Costing Section

Duties: No. 20—Assist in the preparation of the Air Programme in relation to Divisions of expenditure other than Equipment and Stores, and Aircraft. Maintain records of variations to the Air Programme and analyse achievements of authorisation and expenditure to facilitate budget preparation and review.

Apply: H1

NEW SOUTH WALES**Headquarters Support Command, Senior Technical
Staff Officer's Branch**

Data Processing Operator, Grade 2 \$5398, Fourth Division, Equipment Liaison Office, Mascot

Duties: No. 154—Under supervision, tape punch and verifying from simple or pre-coded documents involving a wide variety of procedures.

Qualifications: Applicants must have passed the prescribed test for advancement. Experience in the operation of a Friden Flexowriter Machine would be an advantage.

Apply: H3

**DEPARTMENT OF DEFENCE—ARMY
OFFICE****AUSTRALIAN CAPITAL TERRITORY****Military Division, Operations Branch**

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Office of the Chief of Operations, Canberra

Duties: No. 71—Register incoming and outgoing files and correspondence and distribute throughout the Branch. Compile and collate working papers and instructions for committees.

Apply: H1

**Establishments and General Division, General Services
Branch**

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

Duties: No. 28—Examine files passing through the Registry for precedent or cross reference indexing and Archival sentencing.

Qualifications: Registry experience desirable.

Apply: H1

NEW SOUTH WALES**Logistic Command, 2 Base Workshop Battalion**

*Technical Officer (Engineering), Grade 2, \$8929-9443, Fourth Division, Administration Section, Workshop Services Sub-section, Moorebank

Duties: No. 24—Plan and implement workshop equipment maintenance and replacement programme. Direct activities of workshop maintenance staff engaged in the servicing and overhaul of workshop equipment. Arrange maintenance and repair of buildings and facilities. Perform duties of Appren-

tice Master and Technical Training Officer. Oversight and co-ordinate trade testing, technical and apprentice training. Co-ordinate and advise on educational requirements. Control safety activities in the workshop. Maintain appropriate records.

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

Apply: H7

Training Command, Headquarters

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Training Doctrine Section, Methods, Aids and Publications Sub-section, Darlinghurst

Duties: No. 21—Prepare manuscripts of training publications for printing. Assist with the proof reading of printer's proofs of training publications. Collate multiple copies of manuscripts or proofs and distribute.

Qualifications: A thorough knowledge of English expression, Military writing, abbreviations and symbols.

Apply: H7

SOUTH AUSTRALIA**Headquarters Field Force Command, 4 Field Force
Group**

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, 4 Field Force Group, Adelaide

Duties: No. 6—Personal Typist and Stenographer to the Commander 4 Field Force Group.

Qualifications: Shorthand, 100 words per minute.

Apply: H10

**DEPARTMENT OF DEFENCE—NAVY
OFFICE****AUSTRALIAN CAPITAL TERRITORY****Establishments and General Division, General Services
Branch**

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Publications Section, Publishing Sub-section, Canberra

Duties: No. 41—Under supervision, carry out editing and proof reading work on departmental Navy Orders.

Apply: H1

Supply Division, Armament Supply Branch

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

Duties: No. 20—Section Leader. Responsible for the provisioning and procurement of a range of Armament Stores.

Apply: H1

Planning, Co-ordination and Services Branch

Steno-secretary, Grade 1 \$5547-5904, Fourth Division, Executive Section, Canberra

Duties: No. 2—Provide secretarial and stenographic assistance to the First Assistant Secretary.

Apply: H1

Naval Personnel Branch

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, General Services Section, Typing Sub-section, Canberra

Duties: No. 148—Provide secretarial and stenographic assistance for senior officers.

Qualifications: Ability to take shorthand at the rate of 100 words per minute.

Apply: H1

NEW SOUTH WALES

Hydrographic Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Chart Depot, Sydney

Duties: No. 3—Prepare correspondence on accounting matters, post stock cards and perform general clerical duties at Chart Agency and Chart depot. Supervise with ledgers.

Apply: H15

Supply Division, Air Stores Branch

Data Processing Operator, Grade 2 \$5165, Fourth Division, North Sydney

Duties: No. 96—Card or Tape punching and verifying.

Qualifications: Applicants must have passed the prescribed test.

Apply: H15

HMA Naval Dockyard, Garden Island

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

Duties: No. 2132—Provide stenographic service to Divisional Managers and Senior Staff as directed.

Qualifications: Shorthand at eighty words per minute.

Apply: H16

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Technical Services Division, Sydney

Duties: No. 33—Maintain Sub-sections file registry and library. Take necessary action in receipt and distribution of correspondence.

Apply: H16

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

Duties: No. 198—Initiate necessary action for recovery of invalid contractors passes. Maintain related records.

Apply: H16

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

Duties: Nos 144, 145—Compile manhour expenditure charts for all current job numbers. Collate and distribute relevant charts.

Apply: H16

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Technical Services Division, Sydney

Duties: No. 91—Maintain Sub-section File Registry, record related data on planned maintenance cards and schedules.

Apply: H16

Vacancies—Public Service 15

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Management Planning and Review Division, Sydney

Duties: No. 107—Maintain Sub-section File Registry, provide general clerical assistance to Sub-section.

Apply: H16

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

Duties: No. 147—Assist in assembly, collection, sorting and amendment of work requests. Arrange distribution and follow up action.

Apply: H16

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

Duties: No. 192—Provide relief for clerical assistant positions in dockyard.

Apply: H16

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 258—Examine and process applications for study leave and for the refund of approved fees and advise applicants. Assist in the preparation and revision of training literature and other tertiary aids. Maintain training records.

Apply: H1

Clerk \$8187-8942 (Class 5), Third Division, Personnel and Services Section, Personnel and Conditions of Service Sub-section, Canberra

Duties: No. 213—Assistant Personnel Officer. Supervise and direct the day-to-day operations of the salaries and wages cells.

Qualifications: Extensive experience in the personnel field. A sound knowledge of the Public Service Act, Regulations, General Orders, Arbitration Awards and Determinations desirable.

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

Apply: H1

Territorial and Facilities Division, Territorial Liaison Branch

*Technical Assistant, Grade 1 \$2728-6506, Fourth Division, Canberra Technical College, Canberra

Duties: No. 674—Under direction prepare material for use in ceramics classes. Pack and unpack kilns and maintain kiln furniture. Prepare work areas for classes and perform minor maintenance.

Qualifications: Progress towards a diploma or certificate in ceramics desirable.

Apply: H1

DEPARTMENT OF EDUCATION—continued

*Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Canberra Technical College, Canberra

Duties: NP—For the School of Graphic Arts; Maintain and service machinery and equipment. Arrange issue and replenishment control for consumables. Prepare specifications for major plant and minor consumables. Assist in running the section library and with classroom demonstrations. Other duties as required.

Qualifications: Trade certificate of competency. Higher Trades Certificate or other post trade qualifications desirable.

Apply: I1

*Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Canberra Technical College, Canberra

Duties: No. 673—At the Canberra Art School, assist in the running of 3D design, sculpture, painting and printmaking classes. Perform technical and routine duties connected with the classes. Maintain all tools and equipment used in the school including those used in the ceramics section.

Qualifications: A diploma in Art or Ceramics desirable, together with requisite experience.

Apply: I1

*Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Canberra Technical College, Canberra

Duties: No. 677—Identify, dry, mount and catalogue specimens for reference collections in the School or Rural Studies. Collect plants, seeds, minerals, soils, insects and other specimens for the school's reference collections in Horticulture, Soil Science, Botany, Entomology and Plant Pathology.

Qualifications: Completion or part completion of a Diploma/Certificate course relevant to the duties desirable.

Apply: I1

*Technical Officer (Science), Grade 1 \$7052-8694, Fourth Division, Canberra Technical College, Canberra

Duties: No. 675—Undertake the planting and maintenance of the grounds of the School of Horticulture. Advise students on horticultural matters. Be responsible to the head teacher for development of gardens in accordance with landscaping plans. Maintain shade and glass houses and outdoor equipment.

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

Apply: I1

Facilities Branch

Clerk \$8886-9548 (Class 6), Third Division, General Education Facilities Section, Canberra

Duties: No. 3—Assist with investigations, preparation of submissions, reports, correspondence and with the administration of various schemes relating to States Grants (Teachers Colleges) Acts, States Grants (Pre-school Teachers Colleges) Acts and assistance to schools.

Qualifications: Appropriate tertiary qualifications and administrative experience desirable.

Apply: I1

Pre-school and Child Care Branch

Clerk \$10204-10879 (Class 7), Third Division, Programs Section (two positions), Canberra

Duties: Nos 774, 775—Assist in implementation of the Australian Government's Pre-school and Child Care policy, in particular develop strategies for particular areas and examine applications for capital grants for pre-schools. Draft reports for the Australian Pre-schools Committee.

Qualifications: Tertiary qualifications and administrative experience desirable.

Apply: I1

Clerk \$9194-9869 (Class 6), Third Division, Programs Section (two positions), Canberra

Duties: Nos 771, 772—Assist in the administration of the Pre-schools Financial Assistance Scheme. Examine applications for recurrent grants. Prepare reports to the Australian Pre-schools Committee.

Qualifications: Tertiary qualifications and administrative ability desirable.

Apply: I1

Clerk \$9194-9869 (Class 6), Third Division, Programs Section, Pre-school Sub-section, Canberra

Duties: No. 776—Assist in the administration of the Australian Government's Pre-school and Child Care policy, in particular assist in the examination of applications of capital grants for pre-schools including assessment of acceptability of building standards.

Qualifications: Relevant administrative experience. Ability to read building plans and specifications desirable.

Apply: I1

Clerk \$8187-8942 (Class 5), Third Division, Australian Pre-schools Committee Secretariat Section, Executive Services Sub-section, Canberra

Duties: No. 779—Act as minute secretary and provide administrative services to the Australian Pre-schools Committee and associated sub-committees. Prepare briefing and other material for these committees.

Qualifications: Tertiary qualifications and administrative experience together with experience in Committee servicing desirable.

Apply: I1

Policy Division, General Policy Branch

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

Duties: No. 394—Assist with the preparation of reports, submissions, Ministerials and correspondence. Carry out research into educational matters.

Qualifications: Academic qualifications to be stated.

Apply: I1

AUSTRALIAN CAPITAL TERRITORY

A.C.T. Schools Authority, Finance, Accounts and Establishments Branch

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

Duties: No. 470—Assistant Personnel Officer. Co-ordinate and control activities associated with the payment of salaries to teachers. Assist principals with schools administration problems and provide advice on staffing, systems and procedures.

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

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

Apply: 11

Interim A.C.T. Schools Authority, Finance, Accounts and Establishments Branch

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

Duties: No. 215—Direct and co-ordinate the activities of salaries and wages pay teams. Apply conditions of employment, determination and awards relating to the employment of teachers.

Apply: 11

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

Duties: No. 217—Team Leader. Supervise the activities of a cell concerned with the processing of salary variations, leave applications, overtime payments, superannuation variations and allowances.

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

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

Apply: 11

Branch Office

Clerk \$10204-10879 (Class 7), Third Division, Scholarships, Allowances and Grants Section, Canberra

Duties: No. 12—Direct and control all activities associated with academic assessments and the general management of the schemes of assistance to Australian students administered by the Department.

Qualifications: Proven administrative ability. Tertiary qualifications desirable.

Apply: 11

Clerk \$9194-9869 (Class 6), Third Division, Scholarships, Allowances and Grants Section, Academic Assessments Sub-section, Canberra

Duties: No. 4—Determine the more complex cases of academic assessment and reassessment associated with the Tertiary Allowances Scheme and all cases of academic assessment associated with the following: Commonwealth Teaching Service Scholarship Scheme; National Service Vocational Training Scheme and Pre-school Teacher Education Allowances Scheme.

Qualifications: A comprehensive knowledge of course structures at various tertiary institutions together with tertiary qualifications.

Apply: 11

Clerk \$7180-7935 (Class 4), Third Division, Scholarships, Allowances and Grants Section, Academic Assessments Sub-section, Canberra

Duties: No. 13—Determine the less complex academic assessments and reassessments associated with the Tertiary Allowances Scheme. Provide specific guidance and advice to assisted students on their eligibility for assistance under the scheme.

Qualifications: A working knowledge of course structures at various tertiary institutions. Tertiary qualifications desirable.

Apply: 11

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Scholarships, Allowances and Grants Section, Scheme Administration Sub-section, Canberra

Duties: NP—Direct the day-to-day activities of the Clerical Assistant, Grade 3 (Registry) and the typists. Answer inquiries from parents, applicants and assisted students on the conditions of the various schemes of assistance administered by the Department.

Qualifications: Relevant experience desirable.

Apply: 11

NEW SOUTH WALES

State Office

*Education Officer, Class 4 \$13339-14257, Third Division, Language Teaching Section, Sydney

Duties: No. 242—Direct the English language teaching activities of the Department in New South Wales in respect of sponsored overseas students. Keep under professional review developments in the technology and methodology of Teaching English as a Foreign Language and advise the Regional Director on policy matters relating to the teaching of English in New South Wales. Principal of the English Teaching Centre, North Sydney.

Qualifications: A degree in Education or another appropriate degree and a diploma in Education, or equivalent, and at least 12 months experience in Education. Experience in teaching English as a foreign language, in the operation of a language laboratory and associated equipment, and in planning and presenting foreign language courses. Knowledge of current developments in language teaching methods and applied linguistics, together with proven ability at management level in this field desirable.

Apply: 12

*Education Officer, Class 3 \$11666-12890, Third Division, Language Teaching Section, Sydney

Duties: Prepare specialised material for use by teachers and students in the Department's classrooms and language laboratories and assess the adequacy and effectiveness of existing and new teaching and practice materials for use in the Teaching of English as a Foreign Language. Oversight and co-ordinate the preparation of material by teachers.

DEPARTMENT OF EDUCATION—continued

Qualifications: A degree in Education or another appropriate degree and a diploma in Education; or equivalent, and at least 12 months experience in Education. Experience in planning and teaching courses in English as a foreign language, in the operation of a language laboratory and associated equipment, and in imaginatively creating and producing teaching materials desirable.

Apply: 12

*Education Officer, Class 2 \$10248-11258, Third Division, Language Teaching Section, Sydney

Duties: Supervise activities at the English Preparation Centre, (pre-course English given by contract tutors to overseas students preparing for academic studies) and responsible for its efficient functioning. Arrange timetables for tutorial classes. Test students and assess their progress; undertake some teaching.

Qualifications: A degree in Education or another appropriate degree and a diploma in Education, or equivalent, and at least 12 months experience in Education. Experience in the teaching of English as a foreign language and in the operation of a language laboratory and associated equipment desirable.

Apply: 12

SOUTH AUSTRALIA**State Office**

Clerk \$11383-11886 (Class 8), Third Division, Scholarships and Grants Section, Adelaide

Duties: NP—Supervise and direct all activities associated with various schemes of financial assistance.

Qualifications: Proven administrative ability and tertiary qualifications desirable.

Apply: 15

Clerk \$10204-10879 (Class 7), Third Division, Child Care Sub-section, Adelaide

Duties: NP—Control and co-ordinate the work of the Child Care Sub-section. Examine and investigate applications for capital grants. Prepare associated reports and make recommendations; take appropriate follow-up action.

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

Apply: 15

Clerk \$10204-10879 (Class 7), Third Division, Tertiary Allowances Section, Adelaide

Duties: NP—Senior Academic Assessor. Supervise and direct all aspects of academic assessment under the Tertiary Allowances Scheme. Make decisions on the more complex cases.

Qualifications: A comprehensive knowledge of course structure at various tertiary institutions. Tertiary qualifications and experience in the application of TAS academic eligibility criteria desirable.

Apply: 15

Clerk \$8187-8942 (Class 5), Third Division, Tertiary Allowances Section, Adelaide

Duties: NP—Supervise and direct all activities of the Payments and Registry Sub-section. Review funds, prepare estimates of expenditure and arrange for the preparation of statistical returns.

Qualifications: A good knowledge of the provisions of the Tertiary Allowances Scheme coupled with supervisory ability desirable.

Apply: 15

Clerk \$8187-8942 (Class 5), Third Division, Tertiary Allowances Section, Adelaide

Duties: No. 10—Senior Determining Officer. Supervise and direct sub-section engaged on allowance assessment under Tertiary Allowances Scheme. Determine entitlements of the more complex cases.

Qualifications: Considerable experience in the application of the Tertiary Allowances Scheme means test desirable.

Apply: 15

TASMANIA**State Office**

Clerk \$10204-10879 (Class 7), Third Division, Pre-Schools and Child Care Section, Hobart

Duties: NP—Direct, control and co-ordinate the activities of the Section. Interpret and apply policy in respect of both capital and recurrent grants.

Qualifications: Tertiary qualifications and extensive administrative experience desirable.

Apply: 17

Clerk \$8187-8942 (Class 5), Third Division, Pre-Schools and Child Care Section, Hobart

Duties: NP—Investigate and report on applications for recurrent grants. Undertake visits to pre-schools. Check and verify claims for payment of recurrent grants.

Qualifications: Relevant administrative experience desirable. Academic qualifications to be stated.

Apply: 17

Clerk \$6052-6929 (Class 2/3), Third Division, Pre-Schools and Child Care Section, Hobart

Duties: NP—Check claims and prepare payments for recurrent grants under the provisions of the Child Care Scheme. Evaluate submissions and maintain records.

Apply: 17

Clerk \$7180-7935 (Class 4), Third Division, Student Assistance Section, Hobart

Duties: NP—Make academic assessments associated with the Tertiary Education Allowances Scheme and provide guidance and advice to assisted students.

Qualifications: A working knowledge of course structures at tertiary institutions and tertiary qualifications desirable.

Apply: 17

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Student Assistance Section, Hobart

Duties: NP—Provide a registry service to the section. Maintain statistics and assist with enrolment and other checks.

Apply: 17

DEPARTMENT OF HEALTH

CENTRAL STAFF

National Biological Standards Laboratory

*Chemist, Class 2 \$9715-10861, Third Division, Pharmaceutical Chemistry Section, Canberra

Duties: No. 272—As a member of a team carry out research directed towards the preparation of standards and qualifications for pharmaceutical products particularly in respect of shelf-life testing, determination of allowable limits of contaminants, suitability of containers, etc.

Qualifications: An appropriate degree or diploma in Science (major in Chemistry or Biochemistry), or Chemical Engineering or equivalent qualifications.

Apply: M9

*Technical Officer (Science), Grade 1 \$7052-8694, Third or Fourth Division, Pharmaceutical Chemistry Section, Canberra

Duties: No. 222—Act as Laboratory Manager and supervise subordinate technical staff. Perform identification and other qualitative work on samples of pharmaceutical products using chromatographic equipment and techniques. Calibrate laboratory reference standards.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Experience in the use of chromatographic equipment desirable.

Apply: M9

Management Services Division, Establishments and Finance Branch

*Senior Storeman \$5747-6005, Fourth Division, Establishments Section, Personnel and Office Services Sub-section, Canberra

Duties: No. 278—Receive, check and acquit stores, furniture and equipment; oversight storage and release of stores; control maintenance of stock cards and stock levels.

Qualifications: Experience in storekeeping activities and knowledge of relevant storekeeping procedures desirable.

Apply: M1

Pharmacy Earnings and Projects Branch

Clerk \$9194-9869 (Class 6), Third Division, Drugs Commission Secretariat Section, Canberra

Duties: No. 39—Examine CSL Commission estimates and undertake research relating to major proposals by the Commission. Review pricing proposals and assist with work arising from the activities relating to the proposed Pharmaceutical Commission, and the Public Accounts Committee.

Qualifications: Accounting qualifications and/or appropriate university degree desirable.

Apply: M1

Policy and Planning Division, Policy Secretariat and Legislation Branch

Clerk \$10204-10897 (Class 7), Third Division, Legislation Section, Canberra

Duties: No. 70—As team leader undertake reviews of Commonwealth legislation requirements, prepare instructions for Parliamentary Counsel and settle or assist in settling draft legislation.

Qualifications: Appropriate tertiary studies desirable.

Apply: M1

Therapeutics Division

*Pharmacist, Class 4 \$13299-14202, Third Division, Drug Evaluation Section, Canberra

Duties: NP—Advise the Department and its committees in a wide area of educational and professional matters related to Pharmacy. Take part in training programmes for Departmental and visiting Pharmacists. Maintain liaison with relevant academic and professional associations particularly in the field of continuing education. Play an active role in relevant Departmental publications on drugs. Undertake planning of an Australia wide drug information service and undertake approved research or professional duties.

Qualifications: Eligibility for registration with a Pharmacy Board or Council within Australia. Considerable experience as a clinical pharmacist and experience in teaching and/or research desirable.

Apply: M1

Pharmaceutical Benefits Branch

*Pharmacist, Class 2 \$9715-10861, Third Division, Canberra

Duties: No. 85—Prepare technical correspondence. Undertake action required to vary the Schedule of Pharmaceutical Benefits and for the sampling of extemporaneous benefits.

Qualifications: Pharmacist eligible for registration with a Pharmacy Board or Council within Australia. Experience in the administration of the Pharmaceutical Benefits Scheme desirable.

Apply: M1

*Pharmacist, Class 2 \$9715-10861, Third Division, Secretariat and Listings Section, Canberra

Duties: No. 40—Undertake project work involving research and investigations of a technical nature and prepare reports and submissions.

Qualifications: Pharmacist eligible for registration with a Pharmacy Board or Council within Australia.

Apply: M1

Public Health Division, Environmental Health Branch

*Medical Officer, Class 2 \$15124-15675, Third Division, Toxicology Section, Canberra

Duties: No. 26—Examine literature on the toxicological and clinical aspects of all poisonous and hazardous substances. Undertake research into case histories and overseas Poisons Registers. Determine symptomatology and treatment of cases of poisoning for inclusion in the National Poisons Register Manual. Evaluate information on toxicology submitted in connection with various technical committees.

Qualifications: A medical practitioner eligible for registration in Australia. Knowledge of pharmacology and toxicology desirable.

Apply: M1

DEPARTMENT OF HEALTH—continued**NEW SOUTH WALES****Executive Services Branch**

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

Duties: No. 69—Estimates Officer.

Qualifications: Accountancy qualifications desirable.

Apply: M2

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

Duties: No. 58—Conduct audits as prescribed in the internal audit programme. Review and report on procedures.

Qualifications: Auditing experience and progress in accountancy studies desirable.

Apply: M2

Medical

*Medical Officer, Class 2 \$15124-15675, Third Division, Sydney

Duties: No. 995—Assessment of patients to determine eligibility for nursing home benefits and domiciliary nursing care benefits and inspection of nursing homes.

Qualifications: Medical practitioner eligible for registration in Australia.

Note: This position is seconded to Department of Social Security.

Apply: M2

School of Public Health and Tropical Medicine

*Social Worker, Class 2 \$9545-10310, Third Division, Sydney

Duties: No. 614—Develop, prepare and undertake programmes for medical post-graduates students in the field of community health and welfare. Design methodology and undertake research into individual and social adaptation to chronic diseases and into health and welfare systems and participate in multidisciplinary studies of health service utilisation.

Qualifications: An appropriate degree or diploma in social work or social studies or equivalent qualifications. Post-graduate qualifications in social work desirable. Research, teaching and administrative experience in medical work or in a health related field would be an advantage.

Apply: M11

National Acoustic Laboratories

*Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Section, Sydney

Duties: NP—Draft specifications for the purchase and manufacture of hearing aids and electronic componentry. Liaise with contractors on methods of manufacture. Supervise production staff.

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

Apply: M10

*Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Section, Sydney

Duties: NP—Undertake design and develop work associated with hearing aids and electronic equipment.

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

Note above two positions: In lieu of notification appearing in *Gazette* of 30.5.74. Previous applicants will be considered and need not re-apply.

Apply: M10

VICTORIA**National Biological Standards Laboratory**

Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Melbourne

Duties: No. 322—Carry out preventive maintenance and repairs on laboratory equipment and precision instruments. Assist with design of and construct special equipment.

Qualifications: Qualifications and/or experience appropriate to the duties. Qualified instrument maker with experience in maintaining laboratory equipment and precision instruments desirable.

Apply: M3

Australian Radiation Laboratory

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

Duties: No. 513—Supervise and participate in the development, construction, testing, calibration, modification and maintenance of a range of electronic equipment and circuits. Supervise and train subordinate staff.

