

Australian Government Gazette

Published by the Australian Government Publishing Service



No. 59

Canberra, Thursday, 18 July 1974

**PUBLIC
SERVICE**

CONTENTS

Orders in Council	2
Retirements and dismissals	3
Determinations under the Public Service Act	4
Fellowships, scholarships, etc.	5
Appointment, recruitment and examination notices	6
Vacancies	7
Vacancies—Public Service	9
Transfers to advertised vacancies	51
Promotions	55

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 and acting appointments as Permanent Head

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

I, SIR PAUL MEERNAA CAEDWALLA HASLUCK, the Governor-General in and over the Commonwealth of Australia, acting with the advice of the Executive Council and in pursuance of Section 54 of the *Public Service Act* 1922-1972, hereby appoint Lewis Harold Border, M.V.O., Deputy Secretary, Department of Foreign Affairs, to act in the place of Alan Phillip Renouf, the occupant of the Office of the Secretary to the Department of Foreign Affairs during the period commencing on the seventh day of July 1974 and ending on the fifteenth day of July 1974, when the said Alan Phillip Renouf resumes the performance of the functions of his office..

Dated this Second day of July 1974

D. P. CONNORS
for the Secretary

(Ex. Min. No. 47)

Appointments, promotions, etc., for Parliamentary departments

DEPARTMENT OF THE PARLIAMENTARY LIBRARY

Promotion: Andrew Chin, Librarian, Class 1 \$6020-8692, Third Division, as Librarian, Class 2 \$8953-9970, Third Division, Subject Reference Section, with salary on promotion at the rate of \$8953 per annum. Joo Inn Forsyth, Legislative Research Specialist, Grade 1 \$6912-7652, Third Division, as Legislative Research Specialist, Grade 2 \$8886-9548, Third Division, Finance, Industries, Trade and Development Group, with salary on promotion at the rate of \$8886 per annum. Suzanne Dee, Library Officer, Grade 1 \$5458-6143, Third Division, as Library Officer, Grade 2 \$6372-7057, Third Division, Technical Services Section, with salary on promotion at the rate of \$6372 per annum.

Appointment on Probation: Jacob Cornelis De Jong as Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, General Reference Section, with salary on appointment at the rate of \$3918 per annum. Sandra Warwick Hawker as Library Officer, Grade 1 \$5458-6143, Third Division, Technical Services Section, with salary on appointment at the rate of \$5458 per annum. Reina Lucy Hill as Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Current Information Section, with salary on appointment at the rate of \$4822 per annum. Ursula Irene Hoffmann as Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, Law and Government Group with salary on appointment at the rate of \$4393 per annum. Gillian Peters as Clerical Assistant, Grade 1 \$3918-4298, Fourth Division, Subject Reference Section, with salary on

appointment at the rate of \$3918 per annum. Keith Stanley as Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, General Reference Section, with salary on appointment at the rate of \$4822 per annum.

Confirmation: Tomasz Bialkowski, Librarian, Class 1 \$6020-8692, Third Division. Joo Inn Forsyth, Legislative Research Specialist, Grade 1 \$6912-7652, Third Division. Frank Donat Frost, Legislative Research Specialist, Grade 2 \$8886-9548, Third Division. Elizabeth Patricia Hourigan, Clerical Assistant, Grade 2 \$4393-4678, Fourth Division. Myra Mary Starke, Clerical Assistant, Grade 2 \$4393-4678, Fourth Division. Adele Uildriks, Typist, Grade 1 \$4225-4579, Fourth Division.

Offices Created: One position of Typist, Grade 1 \$4225-4579, Fourth Division. One position of Clerical Assistant, Grade 1 \$3918-4298, Fourth Division.

(Ex. Min. No. 6)

Positions created and abolished

DEPARTMENT OF FOREIGN AFFAIRS

AUSTRALIAN CAPITAL TERRITORY

Offices created: Overseas Division, Australian High Commission, Nairobi: Third Division—Clerk \$6912-7652 (one). Overseas Division, Australian Embassy, Paris: Fourth Division—Clerical Assistant, Grade 4 (one). Overseas Division, In-transit: Third Division—Foreign Affairs Officer \$13991-14484 (one); Foreign Affairs Officer \$12019-12510 (two); Clerk \$9876-10538 (one); Foreign Affairs Officer \$7899-8639 (one); Clerk \$6912-7652 (one). Fourth Division—Steno-secretary, Grade 1 (two); Typist, Grade 2 (two). Overseas Division, Australian Embassy, Peking: Fourth Division—Typist, Grade 2 (one). Overseas Division, Australian Embassy, Beirut: Fourth Division—Technical Officer (Engineering), Grade 2 (four). Australian Embassy, Washington. Australian Embassy, Saigon. Australian Office, Port Moresby. Overseas Division, Australian Embassy, Jakarta: Fourth Division—Building and Services Officer, Grade 3. (one).

Offices abolished: Papua New Guinea Office, Canberra: Third Division—Clerk 6912-7652 (one). Fourth Division—Clerical Assistant, Grade 3 (one); Typist, Grade 2 (one).

(Ex. Min. Nos 77, 80)

Offices created: Management Services Division, Services Branch, Third Division—Engineer \$11348-12664 (one); Engineering and Development Section: Engineer \$9581-10702 (one). Management Services Division, Personnel Branch, Security Section: Third Division—Clerk \$13004-13498 (one); Clerk \$11032-11525 (one); Clerk \$8886-9548 (one). Fourth Division—Senior Technical Officer (Engineering), Grade 1 (two); Technical Officer (Engineering), Grade 2 (three); Clerical Assistant, Grade 2 (one).

Offices abolished: Management Services Division, Personnel Branch, Security Section: Third Division—Clerk \$12019-12510 (one). Management Services Division, Service Branch, Communications, Technical and General Services Section: Third Division—Clerk \$12019-12510 (one).

Offices created: Management Services Division, Personnel Branch, Organisation, Staffing and Training Section: Second Division—Assistant Secretary \$17,300 (two). Third Division—Clerk \$13991-14484 (two);

Clerk \$12019-12510 (two). Consular and Legal Division, Consular, Protocol and Immigration Branch, Consular Section: Third Division—Director \$13991-14484 (one); Clerk \$7899-8639 (one); Clerk \$6912-7652 (one). Management Services Division, Services Branch, Finance Section: Third Division—Clerk \$11032-11525 (one); Clerk \$8886-9548 (one); Clerk \$6912-7652 (three); Clerk \$5806-6666 (three). Fourth Division—Accounting Machinist, Grade 1 (one); Clerical Assistant, Grade 2 (one); Clerical Assistant, Grade 1 (one).

(Ex. Min. Nos 77, 79 and 80)

DEPARTMENT OF THE TREASURY

CENTRAL OFFICE

Australian Capital Territory

Offices created: Foreign Investment Division, Foreign Ownership and Control Branch No. 2: Second Division—Assistant Secretary \$19,085 (one). Third Division—Chief Finance Officer, Grade 2 \$13991-14484 (two); Senior Finance Officer, Grade 2 \$12019-12510 (two); Senior Finance Officer, Grade 1 \$11032-11525 (one); Senior Research Officer, Grade 1 \$8886-9548 (one); Research Officer, Grade 2 \$7899-8639 (one); Clerk \$5806-6666 (one). Fourth Division—Clerical Assistant, Grade 3 (one). Foreign Takeovers Branch: Third Division—Chief Finance Officer, Grade 2 \$13991-14484 (one); Senior Finance Officer, Grade 2 \$12019-12510 (two); Finance Officer, Grade 2 \$9876-10538 (three); Clerk \$9876-10538 (one); Investigation Officer, Grade 2 \$7899-8639 (one); Clerk \$7899-8639 (two).

Offices created: Transport and Industry Division, Manufacturing, Mining and Power Branch: Third Division—Chief Finance Officer, Grade 2 \$13991-14484 (one); Senior Finance Officer, Grade 2 \$12019-12510 (one); Finance Officer, Grade 2 \$9876-10538 (one).

Offices created: Defence and Works Division, Works and Mainland Territories Branch: Third Division—Chief Finance Officer, Grade 2 \$13991-14484 (two); Senior Finance Officer, Grade 2 \$12019-12510 (one). Management Services Branch, Finance and General Services Section: Fourth Division—Food Services Manager, Grade 3 (one).

Australian Government Retirement Benefits Office

Australian Capital Territory

Offices created: Operations Branch: Third Division—Programmer \$11032-11525 (four); Clerk \$11032-11525 (two); Clerk \$8886-9548 (two); Assistant Programmer \$7899-8639 (one); Programming Assistant, Grade 3 \$6912-7652 (one); Programming Assistant, Grade 2 \$5806-6666 (one). Fourth Division—Clerical Assistant, Grade 5 (two); Clerical Assistant, Grade 2 (one).

Commonwealth Sub-Treasury

New South Wales

Office created: Personnel and General Services Section: Fourth Division—Food Service Manager, Grade 2 (one).

Victoria

Office created: Personnel and General Services Section: Fourth Division—Food Service Manager, Grade 2 (one).

(Ex. Min. No. 48)

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

Queensland

Section 67 (Invalidity): Gerard Thomas Grace, Clerk, 21.6.74.

Section 85 (1): Harold Crompton, Clerical Assistant, Grade 4, 6.6.74.

POSTMASTER-GENERAL'S DEPARTMENT

Central Office

Section 86: John Gordon Wright, Clerical Assistant, Grade 8, 28.7.74.

Victoria

Section 67 (Invalidity): Maxwell George Hocking, Plan Records Assistant, Grade 1, 29.11.73; William Noel Taylor, Clerk, 26.3.74; John Allen, Senior Mail Officer, 30.5.74; Leslie Alfred Callaghan, Line Inspector, 30.5.74; Hallam George McGhie, Senior Postal Officer, Grade 1, 30.5.74; Ratomir Temischanowitsch, Lines Assistant, Grade 2, 30.5.74; John Maxwell Wilde, Lineman, Grade 2, 30.5.74; Ronald Percy Wright, Lineman, Grade 1, 30.5.74; James Russell McCallum, Postmaster, Grade 3, 7.6.74; Archie Graham Bourns, Telecommunications Technical Officer, Grade 2, 13.6.74; John Leo Coghlan, Senior Telecommunications Technical Officer, Grade 2, 13.6.74; Frederick Cecil Gowty, Telecommunications Technician, 21.6.74; Clarence Roy Lampre, Lines Supervisor, Grade 2, 18.7.74; William Watson Gibb, Lines Supervisor, Grade 3, 25.7.74.

Queensland

Section 67 (Invalidity): Ernest Richard Maller, Mail Officer, 21.3.74; Charles Henry Raymond Williams, Postman, 9.4.74.

Section 86: James Edward Ryan, Senior Postal Officer, Grade 1, 13.5.74.

South Australia

Section 67 (Invalidity): William Murray Halliday, Postman, 4.6.74.

Section 86: Christopher Augusta Comas, Senior Technical Officer (Engineering), Grade 3, 21.6.74.

Western Australia

Section 67 (Invalidity): Raymond James Cadwallader, Senior Electrical Fitter and Mechanic, Grade 1, 12.7.74.

Section 86: Phillip Board, Clerical Assistant, Grade 3, 17.7.74.

DEPARTMENT OF SERVICES AND PROPERTY

Northern Territory

Section 85 (1): Leonard Bertram Frederick Winn, Clerk, 23.7.74.

DEPARTMENT OF TRANSPORT**Air Transport Group****Central Staff***Section 85:* Ronald James Sinclair, Director, 11.1.72.*Section 67 (Invalidity):* Montague Jack Chatfield, Technical Officer (Engineering), Grade 1, 26.6.74.**Queensland Region***Section 67 (Invalidity):* George Alexander Beaumont, Clerk, 8.6.74.**DEPARTMENT OF THE TREASURY****Australian Bureau of Statistics****Victoria***Section 67 (Invalidity):* Rhys Lloyd David Powell, Senior Field Officer (Standards), 13.2.74.**Australian Taxation Office****Queensland***Section 67 (Invalidity):* Richard James Porter, Senior Advising Officer, 16.7.74.

H. B. MACDONALD

Secretary

Public Service Board

DETERMINATIONS UNDER THE PUBLIC SERVICE ACT

*Public Service Act 1922-1973***DETERMINATION UNDER SECTION 53**

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 53 of that Act—

- (a) revoke the determination made under that section on the date specified in respect of the office of:

Office

Date of determination

Fourth Division

Telecommunications Tradesman 12 June 1974; and

- (b) determine that a person shall not be transferred or promoted to an office in the Fourth Division specified in the First Column of this Schedule unless the person possesses such qualifications and complies with such conditions as are specified in the Second Column of the Schedule opposite the reference to the office in the First Column of the Schedule.

Dated this fourth day of July 1974.

D. L. LINEHAN

Delegate of the Public Service Board

SCHEDULE

*First Column**Second Column*

*Designation of office**Qualifications and conditions*

Fourth Division

Telecommunications Tradesman

1. (a) Possession of recognised first class tradesman qualifications as Telecommunications Tradesman; and
(b) on 6 May 1970, being employed as Technician (Telecommunications), Postmaster-General's Department and having been employed continuously as Telecommunications Tradesman, Postmaster-General's Department, since that date; or
(c) successful completion of a practical test conducted by or on behalf of the Board; or
2. (a) (i) Possession of recognised first class tradesman qualifications as Electrical Fitter and Mechanic, Fitter, Tradesman (Radio) or Telegraphic Mechanic; or
(ii) successful completion at the appropriate 'B' level or 'C' level certificate examinations of the City and Guilds of London Institute; and
(b) successful completion of a practical test conducted by or on behalf of the Board; or
3. Successful completion of an approved training course for Telecommunications Tradesman.

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;

Determinations under the Public Service Act 5

(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 tenth day of July 1974.

D. L. LINEHAN

Delegate of the
Public Service Board

SCHEDULE

<i>Column One</i> <i>Designation of Office</i>	<i>Column Two</i> <i>Salary Barrier</i>	<i>Column Three</i> <i>Accelerated Advancement</i>
Third Division		
Marine Surveyor, (\$9230-11270)	\$10590 per annum: The officer possesses a Certificate of Competency as Extra Master or Extra First Class Engineer.	\$9910 per annum: The officer possesses a Certificate of Competency as Extra Master or Extra First Class Engineer.

FELLOWSHIPS, SCHOLARSHIPS, ETC.

POSTGRADUATE SCHOLARSHIPS AWARDED FOR STUDY ABROAD OR IN AUSTRALIA

THE Public Service Board has awarded the following Postgraduate Scholarships for study abroad or in Australia, commencing in 1974 ('June Round'):

<i>Name</i>	<i>Department, Bureau, Office</i>	<i>Proposed course</i>
(a) At Overseas Universities or Institutions		
L. W. Herron	Foreign Affairs, Canberra	Study in the field of international law, at University College, London, for 12 months
C. Hurley	Special Minister of State, Canberra	Study towards the Diploma in Archives Studies, at University College, London, for 12 months
(b) At Australian Universities		
R. T. Kinnaird	Labor and Immigration, Melbourne	Research into aspects of the relationship between the education system and the labour market, at Flinders University, for 18 months

FINANCIAL ASSISTANCE AWARDED FOR STUDY ABROAD

THE Public Service Board has granted financial assistance for study abroad to the following officers, commencing in 1974 ('June Round'):

<i>Name</i>	<i>Department, Bureau, Office</i>	<i>Proposed study</i>
J. D. White	Housing and Construction, Melbourne	Study in the field of modern techniques of design and analysis of structures, at Cambridge University, for 2 years

APPOINTMENT, RECRUITMENT AND EXAMINATION NOTICES

EXAMINATION No. 6644

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

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

Examination centre Hobart

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, 188 Collins Street, Hobart, Tasmania 7000.

Applications close 19 July 1974.

EXAMINATION No. 6645

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

This examination will be held on Saturday 10 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 1 August 1974.

EXAMINATION No. 6646

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

This examination will be held on Saturday 10 August 1974 in accordance with the conditions notified on page 26 of *Periodic Gazette* No. 25 A of 22 March 1974.

Examination centre Sydney

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 Phillip and Hunter Streets, Sydney, New South Wales 2000.

Applications close 8 August 1974.

EXAMINATION No. 6647

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

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

Examination centre Sydney

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

Applications on special forms to be lodged with the Public Service Inspector, Australian Government Centre, corner Phillip and Hunter Streets, Sydney, New South Wales 2000.

Applications close 15 August 1974.

EXAMINATION No. 6648

APPOINTMENT OR TRANSFER AS TYPIST,
GRADE I, SYDNEY

This examination will be held on Saturday, 24 August 1974, in accordance with the conditions notified on pages 86-87 of *Periodic Gazette* No. 25 A of 22 March 1974, as amended on page 9 of *Gazette* No. 43 of 23 May 1974, and page 10 of *Gazette* No. 45 of 30 May 1974.

Examination centre Sydney

Persons eligible to enter

- (i) For appointment—Persons not on the permanent staff of the Australian Public Service.
- (ii) For transfer—Permanent officers of the Service.

Applications on special forms to be lodged with the Public Service Inspector, Australian Government Centre, corner Phillip and Hunter Streets, Sydney, New South Wales 2000.

Applications close 16 August 1974.

EXAMINATION No. 6649

APPOINTMENT OR TRANSFER AS TYPIST,
GRADE 1, NEW SOUTH WALES

This examination will be held on Saturday, 7 September 1974, in accordance with the conditions notified on pages 86-87 of *Periodic Gazette* No. 25 A of 22 March 1974, as amended on page 9 of *Gazette* No. 43 of 23 May 1974, and page 10 of *Gazette* No. 45 of 30 May 1974.

Examination centres Lismore, Nowra, Wagga Wagga, Wollongong and such other centres as may be determined.

Persons eligible to enter

- (i) For appointment—Persons not on the permanent staff of the Australian Public Service.
- (ii) For transfer—Permanent officers of the Service.

Applications on special forms to be lodged with the Public Service Inspector, Australian Government Centre, corner Phillip and Hunter Streets, Sydney, New South Wales 2000.

Applications close 28 August 1974.

VACANCIES

Statutory authorities

COMMONWEALTH BANKING CORPORATION

ENTRANCE SELECTION EXAMINATIONS

Competitive entrance selection examinations for appointment to the Service of the Commonwealth Banking Corporation will be held on the following dates:

New South Wales, Northern Territory and Norfolk Island

6, 20 July 1974
3, 17, 31 August 1974
14, 28 September 1974

Victoria

20 July 1974
17 August 1974
21 September 1974

Australian Capital Territory

6, 27 July 1974
10, 24 August 1974
7, 28 September 1974

Western Australia

20 July 1974

Queensland

20 July 1974
24 August 1974
21 September 1974

South Australia

3 August 1974

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

B. B. CALLAGHAN

Managing Director
Commonwealth Banking Corporation

NATIONAL CAPITAL DEVELOPMENT COMMISSION

Applications are invited for the following positions:

Administrative Officer \$10204-10879 per annum

The occupant of the position will be required to direct, control and co-ordinate the activities of the Office Services, Registry, Purchasing, Reception and Typing sub-sections; to provide advice and assistance to the Commission on matters relating to office accommodation, furniture and fittings; to prepare Administrative Estimates including office requisites, stationery and equipment, office rental and cleaning, furniture, fittings and technical equipment; to prepare more important correspondence and to exercise delegated authority.

Conditions: Appointees may be eligible to contribute to the Australian Government Superannuation Fund. In certain cases superannuation and long service leave entitlements are transferable. Fares for the appointee and approved dependants and the cost of

EXAMINATION RESULTS

Results of the following examinations have been finalised:

Exam. No.	Title (and date notified where applicable)	Date held
6517	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Adelaide (8.11.73)	8.12.73
6518	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, South Australia (8.11.73)	8.12.73
6542	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Adelaide (17.1.74)	2.2.74
6571	Appointment, Promotion or Transfer as Clerical Assistant, Grade 1, Adelaide (21.2.74)	23.3.74
NP3089	Appointment as Telephonist, New South Wales	29.6.74
VP4279	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Melbourne	29.6.74
VP4280	Appointment as Telephonist, Melbourne	29.6.74
VP4281	Appointment or Transfer as Assistant Postal Officer (Telegraph Delivery Duties), Victoria	29.6.74
QP1249	Appointment as Assistant Postal Officer (Telegraph Delivery Duties), Queensland	1.6.74
QP1250	Appointment as Telephonist, Queensland	1.6.74
WP1411	Appointment as Telephonist, Western Australia	25.5.74
WP1417	Appointment as Telephonist, Western Australia	8.6.74
WP1418	Appointment or Transfer as Assistant Postal Officer (Postman Duties), Western Australia	8.6.74

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

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

H. B. MACDONALD
Secretary
Public Service Board

removal of furniture and personal effects will be paid by the Commission. Assistance will be given in obtaining accommodation on a rental basis.

Applications should be submitted in writing to the Secretary and Manager, P.O. Box 373, Canberra City, A.C.T., 2601 by 26 July 1974. Further information is available from Mrs Geraldine Hannon on 480111, Ext. 483.

HOUSING LOANS INSURANCE CORPORATION

Applications are invited for the following vacancy in the Corporation's Head Office in Sydney.

ADMINISTRATIVE OFFICER

Salary: Class 5 \$8187-8942

Duties: Examination of operating procedures, preparation and implementation of expenditure budgets and supervision of statistical output.

Qualifications: Tertiary qualifications, if any, to be stated.

Further particulars will be forwarded on application. *Officer's Rights Declaration Act* applies.

Applications should be submitted to the Managing Director, Housing Loans Insurance Corporation, G.P.O. Box 4617, Sydney, N.S.W. 2001 not later than 1 August 1974.

NORTHERN TERRITORY PUBLIC SERVICE OFFICE OF THE ADMINISTRATOR

Applications are invited for the following vacancies in Darwin.

Executive Assistant (Class 9) \$12389-12890

Duties: Secretary to the Administrator's Council and undertake research and investigations into matters being considered by the Council. Develop new procedures and systems and co-ordinate sub-committees set up by the Council.

Qualifications: Wide experience in administrative and investigation fields desirable.

Clerical Assistant, Grade 3 \$5048-5489

Duties: Provide general clerical and typing assistance to the Administrator's Council including the maintenance of financial records, appointments under various ordinances, preparation of correspondence and travel arrangements, etc., for meetings.

Qualifications: General clerical background desirable.

Benefits: General conditions of service are similar in most respects to those applying in the Australian Public Service. Consideration may be given to the transfer of sick and recreation leave credits to the Northern Territory Public Service if the successful applicant is a permanent officer of the Australian Public Service.

Accommodation: Single accommodation available. The waiting period at present 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.

Recreation Leave: 6 weeks a year. Leave fares provided every two years.

District Allowance: \$700 a year for married officers and \$400 a year for single officers is payable.

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

Eligibility: Applicants must be Australian Citizens or British Subjects eligible for permanent residence in Australia.

Applications stating full details of qualifications and experience, together with full name, date and place of birth to be forwarded by airmail, to Assistant Secretary, Establishments and ADP, Department of the Northern Territory, Darwin, Northern Territory 5790.

Applications close on Wednesday, 14 August 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.

**DEPARTMENT OF ABORIGINAL
AFFAIRS****AUSTRALIAN CAPITAL TERRITORY****Management Services Branch**

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

Duties: No. 16—Attach Ministerial, policy and follow-up papers to files and direct to correct action officer. Examine files for correctness of attachment, precedent decisions, change in file subject and other registry action.

Apply: A1

Operations Division, Operations Management Branch

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

Duties: No. 85—Provide secretarial assistance to Head of Branch.

Qualifications: Shorthand, 100 words per minute.

Apply: A1

QUEENSLAND**Brisbane Section, Management Services and Projects Branch**

*Field Officer \$6717-7111 Clerical Assistant, Grade 6, Fourth Division, Brisbane Section, Management Services and Projects Branch, Brisbane

Duties: Maintain personal liaison with Aborigines and Aboriginal organisations and ensure effective communication between them and the Department.

Qualifications: A deep and detailed understanding of and ability to communicate with the Aboriginal people desirable.

Apply: A1

DEPARTMENT OF AGRICULTURE**CENTRAL OFFICE****Management Services Branch**

*Investigation Officer (Primary Industry) \$8187-8942 (Class 5), Third Division, Finance and General Services Section, Finance and Accounts Sub-section, Investigation Unit, Sydney

Duties: No. 31—Carry out audits and investigations in connection with bounty, subsidy, levy and other schemes administered by the Department. Prepare related reports and recommendations.

Qualifications: Accountancy qualifications together with knowledge of the legislation governing relevant bounty, stabilisation, subsidy, charge and levy schemes administered by the Department, together with auditing and investigation experience desirable.

Apply: X1

Typist, Grade 2 \$4956-5266, Fourth Division, Personnel and Establishments Section, Typing Services Sub-section, Canberra

Duties: Nos 952, 1227, 69—Operate automatic typewriters on applications requiring involved editing functions etc. Prepare job cards and associated documentation.

Qualifications: Previous experience in operation of automatic typewriters desirable.

Apply: X1

Forestry and Timber Bureau

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Section, General Services Sub-section, Registry Group, Canberra

Duties: No. 3238—Examine follow-on papers and files to ensure correct filing and determine additional indexing. Attach papers and indicate appropriate mark-outs on file covers.

Apply: X1

QUEENSLAND**Forestry and Timber Bureau, Forest Research Branch**

Senior Technical Officer (Science), Grade 1 \$9700-10214, Fourth Division, Regional Section, Queensland Sub-section, Atherton

Duties: No. 3308—Arrange and carry out the establishment, maintenance and protection of field experiments. Summarise experimental data, prepare the results for analysis and draft reports on the work carried out. Maintain and service field, nursery and laboratory equipment.

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

Apply: X1

SOUTH AUSTRALIA**Industry No. 4 (Horticultural Crops) Division, Fruit, Wine and Inspection Services Branch**

Senior Fruit Inspector, Grade 1 \$6748-7227, Fourth Division, Technical Services and Exports Standards Section, Inspection Operations Sub-section, Adelaide

Duties: No. 812—Co-ordinate and control the fruit inspection activities of the Adelaide district and supervise staff engaged in the inspection of canned and frozen fruits and vegetables, dried fruits, jams, pickles, juices, etc., submitted for export.

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

Apply: X1

ATTORNEY-GENERAL'S DEPARTMENT**CENTRAL OFFICE****Australian Legal Aid Office**

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

AUSTRALIAN CAPITAL TERRITORY**Australian Legal Aid Office**

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

Duties: Direct and control the activities of the General Office Section. Maintain trust and advance accounts in respect of the A.C.T. Office. Carry out duties of Collector of Public Moneys.

Apply: D1

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

Duties: Prepare and type minor legal documents and minor correspondence. From brief instructions given orally or in writing complete and type more important legal documents.

Qualifications: Shorthand, eighty words per minute. Typing, thirty-fourty words per minute. A working knowledge of legal documents and procedures desirable.

Apply: D1

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

Duties: Receive clients attending at the Australian Legal Aid Office; ascertain nature of inquiry, make appointments and refer to appropriate Legal Officer.

Apply: D1

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

Duties: Perform stenographic and typing duties as directed including the more difficult and confidential documents and correspondence.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Crown Solicitor's Division, Trade Practices Sub-office

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Courts Office Branch

*Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Lower Courts Section (two positions), Canberra

Duties: Nos 65, 67—Provide services to the Court of Petty Sessions as Monitor or Court Officer.

Qualifications: Experience appropriate to the duties desirable.

Apply: D1

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Supreme Court Branch

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

Duties: No. 14—Serve foreign processes, execute writs lodged with Supreme Court. Act as Court Orderly in the Supreme Court.

Apply: D1

Australian Capital Territory Police

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

Duties: No. 159—Control and direct the work of the personnel unit. Interpret and advise on Police Arbitral Tribunal Determination, A.C.T. Police

Ordinance and Regulations, Public Service Act and Regulations, General Orders, Commonwealth Employees Furlough Act and Superannuation Act.

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

Apply: D1

Commonwealth Police Service

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

Duties: No. 35—Control and direct clerical and typing staff. Maintain confidential registry and ensure that confidential files are passed only to authorised persons. Maintain crime records and collate and extract information from crime and intelligence bulletins and collate for use by intelligence staff.

Qualifications: Ability to type desirable.

Apply: D20

Deputy Crown Solicitor's Office

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

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

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

**Office of the Commissioner of Trade Practices
Policy and Planning Branch**

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

Duties: No. 106—Maintain continuing review of progression and procedures for dealing with restrictive trade practices; supervise and undertake research into restrictive trade practices and related matters.

Qualifications: Experience in economic research; qualifications in commerce, economics and/or law to be stated.

Apply: D24

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

Duties: No. 50—Assist with reviews of progression and procedures for dealing with restrictive trade practices; undertake research into restrictive trade practices and related matters.

Qualifications: Experience in economic research; qualifications in commerce, economics and/or law to be stated.

Apply: D24

Registration, Information and State Offices Branch

Clerk \$10204-10879 (Class 7), Third Division (three positions), Canberra

Duties: Identify and analyse important agreements in the Register of Trade Agreements; investigate complaints about restrictive business practices involving corporations; initiate submissions for action on particular agreements or practices.

Qualifications: Knowledge of, or experience in, Australian business operations and practices would be desirable. Relevant academic qualifications should be stated.

Apply: D24

12 *Vacancies—Public Service*

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

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

Duties—No. 111—Secretarial assistance for senior officers.

Qualifications: Shorthand, at least 100 words per minute.

Apply: D24

NEW SOUTH WALES

Deputy Crown Solicitor's Office

Library Officer, Grade 2 \$6629-7328, Third Division, Services Section, Library Sub-section, Sydney

Duties: No. 182—Provide information, reference and user advising service. Solve problems on bibliographical identification and provide bibliographies on request. Direct and supervise the operation of the library services provided for the Attorney-General, the Solicitor-General and the Deputy Crown Solicitor in Sydney.

Apply: D2

Commonwealth Police Service

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

Duties: No. 20—General stenographic duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D2

VICTORIA

Reporting Service

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

Duties: No. 13—Perform confidential and other stenographic and typing duties for the Chief Reporter and other officers.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D3

QUEENSLAND

**Office of the Commissioner of Trade Practices
Registration, Information and State Offices Branch**

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

Duties: No. 76—Minor clerical duties in connection with correspondence, accounts, records, travel, accommodation and other matters. Provide stenographic and typing services for the Office.

Qualifications: Capacity for minor clerical duties. Shorthand qualifications are desirable.

Apply: D24

SOUTH AUSTRALIA

**Office of the Commissioner of Trade Practices
Registration, Information and State Offices Branch**

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

Duties: No. 22—Officer in charge of State Office. Receive and acknowledge particulars furnished for registration under the Restrictive Trade Practices Act. Answer inquiries regarding registration and provide general service to the public; clarify complaints; collect information. Liaison with the Commissioner's Office in Canberra.

Apply: D24

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

Duties: No. 77—Minor clerical duties in connection with correspondence, accounts, records, travel, accommodation and other matters. Provide stenographic and typing services for the Office.

Qualifications: Capacity for minor clerical duties. Shorthand qualifications are desirable.

Apply: D24

NORTHERN TERRITORY

Crown Law Office

*Legal Officer \$7097-12130, Third Division (two positions), Darwin

Duties above two positions: Conduct prosecutions and committals in Magistrates Courts. Deal with other criminal matters.

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

Apply: D1

*Legal Officer \$7097-12130, Third Division (several positions), Darwin

Duties: above positions—Conduct prosecutions and committals in Magistrates Courts, carry out legal research, assist in the preparation of briefs for prosecutions, carry out the functions of instructing Solicitor. Provide recreation relief for legal professional officers in the Prosecution Section.

Qualifications above positions: Degree in Law or admission as a Practitioner, however described, of the High Court or the Supreme Court of a State or Territory.

Apply: D1

Principal Legal Officer \$15629-16741, Third Division, Darwin

Duties: NP—Supervise and direct the work involved in prosecutions before Stipendiary Magistrates and ensure that prosecuting officers are available at all locations when needed, allot cases to prosecuting officers, act as consultant to subordinate officers.

Qualifications: Barrister or Solicitor of the High Court of Australia or the Supreme Court of a State or Territory. Skilled managerial qualities, ability to present cases before Magistrates.

Apply: D1

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Prosecutions Section, Darwin

Duties: NP—Record all Magistrates Courts matters and see that all papers are recorded on files, maintain Court diary, control and record exhibits, check lists of witnesses, ensure witnesses summonses have been issued, sort files in order of Court lists and ensure that all files required by prosecutors are to hand, obtain daily court lists.

Qualifications: Typing qualifications desirable.

Apply: D1

Typist, Grade 2 \$4956-5266, Fourth Division, Prosecutions Section (two positions), Darwin

Duties above two positions: Provide stenographic and typing service for officers of the Sub-section located at Darwin.

Qualifications above two positions: Shorthand 100 words per minute.

Apply: D1

Australian Legal Aid Office

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

Duties: Direct and control the work of the General Office. Accept applications for Legal Aid referring difficult cases to Senior Legal Officer; maintain statistics of interviews and approvals given and prepare basic information for inclusion in Annual Report.

Apply: D1

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Darwin

Duties: Record all cases referred to the Section and see that all court papers, briefs, transcripts, depositions and notices of hearings are obtained; control exhibits; prepare briefs for practitioners.

Qualifications: Typing and shorthand qualifications desirable.

Apply: D1

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

Duties: Prepare and type minor legal documents and minor correspondence. From brief instructions given orally or in writing complete and type more important legal documents.

Qualifications: Shorthand, eighty words per minute. Typing, thirty-fourty words per minute. A working knowledge of legal documents and procedures desirable.

Apply: D1

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

Duties: Receive clients attending at the Australian Legal Aid Office; ascertain nature of inquiry, make appointments and refer to appropriate Legal Officer.

Apply: D1

Typist, Grade 2 \$4956-5266, Fourth Division, Alice Springs

Duties: Perform stenographic and typing duties as directed.

Qualifications: Shorthand, 100 words per minute desirable.

Apply: D1

Crown Law Office

Senior Legal Officer \$12926-14038, Third Division, Alice Springs

Duties: NP—Supervise and direct the work involved in prosecutions before Stipendiary Magistrates; personally handle the more important prosecutions and committals.

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

Apply: D1

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Prosecutions Section, Alice Springs

Duties: NP—Record all Magistrates Courts Matters and see that all papers are recorded on files, maintain Court diary, control and record exhibits, check lists of witnesses, ensure witnesses summonses have been issued, sort files in order of Court lists and ensure that all files required by Prosecutors are to hand, obtain daily Court lists.

Qualifications: Typing qualifications desirable.

Apply: D1

Typist, Grade 2 \$4956-5266, Fourth Division, Prosecutions Section, Alice Springs

Duties: NP—Provide stenographic and typing service for legal professional officers located at Alice Springs.

Qualifications: Shorthand, 100 words per minute.

Apply: D1

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Lands Division, Land Administration Branch

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

Duties: No. 824—Direct and control the activities of the Leasing Section. Consider reports and make final recommendations on policies and legislation associated with the leasing system of land tenure in the A.C.T.

Qualifications: Sound experience of a high order in administration and policy formulation desirable. Tertiary qualifications to be stated.

Apply: E1

Clerk \$12389-12890 (Class 9), Third Division, Leasing Section, Canberra

Duties: No. 830—Control and direct the operations of the Sales and Grants Sub-sections. Direct the investigation of matters concerning the sale or grant of leases, undertake the more important investigations and prepare associated reports and recommendations.

Qualifications: Sound experience in investigation, analysis and report writing. Knowledge of A.C.T. land tenure system desirable.

Apply: E1

City Manager's Office, Prices and Commercial Practices Branch

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

Duties: No. 233—Investigate complaints, prepare associated reports and correspondence and make recommendations on action to be taken.

Qualifications: Experience at an appropriate level in investigation and research.

Apply: E1

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

Duties: No. 1109—Control and direct the administrative unit. Handle personally, complex or important correspondence. Prepare estimates of expenditure for the Branch.

Apply: E1

Recreation and Tourism Branch

Gardening Overseer, Grade 1 \$6748-7074, Fourth Division, City Parks Administration Section, Canberra

Duties: No. 1194—Provide specific technical instructions for the implementing of approved work programmes within the Nursery.

Apply: E1

DEPARTMENT OF DEFENCE**AUSTRALIAN CAPITAL TERRITORY****Joint Staff Division, Joint Services Communications Branch**

Senior Technical Officer (Engineering), Grade 1 \$8901-9415, Fourth Division, Radio Frequency Spectrum Management Section, Canberra

Duties: No. 2419—Undertake technical investigations of Defence equipment proposals in relation to radio frequency spectrum utilisation and planning in Australia. Liaise and negotiate with outside organisations on complex engineering matters associated with radio frequency spectrum management. Act as Secretary to the Defence Communications Frequency Working Group and undertake research, prepare information papers, keep records and draft meeting minutes for the Working Group.

Qualifications: An approved technical college certificate or other approved qualifications. Experience in radio frequency spectrum management techniques with a sound knowledge of both National and International administrations and relevant regulations.

Apply: H1

DEPARTMENT OF DEFENCE—AIR OFFICE**VICTORIA****Branch of the Air Member for Technical Services, Directorate of Quality Assurance, Victorian Field Office**

*Inspecting Officer, Grade 1 \$6612-7180, Fourth Division, Melbourne

Duties: No. 142—Under direction, carry out field staff duties involving the inspection of technical and non-technical stores and related protective treatment and packaging. As required, technically direct the work of process operators.

Qualifications: Apprenticeship or recognised trade qualifications in a field appropriate to the inspection of aircraft equipment, (Electronics and Instruments) desirable.

Note: This position is to be filled on a temporary basis.

Apply: H4

DEPARTMENT OF DEFENCE—ARMY OFFICE**NEW SOUTH WALES****Logistic Command, HQ 2 Electrical and Mechanical Engineering Group**

*Draftsman, Grade 1 \$7052-8694, Fourth Division, Operations Section, Watercraft Sub-section, Paddington

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

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

Apply: H7

2 Army Quality Assurance Unit

*Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Planning and Technical Services Section, Technical Services Sub-section (No. 276), Concord

Duties: Calibrate and maintain complex electronic test equipment and instrumentation; undertake straightforward laboratory and field tests of electronic equipment purchased for the Defence forces; prepare test reports.

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

Apply: H7

DEPARTMENT OF DEFENCE—NAVY OFFICE**NEW SOUTH WALES****R.A.N. Research Laboratory**

Typist, Grade 2 \$4956-5266, Fourth Division, Rushcutters Bay

Duties: No. 14—Stenographic and typing duties for Superintendent and senior staff. Record minutes of Laboratory meetings and transcribe as directed.

Apply: H15

VICTORIA**Supply Division, Planning Co-ordination and Services Branch**

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General Services Section, Stocktaking Sub-section, Melbourne

Duties: No. 75—Maintenance of records and statistical summaries in connection with overseas vouchers.

Apply: H1

Establishments and General Division, General Services Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Publications Section, Distributing Authority, Melbourne, Sub-section, Melbourne

Duties: No. 135—Check inwards safe hand mail and publications consigned to Distributing Authority, Melbourne. Prepare and check mail and publications for safe hand dispatch to HMA Naval and other authorities. As escort, or personally, deliver and collect safe hand mail in Melbourne area.

Apply: H1

DEPARTMENT OF EDUCATION**CENTRAL OFFICE****Management Services Branch**

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

Duties: No. 232—Search indexes to identify appropriate files for follow-on papers and answer inquiries; decide the nature and extent of indexing under the subject headings as indicated by the Classifier and Post Action Examiner.

Apply: I1

Policy Division, General Policy Branch

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

Duties: No. 397—Participate in projects associated with the development and implementation of recently approved policy initiatives.

Qualifications: Academic qualifications to be stated.

Apply: I1

Clerk \$12389-12890 (Class 9), Third Division, General Policy Section, Canberra

Duties: No. 395—Develop and implement approved policy initiatives. Prepare advice, submissions, correspondence, etc., on policy development matters.

Qualifications: Academic qualifications to be stated.

Apply: I1

Parliamentary Liaison and Information Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Publicity and Information Section, Canberra

Duties: No. 444—Undertake the more routine tasks associated with answering surveys and questionnaires and other inquiries for detailed information. Scan and extract from printed matter appropriate educational information.

Apply: I1

WESTERN AUSTRALIA

State Office

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

Duties: New position—Provide purchasing and allied services for the Branch Office. Maintain stocks of standard forms and arrange the printing as necessary.

Qualifications: A knowledge of office services and purchasing procedures desirable.

Apply: I6

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Tertiary Allowances Section, Perth

Duties: No. 69—Responsible for the operation of the Section Sub-registry.

Qualifications: Sound knowledge of Registry procedures desirable.

Apply: I6

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, School Children's Allowances Section, Perth

Duties: New position—Responsible for the operation of the Section Sub-registry.

Apply: I6

Clerk \$11383-11886 (Class 8), Third Division, Pre-Schools and Child Care Section, Perth

Duties: New position—Direct, control and co-ordinate the activities of the Pre-Schools and Child Care Section in Western Australia.

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

Apply: I6

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

Duties: NP—Senior Child Care Officer. Control and co-ordinate the work of the Child Care Sub-section, examine and investigate applications for Capital Grants under the Child Care Act.

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

Apply: I6

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

Duties: NP—Senior Pre-Schools Officer. Control and co-ordinate the work of the Pre-Schools Sub-section. Examine and investigate applications for Capital Grants under the Pre-Schools Financial Assistance Scheme.

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

Apply: I6

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

Duties: NP—Pre-Schools Officer. Investigate and report on applications for recurrent grants under the pre-schools financial assistance scheme.

Qualifications: Tertiary qualifications and extensive administration experience desirable.

Apply: I6

Clerk \$6052-6929 (Class 2/3), Third Division, School Children's Allowances Section, Perth

Duties: No. 6—Assist in the payments of allowances to students under the Assistance to Isolated Children's Scheme, Senior Secondary Scholarship Scheme and the Secondary Allowances Scheme.

Apply: I6

Clerk \$6052-6929 (Class 2/3), Third Division, School Children's Allowances Section (3 positions), Perth

Duties: Nos 51, 99, 100—Examine applications and assess entitlements to allowances under the Isolated Children's Assistance Scheme, the Senior Secondary Scholarships Scheme and the Secondary Allowances Scheme.

Apply: I6

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Administration Section, Perth

Duties: No. 3—Responsible for the operation of the Branch Registry.

Qualifications: Knowledge of Registry procedures desirable.

Apply: I6

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

Duties: New position—Provide counter reception services for the Branch Office. Assist with the preparation of accounts for payment.

Qualifications: A knowledge of the provisions of all schemes of student assistance administered by the Department desirable.

Apply: I6

DEPARTMENT OF EDUCATION—continued

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

Duties: No. 61—Supervise and direct all aspects of allowance assessment under the Tertiary Education Allowances Scheme. Research and prepare answers to Ministerial inquiries and prepare reports as directed.

Qualifications: Considerable experience in the application of a means test desirable.

Apply: 16

Clerk \$8187-8942 (Class 5), Third Division, Administration Section, Perth

Duties: No. 60—Plan, direct and control the functioning of the administrative service of the branch, including the provision of accounts, personnel, stores and equipment, travel and accommodation, registry, typing and relief services. Undertake regular reviews of the branch, prepare organisation proposals, and liaise with the Public Service Inspector.

Qualifications: Sound knowledge of the Public Service Act and Regulations Audit Act, Treasury Regulations and Directions. Administrative experience of a high order.

Apply: 16

Clerk \$7180-7935 (Class 4), Third Division, School Children's Allowances Section, Perth

Duties: No. 56—Check assessment of living and other allowances under the Isolated Children Assistance Scheme, Commonwealth Senior Secondary Scholarship Scheme and Secondary Allowances Scheme. Determine the more complex cases and assist in the preparation of Ministerial inquiries.

Qualifications: Experience in the application of means test desirable.

Apply: 16

Clerk \$6052-6929 (Class 2/3), Third Division, Tertiary Education Allowances Section, Perth

Duties: No. 40—Assess Students' entitlements to allowances under the means test provision of the Tertiary Education Allowances Scheme.

Apply: 16

Clerk \$10204-10879 (Class 7), Third Division, Tertiary Education Assistance Section, Perth

Duties: No. 13—Direct the activities of the Section administering the Tertiary Assistance Scheme in Western Australia. Provide advice on Departmental policy and liaise at a senior level with educational institutions and other organisations on matters pertaining to the administration of the scheme.

Qualifications: Proven administrative ability and a knowledge of the Tertiary Allowances Scheme. Academic qualifications to be stated.

Apply: 16

Clerk \$10204-10879 (Class 7), Third Division, School Children's Assistance Section, Perth

Duties: No. 5—Direct the activities of the section administering the Senior Secondary Scholarship Scheme, the Assistance to Isolated Children

Scheme, and the Secondary Allowances Scheme in Western Australia. Liaise with educational organisations on matters pertaining to the administration of the scheme. Review decisions submitted for reconsideration under the Student Assistance Act.

Qualifications: Proven administrative ability and knowledge of Schemes of Assistance to School Children desirable. Academic qualifications to be stated.

Apply: 16

Clerk \$9194-9869 (Class 6), Third Division, School Children Allowances Section, Perth

Duties: No. 97—Direct all aspects of determination of eligibility and allowance assessment for benefits under the Isolated Children's Assistance Scheme, the Commonwealth Senior Secondary Scholarship Scheme and Secondary Allowances Scheme. Check the work of subordinate staff and determine entitlements in the very complex cases. Research and prepare answers to Ministerial inquiries.

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

Apply: 16

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Atmospheric, Marine and Living Resources Division,
Atmospheric and Marine Branch

*Clerk \$11383-11886 (Class 8), Third Division, Atmospheric Section, Canberra

Duties: No. 66—Senior Environmental Officer. Undertake projects and investigations into specific atmospheric environment and pollution issues and prepare associated reports and proposals.

Qualifications: Appropriate academic qualifications and relevant administrative experience in environmental matters desirable.

Apply: J1

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Management Services Division, Services Branch

*Programmer, Class 8 \$11383-11886, Third Division, ADP Section, Canberra

Duties: No. 714—Undertake, as leader of a team, detailed design and programming for the international information handling system, particularly in the areas of systems programming and teleprocessing.

Qualifications: Considerable experience in the design and programming of disc-based computer systems, preferably as a systems programmer. Experience in on-line and teleprocessing systems is preferred. Academic qualifications desirable.

Apply: L1

***Programmer, Class 8 \$11383-11886, Third Division,
ADP Section, Canberra**

Duties: No. 715—Undertake, as leader of a team, detailed design and programming for the international information handling system, particularly in the areas of message processing and database control.

Qualifications: Considerable experience in the design and programming of disc-based computer systems. Experience in on-line systems an advantage. Academic qualifications desirable.

Apply: L1

***Programmer, Class 8 \$11383-11886, Third Division,
ADP Section, Canberra**

Duties: No. 713—Lead a team which will provide analysis and programming services for applications using the Department's computers in Canberra, London and Washington and monitor the progress of the information handling system using simulation and critical path techniques.

Qualifications: Considerable experience in the design and programming disc-based computer systems. Experience of simulation techniques an advantage. Academic qualifications desirable.

Apply: L1

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

Duties: No. 393—Assist as a member of a team, in design and programming for the international information handling system, particularly in the areas of systems programming and teleprocessing.

Qualifications: Experience in the programming of disc-based computer systems. Experience with assembly language or systems programming an advantage. Academic qualifications desirable.

Apply: L1

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

Duties: No. 717—Assist as a member of a team, in the design and programming of message processing and data base control programs for the international information handling system.

Qualifications: Experience in the design and programming of disc-based computer systems, preferably in assembly language. Academic qualifications desirable.

Apply: L1

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

Duties: No. 718—Assist as a member of a team, in the analysis and programming of applications using the Department's computers in Canberra, London and Washington.

Qualifications: Experience in the analysis and programming of computer systems. Academic qualifications desirable.

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

Duties: No. 818—Under supervision, design and code programs for the international information handling system.

Qualifications: Experience in programming computer systems. Academic qualifications to be stated.

Apply: L1

***Programming Assistant, Grade 2 \$6052-6929, Third
Division, ADP Section, Canberra**

Duties: No. 720—Assist in the preparation and checking of program test data and results. Perform coding and assist in program maintenance.

Qualifications: Experience in assisting programmers is essential; programming experience desirable.

Apply: L1

**OFFICE OF THE AUSTRALIAN DEVELOPMENT
ASSISTANCE AGENCY**

AUSTRALIAN CAPITAL TERRITORY

**Training and Personnel Division, Liaison and Services
Branch**

Clerk \$9194-9869 (Class 6), Third Division, Non-Government Organizations Liaison Section, Canberra

Duties: No. 229—Assist with investigations relating to proposals from voluntary agencies and other non-government organizations concerned with overseas aid; and prepare submissions and correspondence. Attend and record proceedings of meetings, and prepare material for these meetings.

Qualifications: Aptitude for duties. Academic qualifications to be stated.

Apply: K1

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

Duties: Provide stenographic and secretarial assistance to an Assistant Director-General.

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

Apply: K1

DEPARTMENT OF HEALTH

CENTRAL STAFF

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

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

Qualifications: Shorthand, 100 words per minute.

Apply: M1

National Acoustic Laboratories

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Audiology and Psychology Section, Sydney

Duties: No. 794—Provide general clerical assistance to the section. Maintain records and distribute material for developmental projects, training courses and field services.

Apply: M10

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

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

Duties: No. 199—Conduct minor audits and prepare reports arising from audit investigations.

Apply: M1

DEPARTMENT OF HEALTH—continued**National Biological Standards Laboratory**

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

Duties: NP—Provide stenographic and typing service to the two offices of Assistant Director, NBSL.

Qualifications: Shorthand, 100 words per minute.

Note: This position is located in Canberra City.

Apply: M1

Public Health Division, Environmental Health Branch

*Dietitian, Class 1 \$6250-9262, Third Division, Food and Nutrition Section, Canberra

Duties: No. 44—Survey literature for relevant nutrition information and maintain register of this material. Participate as a team member in field surveys and research projects. Assist in the preparation of briefs and working papers for the Nutrition Committee of the NH & MRC.

Qualifications: An appropriate degree or diploma which includes hospital training in dietetics; or an appropriate degree or diploma together with a recognised post-graduate award in dietetics; or equivalent qualifications post-graduate experience in professional practice is desirable.

This is in lieu of notification which appeared in *Gazette* of 27.6.74.

Apply: M1

Occupational Health Branch

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

Duties: No. 2—Assist with investigations into the need for a comprehensive occupational health service to cover all Australian Government employees. Undertake studies of the implication and effects of proposed policies on utilisation and availability of resources.

Qualifications: Appropriate tertiary qualifications together with experience in the developed policy of proposals desirable.

Apply: M1

AUSTRALIAN CAPITAL TERRITORY**A.C.T. Health Services Office Planning and Executive Services Branch**

Clerk \$8187-8942 (Class 5), Third Division, Health Facilities Section, Works and Property Sub-section, Canberra

Duties: No. 504—Supervise and control the work of staff engaged on property and works matters. Prepare major correspondence and documents on Design List Proposals; Major and Minor Works; Repairs and Maintenance; Furniture and Fittings and Office Accommodation.

Apply: M14

NORTHERN TERRITORY

*Technical Officer (Medical Laboratory), Grade 2 \$8929-9443, Fourth Division, Pathology Laboratories; Biochemistry Sub-section, Darwin

Duties: No. 448—Perform prescribed diagnostic and other technical tests and procedures of a complex type in Biochemistry particularly and in other sections of the laboratory as required. Supervise the performance of technical work at bench level by subordinate Technical and Assistant staff in the Biochemistry sub-section.

Apply: M8

*Technical Officer (Medical Laboratory), Grade 1 \$7052-8694, Fourth Division, Pathology Laboratories, Darwin

Duties: Several positions—Perform diagnostic and other technical tests and procedures of an established nature in sub-sections of the laboratory as required.

Qualifications (above Technical Officer positions): An approved technical college certificate or other approved qualifications, and requisite experience.

District Allowance: Grade IV.

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

Accommodation: Applicants to state requirements. Single accommodation is available. Married accommodation is available after a waiting period, however a rental allowance may be paid to successful married interstate applicant with eligible dependants.

Apply: M8

*Medical Laboratory Technologist, Class 2 \$9715-10861, Third Division, Pathology Laboratories, Biochemistry Sub-section, Darwin

Duties: NP—Supervise the carrying out and reporting of all routine procedures by the non-medical professional and technical staff in the field of Biochemistry. Perform more important investigations in the Biochemistry sub-section and in other areas of the laboratory as required. Conduct difficult and complex analyses or tests.

Apply: M8

*Medical Laboratory Technologist, Class 2 \$9715-10861, Third Division, Pathology Laboratories, Haematology Sub-section, Darwin

Duties: NP—Supervise the carrying out and reporting of all routine procedures by the non-medical professional and technical staff in the field of Haematology. Perform more important investigations in the Haematology Sub-section and in other areas of the Laboratory as required. Conduct difficult and complex analyses or tests.

Apply: M8

*Medical Laboratory Technologist, Class 2 \$9715-10861, Third Division, Pathology Laboratories, Serology Sub-section, Darwin

Duties: NP—Supervise the carrying out and reporting of all routine procedures by the non-medical professional and technical staff in the field of serology. Perform more important investigations in the Serology Sub-section and in other areas of the laboratory as required. Conduct difficult and complex analyses and tests.

Qualifications (above three positions): An appropriate degree or diploma in Science, Applied Science or Medical Laboratory Technology; or equivalent qualification.

Apply: M8

*Technical Officer (Medical Laboratory), Grade 2 \$8929-9443, Fourth Division, Pathology Laboratories, Histopathology Sub-section, Darwin

Duties: NP—Perform prescribed diagnostic and other technical tests and procedures of a complex type in histopathology particularly and in other sections of the laboratory as required. Supervise the performance of technical work at bench level by sub-ordinate Technical and Assistant staff in the Histopathology Sub-section.

Apply: M8

Management Services Division

Senior Internal Auditor, Grade 2 \$10204-10879, Third Division Internal Audit Section, Darwin

Duties: No. 80—Develop, direct and control the Internal Audit Programme for the Northern Territory Office within the framework of approved departmental policy and procedure which includes:

- (1) Ensure internal checks and other control systems are adequate.
- (2) Verify the degree of accuracy and reliability of accounting and other records of the Department.
- (3) Confirm that accounting for assets is adequate and satisfactory safeguards operate against losses.

Qualifications: Accountancy qualifications or equivalent desirable.

District Allowance: Grade IV.

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

Accommodation: Applicants should state requirements.

Apply: M8

Gove Hospital

*Technical Officer (Medical Laboratory), Grade 2 \$8929-9443, Fourth Division, Gove

Duties: NP—Carry out laboratory procedures at the Gove Hospital, servicing hospital staff and medical practitioners in the area. Work will involve prescribed diagnostic and other technical tests and procedures in Biochemistry, Haematology, Microbiology, etc.

Qualifications: An approved certificate from an approved technical college or institute or other approved qualifications together with extensive experience in medical laboratory techniques and procedures desirable.

District allowance: Grade V.

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

Accommodation: Applicants to state requirements. Single accommodation is available. Married accommodation is available after a waiting period. However rental allowance may be paid to successful married interstate applicant with eligible dependants.

Apply: M8

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Architecture Division, Bank and Special Projects Branch

Clerk \$10204-10879 (Class 7), Third Division, Administrative Sub-section, Sydney

Duties: No. 140—Administrative Officer. Prepare reports and make recommendations concerning progress or projects, branch and group efficiency,

resource allocation, staffing, overhead costs, based on information from the Branch's Management Information System; undertake Personnel Officer function and provide administrative assistance to Design Manager.

Qualifications: Sound knowledge of office management and associated administrative procedures, proven organising ability. Experience in works and contract administration an advantage.

Apply: AK11

Major Projects Division, No. 1 Overseas Works Branch

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Administration Section, North Sydney

Duties: No. R7—Oversight the operation of registry and travel booking functions. Arrange purchase of general office requisites and purchases.

Apply: AK1

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

Duties: No. R8—Perform registry functions and arrange travel and accommodation bookings.

Apply: AK1

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

Duties: No. R9—General stenographic/typing and and reception duties.

Apply: AK1

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Stores Branch

*Stores Supervisor \$6317-6571, Fourth Division, Canberra

Duties: No. 51—Control stores activities at a detached store or a section of the main store Kingston. Responsible for supervision of receipts, issues and custody of stores and preparation of stores documents.

Qualifications: A sound knowledge of stores procedures. A knowledge of materials used in the building industry would be an advantage.

Apply: AK2

Technical Division

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

Duties: EP25—Undertake drafting work of an advanced or unusual nature and prepare original designs. Prepare estimates, schedules of quantities and specifications, supervise and co-ordinate work of subordinate staff.

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

In lieu of notification appearing in the *Gazette* of 27.6.74.

Apply: AK2

**DEPARTMENT OF HOUSING AND
CONSTRUCTION—continued**

VICTORIA AND TASMANIA

Projects Division No. 2

Clerk \$8187-8942 (Class 5), Third Division, Melbourne

Duties: No. 6—Administrative officer for the Puckapunyal RAASC Centre Development Project (stages 2 and 3). Exercise overall financial control of the project including programming, budgeting and cost control. Participate in meetings with the Client Department, consultants and contractors. Obtain and analyse information relative to the possible effect of industrial and financial considerations on the project.

Note: The occupant of this position will be required to travel regularly to Puckapunyal.

Apply: AK4

Technical Services Division, Administration Branch

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

Duties: No. 94—Maintain project history cards, prepare minor correspondence and perform other clerical duties as required.

Apply: AK4

QUEENSLAND

Management Services Division, Manpower Branch

Clerk \$7899-8639 (Class 5), Third Division, Personnel Services Section, Brisbane

Duties: No. 534—As Computer Liaison Office provide a data processing service to the region, examine console logs, arrange for corrections to the invalid operations.

Qualifications: Experience in data processing systems, ability to analyse systems and to interpret ADP information desirable.

Apply: AK5

Projects Division, Administrative Branch

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

Duties: No. 155—Provide assistance to the Administrative Officer in the analysis of, and preparation of reports from, the information produced by the Division Management Information System. Maintain personnel records within the Division.

Qualifications: Experience in analysis of computer returns, an inquiring and constructive mind and the ability to communicate with and be accepted by officers at all levels in the Division highly desirable.

Apply: AK5

WESTERN AUSTRALIA

Projects Division, Technical Resources Branch

*Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Perth

Duties: Under general technical direction, prepare tender/quotation documents involving working drawings, specifications and estimates. Undertake investigations and prepare reports and recommendations for repairs and maintenance of engineering installations and for proposals for minor new works. Check the work of other draftsmen.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Some relevant field experience desirable.

Apply: AK7

Technical Services Division, Advisory Services Branch

*Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Engineering Section, Civil Sub-section, Perth

Duties: Under general technical direction, undertake investigations, make computations and prepare detailed designs, site plans, layouts and working drawings, specifications, estimates and schedules of quantities. Prepare record drawings of work as executed, check the work of other draftsmen.

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

Apply: AK7

General Works Division

*Senior Storeman \$5747-6005, Fourth Division, Stores Branch, Perth

Duties: Responsible to the Stores Supervisor for the receipt, storage and issue of materials.

Qualifications: Knowledge of stores procedures and materials handling desirable.

Apply: AK7

NORTHERN TERRITORY

Technical Division

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

Duties: No. EP (D71)—Under general supervision, prepare for electrical projects of normal complexity; original designs and/or working drawings, details and estimates and/or specifications and schedules of quantities.

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

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

*Draftsman, Grade 1 \$7052-8694, Third or Fourth Division, Engineering Design Section, Hydraulics Sub-section, Darwin

Duties: NP (H)—Under the supervision of a Draftsman, Grade 2, prepare for hydraulic projects of normal complexity, original drawings, working drawings, details and estimates specifications and schedules of quantities. Conduct field 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

*Technical Officer (Engineering), Grade 1 \$7052-8692, Third or Fourth Division, Roads and Aerodromes Materials Laboratory Sub-section, Alice Springs

Duties: No. 125—Under the general direction of the Senior Technical Officer, Grade 2, carry out tests and investigations on soils, pavement, concrete, bituminous concrete, foundations and any other tests required by professional staff in the area, prepare reports on tests carried out, supervise test staff.

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

District allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Design Services Division, Technical Services Branch

*Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Advisory Services Section, Hydraulic Engineering Sub-section, Darwin

Duties: No. EP (D75)—Establish and maintain a Master Record Plan system of 'Works as Executed' drawings to facilitate design and construction of new works and amplify existing works and services with particular regard to Water Supply and Sewerage Services.

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

Management Services Division Design Administration Branch

Clerk \$7180-7935 (Class 4), Third Division, Engineering Section, Darwin

Duties: No. 13—In consultation with Technical staff, develop and undertake the administrative work associated with Design Work Plans. Maintain a continuous check of design progress and ensure that all requirements of the Works Budgeting and Administrative Procedures are met.

Qualifications: Ability to undertake planning and organising work and personal attributes to work with technical staff.

District allowance: Grade IV.

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

Accommodation: Applicants to provide family details and state requirements.

Apply: AK9

Personnel Services Branch

Personnel Officer \$9194-9869 (Class 6), Third Division, Personnel Section, Darwin

Duties: No. 2—Supervise and control the activities of the Staff Sub-section. Oversight the interpretation of provisions of the Public Service Act and Regulations, General Orders, etc., as applied to departmental staff. Advise senior officers on staff administration matters. Prepare submissions to the Public Service Inspector and Central Office.

Qualifications: Comprehensive knowledge of Public Service Act, Regulations, General Orders, Superannuation Act and relevant determinations. Ability to control staff.

District Allowance: Grade IV.

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

Accommodation: Applicants to provide family details may be allowable.

Apply: AK9

DEPARTMENT OF LABOR AND IMMIGRATION

CENTRAL OFFICE

Management and Secretariat Division, Finance and Information Branch

*Librarian, Class 3 \$10738-12054, Third Division, Finance and Office Services Section, Melbourne

Duties: No. 823—Responsible for the provision of efficient and economical library services at Central Office and throughout the regional library systems.

Qualifications: Appropriate university degree, successful completion of the registration examinations of the Library Association of Australia or equivalent qualification desirable.

Apply: P1

Working Environment Division, Physical Working Environment Branch

*Senior Food Service Adviser, Grade 1 \$9014-9932, Third Division, Food Services Section, Melbourne

Duties: No. 396—Supervise catering staff engaged in operational, investigational and advisory work; assist in the conduct of research, training and advisory services.

Qualifications: Thorough knowledge of large-scale catering; general knowledge of budgeting and nutrition; capacity to direct staff engaged in the above activities desirable. Educational qualifications to be stated.

Apply: P1

QUEENSLAND

Employment Branch

Employment Officer \$7180-7935 (Class 4), Third Division, DEO Pool Section (several positions), Brisbane, Fortitude Valley, Woolloongabba

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

Apply: P4

**DEPARTMENT OF LABOR AND
IMMIGRATION—continued****SOUTH AUSTRALIA
Industrial Services Branch**

Officer-in-charge \$9194-9869 (Class 6), Third Division, Personnel Practice Section, Adelaide

Duties: No. 7—Direct and generally supervise the work of the Section.

Qualifications: A university degree or its equivalent preferably with a major in one of the Social Sciences; capacity to direct and co-ordinate the work of the Section and to undertake advisory work; knowledge of industrial organisation and Australian industrial practice desirable.

Apply: P5

**DEPARTMENT OF MANUFACTURING
INDUSTRY****CENTRAL OFFICE****Aircraft, Guided Weapons and Electronics Supply
Division, Guided Weapons and Electronics Branch**

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

Duties: No. 14—Examine locally manufactured electronic parts and select items for qualification approval tests. Advise failures and reasons for failures.

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

Apply: AF1

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

Duties: No. 25—Technical duties in relation to the provision of guided weapons for the services. Assist in the overall control of major programmes for production and technical support for missiles and associated equipment including scheduling, PERT reviews, spares listing and correction action of production problems.

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

Apply: AF1

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

Duties: No. 9—Assist in technical assessment of Service Procurement Demands for the production and/or maintenance of electronics equipment.

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

Apply: AF1

Electronics Supply Branch

*Technical Officer (Engineering), Grade 1 \$7052-8694, Third or Fourth Division, Canberra

Duties: No. 29—Prepare and maintain planning data and carry out technical investigations on guided weapons and associated projects.

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

Apply: AF1

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

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

Duties: No. 8—Formulate and co-ordinate as necessary proposals for the establishment of expansion of production capacity to meet Service requirements. Prepare higher level reports and submissions.

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. Production engineering experience and a knowledge of Australian manufacturing industry desirable. In addition a broad knowledge of Service equipments would be an advantage.

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

Apply: AF1

Stores and Transport Branch

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

Duties: No. 38—Maintain and analyse financial and statistical data. Assist in financial investigations as necessary.

Qualifications: Completion of or substantial progress in accountancy studies desirable.

Apply: AF1

Clerk \$6052 6710 (Class 2/3), Third Division, Canberra

Duties: No. 42—Prepare correspondence and periodic returns relative to Branch staff matters. Attend to Branch office services requirements and maintain a register of administrative expenses.

Apply: AF1

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

Duties: No. 41—Responsible for the provision of general services for the Branch in respect of staff matters, office services and Branch records. Collate and prepare buildings, works and maintenance programmes for the Branch.

Apply: AF1

Contracts Branch

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

Duties: No. 26—Under direction arrange administrative matters in connection with Contract Board meetings involving typing of minutes and agenda, collation and distribution of submissions to Board members and recording of discussions and decisions of Board as necessary. Attend to Tender Room during registration of tenders and undertake associated typing duties as necessary.

Qualifications: Shorthand, 120 words per minute desirable.

Apply: AF1

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

Assistant Secretary \$17776, Second Division, Canberra

Duties: No. 1—Head of Branch. Direct departmental activities associated with industrial relations and personnel administration, including establishments, training, manpower planning, professional

and technical staff development and office services. Develop and review policies and procedures related to these activities.

Qualifications: Proven management ability, extensive experience in personnel administration and appropriate tertiary qualifications desirable.

Apply: AF1

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

Duties: No. 32—Interpret and apply determinations relating to overseas service. Co-ordinate the administration of overseas visits and control payment of salaries and allowances.

Qualifications: Knowledge of conditions of overseas service and allowances would be an advantage.

Apply: AF1

Automatic Data Processing Branch

Programming Assistant, Grade 3 \$7180-7935 (Class 4), Third Division, Canberra

Duties: No. 19—Undertake ADP systems support and programming duties.

Apply: AF1

Programming Assistant, Grade 2 \$6052-6929 (Class 2/3), Third Division, Canberra

Duties: No. 24—As directed undertake less complex ADP systems support and programming duties.

Apply: AF1

Technical Services Branch

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

Duties: No. 91—Under direction, carry out work measurement and methods improvement assignments. Prepare and apply standard data. Audit Industrial Engineering standards at establishments. Assist with training of departmental officers in industrial engineering practice.

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

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

Apply: AF3

Research and Development Division, American Projects Branch

*Technical Officer (Engineering), Grade 1 \$7052-8694, Third or Fourth Division, Mildura

Duties: No. 90—Check, maintain and calibrate electrical equipment, radio telemetry and tracking equipment used for high altitude balloon flights.

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

Note: Duties of this position involve frequent interstate travel of approximately one month's duration.

Apply: AF1

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

Duties: No. 89—Participate in the calibration, checking, assembly and maintenance of all electrical and electronic equipment used during, or in connection with balloon flights. Monitor and record in-flight data transmitted from pay loads and assist in the tracking and recovery of balloon systems and pay loads.

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

Note: Duties of this position involve frequent interstate travel of approximately one month's duration.

Apply: AF1

*Technical Officer (Engineering), Grade 1 \$7052-8694, Third or Fourth Division, Technical Section (two positions), Canberra

Duties: Nos 31, 32—Operation and maintenance, on a shift basis of modern voice/data circuit switching equipment.

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

Apply: AF1

AUSTRALIAN CAPITAL TERRITORY

Stores and Transport Branch

*Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Transport and Office Removals Section, Canberra

Duties: No. 36—Supervise industrial staff engaged in transport and transit share activities. Ensure that vehicles are properly maintained and repairs and services carried out. Check and certify work sheets.

Qualifications: Thorough knowledge of goods transport operations and vehicle loadings and capacities; knowledge of vehicle maintenance an advantage; ability to direct and control staff desirable.

Apply: AF1

*Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Transport and Office Removals Section, Canberra

Duties: No. 7—Allocate work to goods transport drivers and allot offsidors and labour as required. Arrange the hire of vehicles, cranes and fork trucks from approved contractors.

Qualifications: Thorough knowledge of goods transport vehicles loadings and capacities and experience in transport operations desirable.

Apply: AF1

*Transport Supervisor, Grade 2 \$6082-6226, Fourth Division, Transport and Office Removals Section, Canberra

Duties: No. 39—Receive telephoned and written requisitions for transport services. Prepare transport wage documents and maintain schedules of interstate vehicle arrivals, departures and loadings.

Qualifications: Experience in transport operations desirable.

Apply: AF1

**DEPARTMENT OF MANUFACTURING
INDUSTRY—continued**

- *Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport and Office Removals Section, Canberra

Duties: No. 43—Supervise a team of employees engaged in removals of office furniture and fittings, safes and other items of heavy equipment.

Qualifications: Experience in the handling and transport of furniture and other items together with ability to direct and control staff desirable.

Apply: AF1

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

Duties: No. 40—Record stores issues, receipts and the preparation of statistical returns.

Qualifications: Previous experience in stores control would be an advantage.

Apply: AF1

NEW SOUTH WALES**Guided Weapons and Electronics Supply**

- *Engineer, Class 3 \$11705-13047, Third Division, Sonobuoy Drop Test Facility, Sydney

Duties: No. 8—Direct the professional, technical and administrative operation of a Sonobuoy Drop Test Facility to test and prove sonobuoy components and assemblies. This includes the supervision of staff, test preparations, launching and recovery of sonobuoys and maintenance of all Facility plant. Ensure observance of safety regulations, prepare test schedules and programme reports. Prepare and maintain the Facility's operational manuals and budget programmes. Liaise with all organisations which may be affected by the activities of the facility.

Qualifications: Educational qualifications admitting to Grad.I.E.Aust., or other qualifications recognised by the Board as appropriate to the efficient discharge of the duties. Experience in the co-ordination and control of similar specialised activities and some knowledge of Government budgeting, staffing and administrative procedures is desirable. An understanding of the operation of small sea-going vessels and of general aviation requirements would be an advantage.

Apply: AF2

Stores and Transport Branch

- *Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Goods Transport Section, Zetland

Duties: No. 200—Determine vehicle loadings and transport requirements. Allocate and co-ordinate long distance haulage work to drivers and contractors.

Qualifications: Experience in goods transport operations desirable.

Apply: AF2

- *Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Goods Transport Section, Zetland

Duties: No. 201—Advise on vehicle and equipment requirements for the transport and loading of goods. Supervise loading and unloading of goods and explosives.

Qualifications: Experience in goods transport operations and knowledge of transport regulations desirable.

Apply: AF2

- *Transport Supervisor, Grade 4 \$7761-7960, Fourth Division, Goods Transport Section, Zetland

Duties: No. 198—Investigate and provide estimates for special goods transport requests, including manpower and equipment requirements. Supervise special transport movements.

Qualifications: Comprehensive knowledge of special equipment and techniques required for movement of heavy, bulky or delicate equipment together with a sound knowledge of transport regulations desirable.

Apply: AF2

- *Transport Supervisor, Grade 5 \$8349-8551, Fourth Division, Goods Transport Section, Zetland

Duties: No. 114—Control and direct the services provided by the Goods Transport Section.

Qualifications: Comprehensive experience in the operation of a goods transport fleet and demonstrated supervisory ability desirable.

Apply: AF2

- *Transport Supervisor, Grade 1 \$5656-5939, Fourth Division (two positions), Passenger Transport Section, Woolloomooloo

Duties: Nos 133, 137—Receive telephone requests for passenger transport and prepare transport orders.

Qualifications: Experience appropriate to the duties desirable.

Apply: AF2

- *Transport Supervisor, Grade 2 \$6082-6226, Fourth Division, (two positions), Passenger Transport Section, Woolloomooloo

Duties: Nos 196, 197—Under direction allocate work to passenger transport drivers and contractors. Operate two-way radio control. Receive bookings.

Qualifications: Experience in passenger transport operations desirable.

Apply: AF2

- *Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Passenger Transport Section (several positions), Woolloomooloo

Duties: Supervise and control the operations of the Passenger Transport Depot outside normal business hours. Receive and process transport bookings and inquiries. Allocate work to drivers and contractors. Operate two-way radio.

Qualifications: Experience in the operations of a passenger transport fleet and in two-way radio operation desirable.

Apply: AF2

- *Transport Supervisor, Grade 4 \$7761-7960, Fourth Division, Passenger Transport Section, Woolloomooloo

Duties: No. 199—Direct and supervise depot staff. Plan and supervise special transport operations.

Qualifications: Experience in the control of drivers and a large vehicle pool desirable.

Apply: AF2

*Transport Supervisor, Grade 5 \$8349-8551, Fourth Division, Passenger Transport Section, Woolloomooloo

Duties: No. 126—Control and direct the services provided by the Passenger Transport Section.

Qualifications: Comprehensive experience in the operation of a large passenger transport fleet together with proven supervisory experience desirable.

Apply: AF2

VICTORIA

Contracts Branch

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

Duties: No. 44—Arrange and prepare contracts of a more complex nature for the procurement of stores and equipment and the provision of services.

Apply: AF3

Clerk \$8187-8942 (Class 5), Third Division, Melbourne

Duties: No. 37—Allocate work and supervise tendering action in a procurement sub-section. Compile monthly performance and progress reports. Maintain ADP procurement control system. Train subordinate staff.

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

Duties: No. 243—Analyse and interpret ADP output data relating to purchasing activities up to stage of contract acceptance. Prepare statements and reports. Assist in the conduct of methods and procedures assignments associated with the use of ADP in procurement activities.

Apply: AF3

Finance Branch

Cost Investigator, Grade 1 \$8187-8942 (Class 5), Third Division, Melbourne

Duties: No. 66—Investigate and report on costs of Orders placed with Contractors, including adequacy of Contractors' Accounting and Costing records and bases for Apportionment of Overhead.

Qualifications: Qualifications specified under Section 53 of the Public Service Act and as promulgated page 157 of *Gazette* No. 8 of 28.1.72.

Apply: AF3

Defence Printing Establishment

*Assistant (Printing), Grade 3 \$5735-5970, Fourth Division, Brunswick

Duties: Nos 16, 20—Undertake hand type-setting and composing work.

Qualifications: Fully indentured tradesman. Experience appropriate to the duties desirable.

Apply: AF22

*Assistant (Printing), Grade 4 \$6077-6311, Fourth Division, Brunswick

Duties: No. 8—Undertake machine type-setting and composing work.

Qualifications: Fully indentured tradesman. Experience appropriate to the duties desirable.

Apply: AF22

*Assistant (Printing), Grade 3 \$5735-5970, Fourth Division, Brunswick

Duties: Nos 53, 73, 78, 81—Operate letterpress or large Lithographic Printing Machines.

Qualifications: Fully indentured tradesman in letterpress or offset printing. Experience appropriate to the duties desirable.

Apply: AF22

Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Brunswick

Duties: No. 148—Under direction carry out assessments of current and future plant and equipment requirements. Prepare necessary recommendations and specifications. Ensure the performance of a comprehensive maintenance service to cover all plant, equipment, buildings and ancillary services. Negotiate work arrangements with Department of Housing and Construction and contractors and oversight performance. Act as Establishment Safety Officer.

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

Apply: AF22

Ordnance Factory

Clerk \$7180-7935 (Class 4), Third Division, Administrative Section, Maribyrnong

Duties: No. 4—Post and maintain appropriate ledger, prepare journal entries and post Control Ledgers for Ordnance Factory, Maribyrnong and Central Drawing Office, Maribyrnong. Prepare monthly authorisation and expenditure returns. Prepare monthly trial balances, profit and loss statements and reports on factory operations. Prepare Annual Balance Sheet and Financial Statements.

Qualifications: Wide practical experience in general accounting practices and procedures. Accounting qualifications are desirable.

Apply: AF15

Stores and Transport Branch

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Goods Transport Section, West Melbourne

Duties: No. 139—Receive transport bookings; allocate jobs and supervise drivers engaged on light deliveries in the metropolitan area.

Qualifications: Experience appropriate to the duties desirable.

Apply: AF10

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Goods Transport section, Braybrook

Duties: No. 154—Issue emergency purchase books and liquid fuel dockets, maintain driving rosters, daily record of vehicle status, advise interstate branches of consignments and prepare weekly returns and transport statistics.

Qualifications: Experience appropriate to the duties desirable.