Qualifications: An approved technical college certificate or other approved qualifications. Experience in the development and application of transistorised and integrated circuitry and electronic equipment desirable.

Apply: M3

QUEENSLAND**Accounts Section, Executive Services Branch**

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

Duties: Certifying Officer. Supervise the work of the accounts examination group, control processing of claims and certify accounts for payment. Check computer print-out of appropriation and liabilities ledger and liaise with Sub-Treasury in the event of errors. Prepare monthly returns of expenditure for Central Office.

Apply: M4

Pathology Laboratories

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

Duties: No. 413—Receive sort and check patients' specimens and requests for examination. Control internal movement of Laboratory reports. Extract from bench books details of tests performed.

Apply: M4

SOUTH AUSTRALIA

Executive Services Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Adelaide

Duties: No. 18—Carry out research work and control books and publications in library.

Qualifications: Knowledge of information sources, accession registers and cross-reference systems would be an advantage.

Apply: M2

Clerk \$7180-7935 (Class 4), Third Division, Accounts Section, Adelaide

Duties: No. 21—Sub-Accountant for South Australian Division. Control the processing and certification of accounts, daily reconciliation of appropriation vouchers from computer.

Qualifications: Knowledge of Treasury accounting. Stage reached in Accountancy qualifications to be stated.

Apply: M5

WESTERN AUSTRALIA

Executive Services Branch

Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Personnel and General Services Section, Perth

Duties: No. 44—Assist in purchasing of stores and supplies. Prepare requisitions and purchase orders, and maintain register. Maintain inventories of non-consumable stores, furniture and equipment. Prepare schedule of estimated requirements of Stores and Stationery and submit to Stores Supply and Tender Board.

Apply: M6

NORTHERN TERRITORY

Community Health Services Division

*Health Inspector \$7270-8647, Fourth Division, Health Inspection Section (several positions), Gove, Darwin, Alice Springs, Katherine, Tennant Creek

Duties: Carry out health inspections and investigations in rural areas. Advise on effective hygiene and sanitation measures in the areas inspected and undertake health education activities.

Qualifications: Certificate Course in Public Health and Hygiene of the Royal Society of Health or equivalent.

District Allowance: Darwin, Grade IV; Katherine, Grade IV; Tennant Creek, Grade IV; Alice Springs, Grade III; Gove, Grade V.

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

Accommodation: Applicants to state requirements.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Management Services Division

Steno-secretary, Grade 2 \$6264-6744, Fourth Division (three positions), Hawthorn

Duties: No. 81—Provide secretarial and stenographic assistance to First Assistant Secretary (Management Services).

No. 85—Provide secretarial and stenographic assistance to First Assistant Secretary (Engineering).

No. 88—Provide secretarial and stenographic assistance to First Assistant Secretary (Architecture).

Qualifications: Minimum shorthand speed of 100 words per minute desirable.

Apply: AK1

Works and Financial Services Branch

Clerk \$6912-7652 (Class 4), Third Division, Works Programming Section, Hawthorn

Duties: No. 415—As directed, assist the Assistant Director-General (Roads and Aerodromes) in certain non-technical aspects of (a) the overall management and forward planning of the Department of Transport's (Air Transport Group) programme; (b) planning, co-ordination and control of major airport projects; (c) act as technical secretary for project meetings.

Apply: AK1

Engineering Division, Engineering Design Branch

*Physicist, Class 2 \$9715-10861, Third Division, Central Testing and Research Laboratories (two positions), Port Melbourne

Duties: No. 3—Be responsible for the laboratory and field investigations conducted within the Soil Physics and Engineering Cell for departmental projects. Personally investigate and where applicable solve more advanced relevant techniques such as X-ray Diffraction, cyclic loading, high pressure triaxial testing, etc., for use in departmental procedures.

Qualifications: An appropriate degree or diploma in science with a major in physics, or equivalent qualification. Several years' experience with application of advanced experimental techniques to engineering applications desirable.

Duties: No. 10—Supervise, co-ordinate, plan and allocate the activities of the Geophysical and Site Investigations Cell including: (a) site investigations for major departmental civil works; (b) investigation of new techniques and instrumentation for use in site investigations; (c) drafting of tentative departmental procedures and instructions; (d) the reporting of the work conducted by the cell.

Qualifications: An appropriate degree or diploma in science with a major in physics, or equivalent qualification. Several years' experience in aspects of site investigations such as engineering geology and/or geophysics desirable.

Apply: AK1

*Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Central Testing and Research Laboratories (four positions), Port Melbourne

Duties:

No. 16—Within the Concrete and Bituminous Concrete Cell, perform field and laboratory testing of soils, concrete and bituminous concrete for civil engineering projects.

No. 47—Within the Soils Physics and Engineering Cell, perform classification tests on soils and aggregates for departmental projects; undertake field testing of soils, aggregates and pavements; other duties as directed.

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

No. 56—Within the Physical Investigations and Coatings Cell, assist in the field and laboratory testing, evaluation and investigation of the behaviour of surface coatings.

No. 96—Within the Geophysical and Site Investigations Cell, perform field testing and sampling associated with foundation investigations.

Qualifications above four positions: Qualifications and/or experience appropriate to the duties.

Apply: AK1

*Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Central Testing and Research Laboratories, Port Melbourne

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

Qualifications: An approved technical college certificate or other approved qualifications; and requisite experience. Thorough knowledge of soil testing with emphasis on consolidation, triaxial shear, direct shear, permeability and field control procedures highly desirable.

Apply: AK1

*Technical Officer (Engineering), Grade 1 \$7052-8694, Third or Fourth Division, Central Testing and Research Laboratories, Port Melbourne

Duties: No. 76—Under direction—(a) perform tests associated with the more complex investigations into the engineering properties of soils; (b) undertake field investigations associated with the proving of extensive deposits of earth materials; (c) carry out the logging and sampling of earth materials from pits and costeans.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Considerable experience in soil testing with emphasis on consolidation, triaxial shear, direct shear, permeability and field control procedures highly desirable.

Apply: AK1

Experimental Building Station

*Senior Storeman \$5747-6005, Fourth Division, Administrative Sub-section, North Ryde

Duties: No. 41—Receive stores for Traders, Bulk Stores and Projects; check stores inwards; prepare and acquit relevant stores documents and insert transactional sequences and stores stock balances. Stow and secure stores. Prepare stores outward for issue and assist in conduct of stores stocktaking.

Qualifications: Sound knowledge of stores procedures together with appropriate experience desirable.

Apply: AK1

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Library Sub-section, North Ryde

Duties: No. 26—Undertake—(1) indexing of technical journals, etc; (2) research for published information; (3) maintain records of internal and external loans and circulation of journals.

Qualifications: Library experience with the use of the Universal Decimal Classification System desirable.

Apply: AK1

Research Division, Housing Research Branch

Clerk \$8886-9548 (Class 6), Third Division, Administrative Section, Hawthorn

Duties: No. R6—Act as secretary to meetings of the Australian Housing Standards Advisory Council, its Executive Council and its Committees. Provide administrative services for the Branch and assist in arrangements for meetings.

Apply: AK1

Architecture Division

*Architect, Class 2 \$9848-11016, Third Division, Prestige and Special Section, Hawthorn

Duties: No. 107—Within a special design team, initiate architectural designs, prepare sketch design briefs, conduct research and prepare technical reports for selected major schools and office buildings.

Qualifications: An appropriate degree or diploma in architecture or equivalent qualifications. Experience in school planning together with proven design skills desirable.

Apply: AK1

Engineering Division, Engineering Design Branch

*Engineer, Class 4 \$13718-14623, Third Division, Technical Computing Section, Hawthorn

*Engineer, Class 3 \$11705-13047, Third Division, Technical Computing Section, Hawthorn

Duties: No. 49 or NP—Within the field of Hydraulic Engineering, be responsible for: (a) the investigation and evaluation of needs for computer-aided design techniques and the provision of expert advice to other professional staff; (b) review of computer systems/programs available from other sources and the specification of their adaptation for departmental use; (c) the design and supervision of the development and implementation of new computer systems/programs.

Qualifications: For appointment—Educational qualifications admitting to Grad.I.E.Aust. For promotion or transfer—Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Extensive experience in engineering design and construction and evidence of ability in engineering analysis and the design of engineering systems highly desirable.

Note: The actual level of appointment will depend on the applicant's qualifications and relevant experience.

Apply: AK1

AUSTRALIAN CAPITAL TERRITORY**Management Services Division, Personnel Services Branch**

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

Duties: No. 84—Under the direction of the Inspector, Personnel Services, prepare annual training courses and follow up training activities within the Branch. Investigate and report on special training problems. Control the operation of the Technical Cadet Training Scheme.

Qualifications: Practical knowledge of Service Administration and aptitudes for conference leadership and personal direction of training courses. Academic qualifications desirable. The Board will provide an appropriate course of training for the officer promoted to this position.

Apply: AK2

Technical Division

*Fire Protection Officer \$8586-9045, Fourth Division, Engineering Design Section, Mechanical Sub-section, Canberra

Duties: No. 235—In liaison with local authorities, inspect buildings and building designs and recommend appropriate fire protection measures. Prepare estimates and tender documents for fire protection work.

Qualifications: Thorough knowledge of and experience in fire protection and prevention work, including a sound knowledge of building methods and interpretation of plans desirable.

Apply: AK2

NEW SOUTH WALES

Management Services Division, Manpower Branch

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Personnel Services Section, Office Services Sub-section, Typing Services Group, Sydney

Duties: Provide secretarial services for the Associate Director (Projects Division No. 1) and senior staff in Projects Division No. 1.

Apply: AK3

General Works Division, Metropolitan Area No. 1

*Works Supervisor \$8278-8608, Fourth Division, Artarmon

Duties: NP—Supervise construction (by contract and day labour) of building projects for compliance with technical specifications and required standards of workmanship.

Qualifications: Appropriate trade qualifications and/or experience.

Apply: AK3

Metropolitan Area No. 3

*Works Supervisor \$8278-8608, Fourth Division, Alexandria

Duties: NP—Supervise construction (by contract and day labour) of building projects for compliance with technical specifications and required standards of workmanship.

Qualifications: Appropriate trade qualifications and/or experience.

Apply: AK3

Technical Services Division, Advisory Services Branch

*Works Supervisor \$8278-8608, Fourth Division, Engineering (Structural) Section, Sydney

Duties: No. 10—Supervise fabrication and/or erection of structural steelwork components of buildings to ensure compliance with specifications and workmanship standards.

Qualifications: Appropriate trade qualifications and/or experience desirable. Familiarity with fabrication and erection of welded structural steelwork is considered important. A background in boiler-making and qualifications in gas and electric welding would be an advantage.

Apply: AK3

VICTORIA

Management Services Branch

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

Duties: No. 21, NP—Supervise and control a shift outside normal hours of duty; validate and reconcile computer output.

Apply: N3

VICTORIA AND TASMANIA

Projects Division No. 1, Administration Branch

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

Duties: No. 20—As a member of a Project Manager's multi-discipline group, maintain project history cards, calculate progress payments against contracts, prepare variations to contracts and minor correspondence, etc., as directed.

Apply: AK4

General Works Division

*Works Supervisor (Buildings), \$8278-8608, Fourth Division, Hobart

Duties: No. 10—Supervise and inspect building work in progress on Australian Government projects in Hobart.

Qualifications: Appropriate trade qualifications and/or experience.

Apply: AK8

Technical Services Division, Network Planning Branch

*Senior Technical Officer (Buildings), Grade 1 \$9700-10214, Third or Fourth Division, Melbourne

Duties: No. 81—In conjunction with Project Leaders and under the direction of an Engineer, Class 3, critically examine and report on Contractors' Network Schedule (CPM). Carry out regular site reviews, prepare reports on progress against targets and assist in the evaluation of time extension claims. Prepare simple networks for Departmental activities and oversight the work of subordinate staff.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Wide experience in the construction industry and preferably not less than one year's experience in network analysis techniques desirable.

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

Apply: AK4

QUEENSLAND

Management Services Division, Manpower Branch

Training Officer, Grade 1 \$6912-7652 (Class 4), Third Division, Training and Development Section, Brisbane

Duties: No. 504—Organise and manage training courses of a routine nature. Prepare material for, and conduct sessions at Training Courses. Conduct the Induction Training Scheme and follow up.

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

Apply: AK5

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued**Projects Division, Administration Branch**

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

Duties: No. 169—As a member of a Project Manager's multi-discipline group, and under the direction of a Project Clerk, provide clerical assistance to the Project Manager, Design Project Leaders, Construction Project Leaders and Project Clerk. Maintain project history cards and prepare minor correspondence, calculate progress payments and prepare variations for approval.

Apply: AK5

Technical Services Division, Advisory Services Branch

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

Duties: No. 193—Provide professional engineering advice, carry out investigations and analyses, prepare designs and estimates for a wide range of hydraulic problems and proposals referred by Project and General Works Divisions. Oversight the activities of a fire protection cell.

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. Lengthy and varied experience required in all aspects of investigation, design, construction and costing of hydraulic works. Some experience in fire protection measures and local fire regulations desirable.

Apply: AK5

SOUTH AUSTRALIA**Technical Division**

*Senior Draftsman \$9700-10214, Third or Fourth Division, Engineering Design Section, Roads and Aerodromes Sub-section, Adelaide

Duties: No. 36—Under general professional direction prepare detailed designs, working drawings, specifications and estimates of cost for airfield road and stormwater drainage works. Carry out field investigations and inspections and prepare reports. Supervise draftsmen of lower status.

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

Apply: AK6

*Architect, Class 2 \$9848-11016, Third Division, Architectural Design Section (two positions), Adelaide

Duties: Nos 76, 78—As a member of a multi-discipline design team, participate in studies of clients' functional requirements and in the development of design briefs; carry out design of projects; help to prepare tender documents.

Qualifications above two positions: An appropriate degree or diploma in architecture or equivalent qualifications.

Apply: AK6

Architect, Class 3 \$11588-12969, Third Division, Architectural Design Section, Adelaide

Duties: No. 72—Lead a multi-discipline design team, or lead a multi-discipline construction supervision team or carry out design tasks as a member

of a multi-discipline team; help to prepare tender documents. Assist in checking the work of consultants.

Qualifications: An appropriate degree or diploma in architecture or equivalent qualifications.

Apply: AK6

WESTERN AUSTRALIA**General Works Division, Minor New Works and R and M Branch**

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Engineering Section, Electrical Sub-section, Perth

Duties: Prepare tender/quotation documents, estimates, reports and recommendations for repairs and maintenance and minor new works involving electrical engineering installations. Make inspections of such installations/systems in buildings, conduct test and investigate proposals.

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

Apply: AK7

NORTHERN TERRITORY**Management Services Division, Personnel Services Branch**

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

Duties: No. 82—Undertake the more routine investigations into the adequacy of the establishment in numbers and classifications to meet work loads.

Qualifications: Experience in the development and presentation of organisation proposals is desired.

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

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

Duties: No. 91—Provide relief within the Management Services Division at a level appropriate to the classification.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Stores Branch

Clerk \$7899-8639 (Class 5), Third Division, Procurement Sub-section, Darwin

Duties: No. 4—Senior Purchasing Officer. Oversight the activities of the Procurement Sub-section including arranging contracts, purchasing and shipping. Prepare specifications or assist user sections in the preparation of specifications. Incorporate special and standard clauses and call tenders or quotations.

Qualifications: Experience in store purchasing procedures, particularly in relation to a construction organisation, an advantage.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Technical Division

***Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Engineering Design Section, Structural Sub-section, Darwin**

Duties: No. 36—Assist with preparation of working drawings, details, specifications and estimates for structural works in the Engineering Design field.

Qualifications: Technical knowledge and experience adequate to perform the duties is desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

***Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Engineering Design Section, Structural Sub-section, Darwin**

Duties: No. 73—Under supervision, prepare working drawings for structural projects.

Qualifications: Suitable previous experience in a structural design office is desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

***Works Supervisor \$8278-8608, Fourth Division, Casuarina Hospital Project, Darwin**

Duties: No. EP (D85)—Responsible for the detailed supervision of contract building plumbing works involving all internal and sanitary plumbing on the Casuarina Hospital Project.

Qualifications: Appropriate trade qualifications and/or experience in a supervisory capacity appropriate to the duties desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

***Works Supervisor \$8278-8608, Fourth Division, Casuarina Hospital Project, Darwin**

Duties: No. EP (D86)—Responsible for the day to day supervision of all mechanical construction and installation work including all piped reticulation on the Casuarina Hospital Project.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

***Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Electricity Supply Undertakings Section, Darwin**

Duties: No. 37—Examine and extract data from plant log sheets and reports, record statistics and prepare long-term operating graphs. Under technical direction, conduct various tests on steam generation plant to determine the most efficient methods of operation.

Qualifications: Appropriate qualifications and experience preferably with operating experience in a modern Steam Power Station. Possession of the Steam Engineering Certificate or the Northern Territory 1st Grade Engine Driver Certificate of competency desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

***Architect, Class 2 \$9848-11016, Third Division, Construction Section, Darwin**

Duties: No. 122—Under general direction, supervise the construction of more important architectural contracts or components, on the more important architectural day labour work.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

***Technical Officer (Buildings), Grade 1 \$7052-8694, Third or Fourth Division, Quantity Survey Section, Darwin**

Duties: No. 8—Inspection and preparation of estimates for minor works repairs and maintenance and assistance in preparation of estimates for major works.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

*Draftsman, Grade 1 \$7052-8694, Third or Fourth Division, Architectural Design Section, Darwin

Duties: No. 11—Under supervision of an Architect, produce working drawings and/or specifications; carry out minor surveys and general site inspections and prepare reports thereon.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Design Services Division, Technical Services Branch

*Technical Officer (Science), Grade 2 \$8929-9443, Third or Fourth Division, Advisory Services Section, Chemist Laboratory Sub-section, Darwin

Duties: No. EP (D93)—Identify specific operational problems throughout the water treatment plant and boiler system of the Darwin Steam Power Station. Undertake necessary investigations and experiments, interpret results and prepare reports recommending courses of action.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Senior Technical Officer (Science), Grade 1 \$9700-10214, Third or Fourth Division, Advisory Services Section, Chemist Laboratory Sub-section, Darwin

Duties: No. EP (D92)—Undertake chemical laboratory investigation and research work associated with water quality, control of sewerage and waste water effluent, bacteriological and biological testing.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Engineer, Class 3 \$11705-13047, Third Division, Advisory Services Section, Electrical Engineering Sub-section, Darwin

Duties: No. EP (D90)—Advise and assist clients in the formulation and development of plans for electronic engineering works including valve analysis of elements of projects, evaluation and solution of design and construction (technical) problems and provision of cost advice estimates for projects not yet planned.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Chemist, Class 3 \$11401-12741, Third Division, Advisory Services Section, Chemist Laboratory Sub-section, Darwin

Duties: No. EP (D91)—Manage the Regional Chemist Laboratory covering the functions of programming allocation of work and co-ordination for Water Quality Analysis, Sewerage and waste water analysis, Power Station Water Chemistry, Bacteriological analysis, and Biological analysis.

Qualifications: An appropriate degree or diploma in Science (major in Chemistry or Biochemistry), or Chemical Engineering; or equivalent qualification.

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

*Engineer, Class 3 \$11705-13047, Third Division, Advisory Services Section, Mechanical Engineering Sub-section, Darwin

Duties: No. EP (D89)—Provide professional mechanical engineering advice, solutions and services in relation to specific problems or proposals referred to them by the Project, Design Services and Construction Services Divisions.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Architect, Class 3 \$11588-12969, Third Division, Advisory Services Section, Architectural Sub-section, Darwin

Duties: No. EP (D87)—Advise and assist clients in the formulation and development of long range plans for building works including the provision of cost advice estimates for projects not yet planned. Provide architectural advice and services in respect of specific problems raised by the Projects, Design Services and Construction Services Divisions.

Qualifications: A degree or diploma in Architecture; or equivalent qualifications.

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

*Engineer, Class 3 \$11705-13047, Third Division, Advisory Services Section, Structural Engineering Sub-section, Darwin

Duties: No. EP (D88)—Supervise a group providing professional structural engineering advice, solutions and services in relation to specific problems on proposals referred to them mainly by the Projects, Design Services and Construction Services Divisions.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Utilities Division

*Draftsman, Grade 1 \$7052-8694, Third or Fourth Division, Electricity Supply Undertakings Section, Darwin

Duties: No. EP(D69)—Under general supervision, prepare for electrical projects of normal complexity; original designs and/or working drawings, details and estimates and/or specifications and schedules of quantities.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

PAPUA NEW GUINEA

Technical Division

*Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Engineering Design Section, Roads and Aerodromes Sub-section, Port Moresby

Duties: No. 42—For Roads and Aerodromes projects of more complex nature, make field investigations and prepare reports. Prepare designs and/or working drawings, specifications, details and estimates. As necessary, participate as a member of a multi-discipline design project team. Supervise and instruct subordinate staff including P.N.G. Nationals.

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

Allowances: Determinations relating to Overseas Service apply.

Apply: AK10

DEPARTMENT OF LABOR AND IMMIGRATION

CENTRAL OFFICE

Manpower Development Operations No. 2 Division, Employment Operations Branch

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

Duties: No. 110—Examine and investigate employment inquiries from overseas persons. Assess their prospects of employment in Australia and prepare replies accordingly.

Qualifications: Knowledge of industry and employment opportunities in Australia, and ability to prepare correspondence, desirable.

Apply: P1

Industrial Relations (National) Division, National Policies Branch

Research Officer, Grade 1 \$6272-7935, Third Division, Wages and Working Conditions Section, Melbourne

Duties: No. 343—Undertake research assignments into matters of general concern to conditions of work. Prepare draft reports and briefs.

Qualifications: An appropriate University degree. Evidence of capacity to undertake research and an interest in Australian industrial relations desirable.

Apply: P1

Working Environment Division, Operations and Promotion Branch

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

Duties: No. 574—Assist in the establishment of a productivity information retrieval system; oversight the maintenance of the system and ensure completeness of holdings. Search journals, catalogues and other sources of information for relevant material.

Apply: P1

NEW SOUTH WALES

Employment, Training and Industrial Services Division, Employment Branch

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Special Employment Categories Section, Youth Employment Sub-section, Newcastle, Wollongong

Duties: Receive clients at the Career Reference Centre and determine their requirements for information; explain the facilities of the Centre; attend to classifications, cataloguing and indexing of information material in the Centre.

Qualifications: Ability to type and operate a switchboard.

Apply: P2

Integration Branch

*Clerk \$7180-7935 (Class 4), Third Division, Translation and Interpreting Section, Sydney

Duties: NP—Receive emergency telephone calls, assess the nature of calls and as necessary direct services to scene of emergency.

DEPARTMENT OF LABOR AND IMMIGRATION—continued

Qualifications: A good command of a number of non-English languages essential. Welfare training and experience desirable.

Note: This position involves shift work over twenty-four hours.

Apply: O2

*Clerk \$6052-6929 (Class 2/3), Third Division, Translation and Interpreting Section (three position), Sydney

Duties: No. 324, 2 NP—Receive emergency telephone calls, assess the nature of calls received and as necessary direct services to scene of emergency. Provide general interpreting services.

Qualifications: A good command of a number of non-English languages highly desirable.

Note: These positions involve shift work over twenty-four hours.

Apply: O2

SOUTH AUSTRALIA**Employment Branch**

Clerk \$8187-8942 (Class 5), Third Division, Special Employment Categories Section, Aboriginal Employment Sub-section, Adelaide

Duties: No. 310—Aids Officer—Develop and maintain, in consultation with Employment Office Managers and Vocational Officers, counselling aids for use in Aboriginal work. Liaise with education authorities, trade organisations and other institutions in compiling suitable aids.

Qualifications: An understanding of Aboriginal cultures and language desirable.

Apply: P5

DEPARTMENT OF MANUFACTURING INDUSTRY**CENTRAL OFFICE****Finance and Management Services Division, Technical Services Branch**

Library Officer, Grade 1 \$4873-5485, Third Division, Canberra

Duties: No. 20—Provide reference and information services and undertake literature searching. Control inter-library loans. Arrange maintenance of accession, loan, and library records. Catalogue and classify new monograph and serial title.

Qualifications: Appropriate library experience.