Apply: AF10

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Goods Transport Section, Braybrook

Duties: No. 138—Supervise the operations of cranes in the depot or within the metropolitan area; conduct frequent service checks of vehicles,

**DEPARTMENT OF MANUFACTURING
INDUSTRY—continued**

equipment, gear and tackle, conduct driver testing and tuition in regard to the issue of Driving Authorities and make up heavy job units when required.

Qualifications: Experience appropriate to the duties desirable.

Apply: AF10

- *Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Goods Transport Section, Braybrook

Duties: No. 106—Assist with the planning arrangements and supervision of loadings and movement of vehicles engaged in heavy lift operations; undertake pallet duties during heavy uplifts; maintain liaison with police, road and civil authorities.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF10

- *Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Goods Transport Section, Braybrook

Duties: No. 153—Allocate and co-ordinate long distance haulage work. Receive telephone inquiries and requests regarding transport. Prepare movement/transport orders, manifests, drivers instructions and arrange travelling allowances.

Qualifications: Experience in goods transport operations desirable.

Apply: AF10

- *Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Goods Transport Section, Braybrook

Duties: No. 152—Allocate work to the metropolitan fleet drivers and contractors; attend to telephone inquiries/requests and prepare Transport Orders. Investigate complaints.

Qualifications: Experience in goods transport operations desirable.

Apply: AF10

- *Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Goods Transport Section, Braybrook

Duties: No. 157—Control the movement of traffic in and out of the Heavy Transport Depot, supervise vehicle parking, instruct new drivers, issue repair and service requisitions, examine loading gear and vehicle equipment and prepare 'hand over/take over' certificates for vehicles on return from hirers.

Qualifications: Experience in goods transport operations desirable.

Apply: AF10

- Transport Supervisor, Grade 1 \$5656-5938, Fourth Division, Passenger Transport Section, Fishermen's Bend

Duties: No. 141—Supervise the operation of the sub-depot at Government Aircraft Factory, Fishermen's Bend.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF10

- *Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Passenger Transport Section, Maribyrnong

Duties: No. 142—Supervise the operation of the sub-depot at Maribyrnong.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF10

- *Transport Supervisor, Grade 2 \$6082-6226, Fourth Division, Passenger Transport Section, Heidelberg

Duties: No. 104—Receive bookings for Repatriation General Hospital and direct work to passenger car drivers by two-way radio. Assist with the planning of multiple pick-ups.

Qualifications: Experience in passenger transport operations desirable.

Apply: AF10

Explosives Factory

- *Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Technical Section, Albion

Duties: No. 21—Carry out the more important routine analysis and testing of raw materials, Acids explosives, etc. Standardise solutions and re-agents.

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

Apply: AF13

QUEENSLAND**Stores and Transport Branch**

- *Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Brisbane

Duties: No. 178—Receive telephone requests for passenger transport and prepare Transport Orders.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF4

- *Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Transport Section, Brisbane

Duties: No. 177—Supervise drivers and other employees of Passenger Transport Depot. Maintain vehicle standards. Control the operation of 'drive yourself' vehicles.

Qualifications: Experience in passenger transport procedures and detailed knowledge of Brisbane Metropolitan area desired.

Apply: AF4

- *Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Transport Section, Cannon Hill

Duties: No. 159—Receive goods transport bookings. Plan and allocate all local and long distance transport operations. Check and complete drivers' documentation.

Qualifications: Experience in goods transport operations desirable.

Apply: AF4

SOUTH AUSTRALIA**Stores and Transport Branch**

- *Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Adelaide

Duties: No. 150—Maintain documentation and records for weekly hire of vehicles.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF5

Finance Branch

*Cost Investigator, Grade 2 \$9194-9869 (Class 6), Third Division, Cost Investigation Section, Adelaide

Duties: No. 20—Carry out more complex Cost Investigation duties. Undertake special investigations.

Qualifications: Completion or partial completion of an approved accountancy course or equivalent as specified under Section 53 of the Public Service Act and as promulgated page 163 of *Gazette* No. 9 of 30.1.73. Travel to country areas involved.

Note: Previous applicants need not re-apply.

Apply: AF5

Stores and Transport Branch

*Transport Supervisor, Grade 3 \$6466-6757, Fourth Division (several positions), Transport Section, Adelaide

Duties: Allocate work to passenger transport drivers and contractors. Control operations of fleet equipped with two-way radio.

Qualifications: Experience in the operations of a passenger transport fleet and in two-way radio operation desirable.

Apply: AF5

*Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Transport Section, Adelaide

Duties: No. 180—Direct and supervise depot staff. Plan and supervise special transport operations.

Qualifications: Experience in the control of drivers and a large vehicle pool desirable.

Apply: AF5

*Transport Supervisor, Grade 2 \$6082-6226, Fourth Division, Transport Section, Adelaide

Duties: No. 185—Operate a transport control and allocation centre at Repatriation General Hospital.

Qualifications: Experience in passenger transport operations desirable.

Apply: AF5

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Adelaide

Duties: No. 149—Receive telephone requests for passenger transport and prepare transport orders.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF5

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Adelaide

Duties: No. 186—Supervise the operation of the weekly hire of vehicles service. Control the parking and issue of vehicles and ensure that vehicles are properly maintained.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF5

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Salisbury

Duties: No. 90—Maintain Register of vehicles on weekly hire from the Salisbury Depot. Prepare and check associated documentation.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF5

*Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Transport Section, Salisbury

Duties: No. 181—Supervise the staff and operations of the Movements Control Room. Allocate vehicles and drivers for goods transport work.

Qualifications: Experience in the operation of a passenger and/or goods transport fleet desirable.

Apply: AF5

*Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Transport Section, Salisbury

Duties: No. 182—Direct and supervise depot staff. Supervise the loading of heavy vehicles.

Qualifications: Experience in goods transport operations and knowledge of transport regulations desirable.

Apply: AF5

*Transport Supervisor, Grade 2 \$6082-6226, Fourth Division, Transport Section, Salisbury

Duties: No. 93—Allocate passenger transport work to drivers. Operate two-way radio control. Receive bookings.

Qualifications: Experience in passenger transport operations desirable.

Apply: AF5

*Foreman (Metal Trades), Grade 'C' \$8058-8415, Fourth Division, Minor Servicing Workshops, Salisbury

Duties: No. 102—Supervise the operations of an automotive workshop carrying out servicing, maintenance and repairs to a wide range of vehicles, in accordance with set procedures.

Qualifications: Qualified tradesman with a sound technical knowledge in the repairs and maintenance of automotive vehicles and allied equipment.

Note: Previous applicants need not re-apply.

Apply: AF5

*Transport Supervisor, Grade 2 \$6082-6226, Fourth Division, Transport Section, Woomera

Duties: No. 119—Supervise transport operations at the Range 'E' sub-depot.

Qualifications: Experience in the operation of a small transport depot desirable.

Apply: AF5

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Woomera

Duties: No. 189—Receive requests for transport and prepare transport orders.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF5

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Woomera

Duties: No. 190—Receive requests for transport and prepare transport orders for Range 'E' operations.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF5

**DEPARTMENT OF MANUFACTURING
INDUSTRY—continued**

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Woomera

Duties: No. 188—Direct and supervise depot staff and the movement and parking of vehicles. Allocate work to drivers.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF5

*Senior Stores Supervisor, Grade 1 \$6164-6342, Fourth Division, Woomera

Duties: No. 167—Spare Parts Supervisor. Responsible for the control and supervision of complete automotive spare parts storekeeping function at Woomera. Supervise furniture removal activities including inspection of damage claims and report findings.

Qualifications: Extensive knowledge of storehouse practices and procedures. Ability to control staff desirable.

Note: Previous applicants need not re-apply.

Apply: W5

*Senior Technical Officer (Engineering), Grade 1 \$8901-9415, Third or Fourth Division, Woomera

Duties: No. 108—Responsible for the control and management of the branch workshop at Woomera. Undertake investigations and prepare reports on matters relating to the repairs, maintenance and modifications to vehicles and allied equipment.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Ability to control staff.

Accommodation: Married accommodation will be made available within a reasonable period after commencing duty.

District allowance: \$410 per annum is payable to a married man maintaining a family, others receive \$220 per annum.

Taxation: Residents of Woomera are eligible for a Zone 'B' Taxation concession.

Note: Previous applicants need not re-apply.

Apply: AF5

*Transport Supervisor, Grade 3 \$6466-6757, Fourth Division, Transport Section, Pennington

Duties: No. 183—Direct and supervise depot staff. Supervise the loading of heavy vehicles and special transport operations.

Qualifications: Experience in goods transport operations and knowledge of transport regulations desirable.

Apply: AF5

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Pennington

Duties: No. 287—Supervise the operation of the weekly hire of vehicles service. Prepare documentation and maintain register of vehicles on hire.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF5

Aircraft Engineering Workshop

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

Duties: No. 2107—Production Control and Progress Officer. Plan methods of repair/manufacture of minor items—Progress Production—prepare reports, submit production permits and various tests. Signatory and Inspector for aircraft components under Department of Transport approval.

Qualifications: Sound knowledge of Machine Shop practices in jobbing shop including heat treatment, electroplating and aircraft welding processes.

Note: Previous applicants need not re-apply.

Apply: AF5

TASMANIA**Stores and Transport Branch**

*Transport Supervisor, Grade 1 \$5656-5939, Fourth Division, Transport Section, Hobart

Duties: No. 2—Responsible for the allocation and control of all hirer-driver vehicles.

Qualifications: Experience relevant to the above duties desirable.

Apply: AF7

DEPARTMENT OF THE MEDIA

AUSTRALIAN CAPITAL TERRITORY**Information Division, Australian Government
Publishing Service, Management Services, Supply
and Projects Branch**

*Stores Supervisor \$6317-6571, Fourth Division, Supply Section, Stores and Procurement Sub-section, Canberra

Duties: No. 536—Directly supervise the operations of the Bulk Paper Store including (a) receipt, identification and acquittal of stores received; (b) segregation according to vocabulary and stowage of all stock items; (c) issue and dispatch of stores, etc.

Qualifications: Relevant stores experience and ability to operate mechanical handling aids, e.g. Fork Lifts, and train subordinate staff to licensed standard is desirable.

Apply: Q2

NEW SOUTH WALES**Information Division, Australian Government
Publishing Service, Publishing Branch**

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Client Service and Print Procurement Section, Client Service Sub-section, Sydney

Duties: No. 612—Maintain and operate card system of progress recording of jobs; update system from information provided by Client Service Officer. Receive and record Requests for Service (CP1), receive and dispatch correspondence and record details of postage.

Apply: Q2

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 91—Assist in the posting of issues and receipts to the Stock ledger cards and in the maintenance of total ownership records for accountable items.

Apply: R1

Economic and General Division, General Branch

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

Duties: No. 73—Assist with projects not falling within the functions of any other Division.

Qualifications: Experience in policy formulation desirable.

Apply: R1

Bureau of Mineral Resources, Geology and Geophysics Geological Branch

*Illustrator, Grade 2 \$8929-9443, Fourth Division, Geological Services Section, Drafting Sub-section, Canberra

Duties: Design and prepare diagrams, block diagrams, panoramas and sketches; undertake important typographical designs and layouts including specifications of type faces and other technical aspects for Bureau publications.

Qualifications: An Arts certificate from a technical college, together with appropriate experience desirable.

Apply: R1

*Geologist, Class 3 \$11401-12741, Third Division, Metalliferous Section, Canberra

Duties: No. 112—Head a group doing petrological and mineralogical studies relating to the Bureau's field investigations. Undertake associated independent research. Prepare reports and scientific papers on the results of projects.

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

Apply: R1

Geophysical Branch

Clerk \$7180-7935 (Class 4), Third Division, Metalliferous and Airborne Section, Airborne Sub-section, Canberra

Duties: No. 823—Prepare and submit computer jobs for processing geophysical data acquired by airborne surveys. Critically examine and act upon computer reports. Compile processing histories and assist with filing systems.

Qualifications: Experience and ability in an ADP environment.

Apply: R1

Clerk \$8187-8942 (Class 5), Third Division, Metalliferous and Airborne Section, Airborne Sub-section, Canberra

Duties: No. 822—Plan and control scheduling of computer processing of geophysical data acquired by airborne surveys. Provide efficient management of project filing systems and subordinate staff. Prepare progress reports.

Qualifications: Experience in devising and controlling work programs and filing systems preferably in an ADP environment.

Apply: R1

Operations Branch

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

Duties: No. 826—Design, develop and implement programs for the processing of magnetic, spectrometer and navigational data acquired by airborne surveys and for the mapping and presentation of this data. Train subordinates in program implementation and maintain the system and documentation standards.

Qualifications: Experience in Fortran programming, scientific systems analysis and design.

Apply: R1

Division of National Mapping Map Production Branch

Photographer \$5571-6458, Fourth Division, Aero Chart and Small Scale Mapping Section, Small Scale Mapping and Reproduction Sub-section, Canberra

Duties: No. 207—Operate the Klimsch Auto-horika Cartographic camera and Barco camera and photographic enlargers. Experience in line and half tone photography, contact printing and enlarging micro-films.

Qualifications: Qualified photographer with considerable related experience preferably in the cartographic field.

Apply: R1

Offshore and International Division Policy and Projects Branch

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

Duties: No. 18—Direct the work of the section which is responsible for research and the formulation of policy proposals relating to international aspects of the mineral resources of the seabed.

Qualifications: Experience in the formulation of policy advice and academic qualifications desirable.

Apply: R1

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

Management and Special Services Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Administrative Section, Staff, Accounts and Office Services Sub-section, Canberra

Duties: No. 78—Staff Clerk. Responsible for all personnel and recruitment matters in respect of the staff of the Department.

Qualifications: Knowledge of ADP pay roll operations, and relevant provisions of the Public Service Act, Regulations, etc., desirable.

Apply: T1

DEPARTMENT OF NORTHERN DEVELOPMENT—continued

Clerical Assistant, Grade 7 \$7359-7607, Fourth Division, Administrative Section, Staff, Accounts and Office Services Sub-section, Canberra

Duties: NP—Officer-in-charge, Registry. Ensure the proper and efficient working of the Registry cell including the supervision and training of staff. Perform the duties of Classifier.

Qualifications: Extensive experience in Registry practices and procedures desirable.

Note: Previous applicants for position Clerical Assistant, Grade 6 (O.I.C. Registry) will be considered and need not re-apply.

Apply: T1

DEPARTMENT OF THE NORTHERN TERRITORY**NORTHERN TERRITORY****Management, Legislation and Planning Division, Legislation Branch**

Clerk \$10204-10879 (Class 7), Third Division, Law Reform and Review Section, Darwin

Duties: No. 5—Investigate proposals for changes in legislation, by-laws and regulations, Prepare associated reports.

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

Resource Development Division, Water Resources Branch

*Technical Officer (Engineering), Grade 1 \$7052-8694, Third or Fourth Division, Groundwater and Investigation Section, Darwin

Duties: No. 39—Under direction, supervise field parties carrying out groundwater resources investigations. Maintain and operate geophysical equipment, compute results and prepare reports.

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

Apply: U1

*Technical Officer (Engineering), Grade 1 \$7052-8694, Third or Fourth Division, Investigation and Design Section, Darwin

Duties: No. 144—Supervise and perform field engineering topographical surveys and site and engineering materials investigations for major water resources investigations.

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

Apply: U1

*Technical Officer (Engineering), Grade 1 \$7052-8694, Third or Fourth Division, Groundwater and Rural Advisory Service Section, Darwin

Duties: No. 57—Control and direct field parties. Preliminary investigation and assessment of proposals for farm dam construction, development of underground water, and irrigation of flood irrigation schemes for small rural water supplies.

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

Apply: U1

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

Duties: No. 55—Carry out more complex surveys and computations associated with basin-wide major water supplies investigations and major irrigation and water resources investigation areas. Take charge of a group of field parties on specific major investigations as required and assist in training of lower grade technical officers.

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

Apply: U1

Lands and Community Development Division, Local Government and Services Branch

*Senior Vehicle Tester \$7861-8026, Fourth Division, Local Government Section (3 positions)

Duties: NP—Inspect motor vehicles for conformance to the Motor Vehicles Ordinance requirements prior to registration. Conduct driver licence tests of all classes. Conduct other tests and inspections for public and hire car vehicles as required.

Qualifications: 'A' grade motor mechanic desirable. Previous experience, together with a knowledge of Motor Vehicle Ordinances an advantage.

Note: The positions are located at Nhulunbuy, Katherine and Tennant Creek.

Apply: U1

DEPARTMENT OF OVERSEAS TRADE**CENTRAL STAFF****Policy Development Division, Trade Economic Analysis**

Clerk \$11383-11886 (Class 8), Third Division, Policy Development and Situation Analysis Section, Canberra

Duties: No. 825—Analyse documents from specific fields of departmental activity, and extract, catalogue and summarise information of historical value. Examine policy implications involved.

Qualifications: Wide knowledge of Australia's trading activities. Ability to select information and relate implications to other areas. Academic qualifications to be stated.

Apply: V1

ADP and Technical Services Branch

Programmer \$9194-9869 (Class 6), Third Division, ADP Development Section, Applications Systems 2 Sub-section, Canberra

Duties: No. 923—As a member of a team, undertake systems analysis, design and programming for

the implementation of trade policy ADP systems using mathematical and statistical manipulation and modelling techniques.

Qualifications: Considerable experience in programming and systems analysis. Experience in the use of FORTRAN and/or COBOL and in programming for mathematical and/or statistical applications desirable. Relevant tertiary qualifications desirable.

Apply: V1

**International Trade Organisations Division,
No. 1 Branch**

Trade Policy Officer \$13394-13898 (Class 10), Third Division, UN and General Section, Canberra

Duties: No. 735—Examination of developments in international trade policies including Commonwealth trade meetings. Supervise preparation of briefs for international conferences and participation in conference delegations as required.

Qualifications: Considerable experience in economic analysis and formation of policy proposals. Experience in field of international relations or international organisations would be helpful, but not essential. Appropriate university degree desirable.

Apply: V1

REGIONAL OFFICE—NEW SOUTH WALES

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

Duties: No. 3—Supervise the work of staff engaged on Personnel, Travel and Office Services functions.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders and Commonwealth Employees' Compensation Act.

Apply: V1

Clerk \$11383-11886 (Class 8), Third Division, Heavy Engineering and Metal Section, Sydney

Duties: No. 9—Direct and control the work of a section engaged on investigation, trade promotion, and industry survey activities. Establish and maintain contact with executives in commerce and industry. Interview and make arrangements for overseas visitors.

Qualifications: Ability to direct staff, including field staff. Capacity to undertake investigations and prepare reports. Academic qualifications to be stated.

Apply: V1

**POSTMASTER-GENERAL'S
DEPARTMENT**

CENTRAL OFFICE

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

Senior Technical Officer (Engineering), Grade 2 \$9697-10261, Third or Fourth Division, Fundamental Planning Branch, Planning Mechanisation and Techniques Section, Melbourne

Duties: No. 33—Apply traffic engineering and computer application experience and practices to participate in the development of a National Traffic Data Base.

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

Apply: W1

Engineering Works Division, Administrative Branch

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

Duties: No. 42—Responsible to the Chief Costing Officer for all staff and associated work, and maintain Section filing system.

Apply: W1

Radiocommunications Branch

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Regulatory and Licensing Section, Melbourne

Duties: No. 96—Under direction, examine and prepare computer input data forms or updating the Australian Master Frequency Register.

Apply: W1

Support Services Branch

*Illustrating Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Drating Section, Melbourne

Duties: No. 29—Carry out less involved art work, and assist in the production of displays and exhibitions. Undertake silk screen printing in the Display Sub-group.

Qualifications: An approved certificate of art from a technical college, or 2 years of a diploma course at a college of advanced education and/or knowledge of silk screen techniques and appropriate practical experience desirable.

Apply: W1

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

Duties: No. 15—Provide secretarial and stenographic assistance to the Head of the Branch.

Qualifications: Shorthand, at least 100 words per minute.

Apply: W1

Telephone Subscribers Equipment Branch

Engineer, Class 3 \$11705-13047, Third Division, Switching Systems Design Section, Melbourne

Duties: No. 63—Formulate and promulgate PABX equipment design standards and performance objectives for relay and electronic types of subscribers switching installations. Evaluate developments in PABX design and determine acceptability in the light of Departmental standards and requirements. Design and develop PABX facilities as necessary. Prepare specifications for relay and electronic types of PABX 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: W1

Management Services Division, Supply Branch

Clerk \$9194-9869 (Class 6), Third Division, Australian Government Stores and Tender Board Section, Melbourne

Duties: No. 68—Officer in charge of a Contracts Sub-section.

Qualifications: A sound knowledge of contract purchasing practices and procedures desirable.

Apply: W1

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

Postal Planning and Engineering Sub-division

Clerk \$9194-9869 (Class 6), Third Division, Postal Planning Branch, Long Range and Business Planning Section, Melbourne

Duties: No. 9—Undertake studies of the environment external to the postal service to identify factors applicable to long range planning. Maintain and interpret relevant economic and business statistics.

Qualifications: Appropriate tertiary qualifications desirable.

Apply: W1

NEW SOUTH WALES

Engineering Division, Buildings Branch

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

Duties: No. 243—Carry out inspections and investigations into the engineering services repairs and maintenance projects in accordance with guidelines provided; recommend extent of work to be undertaken. Undertake functional planning and prepare the engineering services component of building proposals for minor buildings works, specify design requirements and prepare estimates and specifications.

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

Apply: W2

Field Officer \$7899-8104, Fourth Division, Minor Works Section, Sydney

Duties: No. 68—Arrange for and/or supervise, within defined limits, the repair and maintenance of buildings, and the execution of minor new building works. Carry out periodical inspections to assess repairs, maintenance and minor alterations required on buildings. Make relevant recommendations.

Qualifications: Appropriate trade qualifications and/or sound practical experience in, or knowledge of the related trades fields desirable.

Apply: W2

Construction Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Metropolitan Installation No. 1 Section, Sydney

Duties: No. 64—Clerical assistance to the Senior Telecommunications Technical Officer.

Apply: W2

Inspector (Automotive) \$6757-7009, Fourth Division, Primary Works (Country) Section, Sydney

Duties: No. 336—Responsible for the maintenance and repair of a large fleet of mechanical aids and vehicles on specific projects, which may be located throughout the State.

Qualifications: Applicants should be qualified motor mechanics.

Note: A large percentage of time will be spent away from head station under travelling allowance and camping conditions.

Apply: W2

Metropolitan Operations Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, City Operations Section, Edgecliff

Duties: No. 166—Shift Clerical Assistant.

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

Apply: W2

Telecommunications Technical Officer, Grade 2 \$8929-9443, Third or Fourth Division, Metropolitan Operations No. 4 Section, Parramatta

Duties: Second in charge in the operation of the SDC.

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

Note: Shift work is involved.

Apply: W2

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, Trunk Service Section (two positions), Sydney

Duties: A—Officer in charge of Operations Group of the Service Restoration and Traffic Control Centre. B—Officer in charge of the Planning Restoration Group of the Service Restoration and Traffic Control Centre.

Qualifications above two positions: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive knowledge of New South Wales telephone network and ability to liaise with other Sections desirable.

Apply: W2

Clerk \$7180-7935 (Class 4), Third or Fourth Division, Newcastle Section, Newcastle

Duties: No. 374—Senior Clerk, Works and General.

Qualifications: Knowledge of works procedure and cost accounts instructions desirable.

Apply: W2

Lines Supervisor, Grade 2 \$7312, Fourth Division, Newcastle Section, Merriwa

Duties: Area Supervisor.

Apply: W2

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division Northern Section, Tamworth

Duties: No. 472—Check tool registers and bin tally cards. Maintain record of accountable documents.

Apply: W2

Support Services Branch

Draftsman, Grade 2 \$8929-9443, Third or Fourth Division, Drafting Section, Wollongong

Duties: No. 185—Design and drafting work in the Survey and Country Cables and Conduits Group, Wollongong.

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

Apply: W2

Illustrating Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Drafting Section, Sydney

Duties: No. 442—Less involved art work in the Publicity Sub-section.

Qualifications: Relevant experience and completion, or partial completion of an appropriate course of study desirable.

Apply: W2

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

Duties: No. 69—Less involved drafting work in the Mechanical and Structural No. 1 Sub-section.

Apply: W2

Drafting Assistant, Grade 2 \$6723-7427, Third or Fourth Division, Drafting Section (eight positions), Sydney

Duties:

No. 456—Less involved drafting work in the Survey No. 2 Sub-section.

Nos 220, 221, 222, 223—Less involved drafting work in the Metropolitan Equipment Section.

Nos 224, 225, 226—Less involved drafting work in the Country Equipment Section.

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

Apply: W2

Clerk \$6052-6929 (Class 2/3), Third Division, Industrial Engineering and Training Section, Strathfield

Duties: No. 43—Staff Clerk.

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

Apply: W2

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Industrial Engineering and Training Section, North Sydney

Duties: No. 130—Provide clerical assistance to the Supervisor, Technical Training School, North Sydney.

Qualifications: Knowledge of the operation of Training School desirable.

Apply: W2

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Workshops Section, St Peters

Duties: No. 452—Clerical assistance to a Supervisory Officer. Prepare summaries of information from records of individual inspection cards. Draw up graphs where required and compile statistics reports for workshops management.

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

Apply: W2

Postal Services Division, Post Offices Branch

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Branch Services Section, Sydney

Duties: No. 196—Financial Control Assistant. Compile financial and statistical data and assist in the preparation, co-ordination and analysis of budgets and budget reviews and maintenance of appropriate financial records.

Qualifications: Sound knowledge of Post Office procedures desirable.

Apply: W2

Postmaster, Grade 5 \$10671-11423, Third Division, Coffs Harbour

Quarters: Seven rooms (three bedrooms), sleepout included.

Apply: W2

Postmaster, Grade 4 \$9542-10296, Third Division, Dulwich Hill

Quarters: Nil.

Apply: W2

Postmaster, Grade 3 \$8396-8256, Third Division, South Grafton

Quarters: Six rooms (three bedrooms).

Apply: W2

Postmaster, Grade 2 \$7315-8108, Third Division, Henty

Quarters: Seven rooms (three bedrooms), sleepout included.

Apply: W2

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

Apply: W2

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

Duties: Officer-in-charge, Telephone Accountancy Section.

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

Apply: W2

Postal Clerk \$4827-5989, Fourth Division (three positions), Coffs Harbour (Relief), Penrith, Woy Woy (Relief)

Apply: W2

Postal Clerk \$4827-5989, Fourth Division (five positions), Brookvale, Lakemba, Manly (Emergency Relief), Mona Vale, North Sydney

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

Apply: W2

Telecommunications Division, Country Region

Clerk \$8187-8942 (Class 5), Third Division, Central and Head Office Section, Operations Sub-section, Sydney

Duties: No. 348—Oversight of audit of telephone and telegraph staffing records and rosters; preparation of major staffing proposals; control and oversight staffing financial levels; oversight estimates for seasonal staff, Group proposals, Staff and Financial estimates.

Qualifications: A good knowledge of Telecommunications practices and procedures is desirable.

Apply: W2

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

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, North Section, Grafton District Telephone Office Sub-section, Grafton

Duties: No. 454—Maintain telephone and telegraph operating and switching instructions and call charge records. Assist with the evaluation of exchange staffing records.

Qualifications: A knowledge of telephone operating practices and procedures desirable.

Apply: W2

Clerk \$8187-8942 (Class 5), Third Division, North Section, Kempsey District Telephone Office Sub-section, Kempsey

Duties: No. 117—Responsible to the District Telephone Manager for supervision and control of the Sales Section.

Qualifications: A thorough knowledge of the practices and procedures of the Sales Branch particularly in relation to rural areas.

Apply: W2

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, South Section, Narrandera District Telephone Office Sub-section, Narrandera

Duties: No. 100—Maintain Telephone and Telegraph operations and switching instructions and call charging records. Assist with evaluation of exchange staffing records.

Qualifications: A knowledge of telephone operating practices and procedures desirable.

Apply: W2

Metropolitan Region, Sales Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Contracts Section (four positions), (a) Group 10, Ryde; Group 16, Blacktown (two positions); Group 17, Hornsby

Duties: No. 501—Ryde; Nos 264, 279—Blacktown; No. 413—Hornsby—Issue of Telephone orders and clearance of debit notices to the Assistant Chief Accountant.

Qualifications above four positions: A good knowledge of Sales Branch practices and procedures is desirable.

Apply: W2

Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Survey Section, Telegraph and Data Sub-section, Sydney

Duties: No. 587—Analyse development statistics and prepare integrated forecasts of subscribers telegraph and data services.

Qualifications: Appropriate university degree or other suitable tertiary qualifications. Statistical and/or forecasting experience desirable.

Apply: W2

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Survey Section (two positions), Sydney

Duties: Nos 395, 396—Conduct audits of Exchange records and compile data for use on Telephone Development Surveys throughout New South Wales. Duties involve some country assignments and absence from Headquarters as required.

Qualifications: Knowledge of Telecommunications and Engineering Division Telephone records systems desirable.

Note: The above two positions will be transferred to North Sydney at a later date.

Apply: W2

Finance and Accounting Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Post Offices Accounting Section, Licencing Sub-section, Sydney

Duties: No. 352—Provide general clerical assistance in the Licence Inspection Group.

Apply: W2

Clerk \$8187-8942 (Class 5), Third Division, Revenue Section, Sydney

Duties: No. 81—Credit Advisor.

Qualifications: A good knowledge of procedures and conditions for the provision of Departmental services is desirable.

Apply: W2

Personnel and Industrial Relations Branch

Clerk \$6052-6929 (Class 2/3), Third Division, Industrial Relations Section, Assessing and Compensation Sub-section, Sydney

Duties: No. 36—Compensation Officer. Classify new accidents, prepare determinations in connection with compensation, prepare correspondence in connection with accident and compensation claims.

Qualifications: Knowledge of the Compensation Act is desirable.

Apply: W2

VICTORIA**Engineering Division, Administrative Branch**

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

Duties: No. 350—Relief Clerk.

Qualifications: A sound knowledge of Works Procedure and Costs Accounts Instructions, current Awards and Determinations and specifically Costing Procedures both in relation to Wages and Allowances, and Works and proven ability to control and direct the work of subordinate staff desirable.

Apply: W3

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

Duties: No. 61—Labour Reconciliation Clerk. Check, collate and prepare overall Group Summary and Money Sheets for creation of monthly Engineering Labour Cost Abstract.

Qualifications: A sound and comprehensive knowledge of Engineering Division Wages and Allowance procedures is desirable.

Apply: W3

Accounting Machinist, Grade 3 \$5606, Fourth Division, Costing Section, Melbourne

Duties: No. 225—Responsible for the preparation of material and incidental abstracts, posting abstracts for plant costs and the compilation of State and Divisional control sheets.

Apply: W3

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, General Services Section (two positions), Melbourne

Duties: No. 306—Dispatch Officer.

Qualifications: Ability to direct and control subordinate staff is desirable.

Duties: No. 330—Collate vouchers for abstracting and posting to works authorities.

Apply: W3

Construction Branch

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

Duties: Estimating Supervisor on major cable and/or Conduit Installations.

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Country Installation No. 2 (East) Section, Richmond

Duties: No. 127—Provide clerical assistance to the depot Senior Telecommunications Technical Officer.

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

Apply: W3

Metropolitan Operations Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division, Metropolitan Operations No. 5 (East) Section, Camberwell

Duties: Estimating Supervisor.

Apply: W3

Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 2 (North West) Section, Craigieburn

Duties: Party Leader.

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Metropolitan Operations No. 2 (North West) Section (two positions) Moreland and North Essendon

Duties: No. 90—(Moreland) and No. 82 (North Essendon)—General clerical assistance to the Senior Telecommunications Technical Officer in charge of the Telephone Exchange.

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

Apply: W3

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Metropolitan Operations No. 7 (South) Section (two positions), Brighton

Duties: Nos 358, 359—Fault dispatch assistance.

Note above two positions: Shift work may be involved.

Apply: W3

Planning and Programming Branch

Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Third or Fourth Division, Switching and Facilities Section, Melbourne

Duties: No. 100—Within broad guidelines prepare complex trunking designs and planning proposals.

Technical Officer (Engineering), Grade 2 8929-9443, Third or Fourth Division, Transmission and Line Planning (Metropolitan) Section, Melbourne

Duties—No. 31—Prepare planning details of projects including the technical design of transmission and line plant associated with the metropolitan network.

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

Apply: W3

Regional Operations Branch

Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third or Fourth Division, North-Eastern Section, Alexandra

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

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

In lieu of notification appearing in *Gazette* No. 55 of 4.7.74. Previous applicants must re-apply.

Apply: W3

Telecommunications Technical Officer, Grade 1 \$7756-8694, Third or Fourth Division, South Western Section, Hamilton

Duties: District relief and special duties. The occupant will, as required, provide relief for technical officer staff at Hamilton, Casterton and Edenhope.

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

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

Apply: W3

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, South Western Section, Hamilton

Duties: No. 139—Reconciliation of records of material and moveable plant issues.

Apply: W3

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

Duties: No. 279—Works Officer.

In lieu of notification appearing in *Gazette* No. 53 of 27.6.74. Previous applicants must re-apply.

Apply: W3

Cable Assigner \$6710, Fourth Division, South East Central Section, Croydon

Duties: Carry out clerical work associated with the recording of details of subscribers telephone cables.

Qualifications: A sound knowledge of cable jointing procedures desirable.

Apply: W3

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

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

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

In lieu of notification appearing in *Gazette* No. 55 of 4.7.74. Previous applicants must re-apply.

Apply: W3

Support Services Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Industrial Engineering and Training Section, Melbourne

Duties: No. 44—Receive and distribute correspondence papers to trainees and maintain associated records.

Apply: W3

Postal Services Division, Mail Exchange Branch

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

Duties: No. 148—Check indexing of follow-on papers and attach to files. Determine 'mark-out' and endorse files accordingly. Prepare reminder notices and relieve Counter Officer for meal breaks. Other registry duties as required.

Qualifications: A sound knowledge of registry procedure is desirable.

Apply: W3

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

Duties: No. 71—Maintain file records of training courses and training undertaken by staff. Provide general assistance to Training Officers.

Apply: W3

Post Offices Branch

Senior Postal Clerk, Grade 1 \$6252-6816, Third Division (two positions), Ashburton and Northland Centre

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

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

Apply: W3

Telecommunications Division, Country Region

Clerk \$7180-7935 (Class 4), Third Division, District Telephone Office, Warragul

Duties: No. 22—Responsible to the Senior Sales Officer for the handling of the more complex requests for Telecommunications Facilities and oversight of the work of the Sales Section.

Qualifications: A thorough knowledge of Sales Practices and Procedures is desirable.

Apply: W3

ADP Branch

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Technical Services Section, Clayton

Duties: No. 17—Assist volume (magnetic tape and disc) librarian during a shift of operation in a large computer installation.

Qualifications: Relevant experience in a computer environment desirable.

Apply: W3

Finance and Accounting Branch

Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Finance Section, Melbourne

Duties: No. 183—Maintain register of advances made to Money Order Account, Postmasters and Paying Officers.

Apply: W3

QUEENSLAND**Engineering Division, Country Branch**

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Northern Section, Cairns

Duties: No. 136—Provide clerical and administrative assistance to Senior Telecommunications Technical Officer in charge of Telephone Exchange.

District Allowance: Grade I.

Apply: W4

Line Inspector \$8694-9193, Fourth Division, Northern Section, Mt Isa

Duties: Line Inspector (Works).

District Allowance: Grade IV.

Note: Extensive travelling by vehicle and light aircraft is involved.

Apply: W4

Lines Supervisor, Grade 3 \$8033, Fourth Division, South Western Section, Clifton

Duties: Area Supervisor.

Apply: W4

Support Services Branch

Draftsman, Grade 2 \$8130-8644, Third or Fourth Division, Drafting Section, Brisbane

Duties: No. 648—Design and drafting work in the Radio, Long Line and Telegraph Sub-section.

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

Note: Previous applicants should re-apply.

Apply: W4

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

Duties:

No. 99—Less involved drafting work in the Mechanical and Structural No. 1 Sub-section.

No. 100—Less involved drafting work in the Telephone Equipment No. 2 Sub-section.

Qualifications above two positions: Qualifications and experience appropriate to the duties desirable.

Apply: W4

Plan Records Assistant, Grade 2 \$5925-6628, Third or Fourth Division, Drafting Section (three positions), Brisbane

Duties:

Nos 688, 734—Prepare and amend less involved plan records of reticulation of cables and conduits in the Metropolitan Cables and Conduits No. 1 Sub-section.

No. 712—Prepare and amend less involved plan records of reticulation of cables and conduits in the Metropolitan Cables and Conduits No. 3 Sub-section.

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

Apply: W4

Finance and Accounting Branch

Investigating Officer \$8187-8942 (Class 5), Third Division, Staff and Relieving Section, Brisbane

Duties: No. 2—Procedural investigations in all Sections of the Finance and Accounting Branch.

Apply: W4

SOUTH AUSTRALIA

Engineering Division, Construction Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division, Primary Works No. 1 Section, Adelaide

Duties: Preparation of estimates of large size cable and conduit projects.

Qualifications: Experience in the installation of large size cables, conduit and coaxial cable installation and estimating experience and ability to drive a motor vehicle desirable.

Apply: W5

Country Branch

Lines Supervisor, Grade 3 \$8033, Fourth Division, Northern Section, Whyalla

Duties: Estimating.

Apply: W5

Finance and Accounting Branch

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

Duties: No. 54—Group Leader. Supervise, direct and control work of staff engaged in preparation and check of salary, wage and allowance paysheets. Plan work programmes and ensure that work is completed in accordance with the programme.

Qualifications: Thorough knowledge of payroll procedures and ability to direct and control staff desirable.

Apply: W5

WESTERN AUSTRALIA

Engineering Division, Metropolitan Operations Branch

Clerk \$7180-7935 (Class 4), Third Division, City Operations Section, Perth

Duties: No. 7021—Personnel Officer.

Qualifications: Knowledge of Engineering Division practices and procedures desirable.

Apply: W6

Country Branch

Lineman, Grade 2 \$5990-6167, Fourth Division, North-West Section, Head Office, Geraldton

Duties: General duties with bulldozer cable laying party.

Apply: W6

Lineman, Grade 2 \$5990-6167, Fourth Division, North-West Section, Head Office, Geraldton

Qualifications: Qualified cable joiner.

Note above two positions: Camping involved.

Apply: W6

Telecommunications Technical Officer, Grade 2 \$8130-8644, Third or Fourth Division, Central Section, Rawlana

Duties: In charge of a Long Line Equipment Station with Open Wire Terminals and Repeaters. Maintain a small Manual Exchange and Subscribers Radio equipment.

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

Accommodation: Married accommodation available.

In lieu of notification in *Gazette* No. 55 of 4.7.74 previous applicants need re-apply.

Apply: W6

Telecommunications Technical Officer, Grade 2 \$8130-8644, Third or Fourth Division, North West Section, Mt. Magnet

Duties: In charge Country Technicians District including Manual Exchanges, Open Wire Carrier Terminal and Repeaters and associated Diesel Plant.

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

Accommodation: Married accommodation available.

In lieu of notification in *Gazette* No. 55 of 4.7.74 previous applicants need re-apply.

Apply: W6

Telecommunications Technical Officer, Grade 2 \$8130-8644, Third or Fourth Division, North West Section, Mundiwindi

Duties: In charge Country Technicians Station including Magneto Exchanges, Open Wire Carrier Terminal and Repeaters, Telegraph and VHF Radio Telephone Systems.

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

Accommodation: Married accommodation available.

In lieu of notification *Gazette* No. 55 of 4.7.74 previous applicants need re-apply.

Apply: W6

CENTRAL OFFICE

TASMANIA

Engineering Division

**Apprentice Carpenter \$2119-4828, Fourth Division, Support Services Section, Hobart

Conditions governing the recruitment and training of apprentices appeared on page 92 of *Gazette* No. 25 A of 22.3.74.

Apply: W7

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE**Operations Division, Services Branch**

Clerk \$7180-7935 (Class 4), Third Division, Personnel and Training Sub-section, Canberra

Duties: No. 573—As Recruitment Officer, ensure that optimum staffing levels are maintained. Furnish recommendations for promotion and when necessary, prepare appeal statements and nomination of departmental representatives. Arrange the induction of new staff.

Qualifications: A sound knowledge of the Public Service Act, Regulations and General Orders desirable.

Apply Y1

Clerk \$8187-8942 (Class 5), Third Division, Establishments and Finance Section, Finance Sub-section, Canberra

Duties: No. 209—Assist in the preparation of Departmental estimates and maintain associated records.

Qualifications: Tertiary qualifications to be stated. Previous experience in finance/accounts field desirable.

Apply: Y1

Clerk \$7180-7935 (Class 4), Third Division, Establishments and Finance Section, Accounts Sub-section, Canberra

Duties: No. 213—Appropriation Ledger Keeper.

Qualifications: Sound knowledge of Accounting Procedures, Audit Act, Treasury Regulations and Directions and Departmental practices. Accountancy qualifications or substantial progress towards completion, together with relevant experience desirable.

Apply: Y1

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

Duties: No. 216—Examination of accounts and preparation of correspondence.

Qualifications: Progress towards accountancy qualifications and relevant experience desirable.

Apply: Y1

Protection Policy Division, Tariff Policy Branch

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

Duties: No. 405—Maintain records of General Section. Check and assemble material for submissions and other reports and arrange distribution.

Qualifications: Experience in indexing and maintaining material relevant to a Sections major functions and reports.

Apply: Y1

THE OFFICE OF THE PUBLIC SERVICE BOARD CENTRAL OFFICE

Public Service Inspector's Office

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

Duties: No. 330—In respect of Fourth Division staff carry out checks and tests; prepare offers of appointment.

Apply: Y4

Employment Conditions Division, Employment Conditions Branch No. 1

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

Duties: No. 135—Investigations of less complex proposals referred to Joint Council; assist in preparation of Joint Council documentation.

Apply: Y4

NEW SOUTH WALES**Personnel Services Branch**

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

Duties: No. 84—Plan and conduct central and local training courses, prepare course documentation, lectures, etc. Supervise the assistance with studies programme for staff of this Office.

Apply: Y6

QUEENSLAND

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

Duties: Position No. 38—Provide general and clerical support for the Training Section.

Qualifications: Ability to operate projectors, tape recorders and to prepare training aids and limited correspondence desirable.

Apply: Y8

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE**Management Services Division, ADP Branch**

Data Processing Operator, Grade 2 \$5398, Fourth Division, Planning and Strategic Design Section, Canberra

Duties: No. 44—Under supervision, perform alpha-numeric card punching involving program punching from various coding forms covering a wide range of procedures and data punching from a wide range of complex source documents.

Qualifications: Applicants must have passed the prescribed Data Processing Operator proficiency test.

Apply: Z1

Treatment Services Division, General Treatment Branch

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

Duties: No. 7—Undertake planned reviews of treatment policies having particular regard to fees payable for services rendered to Repatriation patients. Prepare reports and recommendations.

Qualifications: Proven administrative ability. Knowledge and experience in treatment matters desirable but not essential.

Apply: Z1

NEW SOUTH WALES

Branch Office

Clerk \$7180-7935 (Class 4), Third Division, Pensions Section, Sydney

Duties: No. 5—Oversight the work of and instruct war pension examiners Grades 1 and 2. Investigate and submit cases to determining authorities, conduct interviews, prepare correspondence and statistical returns.

Apply: Z2

Clerk \$7180-7934 (Class 4), Third Division, Pensions Section, Sydney

Duties: No. 120—Conduct investigations concerning means test pensions by interview or correspondence and submit cases to determining authorities. Attend to inquiries concerning means test pensions. Submit appeals to Repatriation Commission with appropriate recommendations.

Qualifications above two positions: Knowledge of Repatriation Act, Regulations and General Orders Pensions desirable.

Apply: Z2

Clerk \$7180-7935 (Class 4), Third Division, Pensions Section, Sydney

Duties: No. 123—Peruse files and correspondence, supervise staff and direct action relating to general education under Soldiers' Children Education Scheme. Prepare submissions to Repatriation Commission on special cases and prepare important correspondence. Deputise for the Secretary, Soldiers' Children Education Board as required or assist in conducting interviews. Exercise appropriate delegations.

Qualifications: Knowledge of Repatriation Act and Regulations and General Orders Pensions, particularly in relation to the Soldiers' Children Education Scheme, desirable.

Apply: Z2

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

Duties: No. 132—Register and acknowledge appeals to War Pension Assessment Appeal Tribunals and maintain Register of appeals decisions. Assist the Clerk-in-Charge in the preparation of correspondence, the checking of submissions to the Tribunals, following up outstanding cases and the preparation of statistical returns.

Qualifications: Knowledge of Repatriation Act, Regulations and General Orders Pensions desirable.

Apply: Z2

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

Duties: No. 29—Prepare and check approval forms, etc., for payment of awards authorised by the British Ministry of Social Security. Interview claimants and pensioners in connection with benefits available from overseas authorities.

Qualifications: Knowledge of prescribed pension examining procedures desirable.

Apply: Z2

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

Duties: No. 26—Senior Correspondence Clerk. Prepare important correspondence to Central Office. Members of Parliament, the British Ministry of

Social Security and other overseas authorities. Investigate involved claims and assist the Clerk-in-Charge as required.

Qualifications: Knowledge of prescribed pension examining procedures and ability to prepare correspondence desirable.

Apply: Z2

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

Duties: No. 5—Examine and process all applications and matters dealing with Sustenance allowance. Investigate cases of overpayment or irregular payment of Sustenance and take any necessary corrective action.

Qualifications: Knowledge of Repatriation Act, Regulations and conditions relating to General Assistance matters desirable.

Apply: Z2

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

Duties: No. 22—Oversight storage and security of all paid vouchers. Issue vouchers as necessary to audit and other authorised staff. Maintain associated registers and records. Collect all paid accounts from Sub-Treasury, check for completeness and file.

Qualifications: Knowledge of relevant portions of Audit Act, Treasury Regulations and Treasury Directions desirable.

Apply: Z2

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

Duties: No. 103—Compile daily return of staff absences and schedules of temporary staff transfers. Maintain sectional staff diary and staff records. Oversight operation of Sectional Stationery Store.

Qualifications: Knowledge of appropriate Pensions Section procedures desirable.

Apply: Z2

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

Duties: No. 61—Supervise the dispatch of pension cheques and oversight the operation of enveloping and sorting equipment.

Qualifications: Knowledge of appropriate pension cheques dispatch procedures desirable.

Apply: Z2

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

Duties: No. 161—Ensure all Income and Property statements are received and follow up outstanding cases. Maintain statistics.

Qualifications: Knowledge of appropriate Pensions Section procedures desirable.

Apply: Z2

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

Duties: No. 44—Check files and take appropriate action in relation to new grants of pension, trusteeships and transfers. Dispatch and receive Life Certificates for British Pension cases and take related action including the maintenance of card index.

Qualifications: Knowledge of appropriate Pensions Section procedures desirable.

Apply: Z2

**DEPARTMENT OF REPATRIATION AND
COMPENSATION—continued**

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

Duties: No. 26—Supervise and control the activities of the Verification and Inquiry Group. Receive and direct inwards correspondence and allocate priorities. Exercise delegations and prepare statistical returns.

Qualifications: Knowledge of Repatriation Act and Regulations and General Orders, Treatment Section desirable.

Apply: Z2

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

Duties: No. 36—Initiate action in all death cases involving ex-servicemen and their dependants. Attend to telephone inquiries and advise other sections and institutions of death notifications.

Qualifications: Sound knowledge of the functions of the Department with particular reference to Death Register Procedures.

Apply: Z2

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

Duties: No. 24—Direct the activities of staff engaged on filing and messengerial duties. Raise and maintain personal and policy files. Index and direct incoming mail, collect and dispatch outward mail. Maintain correspondence registers and carry out file archival and disposal actions.

Qualifications: Knowledge of appropriate Personnel and Registry procedures desirable.

Apply: Z2

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

Duties: No. 168—Control Point Supervisor—Collect and deliver files and mail for executive staff and maintain a file re-submit system. Supervise a Registry Control Point including attachment of correspondence to files, location of files and collection and delivery of files and correspondence. Liaise with other Sections on Registry problems.

Apply: Z2

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

Duties: No. 191—Supervise a group of file search assistants and allocate work according to priorities. Carry out more difficult file searches.

Apply: Z2

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

Duties: No. 175—Locate files in File Repository. Liaise with Control Points for procurement and release of files held in other Sections. Attach Benefits Claims and Commission and Entitlement Appeal Tribunal appeals to relevant files. Raise medical and pension files.

Qualifications above three positions: Knowledge of appropriate Registry procedures desirable.

Apply: Z2

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

Duties: No. 59—Provide relief for Out-Patient Clinic staff attending Training Courses.

Apply: Z2

Repatriation General Hospital

Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Administrative Services Section, Concord

Duties: No. 40—Carry out secretarial, shorthand and typing duties for the Medical Superintendent and Deputy Medical Superintendent. Receive visitors, attend to telephone enquiries and arrange meetings.

Qualifications: Typing ability and ability to take shorthand at 120 words per minute desirable.

Apply: Z2

Out-patient Clinic

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

Duties: No. 134—Examine files for medical reviews to ensure that all necessary tests and examinations have been completed and reports are attached and relevant x-rays obtained. Pass prepared files to Clinic Receptionists.

Qualifications: Knowledge of appropriate Out-Patient Clinic procedures desirable.

Apply: Z2

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

Duties: No. 46—Check film and skiagram number and number of films produced against details in Specialist Report Form. Type information concerning patients on labels and attach typed labels to relative films.

Qualifications: Knowledge of appropriate Out-Patient Clinic procedures desirable.

Apply: Z2

VICTORIA**Repatriation General Hospital**

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services Section, Heidelberg

Duties: No. 127—Perform clerical assistant relief duties as required.

Apply: Z3

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

Duties: No. 128—Type, index and classify biopsies and autopsies as directed. Provide clerical assistance to professional and technical staff.

Apply: Z3

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

Duties: No. 125—Provide relief within the Patient Services Section.

Note: Shift work is involved.

Apply: Z3

QUEENSLAND

Branch Office

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

Duties: No. 6—Maintain Appropriation Ledger in accordance with Treasury Regulations and Directions and Accounts General Orders and constantly review funds position and report trends. Supervise preparation of Cash Sheets and Summary and Bank Schedules.

Qualifications: Sound knowledge of Treasury Accounting procedures, Budget Divisions and Repatriation items and sub-items desirable.

Apply: Z4

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

Management Services Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Secretariat Section, Library Sub-section, Canberra

Duties: No. 21—Prepare serials for lending. Assist generally in the Section.

Apply: AA1

General Services Division, Scientific Services Branch

Senior Research Officer, Grade 1 \$8886-9548 (Class 6), Third Division, Scientific Investigations and Information Section, Canberra

Duties: No. 30—Develop methods for classification and storage of statistical data and other information on the level and structure of the national scientific effort. Participate in the analysis and interpretation of such data.

Qualifications: Appropriate university degree and relevant experience.

Note: Previous applicants need not re-apply.

Apply: AA1

Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Scientific Investigations and Information Section, Canberra

Duties: Nos 3, 4—Assist in research into various aspects of scientific activities undertaken or proposed by the Commonwealth and other authorities; this will involve the collection, collation and interpretation of information and statistics relating to scientific research conducted within Australia.

Qualifications: University degree, preferably in science.

Apply: AA1

BUREAU OF METEOROLOGY

Management Branch

HEAD OFFICE

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

Duties: No. 92—Perform stenographic and general typing duties.

Qualifications: Shorthand, at least eighty words per minute.

Apply: AA3

WESTERN AUSTRALIA

Regional Office

Observer, Grade 4 \$8083-8363, Fourth Division, Facilities and Information Section, Perth

Duties: No. 153—Responsible for operational and quality control of Meteorological Observational functions throughout the region. Plan and implement regional training programmes for observer and ancillary staff and participate in arranging their placement in the region.

Qualifications: Extensive experience and proven experience as an Observer; demonstrated capacity for supervision of staff and management ability of a high order.

Apply: AA9

TASMANIA

Regional Office

Meteorologist, Class 2 \$9715-10861, Third Division (two positions), Regional Forecast Centre, Hobart

Duties: Nos 62, 63—Analyse synoptic and upper level charts and prepare public weather and aviation forecasts.

Qualifications: Appropriate degree or diploma with experience in the provision of forecasting and warning services.

Apply: AA10

Tasmanian Region

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Section, Hobart

Duties: No. 59—Provide relief for clerical assistant positions in the Department of Science.

Qualifications: General Services experience and typing ability an advantage.

Apply: AA10

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Parliamentary and Special Projects Section

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

Duties: No. 1616—Examine and prepare reports and recommendations on requests by Senators and Members of the Australian Parliament for additional or amended entitlements to office accommodation, furnishings and office equipment. Control the ordering and recording of facilities provided.

Qualifications: Experience in property matters and/or in the provision and control of office machines.

Apply: AC1

Management Services Branch

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

Duties: NP—Provide clerical assistance to Supervisor (Registeries). Inspect and report on day-to-day activities in various registries. Assist in implementation of procedures and also the Departmental Archival Programme. Collate, maintain and analyse registry work measurement records.

Qualifications: Maturity and initiative. Sound understanding of registry procedures and practice.

Apply: AC1

DEPARTMENT OF SERVICES AND PROPERTY—continued

Library Officer, Grade 1 \$5697-6396, Third Division, Personnel and Services Section, Library, Canberra

Duties: Current awareness service—SDI—scan and note items of relevance to this department in the 'media'. Index and maintain collection. Direct to interested Officers. Assist with advanced reference inquiries—ready reference and searches. Compile bibliographies on request. Maintain vertical "subject" file of non-book material.

Qualifications: Third Division qualifications, preferably LAA Registration and Library experience.

Apply: AC1

VICTORIA**Property Branch, Land Section**

Clerk \$7180-7935 (Class 4), Third Division, Land Projects Sub-section, Melbourne

Duties: Continuously collect, analyse and assess information for use in investigating land variation proposals.

Qualifications: Ability to conduct investigations. A knowledge of property and contract law an advantage.

Apply: AC3

NORTHERN TERRITORY**Property Division**

Clerk \$11383-11886 (Class 8) Third Division, Land Section, Land Projects Sub-section, Darwin

Duties: No. 168—Direct the activities of staff engaged in land planning, project or management activities. Prepare recommendations on requirements and undertake the more complex projects.

Qualifications: Experience in property assessment and related fields an advantage. Appropriate tertiary qualifications desirable.

Apply: AC8

AUSTRALIAN ELECTORAL OFFICE**AUSTRALIAN CAPITAL TERRITORY**

Returning Officer \$9194-9869 (Class 6), Third Division, Divisional Staff, Canberra

Duties: Responsible for the administration of electoral laws and activities in an electoral division of the Australian Capital Territory. Conduct elections, enforce compulsory enrolment and voting provisions of the law; act as electoral registrar.

Qualifications: Knowledge of Commonwealth electoral laws and procedures desirable. Administrative ability an advantage.

Apply: AC9

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

Duties: No. 17—Undertake messengerial duties and assist in the receipt and dispatch of stores.

Note: A person with the physical ability to perform occasionally heavy storeroom duties desirable.

Apply: AC9

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

Duties: Assist in the planning and development of appropriate Training Programmes and extension services. Prepare material and lead training courses.

Qualifications: Aptitude for training work, previous experience to be stated.

Note: Previous applicants will be considered and need not re-apply but might please advise if no longer interested.

Apply: AC9

NEW SOUTH WALES

Clerk \$6052-6929 (Class 2/3), Third Division, Divisional Staff, Narrabri

Duties: No. 87—Assist in the maintenance of rolls and electoral work generally.

Allowance: Joint Rolls Allowance \$180 per annum.

Apply: AC10

Divisional Returning Officer \$9194-9869 (Class 6), Third Division, Divisional Staff, Taree

Duties: No. 48—Responsible for the Administration of an Electoral Division. Conduct Elections and Referendums, enforce compulsory enrolment and voting provisions of the law; act as Electoral Registrar.

Allowance: Joint Rolls Allowance \$300 per annum.

Apply: AC10

Clerk \$6052-6929 (Class 2/3), Third Division, Divisional Staff, Burwood

Duties: No. 93—Assist in the maintenance of Rolls and Electoral work generally.

Allowance: Joint Rolls Allowance \$180 per annum.

Apply: AC10

Clerk \$6052-6929 (Class 2/3), Third Division, Divisional Staff, Gladesville

Duties: No. 73—Assist in the maintenance of Rolls and Electoral work generally.

Allowance: Joint Rolls Allowance \$180 per annum.

Apply: AC10

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

Duties: NP—Perform relief duties in Divisional Returning Offices.

Apply: AC10

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

Duties: NP—Assist with the requisitioning, receipt and issue of stores, perform other clerical duties as required.

Apply: AC10

QUEENSLAND

Clerk \$6052-6929 (Class 2/3), Third Division, Divisional Staff, Brisbane

Duties: No. 29—Assist in the maintenance of rolls and electoral work generally.

Apply: AC12

Clerk \$6052-6929 (Class 2/3), Third Division, Divisional Staff, Southport

Duties: No. 39—Assist in the maintenance of rolls and electoral work generally.

Apply: AC12

DEPARTMENT OF SOCIAL SECURITY

CENTRAL STAFF

Benefits, Policy and Review Division, Planning and Research Branch

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

Duties: NP—Undertake research as directed into various aspects of social security in Australia.

Apply: AD1

Policy Branch

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

Duties: NP—Assist generally in the work of the Section.

Apply: AD1

Assistant Director \$12389-12890 (Class 9), Third Division, Policy (General) Section, Canberra

Duties: NP—Prepare submissions for the Minister and Director-General on policy matters and supervise the work of the Section.

Qualifications: A sound knowledge of the Social Services Act.

Apply: AD1

Clerk \$11383-11886 (Class 8), Third Division, Policy (Overseas) Section, Canberra

Duties: NP—Prepare minutes in connection with Reciprocal Agreements and payment of pensions overseas.

Apply: AD1

Clerk \$11383-11886 (Class 8), Third Division, Policy (Review) Section, Canberra

Duties: NP—Maintain continuous review of Pensions manual.

Apply: AD1

Clerk \$11383-11886 (Class 8), Third Division, Policy (Review) Section (several positions), Canberra

Duties: NP—Examine and report on matters referred to Section for review.

Apply: AD1

Clerk \$11383-11886 (Class 8), Third Division, Policy (General) Section (two positions), Canberra

Duties: NP—Prepare reports on special projects relating to the work of the Section.

Apply: AD1

Assistant Director \$12389-12890 (Class 9), Third Division, Policy (Overseas) Section, Canberra

Duties: NP—Develop principles on which social security agreements with other countries should be drawn or amended.

Apply: AD1

Assistant Director \$12389-12890 (Class 9), Third Division, Policy (Review) Section, Canberra

Duties: NP—Supervise and direct the work of the subordinate staff, consult with Senior officers on Policy matters.

Qualifications: A sound knowledge of the Social Services Act.

Apply: AD1

NEW SOUTH WALES

Regional Offices

Social Worker, Class 2 \$8390-9075, Third Division, Regional Office, Wollongong

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 organisation.

Qualifications: Degree or diploma in Social Work/ Social Studies or equivalent qualifications. Relevant experience desirable.

Apply: AD2

VICTORIA

Health Benefits and Services Branch

Clerk \$8187-8942 (Class 5), Third Division, Hospitals Insurance Section, Melbourne

Duties: No. 1455—Assist with research projects and special investigations of a statistical nature.

Qualifications: Appropriate academic qualifications and experience in research work desirable.

Apply: AD3

Benefits Branch

Inquiry Officer, Grade 2 \$6127-6520, Fourth Division, Outdoor Inquiry Section, Melbourne

Duties: No. 922—Undertake relief duties in State Headquarters and Regional Offices.

Apply: AD3

QUEENSLAND

Management Branch

Senior Storeman \$4948-5207, Fourth Division, Establishments Section, Brisbane

Duties: No. 48—Receive, check and acquit stores and resolve discrepancies where possible. Ensure proper custody of stores including regular checks of quantities on hand. Allocate tasks to Storemen and check work performed.

Apply: AD4

Regional Offices Branch

Inquiry Officer, Grade 2 \$6127-6520, Fourth Division, Townsville Regional Office, Townsville

Duties: No. 302—Undertake inquiries regarding the circumstances of persons claiming or in receipt of pensions, benefits or allowances administered by the Department and prepare reports thereon.

Qualifications: A sound knowledge of the Social Services Act together with a current driver's licence is desirable.

Apply: AD4

SOUTH AUSTRALIA

Community and Social Welfare Branch

Social Worker \$9545-10310 (Class 2), Third Division, Port Adelaide

Duties: NP—Develop an effective Social Work Service from the Port Adelaide District Office.

Qualifications: Degree or diploma in social work, social administration or social studies or other approved tertiary qualifications.

Apply: AD5

DEPARTMENT OF SOCIAL SECURITY—continued

TASMANIA

Management Branch

Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Establishments Section, Hobart.

Duties: No. 15—Relief Officer.

Apply: AD7

Health Benefits and Services Branch

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General Benefits Section, Hobart

Duties: No. 176—Maintain the Central Index for Nursing Home patients and Domiciliary Nursing Care patients.

Apply: AD7

**DEPARTMENT OF THE SPECIAL
MINISTER OF STATE**

AUSTRALIAN CAPITAL TERRITORY

Division No. 3, Remuneration Tribunal Secretariat

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

Duties: 228—Undertake research and investigation into matters associated with salaries and allowances paid to Ministers, Judges, other members of Parliament, First Division officers and statutory officials. Prepare determinations and provide administrative support.

Qualifications: Tertiary qualifications to be stated.

Apply: AE1

Australian Archives

Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Policy, Planning and Review Section, Canberra

Duties: No. 170—Provide secretarial and stenographic assistance to the Director-General.

Qualifications: Shorthand, at least 100 words per minute.

Apply: AE2

DEPARTMENT OF TRANSPORT

CENTRAL OFFICE

Bureau of Transport Economics, Operations Research Branch

*Officer-in-charge \$13394-13898 (Class 10), Third Division, Operations System Analysis Section, Canberra

Duties: No. 98—Control and direct the work of the section involving the analysis of transport systems, development of macro models and application of optimisation techniques.

Qualifications: Considerable research, working and leadership experience in operations research or econometrics or analytically slanted science and engineering desirable. Higher degree or equivalent an advantage.

Apply: AH1

Economic Evaluation Branch

*Officer-in-charge \$13394-13898 (Class 10), Third Division, Econometric Applications Section, Canberra

Duties: No. 107—Plan and direct the work of the section which is responsible for econometric and quantitative economic research. Responsible for the development and application of models to estimate demand relationships for urban and inter-regional passenger and freight transport.

Qualifications: Appropriate academic qualifications together with considerable experience in quantitative economic research desirable.

Apply: AH1

*Officer-in-charge \$13394-13898 (Class 10), Third Division, Economic Analysis Section, Canberra

Duties: No. 7—Plan and direct the work of the section which is responsible for the general economic content of the Bureau's research. Responsible for the economic evaluation of transport projects, the development of appropriate methodology and general economic analysis of the transport sector and its relationship with the rest of the economy.

Qualifications: Appropriate academic qualifications together with considerable experience in a branch of economic research desirable.

Apply: AH1

*Principal Research Officer, \$12389-12890 (Class 9), Third Division, Economic Planning Section, Canberra

Duties: No. 15—Undertake and supervise economic planning of complex and multi-modal transport systems and investigate interaction between such systems, regional development and land use proposals.

Qualifications: Experience in a branch of economic research and appropriate academic qualifications in economics or econometrics desirable.

Apply: AH1

*Principal Research Officer \$12389-12890 (Class 9), Third Division, Economic Analysis Section, Transportation Economics Sub-section, Canberra

Duties: No. 109—Supervise and direct the activities of the Sub-section in respect of micro and macro economic analyses of the transport sector and its relationship with the rest of the economy.

Qualifications: Experience in a branch of economic research and appropriate academic qualifications in economics or econometrics desirable.

Apply: AH1

*Senior Research Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Econometric Applications Section, Canberra

Duties: Undertake research and investigations of some complexity in connection with econometric analyses being undertaken by the Bureau.

Qualifications: Experience in applied econometric research and appropriate academic qualifications desirable.

Apply: AH1

*Research Officer, Grade 1, \$6272-7935, Third Division (three positions), Canberra

Duties: Assist in research and investigations being conducted in the Branch.

Qualifications: Degree in Economics preferably at honours level. Some working experience in applied economic research desirable.

Apply: AH1

Transport Engineering Branch

*Draftsman, Grade 1 \$7052-8694, Third or Fourth Division, Engineering Section, Canberra

Duties: No. 118—Co-ordinate the drafting services of the Branch. Prepare drawings, plans and diagrams as required and perform associated computations.

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

Apply: AH1

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Management Services Branch

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

Duties: No. 1—Executive Officer. Supervise and co-ordinate the functioning of the section providing assistance in all general administrative activities in the Canberra office.

Qualifications: Administrative ability of a high order. Tertiary qualifications desirable.

Apply: AH1

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Accounting and Supply Division, Accounting Operations Branch

Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Operations Management Section, Canberra

Duties: No. 63—Review and appraise departmental ADP accounting systems from the aspects of accounting principle, conformity with legislation and compatibility with related ADP systems.

Qualifications: Sound knowledge of Treasury accounting, legislation and procedures. Appreciation of systems aspects of ADP processing. Accountancy or equivalent qualifications desirable.

Apply: A11

Senior Finance Officer, Grade 1 \$11383-11886 (Class 8), Third Division, Operations Management Section, Canberra

Duties: No. 50—Examine and report on matters concerning overseas accounting systems and the provision of overseas accounting information and services as affecting Central Treasury, overseas Sub-treasuries and departmental operations. Prepare submissions and correspondence and instruc-

tions to overseas Sub-treasuries, and departments. Continuously review overseas Sub-treasury operations and development.

Qualifications: Sound knowledge of Treasury accounting, legislation and procedures in Australia and overseas. Accounting or equivalent qualifications desirable.

Apply: A11

Defence and Works Division, Works and Mainland Territories Branch

Finance Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Works (Programme Management) Section, Canberra

Duties: No. 44—Assist with investigation of design proposals, works programmes and plant and equipment programmes; examine various revenue and administrative expenditure estimates, including requests for additional funds.

Qualifications: Experience in works programming an advantage. Appropriate university degree or accounting qualifications desirable.

Apply: A11

Foreign Investment Division, Foreign Takeovers Branch

Finance Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Preliminary Examination Section, Canberra

Duties: No. 14—Assist in the examination of proposals submitted by companies for consideration under the Companies (Foreign Take-overs) Act.

Qualifications: Tertiary qualifications desirable.

Apply: A11

General Financial and Economic Policy Division, Taxation Policy Branch

Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Specific Measures Section, Canberra

Duties: No. 72—Independently undertake research projects and investigations into aspects of longer-range estimates of public and private expenditure or taxation policies.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard and appropriate experience.

Apply: A11

Management Services Branch

**Food Service Manager, Grade 3 \$6760-7525, Fourth Division, Finance and General Services Section, Canberra

Duties: No. 358—Direct and control the operation of cafeteria services in the Treasury Building. Continually review cafeteria operations to ensure economic viability.

Qualifications: Appropriate qualifications in food services management and experience in the operation of a large cafeteria desirable. Ability to organise and control staff essential.

Apply: A11

DEPARTMENT OF THE TREASURY—continued

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Establishments Section, Personnel Sub-section, Canberra

Duties: No. 42—Maintain staff records and dispatch correspondence.

Apply: A11

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

Duties: No. 125—Responsible for the direction and control of the Secret Registry Sub-section. Make classification decisions relating to the registration, indexing and mark-out of papers received in the Sub-section.

Apply: A11

Revenue, Loans and Investment Division, State Finances Branch

*Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Revenue Funds Section, Canberra

Duties: No. 48—In charge of Sub-section. Undertake and supervise longer-term research and investigations in the field of inter-governmental financial relations, including for example such matters as trends over time and inter-State variations in the revenues and expenditures of the States and their Authorities and the factors influencing them; the nature and effects of general and specific purpose assistance arrangements between the Australian and State Governments and inter-governmental relations in other countries.

Qualifications: An appropriate degree in Economics, Commerce or Arts (Economics) together with experience in research and policy work highly desirable.

Apply: A11

Development Projects Branch

Senior Research Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Project Evaluation Section, Canberra

Duties: No. 50—Undertake research and investigations including project evaluation into economic and policy aspects of special projects submitted by the States for Australian Government financial assistance in the field of agriculture, transportation and industry.

Qualifications: Degree in Economics, Commerce or Arts (Economics). Appropriate experience desirable.

Apply: A11

Transport and Industry Division, Manufacturing, Mining and Power Branch

Chief Finance Officer, Grade 2 \$14401-14904 (Class 11), Third Division, Industries Protection Section, Canberra

Duties: No. 51—Plan and direct the work of the Section responsible for advice on reports by the Industries Assistance Commission in relation to manufacturing industry, and on matters of industry protection generally.

Qualifications: Degree in Economics or Commerce desirable. Extensive experience in policy work. Proven administrative ability an advantage.

Apply: A11

Chief Finance Officer, Grade 2 \$14401-14904 (Class 11), Third Division, Manufacturing and General Section, Canberra

Duties: No. 7—Plan and direct the work of the Section responsible for advice on proposals for Australian Government assistance to manufacturing industries and proposals relating to the regulation of trade practices, monopolisation, etc.

Qualifications: Degree in Economics or Commerce desirable. Extensive experience in policy work and proven administrative ability an advantage.

Apply: A11

Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Industries Protection Section, Canberra

Duties: No. 52—Examine and prepare submissions and recommendations on policy and administrative matters relating to reports by the Industries Assistance Commission in relation to manufacturing industry, and on industry protection generally.

Qualifications: Appropriate University degree desirable. Experience in dealing with policy issues an advantage.

Apply: A11

Rural Industries Branch

Senior Finance Officer, Grade 2 \$12389-12890 (Class 9), Third Division, Agricultural Products Section, Canberra

Duties: No. 33—Advice on proposals relating to Australian Government assistance to the wheat, sugar, fruit, cotton and tobacco industries.

Qualifications: Appropriate University degree desirable. Experience in dealing with policy issues an advantage.

Apply: A11

Finance Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Agricultural Products Section, Canberra

Duties: No. 34—Assist in examining and advising on policy and administrative matters relating to Australian Government assistance to wheat, cotton, tobacco, sugar and fruit industries.

Qualifications: Degree in Economics or Agricultural Economics desirable. Experience in dealing with policy issues an advantage.

Apply: A11

Manufacturing, Mining and Power Branch

Finance Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Industries Protection Section, Canberra

Duties: No. 53—Assist in examining and advising on policy and administrative matters relating to reports by the Industries Assistance Commission.

Qualifications: Appropriate university degree desirable. Some experience in dealing with policy issues an advantage.

Apply: A11

Australian Government Retirement Benefits Office

AUSTRALIAN CAPITAL TERRITORY

Clerk \$7180-7935 (Class 4), Third Division, Superannuation Section, Contributions and Benefits Sub-section

Duties: No. 303—Conduct correspondence with Contributors and Departments and check Examiner staff work. Maintain evidence of age records.

Apply: A134

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Superannuation Section, Papua and New Guinea Pensions Sub-section, Canberra

Duties: No. 548—Assist generally with the work of the section dealing with the maintenance of Contributions and Pension Records.

Apply: A134

NEW SOUTH WALES

Revenue, Loans and Investment Division, Loans and National Savings Branch

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

Duties: No. 4—Act as personal secretary to the Deputy Director and control Regional Office records.

Qualifications: Shorthand qualifications and experience in secretarial work.

Apply: A12

COMMONWEALTH SUB-TREASURY

NORTHERN TERRITORY

Clerk \$8186-8942 (Class 5), Third Division, Payroll and Ledgers Section, Darwin

Duties: No. 3—Officer-in-charge, Payroll. Responsible for operation of Treasury ADP salaries system, Superannuation and DFRB pensions, Judges salaries. Certifying Officer for payroll.

Qualifications: Sound knowledge of Treasury ADP payroll system desirable. Sub-Treasury experience an advantage.

District Allowance: Grade IV.

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

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

Apply: A18

AUSTRALIAN BUREAU OF STATISTICS

VICTORIA

Computer Service Centre

Computer Operator, Grade 2 \$5894-6192, Fourth Division, Systems Operations Section, Operations Sub-section, Melbourne

Duties: No. 104—Operate the full range of peripheral equipment in the installation and relieve the console operators as required.

Note: The above position involves shift work.

Apply: A112

QUEENSLAND

**Research, Publications and Services Branch,
Administrative Section**

Clerical Assistant \$5048-5489 (Grade 3), Fourth Division, Office Services Sub-section, Brisbane

Duties: No. 113—Prepare requisitions and orders for office requisites, publications and services. Maintain register of office machines and equipment and arrange repairs of maintenance as necessary. Maintain stock and stores records.

Apply: A113

SOUTH AUSTRALIA

Research Publications and Services Branch

Clerk \$8187-8942 (Class 5), Third Division, Administrative Section, Personnel and Finance Sub-section, Adelaide

Duties: No. 42—Deal with the more complex aspects of personnel and finance. Critically examine estimates of expenditure and revenue and prepare State estimates. Assist with organisation proposals.

Qualifications: Sound knowledge of the Public Service Act, Regulations, etc., Audit Act, Treasury Regulations, etc., desirable.

Apply: A114

AUSTRALIAN TAXATION OFFICE

VICTORIA

Management Branch

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

Duties: NP—Counsel officers as directed particularly as it affects their welfare; interview and advise officers on their personal welfare problems of any nature.