Apply: AF1

Finance Branch

*Clerk, Class 8 \$11383-11886, Third Division, Canberra

Duties: No. 37—Responsible for design and operation of systems to control Treasury Appropriation Expenditure under complex organisational and arrangements. Responsible for co-ordinating and collating the Departmental Five Year Defence Program.

Qualifications: Practical experience in budgetary control of funds, knowledge of Departmental Financial procedures and Defence Programming or Forward Estimating an advantage. Accountancy or equivalent tertiary qualifications desirable.

Apply: AF1

Establishments Branch

Senior Inspector, Class 8 \$11383-11886, Third Division, Australian Capital Territory

Duties: Undertake more important organisation and classification investigations throughout the Department.

Qualifications: Relevant establishments experience desirable; tertiary qualifications to be stated.

Apply: AF1

NEW SOUTH WALES**Stores and Transport Branch**

*Accounting Machinist, Grade 2 \$5398, Fourth Division, Accounting Section, Alexandria

Duties: No. 22—Machine post and balance to trial balance stage costing and general accounts ledgers. Prepare salaries and wages sheets and summaries.

Qualifications: Completion of prescribed test. Ability to operate a National Class 33 accounting machine desirable.

Apply: AF2

*Typist, Grade 2 \$4956-5266, Fourth Division, Management Services Section, Alexandria

Duties: No. 69—Provide stenographic service for senior officers.

Qualifications: Shorthand, eighty words per minute desirable.

Apply: AF2

VICTORIA**Aeronautical Research Laboratories**

Typist, Grade 2 \$4956-5266, Fourth Division, Administrative Section, Fishermen's Bend

Duties: No. 9—Stenographic and general typing duties for senior officers.

Qualifications: Shorthand 100 words per minute desirable.

Apply: AF8

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Administrative Section, Fishermen's Bend

Duties: No. 47—Secretarial and stenographic duties for the Superintendent of a division.

Qualifications: Shorthand 100 words per minute.

Apply: AF8

SOUTH AUSTRALIA**Contracts Branch**

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

Duties: No. 2069—Attend to counter inquiries and visitors to the Branch. Issue auction catalogues and tender schedules to public. Prepare advertising material in respect of procurement and disposal matters. Register Period Contract Circulars. Type work originating in the Branch.

Qualifications: Ability to type at forty words per minute desirable.

Apply: AF5

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Management Services Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Finance and General Services Section, Supply Sub-section, Canberra

Duties: No. 26—Maintain a properly classified and continuous record of all stores and equipment and ensure that all transactions comply with Audit Act, Treasury Directions and Departmental Supply Procedures; examine all vouchers to ensure that correct accounting action has been completed.

Qualifications: Sound experience in stock control procedures, recording systems and relevant provisions of Audit Act and Treasury Directions necessary; knowledge of stores and equipment requirements of the Department desirable.

Apply: R1

Bureau of Mineral Resources, Geology and Geophysics Operations Branch

Typist, Grade 2 \$4956-5266, Fourth Division, Administrative Section, General Services Sub-section, Canberra

Duties: No. 621—Perform stenographic and typing duties.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: R1

Offshore and International Division, Policy and Projects Branch

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

Duties: No. 26—Undertake investigation and research in connection with legislation and the formulation of policy relating to Australian mineral resources of the seabed.

Qualifications: Relevant experience and academic qualifications desirable.

Apply: R1

Research Officer, Grade 1 \$8187-8942, International Section, General Sub-section, Canberra

Duties: No. 28—Assist in research and investigation of overseas legislation and developments concerning mineral resources of the seabed and related matters.

Qualifications: Relevant experience and academic qualifications.

Apply: R1

Division of National Mapping, Geodetic Branch

*Surveyor, Class 2 \$11469-12957, Third Division, Geodetic Survey Branch, No. 1 Survey Section, Canberra

Duties: No. 41—Plan, direct and supervise the work of the Geodetic Survey Section.

Qualifications: A degree or diploma in surveying or licence or registration as a Surveyor in a State or Territory of Australia, or equivalent qualifications.

Apply: R1

Map Production Branch

*Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Thematic Mapping Section, Resources Mapping Sub-section, Canberra

Duties: No. 182—Carry out the drawing, scribing, relief drawing and type positioning on the more difficult and complex map projects.

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

Apply: R1

*Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Topographic Mapping Section, Standard Topographic Mapping No. 3 Sub-section, Canberra

Duties: No. 346—Carry out the scribing and type positioning of less involved topographic maps. Undertake simple relief duties.

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

Apply: R1

NORTHERN TERRITORY

Bureau of Mineral Resources, Geology and Geophysics Geological Branch

*Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Metalliferous Section, Mapping Sub-section, Darwin

Duties: No. 827—Prepare less complex geological and geophysical maps, sections and diagrams.

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

Apply: R1

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

Management, Legislation and Planning Division, Establishments and ADP Branch

*Programmer \$9194-9869 (Class 6), Third Division, Automatic Data Processing Section, Darwin

Duties: No. 92—Undertake analysis, programme design, coding and other programming tasks required to produce reports or mathematical computations or to maintain information files.

Qualifications: Formal programming training and/or extensive practical experience desirable.

Apply: U1

Clerk \$8187-8942 (Class 5), Third Division, Organisation, Classification & Methods Section, Darwin

Duties: NP—Assist in the administration of forms control throughout the Department, including design, printing and usage of forms.

Qualifications: Aptitude for investigational work and some experience in forms design and management desirable.

Apply: U1

DEPARTMENT OF THE NORTHERN TERRITORY—continued**Resource Development Division, Water Resources Branch**

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Groundwater and Rural Advisory Service Section, Darwin

Duties: No. 42—Provide clerical support to the Engineer Class 3. Arrange ordering of supplies and materials and make travel arrangements for Section personnel.

Qualifications: Relevant experience desirable.

District Allowance: Grade IV.

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

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

Apply: U1

Animal Industry and Agriculture Branch

*Veterinary Officer, Class 2 \$12294-13655, Third Division, Animal Health Section, Alice Springs

Duties: No. 126—Responsible for the control of the Bacteriology Group. Undertake diagnostic and research work, particularly in the fields of bovine tuberculosis and brucellosis.

Qualifications: A degree in Veterinary Science or Veterinary Medicine or equivalent qualifications. Previous experience in diagnostic and research bacteriology desirable.

Apply: U1

*Technical Officer (Science), Grade 1 \$7052-8694, Third or Fourth Division, Agriculture Section, Coastal Plains Research Station

Duties: No. 80—Carry out rice variety pure seed maintenance and multiplication of rice seed selected for commercial use. Maintain seed stocks of introduced varieties for the rice plant breeder. Responsible for day to day farm management and control farm labour and machinery. Liaise as necessary with rice entomologist regarding insect pest surveys and control measures.

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

Apply: U1

*Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Agriculture Section, Darwin

Duties: No. 85—Carry out field duties, experiments, and trials on vegetables and tropical fruit in the Darwin area. Supervise industrial staff and maintain plant and equipment and record observations and data from experiments.

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

Apply: U1

*Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Animal Production Section, Upper Adelaide River Experimental Station

Duties: No. 89—Responsible for the day to day supervision, management and recording of animal production experiments and projects.

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

Apply: U1

*Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Animal Production Section, Douglas/Daly Experiment Station

Duties: No. 82—Responsible for the day to day supervision, management and recording of animal production experiments and projects.

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

Apply: U1

*Supervisor \$5184-5587, Fourth Division, Animal Production Section, Victoria River Research Station

Duties: No. 109—Supervise general farm activities and provide technical assistance and supervision of animal production experiments and projects.

Qualifications: Appropriate qualifications and/or experience in general farming activities and tropical beef cattle production desirable.

Apply: U1

*Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Scientific Services Section, Darwin

Duties: No. 95—Assist chemist with routine analysis of soils, plants, waters and biological tissues. Receive, record and prepare samples for analysis, document analytical data and carry out chemical calculations. Carry out less complex routine analysis, prepare reagents and apparatus for analysis, maintain and service laboratory equipment.

Qualifications: Appropriate qualifications and/or experience desirable. Knowledge of spectrophotometric, atomic absorptions and chromatographic techniques would be an advantage.

Apply: U1

*Technical Officer (Science), Grade 1 \$7052-8694, Third or Fourth Division, Animal Health Section, Darwin

Duties—No. 239—Perform laboratory diagnosis of material submitted for identification of animal parasites. Participate in field surveys, field experiments and investigations to study the effects of parasites on beef production.

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

Apply: U1

DEPARTMENT OF OVERSEAS TRADE**CENTRAL STAFF****Management Services**

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Personnel and Establishments Section, Registry Sub-section, Canberra

Duties: No. 191—Former Papers Officer.

Qualifications: Appreciation of Registry Functions as affecting attachment of action papers to files.

Apply: V1

Policy Development Division, ADP and Technical Services Branch

Clerk \$11383-11886 (Class 8), Third Division, Central Statistical Section, Economic Statistics and Special Projects Sub-section, Canberra.

Duties: No. 980—Supervise the Economic Statistics and Special Projects Sub-section.

Qualifications: Statistical experience and university degree desirable.

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

Apply: V1

Clerk \$10204-10879 (Class 7), Third Division, Regional Offices Service Section, Industry Information Sub-section, Canberra

Duties: No. 111—Supervise the work of the Industry Information, Commodity Classifications and Information Processing Sub-sections.

Qualifications: Knowledge of the structure of Australian industry. Experience in operation of information systems and ability to control staff.

Apply: V1

Clerk \$7180-7935 (Class 4), Third Division, Central Statistical Section, Economic Statistics and Special Projects Sub-section, Canberra

Duties: No. 322—Assist in special projects involving trade statistics.

Qualifications: Experience in compilation of statistics. University degree desirable.

Apply: V1

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Engineering Works Division

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

Duties: No. 39—Responsible to the First Assistant Director-General (Engineering Works) for the works programming and materials supplies functions of the Division.

Apply: W1

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

Engineer, Class 4 \$13718-14623, Third Division, Transmission and Line Planning Branch, Performance Objectives Section, Melbourne

Duties: No. 90—Determine and review of overall transmission performance objectives for the national telecommunications 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. Extensive experience in transmission theory and planning in all sectors of the telecommunications network; wide knowledge of plant used throughout the network for all type of telecommunications transmission, high level of competence in mathematics and statistics and an understanding of psycho-acoustics; broad knowledge of relevant CCITT/CCIR activities desirable.

Apply: W1

Engineer, Class 3 \$11705-13047, Third Division, Transmission and Line Planning Branch, Performance Objectives Section, Melbourne

Duties: No. 9—Preparation of transmission performance objectives and specifications for services using leased lines.

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. A sound theoretical knowledge of telephone, data and broadcast transmission together with practical experience of planning, installation or maintenance of leased lines desirable.

Apply: W1

Management Services Division

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

Duties: No. 49—Inspector (Internal Audit). Perform as a Team Leader, or individually, programmed audits, or special audits for Central Administration by appraising against policy the soundness of procedures, practices and controls, relating to revenue, expenditure, stores, personnel and related operations.

Qualifications: Tertiary qualifications and experience in modern internal audit techniques desirable.

Apply: W1

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

Duties: No. 50—General clerical and typing duties including maintenance of Sectional Library, local filing systems and Section Registry. Collate information and assist in the preparation of major audits.

Qualifications: Typing ability desirable.

Apply: W1

Personnel Branch

Inspector \$11383-11886 (Class 8), Third Division, Management Advisory Services Section, Administrative Methods Sub-section, Melbourne

Duties: No. 4—Conduct or lead teams on major reviews of Departmental procedures and special Departmental studies as required.

Qualifications: Proven ability for investigational work and possession of an appropriate degree or diploma desirable.

Apply: W1

Inspector \$11383-11886 (Class 8), Third Division, Management Advisory Services Section, Administrative Methods Sub-section, Melbourne

Duties: No. 24—Conduct or lead teams on major reviews of Departmental procedures and special Departmental studies as required.

Qualifications: Proven aptitude and ability for investigational work and possession of an appropriate degree or diploma desirable.

Apply: W1

POSTMASTER-GENERAL'S DEPARTMENT—continued

Assistant Inspector \$9194-9869 (Class 6), Third Division, Management Advisory Services Section, Administrative Methods Sub-section, Melbourne

Duties: No. 21—Conduct individual methods assignments or special Departmental studies as required, or participate in them as a member of a team.

Qualifications: Previous methods experience not essential, but evidence of analytical ability and possession of appropriate degree or diploma desirable.

Apply: W1

Assistant Inspector \$9194-9869 (Class 6), Third Division, Management Advisory Services Section, Specialist Services Sub-section, Melbourne

Duties: No. 76—Conduct reviews of Records Management areas throughout the Department. Devise and implement revised registry procedures. Develop archival disposal schedules. Conduct training courses for registry personnel.

Qualifications: Investigational ability and knowledge of records management techniques desirable.

Apply: W1

Postal Services Division

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

Duties: No. 31—Operate the Divisional control reminder system for representations and important correspondence.

Qualifications: A sound knowledge of registry procedures desirable.

Apply: W1

Postal Planning and Engineering Sub-division

Clerk \$7180-7935 (Class 4), Third Division, Postal Engineering Branch, Non-letter Systems Design Section, Melbourne

Duties: No. 117—Sectional Clerk, shared between Non-Letter Systems Design Section and Letter Systems Design Section. Provide clerical assistance to two Engineers Class 4 and to professional/technical officers in the two Sections. Oversight all non-technical administrative matters which may arise in, or are referred to, the two Sections.

Apply: W1

NEW SOUTH WALES**Director's Staff**

Internal Auditor, Grade 1 \$7180-7935 (Class 4), Third Division, Internal Audit Section, Sydney

Duties: No. 25—Carry out programmed internal audits and assist with special investigations. Prepare reports.

Qualifications: Progress in tertiary studies to be stated.

Apply: W2

Engineering Division, Buildings Branch

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

Duties: No. 101—Prepare and implement yearly training programmes for Trainee Technical Officers (Buildings), prepare and deliver 'in house' training

lectures; conduct assessment and appreciation sessions; arrange field visits and field training.

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

Apply: W2

Construction Branch

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

Duties: No. 295—Staff Clerk.

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

Apply: W2

Engineer, Class 2 \$9903-11046, Third Division, Country Installation No. 2 Section, Sydney

Duties: No. 24—Responsible to a 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

Metropolitan Operations Branch

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

Duties: No. 162—Clerical assistance to the Senior Telecommunications Technical Officer, Grade 3.

Apply: W2

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Metropolitan Operations No. 6 Section, Sutherland

Duties: Assist Officer in Charge in control of SDC Centre Operations Group.

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

Note: Shift work may be involved. Also, the location of this position is to be transferred to Blakehurst in the near future on completion of the new SDC.

Apply: W2

Clerk \$6052-6929 (Class 2/3), Third Division, Metropolitan Operations No. 8 Section, Newtown

Duties: No. 34—Works and Estimates Clerk.

Apply: W2

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Metropolitan Operations No. 9 Section, Chatswood

Duties: Assistant to the Officer in Charge of Chatswood Subscriber District Centre. Responsible for supervision and procedures within the centre.

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

Note: Shift work and rotation of duties involved.

Apply: W2

Planning and Programming Branch

Cable Assigner \$6710, Fourth Division, Transmission and Line Planning (Metropolitan) Section, Sydney

Duties: Carry out work associated with the recording and allocation of junction cable pairs in the Sydney Metropolitan Network.

Apply: W2

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third or Fourth Division, Trunk Service Section, Sydney

Duties: Control of service restoration and traffic control centre.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive knowledge of trunk switching network and control station activities desirable.

Apply: W2

Lines Supervisor, Grade 3 \$8033, Fourth Division, Wollongong Section, Wollongong

Duties: Estimating.

Apply: W2

Support Services Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Materials Section, Sydney

Duties: No. 34—Preparation of working reports.

Apply: W2

Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Materials Section, Sydney

Duties: No. 21—Examine supply position of external plant material (other than underground cable), ascertain surpluses and deficiencies, allocate and arrange transfers of such material.

Qualifications: A good knowledge of and experience in line material and budgetary procedures, coupled with clerical ability desirable.

Apply: W2

Technical Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Materials Section, Sydney

Duties: No. 23—Preparation of State requirements of trunk and small size cables, allocate and distribute supplies of such cable; liaise with contractors.

Qualifications: Good knowledge of line material, particularly as applied to cable, together with clerical ability desirable.

Apply: W2

Postal Services Division, Mail Exchange Branch

Clerk \$7180-7935 (Class 4), Third Division, Commercial Section, Customer Relations Sub-section, Redfern

Duties: No. 538—Conduct Customer Advisory activities in the country postal districts of New South Wales.

Qualifications: Sound knowledge of Postal Acts and Regulations. Ability to deliver lectures and conduct examinations on postal rates and conditions. Interview business executives.

Note: Extensive absences from Head Station involved.

Apply: W2

Post Offices Branch

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

Quarters: Nil.

Apply: W2

Postmaster, Grade 3 \$8396-9256, Third Division, Beverly Hills

Quarters: Nil.

Apply: W2

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

Quarters: Seven rooms (three bedrooms).

Apply: W2

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

Note: The above four 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, Sutherland (Relief), Turramurra

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

Apply: W2

Transport Branch

Transport Assistant \$6082-6226, Fourth Division, North Sydney

Duties: No. 22—Provide assistance to the Senior Transport Officer and perform clerical duties.

Apply: W2

Telecommunications Division, Country Region

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, North Section, Grafton District Telephone Office Sub-section, Grafton

Duties: No. 199—Distribute in and out mail. Maintain office filing system and map records.

Apply: W2

Supervisor (Telephone), Grade 2 \$6872-7382, Fourth Division, South Section, Bathurst District Telephone Office Sub-section, Bathurst

Duties: No. 355—Travelling Supervisor. Duties involve inspection of official and non-official exchanges, visit PBX and Telex subscribers, training and retraining of telephonists, phonogram operators and supervisory staff.

Qualifications: Applicants must be qualified for transfer or promotion as Monitor (Telephone). Ability to drive a motor vehicle is desirable.

Apply: W2

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

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

Duties: No. 399—Undertake and supervise field surveys and forecast subscribers telephone and telegraph development. Duties involve some country assignments and absence from headquarters as required on personal projects or as member of a team.

Qualifications: Interviewing experience and ability to control staff desirable. Formal training in statistical method, analytical ability and proficient report writing an advantage.

Apply: W2

Service Branch

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

Duties: No. 145—Responsible to the Traffic Officer Reperator Sub-section or Traffic Officer (Operations) for the supervision of traffic flow and of switching equipment or alternatively of staff and movement of traffic in 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

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Service Standards Section, Sydney

Duties: No. 305—Assist with Telephone and Telegraph dispersion studies, to convert information on trunk dockets to numerical codes for computer processing and to compile and analyse traffic statistics as required.

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

Apply: W2

Personnel and Industrial Relations Branch

Foreman Cleaner \$5083-5358, Fourth Division, Staffing and General Services Section, General Services (Custodian) Sub-section, Sydney

Duties: No. 47—Responsible for supervision and training of a large cleaning staff.

Qualifications: Applicants should be conversant with modern cleaning methods. Possession of driver's licence is desirable.

Apply: W2

Supply Branch

Senior Assistant (Printing), Grade 1 \$5618-5852, Fourth Division, Procurement Section, Printing Sub-section, G.P.O., Sydney

Duties: No. 26—Supervise the activities of, and train subordinate staff as appropriate. Review standards of service and quality of output. Liaise with senior officers of client Branches to ascertain the technical implications of job requirements. Provide advice to management on the options that are available as to style, layout and finish of proposed publications.

In lieu of the notification appearing in *Gazette* 20.6.74. Previous applicants will be considered and need not re-apply.

Apply: W2

Clerk \$6052-6929 (Class 2/3), Third Division, Staff and Office Services Section, Relief Sub-section, Milsons Point

Duties: No. 56—Relief Clerk. Perform relief duties as directed.

Apply: W2

Typist, Grade 2 \$4956-5266, Fourth Division, Staff and Office Services Section, Milsons Point

Duties: No. 54—Responsible to Typist Supervisor, Grade 1. Perform stenographic and typing duties for the Branch as directed.

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

Apply: W2

Clerk \$7180-7935 (Class 4), Third Division, Stock Control and Stores Accounting Section, Milsons Point

Duties: No. 80—Oversight and direct the work of a Stock Control Group.

Apply: W2

VICTORIA**Engineering Division, Construction Branch**

Lines Supervisor, Grade 3 \$8033, Fourth Division, Primary Works (Country) Section, Melbourne

Duties: Chaining, survey and estimating of trunk cable projects, country conduit projects and estimating of gas pressure alarm systems or cables.

Note: Duties involve absences from Head Station.

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Country Installation No. 3 Section, Melbourne

Duties: No. 74—Provide general clerical assistance to the Senior Telecommunications Technical Officer in Charge of the Radiocommunications Installation Depot.

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

Apply: W3

Planning and Programming Branch

Engineer, Class 2 \$9903-11046, Third Division, Switching and Facilities Section (two positions), Melbourne

Duties: Nos 17 and 138—Professional engineering work relating to the conduct of Metropolitan Exchange development studies and project planning.

Apply: W3

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

Duties: No. 141—Responsible to the Supervising Engineer for planning of exchange area networks.

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

Apply: W3

Senior Technical Officer (Engineering), Grade 2 \$9697-10261, Third or Fourth Division, Transmission and Line Planning (Country) Section, Melbourne

Duties: No. 87—Within the limit of approved engineering plans, prepare planning details of particularly complex transmission projects for the development of open wire, cable and radio broadband trunk and junction networks in the country region. Control of staff.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Wide knowledge of broadband bearer provision techniques together with ability to make independent judgments desirable.

Apply: W3

Lines Supervisor, Grade 3 \$8033, Fourth Division, Transmission and Line Planning (Metropolitan) Section, Melbourne

Duties: Estimating and recording of line equipment (external plant) proposals associated with metropolitan junction and exchange network development studies.

Qualifications: Estimating experience and knowledge of the 03-CNA junction and exchange network is desirable.

Apply: W3

Regional Operations Branch

Engineer, Class 3 \$11705-13047, Third Division, Trunk Service Section, Melbourne

Duties: No. 37—Specialist advisory service for telephone switching systems and equipment.

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 Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Radio Section, Melbourne

Duties: No. 80—Provide direct sub-professional assistance to the Senior Engineer, Radio Communications Maintenance. Supervise the processing of radio relay system service data and the associated computer analysis of system performance.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Wide experience in the operation and maintenance of the Victorian radio relay network is necessary and experience in computer aided analysis is desirable.

Apply: W3

Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Gippsland Section, Bairnsdale

Duties: Responsible to the Officer-in-charge, for the efficient management of the cells involved in subscriber equipment installation and maintenance, R.A.X., A.R.K. and Telegraph M/C maintenance.

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

Apply: W3

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Radio Section, South Morang

Duties: No. 262—Conduct measurements of operating frequencies of civil and defence radio stations.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience, together with the First Class Commercial Operators Certificate of Proficiency.

In lieu of notification appearing in *Gazette* No. 51 of 20.6.74. Previous applicants must re-apply.

Apply: W3

Line Inspector \$8694-9193, Fourth Division, North Eastern Section, Benalla

Duties: Line Inspector (Service).

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Cable Protection Section, Melbourne

Duties No. 21—Records and general clerical assistance.

Apply: W3

Support Services Branch

Engineer, Class 4 \$13718-14623, Third Division, Mail Handling Equipment Section, Melbourne

Duties: No. 100—Responsible to the Executive Engineer for the management and control of the Section.

Apply: W3

Engineer, Class 2 \$9903-11046, Third Division, Industrial Engineering and Training Section, Melbourne

Duties: No. 22—Responsible to the Supervising Engineer for the control of selected training activities in the Training Section.

Apply: W3

Engineer, Class 2 \$9903-11046, Third Division, Mail Handling Equipment Section, Melbourne

Duties: No. 26—Telepower plant installation and Maintenance.

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

Apply: W3

Supervising Draftsman \$10495-11059, Third or Fourth Division, Drafting Section, Melbourne

Duties: No. 51—Control, co-ordinate and check the work of the Exchange Installation No. 3 Sub-section.

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

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Workshops Section, Melbourne

Duties: No. 189—Clerical assistance to the Senior Stores Supervisor.