Apply: A119

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
- D27 The Commissioner, Northern Territory Police, P.O. Box 63, Darwin, N.T. 5794
- E1 The Secretary, Department of the Capital Territory, P.O. Box 158, Canberra City, A.C.T. 2601. Attention: Assistant Secretary, Establishments
- F1 First Assistant Director, General, Management Services Division, Air Transport Group, Department of Transport, G.P.O. Box 18390, Melbourne, Vic. 3001
- F2 The Regional Director, Department of Transport, P.O. Box J93, Brickfield Hill, N.S.W. 2000
- F3 The Regional Director, Department of Transport, P.O. Box 1733P, Melbourne, Vic. 3001
- F4 The Regional Director, Department of Transport, P.O. Box 600, Fortitude Valley, Qld 4006
- F5 The Regional Director, Department of Transport, G.P.O. Box 2270, Adelaide, S.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 Area Secretary, H.M.A. Naval Establishments, Garden Island, N.S.W. 2000
- H16 The Personnel Manager, H.M.A. Naval Dockyard, Garden Island, N.S.W. 2000
- H17 The Executive Officer, Victoria Administration, Department of Defence (Navy Office), Victoria Barracks, Melbourne, Vic. 3004
- H18 The Assistant Manager, H.M.A. Naval Dockyard, c/o Private Bag No. 4, P.O., Williamstown, Vic. 3016
- H19 The Civil Secretary and Accountant, Naval Staff Office, Edward Street, Brisbane, Qld 4000
- H20 The Civil Secretary and Accountant, Naval Staff Office, P.O. Box 58, Fremantle, W.A. 6160
- H21 The General Manager, H.M.A. Naval Dockyard, Nelson Place, Williamstown, Vic. 3016
- I1 The Secretary, Department of Education, P.O. Box 826, Woden, A.C.T. 2606
- 12 The Regional Director, Sydney Office, Department of Education, G.P.O. Box 3987, Sydney, N.S.W. 2001
- 13 The Regional Director, Melbourne Office, Department of Education, 450 St Kilda Road, Melbourne, Vic. 3000
- 14 The Regional Director, Brisbane Office, Department of Education, G.P.O. Box 5861, Brisbane, Qld 4001
- 15 The Regional Director, Adelaide Office, Department of Education, Red Cross House, 228 North Terrace, Adelaide, S.A. 5000
- 16 The Regional Director, Perth Office, Department of Education, P.O. Box 59, Nedlands, W.A. 6009
- 17 The Regional Director, Hobart Office, Department of Education, P.O. Box 168, Sandy Bay, Tas. 7005
- 18 The Director of Education, Department of Education, P.O. Box 4821, Darwin, N.T. 5794
- 19 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, Chifney 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

- M10 The Director, National Acoustic Laboratories, 5 Hickson Road, Miller's Point, N.S.W. 2000
- M11 The Director, School of Public Health and Tropical Medicine, University of Sydney, N.S.W. 2006
- M12 The Director, Institute of Child Health, Royal Alexandra Hospital for Children, Camperdown, N.S.W. 2050
- M13 The Director, Commonwealth X-ray and Radium Laboratories, Surry Place, Melbourne, Vic. 3000
- M14 The Director of Health, P.O. Box 825, Canberra City, A.C.T. 2601
- N1 The Secretary, Department of Housing and Construction, P.O. Box 690, Canberra City, A.C.T. 2601
- N2 The Regional Director, Department of Housing and Construction, Westfield Towers, 100 William Street, Potts Point, N.S.W. 2011
- N3 The Regional Director, Department of Housing and Construction, E.S. & A. Bank Building, 460 Bourke Street, Melbourne, Vic. 3000
- N4 The Regional Director, Department of Housing and Construction, G.P.O. Box 498H, Brisbane, Qld 4001
- N5 The Regional Director, Department of Housing and Construction, G.P.O. Box 319, Adelaide, S.A. 5001
- N6 The Regional Director, Department of Housing and Construction, G.P.O. Box L885, Perth, W.A. 6001
- N7 The Regional Director, Department of Housing and Construction, G.P.O. Box 772H, Hobart, Tas. 7001
- O1 The Secretary, Department of Labor and Immigration, Canberra 2600
- O2 The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- O3 The Regional Director of Migration, Department of Labor and Immigration, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- O4 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 1115, Brisbane, Qld 4001
- O5 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 2399, Adelaide, S.A. 5001
- O6 The Regional Director of Migration, Department of Labor and Immigration, P.O. Box 963M, Perth, W.A. 6001
- O7 The Regional Director of Migration, Department of Labor and Immigration, G.P.O. Box 794H, Hobart, Tas. 7001
- O8 The Regional Director of Migration, Department of Labor and Immigration, Box 864, Darwin, N.T. 5794
- P1 The Secretary, Department of Labor, G.P.O. Box 2817AA, Melbourne, Vic. 3001
- P2 The Director, Department of Labor and Immigration, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000
- P3 The Director, Department of Labor and Immigration, Princes Gate, 151 Flinders Street, Melbourne, Vic. 3000
- P4 The Director, Department of Labor and Immigration, G.P.O. Box 1382, Brisbane, Qld 4001
- P5 The Director, Department of Labor and Immigration, G.P.O. Box 2299, Adelaide, S.A. 5001
- P6 The Director, Department of Labor and Immigration, G.P.O. Box R1273, Perth, W.A. 6001
- P7 The Director, Department of Labor and Immigration, G.P.O. Box 585F, Hobart, Tas. 7001
- P8 The Officer-in-charge, Department of Labor and Immigration, P.O. Box 399, Canberra City, A.C.T. 2601
- Q1 The Secretary, Department of the Media, 153 Walker Street, North Sydney, N.S.W. 2060
- Q2 The First Assistant Secretary, Information Division, Department of the Media, G.P.O. Box 84, Canberra, A.C.T. 2600
- Q3 The Chairman, Australian Broadcasting Control Board, Marland House, 562-574 Bourke Street, Melbourne, Vic. 3000
- R1 The Secretary, Department of Minerals and Energy, Canberra, A.C.T. 2600
- T1 The Secretary, Department of Northern Development, P.O. Box 228, Civic Square, A.C.T. 2608
- U1 The Director Establishments and ADP, Department of the Northern Territory, P.O. Box 231, Darwin, N.T. 5794 (by Airmail)
- V1 The Secretary, Department of Overseas Trade, Canberra, A.C.T. 2600
- V2 The Administrative Officer, Department of Overseas Trade, G.P.O. Box 7054, Sydney, N.S.W. 2000
- V3 The Assistant Director, Department of Overseas Trade, Private Bag, Post Office, South Yarra, Vic. 3141
- V4 The Regional Director, Department of Overseas Trade, 5th Floor, Government Centre, 292 Ann Street, Brisbane, Qld 4000
- V5 The Regional Director, Department of Overseas Trade, G.P.O. Box 477D, Adelaide, S.A. 5001
- V6 The Regional Director, Department of Overseas Trade, G.P.O. Box M967, Perth, W.A. 6001
- V7 The Regional Director, Department of Overseas Trade, 2nd Floor, M.L.C. Building, 65 Murray Street, Hobart, Tas. 7000
- W1 The Director-General of Posts and Telegraphs, Melbourne, Vic. 3000
- W2 The Director of Posts and Telegraphs, G.P.O. Box 6001, Sydney, N.S.W. 2001
- W3 The Director of Posts and Telegraphs, Melbourne, Vic. 3000
- W4 The Director of Posts and Telegraphs, Brisbane Qld 4000
- W5 The Director of Posts and Telegraphs, Adelaide, S.A. 5000
- W6 The Director of Posts and Telegraphs, Perth, W.A. 6000
- W7 The Director of Posts and Telegraphs, Hobart, Tas. 7000
- X1 The Secretary, Department of Agriculture, Canberra, A.C.T. 2600
- X2 Regional Director, Department of Agriculture, 'Union Carbide House', 157-167 Liverpool Street, Sydney, N.S.W. 2000
- X3 Regional Director, Department of Agriculture, P.O. Box 22460, Elizabeth Street, Melbourne, Vic. 3001
- X4 Regional Executive Officer, Department of Agriculture, G.P.O. Box 778, Brisbane, Qld 4001
- X5 Regional Executive Officer, Department of Agriculture, G.P.O. Box 2166, Adelaide, S.A. 5001
- X6 Regional Executive Officer, Department of Agriculture, G.P.O. Box M957, Perth, W.A. 6001
- X7 Regional Executive Officer, Department of Agriculture, G.P.O. Box 573F, Hobart, Tas. 7001
- Y1 The Secretary, Department of the Prime Minister and Cabinet, Canberra, A.C.T. 2600
- Y2 The Executive Officer, Australian Council for the Arts, P.O. Box 302, North Sydney, N.S.W. 2060
- Y4 The Secretary, Public Service Board, Canberra, A.C.T. 2600
- Y5 The Public Service Inspector, P.O. Box 391, Canberra City, A.C.T. 2601 Telegraph Code: COMPSI
- Y6 The Public Service Inspector, Australian Government Centre, Chifley Square, Sydney, N.S.W. 2000 Telegraph Code: COMPSI Telex: 21241
- Y7 The Public Service Inspector, Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne Vic. 3000 Telegraph Code: PSBARB Telex: 30272
- Y8 The Public Service Inspector, G.P.O. Box 1063N, Brisbane, Qld 4001 Telegraph Code: COMPSI Telex: 41589
- Y9 The Public Service Inspector, G.P.O. Box 1167, Adelaide, S.A. 5001 Telegraph Code: COMPSI Telex: 82728
- Y10 The Public Service Inspector, G.P.O. Box P1238, Perth, W.A. 6001 Telegraph Code: COMPSI Telex: 92705
- Y11 The Public Service Inspector, G.P.O. Box 607F, Hobart, Tas. 7001 Telegraph Code: PSI Telex: 58118
- Y12 The Public Service Inspector, P.O. Box 1806, Darwin, N.T. 5794 Telegraph Code: SUBTRES Telex: 85014
- Y13 The First Assistant Commissioner (Arbitration), Australian Government Centre, cnr Spring and Latrobe Streets, Melbourne, Vic. 3000
- Y14 The Australian Public Service Board Representative, P.O. Box 76, Port Moresby, P.N.G.
- Y15 The First Assistant Auditor-General, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y16 The Chief Auditor, Auditor-General's Office, P.O. Box 707, Canberra, A.C.T. 2601
- Y17 The Chief Auditor, Auditor-General's Office, G.P.O. Box 24, Sydney, N.S.W. 2001
- Y18 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1715, Melbourne, Vic. 3001
- Y19 The Chief Auditor, Auditor-General's Office, G.P.O. Box 1068, Brisbane, Qld 4001
- Y20 The Chief Auditor, Auditor-General's Office, G.P.O. Box 837, Adelaide, S.A. 5001
- Y21 The Chief Auditor, Auditor-General's Office, G.P.O. Box L913, Perth, W.A. 6001
- Y22 The Chief Auditor, Auditor-General's Office, G.P.O. Box 415D, Hobart, Tas. 7001
- Y23 The Secretary, Office of the Industries Assistance Commission, P.O. Box 80, Canberra, A.C.T. 2600
- Y24 The Director, Office of the Prices Justification Tribunal, 10 Queens Road, Melbourne, Vic. 3004
- Z1 The Secretary, Repatriation 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 I289K, 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 17970, Melbourne, Vic. 3001
- AD4 The Director, Department of Social Security, G.P.O. Box 1088, Brisbane, Qld 4001
- AD5 The Director, Department of Social Security, G.P.O. Box 481, Adelaide, S.A. 5001
- AD6 The Director, Department of Social Security, G.P.O. Box P1187, Perth, W.A. 6001
- AD7 The Director, Department of Social Security, G.P.O. Box 3560, Hobart, Tas. 7001
- AD8 The General Manager, Interim Executive, Office of the Australian Health Insurance Committee, P.O. Box 40, Woden, A.C.T. 2606
- AE1 The Secretary, Department of the Special Minister of State, Canberra, A.C.T. 2600
- AE2 The Director, Archives Office, Canberra, A.C.T. 2600
- AE3 The Director-General, National Library of Australia, Parkes, A.C.T. 2600
- AF1 The Secretary, Department of Manufacturing Industry, Canberra, A.C.T. 2600
- AF2 The Regional Director, Department of Manufacturing Industry, P.O. Box J1, Brickfield Hill, N.S.W. 2000
- AF3 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2288u, Melbourne, Vic. 3001
- AF4 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 1391r, Brisbane, Qld 4001
- AF5 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 2339, Adelaide, S.A. 5001
- AF6 The Regional Director, Department of Manufacturing Industry, G.P.O. Box P1237, Perth, W.A. 6001
- AF7 The Regional Director, Department of Manufacturing Industry, G.P.O. Box 771H, Hobart, Tas. 7001
- AF8 The Chief Superintendent, Aeronautical Research Laboratories, G.P.O. Box 4331, Melbourne, Vic. 3001
- AF9 The Chief Superintendent, Defence Standards Laboratories, P.O. Box 50, Ascot Vale, Vic. 3032
- AF10 The Manager, Stores and Transport Branch, Private Bag No. 6, P.O. Ascot Vale, Vic. 3032
- AF11 The Manager, Australian Government (Clothing) Factory, P.O. Box 175, Coburg, Vic. 3058
- AF12 The Manager, Explosives Factory, Private Bag No. 2 P.O. Ascot Vale, Vic. 3032
- AF13 The Manager, Albion Explosives Factory, Private Bag No. 2 P.O., Sunshine, Vic. 3020
- AF14 The Manager, Explosives Factory, Private Bag No. 8 P.O., Yarrowonga, Vic. 3032
- AF15 The Manager, Ordnance Factory, Private Bag No. 1 P.O., Ascot Vale, Vic. 3032
- AF16 The Manager, Ordnance Factory, P.O. Box 147, Bendigo, Vic. 3550
- AF17 The Manager, Central Drawing Office, Private Bag No. 5 P.O., Ascot Vale, Vic. 3032
- AF18 The Manager, Ammunition Factory, Private Bag No. 1 P.O., Footscray, Vic. 3011
- AF19 The Manager, Engine Works, P.O. Box 51, Port Melbourne, Vic. 3207
- AF20 The Personnel Manager, Government Aircraft Factories, Private Bag No. 4, Post Office, Port Melbourne, Vic. 3207
- AF21 The Director, Weapons Research Establishment, G.P.O. Box 2151, Adelaide, S.A. 5001
- AF22 The Manager, Defence Printing Establishment, P.O. Box 263, Brunswick, Vic. 3056
- AG1 The Secretary, Department of Tourism and Recreation, Box 264, Civic Square, P.O., Canberra City, A.C.T. 2608
- AH1 The Assistant Secretary, Management Services Branch, Surface Transport Group, Department of Transport, P.O. Box 367, Canberra City, A.C.T. 2601
- AH2 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 308, Milsons Point, N.S.W. 2061
- AH3 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 4317, Melbourne, Vic. 3001
- AH4 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 779L, Brisbane, Qld 4001
- AH5 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 1799, Adelaide, S.A. 5001
- AH6 The Regional Controller, Surface Transport Group, Department of Transport, P.O. Box 7162, P.O. Cloisters Square, Perth, W.A. 6001
- AH7 The Regional Controller, Surface Transport Group, Department of Transport, G.P.O. Box 854i, Hobart Tas. 7001
- AH8 The Controller, Establishments Section, Surface Transport Group, Department of Transport, G.P.O. Box 2111s, Melbourne, Vic. 3001
- AI1 The Secretary, Department of the Treasury, Canberra, A.C.T. 2600
- AI2 The Director, Sub-Treasury, G.P.O. Box 2702, Sydney, N.S.W. 2001
- AI3 The Director, Sub-Treasury, G.P.O. Box 1926r, Melbourne, Vic. 3001
- AI4 The Director, Sub-Treasury, G.P.O. Box 158, Brisbane, Qld 4001
- AI5 The Director, Sub-Treasury, G.P.O. Box 1248, Adelaide, S.A. 5001
- AI6 The Director, Sub-Treasury, G.P.O. Box M937, Perth, W.A. 6001
- AI7 The Director, Sub-Treasury, G.P.O. Box 295c, Hobart, Tas. 7001
- AI8 The Director, Sub-Treasury, P.O. Box 3971, Darwin, N.T. 5790
- AI9 The Controller, Royal Australian Mint, Canberra, A.C.T. 2600
- AI10 The Commonwealth Statistician, Australian Bureau of 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 2796r, 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 7120, Hobart, Tas. 7001
- AI24 The Chairman, Taxation Board of Review No. 1, G.P.O. Box 5, Sydney, N.S.W. 2001
- AI25 The Chairman, Taxation Board of Review No. 2, 372 Albert Street, East Melbourne, Vic. 3002
- AI26 The Deputy Commissioner of Taxation, P.O. Box 227 Darwin, N.T. 5790
- AI27 The Chairman, Taxation Board of Review No. 3, Ampol House, Herschell Street, Brisbane, Qld 4000

AI28	The Deputy Director, Loans and National Savings Branch, G.P.O. Box 3911, Sydney, N.S.W. 2001	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

Name and personnel number	Transferred from	Transferred to	Date of notification of vacancy
DEPARTMENT OF AGRICULTURE			
CENTRAL OFFICE			
K. Robertson 70/88174C	Principal Research Officer (Class 9), Third Division, Canberra	Principal Research Officer (Class 9), Third Division, Bureau of Agricultural Economics, Commodity Economics (Livestock) Branch, Wool Commodities Analysis Section, Canberra (No. 17)	21.2.74
ATTORNEY-GENERAL'S DEPARTMENT			
AUSTRALIAN CAPITAL TERRITORY			
Office of the Commissioner of Trade Practices			
B. A. Mays 71/88556A	Librarian, Class 2, Third Division, National Library of Australia, Canberra	Librarian, Class 2, Third Division, Personnel and Accounting Section, Canberra (No. 83)	14.2.74
DEPARTMENT OF THE CAPITAL TERRITORY			
AUSTRALIAN CAPITAL TERRITORY			
J. A. Martin 67/85351C	Clerk (Class 6), Third Division, Department of Science	Clerk (Class 6), Third Division, City Manager's Office, Advisory Council Section (No. 1002)	23.5.74
DEPARTMENT OF DEFENCE—AIR OFFICE			
AUSTRALIAN CAPITAL TERRITORY			
J. W. Stubbs 66/66882R	Assistant Inspector (Class 6), Third Division	Assistant Inspector (Class 6), Third Division Establishments and General Division, Establishments Branch, Directorate of Organisation and Methods (No. 53)	9.5.74
DEPARTMENT OF DEFENCE—ARMY OFFICE			
TASMANIA			
W. J. Green 60/36232R	Stores Supervisor \$5519-5773, Fourth Division, Melbourne	Senior Storeman \$4948-5207, Fourth Division, 611 Supply Company (No. 18)	26.7.73
DEPARTMENT OF DEFENCE—NAVY OFFICE			
AUSTRALIAN CAPITAL TERRITORY			
G. R. McIntosh 59/53622P	Programmer \$11383-11886 (Class 8), Third Division, Army Office, Canberra	Programmer \$11383-11886 (Class 8), Third Division, Establishments and General Division, EDP Branch, Canberra (No. 31)	28.3.74
A. H. Williams 59/61232A	Clerk \$10204-10879 (Class 7), Third Division, Canberra	Clerk \$10204-10879 (Class 7), Third Division, Finance and Material Division, Finance Branch (No. 61)	9.5.74

<i>Name and personnel number</i>	<i>Transferred from</i>	<i>Transferred to</i>	<i>Date of notification of vacancy</i>
DEPARTMENT OF EDUCATION			
CENTRAL OFFICE			
C. G. Burke 71/85110A	Clerical Assistant, Grade 3, Fourth Division, Management Services Branch, Canberra (No. 172)	Clerical Assistant, Grade 3, Fourth Division, Territorial Liaison Branch, Technical and Further Education Section, Canberra School of Music Sub-section, Canberra (No. 204)	9.5.74
DEPARTMENT OF LABOR AND IMMIGRATION			
CENTRAL OFFICE			
G. P. Brown 70/41718A	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel, Establishments and Methods Section, Establishments and Systems Branch, Management and Secretariat Division, Melbourne (No. 585)	18.4.74
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
POSTMASTER-GENERAL'S DEPARTMENT			
NEW SOUTH WALES			
T. McK. Lindop 59/47261G	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Sydney	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 6 Section, Sutherland	13.12.73
P. L. R. Townsend 59/47858M	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Sydney	Lines Supervisor, Grade 3, Fourth Division, Engineering Division, Metropolitan Operations Branch, Metropolitan Operations No. 6 Section, Hurstville	13.12.73
R. J. Mason 59/40302A	Senior Telecommunications Technical Officer, Grade 2, Fourth Division, Engineering Division, Sydney	Senior Telecommunications Technical Officer, Grade 2, Fourth Division, Engineering Division, Metropolitan Operations Branch, City Operations Section, Sydney	28.2.74
V. G. Standring 71/23436P	Lineman, Grade 1, Fourth Division, Engineering Division, Rose Bay	Clerical Assistant, Grade 2, Fourth Division, Engineering Division, Metropolitan Operations Branch, City Operations Section, City East (No. 157)	18.4.74
D. J. Hamson 70/22775M	Postal Clerk, Fourth Division, Kensington	Postal Clerk, Fourth Division, Postal Services Division, Post Offices Branch, Gosford South	23.5.74
VICTORIA			
G. F. Van Rooijen 67/45790G	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Postal Services Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Finance and Accounting Branch, Revenue Section, Melbourne (No. 225)	13.9.73
B. L. Clarke 66/36603G	Clerk (Class 4), Third Division, Engineering Division	Clerk (Class 4), Third Division, Engineering Division, Administrative Branch, Costing Section, Melbourne (No. 335)	18.4.74

Name and personnel number	Transferred from	Transferred to	Date of notification of vacancy
QUEENSLAND			
I. D. Rawlins 62/61075E	Mail Officer, Fourth Division, Postal Services Division	Mail Officer (Emergent Relief), Fourth Division, Postal Services Division, Post Offices Branch, Townsville	2.5.74
L. D. Dawson 67/61398P	Postal Officer, Grade 2, Fourth Division, Goondiwindi	Postal Officer, Grade 2, Fourth Division, Postal Services Division, Post Offices Branch, Bundaberg	9.5.74
SOUTH AUSTRALIA			
A. M. Hurkett 59/26416A	Clerk (Class 4), Third Division, Telecommunications Division, New South Wales	Clerk (Class 4), Third Division, Telecommunications Division, Administration Section, Adelaide (No. 24)	4.4.74
WESTERN AUSTRALIA			
V. P. Doherty 71/75654C	Motor Mechanic, Fourth Division, Engineering Division	Motor Mechanic, Fourth Division, Engineering Division, Country Branch, Central Section, Norseman (No. 915)	9.5.74
J. A. Hayley 69/78502T	Postal Clerk, Third Division, Postal Services Division	Postal Clerk, Third Division, Postal Services Division, Post Offices Branch, Bunbury	30.5.74
DEPARTMENT OF THE PRIME MINISTER AND CABINET			
CENTRAL OFFICE			
H. R. Freeman 70/37336X	Clerk (Class 9), Third Division, Welfare Division, Community Affairs Branch (No. 509)	Clerk (Class 9), Third Division, Welfare Division, Women's Affairs Section (No. 677)	28.3.74
THE OFFICE OF THE PUBLIC SERVICE BOARD			
CENTRAL OFFICE			
W. J. Wilkinson 66/90012T	Inspector \$12389-12890 (Class 9), Third Division, Canberra, unattached	Inspector \$12289-12890 (Class 9), Third Division, ADP Division, ADP General Development Branch, Policy Planning and Development Section, Canberra (No. 103)	14.2.74
DEPARTMENT OF REPATRIATION AND COMPENSATION			
NEW SOUTH WALES			
C. M. Clarke 70/87326K	Clerical Assistant, Grade 3, Fourth Division, Department of Overseas Trade, Canberra, A.C.T.	Clerical Assistant, Grade 2, Fourth Division, Administrative Services Section, Repatriation General Hospital, Concord (No. 139)	10.1.74
DEPARTMENT OF TRANSPORT			
AIR TRANSPORT GROUP			
WESTERN AUSTRALIA REGION			
C. A. Isaacs 73/75945K	Drafting Assistant, Grade 1, Fourth Division, Postmaster-General's Department, Perth	Drafting Assistant, Grade 1, Fourth Division, Drafting Branch, Airways Engineering Section, Perth (No. 10)	29.11.73
R. J. B. Edwards 58/50456K	Clerk \$8186-8942 (Class 5), Third Division	Personnel Officer \$8186-8942 (Class 5), Third Division, Executive Services Branch, Personnel and Office Services Section, Personnel Sub-section, Perth (No. 4)	21.3.74
DEPARTMENT OF THE TREASURY			
CENTRAL STAFF			
S. E. Daly 70/87342E	Investigation Officer, Grade 2 (Class 5), Third Division, unattached	Investigation Officer, Grade 2 (Class 5), Third Division, Social Security Division, Social Welfare Branch, Health Section, Canberra (No. 58)	16.5.74

PROMOTIONS

Corrigenda—provisional promotions

The undermentioned provisional promotions, notified on the dates and page numbers indicated, have been amended as follows:

DEPARTMENT OF CUSTOMS AND EXCISE

NEW SOUTH WALES

R. E. Scott, 30.8.73 (p. 148) Lapsed.
E. B. Cook, 24.1.74 (p. 65) Lapsed.

WESTERN AUSTRALIA

M. A. Feeney, 24.4.74 (p. 37) Lapsed.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

L. T. Sherd, 13.6.74 (p. 101) Position promoted to should read Clerk \$6912-7652 (Class 4), Third Division, Overseas Division (No. 655).

I. A. M. MacDiarmid 13.6.74 (p. 101) Position promoted to should read Clerk \$6912-7652 (Class 4), Third Division, Overseas Division (No. 755).

R. J. Browne, 13.6.74 (p. 101) Lapsed.
G. F. Rimes, 13.6.74 (p. 101) Lapsed.

Office of Australian Development Assistance Agency

AUSTRALIAN CAPITAL TERRITORY

D. Bignell, 16.5.74 (p. 83) Lapsed.

DEPARTMENT OF LABOR AND IMMIGRATION VICTORIA

D. T. W. Harris, 4.7.74 (p. 90) Lapsed.
R. N. Smith, 4.7.74 (p. 90) Lapsed.
S. E. Marion, 27.6.74 (p. 80) Surname should read 'Manion'.

TASMANIA

J. Urbanski, 4.7.74 (p. 92) Lapsed.
D. B. Cooper, 4.7.74 (p. 92) Lapsed.

DEPARTMENT OF MANUFACTURING INDUSTRY

VICTORIA

M. C. Bates, 4.7.74 (p. 107) Position number should read 70.

QUEENSLAND

M. E. Shulz 11.7.74 (p. 88) Lapsed.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

L. J. Thwaites, 11.7.74 (p. 92) Promotion withdrawn.

DEPARTMENT OF NORTHERN DEVELOPMENT

CENTRAL OFFICE

G. Puide, 24.4.74 (p. 55) Promotion Cancelled.

DEPARTMENT OF THE NORTHERN TERRITORY

NORTHERN TERRITORY

E. J. Mortlock, 20.6.74 (p. 69) Position promoted from should have read Clerk (Class 6), in lieu of Clerk (Class 5).

DEPARTMENT OF OVERSEAS TRADE

CENTRAL STAFF

J. D. Hare, 11.7.74 (p. 95) Division should read International Trade Organisations.

REGIONAL OFFICE—VICTORIA

B. L. Davies, 4.7.74 (p. 119) Promoted from—Taxation Office, Department of the Treasury, Melbourne.
P. F. Sexton, 4.7.74 (p. 119) Promotion should read vice T. J. K. Parkinson, prov. prom. 4.7.74.

POSTMASTER-GENERAL'S DEPARTMENT

NEW SOUTH WALES

J. N. L. Ruby, 4.7.74 (p. 125) Surname should read Huby.
R. Vassilopoulos, 4.7.74 (p. 125) Withdrawn.

SOUTH AUSTRALIA

J. R. Ngent, 4.7.74 (p. 139) Surname should read Nugent in lieu of that notified.
R. N. Klindberg, 4.7.74 (p. 139) Surname should read 'Klingberg' in lieu of that notified.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

G. J. Bruest, 11.7.74 (p. 115) Position promoted from should read Clerk \$7180-7935 (Class 4).

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

P. C. Carter, 16.5.74 (p. 125) Cancelled.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

F. R. James, 4.4.74 (p. 120) Lapsed.
P. A. Papworth, 11.7.74 (p. 119) Should read 'vice D. S. A. Crook, prov. prom. 11.7.74'.
E. I. C. Lott, 11.7.74 (p. 119) Should read 'vice M. F. Newman, prov. prom. 11.7.74'.
D. L. Kimpton, 11.7.74 (p. 119) Should read 'vice N. M. Chapman, prov. prom. 11.7.74'.

WESTERN AUSTRALIA

G. H. N. Smith, 11.7.74 (p. 121) Withdrawn.

DEPARTMENT OF SOCIAL SECURITY

VICTORIA

P. J. Hede, 2.5.74 (p. 118) Position number should read '1392'.
K. E. Lockwood, 11.4.74 (p. 108) Prov. prom. and confirmation to position 1344 lapsed.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

National Library of Australia

AUSTRALIAN CAPITAL TERRITORY

J. Schipilaw, 4.7.74 (p. 155) Surname should read Schipilow.
K. Rawson, 4.7.74 (p. 155) Withdrawn.

DEPARTMENT OF TRANSPORT

Air Transport Group

CENTRAL STAFF

K. R. Thew, 16.5.74 (p. 155) Lapsed.

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

J. H. McClung, 4.7.74 (p. 60) Personnel number should read 304-98188.

Australian Bureau of Statistics

AUSTRALIAN CAPITAL TERRITORY

E. D. Jackson, 30.5.74 (p. 139) Withdrawn.

N. Jennings, 16.5.74 (p. 148) Lapsed.

P. J. Geve, 11.7.74 (p. 131) Personnel number should read 74/86364E. Section promoted from should read Finance and General Services Section.

P. A. Williams, 11.7.74 (p. 132) Personnel number should read 68/81046M.

K. A. Nicholas, 11.7.74 (p. 131) Withdrawn.

Australian Taxation Office

NEW SOUTH WALES

B. M. Thompson, 13.6.74 (p. 158) Promoted to should read Investigation Officer, Grade 3 \$8886-9548 (Class 6), Third Division, Sydney, vice B. M. Flynn, prov. prom. 13.6.74 (No. 4288).

VICTORIA

J. Cormack, 29.11.73 (p. 152) Lapsed.

S. M. Yates, 25.10.73 (p. 156) Lapsed.

P. A. Cravolo, 25.10.73 (p. 156) Lapsed.

C. L. Bengough, 25.10.73 (p. 155) Lapsed.

D. F. Clancy, 11.10.73 (p. 166) Lapsed.

C. L. Dalton, 11.10.73 (p. 168) Lapsed.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

B. A. Becker, 11.7.74 (p. 137) Position promoted to should read: Clerk \$8187-8942, (Class 5), Third Division, Finance and General Services Section, Canberra, vice I. M. Briggs, prov. prom. 23.5.74 (No. 8).

E. A. Cooper, 20.6.74 (p. 90) Department promoted from should read: Australian Bureau of Statistics, Department of the Treasury, Canberra, in lieu of that notified.

Promotions Section 50 (9)

Public Service Act 1922-1973

The Public Service Board has:

1. Cancelled the provisional promotions as in *Gazettes* indicated: F. F. Doyle, S. W. McKenzie, F. A. Vella, K. M. O'Brien, G. J. Power, W. L. McKell, G. J. Banfield, T. F. McAuliffe, E. G. Vanstien, B. S. Riddell, J. R. Commins, G. Murphy, G. A. Bampton, 30.11.72; R. Breese, 10.1.74; N. Paisley, 17.1.74; R. J. Garske, 24.1.74; M. Brymora, 21.2.74; L. C. Fletcher, 28.2.74; D. J. Young, G. R. Pitts, 21.3.74; E. A. Quinn, J. M. Flanagan, 18.4.74; M. Jordan, 9.5.74; J. A. Williams, F. M. Thatcher, M. Link, 16.5.74; G. J. Whiteside, 23.5.74; L. O'Neill, 30.5.74.

2. Promoted the undermentioned officers as shown:

DEPARTMENT OF DEFENCE

VICTORIA

G. Beer, 72/37535T, Clerical Assistant, Grade 2 \$4393-4678, Fourth Division, as Clerical Assistant, Grade 3 \$4822-5254, Fourth Division, Logistics Command, 31 Supply Battalion, Bandiana, 299, with effect from 18.4.74.

S. O. Dangerfield 68/10122, Clerk \$5806-6666, (Class 2/3), Third Division, as Clerk \$6912-7652 (Class 4), Third Division, Victualling Supply Branch, Supply Division, Sydney (No. SVSO 12), with effect from 21.2.74.

POSTMASTER-GENERAL'S DEPARTMENT

QUEENSLAND

J. B. McLean, 59/16475X, Clerk \$2713-5594 (Class 1), Third Division, Personnel and Industrial Relations Branch, as Clerk \$5806-6666 (Class 2/3), Third Division, Personnel and Industrial Relations Branch, Industrial Relations Section, Brisbane (No. 277), with effect from 9.5.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

NEW SOUTH WALES

R. B. Ratcliffe, 65/13735T, Clerk \$5806-6666 (Class 2/3), Third Division, as Clerk \$6912-7652 (Class 4), Third Division, Management Services Division, Branch Office, Pensions Section, Sydney (No. 15), with effect from 28.2.74.

DEPARTMENT OF SCIENCE

NORTHERN TERRITORY

W. Manchur, 66/38399R, Meteorologist \$9397-10521 (Class 2), Third Division, as Meteorologist \$11050-12364 (Class 3), Third Division, Regional Forecast Centre, Bureau of Meteorology, Darwin, with effect from 24.1.74.

DEPARTMENT OF SOCIAL SECURITY

VICTORIA

P. J. Browne, 69/38655W, Clerk \$6912-7652 (Class 4), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Health Benefits and Services Branch, Nursing Benefits Section, 1703, with effect from 21.3.74.

QUEENSLAND

A. P. Roussel, 66/57093C, Clerk \$6912-7652 (Class 4), Third Division, as Clerk \$7899-8639 (Class 5), Third Division, Management Branch, Operations Section, Brisbane (No. 63), with effect from 21.3.74.

DEPARTMENT OF THE TREASURY

NEW SOUTH WALES

C. H. Crowne, 69/10972E, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 704), with effect from 30.11.72.

P. A. Devine, 69/12351E, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 668), with effect from 30.11.72.

B. C. A. Smith, 70/12221A, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 665), with effect from 30.11.72.

R. L. Fitton, 69/10828W, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 660), with effect from 30.11.72.

S. M. McArthur, 71/11755R, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 666), with effect from 30.11.72.

W. L. McRobie, 68/122220E, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 661), with effect from 30.11.72.

C. M. Hopper, 70/14159W, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 2 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 561), with effect from 30.11.72.

M. D. Cousens, 70/12702M, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 698), with effect from 30.11.72.

G. L. Whitfield, 71/11961W, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 2 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 569), with effect from 30.11.72.

M. G. Bannon, 71/12440T, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 2 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 597), with effect from 30.11.72.

P. J. Donnellan, 70/10872W, Clerk \$2298-4770 (Class 1), Third Division, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 679), with effect from 30.11.72.

I. J. Hayes, 67/10760P, Clerk \$2298-4770 (Class 1), Third Division, Australian Taxation Office, Port Moresby, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 659), with effect from 30.11.72.

H. P. Kochannek, 69/12056M, Clerk \$2298-4770 (Class 1), Third Division, Australian Taxation Office, Port Moresby, as Assessor, Grade 1 \$4955-5708 (Class 2/3), Third Division, Section E/F, Australian Taxation Office, Sydney (No. 681), with effect from 30.11.72.

H. B. MACDONALD
Secretary
Public Service Board

Confirmation of provisional promotions

The following provisional promotions notified on the dates indicated have been confirmed:

DEPARTMENT OF AGRICULTURE

D. W. Truman, 4.4.74.

ATTORNEY-GENERAL'S DEPARTMENT

K. F. Allen, 28.2.74; A. I. Culloden, 7.3.74.

DEPARTMENT OF THE CAPITAL TERRITORY

H. E. J. Falvey, 17.1.74.

DEPARTMENT OF CUSTOMS AND EXCISE

T. H. Lyon, R. F. Evans, G. J. Ford, C. J. Rose, E. G. Watt, J. R. Tatnell, W. S. Elliott, V. I. Poremskis, P. F. Molloy, M. E. Montague, S. J. Palfreman, F. M. Fox, D. L. Tregillgas, R. J. Wiseman, 30.8.73.

DEPARTMENT OF DEFENCE

S. J. MacLeod, A. J. Wilson, 28.3.74.

DEPARTMENT OF DEFENCE—ARMY OFFICE

J. E. Thompson, 21.3.74.

DEPARTMENT OF DEFENCE—NAVY OFFICE

D. W. J. Johnston, 23.8.74.

DEPARTMENT OF EDUCATION

R. T. Fletcher, P. J. Sheridan, G. C. Burton, 7.3.74; S. Shorgren, 9.5.74; M. I. Grigsby, 16.5.74; J. R. Gallaher, B. J. Schafer, 23.5.74; C. B. Pearson, C. L. De Silva, G. Ovenell, J. H. Hodgins, J. P. Carter, 30.5.74.

DEPARTMENT OF HEALTH

G. B. Engel, 28.2.74.

DEPARTMENT OF HOUSING AND CONSTRUCTION

J. J. Barrett, A. M. Crivelli, H. Mew, J. P. Sigg, 16.5.74; A. Bennett, G. M. Dickson, J. J. Woodward, 23.5.74; K. J. Andriske, S. R. Hume, I. R. Lindsay, M. G. Longhurst, G. L. Nash, S. Stalmachowski, B. Tierney, J. Troup, 30.5.74; H. Britton, B. M. Gemmell, S. Lockwood, D. A. Patmore, J. I. Rose, P. Saliba, 6.6.74; B. J. Chapman, 13.6.74.

DEPARTMENT OF LABOR AND IMMIGRATION

R. S. Doran, 27.9.73; J. Urbanski, D. B. Cooper, 24.1.74; S. Marsden, 7.2.74; L. A. Slater, 21.3.74; J. J. P. Hunt, 29.4.74; P. G. Beere, V. G. J. Bugeja, 2.5.74; D. T. W. Harris, 9.5.74.

DEPARTMENT OF MANUFACTURING INDUSTRY

R. M. Selby, 14.3.74.

DEPARTMENT OF THE MEDIA

B. C. Sloan, 24.4.74.

Australian Broadcasting Control Board

W. I. Barrett, L. Geeves, K. F. Ryan, P. M. Flynn, I. A. Davidson, 13.12.73.

DEPARTMENT OF MINERALS AND ENERGY

M. G. Smith, 7.3.74.

DEPARTMENT OF THE NORTHERN TERRITORY

M. B. Watters, 14.3.74.

DEPARTMENT OF OVERSEAS TRADE

A. W. McDonell, S. J. Hall, R. G. Marks, 18.10.73; G. N. Kruger, 24.4.74; J. R. Hampson, 7.3.74.

POSTMASTER-GENERAL'S DEPARTMENT

R. MacC. Tilney, 11.10.73; A. S. De Caux, 10.1.74; R. E. Barnett, M. Papadopoulos, 10.1.74; P. A. Hicks, 28.3.74; N. M. Bennett, 11.4.74; R. Owers, 18.4.74; B. T. Stafford, 2.5.74; B. E. Powis, 9.5.74; I. S. Rowe, D. C. Berry, J. P. Farr, 14.2.74; R. S. Bell, R. A. Ehrke, N. J. Harper, B. V. Vaughan, T. A. Webb, 21.2.74; E. C. Synott, 21.2.74; D. A. Challen; R. L. Moritz, 28.2.74; A. Walk, R. R. Ross, 28.2.74; T. R. H. Berry, 7.3.74; L. J. Millard, J. E. Cooper, 7.3.74; L. M. Spencer, M. J. M. Kennedy, C. C. Harman, R. E. Bennett, P. A. Kohn, K. R. Salter, M. F. Waugh, J. M. Childs, R. W. Cartwright, 14.3.74; A. E. Brackam, C. G. Taunton, 21.3.74; K. A. Dietz, 28.3.74; B. J. Lewis, 28.3.74; C. B. Sewell, 4.4.74; T.

T. Hunt, L. F. J. Love, 11.4.74; L. P. Tobin, M. Campbell, M. K. Crapper, G. A. Phillips, A. R. Dell, G. Johnstone, J. Muscat, A. Caruana, 18.4.74; T. J. Robinson, 24.4.74; C. L. Smith, 2.5.74; R. A. Sund, J. W. Stocker, 2.5.74; D. V. Brumwell, G. K. Dickman, 9.5.74; I. B. Schreiber, P. J. Kealy, 9.5.74.

DEPARTMENT OF THE PRIME MINISTER AND CABINET

G. E. Nichols, 14.2.74.

The Office of the Public Service Board

M. A. Stanton, 21.3.74; E. R. Bowman, 4.4.74.

DEPARTMENT OF REPATRIATION AND COMPENSATION

J. J. Bedlington, 21.2.74; S. E. B. Andersson, 7.3.74; V. E. Leggo, 28.3.74; G. Martino, 4.4.74.

DEPARTMENT OF SCIENCE

G. S. Roberts, C. M. O'Connor, R. W. Cromie, 24.1.74; B. E. Williamson, 21.3.74.

DEPARTMENT OF SERVICES AND PROPERTY

J. T. Berrell, K. G. Munchenberg, R. E. Bennett, I. H. Gammage, J. Palisi, A. J. Williams, 4.4.74.

DEPARTMENT OF SOCIAL SECURITY

S. D. Silver, 14.2.74; G. F. Lalor, 21.3.74; J. W. Kilpatrick, R. L. Allnut, D. W. Ryder, T. J. Turner, G. C. Sims, 28.3.74; D. R. Paterson, D. H. Kilpatrick, 2.5.74; J. C. M. McCulloch, 9.5.74.

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

F. P. Campbell, 16.5.74.

DEPARTMENT OF TRANSPORT

Air Transport Group

H. I. Heyblok, 10.1.74; B. L. Lane, 21.3.74; R. D. Wade, 2.5.74.

Surface Transport Group

R. J. Boness, 14.3.74.

DEPARTMENT OF THE TREASURY

P. Armstrong, P. Johnston, R. Peters, R. Mantel, J. Diggins, M. Stone, 22.11.73; D. P. Reynolds, 11.4.74; G. J. Gregory, 2.5.74.

Australian Bureau of Statistics

M. Molnar, 2.5.74; E. M. Butler, E. M. Smith, H. M. Rawlinson, P. C. Price, H. B. Farrugia, R. J. Chibnall, 9.5.74.

Australian Taxation Office

C. J. Anderson, S. F. Austin, S. Avakian, G. R. Bailey, J. H. Bamfield, V. F. Blount, L. M. Bosley, R. D. Bradfield, J. A. Brooks, G. A. Brown, A. S. Byrne, R. Cachia, P. H. Campbell, A. J. Carpenter, A. G. Christodolou, R. T. Greenwood, R. C. Hadfield, E. A. R. Hall, P. G. Hansel, A. E. Histon, B. Hogan, J. A. Imbert, N. R. Isbister, R. J. Kinred, M. J. Lambert, K. M. Lane, G. G. Lee, R. S. Lewandowski, P. J. McAuliffe, H. F. McDonald, J. D. McGruer, J. J. Marsh, S. M. Melville, P. K. Moate, J. B. P. Murray, L. A. Nell, S. S. Bladwell, R. I. Saunders, A. Farla, J. R. Mistarz, I. P. Carroll, A. C. Connelly, R. A. Crowe, J. A. Edmonds, P. L. Edwards, C. B. Elstub, E. E. Estwick, K. J. Farrell, R. Firmani, R. N. Fitzpatrick, C. H. Franklin, B. L. Frost, G. J. Giles, G. Girdlestone, D. J. Godfrey, H. T. Golebiowski, A. J. Gray, D. G. Green, M. Nelson, P. J. Noonan, K. Novakovic, E. J. Osland, J. I. Paine, P. R. Pascoe, B. A. Pearce, M. C. L. Peroumal, J. A. Pesle, R. J. Pringle, K. M. Redmond, W. K. Ridley, P. D. Skeers, G. J. Smith, J. P. Sparke, D. P. Story, M. L. Sutton, D. L. Tam, R. J. Venarie, K. D. White, C. M. Woodlands, B. R. Woolford, E. Wu, 30.11.72; J. M. Wheeler, 24.1.74; C. K. Rowe, B. F. Kennedy, 7.2.74; G. M. Flanagan, 9.5.74.

DEPARTMENT OF TOURISM AND RECREATION

H. Watkinson, 13.6.74.

Provisional promotions

The following promotions are provisional and are subject to appeal by officers to the Public Service Board, and where consequent upon another provisional promotion, are dependent upon the latter being confirmed. The date of promotion is the date of this *Gazette*, except where otherwise specifically indicated. Where an officer desires to appeal against two or more provisional promotions, a separate appeal should be lodged for each one, except where the provisional promotions have been notified in the one *Gazette* and the positions are of the same designation and classification, located in the same State, Department and Branch, when one statement listing the promotees appealed against will be accepted.

WHERE TO LODGE APPEALS

Appeals should be lodged either by letter or telegram so as to be received in the office of the appropriate officer by the close of business on the twenty-first day after the day of this notification. For this purpose the appropriate officer is—if the provisional promotion is made to an office physically located in:

- (a) 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. Whenever circumstances which would delay the delivery of appeals, such as postal delays, are apparent from the media, it is expected that officers will arrange for the delivery of their appeals by hand or by telegram if it appears that postal services may not deliver an appeal by the due date.

GROUND OF APPEAL

The ground of appeal are:

- (i) (a) superior efficiency; or (b) equal efficiency combined with seniority.
- (ii) That the appellant is senior to the officer provisionally promoted and is efficient, where promotion is made to one of these positions, Assistant, Grade 1; Assistant, Grade 2; Clerical Assistant, Grade 1; Hospital Assistant, Grade 2; Labourer; Lift Attendant; Lineman, Grade 2; Mail Officer; Orderly, Grade 1; Postal Officer, Grade 1; Postman; Quarantine Assistant, Grade 1; Storeman; Stores Assistant, Telephonist.

FORM OF APPEAL

There is no standard form of appeal. However, the appeal must show:

Date of *Gazette*
Name of provisional promotee
Department in which promotion made
Ground of appeal

The following particulars of the appellant should appear at the foot of the appeal:

Full name (block letters).....
Date of birth.....
Designation and salary scale of permanent position....
Office or branch.....
Department.....
Seniority date or number.....

An appeal is acknowledged and the officer is invited to submit a supporting statement in triplicate which should contain:

Ref. No.....
Full name.....
Date of birth.....
Date of permanent appointment.....
Educational qualifications (in detail).....
Statement of service.....
Experience.....
Summary of claims.....

DUAL STATUS POSITIONS CREATED IN THE FOURTH DIVISION

The positions listed below are created in the Fourth Division, but become Third Division positions when occupied by an officer of that Division, and revert to the Fourth Division when vacant. A full listing of all positions is to be found in Public Service (Salaries) Regulations 8.

For purpose of appeals against provisional promotions and 'temporary transfers' to these positions, seniority of Third Division officers, shall be determined in accordance with General Order 4/A/3, i.e., according to the earliest seniority date held by the officer whether in the Fourth or Third Division.

All positions in Technical Officer, Technical Cataloguer and Technical Assistant structures and Trainee Technical Officer positions.

All positions in the Draftsman, Drafting Assistant and Illustrator structures and Trainee Draftsman positions.

Airways Telecommunications Officer, Grade 1-4; Assistant Conservator; Communications Officer; Conservator; Electrical Technician; Flight Service Officer, Grade 1-3; Plan Records Assistant, Grade 1-2; Plan Record Officer; Postal Clerk; Postal Officer, Grade 3-4; Radio Technician; Senior Mail Officer; Senior Postal Officer, Grade 1-2; Senior Technician Instructor, all grades (Department of Civil Aviation); Senior Technical Instructor (Postmaster-General's Department); Supervisor (Telegraph); Technical Instructor, Grade 2 (Department of Civil Aviation; Commonwealth Bureau of Meteorology; Postmaster-General's Department); Telecommunications Technician; Telegraphist; Traffic Officer-in-training; Trainee Engineer.

DUAL STATUS POSITIONS CREATED IN THE THIRD DIVISION

The positions in the Postmaster-General's Department listed below are created in the Third Division but become Fourth Division positions when occupied by an officer of that Division, and revert to the Third Division when vacant.

For purposes of appeals against provisional promotions and 'Temporary transfers' to these positions the seniority of Fourth Division officers shall be determined in accordance with General Order 4/A/5.

Senior Postal Clerk, Grades 1 to 3; Instructor, Grades 1 to 3; Postmaster, Grades 1 to 5; Supervisor (Postal), Grades 1 to 3.

SALARIES AND GENERAL CONDITIONS**SALARY RATES**

Salaries shown in the provisional promotions section of this *Gazette* are expressed as current actual salaries.

QUALIFICATIONS

The qualifications prescriptions for positions notified below have been prepared in abbreviated form for reasons of economy. Full statements of qualification requirements for appointment, promotion or transfer are set out in the Public Service Qualifications Handbook. The Handbook is available in Departments and in the Board's Offices in the various States and Territories. Information on recruitment and examination conditions and qualification requirements is also available in *Periodic Gazette* No. 25 A of 22.3.74 entitled 'Appointment, Recruitment and Examination Conditions and Determinations under Section 53B of the *Public Service Act* 1922-1973'.

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

GENERAL

Inquiries as to actual salaries payable to minors should be addressed to the Department notifying the provisional promotion. Married minors (males) may be eligible for an allowance under Regulation 87B.

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

Provisional promotions—notification

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF ABORIGINAL AFFAIRS**AUSTRALIAN CAPITAL TERRITORY****Management Services Branch**

W. C. Hamilton 62/85021A	Inspector \$11383-11886 Class 8), Third Division, Department of Manu- facturing Industry	Senior Inspector \$12389-12890 (Class 9), Third Division, Personnel and Establishments Section (No. 90)
-----------------------------	--	---

Duties: Direct, supervise and control the activities of the Establishments and Methods, Personnel and Recruitment, Training and Office Services Sub-sections.

Qualifications: Extensive personnel experience together with tertiary qualifications desirable.

DEPARTMENT OF AGRICULTURE**CENTRAL OFFICE****Industry No. 1 (Meat and Meat Products) Division, Veterinary Services Branch**

J. G. Murray 72/99003X	Veterinary Officer, Class 3 \$14267-14757, Third Division, Canberra	Veterinary Officer, Class 4 \$15246-15858, Third Division, Compliance and Evaluation Sub-section, Canberra (No. 3411)
---------------------------	--	--

Duties: Recommend annual renewal of meat export establishments and annual certification of U.S. listed export establishments. Provide departmental management with appraisals of the effectiveness of the Department's meat inspection programme.

D. J. Matthews 67/85748P	Veterinary Officer, Class 3 \$14267-14757, Third Division, Canberra	Veterinary Officer, Class 4 \$15246-15858, Third Division, Technical Services and Standards Section, Standards Sub- section, Canberra (No. 1122)
-----------------------------	--	---

Duties: Examine and make recommendations on standards relating to the export of meat and meat products. Negotiate or assist with negotiations with importing countries in respect of such standards.

Qualifications above two positions: A university degree in Veterinary Science or Veterinary Medicine or equivalent qualifications. Extensive experience in meat inspection and a knowledge of the meat industry desirable.

Industry No. 5 (Fisheries) Division, Operations Branch

A. V. Folkard 69/87432G	Clerk \$8187-8942 (Class 5), Third Divi- sion, Canberra	Clerk \$9194-9869 (Class 6), Third Divi- sion, Administration Section, Secretariat Sub-section, Canberra (No. 3560)
----------------------------	--	---

Duties: Provide executive and secretariat services for departmental, interdepartmental, Australian Government/State and other committees, conferences, meetings, etc., with which the Division is involved.

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

Industry No. 6 (Wool) Division

J. A. Lake 68/66112M	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Canberra, unattached	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 2863)
-------------------------	--	---

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

Qualifications: Shorthand, at least 100 words per minute.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Agriculture and Food Services Division

M. M. Gantley 73/89751P	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Canberra, unattached	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 2866)
----------------------------	--	---

Duties: Provide secretarial and stenographic assistance to senior Second Division Officers.
Qualifications: Shorthand, at least 100 words per minute.

Development Division

C. G. P. Skelton 74/85057X	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 1245)
-------------------------------	--	---

Duties: Provide secretarial and stenographic assistance to senior Second Division Officers.
Qualifications: Shorthand, at least 100 words per minute.

Bureau of Agricultural Economics

B. J. Morgan 69/87012G	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Canberra, unattached	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 68)
---------------------------	--	---

Duties: Provide secretarial and stenographic assistance to senior Second Division Officers.
Qualifications: Shorthand, at least 100 words per minute.

ATTORNEY-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Management and Special Services Division, Operations Branch

P. J. Bell 73/88108W	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Finance Section, Canberra (No. 226)
-------------------------	--	--

Duties: Examiner of Accounts.
Qualifications: Knowledge of Treasury Accounting desirable.

Legislative Drafting Division

K. Warner 71/10522A	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Department of De- fence—Navy Office	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Publications Section, Canberra (No. 34)
------------------------	---	---

Duties: Prepare manuscripts for printer of annual volumes, tables, volumes and reprints for Acts, Statutory Rules and Territorial Legislation; read and correct proof of those publications and of draft legislation.

Y. Alphenaar 74/86147M	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Publications Section, Canberra (No. 37)
---------------------------	---	---

Duties: Prepare manuscripts for printer of annual volumes, tables, volumes and reprints for Acts, Statutory Rules and Territorial Legislation; read and correct proofs of those publications and of draft legislation.

D. J. Spencer 74/85974E	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Publications Section, Canberra (No. 38)
----------------------------	---	---

Duties: Prepare manuscripts for printer of annual volumes, tables, volumes and reprints for Acts, Statutory Rules and Territorial Legislation; read and correct proofs of those publications and of draft legislation.

AUSTRALIAN CAPITAL TERRITORY

Registration Offices Branch

R. L. Travers 73/87709T	Company Inspector, Grade 1 \$7180-7935 (Class 4), Third Division.	Company Inspector, Grade 2 \$9194-9869 (Class 6), Third Division, Companies Inspection Section, Canberra (No. 92)
----------------------------	--	---

Duties: Examine and analyse the accounting documents of Companies which are the subject of requests under Section 308 of the Companies Ordinance.
Qualifications: Completion of a recognised course of training in Accountancy as are recognised by the Public Service Board.

NEW SOUTH WALES

Deputy Crown Solicitor's Office

E. A. Doyle 72/13057X	Typist, Grade 2 \$4956-5266, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Sydney (No. 12)
--------------------------	---	--

Duties: From brief instructions prepare and type minor letters, summonses, writs, etc., and render general clerical assistance.
Qualifications: Shorthand and typing qualifications desirable together with a working knowledge of legal documents and procedures.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

ATTORNEY-GENERAL'S DEPARTMENT—continued

TASMANIA

Australian Legal Aid Office

R. M. Holness 70/13134X	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Department of the Prime Minister and Cabinet, Auditor- General's Office, Hobart	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Hobart (No. 6)
----------------------------	--	--

Duties: Provide stenographic and secretarial assistance to a senior officer.

Qualifications: Shorthand, at least 100 words per minute.

DEPARTMENT OF THE CAPITAL TERRITORY

AUSTRALIAN CAPITAL TERRITORY

Establishments Branch

R. M. Tolley 69/85683R	Clerk \$6052-6929 (Class 2/3), Third Division	Programming Assistant, Grade 3 \$7180- 7935 (Class 4), Third Division, Auto- matic Data Processing Section, vice H. L. Burnoro, prov. prom. 13.6.74 (No. 1306)
---------------------------	--	--

Duties: Assist Duty Programmer in maintaining production and in the development of software programmes and sub-routines. Prepare for less complex programmes, block diagrams, flow charts and relevant document action from an approved specification. Code and test programme segments of medium complexity from prepared specifications.

Qualifications: Proven aptitude for programming desirable.

K. Stockman 73/87169B	Data Processing Operator, Grade 1 \$2220-4801, Fourth Division, Depart- ment of Defence	Data Processing Operator, Grade 2 \$5398, Fourth Division, Automatic Data Processing Section (No. 1557)
--------------------------	---	---

Duties: Undertake punching and verifying duties from simple or precoded documents involving a wide variety of procedures or complex or variable documents involving interpretation and coding.

Qualifications: Pass in the prescribed test.

Finance and Supply Branch

J. K. Purcell 71/88076T	Clerk \$7180-7935 (Class 4), Third Divi- sion	Internal Auditor, Grade 2 \$8187-8942 (Class 4), Third Division, Internal Audit Section, vice D. B. Chalker, prov. prom. 16.5.74 (No. 1415)
----------------------------	--	--

Duties: Supervise and direct an audit team in the execution of sections of the audit programme. Examine audit reports and prepare associated reports and recommendations.

Qualifications: Knowledge of the Audit Act, Treasury Regulations and Directions together with practical experience in audit duties.

K. M. Murawski 72/85688W	Accounting Machinist, Grade 2 \$5398, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Revenue and Business Undertakings Section (No. 1636)
-----------------------------	--	--

Duties: Receive time dockets daily and check for accuracy. Prepare and maintain employment history records for Transport industrial employees. Record receipt of claims for compensation.

City Manager's Office, Recreation and Tourism Branch

J. H. Fryer 72/41098X	Forestry Officer, Class 2 \$9715-10861, Third Division, Department of Agricul- ture, Traralgon	Arboriculturist, Class 3 \$11401-12741, Third Division, City Parks Administra- tion Section (No. 46)
--------------------------	--	--

Duties: Carry out research relating to the activities of City Parks Administration. Advise on the horticultural use of plants in the A.C.T.

Qualifications: Appropriate tertiary qualification and horticultural experience.

J. R. Cox 72/88377R	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Divi- sion, Recreation Section (No. 1807)
------------------------	--	---

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

Qualifications: Previous financial experience desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE

CENTRAL OFFICE

Management Services Division, Automatic Data Processing Branch

A. R. Wyburn 73/88298R	Programmer \$11383-11886 (Class 8), Third Division	Senior Programmer \$12389-12890 (Class 9), Third Division, Applications Section (No. 91)
---------------------------	---	--

Duties: Direct and control a project team engaged in the analysis, design, development and maintenance of batch and real-time ADP applications. Liaise with line branches on the design, implementation and operation of departmental computer systems.

Qualifications: Experience in system analysis, design and programming. Ability to control and direct staff.

M. R. Haigh 73/99031A	Programmer \$9194-9869 (Class 6), Third Division	Programmer \$11383-11886 (Class 8), Third Division, Applications Section (No. 96)
--------------------------	---	---

Duties: Undertake analysis, design, documentation and more complex programme construction of real-time and batch systems ADP applications. Supervise preparation of documentation including specifications and detailed flow charts from which programme coding can be effected.

Qualifications: Extensive experience in systems analysis and programming.

D. K. Eddy 72/87585W	Programmer \$9194-9869 (Class 6), Third Division	Programmer \$11383-11886 (Class 8), Third Division, Applications Section (No. 28)
-------------------------	---	---

Duties: Plan and conduct training courses to meet departmental ADP training needs. Liaise with the computer suppliers support staff in the provision of agreed training courses.

Qualifications: Extensive experience in systems design and programming.

A. K. McLennan 59/67305W	Programmer \$9194-9869 (Class 6), Third Division	Programmer \$11383-11886 (Class 8), Third Division, Technical Support Section (No. 199)
-----------------------------	---	---

Duties: Direct and control the activities of the Remote Computer Sub-section. Design and develop Line Service Routines and Communications drivers for real-time systems.

Qualifications: Extensive experience in design and programming of real-time systems, operating systems and Data Communications.

NEW SOUTH WALES

Services Branch

D. C. Jones 64/10700A	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Port Services Section, vice F. M. Fox, prov. prom. (No. 331)
--------------------------	--	---

Duties: Assume responsibility for programming by appointment the work to be handled by Class 2/3 Examining Officers.

R. I. C. Wright 59/32312R	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Inland Services Section, vice G. D. Kershler, prov. prom. (No. 174)
------------------------------	--	--

Duties: Liaise with Investigation Officers as regards planning checks, recording details of errors and the compilation of statistical information relating to Diesel Fuel Reconciliations.

B. G. Tuohy 67/13377A	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Port Services Section, vice F. H. Proud, prov. prom. 16.5.74 (No. 33)
--------------------------	--	--

Duties: Supervise the work of the Clearing Sub-group at Sydney Airport. Clear aircraft, inward and outward.

C. W. Byrne 58/10576C	Examining Officer \$6052-6929 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$7180-7935 (Class 4), Third Division, Port Services Section, vice M. A. Mansour, prov. prom. (No. 383)
--------------------------	---	--

Duties: Assist the Investigation Officer, Grade 2 in the performance of planned random checks and loss-control investigations.

J. R. Beaman 58/10496G	Investigation Officer, Grade 3 \$9194-9869 (Class 6), Third Division	Senior Invoice Examiner, Grade 2 \$10204-10879 (Class 7), Third Division, Port Services Section (No. 396)
---------------------------	--	---

Duties: Supervise the operations of the Invoice Examining Group at the Parcels Post Sub-section. Decide disputes involving commercial importations by settling questions of tariff and appraisements matters. Evaluate all invoices/entries and refund claims lodged and determine the extent of invoice examining checks.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF CUSTOMS AND EXCISE—continued

B. G. Hall 58/10815K	Investigation Officer, Grade 2 \$8187-8942 (Class 5), Third Division	Investigation Officer, Grade 3 \$9194-9869 (Class 6), Third Division, Inland Services Section, vice J. R. Beaman, prov. prom. (No. 34)
R. N. Green 58/10803T	Investigation Officer, Grade 2 \$8187-8942 (Class 5), Third Division	Investigation Officer, Grade 3 \$9194-9869 (Class 6), Third Division, Inland Services Section, vice E. Cunningham, prov. prom. (No. 45)

Duties above two positions: Assume responsibility for the operational control of a group of licensed and approved premises. Plan and recommend a program of control investigation involving the examination and evaluation of company manufacturing, stock and financial records.

M. O. Kirkpatrick 68/10130E	Clerk \$6052-6929 (Class 2/3), Third Division	Investigation Officer, Grade 1 \$7180-7935 (Class 4), Third Division, Port Services Section, vice M. M. Bond, prov. prom. (No. 200)
--------------------------------	---	---

Duties: Perform documentary and physical investigations at less complex licensed/approved premises in the Parramatta Sub-Collectorate.

I. C. Kauffman 65/85759T	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Port Services Section (No. 10)
-----------------------------	---	---

Duties: Supervise and control the ADP Input/Output area at Sydney Airport. Examine entries and supporting documents of entries rejected by the computer. Identify errors and arrange correction or replacement by the importer/agent.

Revenue Branch

E. Cunningham 58/10658G	Investigation Officer, Grade 3 \$9194-9869 (Class 6), Third Division	Senior Investigation Officer, Grade 1 \$10204-10879 (Class 7), Third Division, Investigation Section (No. 18)
F. M. Fox 58/10754X	Clerk \$7180-7935 (Class 4), Third Division	Investigation Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Investigation Section, vice B. G. Hall, prov. prom. (No. 60)
M. M. Bond 58/10527X	Investigation Officer, Grade 1 \$7180-7935 (Class 4), Third Division	Investigation Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Investigation Section, vice R. N. Green, prov. prom. (No. 74)

Duties above two positions: Investigate and report on applications for the admission of goods under Customs By-Laws.

G. D. Kershler 66/12534A	Clerk \$7180-7935 (Class 4), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Invoice Section (No. 195)
-----------------------------	---	--

Duties: Advise the tariff classification of goods in response to telephone inquiries, make recommendations to the Tariff Officer on the classification of goods for which admission under Tariff Items 99.99.222/223 is sought.

Qualifications: Successful completion of the Invoice Examiner Grade 2/Customs Control Course No. 4 training.

M. A. Mansour 64/11285T	Investigation Officer, Grade 1 \$7180-7935 (Class 4), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Invoice Section (No. 10)
----------------------------	--	---

Duties: Recheck either all aspects or one aspect of invoices and entries as allocated by the Senior Internal Check officer. Issue query memoranda or advice notices when errors are detected.

DEPARTMENT OF DEFENCE

AUSTRALIAN CAPITAL TERRITORY

R. M. Nairne 69/86339W	Defence Officer, Class 1 \$6272-8942, Third Division	Defence Officer, Class 2 \$9194-9869 (Class 6), Third Division (No. 154)
---------------------------	--	--

Duties: Maintain liaison contact with Government departments, semi-government instrumentalities, etc. Examine documents and select items of interest. Prepare correspondence and reports.

B. W. Murphy 73/89479M	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Assistant, Grade 3 \$5048-5489, Fourth Division (No. 2401)
---------------------------	--	--

Duties: Control entry to restricted area, supervise destruction of classified waste, perform escort duties and maintain security records. Assist with testing of electronic and other equipment.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Manpower Policy and Management Services Division, Management Services Branch

M. Popp 69/87648K	Typist, Grade 2 \$4956-5266, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel Section (No. 1934)
----------------------	--	--

Duties: Receive, acknowledge and schedule applications for advertised vacancies. Issue duty statements as requested. Meet interstate appointees and attend to their immediate general welfare.

L. Bigna 67/87578P	Clerk \$8187-8942 (Class 5), Third Division, Department of the Capital Territory	Accountant \$9194-9869 (Class 6), Third Division, Finance Section (No. 1916)
-----------------------	--	--

Duties: Control and supervise the full range of day to day accounting activities of the Section. Perform the functions of Authorising Officer and alternate Certifying Officer.

Information Policy and Legislation Division, Public Relations Branch

D. J. Cooke 73/86357W	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Army Office	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, vice J. A. Horan, prov. prom. 4.7.74 (No. 471)
--------------------------	---	--

Duties: Assist in the preparation, reproduction and distribution of daily news summaries of press items of Defence significance. Maintain Branch stores, newspapers and news summary files.

VICTORIA

Logistics Division, External Programmes and Standardisation Branch

G. W. Hall 74/37156G	Assistant Technical Cataloguer \$5429-5935, Fourth Division	Technical Cataloguer \$6108-6630, Fourth Division, Cataloguing Section, Melbourne (No. 1196)
-------------------------	---	--

D. V. Monks 74/36247C	Assistant Technical Cataloguer \$5429-5935, Fourth Division	Technical Cataloguer \$6108-6630, Fourth Division, Cataloguing Section, Melbourne (No. 2050)
--------------------------	---	--

Duties above two positions: Assist senior technical staff engaged in reviewing item identifications by undertaking research tasks and dealing with simpler identifications.

Qualifications above two positions: Qualifications or technical experience in an electrical/electronic field together with completion of a course of instruction in the Defence Cataloguing System desirable.

K. D. Kershaw 72/39451C	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Cataloguing Section, Melbourne (No. 2272)
----------------------------	--	---

Duties: Supervise a small cell processing cataloguing data. Prepare statistics and other cataloguing data as required by technical staff.

Qualifications: Good working knowledge of the Defence Cataloguing System desirable, particularly in relation to the procedures for processing data. Ability to control staff.

G. W. Dwyer 70/36011X	Machine Operator \$4397-5526, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Melbourne (No. 463)
--------------------------	---	---

Duties: Registration of Communications Security Material received and issued by the Distributing Authority. Supervise the receipt, issue, dispatch and storage of all Communications Security material.

DEPARTMENT OF DEFENCE—AIR OFFICE

NEW SOUTH WALES

Headquarters Support Command, Senior Equipment Staff Officer Branch

N. Craig 62/11978G	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Equipment Liaison Office, Lidcombe (No. 137)
-----------------------	--	--

Duties: Under direction at a contractor's premises responsible for the control of RAAF and CAPO orders placed on a contractor for supply of spares and equipment. Preparation of minutes, agenda and tabulations for Spares Progression Meetings for RAAF Air Supply Representatives.

Qualifications: Extensive knowledge of RAAF supply procedures, ability to prepare statistical reports and experience in RAAF equipment branch desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—ARMY OFFICE

NEW SOUTH WALES

Training Command Headquarters

W. B. Beahan 66/14062X	Clerk \$6052-6929 (Class 2/3), Third Division, Darlinghurst	Clerk \$7180-7935 (Class 4), Third Division, Training Operations Section, Training Establishments Sub-section, Darlinghurst (No. 11)
---------------------------	---	--

Duties: Co-ordinate, collate, examine and make recommendations on the Civil Schooling Scheme and applications for civil Attachments, attendance at Conventions and Seminars. Arrange for visiting lectures to attend at Training Command Units.

2 Military District Headquarters

S. Da Silva 70/13229X	Clerk \$2845-5836 (Class 1), Third Division, Paddington	Clerk \$6502-6929 (Class 2/3), Third Division, Personnel Branch Section, Military Sub-section, Paddington (No. 13)
--------------------------	---	--

Duties: Process Promotions, Postings, Attachments and Retirements affecting ARA and NS officers. Provide assistance in the appointment of officers under Direct Entry, Administration and Technical and QM Schemes. Take action in connection with the employment of retired officers.

VICTORIA

Regional Secretariat

D. A. Kelly 70/38220R	Clerk \$6052-6929 (Class 2/3), Third Division, Central Army Supply Agency	Training Officer, Grade 1 \$7180-7935 (Class 4), Third Division, Albert Park (No. 131)
--------------------------	---	--

Duties: Develop and implement induction and orientation programmes for Albert Park Barracks and assist the Training Officer Grade 2 with matters related to the assistance with studies scheme and the development programme.

V. M. Sorensen 67/36659K	Clerk \$6052-6929 (Class 2/3), Third Division	Training Officer, Grade 1 \$7180-7935 (Class 4), Third Division, Melbourne (No. 174)
-----------------------------	---	--

Duties: Assist in the assessment of training needs and the development of training programmes. Conduct basic courses.

J. F. Freeth 58/19398K	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division	Clerk \$6052-6929 (Class 2/3), Third Division, General Services, Albert Park (No. 258)
---------------------------	--	--

Duties: Post Examination Clerk.

Logistic Command, 31 Supply Battalion

D. L. Parkin 58/40241X	Stores Supervisor \$5519-5773, Fourth Division	Senior Stores Supervisor, Grade 1 \$6164-6342, Fourth Division, Bandiana (No. 196)
---------------------------	--	--

Duties: Under general direction assure efficient and safe performance of storehouse activities by subordinate staff.

D. E. Baker 58/40291G	Senior Storeman \$4948-5207, Fourth Division	Stores Supervisor \$5519-5773, Fourth Division, Bandiana, vice D. L. Parkin, prov. prom. 18.7.74 (No. 211)
--------------------------	--	--

Duties: Under general direction plan and co-ordinate allocation of staff and work.

M. F. Harber 67/39204A	Storeman \$4580-4808, Fourth Division	Senior Storeman \$4948-5207, Fourth Division, Bandiana, vice D. E. Baker, prov. prom. 18.7.74 (No. 233)
---------------------------	---------------------------------------	---

Duties: Under general supervision receive, check and identify all stores received. Classify stores as serviceable, unserviceable or repairable and prepare necessary documentation.

Melbourne Workshop Company

J. A. Lewandowski 70/40137T	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, 3 Army Quality Assurance Unit, Maribyrnong	Clerk \$6052-6924 (Class 2/3), Third Division, South Melbourne (No. 30)
--------------------------------	--	---

Duties: Responsible to the Production Control Officer to receive and process workshop documentation and plan the movement of repairs through the Workshop and the Trade Repair Section, and the compilation of statistics and the ordering of spare parts required for repairs.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

4 Base Workshop Battalion

- K. A. Barker
73/40449K Clerical Assistant, Grade 1 \$2063-4514, Fourth Division Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Bandiana (No. 17)
Duties: Analyse time sheets and record times by trades and operations. Enter on daily time proforma and calculate total repair times. Prepare monthly statistical returns.
- J. W. Faram
71/36629T Clerical Assistant, Grade 2 \$4611-4902, Fourth Division Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Bandiana (No. 76)
Duties: Liaise with section leaders to maintain a steady job flow and eliminate possible hold ups. Directly control trade repair work flow and record of statistics for this section.

Field Force Command, Headquarters 4 Task Force

- M. J. Reardon
72/40071R Clerical Assistant, Grade 3 \$5048-5489, Fourth Division Clerk \$6052-6929 (Class 2/3), Third Division, Fitzroy (No. 36)
Duties: Preparation of instructions, returns, statistics, etc., associated with the Citizen Military Forces Examinations, Australian Regular Army and Citizen Military Forces schools and courses. General assistance in co-ordinating the training activities of the HQ 4 Task Force.
Qualifications: Knowledge of Army organisation, administration and training desirable.

QUEENSLAND

Regional Secretariat, Personnel and Establishment

- J. A. Waters
72/57642X Assistant Printing, Grade 1 \$5189-5424, Fourth Division Assistant Printing, Grade 2 \$5424-5658, Fourth Division, Registry Section, Reproduction Sub-section (No. 49)
Duties: Supervise, direct and train staff in the reproduction sub-section and advise branches and units on possibilities and limitations of the duplicating equipment. Prepare initial masters and transparencies and operate the duplicating equipment.

DEPARTMENT OF DEFENCE—NAVY OFFICE

AUSTRALIAN CAPITAL TERRITORY

Naval Staff Secretariat Branch

- J. J. Gough
72/86537K Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Canberra Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Plans and Operations Section, Canberra (No. 46)
Duties: Provide general clerical assistance to Naval Director. Maintain records of official and semi-official papers. Draft replies to routine correspondence. Undertake typing duties for the Director and his Deputy.
Qualifications: Typing ability.

Establishments and General Division, Secretariat Branch

- M. J. Hinson
73/86429T Typist, Grade 1 \$2220-4801, Fourth Division, Canberra Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra (No. 3)
Duties: Register, index, file and maintain custody of records. Index and maintain records for committees. Register and prepare for dispatch all outwards correspondence. Draft minor correspondence and undertake typing.
Qualifications: Typing ability.

Supply Division, Armament Supply Branch

- D. Kirley
72/85852G Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Department of Minerals and Energy, Canberra Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance and General Section, General Sub-section, Canberra (No. 57)
Duties: Maintain movement records of files, obtain files for attachment of correspondence and liaison with Central Registry regarding indexing or registration matters.

Naval Design Division

- M. J. Gossip
70/85826G Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Electrical Systems Design Branch, Canberra (No. 87)
- G. J. Falconer
73/85319R Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Communications Systems Design Branch, Canberra (No. 86)
Duties above two positions: Assist professional/technical officers by drafting minor correspondence. Responsible for all staff matters relating to personnel in the Branch. Oversight the direction of files, publications, reports, etc.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF DEFENCE—NAVY OFFICE—continued

NEW SOUTH WALES

HMA Naval Dockyard, Garden Island

D. Petersen Clerk \$2845-5836 (Class 1), Third Clerk \$6052-6929 (Class 2/3), Third
72/11698M Division, Department of Defence Division, Personnel Division (No. 111)
Duties: Responsible functionally to Dockyard Services Engineer. Assist in Budgetary and Cost Control and presentation and interpretation of cost records. Maintain personnel records required by the Group.

Supply Division, Electrical Stores Branch

A. J. Axford Clerical Assistant, Grade 1 \$2063-3970, Data Processing Operator, Grade 2
74/12442A Fourth Division \$5398, Fourth Division, Sydney (No. SLSO 257)

Duties: Card or tape punching and verifying.

Qualifications: Occupant should have passed the prescribed test.

RAN Research Laboratory

B. R. Seeney Clerk \$2845-5836 (Class 1), Third Clerk \$6052-6929 (Class 2/3), Third
62/61598C Division Division, Rushcutters Bay (No. 12)
Duties: As Branch Staff Clerk, oversight matters concerning leave and allowances for Clerical and Technical staff. Oversight the activities of the General Services Section. Provide assistance to the Branch Administrative Officer.

Area Secretariat, HMAS Penguin

E. Williams Clerical Assistant, Grade 1 \$2063-3970, Clerical Assistant, Grade 3 \$5048-5489,
74/12153K Fourth Division Fourth Division, Balmoral (No. 181)
Duties: Process for payment, medical accounts rendered on the Naval Hospital. Maintain records in relation to admissions and discharges from Hospital.

DEPARTMENT OF EDUCATION

CENTRAL OFFICE

Management Services Branch

I. E. Willis Senior Postal Clerk, Grade 1 \$6252-6816, Clerk (Internal Audit) \$6052-6929 (Class
63/23899T Third Division, Postmaster-General's 2/3), Third Division, Internal Audit Section,
Department Canberra, vice G. A. Prosser, prov.
prom. 22.5.74 (No. 156)

Duties: Assist with the conduct of audits and perform minor checks as directed. Maintain relevant acts, regulations, orders, instructions, etc.

Research and Development Division, Language Teaching Branch

R. Ewing Clerk \$2845-5836 (Class 1), Third Divi- Clerk \$6052-6929 (Class 2/3), Third
73/88377G sion, unattached Division, Schools Aid Program Sub-
section (No. 386)

Duties: Maintain records and assist with correspondence and other matters in connection with the child migrant program.

Schools Commission, Secretarial Liaison and Services Branch

T. J. Mullarvey Clerk \$8187-8942 (Class 5), Third Divi- Clerk \$10204-10879 (Class 7), Third
70/87981G sion, Management Services Branch Division, Services Section, Canberra, vice
B. J. Schafer, prov. prom. 11.7.74 (No. 68)

Duties: Oversight the provision of Management Services, including finance methods, establishments and office services. Prepare estimates of administrative expenditure and explanations of estimates and expenditure for Parliamentary Committees.

Qualifications: Proven administrative ability; a sound knowledge of the Audit Act and Treasury Regulations.

D. P. Young Clerical Assistant, Grade 3 \$5048-5489, Clerical Assistant, Grade 4 \$5636-5930,
69/87513G Fourth Division, Research and Develop- Fourth Division, Services Section, Regis-
ment Division trary Sub-section, Canberra (No. 67)

Duties: File Searcher, Classifier and Post Action Examiner. Answer inquiries for files and other references made on a nominal and subject basis.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Student Assistance and International Education Division, Student Assistance No. 1 Branch

A. T. Hird 67/37426T	Clerk \$9194-9869 (Class 6), Third Division	Clerk \$11383-11886 (Class 8), Third Division, Projects and Legislation Section, Projects Sub-section, Canberra (No. 21)
-------------------------	---	--

Duties: Undertake investigations into possible new program areas of student assistance and into particular aspects of existing programs.

Qualifications: University degree and experience in the field of education desirable.

Territorial and Facilities Division, Territorial Liaison Branch

I. McI. Fry 69/39839P	Clerk \$8187-8942 (Class 5), Third Division, Department of Minerals and Energy	Clerk \$9194-9869 (Class 6), Third Division, Canberra Technical College, Canberra (No. 662)
--------------------------	--	---

Duties: Develop a program for the implementation of accepted recommendations made by the review team examine aspects of the College's organisation and administration.

Qualifications: Sound administrative ability and the capacity to liaise with senior staff desirable.

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

B. P. Peck 66/10314W	Director \$14401-14904 (Class 11), Third Division	Director \$17776, Second Division, Interim A.C.T. Schools Authority (No. 523)
-------------------------	---	---

Duties: Responsible for policies relating to the administration and operation of primary and secondary schools and pre-schools. Liaise with school Boards, community and professional groups and organisations.

Qualifications: Sound administrative ability preferably with experience and interest in Education. Academic qualifications to be stated.

VICTORIA

State Office

M. J. Crute 63/37879P	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division	Clerk \$6052-6929 (Class 2/3), Third Division, Administration Section, Travel Sub-section, Melbourne (No. 7)
--------------------------	--	--

Duties: Interview and make reception, accommodation and departure arrangements for sponsored overseas students, visitors and officers on departmental business.