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

Apply: W3

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****Postal Services Division, Post Offices Branch**

Clerk \$6052-6929 (Class 2/3), Third Division, Metropolitan Section, Box Hill

Duties: No. 58—Staff Clerk to the District Postal Manager. Assist the audit and inspection of non-official Post Offices.

Qualifications: A sound knowledge of Post Offices Branch practices and procedures and previous experience as Postal Clerk is desirable.

Apply: W3

Postmaster, Grade 2 \$7315-8108, Third Division, Toora
Quarters: Five rooms (two bedrooms).

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, Ballarat

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

Telecommunications Division, Country Region

Clerk \$8187-8942 (Class 5), Third Division, District Telephone Office, Benalla

Duties: No. 154—Senior Sales Officer. Responsible for the efficient management of the District Sales Office.

Qualifications: A sound knowledge of sales practices and procedures is desirable.

Apply: W3

District Telephone Manager \$10204-10879 (Class 7), Third Division, District Telephone Office, Croydon

Duties: NP—Responsible for the efficient management of the district.

Apply: W3

Clerk \$9194-9869 (Class 6), Third Division, District Telephone Office, Croydon

Duties: NP 2—Senior Service Officer, Responsible to the District Telephone Manager for the operations and service activities in the District.

Qualifications: A sound knowledge of telephone regulations and extensive experience in the service functions of the Division.

Apply: W3

Clerk \$7180-7935 (Class 4), Third Division, District Telephone Office (four positions), Croydon

Duties: NP 3—Service Officer. Responsible to the Senior Service Officer for the efficient performance of the metering and complaints sub-section.

Qualifications: Experience in metering and service functions of the Division.

Apply: W3

Duties: NP 4—Service Officer. Responsible to the Senior Service Officer for the efficient performance of the Operations Sub-section.

Qualifications: Experience in the Operations and service activities of the Division.

Apply: W3

Duties: NP 5—Sales Officer, Grade 3. Responsible to the Senior Sales Officer for the efficient performance of the Sales Advisory sub-section.

Qualifications: Sound knowledge of telephone and telex facilities and related sales practices and procedures is desirable.

Apply: W3

Duties: NP 6—Sales Officer, Grade 3. Responsible to the Senior Sales Officer for the efficient performance of the Production sub-section.

Qualifications: Sound knowledge of sales practices and procedures is desirable.

Apply: W3

Clerk \$6052-6929 (Class 2/3), Third Division, District Telephone Office (three positions), Croydon

Duties: NP 7—Service Clerk. Metering and Service complaints.

Qualifications: Ability to interpret, investigate and report on metering and service complaints is desirable.

Apply: W3

Duties: NP 8 and NP 9—Sales Officer, Grade 2. Responsible for the production of telephone orders, related debits and directory entries.

Qualifications above two positions: A sound knowledge of sales practices and procedures is desirable.

Apply: W3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, District Telephone Office (three positions), Croydon

Duties: NP 10—Service Assistant. Compile service sampling results and prepare statistical returns.

Qualifications: Experience in telephone operating desirable.

Apply: W3

Duties: NP 11 and NP 12—Metering Officer. Read meters, examine computer reports and assist Service Clerk.

Note above two positions: Applicants must possess a current State Drivers Licence.

Apply: W3

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

Duties: NP 13—Clerical Assistant relief.

Apply: W3

Clerk \$7180-7935 (Class 4), Third Division, District Telephone Office, Dandenong

Duties: NP 1—Sales Officer, Grade 3. Responsible to the Senior Sales Officer for the efficient performance of the Acceptance sub-section.

Qualifications: A sound knowledge of sales practices and procedures is desirable.

Apply: W3

Clerk \$6052-6929 (Class 2/3), Third Division, District Telephone Office (two positions), Dandenong

Duties: NP 2 and NP 3—Sales Officer, Grade 2. Responsible for the production of telephone orders and related directory and debiting action.

Qualifications above two positions: A knowledge of sales practices and procedures is desirable.

Apply: W3

Clerk \$9194-9869 (Class 6), Third Division, District Telephone Office, Frankston

Duties NP1—Senior Service Officer. Responsible to the District Telephone Manager for the operations and service activities in the district.

Qualifications: A sound knowledge of the Telephone Regulations and extensive experience in the service functions of the Division is desirable.

Apply: W3

Clerk \$7180-7935 (Class 4), Third Division, District Telephone Office (four positions), Frankston

Duties: NP2—Service Officer. Responsible to the Senior Service Officer for the efficient performance of the metering and complaints sub-section.

Duties: NP3—Service Officer. Responsible to the Senior Service Officer for the efficient performance of the operations sub-section.

Qualifications above two positions: Experience in the operations and service functions of the Division is desirable.

Apply: W3

Duties: NP4—Sales Officer, Grade 3. Responsible to the Senior Sales Officer for the efficient performance of the Production sub-section.

Qualifications: Sound knowledge of sales practices and procedures is desirable.

Apply: W3

Duties: NP5—Sales Officer, Grade 3. Responsible to the Senior Sales Officer for the efficient performance of the Sales Advisory Sub-section.

Qualifications: Sound knowledge of telephone and telex facilities and related sales practices and procedures is desirable.

Apply: W3

Clerk \$6052-6929 (Class 2/3), Third Division, District Telephone Office (five positions), Frankston

Duties: NP6 and NP7—Service Clerk. Metering and service complaints.

Qualifications above two positions: Ability to interpret, investigate and report on metering and service complaints is desirable.

Apply: W3

Duties: NP8, NP9 and NP10—Sales Officer, Grade 2. Responsible for the production of telephone orders and related directory and debiting action.

Qualifications above three positions: A knowledge of sales practice and procedures is desirable.

Apply: W3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, District Telephone Office (two positions), Frankston

Duties: NP11—Service Assistant. Compile service sampling results and prepare statistical returns.

Qualifications: Experience in telephone operating is desirable.

Apply: W3

Duties: NP12—Counter Officer.

Qualifications: A knowledge of sales practices and procedures is desirable.

Apply: W3

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

Duties: NP13—Clerical Assistant relief.

Apply: W3

Metropolitan Region, Sales Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Contracts Section (three positions), Cheltenham and Ringwood

Duties: No. 137 and No. 154 (Ringwood) and No. 354 (Cheltenham)—Sales promotion work and advise customers regarding telephone facilities. Prepare quotations, agreements and other documents covering alterations to, or provision of, telephone services.

Qualifications above three positions: Applicants should indicate the extent of their experience in Telecommunications matters.

Apply: W3

Service Branch

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

Duties: No. 32—Arrange and oversight the work of the ring-out telephonists in welcoming new telephone subscribers.

Qualifications: A sound knowledge of Telecommunications Division practices and procedures is desirable.

Apply: W3

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

Duties: No. 236—Assist with metering adjustments and carry out meter readings.

Apply: W3

Finance and Accounting Branch

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

Duties: No. 489—Systems Maintenance Officer, ADP Group.

Qualifications: A comprehensive knowledge of the ADP Telephone Debtors Accounting Section is desirable.

Apply: W3

Clerk \$8187-8942 (Class 5), Third Division, Finance Section, Melbourne

Duties: No. 31—Group Leader. Control and direct the activities of a group of Staff Pay Teams.

Apply: W3

QUEENSLAND

Director's Staff

Projectionist (Public Relations) \$4672-5039, Fourth Division, Public Relations Section, Brisbane

Duties: No. 19—Operate movie film projectors and slide and strip projectors at training and public screenings.

Qualifications: Experience in the operation of 16mm projection equipment and ability to drive a motor vehicle desirable.

Apply: W4

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****Engineering Division, Administrative Branch**

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Costing Section, Brisbane

Duties: No. 236—Tally and examine working reports, maintain a record of hours worked and assist in the compilation of labour costs and man-hour data.

Apply: W4

Support Services Branch

*Apprentice \$2439-5554, Fourth Division, Industrial Engineering and Training Section (several positions), Brisbane

Note: Applications are invited for the following categories—Motor Mechanic, Electrical Fitter and Mechanic, Fitter and Turner, Fitter (Diesel and Heavy Earthmoving Equipment), Panel Beater, Wood Machinist (first class), Carpenter-Joiner, Welder (first class), Toolmaker, Sheet Metal Worker (first class), Locksmith, Sign Writer and French Polisher. One position of Apprentice Motor Mechanic will be located at Rockhampton and Cairns. All other positions are located at Brisbane. Conditions governing the recruitment and training of apprentices were notified in *Periodic Gazette* No. 25 A of 22.3.74. Applications should be made on special forms obtainable from the Employment Officer, Personnel and Industrial Relations Branch, 13th Floor, APO Centre, 131 Barry Parade, Fortitude Valley, Queensland 4006 or the Postmaster at Rockhampton or Cairns.

Apply: W4

Country Branch

Telecommunications Technical Officer, Grade 1 \$6957-7895, Third or Fourth Division, South Western Section, Roma

Duties: Responsible to the Senior Telecommunications Technical Officer for the maintenance of CB, ARK, C Type and Magneto exchanges, Pentaconta PABX's and subscriber installation and maintenance in the district.

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

Apply: W4

Metropolitan Operations Branch

Line Inspector \$7895-8394, Fourth Division, Outer Metropolitan Operations No. 2 Section, Nambour

Duties: Line Inspector, Services.

Apply: W4

Planning and Programming Branch

Technical Officer (Engineering), Grade 1 \$6253-7895, Third or Fourth Division, Switching and Facilities Section, Brisbane

Duties: No. 71—Record data associated with programmes for internal plant equipment installations and assist in the preparation of programmes.

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

Apply: W4

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 1 \$8901-9415, Third or Fourth Division, CUDN Section (four positions), Brisbane

Duties above four positions: Shift Leader, CUDN Brisbane.

Apply: W4

Telecommunications Technical Officer, Grade 2 \$8130-8644, Third or Fourth Division, CUDN Section (two positions), Brisbane

Duties above two positions: Second man on shift, CUDN Brisbane.

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

Apply: W4

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Trunk Service Section, Brisbane

Duties: No. 306—Records Assistant. Maintain engineering records including trunk alteration advice, power plant and co-axial cable systems etc. Act as Pay Clerk or escort as required.

Apply: W4

Postal Services Division, Post Offices Branch

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

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

Qualifications: Applicants must be qualified in accordance with the current Determination under Section 53 of the Public Service Act last published in *Gazette* No. 9 of 30.1.73.

District Allowance: Grade I.

Apply: W4

Clerk \$6052-6929 (Class 2/3), Third Division, Brisbane

Duties: No. 6—Staff and General Clerk, Branch Services.

Apply: W4

Clerk \$6052-6929 (Class 2/3), Third Division, Metropolitan District No. 1, Coorparoo

Duties: No. 99—Staff and general clerical work in the District Postal Managers office.

Apply: W4

Overseer (Postman) \$5873, Fourth Division, Metropolitan No. 2 District, Nundah

Duties: Oversight the letter delivery arrangements including the control of fourteen postmen.

Apply: W4

Telecommunications Division, Metropolitan Region

Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Sales Branch, Contracts Section, Brisbane

Duties: No. 298—Administrative Assistant to the Superintendent, Sales Branch.

Qualifications: Knowledge of sales practices and procedures, ability to critically analyse expenditure statements and prepare information for estimates of staff and expenditure desirable.

Apply: W4

Senior Survey Officer \$9194-9869 (Class 6), Third Division, Sales Branch, Survey Section, Brisbane

Duties: No. 313—Control and co-ordinate the activities of a team of Survey Officers.

Qualifications: Extensive knowledge of Survey Section activities and procedures desirable. Experience in statistical analysis an advantage.

Apply: W4

Survey Officer \$8187-8942 (Class 5), Third Division, Sales Branch, Survey Section (two positions), Brisbane

Duties: No. 314, 315—Undertake and supervise field surveys in all areas of the State and forecast subscribers' telephone and telegraph development. Duties involve absences from Headquarters on country assignments.

Qualifications: Interviewing experience and formal training in statistical method, analytical ability and report writing desirable.

Apply: W4

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Sales Branch, Survey Section, Brisbane

Duties: No. 319—Assist in the preparation of data for development surveys. Assist Survey teams in the field. Some absences from Headquarters on country assignments involved.

Qualifications: Experience in preparing maps, tracings and sketches an advantage.

Note above four positions: Applicants must hold a current driving licence.

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Buildings Branch

Clerk \$8187-8942 (Class 5), Third Division, Properties and Accommodation Section, Adelaide

Duties: No. 356—Accommodation Officer. Examine requests for the allocation of Head Office accommodation and, where appropriate, determine allocations. Examine and develop office layouts and prepare submissions for additional office space. Examine and approve requisitions for furniture and fittings for administrative staffs.

Qualifications: Knowledge of departmental organisations and functions and experience in assessing accommodation requirements and in the preparation of reports desirable.

Apply: W5

Chief Technical Officer (Buildings), Grade 1 \$11970-12287, Third or Fourth Division, Functional Briefing Section, Adelaide

Duties: No. 1224—Control activities of functional briefing unit responsible for Post Office and miscellaneous buildings, liaise closely with Engineering Services re professional content and act as liaison officer for the Department to ensure that customer requirements and standards are met and that structures are efficiently and economically provided.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. High level of expertise and technical experience appropriate to the duties and a high order of management ability desirable.

Apply: W5

Construction Branch

Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Third or Fourth Division, Primary Works No. 1 Section, Adelaide

Duties: No. 930—Direct a Support Group in the technical design of large external plant projects and the preparation of estimates.

Apply: W5

Technical Officer (Engineering), Grade 1 \$7052-8694, Third or Fourth Division, Primary Works No. 1 Section, Adelaide

Duties: No. 917—Undertake minor design work, technical estimates and technical investigations for external plant projects.

Qualifications above two positions: An approved technical college certificate or other approved qualifications. Experience in large size cable and conduit installations desirable.

Apply: W5

Postal Services Division

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

Duties: No. 3—Perform secretarial and stenographic duties for Assistant Director.

Qualifications: Shorthand, 120 words per minute desirable.

Apply: W5

Post Offices Branch

Postmaster, Grade 1 \$5526-6816, Third Division, Meadows

Quarters: 5 rooms (including 3 bedrooms) plus 1 sleepout.

Apply: W5

Postmaster, Grade 1 \$5526-6816, Third Division, Port Broughton

Quarters: 6 rooms (including 3 bedrooms).

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

Note above two positions: These positions are also open to Fourth Division Officers. If occupied by officers of the Fourth Division, the positions, when so occupied, will be included in the Fourth Division.

Apply: W5

Postmaster, Grade 3 \$8396-9256, Third Division, Wai-kerie

Quarters: 5 rooms—3 bedrooms.

Apply: W5

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

Quarters: Accommodation will be allocated by the Department of Manufacturing Industry in accordance with family size.

District Allowance: Grade II.

Taxation Allowance: Zone 'B'.

Apply: W5

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

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

Note above three 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.

Apply: W5

**POSTMASTER-GENERAL'S DEPARTMENT—
continued****NORTHERN TERRITORY****Postal Services Division, Post Offices Branch**

Postman \$4475-4823, Fourth Division, Casuarina

District Allowance: Grade IV.

Taxation Allowance: Zone 'A'.

Accommodation: Hostel accommodation is available to officers for approximately \$24 per week. Department of the Northern Territory house or flat may become available to a married officer after a waiting period of 12 months. However, the temporary rental of a house or flat shortly after arrival can usually be arranged pending allocation of a Department of the Northern Territory house or flat. A flat will not normally be offered to an officer with children. Allocation of either a house or a flat is at the discretion of the Department of the Northern Territory. Refusal of the accommodation will lead to the removal of an applicant's name from the housing lists and termination of any living allowance (other than District Allowance) paid by the Department. In addition to the 10 per cent minimum actual salary charged for rental, occupants will be required to pay for sewerage, garbage and water services. The present charges are \$35, \$32.76 and \$33 per annum respectively.

Apply: W5

WESTERN AUSTRALIA**Telecommunications Division, Country Region**

Clerk \$9194-9869 (Class 6), Third Division, District Telephone Office, Geraldton

Duties: No. 2037—Senior Service Officer. Responsible to the District Telephone Manager for the organisation and control of telephone and telegraph service activities in the district.

Qualifications: A sound knowledge of Telephone Regulations and extensive experience in the service activities of the Division desirable.

Apply: W6

Finance and Accounting Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Revenue Section, Perth

Duties: No. 3669—Carry out preliminary follow-up for unpaid Closing Accounts. Maintain Instalment Payments Register. Assist as required with other Clerical Assistant duties in Closing Accounts Group.

Qualifications: Experience in Revenue Section desirable.

Apply: W6

TASMANIA**Finance and Accounting Branch**

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Revenue Section, Hobart

Duties: No. 86—Record requests for detailed statements of trunk line call and phonogram charges. Extract dockets for machine and forward prepared statements to subscribers. Attend to counter inquiries.

Qualifications: Knowledge of Revenue procedures desirable.

Apply: W7

Postal Services Division, Post Offices Branch

Postmaster, Grade 2 \$7315-8108, Third Division, Geelong

Quarters: 8 rooms (four bedrooms).

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

Apply: W7

**DEPARTMENT OF THE PRIME
MINISTER AND CABINET**

CENTRAL OFFICE**Operations Division, Services Branch**

Steno-secretary, Grade 1, \$5547-5906, Fourth Division, Office Services Sub-section (several positions), Canberra

Duties: Provide Steno-secretarial duties for a Senior Officer.

Qualifications: Shorthand at least 100 words per minute.

Apply: Y1

Steno-secretary, Grade 2, \$6264-6744, Fourth Division, Office Services Sub-section (several positions), Canberra

Duties: Provide Steno-secretarial services for a First Assistant Secretary.

Qualifications: Shorthand at least 120 words per minute.

Apply: Y1

Principal Executive Officer \$13394-13898 (Class 10), Third Division, Establishments and Finance Section, Canberra

Duties: No. 152—Direct and control the operations of Establishments and Methods, Personnel and Finance Management Sections. Advise and assist in the formulation of policy for those areas.

Qualifications: Proven administrative experience and ability relevant to the duties of the position. Academic or other qualifications should be stated.

Apply: Y1

Prime Minister's Branch

Clerk \$11383-11886 (Class 8), Third Division, Briefing and Questions Section, Questions Sub-section, Canberra

Duties: No. 580—Undertake duties associated with answering Parliamentary Questions asked of the Prime Minister or Minister representing the Prime Minister. Maintain systematic analysis of Questions policy.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

Economic Division Domestic, Economic Policy Branch

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

Duties: No. 519—Assist with the preparation of submissions and briefs for the Prime Minister and the Secretary and deal with correspondence within fields of the functions of the Branch as directed.

Qualifications: Tertiary qualifications desirable.

Apply: Y1

**Office of the Industries Assistance Commission,
Services Branch**

Clerk \$10204-10879 (Class 7), Third Division, Finance and Accounts Section, Canberra

Duties: No. 374—Direct and control the financial and accounting services of the Office. Advise senior officers on financial matters.

Qualifications: Wide knowledge and experience in financial management. Accounting qualifications desirable.

Apply: Y23

Clerk \$8187-8942 (Class 5), Third Division, Finance and Accounts Section, Canberra

Duties: No. 375—Prepare estimates and supporting explanatory material. Prepare instructions, procedures and directions in relation to preparation of estimates and related information.

Qualifications: Sound knowledge of experience in all aspects of estimates and finance work. Accounting qualifications desirable.

Apply: Y23

Investigating Accountant \$9194-9869 (Class 6), Third Division, Cost and Financial Section, Public Inquiries Sub-section (several positions), Canberra

Duties: Examine and report on financial statements and cost data submitted at inquiries.

Qualifications: Accountancy or other appropriate academic qualifications and ability to prepare reports on cost and financial matters.

Apply: Y23

Project Division No. 1, Project Branch No. 1

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

Duties: No. 273—Under direction, assist with the compilation and analysis of data for Commission inquiries.

Qualifications: Ability to collate and analyse information and prepare submissions. Appropriate academic qualifications including a study of economics desirable.

Apply: Y23

Project Division No. 2, Project Branch No. 6

Director \$13394-13898 (Class 10), Third Division (several positions), Canberra

Duties: Supervise and co-ordinate the work of a project team in investigating and servicing the Commission's inquiries, mainly in matters of primary industry.

Qualifications: A knowledge of Australian primary industries and of analytical techniques used to measure the inter-industry and other effects of assistance. Appropriate academic qualifications, preferably with training and experience in the field of agricultural economics.

Apply: Y23

**THE OFFICE OF THE PUBLIC SERVICE BOARD
VICTORIA**

Personnel Services Branch

Clerk \$9194-9868 (Class 6), Third Division, Recruitment Section, Special Services Sub-section, Melbourne

Duties: No. 68—Investigate areas of employment for handicapped persons. Interview and place handicapped applicants.

Qualifications: Thorough knowledge of appointment conditions and requirements. Mature, balanced person.

Apply: Y7

Office of the Prices Justification Tribunal, Secretary's Branch

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

Duties: No. 615—Provide typing and stenographic services for the work of the Branch in servicing the Tribunal.

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

Apply: Y24

AUDITOR-GENERAL'S OFFICE

QUEENSLAND

Audit Inspector, Grade 1 \$8187-8942 (Class 5), Third Division, Brisbane

Qualifications: Accountancy qualifications or equivalent university qualifications should be stated.

Apply: Y19

**DEPARTMENT OF REPATRIATION AND
COMPENSATION**

CENTRAL OFFICE

Management Services Division, ADP Branch

*Programmer \$9194-9869 (Class 6), Third Division, Planning and Strategic Design Section, Standards and Training Sub-section, Canberra

Duties: No. 62—Assist in the development and documentation of ADP standards within the Department. Assist in the provision of training facilities for the Branch including PIT training.

Qualifications: Appropriate experience in training in computer programming together with a broad knowledge/background in most aspects of ADP desirable.

Apply: Z1

*Programming Assistant, Grade 2 \$6052-6929, Third Division, Applications Section, Program Construction and Maintenance Sub-section, Canberra

Duties: No. 69—Under supervision, code and test program segments of limited complexity and prepare flow charts and relevant documentation from approved specifications. Assist with program testing.

Qualifications: Appropriate training in computer programming. Knowledge of IBM 360 and COBOL would be an advantage.

Apply: Z1

*Assistant Programmer \$8178-9842 (Class 5), Third Division, Operations Section, Sydney

Duties: No. 51—Provide support services for each shift of operation on a large scale computer installation with teleprocessing facilities, including testing, implementation and maintenance of software systems, emergency production amendments and on-site error diagnosis.

Qualifications: Appropriate training and experience in computer programming, knowledge of IBM 360 and COBOL would be an advantage. Tertiary qualifications to be stated.

Note: The duties of this position involve shift work.

Apply: Z1

**DEPARTMENT OF REPATRIATION AND
COMPENSATION—continued****Methods and Services Branch**

Assistant Inspector \$9194-9869 (Class 6), Third Division, Personnel, Establishments and Training Section, Canberra

Duties: No. 12—Investigate and report on organisation and classification proposals.

Qualifications: Aptitude for investigational work and report writing. Academic qualifications should be stated.

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

Apply: Z1

Benefits and Legislation Division, Legislation and Policy Branch

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

Duties: No. 13—Provide secretarial and stenographic assistance to the Assistant Commissioner, Legislation Branch.

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

Apply: Z1

NEW SOUTH WALES**Branch Office**

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

Duties: No. 105—Quotations Clerk, Procurement and Contract Board. Prepare Tender/Quotation forms for distribution to firms. Check items which may be purchased under State or Australian Government Contract. Amend State Contract Book as required. Attend to inquiries from tenderers.

Qualifications: Sound knowledge of Audit Act, Treasury Regulations and Treasury Directions desirable.

Apply: Z2

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Accounts Section, Sydney

Duties: No. 16—Maintain medical sustenance payment records and compute or check payments in respect of in-patients at Repatriation General Hospital, Concord and Lady Davidson Hospital, Turramurra.

Apply: Z2

QUEENSLAND**Branch Office**

Clerk \$7180-7935 (Class 4), Third Division, Accounts Section, Brisbane

Duties: No. 93—Supervise and direct the activities of the Statistics Group in the collection of data and the compilation of statistics and returns. Ensure accuracy and dispatch of Central Office returns.

Qualifications: Understanding of and experience in the application and use of statistics in the medical and administrative spheres for management and budgetary purposes desirable.