QUEENSLAND

Schools Commission

D. J. Kyte 66/57920X	Education Officer, Class 2 \$10248-11258, Third Division	Executive Officer \$11383-11886 (Class 8), Third Division, Brisbane (No. 83)
-------------------------	--	--

Duties: Co-ordinate programmes in Queensland. Act as executive officer to State Advisory Boards and State Priority Committees. Liaise with education authorities, teacher organisations, and parent and community groups.

Qualifications: Experience in education/administration at a high level. Academic qualifications to be stated.

SOUTH AUSTRALIA

Schools Commission

A. M. Dwyer 70/67274X	Education Officer, Class 2 \$10248-11258, Third Division	Executive Officer \$11383-11886 (Class 8), Third Division, Adelaide (No. 86)
--------------------------	--	--

Duties: Co-ordinate programmes in South Australia. Act as executive officer to State Advisory Boards and State Priority Committees. Liaise with education authorities, teacher organisations, and parent and community groups.

Qualifications: Experience in education/administration at a high level. Academic qualifications to be stated.

WESTERN AUSTRALIA

State Office

A. R. Evans 70/75214X	Clerk \$6052-6929 (Class 2/3), Third Division, Department of the Prime Minister and Cabinet, Auditor-General's Office, Perth	Clerk \$7180-7935 (Class 4), Third Division, Training Section (No. 82)
--------------------------	--	--

Duties: Responsible for the administration of the Temporary Entry Private Student programme in the State Office, including the assessment of academic progress of students.

Qualifications: A sound knowledge of course structures and pre-requisites at various Tertiary Educational institutions. Tertiary qualifications desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF EDUCATION—continued

Schools Commission

M. S. Bromilow Education Officer, Class 1 \$7158-9912, Executive Officer \$11383-11886 (Class 8), Third Division, Perth (No. 88)
70/76243A Third Division
Duties: Co-ordinate programmes in Western Australia. Act as executive officer to State Advisory Boards and State Priority Committees. Liaise with education authorities, teacher organisations, and parent and community groups.
Qualifications: Experience in education administration at a high level. Academic qualifications to be stated.

DEPARTMENT OF THE ENVIRONMENT AND CONSERVATION

AUSTRALIAN CAPITAL TERRITORY

Policy Co-ordination Division, Management Services Branch

J. M. Little Clerical Assistant, Grade 2 \$4611-4902, Clerical Assistant, Grade 3 \$5048-5489,
71/86549K Fourth Division, Department of Defence Fourth Division, Secretariat (No. 51)
—Army Office

Duties: Maintain the Secretariat's file and records system. Assist with arrangements for Council and Subcommittee meetings.

DEPARTMENT OF FOREIGN AFFAIRS

CENTRAL OFFICE

Overseas Division

E. H. Hanfield Clerk \$12389-12890 (Class 9), Third Clerk \$13394-13898 (Class 10), Third
58/21562C Division, Consular and Legal Division Division, Overseas Division, vice K. L. Brown, prov. prom. 4.7.74 (No. 399)
Duties: Senior Administrative Officer at the Australian Embassy, Washington.

R. D. A. Down Clerk \$10204-10879 (Class 7), Third Clerk \$11383-11886 (Class 8), Third
61/85389P Division, Management Services Division Division, Overseas Division, vice B. T. Kaye, prov. prom. 18.7.74 (No. 154)

Duties: As Senior Administrative Officer, direct and control the administrative and consular functions at a large overseas post.

Qualifications: Previous consular and administrative experience at overseas posts.

A. C. Angel Clerk \$7180-7935 (Class 4), Third Clerk \$8187-8942 (Class 5), Third
66/12045R Division, Management Services Division Division, Overseas Division (No. 539)
Duties: Perform consular functions at large overseas post.

I. C. Solin Clerk \$7180-7935 (Class 4), Third Clerk \$8187-8942 (Class 5), Third
68/86509A Division, Overseas Division Division, Overseas Division, vice B. J. Blackburn, prov. prom. 6.6.74 (No. 372)

M. B. Williams Clerk \$7180-7935 (Class 4), Third Clerk \$8187-8942 (Class 5), Third
70/85158X Division, Management Services Division Division, Overseas Division, vice D. P. Combe, prov. prom. 6.6.74 (No. 186)

Duties above two positions: Perform consular and administrative functions at an overseas post.

P. J. Rouse Clerk \$8187-8942 (Class 5), Third Clerk \$9194-9869 (Class 6), Third
64/78106E Division, Consular and Legal Division Division, Overseas Division (No. 97)

Duties: As Senior Administrative Officer, responsible for important consular and administrative matters at an overseas post.

Consular and Legal Division

B. T. Kaye Clerk \$11383-11886 (Class 8), Third Clerk \$12389-12890 (Class 9), Third
58/21721P Division, Overseas Division Division, Consular and Protocol, and Immigration Branch, Consular Section, vice E. H. Hanfield, prov. prom. 18.7.74 (No. 149)

Duties: Responsible to Head, Consular Section for the day-to-day operation of the Section.

Management Services Division

T. D. Fahey Clerk \$2845-5836 (Class 1), Third Clerk \$7180-7935 (Class 4), Third
70/40190C Division, unattached Division, Personnel Branch, Organisation, Staffing and Training Section, Melbourne (No. 550)

Duties: Provide counsel and general guidance on all welfare problems raised by or in respect of private overseas students and sponsored trainees.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

- | | | |
|--|---|--|
| D. C. Rutter
58/45501E | Executive Officer \$12389-12890 (Class 9),
Third Division, Management Services
Division | Director \$13394-13898 (Class 10), Third
Division, Personnel Branch, Security
Section (No. 1062) |
| <i>Duties:</i> Plan, direct and control the work of the Section and
<i>Qualifications:</i> Overseas experience at senior level. | | develop Departmental security measures. |
| J. G. Cantlon
58/38218M | Clerk \$11383-11886 (Class 8), Third
Division, Management Services Division | Executive Officer \$12389-12890 (Class 9),
Third Division, Services Branch, Com-
munications, Technical and General
Services Section, vice D. C. Rutter,
prov. prom. 18.7.74 (No. 239) |
| <i>Duties:</i> Oversight the operations of the General Services Sub-section comprising Office Management, Print-
ing, Library, Typing and Registry Groups. Develop and formulate policies in respect of general services
within the Central and State Offices. | | |
| D. T. Yates
58/28211R | Clerk \$9194-9869 (Class 6), Third
Division, Management Services Division | Clerk \$10204-10879 (Class 7), Third
Division, Services Branch, Overseas
Property Section, vice R. D. Down,
prov. prom. 18.7.74 (No. 331) |
| <i>Duties:</i> Supervise the work of a leasing and supply group responsible for a group of overseas posts. | | |

NEW SOUTH WALES

Papua New Guinea Office

- | | | |
|--|---|---|
| B. Kay
68/12096M | Clerical Assistant, Grade 3 \$5048-5489,
Fourth Division | Clerical Assistant, Grade 4 \$5636-5930,
Fourth Division, Supply Section, Con-
tract Services Sub-section, Sydney (No.
18) |
| <i>Duties:</i> Carry out non-technical inspection of goods at contractors | | premises and progress deliveries. |
| I. B. Brooks
71/14460E | Clerk \$4741-5836 (Class 1), Third Divi-
sion | Clerk \$6052-6929 (Class 2/3), Third
Division, Administrative Services Section,
Sydney (No. 19) |
| <i>Duties:</i> Staff Clerk. Perform personnel and staff work for Sydney Office, including computer salary
variations.
<i>Qualifications:</i> Knowledge of Public Service Act and Regulations, General Orders and ADP Salaries System
desirable. | | |

OFFICE OF AUSTRALIAN DEVELOPMENT ASSISTANCE AGENCY

Division No. 1 Aid Branch

- | | | |
|---|--|--|
| C. T. Fettell
69/12105W | Clerk \$6052-6929 (Class 2/3), Third
Division, Postmaster-General's Depart-
ment, Canberra | Clerk \$7180-7935 (Class 4), Third Divi-
sion, Projects and General Services Sec-
tion, General Services Sub-Section, Can-
berra (No. 18) |
| <i>Duties:</i> Prepare salary and allowance variations (Forms 28), claims for payments, etc. Correspond with
overseas posts and other Departments on experts terms and conditions. Process compensation cases and
maintain leave records. | | |
| W. R. Crampton
71/85119R | Clerical Assistant, Grade 3 \$5048-5489,
Fourth Division, Department of Defence
—Army Office, Canberra | Clerical Assistant, Grade 5 \$6127-6520,
Fourth Division, International Training
Section, Training Sub-section, Canberra
(No. 88) |
| <i>Duties:</i> Preparation of administrative arrangements for International Training Courses. Escort trainees on field
trips. | | |

Training and Personnel Division, Liaison and Services Branch

- | | | |
|---|---|---|
| B. Bray
58/10294E | Executive Officer \$13394-13898 (Class
10), Third Division | Director \$14401-14904 (Class 11), Third
Division, Canberra (No. 17) |
| <i>Duties:</i> Direct and control the work of the Branch responsible for liaison with non-Government organisa-
tions concerned with overseas aid, development education, information services and management services
for the Agency.
<i>Qualifications:</i> Proven high level administrative ability together with appropriate experience. Academic
qualifications to be stated. | | |

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF FOREIGN AFFAIRS—continued

Training and Education Branch

P. W. Dutton 68/86272P	Clerk \$8187-8942 (Class 5), Third Division	Clerk \$9194-9869 (Class 6), Third Division, Training Institutions Section, International Training Institute Sub-section, Canberra (No. 8)
---------------------------	---	--

Duties: Consult with the Principal and staff on matters concerning training facilities and staff needs of an International Training Institute. Liaise with Government Departments; ensure participation in committee meetings, and maintain suitable financial and personnel records.

QUEENSLAND

Division No. 2, Australian Staffing Assistance Group Branch

C. R. Walsh 58/22212C	Clerk \$10204-10879 (Class 7), Third Division	Clerk \$11383-11886 (Class 8), Third Division, Brisbane (No. 895)
--------------------------	---	---

Duties: In charge of office performing personnel functions for staff employed under the Papua New Guinea (Staffing Assistance) Act. Exercise appropriate delegations.

Qualifications: Sound knowledge of PNG (Staffing Assistance) Act Regulations and Determinations, and of Treasury Regulations.

W. L. Jobson 70/37732R	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Brisbane (No. 955)
---------------------------	---	---

K. M. Gow 73/58421P	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Brisbane (No. 956)
------------------------	---	---

P. T. King 73/57787X	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Brisbane (No. 961)
-------------------------	---	---

R. McGuire 73/58019G	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel (Expatriate Staff) Section, Brisbane (No. 1038)
-------------------------	---	--

Duties: Supervise the processing of salary variations, leave applications, overtime, etc. Check and sign Treasury Forms 28.

Qualifications: Experience in personnel work and sound knowledge of Public Service Act and Regulations, General Orders, etc., desirable. Knowledge of ADP Salaries system relating to employees employed under the Papua New Guinea (Staffing Assistance) Act 1973 desirable.

DEPARTMENT OF HEALTH

CENTRAL STAFF

Management Services Division, Establishments and Finance Branch

D. A. McAuley 73/86838G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Department of Housing and Construction	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Establishments Section (No. 67)
----------------------------	--	---

Duties: Mobile Attachment Officer. Search for files within action sections and attach papers according to Department procedure.

ADP Branch

B. J. Richardson 66/13657X	Programmer \$9194-9869 (Class 6), Third Division	Programmer \$11383-11886 (Class 8), Third Division, Applications Section, vice G. R. Hyde, prov. prom. 27.6.74 (No. 20)
-------------------------------	--	---

Duties: Supervise a program construction team in the programming, coding and testing of designed systems and the preparation of program testing maintenance and operation documentation.

Qualifications: Extensive experience in systems analysis, design and programming desirable.

M. M. Hannan 70/14831K	Assistant Programmer \$8187-8942 (Class 5), Third Division, Department of Defence	Programmer \$9149-9869 (Class 6), Third Division, Applications Section, vice B. J. Richardson, prov. prom. 18.7.74 (No. 31)
---------------------------	---	---

Duties: Program specification, programming, proving and documentation of designed ADP Systems. Continual review and maintenance of operative programmes.

Qualifications: Appropriate tertiary qualifications and considerable programming experience together with suitable training and experience in systems design desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Therapeutics Division, Pharmaceutical Benefits Branch

R. J. Scott 65/57370M	Assistant Programmer \$8187-8942 (Class 5), Third Division, Australian Bureau of Statistics, Department of the Treasury	Clerk \$9194-9869 (Class 6), Third Division, Liaison Section (No. 90)
<i>Duties:</i> Assist in design of new ADP programmes and examine proposed amendments. Prepare submissions and correspondence relating to Committee of Inquiry matters. <i>Qualifications:</i> Knowledge of ADP procedures desirable.		
M. D. F. Grant 70/86495A	Clerk \$8187-8942 (Class 5), Third Division	Clerk \$9194-9869 (Class 6), Third Division, Policy Section (No. 91)
<i>Duties:</i> Undertake detailed analysis of selected aspects of the Pharmaceutical Benefits Scheme.		
B. L. Lane 58/41051X	Clerk \$7180-7935 (Class 4), Third Division, Air Transport Group, Department of Transport, Melbourne	Clerk \$9194-9869 (Class 6), Third Division, Publications and Services Section (No. 92)
<i>Duties:</i> Team leader for production of Schedules of Pharmaceutical Benefits. <i>Qualifications:</i> Sound knowledge of printing and publishing procedures desirable.		
L. J. Thwaites 72/86286M	Specifications Officer \$6729-7076, Fourth Division, Australian Government Publishing Service, Department of the Media	Clerk \$8187-8942 (Class 5), Third Division, Publications and Services Section (No. 95)
<i>Duties:</i> Team leader of Forms Unit. Supervise re-order systems for standard Prescription Forms and Repeat Authorisation Forms.		
B. F. Baratta 67/13044P	Clerk \$8187-8942 (Class 5), Third Division	Clerk \$9194-9869 (Class 6), Third Division, Ministerials and Conferences Section, vice P. W. Molony, prov. prom. 2.5.74 (No. 10)
<i>Duties:</i> Supervision of preparation of ministerial and other correspondence.		
W. A. Jeffery 73/87902E	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$8187-8942 (Class 5), Third Division, Ministerial and Conferences Section (No. 93)
<i>Duties:</i> Arrange and act as minute secretary for pharmaceutical conferences and meetings.		
P. W. Grimsley 71/86167C	Clerk \$6052-6929 (Class 2/3), Third Division, Department of Defence—Navy Office	Clerk \$7180-7935 (Class 4), Third Division, Ministerial and Conferences Section (No. 18)
<i>Duties:</i> Prepare ministerial correspondence and the more important departmental correspondence in connection with the composition of the list of pharmaceutical benefits.		

Therapeutics Goods Branch

M. K. Dynon 73/41499E	Programmer-in-training \$6272-7935, Third Division	Biochemist, Class 3 \$11401-12741, Third Division, Drug Evaluation Section (No. 79)
<i>Duties:</i> Evaluation of scientific aspects of data on old drugs or of submissions for marketing of new drugs or clinical trials. Keep abreast of developments in therapeutics and pharmacology. Assist in the evaluation of promotional literature and in the preparation of educational material for the medical and allied professions. Undertake approved research duties. <i>Qualifications:</i> An appropriate degree in Science, Applied Science, or Medical Laboratory Technology or equivalent qualification. Post-graduate qualifications or experience in the fields of biochemical pharmacology or pure pharmacology desirable.		

VICTORIA

Pharmaceutical Branch

D. G. Barndl 74/37202P	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Melbourne	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Melbourne (No. 319)
<i>Duties:</i> Identify doctors' signatures on NHS Prescriptions.		

Australian Radiation Laboratory

G. Elliott 72/38758A	Physicist, Class 1 \$6250-9262, Third Division, Melbourne	Physicist, Class 2 \$9715-10861, Third Division, Melbourne (No. 505)
<i>Duties:</i> Review the use and procurement of radiopharmaceuticals and for diagnostic and therapeutic purposes; advise on policy with respect to their development and quality assurance; assess absorbed dose to patients and evaluate procedures. <i>Qualifications:</i> An appropriate degree or diploma in science with a major in Physics; or equivalent qualification. Relevant experience in physical aspects of nuclear medicine including considerable experience in measurements and absorbed dose assessment in this field desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HEALTH—continued

QUEENSLAND

Executive Services Branch

A. L. Sigston 61/57433T	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Operations Section, Brisbane (No. 480)
----------------------------	---	--

Duties: Supervise, direct and train staff engaged on receipt, distribution and dispatch of correspondence and files. Examine, classify and direct the indexing of correspondence.

DEPARTMENT OF HOUSING AND CONSTRUCTION

HEAD OFFICE

Management Services Division

D. F. Brick 70/36126M	Programmer \$9194-9869 (Class 6), Third Division	Programmer \$11383-11886 (Class 8), Third Division, ADP Section, Hawthorn, vice K. J. Fennell, prov. prom. 18.7.74 (No. 194)
--------------------------	---	---

A. Asker 70/36071P	Programmer \$9194-9869 (Class 6), Third Division, Department of Manufacturing Industry, Melbourne	Programmer 11383-11886 (Class 8), Third Division, ADP Section, Hawthorn (No. 181)
-----------------------	---	---

Duties above two positions: Undertake or lead a team engaged in: (1) detailed systems investigation and analysis; (2) the design, development and testing of computer-based commercial systems; (3) the preparation of user procedures and other necessary systems documentation; (4) the implementation of systems; (5) the review of operating systems, as required.

Qualifications above two positions: Experience in systems analysis and design, and the ability to lead a team engaged in ADP Studies. Tertiary qualifications desirable.

K. J. Fennell 58/12849W	Programmer \$11383-11886 (Class 8), Third Division	Director \$13394-13898 (Class 10), Third Division, ADP Section, East Hawthorn (No. 180)
----------------------------	---	---

Duties: Direct the commercial ADP activities of the Department.

Qualifications: Extensive experience in systems design and programming, and the evaluation of hardware and software; tertiary qualifications to be stated.

A. C. Phillips 73/40618C	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Assistant, Grade 2 \$4611-4902, Fourth Division, General Services Section, Hawthorn (No. 176)
-----------------------------	---	---

Duties: Operate microfilm equipment, comprising Filmsot 2000 processor camera, Films 200 Reader/Printer, Filmsot Uniprinter 086 Card to Card copier.

Works and Financial Services Branch

A. J. Frater 73/37107M	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Works Programming Section, Hawthorn (No. 393)
---------------------------	---	---

Duties: File, index and maintain plans, drawings, technical reports and data, specifications and files. Prepare minor correspondence. Other duties as required.

Establishments Services Branch

P. J. McEntee 73/40029K	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel and Establishments Section, Hawthorn (No. 18)
----------------------------	---	--

Duties: Prepare minor organisation proposals and assist in the preparation and processing of more important proposals. Oversight maintenance of establishment records. Prepare related correspondence.

CENTRAL OFFICE

Economics Branch

E. M. Wilson 72/86470W	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Library Services Section, Canberra (No. 63)
---------------------------	---	---

Duties: Verify bibliographic description of selected material. Answer requests for factual information from standard ready reference collection.

Qualifications: Experience in library work and/or similar duties desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

AUSTRALIAN CAPITAL TERRITORY

Management Services Division, Construction Administration Branch

R. J. Bullock 63/57200X	Clerk \$7180-7935 (Class 4), Third Division, Port Moresby	Clerk \$8187-8942 (Class 5), Third Division, Major Projects Section, Canberra (No. 87)
----------------------------	---	--

Duties: Assist with the financial and administrative aspects of the construction of the Googong Dam, appurtenances and pipeline.

Qualifications: A detailed knowledge of Project Administration, together with sound knowledge of Critical Path Techniques and relevant tertiary qualifications desirable.

Design Administration Branch

T. D. Wilder 67/86398X	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Contracts Section, Canberra (No. 42)
---------------------------	---	---

Duties: Prepare specifications and amendments to specifications for specialised supply items and period contracts, including chemicals, pipes, valves, plant and furniture for advertising.

NEW SOUTH WALES

Management Services Division, Manpower Branch

K. M. Herlihy 58/23680P	Steno-secretary, Grade 1 \$5311-5663, Fourth Division, Sydney	Steno-secretary, Grade 2 \$6014-6484, Fourth Division, Personnel Services Section, Office Services Sub-section, Typing Services Group, Sydney (No. 250)
----------------------------	---	---

Duties: Provide secretarial services for the Director of Housing and Construction.

VICTORIA AND TASMANIA

Housing Division, Management Services Branch

K. A. Rhynehart 73/41560C	Investigation Officer \$8187-8942 (Class 5), Third Division, Department of Agriculture, Melbourne	Senior Internal Auditor, Grade 1 \$9194-9869 (Class 6), Third Division, Melbourne (No. 12)
------------------------------	---	--

Duties: Supervise the work of the Internal Audit Section. Analyse and report on the audit programme of the Victorian Regional Office. Conduct special audit investigations as required.

Qualifications: Accounting and/or relevant experience desirable.

Technical Services Division, Advisory Services Branch

R. L. Brook 71/40570R	Draftsman, Grade 1 \$7052-8694, Third Division, Department of Transport, Melbourne	Draftsman, Grade 2 \$8929-9443, Third Division, Melbourne (No. 44)
--------------------------	--	--

Duties: Civil Draftsman. Undertake investigations, prepare site plans, layouts, designs and drawings, take off quantities, prepare schedules of technical data and estimates for civil engineering works.

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

R. A. Le Nepveu 74/37155C	Draftsman, Grade 1 \$7052-8694, Fourth Division	Draftsman, Grade 2 \$8929-9443, Fourth Division, Melbourne (No. 20)
------------------------------	---	---

Duties: Structural Draftsman. Under general technical direction, carry out investigations, prepare computations, designs, site plans, drawings, feasibility studies of a less complex nature connected with the structural component of projects.

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

G. B. Loader 66/37361X	Architect, Class 1 \$6607-9297, Third Division	Architect, Class 2 \$9848-11016, Third Division, Melbourne (No. 3)
---------------------------	--	--

Duties: Undertake feasibility studies and prepare cost advice estimates for projects. Investigate and advise on proposals to lease, purchase and restore buildings. Investigate failures or suspected faults in buildings. Act as Metric Conversion Officer and in the development of Dimensional Co-ordination in building design.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF HOUSING AND CONSTRUCTION—continued

Projects Division No. 1, Technical Resources Branch

V. M. McDonald Drafting Assistant, Grade 2 \$6723-7427, Draftsman, Grade 1 \$7052-8694, Third
66/37369K Third Division Division, Melbourne (No. 152)
Duties: Civil Draftsman. As a member of a multi-discipline Design Project Team, and under direction as to approach and requirements, undertake investigations, make computations and prepare detailed designs, layouts and working drawings.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Projects Division No. 2, Technical Resources Branch

A. J. Maiden Drafting Assistant, Grade 2 \$6723-7427, Draftsman, Grade 1 \$7052-8694, Third
72/40952P Fourth Division Division, Melbourne (No. 150)
Duties: Civil Draftsman. As a member of a multi-discipline Design Project Team, and under direction as to approach and requirements, undertake investigations, make computations and prepare detailed designs, layouts and working drawings.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

QUEENSLAND

General Works Division, Stores Branch

B. G. Smith Storeman \$4363-4586, Fourth Division Clerical Assistant, Grade 2 \$4393-4678,
73/57267P Fourth Division, Eagle Farm (No. 604)
Duties: Process invoices and delivery dockets, prepare sign and dispatch Inventory Advices, record procurement and receipt details on Sub-Requisition work sheets in respect of furniture and fittings.

WESTERN AUSTRALIA

Projects Division, Technical Resources Branch

D. R. Smith Drafting Assistant, Grade 2 \$6723-7427, Draftsman, Grade 2 \$8929-9443, Fourth
73/75532C Fourth Division Division, Perth
Duties: As a member of a multi-discipline design project team, and under general direction, undertake investigations, make computations and prepare detailed designs, site plans, layouts and working drawings, specifications, estimates and schedules of quantities for civil works. Check the work of other draftsmen.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

TASMANIA

Home Savings Grant Branch

I. D. S. Camm Clerk \$2845-5836 (Class 1), Third Clerk \$6052-6929 (Class 2/3), Third
73/81180K Division Division, Hobart (No. 50)
Duties: Understudy Examiner, Interview Claimants and answer general inquiries, carry out investigations and maintain statistical records.

NORTHERN TERRITORY

Management Services, Regional Office, Alice Springs

M. F. Chainey Clerical Assistant, Grade 1 \$2063-4514, Typist, Grade 2 \$4956-5266, Fourth
74/5242A Fourth Division Division, Personnel Services Section,
Alice Springs (No. 35)
Duties: Perform stenographic duties for senior professional/administrative officers at Alice Springs Regional Office. Attend to Reception inquiries.
Qualifications: Shorthand, eighty words per minute.

Technical Division

J. W. Ross Technical Officer (Buildings), Grade 1 Technical Officer (Buildings), Grade 2
73/87086W \$7052-8694, Fourth Division, Depart- \$8929-9443, Fourth Division, Quantity
ment of the Capital Territory, Canberra Survey Section, Darwin (No. 5)
Duties: Prepare measured estimates for minor architectural projects, quantities for estimates for major projects, cost analyses and data for estimating purposes.
Qualifications: An approved technical college certificate or other approved qualifications and requisite experience.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

A. R. Jacka 70/37396P	Engineer, Class 1 \$6454-9262, Third Division, Katherine	Engineer, Class 2 \$9903-11046, Third Division, Construction Section, Alice Springs (No. 93)
--------------------------	--	--

Duties: Supervision of beef and pastoral road construction and maintenance in the Alice Springs area by contract and departmental day labour. This includes earthworks, compacted formation, gravelling and associated drainage works. Previous experience in design and/or construction of rural roads is required. The successful applicant will be located in Alice Springs, but required to spend periods in the field.

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.

R. S. Wemyss 72/95286P	Power Station Unit Operator, Grade 1 \$8282-8612, Fourth Division	Power Station Unit Operator, Grade 2 \$9108-9439, Fourth Division, Stokes Hill Power Station, Darwin (No. 114)
---------------------------	---	--

Duties: Operate and control the operation of two 23.5 MW Boiler Turbo-Alternator units and a 3.3 KV System, associated with BTA Unit auxiliary plant and in total shut down operate a 1380 KV diesel generator.

Qualifications: First Class Engine Driver's Certificate of Competence (endorsed for the operation of power station boilers and turbines) together with some years of experience in the operation of boilers and turbines desirable.

PAPUA NEW GUINEA

C. A. K. E. Austin 58/11404X	Assistant Director \$19597, Second Division, Brisbane	Director of Housing and Construction \$21417, Second Division, Executive Section, Port Moresby (No. 1)
---------------------------------	---	--

Note: The effective date of this provisional promotion is 31.10.74.

DEPARTMENT OF LABOR AND IMMIGRATION

VICTORIA

Management Services Branch

M. R. Cane 73/41513G	Clerk \$2845-5836 (Class 1), Third Division	Assistant Inspector \$8187-8942 (Class 5), Third Division, Methods Section, Melbourne (No. 60)
-------------------------	---	--

Duties: Under direction undertake regular inspection and review of the work of District Employment Offices; undertake Methods review and investigations of other elements of the Department in the Region.

P. Pejkoivic 72/37153H	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Finance and Accounts Section, Melbourne (No. 56)
---------------------------	---	---

Duties: Senior examiner of accounts.

Qualifications: Sound knowledge of Treasury accounting procedures, Audit Act. Treasury Regulations and Directions.

SOUTH AUSTRALIA

Employment Branch

S. F. Lean 68/66621K	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Special Employment Categories Section, Youth Sub-section, Adelaide (No. 58)
-------------------------	--	---

Duties: Assist in the organisation of the Region's Career Film Programme. Maintain the Register of Film Bookings and follow up with District Offices and Schools to ensure that the programme is maintained and mislaid films are located.

R. M. Fischer 73/67334C	Typist, Grade 1 \$2220-4801, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, DEO Pool Section, Glenelg (No. 194)
----------------------------	--	---

Duties: Assist in reception and registration of persons seeking employment, general office work including filing, indexing circulars, attending switchboard, typing as required.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF LABOR AND IMMIGRATION—continued

WESTERN AUSTRALIA

Training Branch

R. D. Walton 74/75365K	Clerk \$2845-5836 (Class 1), Third Division, Department of Repatriation and Compensation, Perth	Industrial Training Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Training Development Section, Perth (No. 3)
---------------------------	---	---

Duties: Participate in surveys of training needs within industry.

Qualifications: Appropriate tertiary qualifications and relevant experience in industrial training, or a related field.

DEPARTMENT OF MANUFACTURING INDUSTRY

CENTRAL OFFICE

Research and Development Division, American Projects Branch

D. W. Willshire 63/66894K	Engineer, Class 4 \$13718-14623, Third Division, Canberra	Engineer, Class 5 \$15310-16292, Third Division, Canberra (No. 103)
------------------------------	---	---

Duties: Within the limits of approved policies assume complete technical and administrative control of a space tracking station consisting of a major facility and three medium facilities.

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 technical operational and managerial experience and wide experience in the field of electronics is desirable.

Note: This position is located at Orroral Valley, A.C.T.

Planning and Procurement Division, Stores and Transport Branch

D. V. Hailes 63/67090E	Clerk \$7180-7935 (Class 4), Third Division, Canberra	Clerk \$9194-9869 (Class 6), Third Division, Canberra, vice P. J. Stubbs, prov. prom. 4.7.74 (No. 5)
---------------------------	---	--

Duties: Undertake investigations, prepare correspondence and instructions to Branches and generally assist in aspects of Central Storage authority activity. Monitor the Plant and Machinery Procurement Program and Storage Services vote Budgets and Expenditure.

Finance and Management Services Division, Establishments Branch

R. T. Piper 71/86646E	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, General Services Section, Canberra (No. 45)
--------------------------	--	---

Duties: Former Papers Officer.

Qualifications: Extensive registry experience desirable.

R. M. Towns 74/85723X	Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Australian Bureau of Statistics, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General Services Section, Canberra (No. 55)
--------------------------	---	---

Duties: Clearance Assistant.

G. M. Longford 72/86327K	Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Canberra	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General Services Section, Canberra (No. 47)
-----------------------------	--	---

Duties: Location Register Assistant.

D. B. Field 68/12425W	Clerk \$9194-9869 (Class 6), Third Division, Canberra	Inspector \$10204-10879 (Class 7), Third Division, Personnel Management and Development Section, Canberra (No. 8)
--------------------------	---	---

Duties: Undertake organisation and classification investigations throughout the Department.

Qualifications: Experience in organisation and classification activities an advantage. Tertiary qualifications desirable.

T. L. Beswick 72/87753K	Clerk \$2845-5836 (Class 1), Third Division, Canberra	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel Management and Development Section, Canberra (No. 26)
----------------------------	---	--

Duties: Prepare correspondence and assist with preparation of training course documentation. Make all necessary arrangements for documentation and distribution of training material. Maintain training course records.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

L. M. Burdin 72/85570T	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel Management and Development Section, Canberra, vice N. W. G. Lake, prov. prom. 4.7.74 (No. 45)
---------------------------	---	---

Duties: Insert coding data in ADP transaction documents relating to staff movements in Central Office. Attend to staff counter inquiries, receive and distribute amendments to Public Service handbooks, etc.

Technical Services Branch

H. M. Thomas 74/37713W	Typist, Grade 1 \$2220-4801, Fourth Division, Melbourne	Typist Supervisor, Grade 1 \$5727-5906, Fourth Division, Melbourne (No. 75)
---------------------------	--	--

Duties: Supervise the operations of a typing pool.

E. C. Baranauskas 73/37560G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Melbourne	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Melbourne (No. 166)
--------------------------------	--	--

Duties: Proof-read, sort, match and file identification documents related to defence cataloguing system; maintain project control documents.

P. L. Kerr 71/39963X	Assistant, Grade 1 \$2063-4514, Fourth Division, Melbourne	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Melbourne (No. 167)
-------------------------	---	--

Duties: Proof-read, sort, match and file identification documents in the Central Cataloguing Section. Maintain project control documents as necessary.

A. L. Carmody 60/36505M	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Melbourne (No. 162)
----------------------------	--	--

Duties: Lexicographical filing of identification cards relating to the Defence Cataloguing System.

M. C. Eva 72/37783M	Clerk \$2845-5836 (Class 1), Third Divi- sion, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 156)
------------------------	--	---

Duties: Identify stores holdings to the Defence Cataloguing System.

M. P. Zammit 70/38699R	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Melbourne (No. 159)
---------------------------	--	--

Duties: Maintain control of all cataloguing documents in the section. Progress handling of documents and maintain relevant statistics.

N. C. Byrnes 58/27806A	Assistant Inspector \$10204-10879 (Class 7), Third Division, Melbourne	Inspector \$11383-11886 (Class 8), Third Division, Melbourne, vice L. E. West, prov. prom. 18.7.74 (No. 36)
---------------------------	---	---

Duties: Direct the work of the office machines group.

L. E. West 58/13890A	Inspector \$11383-11886 (Class 8), Third Division, Melbourne	Senior Inspector \$12389-12890 (Class 9), Third Division, Melbourne (No. 2011)
-------------------------	---	---

Duties: Direct and control a section providing specialist support services to management in Branches and Establishments in respect of the following activities: office machines, forms design, records management, microfilm system and the departmental suggestions scheme.

Qualifications: Wide experience in investigational work, with a sound knowledge of administrative practices and a background of experience in some or all of the specialist services involved.

Research Division, Finance and Ownership Branch

C. C. Munro 70/81309R	Clerk \$9194-9869 (Class 6), Third Divi- sion, Department of Northern Develop- ment	Project Officer \$11383-11886 (Class 8), Third Division, Finance and Taxation Section, Canberra (No. 1237)
--------------------------	---	--

Duties: Undertake investigations and studies into matters relating to the development of Australian Secondary industry, particularly involving questions of taxation and finance.

Qualifications: Broad knowledge of Australian industry and Government policies affecting industry development. Capacity for economic research and analysis. Appropriate academic qualifications desirable.

AUSTRALIAN CAPITAL TERRITORY

Stores and Transport Branch

R. E. Dunstan 70/87583E	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Canberra, vice J. Fleming, prov. prom. 4.7.74 (No. 30)
----------------------------	---	--

Duties: Take initial action for loss/damage claims after furniture removals. Record statistics. Prepare orders on commercial forms.

R. A. Power 73/86278E	Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Canberra	Senior Stores Supervisor, Grade 1 \$6164-6342, Fourth Division, Canberra (No. 35)
--------------------------	---	---

Duties: Direct the activities of the Furniture Removals Operational Group. Programme and supervise work carried out by the Overseas Packing Section.

Qualifications: Wide experience in all aspects of packing, crating and van and container storage of furniture and personal effects for removal within Australia and overseas. Ability to direct and control staff.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

VICTORIA

Aircraft, Guided Weapons and Electronics Supply Branch

- M. Matthews** Clerk \$9194-9869 (Class 6), Third Clerk \$10204-10879 (Class 7), Third
58/43714W Division, Melbourne Division, Melbourne (No. 47)
Duties: Supervise and direct Branch administrative activities including finance, procurement, personnel and general office services. Accept responsibility for administrative aspects relating to agreements and negotiations with industry and provide effective administrative support to Heads of Section in the management of projects.
Qualifications: Extensive experience in a Production Branch environment. A sound knowledge of procurement, budgeting, stock control and monitoring processes employed in the management of projects together with ability to organise and direct staff are desirable.
- H. P. Howard** Clerk \$2845-5836 (Class 1), Third Divi- Clerk \$6052-6929 (Class 2/3), Third
71/42650K sion, Melbourne Division, Melbourne (No. 70)
Duties: Attend to staff returns, staff records, timekeeping, allowances, travel and office management duties. Prepare statistical information and general correspondence associated with Branch activities.
Qualifications: Knowledge of staffing procedures and office management duties together with a general clerical background in a Production Branch environment desirable.

Finance Branch

- N. R. Booker** Clerical Assistant, Grade 4 \$5636-5930, Clerical Assistant, Grade 7 \$7359-7607,
58/45759T Fourth Division, Melbourne Fourth Division, Melbourne (No. 82)
Duties: Plan and direct the work of the Regional Stocktaking team, review stocktaking procedures, report on stores accounting.
Qualifications: Experience in stocktaking, preferably by statistical sampling method and in stores accounting investigations together with ability to control staff are desirable.
- B. H. Kearney** Internal Auditor, Grade 1 \$7180-7935 Internal Auditor, Grade 2 \$8187-8942
67/37131A (Class 4), Third Division, Melbourne (Class 5), Third Division, Internal Audit Section, Melbourne (No. 35)
- B. L. Walls** Internal Auditor, Grade 1 \$7180-7935 Internal Auditor, Grade 2 \$8187-8942
67/38451C (Class 4), Third Division, Melbourne (Class 5), Third Division, Internal Audit Section, Melbourne, vice R. D. Wilkerson, prov. prom. 18.7.74 (No. 93)
- Duties above two positions:* Conduct personally, or as a team member, the more difficult or time consuming audits. Assist with costing and working capital audits and special investigations, etc.
Qualifications: Substantial progress towards accounting qualifications together with audit experience desirable.

- S. C. Mills** Clerical Assistant, Grade 1 \$2063-4514, Clerical Assistant, Grade 4 \$5636-5930,
73/37587C Fourth Division, Melbourne Fourth Division, Melbourne, vice N. R. Booker, prov. prom. 18.7.74 (No. 88)
- K. G. Bynon** Clerical Assistant, Grade 1 \$2063-4514, Clerical Assistant, Grade 4 \$5636-5930,
72/41641M Fourth Division, unattached Fourth Division, Melbourne (No. 90)
Duties above two positions: Conduct stocktaking of selected groups of stores and reconcile physical stock balances with stores stock ledger balances. Verify final discrepancy lists and report on unsatisfactory features of stores control.
- R. D. Wilkerson** Internal Auditor, Grade 2 \$8187-8942 Senior Internal Auditor, Grade 1
65/38163K (Class 5), Third Division, Melbourne \$9194-9869 (Class 6), Third Division, Internal Audit Section, Melbourne (No. 33)
- Duties:* Direct the work of a Sub-section performing audits in accordance with approved programme. Carry out special investigations and more difficult audits including audits of cost components, transport chargings and workshop operations.
Qualifications: Accounting qualifications together with auditing experience desirable.