Apply: Z4

Repatriation General Hospital

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Greenslopes

Duties: No. 94—Raise new type clinical record files for all patients transcribing details where necessary. Carry out post-action examination of clinical record files of discharged patients.

Qualifications: Good general knowledge of the Benefits activities of the Department with particular reference to Entitlement and Treatment and a sound knowledge of the hospital functions and medical forms in use desirable.

Apply: Z4

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Greenslopes

Duties: No. 92—Control requisitions for provisions and apply ration scale. Collate information for purchases of certain categories of provisions and payment of relevant accounts.

Qualifications: Sound knowledge of stores and accounting procedures and of the provisions of the Manual of Stores Accounting; ability to collate and summarise data desirable.

Apply: Z4

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Greenslopes

Duties: No. 24—Under the functional control of the Senior Specialist (Radiology), direct and supervise the activities of the clerical administrative centre of the X-ray Department; process requests for examinations, make appointments, complete Nuffield Points workloads and costing returns.

Qualifications: Sound knowledge of X-ray Department procedures, experience in X-ray terminology and ability to control activities and direct staff desirable.

Apply: Z4

SOUTH AUSTRALIA**Repatriation General Hospital**

*Speech Therapist, Class 2 \$8987-9876, Third Division, Technical Services, Daw Park

Duties: No. 72—Control the speech therapy service at Repatriation General Hospital, Daw Park. Provide speech therapy treatment for in-patients and out-patients at the direction of Medical Officers.

Qualifications: An appropriate degree or diploma in Speech Therapy, or equivalent qualification. Post-graduate experience is desirable but not essential.

Apply: Z5

Repatriation Artificial Limb and Appliance Centre

Foreman (Limb Making and Fitting), Grade 1 \$8444-8622, Fourth Division, Daw Park

Duties: No. 21—Training and technical direction of all Limb and Appliance Staff. Interview all patients attending the Artificial Limb and Appliance Centre.

Apply: Z5

TASMANIA**Repatriation General Hospital**

Senior Sister \$6444-6944, Fourth Division, Nursing Services (two positions), Hobart

Duties: Nos 31 and 32—Responsible to Matron for Staff supervision, administration, patients' welfare and care in ward.

Qualifications: General Nursing Certificate.

Apply: Z7

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

Clerk \$11383-11886 (Class 8), Third Division, Establishments and Services Section, Personnel Sub-section, Canberra

Duties: No. 70—Undertake studies on matters relating to personnel practices, recruitment and staff development. Make recommendations on associated policy matters. Exercise delegations under the Public Service Act and Regulations.

Qualifications: Experience in matters relating to Personnel and Conditions of Service.

Apply: AA1

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Secretariat Section, Registry Sub-section, Canberra

Duties: No. 26—Subject Indexer. Supervise and direct the work of the Search and File movement officers.

Apply: AA1

General Services Division, Grants and Projects Branch

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

Duties: No. 21—Assist with matters associated with the Australian Research Grants Committee. Act as secretary to the Sub-committees to the Australian Research Grants Committee involving close liaison with senior university staff. Carry out research and prepare reports and correspondence in connection with committee activities.

Qualifications: Tertiary qualifications to be stated.

Apply: AA1

Policy Division, Technological Policy Branch

Principal Research Officer \$12389-12890 (Class 9), Third Division, Technological Policy Studies Section, Canberra

Duties: No. 58—Conduct studies of technology in Australia with a view to suggesting means for correcting deficiencies, enhancing effectiveness and meeting national goals. Assess the relevance to Australia of overseas policies for advanced technology.

Qualifications: Degree or equivalent in Engineering Technology or Applied Science. Practical experience in a technological field or in technological studies desirable. Demonstrated analytical ability an advantage.

Apply: AA1

VICTORIA

HEAD OFFICE

Bureau of Meteorology, Facilities Branch

*Engineer, Class 2 \$9903-11046, Third Division, Engineering Section, Melbourne

Duties: No. 108—Prepare specifications for new equipment and investigate problems and prepare instructions covering a wide field of mechanical engineering activities including materials and structures, servos and transmissions, fine instruments, hydrogen generation and balloons.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust. or other qualifications recognised by the Public Service Board as appropriate to the efficient discharge of the duties. Substantial post graduate experience in design and maintenance of mechanisms associated with radars or similar systems and instruments desirable.

Apply: AA3

*Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Engineering Section, Melbourne

Duties: No. 83—Direct and control the work of the Central Workshop Group comprising a staff of approximately 25 in electronic, electrical and mechanical sub-sections.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive experience in the planning or workshop repair and construction programmes and in staff control desirable.

Apply: AA3

*Fitter and Turner \$6097-6348, Fourth Division, Engineering Section, Melbourne

Duties: No. 121—Assist with the development, installation, repairs and overhaul of meteorological mechanical equipment.

Qualifications: Qualified tradesman.

Apply: AA3

Regional Office

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

Duties: No. 123—Check, correct and code rainfall returns for machine testing.

Qualifications: Experience relevant to the duties.

Note: This position is considered more suitable for a female.

Apply: AA6

Antarctic Division, Scientific Branch

*Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Scientific Branch, Instrumentation Section, Melbourne

Duties: NP—Assist in the preparation of detailed design drawings for the Electronics and Mechanical and optical scientific research instrumentation groups.

Qualifications: Drafting experience and some knowledge of electronics desirable.

Note: It should be noted that this position will be relocated to Hobart with the Division in approximately 1977.

Apply: AA15

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Management Services Branch

Internal Auditor, Grade 1 \$7180-7935 (Class 4), Third Division, Internal Audit Section, Canberra

Duties: No. 786—Conduct audit investigations related to an allocated section of the audit programme and submit reports on the results.

Qualifications: Experience in audit work. Progress in accountancy studies to be stated.

Apply: AC1

**DEPARTMENT OF SERVICES AND
PROPERTY—continued****Property Division, A.C.T. Property Branch**

Clerk \$8187-8942 (Class 5), Third Division, Land and Property Management Section, Canberra

Duties: No. 110—Co-ordinate and formulate long and short term maintenance and new works programme for Australian Government owned office buildings. Maintain liaison with appropriate authorities.

Qualifications: Sound knowledge of Works Programming Procedures, Commonwealth Civil Works Budgeting and Administrative Procedures, Audit Act, Treasury Regulations and Instructions.

Apply: AC1

Clerk \$7180-7935 (Class 4), Third Division, Land and Property Management Section, Canberra

Duties: No. 113—Perform work associated with the administration of cleaning contracts. Prepare associated correspondence.

Qualifications: Experience in investigation or research and experience in property management.

Apply: AC1

SOUTH AUSTRALIA**Property Branch**

Custodian (Buildings) \$5490-5762, Fourth Division, Accommodation Section, Adelaide

Duties: Custodian of Australian Government Centre building(s) and jointly occupied premises in Adelaide. As required, investigate and report on custodian matters in respect of regional Australian Government Centre buildings.

Qualifications: Experience and knowledge of cleaning and maintenance work in large buildings together with ability to supervise staff desirable.

Apply: AC5

DEPARTMENT OF SOCIAL SECURITY**CENTRAL STAFF****Management Division, Secretariat and Information Branch**

*Assistant Director, Public Relations \$14055, Third Division, Publications, Publicity and Information Section, Canberra

Duties: No. 906—Liaise with national, state and local welfare organisations and develop new ideas and new ways of reaching individuals and groups able to benefit from the Australian Government's Welfare Programs. Organise surveys and develop the evaluation of the publicity and communication efforts of the Department.

Qualifications: Background in professional journalism. Academic qualifications and a special interest in community and welfare matters would be an advantage.

Apply: AD1

Hospital Insurance and Nursing Division, Hospital Insurance Branch

Clerk \$8187-9842 (Class 5), Third Division, Private Insurance Section (2 positions), Canberra

Duties: Nos 496, 501—Review and critically appraise the financial operations of registered medical and hospital funds participating in Commonwealth Benefits Plan. Advise on necessary or desirable measures for improved performance.

Qualifications: Accountancy qualifications desirable.

Apply: AD1

Social Welfare Commission

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

Duties: No. 16—Ensure the smooth running of the Office. Assist with the preparation of reports. Act as minute secretary to the Commission.

Qualifications: Proven administrative experience and relevant background desirable.

Apply: AD1

Social Welfare Division, Community and Professional Services

*Social Worker Class 4 \$11845-12294, Third Division, Social Work Section, Canberra

Duties: No. 808—Co-ordinate, develop and provide a consultant service on departmental group work services. Undertake appropriate research projects and assess trends in the area of inter-personal helping. Prepare recommendations and significant correspondence.

Qualifications: Appropriate degree or diploma in Social Work or Social Studies or equivalent qualification, and relevant professional experience desirable.

Apply: AD1

NEW SOUTH WALES**Social Security Branch**

Inquiry Officer, Grade 2 \$6127-6520, Fourth Division, Outdoor Inquiry Section, Sydney

Duties: No. 878—Conduct general inquiries and furnish reports in connection with claims for Social Services Benefits.

Qualifications: A sound general knowledge of the Social Services Act and departmental procedures and ability to drive a motor vehicle are desirable.

Apply: AD2

Inquiry Officer, Grade 1 \$5636-5930, Fourth Division, Outdoor Inquiry Section, Sydney

Duties: No. 888—Search records of the Registrar General's office with the object of verifying births, deaths, marriages and divorces, etc. Conduct general inquiries as directed.

Apply: AD2

Regional Offices

Inquiry Officer, Grade 3 \$6717-7111, Fourth Division, Regional Office, Canberra

Duties: No. 1276—Oversight the work of the Outdoor Inquiry Section. Conduct special inquiries and furnish reports concerning claims for pensions and benefits and selected cases with the object of detecting or averting fraud. Represent the Department at court proceedings.

Qualifications: A sound general knowledge of the Social Services Act and departmental procedures and experience in the investigation of matters pertaining to fraud are desirable. Ability to drive a motor vehicle is necessary.

Apply: AD2

Inquiry Officer, Grade 2 \$6127-6520, Fourth Division, Regional Offices, Sydney (a) Four positions: Regional Offices located at Chatswood, Burwood, Leichhardt and Maroubra.

Duties above four positions: Nos 877, 873, 876, 869—Conduct general inquiries and furnish reports in connection with claims for Social Services Benefits.

Qualifications: A sound general knowledge of the Social Services Act and departmental procedures is desirable. Ability to drive a motor vehicle is necessary.

Apply: AD2

Social Worker, Class 2 \$8390-9075, Third Division, Regional Office, Wollongong, Sydney

Duties: No. 1469—Provide and develop a social casework and/or social group work service to claimants and beneficiaries within the regional area; provide a service to other persons referred for assistance and prepare necessary reports. Maintain a liaison with community organisations.

Qualifications: Degree or diploma in social work/social studies or equivalent qualifications. Relevant experience desirable.

Apply: AD2

VICTORIA

Management Branch

*Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Rehabilitation and Services Section, South Yarra Work Preparation Centre, Melbourne

Duties: No. 1371—Instructor. Instruct and supervise trainees; particularly female trainees, in work processes and in the care and use of tools and machinery used at the Centre.

Qualifications: Relevant experience desirable.

In lieu of notification appearing in *Gazette* No. 47 of 6.6.74. Applications submitted in response to that notification will be considered.

Apply: AD3

Health Benefits and Services Branch

Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Hospitals Insurance Section, Private Hospitals Insurance Sub-section, Melbourne

Duties: No. 1447—Under direction, make preliminary examination of Pensioner Medical Service Vouchers; prepare brief analysis of pattern and frequency of medical attention to pensioner patients.

Apply: AD3

QUEENSLAND

Regional Offices Branch

Examiner, Grade 2 \$5806-6666 (Class 2/3), Third Division, Rockhampton Regional Office, Rockhampton

Duties: No. 226—Carry out general and special reviews of pensions and allowances and approve continuation where no further action is required.

Qualifications: A sound knowledge of the Social Services Act is desirable.

Apply: AD4

SOUTH AUSTRALIA

Commission of Inquiry into Poverty

*Senior Research Officer, Grade I \$9194-9869, Third Division, Adelaide

Duties: Responsibility for a Consumer Research Project, a survey of Australian and overseas literature, and evaluation of submissions and reports related to the utilisation of Health Services by migrants.

Qualifications: Appropriate tertiary level qualifications (e.g. Sociology, Social Welfare, Social Psychology) together with post-graduate experience are desirable.

Note: Although this position is located in Adelaide some interstate travel may be necessary due to the Australia-wide nature of the Inquiry into Poverty.

Note: This position is temporary; if a permanent officer is selected for promotion to the position, it will be occupied on a temporary transfer basis.

Apply: AD5

WESTERN AUSTRALIA

Management Branch

Instructor (Woodwork) \$5930-6547, Fourth Division, Rehabilitation and Services Section, Melville

Duties: Nos 296, 376—Arrange and supervise projects for persons referred to the workshop for therapeutic and/or assessment purposes.

Apply: AD6

Instructor (Metalwork) \$5930-6547, Fourth Division, Rehabilitation and Services Section, Melville

Duties: Nos 298, 304—Arrange and supervise projects for persons referred to the workshop for Therapeutic and/or assessment purposes.

Apply: AD6

TASMANIA

Management Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, ADP Section, Hobart

Duties: No. 220—Tape Librarian. Maintain control of magnetic tape reels and disk packs and be responsible for their registration, control and security storage.

Qualifications: Some general knowledge of ADP installations would be an advantage.

Note: Appropriate training will be provided.

Apply: AD7

Clerk \$6052-6929 (Class 2/3), Third Division, Control and Development Section, Hobart

Duties: No. 234—Distribution Officer. Ensure rejected transactions are reinput to computer system, prepare manual advices where necessary and maintain register of P.M.S. issues. Distributes files and coding action sheets.

Apply: AD7

Regional Offices

Examiner, Grade 3 \$7180-7935 (Class 4), Third Division, Burnie

Duties: No. 48—Carry out reviews of current Pensions and Allowances.

Qualifications: A sound knowledge of the relevant sections of the Social Services Act is desirable.

Apply: AD7

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

CENTRAL STAFF

Management Services Division, Personnel Development Branch

*Psychologist, Class 1 \$6260-9351, Third Division, Psychological Services Section, Melbourne

Duties: No. 203—Assist team of psychologists in research connected with the development and validation of Departmental licensing examinations, apti-

DEPARTMENT OF TRANSPORT—continued

tude tests and other staff selection tools. Participate in staff selection programmes.

Qualifications: An appropriate degree or diploma with a major in Psychology or equivalent qualification.

Apply: F1

***Darkroom Operator, Grade 1 \$2105-5195, Fourth Division, Melbourne**

Duties: No. 491—Operate all manual darkroom equipment. Mix chemicals, fill tanks and set electronic timer for processing.

Qualifications: Experience in darkroom work desirable.

Apply: F1

Establishments, Industrial and Systems Branch

Assistant Inspector \$10204-10879 (Class 7), Third Division, Melbourne

Duties: Nos 205 and 565—Investigate and determine organisation requirements and prepare reports.

Qualifications: Aptitude for investigatory work desirable.

Note: Previous applicants for Position 565 will also be considered for Position 206 and need not re-apply.

Apply: F1

Civil Aviation Agency, Executive Services Branch

Accountant \$11383-11886 (Class 8), Third Division, Finance Section, Port Moresby

Duties: No. 36—Direct and co-ordinate the work of Finance Section comprising Budgeting Costing, Accounts Examination, Salary Assessments and Payments, Receiver and Debt Recovery Functions.

Qualifications: Considerable experience in Departmental and Treasury Accounting and particularly in Budget and Costing functions together with accountancy qualifications desirable.

Note: Allowances and conditions in accordance with Determinations relating to Overseas Service are applicable for Papua New Guinea. Full details are available from Departmental Personnel areas.

Apply: F7

Airways Engineering Branch

Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Drafting Section, Port Moresby

Duties: No. 124—Prepare designs of drawings of a wide variety of Radio Electronics and Electrical Engineering projects in relation to Radio Communications, Navigational Aids and associated control functions involving investigations, computations of some complexity and physical design.

Qualifications: An approved Technical College Certificate or other approved qualifications, and requisite experience.

Note: Allowances and Conditions in accordance with the Determinations relating to Overseas Service are applicable to Papua New Guinea. Full details are available from Departmental Personnel areas.

Apply: F7

Ground Facilities Division, Airways Engineering Works and Services Branch

***Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Drafting Section, Melbourne**

Duties: No. 127—Under general direction, undertake high grade circuitry drafting in relation to

the design and development of communication engineering equipment and associated facilities. Undertake associated calculations, computations and investigations of a complex nature.

Apply: F1

***Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Drafting Section, Melbourne**

Duties: No. 132—Under general direction, undertake high grade circuitry drafting in relation to the design and development of message switching and associated equipment and facilities. Prepare circuit layouts, schematics and equipment modification and undertake associated investigations, calculations and computations.

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

Apply: F1

Airport Engineering Services Branch

***Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Drafting Section, Aerodrome and General Sub-section, Melbourne**

Duties: No. 64—Carry out detail survey and general types of drafting.

Qualifications: Appropriate qualifications and experience in survey type drafting desirable.

Apply: F1

***Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Drafting Section, Buildings Sub-section, Melbourne**

Duties: No. 36—Carry out detail drafting work associated with Departmental building projects and the layout design of standard Departmental buildings.

Qualifications: Appropriate qualifications and/or experience.

Apply: F1

VICTORIA-TASMANIA REGION**Airports Branch**

Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Airport Inspection and Maintenance Section, Melbourne

Duties: No. 130—Regularly inspect, technically assess the suitability of and report on aerodromes of limited complexity in Victoria. Attend to requests from local authorities and others for advice and guidance on standards, design requirements, site selection, development construction and maintenance of restricted aerodromes.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Experience in airport development and maintenance work and in the direction of staff engaged in that work desirable. Knowledge of operational aspects of aerodrome utilisation an advantage.

Apply: F3

QUEENSLAND REGION**Executive Services Branch**

Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Personnel and Office Services Section, Registry Sub-section, Brisbane

Duties: No. 159—Classify all inward correspondence and assist the Officer-in-charge, Registry with day to day management of the Sub-section.

Qualifications: Sound knowledge of Registry procedures desirable. Ability to classify correspondence and control staff an advantage.

Apply: F4

Personnel Officer \$9194-9869 (Class 6), Third Division, Personnel and Office Services Section, Personnel Sub-section, Brisbane

Duties: No. 4—Control, direct and co-ordinate the activities of the Industrial Assessing, Recruitment, Typing and Relief cells of the Personnel Sub-section.

Qualifications: Thorough knowledge of the Public Service Act, Regulations, General Orders and Departmental Instructions in relation to conditions of service and appointment and promotion procedures desirable.

Apply: F4

Airways Engineering Branch

***Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Drafting Section, Brisbane**

Duties: NP—Under general direction, carry out important and complex design and drafting work of an electro-mechanical and/or engineering survey nature associated with Airways Engineering Projects.

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

Apply: F4

Operations Branch

****Senior Mechanic (Aircraft) \$7036, Fourth Division, Flying Operations Section, Brisbane**

Duties: No. 173—Maintain, inspect and certify Departmental aircraft in the categories for which he is licensed, under requirements of Air Navigation Regulations.

Qualifications: Possession of Aircraft Maintenance Engineers Licence with following categories essential:

Electrical—Group 2 (b)

Instrument—Group 2 (b) with a credit in basic paper D.

Extensive experience in maintenance of modern transport and other types of aircraft together with a sound knowledge of Air Navigation Regulations relating to Airworthiness requirements desirable.

Apply: F4

SOUTH AUSTRALIA/NORTHERN TERRITORY REGION

Airports Branch

***Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Airport Inspection and Maintenance Section, Darwin**

Duties: No. 142—Regularly inspect and technically assess the suitability of and report on aerodromes in a defined area. Attend to requests for advice on design requirements, standards, site selection, development, construction and maintenance of authorised landing areas.

Apply: F5

***Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Airport Inspection and Maintenance Section (two positions), Darwin**

Duties: Nos 35 and 196—Direct and control the activities of Mobile Maintenance Units engaged in the construction and maintenance of aerodromes in the Northern Territory.

Apply: F5

***Technical Officer (Engineering), Grade 2 \$8929-9443, Third or Fourth Division, Airport Inspection and Maintenance Section, Alice Springs**

Duties: No. 143—Regularly inspect and technically assess the suitability of, and report on, aerodromes in a defined area. Attend to requests for advice on design requirements, standards, site selection, development, construction and maintenance of authorised landing areas.

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

Apply: F5

WESTERN AUSTRALIAN REGION

Perth Airport

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

Duties: Three NP—Apron Terminal Supervisor. According to the apron parking capacity and availability of terminal facilities, e.g. customs, health and immigration services, regulate the movement of aircraft on the apron and passengers in the terminal. Represent the Airport Manager outside of normal hours.

Qualifications: Proven ability in public relations desirable. Ability to resolve problems without benefit of immediate access to higher authority an advantage.

Apply: F6

Drafting Branch

***Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Airways Engineering Section, Perth**

Duties: No. 29—Prepare detail drawings forming part of an overall design and the less involved circuit diagrams in relation to electrical engineering. Prepare detail drawings in relation to line installation projects, mechanical plant and equipment.

Qualifications: Appropriate qualifications and/or experience. A knowledge of drawing office procedures desirable.

Apply: F6

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Management Services Branch

Clerk \$8187-8942 (Class 5), Third Division, Supply Section, Melbourne

Duties: No. 18—Contracts Officer. Prepare the more complex correspondence, tender schedules, contracts, etc. Examine all technical reports on tenders/quotations for compliance with requirements.

Qualifications: Extensive experience in tender and contracts activities, thorough knowledge of Audit Act and Treasury Regulations and ability to negotiate with suppliers desirable.

Apply: AH8

Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Establishments Section, Organisation Sub-Section, Melbourne

Duties: No. 141—Generally assist the inspection staff in the implementation of procedural and establishments variations. Prepare Executive Council Minutes and correspondence associated with organisation proposals. Prepare work load statistics.

Qualifications: Experience in Establishments work desirable.

Apply: AH8

DÉPARTMENT OF TRANSPORT—continued**Land Transport Policy Division, Rail and Urban Transport Branch**

Principal Research Officer \$12389-12890 (Class 9), Third Division, Urban Transport and Transport Development Section, Canberra

Duties: No. 8—Direct major research projects. Prepare material for related policy statements and submissions.

Qualifications: An appropriate university degree together with considerable experience in independent research work.

Apply: AH1

DEPARTMENT OF THE TREASURY**CENTRAL STAFF****Accounting and Supply Division, Accounting Development Branch**

Chief Finance Officer, Grade 2 \$14401-14904 (Class 11), Third Division, Management Accounting Section, Canberra

Duties: No. 8—Direct research into the application of management techniques for financial management control and in relation to appropriate forms of accounts for departmental trading operations.

Qualifications: Accounting or equivalent qualifications desirable. Extensive experience with financial management control systems. Aptitude for research and analysis.

Apply: AI1

Accounting Operations Branch

Finance Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Operations Management Section, Canberra

Duties: No. 56—Assist in the oversight and review of procedures and operations of the overseas Sub-Treasuries and the application of the Treasury (Overseas Accounts) Directions.

Qualifications: Sound knowledge of Treasury accounting procedures and related legislation.

Apply: AI1

Foreign Investment Division, Foreign Takeovers Branch

Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Preliminary Examination Section, Canberra

Duties: No. 47—Undertake preliminary examination of foreign takeovers of Australian businesses. Conduct discussions with senior representatives of relevant companies and with responsible officers of other departments.

Qualifications: Tertiary qualifications desirable.

Apply: AI1

Finance Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Preliminary Examination Section, Canberra

Duties: Nos 49, 50—Undertake preliminary examinations of less involved proposed foreign takeovers of Australian businesses and assist in the more involved cases.

Qualifications above two positions: Tertiary qualifications desirable.

Apply: AI1

Finance Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Preliminary Examination Section, Canberra

Duties: No. 51—Undertake preliminary examinations of less involved proposed foreign takeovers of Australian businesses and assist in the more involved cases.

Qualifications: Tertiary qualifications desirable.

Apply: AI1

Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Takeovers Policy Section, Canberra

Duties: No. 48—Undertake research of policy issues arising in the course of investigations of foreign business takeovers. Examine proposals for the regulation of foreign investment other than foreign takeovers. Prepare draft statements, speeches and Cabinet submissions.

Qualifications: Tertiary qualifications desirable, experience in policy work an advantage.

Apply: AI1

Finance Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Takeovers Policy Section, Canberra

Duties: No. 16—Undertake examinations of less involved policy issues arising in the course of investigations, either preliminary or detailed, of companies, organisations, etc., affected by foreign business takeovers as defined under the Act.

Qualifications: Tertiary qualifications desirable.

Apply: AI1

Investigation Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Investigation Section, Canberra

Duties: No. 53—Under direction, undertake research and investigations of particular industries and industry sectors.

Qualifications: Tertiary qualifications desirable.

Apply: AI1

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

Duties: No. 52—Control and oversight the work of the Section. Ensure the efficient flow and out-flow of information including meeting of all legal requirements as to notification to companies. Arrange gazettal of interim orders and orders. Provide secretarial services to the Committee on Foreign Takeovers, etc.

Qualifications: Tertiary qualifications desirable.

Apply: AI1

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

Duties: Nos 54, 55—Prepare minutes to the Treasurer on reports of the Interdepartmental Committee on Foreign Takeovers. Maintain flow of documents to and from Treasurer's Office. Assist with examination of companies.

Apply: AI1

Foreign Ownership and Control No. 2 Branch

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

Duties: No. 45—Undertake computational, analytical and other work of some complexity for research.

Qualifications: Aptitude for statistical and investigational work.

Apply: AI1

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

Duties: No. 56—Make statistical calculations; maintain a register of all Ministerial correspondence and Parliamentary questions received. Maintain record and control of all files and other statistical and reference material.

Apply: A11

*Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Industries Section, Canberra

Duties: No. 41—Undertake and/or supervise research on proposals and projects relating to the foreign ownership and control of Australian businesses engaged in industrial projects and of methods used in other countries to regulate foreign ownership and control thereof.

Qualifications: Tertiary qualifications and considerable research or investigatory experience desirable.

Apply: A11

Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Industries Section, Canberra

Duties: No. 44—Undertake research relating to the development of specific measures for regulation of foreign ownership and control.

Qualifications: Tertiary qualifications and research experience desirable.

Apply: A11

*Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Resources Section, Canberra

Duties: No. 40—Undertake and/or supervise research on proposals and projects relating to the foreign ownership and control of Australian businesses engaged in resource development projects and of methods used in other countries to regulate foreign ownership and control thereof.

Qualifications: Tertiary qualifications and considerable research or investigatory experience desirable.

Apply: A11

Senior Finance Officer, Grade 1 \$11383-11886 (Class 8), Third Division, Resources Section, Canberra

Duties: No. 42—Independently undertake research and investigations and assemble information on foreign ownership and control of Australian businesses engaged in resource development projects and of methods used in other countries to regulate foreign ownership and control thereof. Prepare analyses and reports.

Qualifications: Tertiary qualifications desirable.

Apply: A11

Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Resources Section, Canberra

Duties: No. 43—Research and investigations on foreign ownership and control of Australian businesses engaged in resource development projects; methods of regulation used in other countries; and existing measures for control in Australia.

Qualifications: Tertiary qualifications desirable.

Apply: A11

Management Services Branch

Inspector (Internal Audit) \$10204-10879 (Class 7), Third Division, Internal Audit Section, Canberra

Duties: No. 267—Second-in-charge. Direct the work of subordinate staff and undertake the more

complex investigations and programmed audits of departmental and commercial accounting systems and procedures.

Qualifications: Experience in auditing and in departmental and commercial accounting systems. Accounting qualifications and experience in costing desirable.

Apply: A11

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

Duties: No. 274—Conduct minor reviews in accordance with the internal audit programme, and assist with more difficult appraisals.

Qualifications: Relevant experience desirable.

Apply: A11

Clerk \$6052-6929 (Class 2/3), Third Division, Finance and General Services Section, Registry Sub-section, Canberra

Duties: No. 9—Assist Classifier. Direct construction, titling, indexing and mark-out of files.

Apply: A11

Social Security Division, Education, Science and General Branch

Finance Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Immigration and General Section, Canberra

Duties: No. 70—Assist in the examination of financial and policy aspects of activities administered by Departments of Labor and Immigration. Investigate matters affecting the operations of Commonwealth Hostels Limited.

Qualifications: Tertiary qualifications and experience in investigation work desirable.

Apply: A11

Office of the Insurance Commissioner, Authorisations Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Registration and Brokers Section

Duties: No. 34—Responsible for the maintenance of registration of Insurance Company particulars. Index and cross reference precedent decisions taken. Prepare relevant internal minutes and minor correspondence.

Apply: A11

COMMONWEALTH SUB-TREASURY AUSTRALIAN CAPITAL TERRITORY

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

Duties: No. 10—Examine and action RUN 3 control messages, including re-input of corrected data, recovery action where appropriate and preparation of Amended/Rejected Transaction Advices.

Qualifications: Sound knowledge of ADP salaries system. Progress in accountancy studies desirable.

Apply: A11

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

Duties: No. 71—Responsible for preparation and maintenance of Appropriation/Revenue Ledgers for client departments. Preparation and submission of computer runs, check and dispatch of output; undertake funds control duties.

DEPARTMENT OF THE TREASURY—continued

Qualifications: Sound knowledge of Treasury ADP Appropriation/Revenue Ledger System; progress in accountancy or other studies.

Apply: A11

NEW SOUTH WALES

Clerk \$7180-7935 (Class 4), Third Division, Paymaster and Receiver Section, Sydney

Duties: No. 10—Receiver of Public Moneys.

Apply: A12

AUSTRALIAN BUREAU OF STATISTICS**AUSTRALIAN CAPITAL TERRITORY****Overseas Transactions Division, International Accounts & Trade Branch**

Supervisor \$12019-12510, Class 9, Third Division, Balance of Payments Section, Canberra

Duties: Supervise all aspects of the work in a Sub-section. Make recommendations regarding statistical policy. Review concepts, definitions and classifications.

Qualifications: Appropriate academic qualifications and extensive statistical experience desirable.

Apply: A110

Computer Service Centre, Applications Systems Branch

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

Duties: No. 123—Assist with preparation of job stacks; prepare standard submission forms; assist with test runs; control sub-section library of manuals.

Apply: A110

AUSTRALIAN TAXATION OFFICE**HEAD OFFICE**

Management Division, Management Services Branch
Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Finance, Property and Services Section, Canberra

Duties: No. 741—Undertake stenographic and typing duties for Second Division Officers.

Qualifications: Shorthand, at least 100 words per minute.

Apply: A117

Interpretation Division, A.C.T. Branch

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

Duties: No. 372—Value, for Stamp Duty purpose, shares in companies not listed on the Stock Exchanges; prepare assessments relating thereto.

Qualifications: Accountancy or other appropriate tertiary qualifications desirable.

Apply: A117

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT**AUSTRALIAN CAPITAL TERRITORY****Management Division, Management Services Branch**

Clerical Assistant, Grade 7 \$7359-7607, Fourth Division, Finance and General Services Section, Canberra

Duties: Direct, supervise and control the Central Office Registry. Develop and institute efficient registry systems and procedures. Undertake continuous review of registry services.

Qualifications: Comprehensive experience in registry operations and ability to train and direct staff in modern registry practices is essential.

Apply: AJ1

Programme and Legislation Branch

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

Duties: No. 202—Develop annual and longer term programmes to monitor the effectiveness and assist in the co-ordination of all of the Department's policies and projects. Identify and derive advance solutions to problems emerging from trends in programme achievement. Make recommendations concerning the priority to be given to existing and future policies and projects.

Qualifications: Considerable experience in project programming and control together with a background in one or more of the fields of manpower planning, network analysis or organisation and methods, desirable.

Apply: AJ1

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

Duties: No. 203—Undertake detailed analyses of progress on all Departmental policies and projects. Identify trends affecting the priorities within the work programmes of the Department. Assist in the evaluation of alternative priorities and direct the revision and updating of program schedules.

Qualifications: Considerable related experience in one or more of the fields of manpower planning, project control, network analysis or organisation and methods desirable.

Apply: AJ1

*Director \$13394-13898 (Class 10), Third Division, Canberra

Duties: NP—Supervise the work of the Branch responsible for the carriage of the Department's legislation, agreements and legal matters generally. Undertake the preparation of the Department's more complex legislation and assist in the negotiation and drafting of the more complex agreements. Provide advice to the Project Divisions of the Department in relation to the operation of legislation and agreements.

Qualifications: Experience in administrative, contract, local government or planning law desirable. Tertiary qualifications in Law would be an advantage.

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. 2601
- D10 The Principal Legal Officer, Courts and Registration Offices, P.O. Box 1281, Darwin, N.T. 5790
- D11 The Crown Law Officer, Crown Law Office, P.O. Box 1281, Darwin, N.T. 5790
- D12 The Deputy Crown Solicitor, P.O. Box 448, Canberra City, A.C.T. 2601
- D13 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 2727, Sydney, N.S.W. 2001
- D14 The Deputy Crown Solicitor, Crown Solicitor's Office, 99 Queen Street, Melbourne, Vic. 3000
- D15 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1408R, Brisbane, Qld 4001
- D16 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box 1362H, Adelaide, S.A. 5001
- D17 The Deputy Crown Solicitor, Crown Solicitor's Office, G.P.O. Box U1994, Perth, W.A. 6001
- D18 The Deputy Crown Solicitor, C.M.L. Building, 18 Elizabeth Street, Hobart, Tas. 7000
- D19 The Inspector-General in Bankruptcy, Attorney-General's Department, Canberra, A.C.T. 2600
- D20 The Commissioner of Police, Commonwealth Police Service, P.O. Box 339, Kingston, A.C.T. 2604
- D21 The Principal Registrar, Registry of the High Court of Australia, 450 Law Courts Place, Melbourne, Vic. 3000
- D22 The Industrial Registrar, 451 Little Bourke Street, Melbourne, Vic. 3000
- D23 The Chief Reporter, Commonwealth Reporting Service, 451 Little Bourke Street, Melbourne, Vic. 3000
- D24 The Commissioner of Trade Practices, 5th Floor, City Mutual Building, Hobart Place, Canberra City, A.C.T. 2601
- D25 The Principal Legal Officer, Registration Offices Branch, P.O. Box 1515, Canberra City, A.C.T. 2601
- D26 The First Parliamentary Counsel, Office of Parliamentary Counsel, Canberra, A.C.T. 2600
- E1 The Secretary, Department of the Capital Territory, P.O. Box 158, Canberra City, A.C.T. 2601. Attention: Assistant Secretary, Establishments
- F1 First Assistant Director, General, Management Services Division, Air Transport Group, Department of Transport, G.P.O. Box 1839Q, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box J93, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733P, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.A. 5001
- F6 The Regional Director, Department of Transport, G.P.O. Box X2212, Perth, W.A. 6001
- F7 The Director, Civil Aviation Agency, P.O. 2087, Konedobu, P.N.G.
- G1 The Comptroller-General, Department of Customs and Excise, Canberra, A.C.T. 2600
- G2 The Collector of Customs, G.P.O. Box 8, Sydney, N.S.W. 2001
- G3 The Collector of Customs, 11 William Street, Melbourne, Vic. 3000
- G4 The Collector of Customs, G.P.O. Box 1464T, Brisbane, Qld 4001
- G5 The Collector of Customs, P.O. Box 50, Port Adelaide, S.A. 5015
- G6 The Collector of Customs, G.P.O. Box A9, Perth, W.A. 6001
- G7 The Collector of Customs, G.P.O. Box 148B, Hobart, Tas. 7000
- G8 The Collector of Customs, P.O. Box 210, Darwin, N.T. 5794
- H1 The Secretary, Department of Defence, P.O. Box 33, Canberra, A.C.T. 2600
- H2 The Secretary, Department of Defence, 'A' Block, Victoria Barracks, St Kilda Road, Melbourne, Vic. 3004
- H3 Department of Defence, Area Finance Officer (Air), G.P.O. Box 4131, Sydney, N.S.W. 2001
- H4 The Chief Executive Officer (Air), Headquarters Support Command, R.A.A.F. Victoria Barracks, Melbourne, Vic. 3004
- H5 Department of Defence, Area Finance Officer (Air), P.O. Box 537, Fortitude Valley, Qld 4006
- H6 Department of Defence, Area Finance Officer (Air), London House, 214 St George's Terrace, Perth, W.A. 6000
- H7 Department of Defence, Regional Secretary (Army), N.S.W.
- H8 Department of Defence, Regional Secretary (Army), Vic.
- H9 Department of Defence, Regional Secretary (Army), Qld
- H10 Department of Defence, Regional Secretary (Army), S.A.
- H11 Department of Defence, Regional Secretary (Army), W.A.
- H12 Department of Defence, Regional Secretary (Army), Tas.
- H13 Force Secretary, Headquarters, P.N.G. Defence Force
- H14 Department of Defence, Deputy Assistant Secretary (Army Office) HQ ANZUK Support Group, Singapore
- H15 The Army Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H17 The Executive Officer, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O. Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The General Manager, H.M.A. Naval Dockyard, Nelson Place, Williamstown, Vic. 3016
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- I2 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- I3 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- I4 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 586J, Brisbane, Qld 4001
- I5 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- I6 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- I7 The Regional Director, Hobart Office, Department of Education, P.O. Box 168, Sandy Bay, Tas. 7005
- I8 The Director of Education (Northern Territory Community Schools), Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- I9 The Secretary, Australian Universities Commission, Reserve Bank Building, London Circuit, Canberra City, A.C.T. 2601
- 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

52 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 585E, 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 477G, 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 2246U, 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 Telephone Code: COMPSI
- Y6 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000 Telephone Code: COMPSI Telex: 21241
- Y7 The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne Vic. 3000 Telephone Code: PSBARB Telex: 30272
- Y8 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001 Telephone Code: COMPSI Telex: 41589
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001 Telephone Code: COMPSI Telex: 82728
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001 Telephone Code: COMPSI Telex: 92705
- Y11 The Public Service Inspector, G.P.O. Box 607E, Hobart, Tas. 7001 Telephone Code: PSI Telex: 58118
- Y12 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794 Telephone 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 106A, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24 The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1 The Secretary, Repatriation and Compensation, Albe-marle 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 481E, Hobart, Tas. 7001
- AA1 The Secretary, Department of Science, P.O. Box 449, Woden, A.C.T. 2606
- AA2 The Chairman, Metric Conversion Board, 18-24 Chandos Street, St Leonards, N.S.W. 2065
- AA3 The Director of Meteorology, Bureau of Meteorology, P.O. Box 1289K, Melbourne, Vic. 3001
- AA4 The Regional Director, Bureau of Meteorology, P.O. 797, Canberra City, A.C.T. 2601
- AA5 The Regional Director, Bureau of Meteorology, P.O. Box 413, Darlinghurst, N.S.W. 2010
- AA6 The Regional Director, Bureau of Meteorology, P.O. Box 1636M, Melbourne, Vic. 3001
- AA7 The Regional Director, Bureau of Meteorology, P.O. Box 413F, Brisbane, Qld 4001
- AA8 The Regional Director, Bureau of Meteorology, West Terrace, Adelaide, S.A. 5000

- AA9 The Regional Director, Bureau of Meteorology, 127 Wellington Street, Perth, W.A. 6000
- AA10 The Regional Director, Bureau of Meteorology, P.O. Box 727G, Hobart, Tas. 7001
- AA11 The Regional Director, Bureau of Meteorology, P.O. Box 948, Darwin, N.T. 5794
- AA12 The Officer in Charge, Meteorology Research Centre, G.P.O. Box 5089AA, Melbourne, Vic. 3001
- AA13 The Assistant Secretary, Ionospheric Prediction Service Division, Department of Science, P.O. Box 702, Darlinghurst, N.S.W. 2010
- AA14 The Commissioner, Patents Trade Marks and Designs Offices, Woden, A.C.T. 2606
- AA15 The Director, Antarctic Division, 568 St Kilda Road, Melbourne, Vic. 3004
- AA16 The Director, Regional Laboratories, Australian Government Analytical Laboratories, 344 Tapleys Hill Road, Seaton, S.A. 5023
- AB1 The Secretary, Department of 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 356D, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The 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, Milsoms Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 779L, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, P.O. 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 Statistics, Canberra, A.C.T. 2600
- AI11 The Deputy Commonwealth Statistician, G.P.O. Box 796, Sydney, N.S.W. 2001
- AI12 The Deputy Commonwealth Statistician, G.P.O. Box 2796V, Melbourne, Vic. 3001
- AI13 The Deputy Commonwealth Statistician, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI14 The Deputy Commonwealth Statistician, G.P.O. Box 2272, Adelaide, S.A. 5001
- AI15 The Deputy Commonwealth Statistician, 1-3 St George's Terrace, Perth, W.A. 6000
- AI16 The Deputy Commonwealth Statistician, G.P.O. Box 66A, Hobart, Tas. 7001
- AI17 The Commissioner of Taxation, Langton Street, Parkes, A.C.T. 2600
- AI18 The Deputy Commissioner of Taxation, G.P.O. Box 4197, Sydney, N.S.W. 2001
- AI19 The Deputy Commissioner of Taxation, G.P.O. Box 533E, Melbourne, Vic. 3001
- AI20 The Deputy Commissioner of Taxation, 320-330 Adelaide Street, Brisbane, Qld 4000
- AI21 The Deputy Commissioner of Taxation, G.P.O. Box 288, Adelaide, S.A. 5001
- AI22 The Deputy Commissioner of Taxation, G.P.O. Box A15, Perth, W.A. 6001
- AI23 The Deputy Commissioner of Taxation, G.P.O. Box 712Q, 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

54 *Transfers to Advertised Vacancies*

AI28	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
AI29	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
AI30	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
AI31	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
AI32	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
AI33	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
AI34	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>
ATTORNEY-GENERAL'S DEPARTMENT			
L. C. Barter 73/75923M	Typist, Grade 2, Fourth Division, Bankruptcy Branch, Official Receiver's Section, Melbourne	Typist, Grade 2, Fourth Division, Bankruptcy Branch, Official Receiver's Section, Perth (No. 8)	30.5.74
DEPARTMENT OF EDUCATION			
D. W. Moss 64/88028X	Education Officer, Class 4, Third Division, International Education Branch (No. 58)	Education Officer, Class 4, Third Division, International Education Branch (No. 78)	4.4.74
DEPARTMENT OF HOUSING AND CONSTRUCTION			
I. G. Lenthall 68/11133E	Clerk (Class 2/3), Third Division, unattached	Clerk (Class 2/3), Third Division, Accounts Section, Wages Sub-section, Sydney (No. 112)	31.1.74
L. B. Stuart 58/13250T	Clerk (Class 2/3), Third Division	Clerk (Class 2/3), Third Division, Accounts Section, Wages Sub-section, Sydney (No. 100)	31.1.74
VICTORIA AND TASMANIA			
A. W. Harvey 68/39001K	Clerk (Class 2/3), Third Division, Darwin	Clerk (Class 2/3), Third Division, General Works Division, Stores Branch, Purchasing Section, Melbourne (No. 148)	4.4.74
DEPARTMENT OF LABOR AND IMMIGRATION			
WESTERN AUSTRALIA			
P. D. Mahoney 66/67178K	Clerk (Class 4), Third Division, Australian Bureau of Statistics, Perth	Employment Officer (Class 4), Third Division, Employment Branch, DEO Pool Section, Bunbury (No. 146)	7.3.74
NEW SOUTH WALES			
Y. M. Jones 70/57680K	Court Reporting Typist, Grade 1, Fourth Division, Attorney-General's Department, Darwin	Clerical Assistant, Grade 3, Fourth Division, Employment, Training and Industrial Services Division, Training Branch, Training Development Section, Sydney (No. 38)	24.3.74
DEPARTMENT OF MANUFACTURING INDUSTRY			
CENTRAL OFFICE			
F. Marsh 66/66865R	Senior Technical Officer (Engineering), Grade 2, Third Division	Senior Technical Officer (Engineering), Grade 2, Third Division, Guided Weapons and Electronics Branch, Aircraft Guided Weapons and Electronics Supply Division, Canberra (No. 26)	21.3.74
VICTORIA			
A. J. Bolitho 58/46457T	Clerk (Class 4), Third Division, Bendigo	Clerk (Class 4), Third Division, Administrative Section, Ordnance Factory, Bendigo (No. 35)	7.3.74
S. J. Pow 70/39759K	Clerk (Class 2/3), Third Division, Melbourne	Clerk (Class 2/3), Third Division, Finance Branch, Melbourne (No. 68)	16.5.74

Name and personnel number	Transferred from	Transferred to	Date of notification of vacancy
POSTMASTER-GENERAL'S DEPARTMENT			
CENTRAL OFFICE			
F. A. Campbell 59/59831C	Engineer, Class 5, Third Division, Engineering Works Division	Engineer, Class 5, Third Division, Engineering Works Division, Buildings Branch, Power and Mechanical Systems Sub-Branch, Melbourne (No. 45)	30.5.74
NEW SOUTH WALES			
A. J. Kiley 59/59481A	Telecommunications Technician, Third Division, Shepparton, Victoria	Clerk (Class 2/3), Third Division, Telecommunications Division, Country Region, Parkes District Telephone Office Sub-section, Parkes (No. 273)	20.9.73
S. J. Shotbolt 59/36874G	Clerk (Class 4), Third Division, unattached	Clerk (Class 4), Third Division, Engineering Division, Construction Branch, Country Installation No. 1 Section, Sydney (No. 224)	22.11.73
P. J. Bylund 59/27911K	Supervisor (Telephone), Grade 2, Fourth Division, Telecommunications Division, Tamworth	Supervisor (Telephone), Grade 1, Fourth Division, Telecommunications Division, Country Region, North Section, Tamworth District Telephone Office Sub-section, Tamworth (No. 533)	31.1.74
A. C. O'Keefe 66/24249P	Postal Clerk, Fourth Division, Singleton	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Gosford	14.3.74
L. Deakin 71/23555G	Postal Clerk, Fourth Division, West Ryde (Relief)	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Eastwood	14.3.74
M. J. Crowe 67/11679P	Clerk (Class 2/3), Third Division, Department of Customs and Excise, Sydney	Clerk (Class 2/3), Third Division, Telecommunications Division, Country Region, South Section, Nowra District Telephone Office Sub-section, Nowra (No. 559)	18.4.74
V. L. Cremer 72/23899W	Postal Clerk, Third Division, unattached	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Canberra City	18.4.74
G. E. Moss 70/24916R	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Corrmal	18.4.74
A. C. Wilcox 70/23982K	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Moree	18.4.74
B. D. Pulley 73/22136E	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Wollongong (Emergent Relief)	18.4.74
R. F. Price 66/23983R	Postal Clerk, Fourth Division, Carlingford	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Killara	18.4.74
N. C. Gaiter 70/24658A	Postal Clerk, Fourth Division, unattached	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Trundle	16.5.74
VICTORIA			
T. J. Reilly 67/39038W	Clerical Assistant, Grade 4, Fourth Division, Postal Services Division	Clerical Assistant, Grade 4, Fourth Division, Engineering Division, Regional Operations Branch, South East Central Section, Frankston (No. 137)	14.2.74
SOUTH AUSTRALIA			
J. Milte 59/11123W	Postmaster, Grade 3, Third Division, Woomera	Postmaster, Grade 3, Third Division, Postal Services Division, Post Offices Branch, Clare	9.5.74
A. E. Kiely 59/10921X	Assistant Inspector (Class 5), Third Division, Whyalla	Assistant Inspector (Class 5), Third Division, Postal Services Division, Post Offices Branch, Metropolitan District Section (No. 3)	16.5.74
N. W. Sawyer 59/53971W	Industrial Officer (Class 6), Third Division, Personnel and Industrial Relations Branch	Industrial Officer (Class 6), Third Division, Personnel and Industrial Relations Branch, Industrial Relations Section, Perth (No. 26)	16.5.74
R. H. Ward 63/78185E	Clerk (Class 4), Third Division, Personnel and Industrial Relations Branch	Clerk (Class 4), Third Division, Personnel and Industrial Relations Branch, Establishments and Management Advisory Services Section, Perth (No. 115)	14.2.74

<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			
TASMANIA			
G. J. Harper 59/71328T	Technical Instructor, Grade 2, Third Division, Engineering Division	Technical Officer (Engineering), Grade 2, Third Division, Engineering Division, Regional Operations, Quoin Ridge (No. 444)	1.11.73
DEPARTMENT OF THE PRIME MINISTER AND CABINET			
OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION			
CENTRAL OFFICE			
A. J. Kaspura 74/87014E	Project Officer, Class 8, Third Division, Industry Economics Division, Secondary Industry Branch, Canberra (No. 370)	Project Officer, Class 8, Third Division, Industry Economics Division, Primary Industry Branch, Canberra (No. 447)	13.6.74
J. A. Dwyer 73/86186T	Clerical Assistant, Grade 2, Fourth Division, Services Branch, Management Services Section, Administrative Services Sub-section, Canberra (No. 229)	Clerical Assistant, Grade 2, Fourth Division, Services Branch, Management Services Section, Administrative Services Sub-section, Canberra (No. 342)	9.5.74
DEPARTMENT OF SERVICES AND PROPERTY			
NEW SOUTH WALES			
R. M. Wotton 58/41307T	Clerk (Class 5), Third Division, Department of Housing and Construction, Sydney	Clerk (Class 5), Third Division, Accommodation Section, Accommodation Management Sub-section, Department of Services and Property, Sydney (No. 11)	14.3.74
DEPARTMENT OF SOCIAL SECURITY			
CENTRAL STAFF			
M. J. Hynes 64/24961X	Clerk (Class 6), Third Division, Establishment and Services Section, Management Division (No. 651)	Clerk (Class 6), Third Division, Fees Section, Health Insurance and Nursing Division (No. 699)	21.2.74
DEPARTMENT OF TRANSPORT			
CENTRAL STAFF			
P. C. Barclay 71/40563X	Photographer, Fourth Division, Department of Supply	Photographer, Fourth Division, Personnel Development Branch, Management Services Division, Melbourne (No. 321)	24.1.74
AIR TRANSPORT GROUP			
SOUTH AUSTRALIA-NORTHERN TERRITORY REGION			
K. C. Stidworthy 65/75520A	Clerk (Class 5), Third Division, Civil Aviation Agency, Central Staff	Clerk (Class 5), Third Division, Personnel and Office Services Section, Office Services Sub-section, Adelaide (No. 193)	6.12.73
SURFACE TRANSPORT GROUP			
CENTRAL OFFICE			
G. R. Woods 71/86020K	Clerical Assistant, Grade 4, Fourth Division	Clerical Assistant, Grade 4, Fourth Division, Management Services Branch, Administrative Section, General Services Sub-section, Canberra (No. 28)	18.4.74
G. Hodgson 73/88029E	Clerk (Class 6), Third Division, Melbourne	Clerk (Class 6), Third Division, Management Services Branch, Administrative Section, Personnel Sub-section, Canberra (No. 21)	18.4.74
P. N. Harris 66/85641G	Clerk (Class 5), Third Division, Melbourne	Clerk (Class 5), Third Division, Management Services Branch, Administrative Section, Finance Sub-section, Canberra (No. 23)	18.4.74
WESTERN AUSTRALIA			
M. Long 67/57232R	Clerk (Class 2/3), Third Division, Department of Services and Property, Adelaide	Clerk (Class 2/3), Third Division, Examiner of Accounts, Mercantile and General Section, Perth (No. 6)	28.2.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
DEPARTMENT OF THE TREASURY			
CENTRAL STAFF			
T. K. O'Brien 72/57101W	Senior Research Officer, Grade 1 (Class 6), Third Division	Senior Research Officer, Grade 1 (Class 6), Third Division, General Financial and Economic Policy Divi- sion, Resources Branch, Development Section, Canberra (No. 50)	18.4.74
B. L. Lugton 74/86750R	Research Officer, Grade 2 (Class 5), Third Division	Research Officer, Grade 2 (Class 5), Third Division, Overseas Economic Relations Division, Overseas Finance Branch, International Economic Con- ditions Section, Canberra (No. 36)	30.5.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions, notified on the dates and page numbers indicated, have been amended as follows:

DEPARTMENT OF THE CAPITAL TERRITORY AUSTRALIAN CAPITAL TERRITORY

A. J. Klason, 27.6.74 (p. 62) should read vice J. Watson, prov. prom. 9.5.74

DEPARTMENT OF CUSTOMS AND EXCISE WESTERN AUSTRALIA

N. L. Hopkins, 30.5.74 (p. 78) Lapsed.

DEPARTMENT OF DEFENCE—AIR OFFICE VICTORIA

S. J. Davis, 20.6.74 (p. 64), Promoted to should read vice G. Hoskin, prov. prom. 30.5.74 (No. 314).

DEPARTMENT OF DEFENCE—NAVY OFFICE NEW SOUTH WALES

W. H. Minichin, 30.5.74 (p. 65) Should read W. H. Minchin.

DEPARTMENT OF EDUCATION CENTRAL OFFICE

P. D. Scholze, 21.3.74 (p. 80) Cancelled.
R. E. Whitfield, 28.3.74 (p. 77) Cancelled.

DEPARTMENT OF HEALTH NORTHERN TERRITORY

D. Swartz, 13.6.74 (p. 106), Withdrawn.
H. L. Drummond, 13.6.74 (p. 105) Personnel number should read 72/95383K.

DEPARTMENT OF LABOR AND IMMIGRATION CENTRAL OFFICE

L. M. Johnson, 6.6.74 (p. 95) Withdrawn.
B. J. Watchorn, 27.6.74 (p. 78) Personnel No. should read 63/88044C in lieu of that notified.

AUSTRALIAN CAPITAL TERRITORY S. Bangsund, 4.7.74 (p. 87) Lapsed.

QUEENSLAND

M. J. Kopelke, 20.6.74 (p. 68) Lapsed.
J. P. Kelly, 20.6.74 (p. 68) Lapsed.

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

M. Bonney, 4.7.74 (p. 99) Promoted from should be Clerk \$7180-7935 (Class 4) in lieu of Clerk \$6052-6929 (Class 2/3).

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

J. Glazenbrook, 13.6.74 (p. 114) Name should read J. Glazebrook.

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

V. H. Fanning, 4.7.74 (p. 118) Position No. 1083 in lieu of 4083.

REGIONAL OFFICE, VICTORIA

P. F. Sexton, 4.7.74 (p. 119) Position No. 19 in lieu of 390.

POSTMASTER-GENERAL'S DEPARTMENT NEW SOUTH WALES

T. Dragos, 13.12.73 (p. 138) Withdrawn—lapsed.
P. D. Mottram, 31.1.74 (p. 71) Withdrawn—lapsed.
D. Kennedy, 18.4.74 (p. 70) Withdrawn—lapsed.

SOUTH AUSTRALIA

C. E. Kirby, 66/70396R, 6.6.74 (p. 114) Lapsed.
J. K. Mayes, 27.6.74 (p. 88) Designation and salary range promoted from should read Lines Supervisor, Grade 2 \$6258.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

G. J. Bruest, 24.1.74 (p. 94) Lapsed.

The Office of the Public Service Board

CENTRAL OFFICE

B. S. Ellis, 4.7.74 (p. 143) Position promoted from should read Clerk, \$8187-8942 (Class 5), Third Division, Canberra.

Office of the Industries Assistance Commission

CENTRAL OFFICE

A. S. Proctor, 16.5.74 (p.119) Cancelled.

DEPARTMENT OF REPATRIATION AND COMPENSATION

WESTERN AUSTRALIA

J. R. V. Ligertwood, 4.7.74 (p. 147) The provisional promotions should appear under the State of 'Western Australia' not 'South Australia'.

P. B. Hayes, 4.7.74 (p. 147) The provisional promotions should appear under the State of 'Western Australia' not 'South Australia'.

S. L. Scanlan, 4.7.74, (p. 147) The provisional promotions should appear under the State of 'Western Australia' not 'South Australia'.

DEPARTMENT OF SERVICES AND PROPERTY VICTORIA

R. J. Jones, 27.6.74 (p. 96) Promotion should read 'vice C. F. Jacobson prov. prom. 6.6.1974'.

A. Carlin, 27.6.74, (p. 96) Withdrawn.

QUEENSLAND

E. H. Slater, 27.6.74 (p. 97) Salary promoted to should read \$5547-5906.

DEPARTMENT OF SUPPLY VICTORIA

F. P. Keenan, 2.5.74 (p. 123) Lapsed.

SOUTH AUSTRALIA

J. W. Johnson, 13.6.74 (p. 148) Lapsed.

M. E. Welsh, 13.6.74 (p. 147) Lapsed.

F. G. Radley, 13.6.74 (p. 147) Lapsed.

DEPARTMENT OF TRANSPORT**Air Transport Group****CENTRAL STAFF**

L. N. Sanders, 9.5.74 (p. 119) Lapsed.

VICTORIA-TASMANIA REGION

D. J. Lofthouse, 10.1.74 (p. 170) Lapsed.

G. E. Walters, 10.1.74 (p. 170) Lapsed.

DEPARTMENT OF THE TREASURY**Australian Bureau of Statistics****AUSTRALIAN CAPITAL TERRITORY**

G. C. O'Brien, 14.3.74 (p. 83) Lapsed.

G. P. McFarlane, 4.7.74 (p. 164) Position promoted from should read 'Clerk Class 2/3, Third Division, Canberra'.

P. A. Simpson, 4.7.74 (p. 165) Designation promoted from should read 'Programmer Class 10'.

Australian Taxation Office**NEW SOUTH WALES**

L. M. Purss, 16.5.74 (p. 153) Lapsed.

VICTORIA

P. A. Sexton, 25.10.73 (p. 155) Lapsed.

G. B. Doig, 25.10.73 (p. 157) Lapsed.

T. M. Page, 25.10.73 (p. 157) Lapsed.

P. J. Hilton, 25.10.73 (p. 155) Lapsed.

S. P. Power, 11.10.73 (p. 166) Lapsed.

P. M. Suttie, 29.11.73 (p. 151) Lapsed.

V. H. Starr, 29.11.73 (p. 155) Lapsed.

F. P. Redmond, 25.10.73 (p. 156) Lapsed.

S. A. McHugh, 25.10.73 (p. 155) Lapsed.

M. V. Grimes, 29.11.73 (p. 153) Lapsed.

M. C. Carroll, 29.11.73 (p. 153) Lapsed.

Confirmation of provisional promotions

The following provisional promotions notified on the dates indicated, have been confirmed.

DEPARTMENT OF AGRICULTURE

B. H. Botten, 7.3.74; P. Richmond, 21.3.74.

ATTORNEY-GENERAL'S DEPARTMENT

T. P. Salmon, 28.2.74; G. F. Totterdell, 16.5.74.

DEPARTMENT OF CUSTOMS AND EXCISE

J. Baird, W. Pettitt, D. J. C. Thompson, C. G. Hall, C. A. S. Cornish, A. J. Hansen, 22.11.73; R. W. Lowry, 29.11.73; B. P. McNamara, W. G. O'Brien, J. C. Logue, M. Flanagan, D. B. Dawes, M. R. Kearns, J. M. Berry, G. C. Apps, M. Van der Sleen, 19.12.73; P. F. O'Shannessy, 10.1.74; D. S. Moran, 24.1.74; F. J. Madden, I. Henry, 28.2.74; T. K. Smart, 7.3.74; D. Wylie, 14.3.74; G. E. Cruttenden, G. Colgan, 9.5.74.

DEPARTMENT OF DEFENCE

M. B. Watson, 28.2.74; P. J. Walsh, B. M. McGee, B. L. Forbes, T. T. Oakley, 28.3.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

F. J. Gleeson, 18.4.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

A. L. Graves, 9.5.74.

DEPARTMENT OF EDUCATION

E. L. Fisher, 28.2.74; V. Travenen, 7.3.74.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

T. F. Kalra, 21.3.74.

DEPARTMENT OF FOREIGN AFFAIRS

R. J. Fuhrman, J. R. Hicks, W. Monaghan, R. W. Lutton, A. L. Thompson, G. M. Andrews, H. E. R. J. Fuhrman, J. R. Hicks, W. Monaghan, R. W. Leece, G. S. Williams, G. E. C. Swift, J. S. Hines, B. J. Myers, P. L. Ryan, 1.11.73; R. H. Manning, A. L. Moore, M. H. Oxenham, 22.11.73; E. J. Garnett, 29.11.73; D. B. McLindin, 14.3.74; K. B. Scott, K. A. Oakman 21.3.74; M. F. Wall, 18.4.74.

Office of Australian Development Assistance Agency

L. J. Eakin, S. P. Wilson, 4.4.74.

DEPARTMENT OF HEALTH

G. M. Arthur, 6.12.73; G. M. James, 7.2.74; I. D. Cameron-Stephen, 28.2.74; D. K. Edwards, 28.3.74; P. J. Bull, M. A. Ryan, 2.5.74; W. E. Wallington, K. L. Utzinger, B. J. Thomas, J. W. Cassebohm, 9.5.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

E. J. Kingsley, 23.5.74.

DEPARTMENT OF LABOR AND IMMIGRATION

M. J. Ryan, 17.1.74; S. E. Bangsund, 4.4.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

W. R. Armstrong, W. A. Forsbey, L. A. Simpson, J. M. Smith, 2.5.74.

DEPARTMENT OF THE MEDIA

I. W. King, 21.3.74.

DEPARTMENT OF NORTHERN DEVELOPMENT

R. Hopkins, 28.3.74.

DEPARTMENT OF THE NORTHERN TERRITORY

V. M. Carter, 21.3.74.

DEPARTMENT OF OVERSEAS TRADE

J. R. R. Vickary, 15.11.73; J. G. Wright, 22.11.73; T. J. Foster, 13.12.73; J. R. Hampson, 7.3.74; R. K. Boyle, 4.4.74.

POSTMASTER-GENERAL'S DEPARTMENT

R. A. Fothergill, W. R. J. Cashion, 16.8.73; B. Shambrook, M. O. Brand, H. Stephens, 11.10.73; W. R. Forbes, 8.11.73; G. L. Blogg, P. J. Carroll, 13.12.73; D. M. Jenke, 10.1.74; N. R. Curry, M. A. Lucardie, F. W. Simcox, R. W. Little, 24.1.74; R. V. Dineen, 31.1.74; T. J. Roberts, W. Klumpp, L. A. Loughnan, 21.2.74; J. M. Williams, R. J. Brain, F. R. G. Holt, 28.2.74; N. E. Norman, 7.3.74; J. M. Rogers, 14.3.74; A. Eeles, C. K. Caine, 28.3.74; D. Andrew, W. J. Hickey, T. F. Alcock, 4.4.74; E. L. A. Gale, L. B. Breenwood, R. L. Robson, J. H. Dunkley, L. J. De Silva, K. A. Powell, A. C. Lancefield, J. Sinclair, C. J. Hutchins, R. L. Gilder, S. Squires, J. W. Le Cheminant, H. Westbury, M. Cambell, M. K. Crapper, 18.4.74.

**DEPARTMENT OF THE PRIME MINISTER
AND CABINET**

A. B. Smith, 24.1.74.

The Office of the Public Service Board

K. R. Fairbrother, 31.1.74; V. L. Clements, 9.5.74.

Office of the Industries Assistance Commission

J. A. Keys, 11.4.74.

Auditor-General's Office

R. G. Rose, 7.2.74.

**DEPARTMENT OF REPATRIATION AND
COMPENSATION**

J. Jani, R. J. Towns, E. Vanags, 28.2.74; S. A. Howard, B. A. Fox, 7.3.74; W. F. Thair, 14.3.74; B. A. Taylor, P. D. Hay, N. J. Carroll, 2.5.74; J. J. Bell, 9.5.74.

DEPARTMENT OF SCIENCE

Australian Government Analytical Laboratories

R. D. Van Santen, 9.5.74.

Bureau of Meteorology

A. S. Dubois, 18.4.74.

DEPARTMENT OF SERVICES AND PROPERTY

C. F. Jacobson, D. Palmer, 10.1.74; N. S. Mason, B. C. Bishop, T. R. Harris, P. J. Dore, H. R. Starkey, R. J. Roberts, G. H. Yates, T. Mulligan, C. C. Koch, R. L. Marsh, H. T. Morgan, G. D. Connolly, R. W. Woodhall, B. W. Ledden, P. J. T. Hotham, J. A. Greenwood, B. F. Smith, K. J. Downey, B. Tierney, A. L. M. Spurgin, D. J. Lawler, 17.1.74; R. W. Larsson, 28.2.74; G. H. Ginns, 4.4.74; M. J. Gorman, N. J. Gorman, 18.4.74.

**DEPARTMENT OF THE SPECIAL MINISTER
OF STATE**

J. G. Simons, 7.3.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

W. J. Clark, 10.1.74; G. R. Mannion, R. A. Viney, 28.2.74; A. R. Davis, 2.5.74; G. W. Greenwood, 9.5.74.

Surface Transport Group

A. A. Baensch, 4.4.74.

DEPARTMENT OF THE TREASURY

Australian Bureau of Statistics

J. P. Lorenzen, B. A. Meek, 14.3.74; S. L. Caswell, 28.3.74; V. A. Page, P. Betan, J. M. Loggie, J. McC. Venables, 9.5.74.

Australian Taxation Office

J. D. Macdonald, J. Lindsay, 2.5.74; B. F. Minehan, R. J. Strahan, J. A. Haig, 9.5.74; P. M. Suttie, K. Worrall, R. A. Worn, A. J. Mills, I. R. Davies, A. R. Condie, J. M. Burch, J. W. McGloin, P. J. Sandilands, M. P. Donnelly, D. J. Grant, J. H. Manser, E. J. Walsh, A. J. Hammer, B. D. Ross, J. L. Parker, D. R. Bartlett, J. A. Lawson, K. C. Amery, J. R. Larking, P. H. Eckardt, M. R. Hibbert, J. A. Zun, B. R. Timewell, M. F. Dalton, M. A. Popa, R. L. Mott, M. N. O'Keefe, K. T. Bettiol, B. J. Madigan, J. M. Lotherington, J. M. Killaly, V. A. Slater, N. Courcouris, M. E. Molony, J. C. Molloy,

M. G. Manning, B. D. McGowan, J. B. O'Donnell, J. F. Sadler, M. E. Gibb, D. B. Hellings, M. G. Sherlock, L. R. Jones, M. D. Edwards, M. J. Slattery, H. Brubacher, C. M. Hawkins, L. L. Feferferg, J. F. Pelly, P. J. Sexton, M. A. White, D. J. Allsop, R. J. McNicol, J. B. Hammond, G. M. Sheehan, J. A. Tyrrell, B. J. Alexander, J. D. Smith, B. P. Wordsworth, K. H. Matson, D. R. Nettlefold, M. M. Andrews, J. W. Cumming, A. Lewin, J. I. Boland, B. A. Wall, H. J. Sowerby, M. E. Heiskanen, G. N. Harris, L. E. Dow, M. C. Banson, M. G. Findlay, G. H. E. Flanders, J. A. Grimsey, D. J. Jokubaitis, S. M. Laser, L. W. Tyson, M. R. Uniacke, N. B. McClelland, E. W. Reich, S. A. Bell, T. L. Ray, V. H. Starr, D. J. Grecian, I. C. Lucas, D. M. Montiford, 29.11.73.

**DEPARTMENT OF TOURISM AND
RECREATION**

I. M. MacMaster, 14.2.74.

Promotions—Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: A. J. Bryson, 11.10.73; L. W. Stephens, B. L. McGlade, W. A. Clarke, M. T. Bolger, A. D. Jones, R. Arber, A. J. Baxter, 29.11.73; W. L. Hanscombe, 10.1.74; J. S. McKenzie, 31.1.74; J. A. Geason, G. S. Graetz, 7.2.74; P. G. Hin Gee, 21.2.74; J. V. Wyers, M. C. Nagel, J. L. O'Connor, J. A. Gregory, R. Thorn, 28.2.74; C. R. Black, 7.3.74; S. E. Lawson, 14.3.74; G. E. Pedler, E. J. Woodcock, S. F. Vallance, D. M. Kasprzak, 28.3.74; D. J. Roche, G. R. McIntosh, C. M. Cronin, M. W. Kirby, J. M. Campbell, 4.4.74; J. P. Daly, D. L. Forbes, H. A. Martin, R. K. J. Megna, 11.4.74; P. J. Curley, S. Muir, 24.4.74; P. G. Deal, J. Blank, 9.5.74.

2. Promoted the undermentioned officers as shown:

DEPARTMENT OF CUSTOMS AND EXCISE

VICTORIA

D. J. T. Street, 58/36344A, Clerk \$6912-7652 (Class 4), Third Division, as Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Revenue Branch, Invoice Section, Victoria (No. 70), with effect from 11.4.74.

P. D. Hanvin, 64/36332P, Clerk \$6912-7652 (Class 4), Third Division, as Invoice Examiner, Grade 2 \$7899-8639 (Class 5), Third Division, Revenue Branch, Invoice Section, Victoria (No. 153), with effect from 11.4.74.

QUEENSLAND

L. Ison, 73/58129X, Typist, Grade 1, \$2113-4579, Fourth Division, as Typist, Grade 2 \$4731-5035, Fourth Division, Revenue Branch, Investigation Section, Brisbane (No. 215), with effect from 24.4.74.

DEPARTMENT OF DEFENCE

VICTORIA

G. T. Webster, 66/36431A, Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Department of Defence—Air Office, Victoria, as Technical Cataloguer, \$5861-6373, Fourth Division, External Programmes and Standardisation Branch Cataloguing Section, Victoria (No. 2046), with effect from 28.3.74.

62 *Promotions*

G. Foley, 73/38270X, Clerical Assistant, Grade 1 \$1959-4298, Fourth Division, as Assistant Technical Cataloguer \$5195-5691, Fourth Division, External Programmes and Standardisation Branch, Cataloguing Section, Victoria (No.2271), with effect from 28.3.74.

**DEPARTMENT OF DEFENCE—NAVY OFFICE
NEW SOUTH WALES**

W. R. Edmunds, 67/12216K, Clerk \$6912-7652 (Class 4), Third Division, as Assistant Navy Store Officer \$8886-9548 (Class 6), Third Division, Supply Division, Armament Supply Branch, No. 2 Section, Sydney, with effect from 31.1.74.

R. Polmear, 58/22873W, Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, as Clerical Assistant, Grade 4 \$5398-5686, Fourth Division, Establishment and General Division, Aircraft Maintenance and Repair Branch (No. 3), with effect from 28.2.74.

VICTORIA

J. F. Arbon, 69/39801K, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$6912-7652 (Class 4), Third Division, Supply Division, Victualling and General Stores Branch, Supply No. 2 Section, General Stores Sub-section, Melbourne (No. 71), with effect from 4.4.74.

**DEPARTMENT OF EDUCATION
WESTERN AUSTRALIA**

M. M. Bautista, 66/86065W, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$6912-7652 (Class 4), Third Division, Tertiary Allowances Section, Territory and Facilities Division, Territory Liaison Branch, Perth (No. 42), with effect from 7.3.74.

**DEPARTMENT OF HOUSING AND
CONSTRUCTION**

PAPUA NEW GUINEA

B. J. Boyce, 69/57139W, Draftsman, Grade 2 \$7843-8347, Fourth Division, as Senior Draftsman \$8599-9103, Fourth Division, Technical Division, Structural Section, P.N.G. (No. 88), with effect from 28.3.74.

**DEPARTMENT OF LABOR AND
IMMIGRATION**

WESTERN AUSTRALIA

D. Hunter, 70/75230T, Employment Officer, \$6912-7652 (Class 4), Third Division, as Productivity Groups Officer \$7899-8639 (Class 5), Third Division, Productivity Promotion Section, Industrial Services Branch, Perth, with effect from 28.2.74.

**POSTMASTER-GENERAL'S DEPARTMENT
NEW SOUTH WALES**

D. Kennedy, 59/38320G, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$6912-7652 (Class 4), Third Division, Engineering Division, Primary Works (Country) Section, Sydney (No. 138), with effect from 21.2.74.

B. R. Jones, 70/12757T, Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, as Technical Officer (Engineering), Grade 2 \$7843-8347, Fourth Division, Engineering Division, Buildings Branch, Minor Works Section, Sydney (No.66), with effect from 28.2.74.

K. H. Burnicle, 59/41216G, Telecommunications Technical Officer, Grade 1 \$6693-7613, Fourth Division, as Senior Telecommunications Technical Officer,

Grade 1 \$8599-9103, Fourth Division, Engineering Division, Metropolitan Operations Branch, City Operations Section, Rose Bay, with effect from 28.2.74.

G. A. Lincoln, 70/24335W, Lineman, Grade 1 \$4349-4541, Fourth Division, as Line Supervisor, Grade 1 \$5668, Fourth Division, Engineering Division, Regional Operations Branch, Western Section, Dundoo, with effect from 28.2.74.

L. MacDonald, 69/10136X, Clerk \$2713-5594 (Class 1), Third Division, as Clerk \$5806-6666 (Class 2/3), Third Division, Telecommunications Division, Metropolitan Region, Sales Branch, Contracts Section, Group 3, Parramatta (No. 36), with effect from 14.3.74.

VICTORIA

M. J. Wise, 59/56750T, Lineman, Grade 2 \$4962-5136, Fourth Division, as Lines Supervisor, Grade 1 \$5668, Fourth Division, Engineering Division, Regional Operations Branch, Central Western Section, Bacchus Marsh, with effect from 4.4.74.

G. L. S. Robertson, 65/45810P, Lineman, Grade 2 \$4962-5136, Fourth Division, as Lines Supervisor, Grade 3 \$6965, Fourth Division, Engineering Division, Regional Operations Branch, North Eastern Section, Cobram, with effect from 11.4.74.

G. L. Patching, 59/56259P, Lineman, Grade 2 \$4962-5136, Fourth Division, as Lines Supervisor, Grade 3, \$6965, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 5 (East) Section, Camberwell, with effect from 11.4.74.

QUEENSLAND

A. Stephens, 59/19276T, Lineman, Grade 2 \$4594-4756, Fourth Division, as Lines Supervisor, Grade 1 \$5248, Fourth Division, South Western Section, Country Branch, Engineering Division, Warwick, with effect from 11.10.73.

M. A. Hatchett, 69/61271R, Postal Officer, Grade 1 \$4260-4601, Fourth Division, as Postal Officer, Grade 2 \$4374-5273, Fourth Division, Postal Services Division, Post Offices Branch, Pittsworth, with effect from 4.4.74.

SOUTH AUSTRALIA

T. B. Curnow, 59/14009K, Telecommunications Technical Officer, Grade 1 \$6693-7613, Third Division, as Telecommunications Technical Officer, Grade 2 \$7843-8347, Third Division, Engineering Division, Regional Operations Branch, Trunk Service Section, Adelaide, with effect from 7.2.74.

G. K. Squire, 62/70704T, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Telecommunications Division, Country Region, Adelaide (No. 107), with effect from 28.3.74.

**DEPARTMENT OF THE PRIME MINISTER AND
CABINET**

VICTORIA

M. L. Johnston, 64/36347T, Clerk \$7899-8639 (Class 5), Third Division, Department of Social Security, Victoria, as Clerk \$8886-9548 (Class 6), Third Division, Secretary's Branch, Office of the Prices Justification Tribunal, Victoria (No. 613), with effect from 9.5.74.

**DEPARTMENT OF REPATRIATION AND
COMPENSATION**

NEW SOUTH WALES

J. V. Ozanne, 62/12498M, Matron, Grade 1 \$7150-
Fourth Division, as Matron, Grade 3 \$8280, Fourth
Division, Repatriation General Hospital, Concord,
Nursing Services Section (No. 4), with effect from
9.5.74.

DEPARTMENT OF SCIENCE

VICTORIA

J. A. Caruso, 72/38482R, Clerical Assistant, Grade 1
\$1959-4298, Fourth Division, as Clerical Assistant,
Grade 2 \$4393-4678, Fourth Division, Services
Branch, Analysis Section, Bureau of Meteorology,
Melbourne (No. 118), with effect from 24.4.74.

DEPARTMENT OF SERVICES AND PROPERTY

VICTORIA

A. Carlin, 70/38829M, Clerk \$6912-7652 (Class 4),
Third Division, as Clerk \$7899-8639 (Class 5), Third
Division, Property Division, Accommodation Section,
Accommodation Projects Sub-section, Victoria (No.
122), with effect from 10.1.74.

DEPARTMENT OF SOCIAL SECURITY

TASMANIA

L. D. Hancock, 69/81264W, Clerk \$5806-6666 (Class
2/3), Third Division, as Clerk \$6912-7652 (Class 4),
Third Division, Operations Branch, Control and
Development Section, Hobart (No. 232), with effect
from 14.3.74.

DEPARTMENT OF TRANSPORT

VICTORIA

J. H. Reynolds, 73/39144X, Engineer, Class 1 \$6200-
8953, Third Division, as Engineer, Class 2 \$9581-
10702, Third Division, Coastal Services Division,
Navigational Aids Branch, Planning and Development
Section, Melbourne (No. 4), with effect from 4.4.74.

B. R. Whitebrook, 58/38585X, Assistant Inspector
\$8886-9548 (Class 6), Third Division, as Assistant
Inspector \$9876-10538 (Class 7), Third Division,
Management Services Branch, Establishments Section,
Organisation Sub-section, Melbourne (No. 4), with
effect from 4.4.74.

**DEPARTMENT OF THE TREASURY
VICTORIA**

R. J. Fitzpatrick, 66/38584E, Clerk \$2713-5594 (Class
1), Third Division, as Assessor, Grade 2 \$5806-6666
(Class 2/3), Third Division, Assessing Branch,
Income Tax Division, E/F Section, Australian Taxa-
tion Office, Melbourne (No. 436), with effect from
29.11.73.

C. A. Nelson, 68/37414T, Clerk \$2713-5594 (Class 1),
Third Division, as Assessor, Grade 2 \$5806-6666
(Class 2/3), Third Division, Assessing Branch,
Income Tax Division, E/F Section, Australian Taxa-
tion Office, Melbourne (No. 3839), with effect from
29.11.73.

P. A. Broad, 69/36958P, Clerk \$2713-5594 (Class 1),
Third Division, as Assessor, Grade 2 \$5806-6666
(Class 2/3), Third Division, Assessing Branch,
Income Tax Division, E/F Section, Australian Taxa-
tion Office, Melbourne (No. 3841), with effect from
29.11.73.

J. L. Allison, 69/37750W, Clerk \$2713-5594 (Class 1),
Third Division, as Assessor, Grade 2 \$5806-6666
(Class 2/3), Third Division, Assessing Branch,
Income Tax Division, E/F Section, Australian Taxa-
tion Office, Melbourne (No. 433), with effect from
29.11.73.

L. R. Frederick, 69/40292W, Clerk \$2713-5594 (Class
1), Third Division, as Assessor, Grade 2 \$5806-6666
(Class 2/3), Third Division, Assessing Branch,
Income Tax Division, E/F Section, Australian Taxa-
tion Office, Melbourne (No. 554), with effect from
29.11.73.

J. D. Fawcett, 69/37853T, Clerk \$2713-5594 (Class
1), Third Division, as Assessor, Grade 2 \$5806-6666
(Class 2/3), Third Division, Assessing Branch,
Income Tax Division, E/F Section, Australian Taxa-
tion Office, Melbourne (No. 518), with effect from
29.11.73.

E. R. Salisbury, 71/40366T, Clerk \$2713-5594 (Class
1), Third Division, as Assessor, Grade 2 \$5806-6666
(Class 2/3), Third Division, Assessing Branch,
Income Tax Division, E/F Section, Australian Taxa-
tion Office, Melbourne (No. 446), with effect from
29.11.73.

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 Technica 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.

Provisional promotions—notification

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF ABORIGINAL AFFAIRS**SOUTH AUSTRALIA****Branch Office**

E. C. Folley 72/66915W	Employment Officer \$7180-7935 (Class 4), Third Division, Employment Branch, Department of Labor and Immigration, Adelaide	Journalist, Grade 'A' \$10558-11058, Third Division, Publicity and Information Section, Adelaide (No. 3)
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Duties: Prepare and disseminate publicity and information material for the Branch Office. Maintain publicity liaison with the press, radio and television.

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

DEPARTMENT OF AGRICULTURE**CENTRAL OFFICE****Industry No. 1 (Meat and Meat Products) Division, Veterinary Services Branch**

H. R. C. Meischke 68/86205E	Veterinary Officer, Class 1 \$7953-11840, Third Division, Sydney	Veterinary Officer, Class 2 \$12294-13655, Third Division, Inspection Operation Section, Manning and Technical Training Sub-section, Canberra (No. 1816)
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Duties: Plan and conduct technical training courses for Veterinary Officers and Meat Inspectors.

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.

Industry No. 2 (Dairy Products) Division, Marketing and Stabilisation Branch

W. A. Thomson 62/85179E	Clerk \$7180-7935 (Class 4), Third Division, Canberra	Clerk \$9194-9869 (Class 6), Third Division, Honey and Projects Section, Canberra (No. 667)
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Duties: Prepare and analyse information concerning production, consumption, stocks and trade; and reports regarding the efficiency of marketing methods employed by Australia and its main competitors in export markets. Collate information relating to stabilisation and price support measures of other countries. Liaise with Trade Commissioners and perform secretarial duties associated with meetings and conferences dealing with functions of the Section. Supervise handling of data relating to commodities handled by the Section.

Qualifications: Investigational and analytical ability together with experience in the preparation of reports and submissions desirable.

Agriculture and Food Services Division, Institutions and Farm Services Branch

A. J. Dekker 72/59446W	Clerk \$2845-5179 (Class 1), Third Division, Canberra, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Farm Services Section, Canberra, vice J. D. Mungoven prov. prom. 11.4.74 (No. 1156)
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Duties: Prepare draft correspondence and administer export controls on stockfeeds. Maintain and analyse statistics relating to fertilisers, etc., and collect and prepare material for various committees.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Bureau of Agricultural Economics, Agricultural Resources Economics Branch

H. J. Plunkett 73/89076M	Senior Research Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Canberra	Principal Research Officer \$12389-12890 (Class 9), Third Division, Livestock Production Research Section, Canberra (No. 1216)
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Duties: Initiate and supervise research into resource allocation, returns and structural adjustment in various primary industries, including examination of the institutional and economic circumstances in which the industries operate.

Qualifications: Experience in economic research projects and in the use of econometric and statistical methods; ability to direct the work of a group of Research Officers desirable. Appropriate university degree.

Technical and Administrative Services Branch

F. R. Selth 68/86238P	Clerk \$8187-8942 (Class 5), Third Division, Attorney-General's Department, Canberra	Clerk \$9194-9869 (Class 6), Third Division, Planning and Services Section, Staff Services Sub-section, Canberra (No. 3628)
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Duties: Develop papers, undertake projects, and handle day-to-day problems relating to the Bureau's requirements in fields of manpower usage, establishments, recruitment, training and staff development; liaise with the Department's specialist areas in these fields. Assist with the provision of administrative services for Bureau-sponsored meetings and conferences. Handle the administrative aspects involved in obtaining the services of consultants to the Bureau. Supervise the Sub-section.

Qualifications: Administrative ability and appropriate experience in the fields of recruitment, personnel, establishments or training desirable.

J. Kovac 73/89674G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Planning and Services Section, Staff Services Sub-section, Canberra (No. 3635)
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Duties: Arrange all travel and accommodation for Bureau personnel travelling away from headquarters, both in Australia and overseas.

L. W. Thompson 74/85002R	Clerical Assistant, Grade 1 \$2053-4514, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Planning and Services Section, Financial Planning and General Services Sub-section, Canberra (No. 3634)
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Duties: Provide a stores and stationery service to the Bureau. Undertake minor furniture and fittings activities. Maintain associated records.

ATTORNEY-GENERAL'S DEPARTMENT

AUSTRALIAN CAPITAL TERRITORY

Commonwealth Police Service

S. J. Stanbury 70/14691G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Section, Sydney (No. 22)
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Duties: Maintain the nominal index, enter names in index defining type of inquiry. Answer questions on name basis, search index in connection with character checks, Police Gazettes, deserter lists, illegal immigrant lists, etc.

M. R. A. Quinton 73/89650A	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Central Crime Intelligence Bureau, Canberra (No. 52)
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Duties: Assist in the compilation of Crime statistics. Prepare paste up folders of information extracts. Perform routine registry filing and mail duties. Assist with clerical work and typing.

Qualifications: Ability to type desirable.

NEW SOUTH WALES

High Court Registry

C. M. Dodkin 70/12366K	Typist, Grade 2 \$4956-5266, Fourth Division, Department of the Special Minister of State, Sydney	Personal Secretary \$7223-7702, Fourth Division, Sydney (No. 2)
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Duties: Provide personal secretarial service to the Chief Justice.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

ATTORNEY-GENERAL'S DEPARTMENT—continued

SOUTH AUSTRALIA

Commonwealth Police Service

E. Cleanthous Typist, Grade 1 \$2220-4801, Fourth Typist, Grade 2 \$4956-5266, Fourth Divi-
69/66932P Division sion, Adelaide (No. 13)
Duties: Provide stenographic and typing service within the office.
Qualifications: Shorthand, 100 words per minute desirable.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

P. R. Harvey Project Officer \$11383-11886 (Class 8), Clerk \$12389-12890 (Class 9), Third
59/14393W Third Division Division (No. 1809)
Duties: Lead a working party responsible for the development and implementation of a computerised Land Information Data Base. Represent interests of user Branches and ensure that timetables and requirement specifications are met.
Qualifications: Ability to plan and direct assignments. Experience in assessment of management and systems needs.

R. Finlay Assistant Inspector \$10204-10879, Project Officer \$11383-11886 (Class 8),
67/37446G (Class 7), Third Division Third Division, Personnel and Services
Section, vice P. R. Harvey, prov. prom.
11.7.74 (No. 1250)

Duties: Undertake special projects related to the planning of a special purpose building for the Department including the provision of facilities to meet the particular needs of the Department. Maintain liaison with the consultant architects, the Department of Services and Property, the NCDC and areas of the Department involved in the project.

Qualifications: Ability to conduct investigations under minimum direction and represent Departmental interests in briefings and discussions during design and construction.

Finance and Supply Branch

N. Chertok Clerical Assistant, Grade 2 \$4611-4902, Clerical Assistant, Grade 4 \$5636-5930,
64/85472G Fourth Division Fourth Division, Revenue and Business
Undertakings Section (No. 1639)

Duties: Wages Costing Clerk. Select and endorse job numbers on and summarise rate wages time dockets for job and section costing purposes.

City Manager's Office, City Services Branch

G. F. Williams Architect \$11588-12969 (Class 3), Architect \$13584-14512 (Class 4),
72/88573R Third Division Third Division, Building Section (No.
143)

Duties: Supervise and direct the work of the Building Section. Act as Proper Authority under Canberra Building Ordinance and Regulations for all purposes.

Qualifications: An appropriate degree or diploma in Architecture. Experience in the administration of Building Regulation.

Prices and Commercial Practices Branch

D. Cousins Clerical Assistant, Grade 1 \$4126-4514, Clerical Assistant, Grade 2 \$4611-4902,
73/85415G Fourth Division, Department of the Fourth Division, Commercial Practices
Treasury Section (No. 1782)

Duties: Register consumer complaints, assist in maintaining the Branch filing system and the preparation of statistical reports.

Qualifications: Registry experience desirable.

Housing and Welfare Division, Welfare Branch

S. J. Chapman Typist, Grade 2 \$4956-5266, Fourth Divi- Steno-secretary, Grade 1 \$5547-5906,
73/87444W sion Fourth Division (No. 1784)

Duties: Perform stenographic, typing and general secretarial duties for the Assistant Secretary, Welfare Branch.

Government Division, Public Finance Branch

J. Mitchell Typist, Grade 2 \$4956-5266, Fourth Divi- Steno-secretary, Grade 1 \$5547-5906,
73/87466T sion Fourth Division (No. 744)

Duties: Undertake stenographic and typing duties for the Assistant Secretary, Public Finance Branch.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Lands Division, Land Administration Branch

- | | | |
|---|---|--|
| J. P. Wood
71/87843W | Forestry Officer \$6250-9262 (Class 1),
Third Division | Clerk \$11383-11886 (Class 8), Third
Division, Land Co-ordination Section,
vice J. T. Maher, prov. prom. 16.5.74.
(No. 786) |
| <i>Duties:</i> Review and prepare reports and recommendations on land use policy and legislation within the A.C.T. and in the Commonwealth Territory at Jervis Bay. | | |
| <i>Qualifications:</i> Sound experience in investigation and report writing. Knowledge of land administration desirable. | | |
| F. DalPiva
72/87689X | Clerk \$6052-6969 (Class 2/3), Third
Division | Clerk \$8187-8942 (Class 5), Third Divi-
sion, Leasing Section (No. 822) |
| <i>Duties:</i> Undertake investigations, submit reports and assist generally on matters arising out of the activities concerned with the sales of residential land (other than business sales). | | |
| L. W. Jupp
72/88774P | Clerk \$7180-7935 (Class 4), Third Divi-
sion | Clerk \$8187-8942 (Class 5), Third Divi-
sion, Leasing Section (No. 832) |
| <i>Duties:</i> Undertake investigations, negotiations and submit reports and recommendations in connection with short term leases to tennis clubs, Scout groups, etc.; subdivision, servicing and leasing of temporary storage sites; existing or proposed encroachments. | | |
| <i>Qualifications:</i> Experience in investigation and report writing desirable. | | |
| H. J. Cartwright
71/88283E | Clerk \$6052-6929 (Class 2/3), Third
Division | Clerk \$7180-7935 (Class 4), Third Divi-
sion, Leasing Section (No. 835) |
| <i>Duties:</i> Investigate and report on cases of alleged breaches of lease covenants. Review all leases which are subject to covenants by lessees to commence and complete the erection of approved buildings. | | |
| H. J. Lipscombe
70/85806T | Clerk \$6052-6929 (Class 2/3), Third
Division | Clerk \$7180-7935 (Class 4), Third Divi-
sion, Leasing Section (No. 839) |
| <i>Duties:</i> Investigate and report on cases of alleged breaches of lease covenants. Review all leases which are subject to covenants by lessees to commence and complete the erection of approved buildings. | | |
| <i>Qualifications:</i> Ability to prepare submissions and recommendations, and deal with the members of the public. | | |
| G. M. Booth
68/86237K | Clerk \$6052-6929 (Class 2/3), Third
Division | Clerk \$7180-7935 (Class 4), Third Divi-
sion, Leasing Section, vice L. W. Jupp,
prov. prom. (No. 846) |
| <i>Duties:</i> Prepare formal notices of withdrawal of parcels or rural leased land required for expansion of the Canberra City area. Liaise with the Registrar of Titles on registration of withdrawal notices. | | |
| <i>Qualifications:</i> Ability to prepare submissions and recommendations and experience in dealing with members of the public desirable. | | |
| J. D. Purcell
71/87865T | Clerk \$6052-6929 (Class 2/3), Third
Division, Australian Bureau of Statistics | Clerk \$7180-7935 (Class 4), Third Divi-
sion, Leasing Section, vice K. Angus,
prov. prom. 28.2.74 (No. 854) |
| <i>Duties:</i> Responsible for collecting, co-ordinating and analysing statistics associated with land sales or required in connection with leasing projects. | | |
| <i>Qualifications:</i> Experience in statistical processes desirable. | | |
| J. D. Sweetapple
72/85618X | Clerk \$6052-6929 (Class 2/3), Third Divi-
sion, Department of Northern Develop-
ment | Clerk \$7180-7935 (Class 4), Third Divi-
sion, Leasing Section (No. 1016) |
| <i>Duties:</i> Interview applicants on the first home buyer list, explain working arrangements of the land allocation system, determine any particular preference consistent with applicants financial position and offer a choice of locations best designed to meet their requirements. | | |
| P. Coles
71/88394A | Clerk \$6052-6929 (Class 2/3), Third
Division, Deputy Crown Solicitor's Office | Clerk \$7180-7935 (Class 4), Third Divi-
sion, Leasing Section (No. 1017) |
| <i>Duties:</i> Interview applicants on the first home buyer list, explain working arrangements of the land allocation system, determine any particular preference consistent with applicants financial position and offer a choice of locations best designed to meet their requirements. | | |
| S. Penman
74/85450C | Typist, Grade 1 \$4440-4801, Fourth
Division | Clerk \$6052-6929 (Class 2/3), Third
Division, Leasing Section, vice H. J.
Lipscombe, prov. prom. (No. 836) |
| <i>Duties:</i> Prepare correspondence and formal notices in cases of breaches by lessees of covenants to commence and complete approved buildings. | | |
| G. Metenkanycz
69/86377M | Clerical Assistant, Grade 2 \$4611-4902,
Fourth Division | Clerk \$6052-6929 (Class 2/3), Third
Division, Leasing Section, vice H. J.
Cartwright, prov. prom. (No. 848) |
| <i>Duties:</i> Prepare lease agreements relating to leases of land for residential purposes. | | |
| J. Aldridge
73/85342E | Typist, Grade 1 \$4440-4801, Fourth
Division | Clerk \$6502-6929 (Class 2/3), Third
Division, Leasing Section (No. 1018) |
| <i>Duties:</i> Contact applicants and arrange an interview/appointment for land allocation. Attend to routine inquiries in respect of the land allocation system. | | |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE

VICTORIA

Management Services Branch

S. C. Smith 72/39751E	Clerical Assistant, Grade 1 \$2182-4514, Fourth Division	Storeman \$4580-4808, Fourth Division. Finance and General Services Section, vice K. R. Sanford, prov. prom. 4.6.74 (No. 47)
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Duties: Receive into, and issue from store, all items of stationery and office requisites and maintain Bin Tally Cards. Register all stationery requisites. Raise requisitions on Bulk Store to maintain adequate level of stocks. Perform periodical checks of stock and assist with annual stocktaking.

L. M. Bosward 72/39755X	Clerical Assistant, Grade 1 \$2182-4514, Fourth Division	Storeman \$4580-4808, Fourth Division, Finance and General Services Section (No. 51)
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Duties: Receive all uniform components, other clothing, stationery and office requisites into bulk store; check particulars against documents received and orders placed. Place goods into stock and maintain adequate stock levels of all items. Assemble, check quantity and package uniforms and uniform components for dispatch interstate. Forward stationery and office requisites to Issue Store on receipt of requisitions.

QUEENSLAND

Management Services Branch

F. X. Donnelly 72/57660C	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Section (No. 27)
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Duties: Overtime, Allowances and Compensation Clerk. Perform internal check of leave and salaries.

Qualifications: Sound knowledge of Public Service Act, Regulations, General Orders, Arbitrators Awards and determinations and Compensation Act.

P. W. Cooper 73/57719K	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Section (No. 4)
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Duties: Control, direct and supervise the Staff Group. Check all work performed by Salaries and Leave Clerks and attend to inquiries from officers re Salaries, Allowances, Superannuation, etc. Interpret and advise on all service conditions.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Arbitrators Awards and Determinations and Superannuation Act desirable.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

Programme Management and Defence, Facilities Division, Programme Management Branch

C. W. H. Hollow 73/66116T	Research Officer, Grade 1 \$6272-7935, Third Division	Clerk \$9194-9869 (Class 6), Third Division, Economic Analysis and Special Studies Section, vice R. H. Tonkin, prov. prom. 9.5.74 (No. 1699)
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Duties: Develop, prepare and maintain statistical records for Defence Financial Programme purposes. Collect, analyse and interpret statistically, information supplied by offices of the Department.

Defence Science Establishment

B. J. Burnes 73/88119G	Clerk \$7180-7935 (Class 4), Third Division	Clerk \$8187-8942 (Class 5), Third Division, vice J. O. Vause, prov. prom. 11.7.74 (No. 337)
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Duties: Administrative assistance to senior officers in the Establishment, including research and preparation of reports; supervise clerical support staff.

D. W. McKerrow 73/88871A	Clerk \$2845-5836 (Class 1), Third Division, Department of Housing and Construction	Clerk \$6052-6929 (Class 2/3), Third Division (No. 1232)
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Duties: Distribute and control files and papers within the branch, arrange itineraries and bookings for overseas and domestic visits by senior officers; assist with arrangements for meetings of committees and working parties.

EDP Division, Technical Support Branch

E. A. Carey 72/85455T	Data Processing Operator, Grade 2 \$5398, Fourth Division	Data Processing Operator, Grade 3 \$5727, Fourth Division (No. 1068)
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