Contracts Branch

- A. V. Deegan** Typist, Grade 1 \$2220-4801, Fourth Typist Supervisor, Grade 1 \$5727-5906,
67/37273W Division, Melbourne Fourth Division, Melbourne (No. 181)
Duties: Supervise and control the work of a Typing Pool.
Qualifications: Ability to control staff desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

P. W. K. Johnson 69/40036E <i>Duties:</i> Arrange and prepare contracts of a more complex nature and the provision of services.	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne	Clerk \$7180-7935 (Class 4), Third Division, Melbourne (No. 42) for the procurement of stores and equipment
C. S. Anderson 71/42917R	Clerk \$2845-5836 (Class 1), Third Division, Melbourne	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 57)
R. J. Taffe 72/38341A	Clerk \$2845-5836 (Class 1), Third Division, Melbourne	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 64)
I. C. Austin 73/38012X	Clerk \$2845-5836 (Class 1), Third Division, Melbourne	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 65)
B. J. O'Farrell 72/38313P	Clerk \$2845-5836 (Class 1), Third Division, Melbourne	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 82)
M. Rudnickij 73/39849K	Clerk \$2845-5836 (Class 1), Third Division, Melbourne	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 91)
R. P. S. Edwards 72/40197R <i>Duties above six positions:</i> Arrange and prepare contracts of a less complex nature for the procurement of stores and equipment and the provision of services.	Clerk \$2845-5836 (Class 1), Third Division, Melbourne	Clerk \$6052-6929 (Class 2/3), Third Division, Melbourne (No. 102)

P. D. Brown 70/41125P	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Melbourne (No. 151)
E. K. Matthews 61/36420K	Typist, Grade 1 \$2220-4801, Fourth Division, Melbourne	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Melbourne (No. 152)
R. F. Williamson 72/36024A <i>Duties above three positions:</i> Provide general clerical assistance in a Procurement Section. Assist in preparation of ADP source documents. Record documents for clerical work measurement system.	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Melbourne (No. 155)

Stores and Transport Branch

C. J. Mullins 71/42878C	Data Processing Operator, Grade 1 \$2220-4801, Fourth Division, unattached	Data Processing Operator, Grade 2 \$5398, Fourth Division, Accounting Section, West Melbourne (No. 193)
C. L. Marshall 71/41103G <i>Duties above two positions:</i> Operate Key punch and/or Verifier to prepare punched cards for computer input from (a) simple or precoded documents involving a wide variety of procedures, (b) complex or variable documents involving some interpretation and coding. <i>Qualifications:</i> Successful completion of prescribed test.	Data Processing Operator, Grade 1 \$2220-4801, Fourth Division, unattached	Data Processing Operator, Grade 2 \$5398, Fourth Division, Accounting Section, West Melbourne (No. 194)

G. R. Boase 69/39199G	Clerk \$2845-5836 (Class 1), Third Division, Maribyrnong	Clerk \$6052-6929 (Class 2/3), Third Division, Accounting Section, Maribyrnong, vice C. J. Wheeler, prov. prom. 18.7.74 (No. 26)
--------------------------	--	--

Duties: Officer-in-charge, Debtors Accounts Group.

R. L. Lloyd 71/37078X	Clerk \$2845-5836 (Class 1), Third Division, Maribyrnong	Clerk \$6052-6929 (Class 2/3), Third Division, Accounting Section, Maribyrnong (No. 17)
--------------------------	--	---

Duties: As the second-in-charge, Creditors Accounts Group, responsible for the preparation of accounts for authorisation and payment by Treasury, the signing of claims as 'Officer Incurring Expense' and the preparation of management reviews and periodical reports.

C. J. Wheeler 67/37566E	Clerk \$6052-6929 (Class 2/3), Third Division, Maribyrnong	Clerk \$7180-7935 (Class 4), Third Division, Accounting Section, Maribyrnong, vice J. J. Hart, prov. prom. 18.7.74 (No. 8)
----------------------------	--	--

Duties: Supervise the staff and direct the work of the Salaries and Wages Group.

J. J. Hart 58/45795C	Clerk \$7180-7935 (Class 4), Third Division, Maribyrnong	Clerk \$8187-8942 (Class 5), Third Division, Accounting Section, Maribyrnong (No. 5)
-------------------------	--	--

Duties: Act as Authorising and Certifying Officer. Direct and control the work of the General Accounts activities which cover Creditors, Debtors, Salaries and Wages, Receiver of Public Monies/Paymaster and Machine Pool Sections.

Qualifications: Knowledge of the Audit Act and Treasury Regulations coupled with experience in Stores and Transport procedures desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

G. M. Greenwood 58/45788K	Clerk \$6052-6929 (Class 2/3), Third Division, West Melbourne	Clerk \$8787-8942 (Class 5), Third Division, General Services and Stores Section, West Melbourne (No. 220)
------------------------------	---	--

Duties: Adjust loss and damage claims arising from furniture removals at Australian Government expense.
Qualifications: Sound knowledge of relevant orders and instructions concerning Public Service Board and Treasury attitudes towards damage/loss claims desirable.

Ordnance Factory

G. R. Brady 74/37435R	Technical Assistant, Grade 1 \$2845-6506, Third Division, Maribyrnong	Technical Assistant, Grade 2 \$6723-7427, Third Division, Technical Section, Maribyrnong (No. 80)
--------------------------	---	---

Duties: Plan construction, modification and maintenance of factory plant, equipment and buildings. Prepare parts lists including material requirements and spare parts.

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

N. A. Farrington 74/37436W	Technical Assistant, Grade 1 \$2845-6506, Third Division, Maribyrnong	Technical Assistant, Grade 2 \$6723-7427, Third Division, Technical Section, Maribyrnong (No. 146)
-------------------------------	---	--

Duties: Apply Industrial Engineering techniques to establish time standards man hour estimates.

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

Australian Government Clothing Factory

H. M. Leahy 72/37055M	Foreman (Clothing Trades), Grade C \$6928-7279, Fourth Division, Coburg	Foreman (Clothing Trades), Grade A \$8054-8257, Fourth Division, Technical Section, Coburg (No. 13)
--------------------------	---	---

Duties: Co-ordinate and direct the activities of foremen and staff in the general clothing room.

Qualifications: Extensive experience in clothing manufacture desirable.

Aeronautical Research Laboratories

A. Smith 70/42225K	Technical Assistant, Grade 1 \$2728-6506, Fourth Division, Fishermen's Bend	Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Technical Section, Fishermen's Bend (No. 87)
-----------------------	---	---

Duties: Provide routine technical assistance involving the use of electron microscopes and preparation of specimens.

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

C. J. Edelmann 74/38277W	Technical Assistant, Grade 1 \$2845-6506, Third Division, Fishermen's Bend	Technical Assistant, Grade 2 \$6723-7427, Third Division, Technical Section, Fishermen's Bend (No. 235)
-----------------------------	--	---

Duties: Provide technical assistance relative to the development and evaluation of electronic instrumentation used for structural testing of aircraft.

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

Defence Standards Laboratories

T. V. Rose 74/38286X	Technical Assistant, Grade 1 \$2845-6056, Third Division, Maribyrnong	Technical Assistant, Grade 2 \$6723-7427, Third Division, Technical Section, Maribyrnong (No. 52)
-------------------------	---	---

Duties: Provide routine technical assistance in support of a research and experimental programme related to the study of the behaviour of metals fabricated by welding or other fusion processes. Provide assistance in support of the study of thermo-electric pyrometry and the development of improved thermocouple alloys.

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

V. C. Freak 58/45023G	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Maribyrnong	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Technical Section, Maribyrnong (No. 305)
--------------------------	--	---

Duties: Undertake complex technical work in connection with the design and development of explosives materials and devices. Supervise technical staff engaged in this work.

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

K. P. Lynch 67/38664R	Technical Officer (Engineering), Grade 1 \$7052-8694, Third Division, Maribyrnong	Technical Officer (Science), Grade 2 \$8929-9443, Third Division, Technical Section, Maribyrnong (No. 248)
--------------------------	---	--

Duties: Undertake more difficult technical work in support of a research programme related to fusing for munitions, including preparation and operation of electronic and mechanical instrumentation and participation in the organisation of trials and analysis of results.

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

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

- | | | |
|------------------------------|--|--|
| J. J. Masinskas
69/40263E | Experimental Officer, Class 1 \$6250-9262, Third Division, Maribyrnong | Experimental Officer, Class 2 \$9715-10861, Third Division, Technical Section, Maribyrnong (No. 254) |
|------------------------------|--|--|
- Duties:* Assist in the conduct of a research and experimental programme concerned with the effectiveness of artillery shells and similar munitions, involving the planning and conduct of trials for determining weapon parameters, the development of computer programmes, and theoretical studies of the factors influencing weapon effectiveness.
- Qualifications:* Appropriate degree or diploma. Several years experience and proven ability in the relevant field of work.

QUEENSLAND

Stores and Transport Branch

- | | | |
|--------------------------|--|---|
| K. W. James
68/58458C | Clerk \$2845-5836 (Class 1), Third Division, Department of Defence—Army Office, Brisbane | Clerk \$6052-6929 (Class 2/3), Third Division, Stores Section, Brisbane (No. 114) |
|--------------------------|--|---|
- Duties:* Purchasing Officer for automotive spart parts accessories and general stores.
- Note:* This promotion is effective from 4.7.74.
- | | | |
|-----------------------------|--|---|
| J. I. Whitaker
67/57369C | Accounting Machinist \$5398, Fourth Division, Brisbane | Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Furniture Removals and Shipping Section, Brisbane (No. 150) |
|-----------------------------|--|---|
- Duties:* Record and progress damage and loss claims in relation to furniture removals. Advise claimants on action. Arrange inspections.
- Note:* This promotion is effective from 4.7.74.
- | | | |
|---------------------------|---|--|
| M. E. Schulz
66/57242G | Clerk \$6052-6929 (Class 2/3), Third Division, Brisbane | Clerk \$7180-7935 (Class 4), Third Division, Accounting Section, Brisbane (No. 64) |
|---------------------------|---|--|
- Duties:* Control Ledger Keeper.
- Qualifications:* Substantial progress towards completion of an appropriate accountancy qualification desirable.

SOUTH AUSTRALIA

Weapons Research Establishments, Weapons Research and Development Wing, Weapon Systems Division

- | | | |
|----------------------------|--|--|
| S. G. Simmons
73/67005K | Technical Assistant, Grade 1 \$2728-6506, Fourth Division, Salisbury | Technical Assistant, Grade 2 \$6723-7427, Fourth Division, Salisbury (No. 282) |
|----------------------------|--|--|
- Duties:* Under direction assist with the construction of circuits for operation in the UHF and microwave frequency range using simple photo etching techniques, and measurements on filters, directional couplers, antennas and other devices in microstrip, stripline, coaxial line or waveguide.
- | | | |
|--------------------------|--|--|
| B. E. Furby
60/88278M | Research Scientist \$9698-12194, Third Division, Salisbury | Senior Research Scientist \$12674-14706, Third Division, Systems Integration Group, Salisbury (No. 33) |
|--------------------------|--|--|
- Duties:* Undertake research and development associated with the integration of command and weapon systems, with particular emphasis on systems concepts, operation and performance. Co-ordinate specialist groups, contractor and user authorities involved in system development. Perform feasibility and project studies of new weapon systems or for changes to existing systems.
- Qualifications:* Ph.D. degree in an appropriate discipline and some years of research experience, or post-graduate research experience of equivalent standard over some years supported by evidence of research achievement of a high order.

Stores and Transport Branch

- | | | |
|--------------------------|--|---|
| M. E. Roads
61/66259T | Foreman (Services), Grade D \$5779-6063, Fourth Division | Transport Supervisor, Grade 3 \$6446-6757, Fourth Division, Woomera (No. 184) |
|--------------------------|--|---|
- Duties:* Control of vehicles and drivers operating in the Woomera area.
- Qualifications:* Experience in passenger and goods transport.
- | | | |
|--------------------------|--|---|
| S. K. Evans
60/57176R | Clerical Assistant, Grade 3 \$5048-5489, Fourth Division | Transport Supervisor, Grade 2 \$6082-6226, Fourth Division, Pennington (No. 81) |
|--------------------------|--|---|
- Duties:* Control of vehicles on weekly hire without driver.
- Qualifications:* Experience in controlling a large fleet of vehicles.
- | | | |
|------------------------------|---|--|
| B. D. Griffiths
58/44715M | Traffic Officer \$6556-7168, Fourth Division, Woodville North | Transport Supervisor, Grade 4 \$7761-7960, Fourth Division, City Depot (No. 179) |
|------------------------------|---|--|
- Duties:* Passenger transport movements officer.
- Qualifications:* Experience in the operation of a large scale passenger car service.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF MANUFACTURING INDUSTRY—continued

A. W. Faggotter 65/66662T	Senior Stores Supervisor, Grade 1 \$6164-6342, Fourth Division	Transport Supervisor, Grade 4 \$7761- 7960, Fourth Division, Pennington (No. 191)
------------------------------	---	---

Duties: Heavy transport movements officer.

Qualifications: Experience in all forms of heavy transport including heavy lifts, etc.

Weapons Research Establishment, Applied Physics Wing, Systems Analysis Division

J. Greivins 71/66789C	Scientific Officer \$6826-8631, Third Division, unattached	Research Scientist \$9698-12194, Third Division, Salisbury (No. 73)
--------------------------	---	--

Duties: Undertake research into the effectiveness of ground and air defence systems using mathematical techniques in conjunction with a digital computer.

Qualifications: Ph.D. degree in an appropriate discipline or post-graduate research experience of equivalent standard and duration, supported by satisfactory evidence of research ability.

D. B. Mason 71/66413A	Experimental Officer, Class 2 \$9715- 10861, Third Division, Salisbury	Experimental Officer, Class 3 \$11401- 12741, Third Division, Salisbury (No. 110)
--------------------------	---	---

Duties: In the field of electronic warfare contribute to, and direct staff engaged in, the development, modification, test and evaluation of new and existing techniques, equipments and systems; undertake field and evaluation trials or exercises, and the development and supervision of laboratories and special equipment facilities.

Qualifications: An appropriate degree or diploma, together with considerable relevant experience.

Trials Wing

L. B. Travers 58/45612A	Senior Research Scientist \$12674-14706, Third Division, Salisbury	Principal Research Scientist \$15310- 17549, Third Division, Ranges Group, Woomera (No. 8)
----------------------------	---	--

Duties: Responsible for the operation of the Range and associated facilities and the conduct of trials.

Qualifications: Ph.D. degree in an appropriate discipline with considerable research experience, or considerable post-graduate research experience of equivalent standard supported by evidence of research achievement of a very high order. Research experience desirable in fields relevant to the development of weapons and rocket test vehicles, or to instrumentation problems associated with either the flight testing of weapons or the gathering of physical data using rockets. Proven capacity for organisation and control and to accept responsibility also desirable.

Administrative Wing

E. A. Krieg 62/66041X	Clerk \$6052-6929 (Class 2/3), Third Division, Salisbury	Clerk \$7180-7935 (Class 4), Third Division, General Administration Section, Salisbury (No. 726)
--------------------------	---	--

Duties: As Archives Officer examine all inactive Establishment files and provide material for draft disposal schedules for approval by Australian Archives. Implement approved disposal schedules to ensure the orderly transfer to archives of various classes of records. Supervise the transfer of material to archives and maintain appropriate records.

L. V. Carter 67/66166X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Salisbury	Machine Operator \$4397-5526, Fourth Division, General Administration Section, Salisbury (No. 713)
---------------------------	--	--

C. M. Devitt 65/23650P	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Salisbury	Machine Operator \$4397-5526, Fourth Division, General Administration Section, Salisbury (No. 243)
---------------------------	--	--

M. A. Ormerod 69/66644C	Typist, Grade 1 \$2220-4801, Fourth Division, Salisbury	Machine Operator \$4397-5526, Fourth Division, General Administration Section, Salisbury (No. 253)
----------------------------	--	--

D. G. Sandeman 67/66165T	Typist, Grade 1 \$2220-4801, Fourth Division, Salisbury	Machine Operator \$4397-5526, Fourth Division, General Administration Section, Salisbury (No. 242)
-----------------------------	--	--

Duties above four positions: Operate page-print machines, on-line keyboard type reperforators and transmitter distributors over telegraph circuits. Prepare tapes for transmission using off-line keyboard tape reperforators.

E. Fowler 71/67072M	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General Administration Section, Salisbury (No. 237)
------------------------	---	---

Duties: Record details of incoming advance action teletypes and arrange delivery of messages to addressees.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. I. Grantham 70/66704K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General Administration Section, Salisbury, vice C. M. Devitt, prov. prom. 18.11.74 (No. 252)
-----------------------------	---	---

Duties: Date/Time stamp all inwards and outwards teleprinter messages received at the Communication Centre. Telephone advice of inward teleprinter messages awaiting collection to officers and addresses in Contractors Area. Carry out prescribed routing and recording procedures for outward messages.

N. D. McCarthy 70/66930E	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, General Administration Section, Salisbury (No. 231)
-----------------------------	---	---

Duties: Attend to inquiry counter and telephone requests for files and other information. Recall active files from all areas as directed. Attach follow-on papers to files and maintain file movement register.

DEPARTMENT OF MINERALS AND ENERGY

CENTRAL OFFICE

Uranium and Electricity Division, Electricity Branch

H. R. Ryan 71/13029W	Clerk \$7180-7935 (Class 4), Third Division, Canberra	Clerk \$8187-8942 (Class 5), Third Division, Canberra (No. 55)
-------------------------	---	--

Duties: Under direction, undertake research into energy matters and assist in the collection, compilation and interpretation of statistics on energy resources and their utilisation.

Qualifications: Tertiary qualifications desirable, preferably with a major in Mathematics.

C. S. Giddings 74/87395R	Clerk \$2845-5836 (Class 1), Third Division, Canberra	Research Officer, Grade 1 \$6272-7935, Third Division, Canberra (No. 25)
-----------------------------	---	---

Duties: Under direction, undertake less complex research into energy matters and assist in the collection, compilation and interpretation of statistics on energy resources and their utilisation.

Qualifications: Appropriate university degree and relevant experience.

Bureau of Mineral Resources, Geology and Geophysics, Petroleum Exploration Branch

D. H. Tucker 66/66454T	Geophysicist, Class 2 \$9715-10861, Third Division, Canberra	Geophysicist, Class 3 \$11401-12741, Third Division, Sedimentary Basins Study Section, Geophysics Sub-section, Canberra (No. 547)
---------------------------	---	---

Duties: Critically examine and interpret geophysical data and prepare important scientific reports and maps for publication and/or internal use.

Qualifications: A degree or diploma with Mathematics at second year standard, and Geophysics at third year standard or Mathematics and Physics at second year standard and at least one of the following subjects—Physics, Geology, Mathematics, Engineering, (Electronic, Electrical, Radio or Mining) at third year standard, together with considerable experience preferably in seismic exploration.

R. Wang 70/86855K	Clerk \$6052-6929 (Class 2/3), Third Division, Department of Health, Canberra	Clerk \$7180-7935 (Class 4), Third Division, Metalliferous and Airborne Section, Airborne Sub-section, Canberra (No. 824)
----------------------	---	---

Duties: Prepare and submit computer jobs for processing geophysical data acquired by airborne surveys.

Critically examine and act upon computer reports. Compile processing histories and assist with filing systems.

Qualifications: Experience and ability in an BOP environment.

Operations Branch

I. M. Hodgson 71/99033C	Geologist, Class 1 \$6250-9262, Third Division, Canberra	Geologist, Class 2 \$9715-10861, Third Division, Publications and Information Section, Editing Sub-section, Canberra (No. 455)
----------------------------	--	--

Duties: Edit Bureau records and minor scientific publications.

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

Note: The designation of this position may be Geologist, Geophysicist, Petroleum Technologist or Mineral Economist, depending upon the qualifications of the occupant. Any officer possessing the above qualifications may appeal. The effective date of the above provisional promotion is 1.8.74 in lieu of that notified in the *Gazette* of 11.7.74.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF NORTHERN DEVELOPMENT CENTRAL OFFICE

Commodities Division, Beef and General Branch

J. P. Barnes 73/57706P	Research Officer, Grade 1 \$6272-7935, Third Division	Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Beef Section, Canberra, vice P. Prosser. prov. prom. 30.5.74 (No. 65)
---------------------------	--	---

Duties: Undertake designated studies and investigations concerning the production of beef in northern Australia and related commodity marketing matters.

Qualifications: Appropriate tertiary qualifications. Experience in economic analysis desirable and a broad knowledge of the beef industry an advantage.

DEPARTMENT OF THE NORTHERN TERRITORY NORTHERN TERRITORY

Lands and Community Development Division

J. J. Jenkins 73/95521T	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, District Office Section, Alice Springs (No. 9)
----------------------------	---	---

Duties: Act as Collector of Public Monies for the District Office.

Qualifications: Knowledge of Audit Act and Treasury Directions, together with previous experience desirable.

Management, Legislation and Planning Division, Establishments and ADP Branch

C. M. Steele 72/95463E	Data Processing Operator, Grade 1 \$2220-4801, Fourth Division	Data Processing Operator, Grade 2 \$5398, Fourth Division, ADP Section, Darwin (No. 184)
---------------------------	--	--

Duties: Operate Hitachi and IBM card punching and verifying machines and key station on MDS 2400 System.

Qualifications: Pass in the proficiency test for Data Processing Operator Grade 1.

DEPARTMENT OF OVERSEAS TRADE CENTRAL STAFF

Management Services Branch

L. P. Hagan 64/117364K	Senior Training Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Department of Customs and Excise, Canberra	Senior Training Officer, Grade 2 \$10204-10879 (Class 7), Third Division, Personnel and Establishments Section, Canberra (No. 1291)
---------------------------	--	---

Duties: Plan and implement departmental training courses and

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

J. P. Stitt 70/87277P	Clerk \$9532-9869 (Class 6), Third Division, Canberra	Assistant Inspector \$10204-10879 (Class 7), Third Division, Establishments and Methods Section, Canberra (No. 932)
--------------------------	---	---

Duties: Investigate, report and make recommendations relating to establishment proposals.

Qualifications: Previous experience in Establishments or O and M desirable.

I. McI. Fry 69/39830P	Clerk \$8187-8942 (Class 5), Third Division, Department of Minerals and Energy, Canberra	Assistant Inspector \$9194-9869 (Class 6), Third Division, Establishments and Methods Section, Canberra, vice J. P. Stitt, prov. prom. 18.7.74 (No. 15)
--------------------------	--	---

Duties: Investigate and report on establishment proposals.

Qualifications: Previous experience in Establishments, Methods or related work an advantage.

Policy Development Division, ADP and Technical Services Branch

M. T. Gallagher 304-97820	Accounting Machinist, Grade 1 \$4440-4801, Fourth Division, Canberra	Accounting Machinist, Grade 2 \$5398, Fourth Division, Central Statistical Section, Services Sub-section, Canberra (No. 985)
------------------------------	--	--

Duties: Carry out involved and complex statistical calculations.

International Trade Organisations Division, No. 1 Branch

P. M. Schulz 66/87158X	Clerk \$9194-9869 (Class 6), Third Division, Canberra	Clerk \$11383-11886 (Class 8), Third Division, OECD Section, Canberra, vice D. Kenyon, prov. prom. 9.5.74 (No. 738)
---------------------------	---	---

Duties: Analyse and review trade issues arising from Australia's participation in international organisations. Prepare drafts for policy development. Prepare briefs.

Qualifications: Experience in matters relating to international trade an advantage. Appropriate university degree desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

Overseas Markets Division, Trade Commissioner Branch

M. J. Taylor 67/10156E	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Department of Defence, Canberra	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Operations Section, Canberra (No. 1178)
---------------------------	---	---

Duties: Assist in the preparation of material for inclusion in briefs for senior officers and inspectors undertaking visits to posts.

Trade Relations Division

T. J. Foster 70/85294R	Clerk \$8187-8942 (Class 5), Third Division, Canberra	Clerk \$9194-9869 (Class 6), Third Division, New Zealand Section, Canberra (No. 1081)
---------------------------	--	---

Duties: Assist in liaising with representatives of foreign governments on matters relating to Australian trade. Assist in the preparation for negotiations of trade agreements between Australia and other countries and operation of such agreements. Preparation of briefing material for international negotiations.

Qualifications: Analytical ability. University qualifications desirable.

POSTMASTER-GENERAL'S DEPARTMENT

CENTRAL OFFICE

Engineering Planning and Research Division, Research Sub-division

B. W. Sneddon 72/39641P	Technical Assistant, Grade 1 \$2329- 5707, Third Division, Engineering Planning and Research Division	Engineer, Class 1 \$6454-9262, Third Division, Transmission Systems Branch, Customer Apparatus Section, Melbourne (No. 9)
----------------------------	---	--

Duties: Under technical supervision, conduct research into transmission of speech signals in the 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.

Engineering Works Division, Broadcasting Branch

G. H. Joosten 60/88061E	Engineer, Class 2 \$9903-11046, Third Division, Engineering Works Division	Engineer, Class 3 \$11705-13047, Third Division, Sound Broadcasting Services Section, Melbourne (No. 8)
----------------------------	---	---

Duties: Direct the preparation of operating schedules for international broadcasting transmitting stations. Develop operation and maintenance practices for transmitting stations for the international broadcasting service.

Note: This position was advertised in *Gazette* No. 19 of 28.2.74 as position No. 45.

L. K. Liang 67/39146C	Engineer, Class 1 \$6454-9262, Third Division, Engineering Works Division	Engineer, Class 2 \$9903-11046, Third Division, Sound Broadcasting Services Section, Melbourne, vice G. H. Joosten, prov. prom. 18.7.74 (No. 12)
--------------------------	--	---

Duties: Perform professional engineering work associated with the preparation of transmission and operation schedules for the international broadcasting service (Radio Australia), evaluation of monitoring reports and forecasting of ionospheric propagation parameters applicable to transmission schedule preparation.

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

Buildings Branch

H. A. Goldsmith 70/37002G	Clerk \$6052-6929 (Class 2/3), Third Division, Engineering Works Division	Clerk \$7180-7935 (Class 4), Third Division, Melbourne (No. 21)
------------------------------	--	--

Duties: Responsible to Branch Administrative Officer for organisation and control of Office Services.

R. K. Prudhoe 71/41924X	Engineer, Class 1 \$6454-9262, Third Division, Engineering Division, Victoria	Engineer, Class 2 \$9903-11046, Third Division, Planning and Development Sub-Branch, Engineering Services (Special Majors) Section, Melbourne (No. 15)
----------------------------	--	--

Duties: Determine engineering services requirements as dictated by functional needs of the special major buildings in collaboration with higher level professional staff.

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

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

J. S. Peterson 68/39806E	Technical Officer (Engineering), Grade 2 \$8626-9130, Fourth Division, Engineering Division, Victoria	Senior Technical Officer (Engineering), Grade 2 \$10162-10715, Fourth Division, Planning and Development Sub-Branch, Engineering Services Section, Melbourne (No. 151)
-----------------------------	---	--

Duties: Provide technical assistance to professional staff engaged on buildings engineering services aspects of special major projects.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive technical experience appropriate to the duties desirable.

Note: This position was advertised in *Gazette* No. 25 of 21.3.74 as position No. 301.

H. J. Wilson 71/36523A	Engineer, Class 1 \$6454-9262, Third Division, unattached, Victoria	Engineer, Class 2 \$9903-11046, Third Division, Engineering Services Standards and Specifications Section, Melbourne (No. 296)
---------------------------	---	--

Duties: Develop standards and design principles for building engineering services.

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.

M. J. Smith 59/70821W	Senior Technical Officer (Engineering), Grade 1 \$9382-9886, Third Division, Engineering Division, Victoria	Senior Technical Officer (Engineering), Grade 2 \$10162-10715, Third Division, Engineering Services Standards and Specifications Section, Melbourne (No. 146)
--------------------------	---	---

Duties: Undertake within broad guidelines the most complex developments, upgrade service performance, rectify service defects and determine protection methods of buildings equipment.

Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive technical experience appropriate to the duties desirable.

Note: This position was advertised in *Gazette* No. 25 of 21.3.74 as position No. 297.

Long Line Equipment Branch

E. R. Tunks 61/36578P	Engineer, Class 2 \$9903-11046, Third Division, Engineering Works Division	Engineer, Class 3 \$11705-13047, Third Division, Provisioning Section, Melbourne (No. 22)
--------------------------	--	---

Duties: Analyst tenders, prepare technical reports, etc., for multiplex equipment provisioning. Control and direct Engineer and other staff as directed by the Sectional Engineer.

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

B. M. Brennan 59/59362G	Engineer, Class 2 \$9903-11046, Third Division, Engineering Works Division	Engineer, Class 3 \$11705-13047, Third Division, Provisioning Section, Melbourne (No. 24)
----------------------------	--	---

Duties: Analyse tenders, prepare technical reports, etc., for test equipment and miscellaneous equipment provisioning. Control and direct Engineer and other staff as directed by the Sectional Engineer.

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

Network Performance and Operations Branch

P. A. Moore 63/37577R	Clerk \$7180-7935 (Class 4), Third Division, Engineering Works Division	Clerk \$8187-8942 (Class 5), Third Division, Melbourne, vice J. S. Sergeant, prov. prom. 23.5.74 (No. 30)
--------------------------	---	---

Duties: Responsible for the clerical activities of the Branch.

Radiocommunications Branch

G. F. Bennett-Hullin 70/41038A	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Design (Structures) Section, Melbourne (No. 89)
-----------------------------------	---	--

Duties: Provision of administrative assistance to an engineering group.

G. A. Binnington 70/40995X	Clerk \$7180-7935 (Class 4), Third Division, Engineering Works Division	Clerk \$8187-8942 (Class 5), Third Division, Regulatory and Licensing Section, Melbourne, vice M. W. Burton, prov. prom. 18.7.74 (No. 87)
-------------------------------	---	---

Duties: Deal with policy matters relating to the licensing and operation of radiocommunication stations.

Qualifications: Knowledge of the relevant radio legislation and ability to prepare substantial reports and correspondence desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

M. W. Burton 59/10230M	Clerk \$8187-8942 (Class 5), Third Division, Engineering Works Division	Clerk \$9194-9869 (Class 6), Third Division, Regulatory and Licensing Section, Melbourne (No. 86)
---------------------------	---	---

Duties: Provide assistance to the Officer in charge of the Legislation and Licensing Group in legislative policy and other matters arising from the administration of the Wireless Telegraphy Act and Regulations and the provisions of the Broadcasting and Television Act relating to the licensing of broadcast and television receivers.

Support Services Branch

G. F. Bourke 63/45676X	Drafting Assistant, Grade 2 \$5925-6628, Fourth Division, Engineering Works Division	Draftsman, Grade 1 \$6786-8396, Fourth Division, Drafting Section, Melbourne (No. 25)
---------------------------	--	---

Duties: Less involved design and drafting work in the Research Sub-group.

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

L. C. Townsing 59/67824A	Technical Instructor, Grade 2 \$8626-9130, Fourth Division, Engineering Division, Victoria	Senior Technical Instructor, Grade 2 \$10220, Fourth Division, Recruitment and Training Section, Melbourne (No. 71)
-----------------------------	--	---

Duties: Plan and design syllabuses, write and edit technical training publications, develop and conduct pilot training courses for 10C Electronic Exchanges.

Qualifications: An approved technical course certificate or other approved qualifications and requisite experience. Satisfactory completion of a course of teacher training as specified by the Board as to the ability to teach both theoretical and practical subjects. Extensive knowledge and experience in the operation of 10C electronic exchange equipment, conduct of training courses and preparation of rates and course material desirable.

Management Services Division, Personnel Branch

D. M. King 68/37291R	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Engineering Planning and Research Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, General Services Section, Central Office Staffing Sub-section, Melbourne (No. 35)
-------------------------	---	--

Duties: Provide relief throughout the Administration.

Qualifications: Shorthand, at least 100 words per minute.

Supply Branch

C. D. L. McKail 58/36693G	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Department of Social Security, Victoria	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Administrative Section, Melbourne (No. 236)
------------------------------	---	---

Duties: Classifier, Registry Sub-section.

Qualifications: A sound knowledge of the principles of classifying and registry operations generally, and ability to control staff desirable.

P. A. Weston 62/37558C	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Department of Manufacturing Industry, Victoria	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Administrative Section, Melbourne (No. 237)
---------------------------	--	---

Duties: File Examiner, Registry Sub-section.

Qualifications: A sound knowledge of the principles of file examination and archival work, and ability to control staff desirable.

NEW SOUTH WALES

Director's Staff

E. T. Bankowski 58/17483R	Internal Auditor, Grade 1 \$7180-7935 (Class 4), Third Division, Department of the Navy, Sydney	Internal Auditor, Grade 2 \$8187-8942 (Class 5), Third Division, Internal Audit Section, Sydney (No. 21)
------------------------------	---	--

D. P. Hume 70/85935T	Internal Auditor, Grade 1 \$7180-7935 (Class 4), Third Division, Department of the Capital Territory, Canberra	Internal Auditor, Grade 2 \$8187-8942 (Class 5), Third Division, Internal Audit Section, Sydney (No. 20)
-------------------------	--	--

Duties above two positions: Supervise teams of auditors; carry out major audits and special investigations; assist in programming and reporting.

Engineering Division, Administrative Branch

G. J. Murphy 70/13445M	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division, Sydney	Clerk \$6052-6929 (Class 2/3), Third Division, Costing Section, Sydney (No. 94)
---------------------------	---	---

Duties: Wages and Allowances Examiner.

Name and personnel number (also seniority reference if Regulation 109G applies)

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Buildings Branch

J. B. Strack 59/40731C	Senior Technical Officer (Buildings), Grade 2 \$10495-11059, Third Division, Engineering Division Sydney	Senior Technical Officer (Buildings), Grade 3 \$11360-11661, Third Division, Minor Works Section, Sydney (No. 122)
---------------------------	--	--

Duties: Accept responsibility for the efficient operation of the Section's activities, including oversight of performance of minor works and repairs and maintenance programmes throughout the State.

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

Construction Branch

J. G. Ellerton 72/12059W	Engineer, Class 1 \$6454-9262, Third Division, unattached	Engineer, Class 2 \$9903-11046, Third Division, Primary Works (Metropolitan) No. 1 Section, Homebush (No. 130)
D. Stalker 71/99082G	Engineer, Class 1 \$6454-9262, Third Division, unattached	Engineer, Class 2 \$9903-11046, Third Division, Primary Works (Metropolitan) No. 1 Section, Homebush (No. 132)
B. Goldstraw 71/99113X	Engineer, Class 1 \$6454-9262, Third Division, Engineering Division, Gosford	Engineer, Class 2 \$9903-11046, Third Division, Primary Works (Metropolitan) No. 3 Section, Burwood (No. 165)
G. B. Sturday 67/12473E	Engineer, Class 1 \$6454-9262, Third Division, Engineering Division, Sydney	Engineer, Class 2 \$9903-11046, Third Division, Primary Works (Metropolitan) No. 3 Section, Burwood (No. 164)
G. Taylor 73/99005X	Engineer, Class 1 \$6454-9262, Third Division, Engineering Division, Sydney	Engineer, Class 2 \$9903-11046, Third Division, Primary Works (Metropolitan) No. 3 Section, Burwood (No. 166)

Duties above five positions: Responsible to the controlling engineer for particular projects for operational areas as required.

Qualifications above five 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.

Metropolitan Operations Branch

S. R. Johnston 59/41968K	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division, Mosman	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Network Performance Section, Sydney (No. 434)
-----------------------------	--	---

Duties: Commission ADR/ADX equipment in the metropolitan area. Investigate network problems arising from print out of ADR information. Assist and co-operate with other network investigation groups as required.

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

A. R. Etherington 65/24440A	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Engineering Division, Burwood	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, City Operations Section, Sydney (No. 443)
--------------------------------	---	---

Duties: Deal with correspondence and accounts associated with vehicle returns and records.

G. M. Wrightson 73/13946X	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Australian Taxation Office, Sydney	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, City Operations Section, Darlinghurst (No. 168)
------------------------------	--	---

Duties: Telephone Order Assistant.

Note: Rotation of duties and shift work may be involved.

B. J. Turner 59/43006A	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, unattached	Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Fourth Division, City Operations Section, Sydney (Area).
---------------------------	--	---

Duties: Responsible for the maintenance of large PABX's (North Area).

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

R. C. Kinkade 67/24049M	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, South Strathfield	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 7 Section, South Strathfield
R. J. Lehmann 63/22010P	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Ashfield	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 7 Section, Burwood

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

J. L. Smith 59/45257E	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Ashfield	Lines Supervisor, Grade 1 \$6710, Fourth Division, Metropolitan Operations No. 7 Section, Ashfield
--------------------------	---	--

Duties above three positions: Lines Supervisor, Grade 1 (Depot).

Support Services Branch

R. E. Longhurst 59/40245G	Plant Inspector \$8237-8591, Fourth Division, Engineering Division, Lidcombe	Foreman Mechanic (Motor Repair), Grade 2 \$8286-8903, Fourth Division, Automotive Plant Section, Lidcombe (Nc. 93)
------------------------------	--	--

Duties: Supervise staff of Motor Mechanics engaged in repairs to heavy earthmoving equipment, including roadside and country breakdowns, and outside trade repairs.

J. J. Bower 64/22018R	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division, Dee Why	Plan Records Assistant, Grade 1 \$2728-6506, Fourth Division, Drafting Section, Chatswood (No. 87)
--------------------------	--	--

Duties: Prepare and amend simpler record plans of cables and conduits.

J. L. Smith 67/22227K	Lineman, Grade 1 \$5365-5560, Fourth Division, Engineering Division, Penrith	Plan Records Assistant, Grade 1 \$2728-6505, Fourth Division, Drafting Section, Penrith (No. 11)
--------------------------	--	--

Duties: Simpler drafting work in the North Nepean Sub-section.

M. J. Bugden 68/22425K	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
---------------------------	--	---

J. P. Cahill 64/22257G	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Redfern	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
---------------------------	---	---

A. B. Cain 62/22103P	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Sydney	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
-------------------------	--	---

J. L. Cherry 66/22072M	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
---------------------------	--	---

C. B. Davey 66/22115T	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
--------------------------	--	---

M. J. Evans 67/22082K	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
--------------------------	--	---

J. W. Frazer 59/41636C	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Hornsby	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
---------------------------	---	---

B. V. Gates 67/22053T	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
--------------------------	--	---

S. E. Gibbs 59/46927K	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Bankstown	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
--------------------------	---	---

K. F. Glanville 59/41683X	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Petersham	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
------------------------------	---	---

A. W. Green 59/41724W	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Sydney	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
--------------------------	--	---

G. J. Grundy 59/41748C	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Undercliffe	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
---------------------------	---	---

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

A. E. Jones 67/46787T	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Sydney	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
D. Longhurst 62/22060G	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Petersham	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
M. D. Martin 59/40295R	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Penrith	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
B. R. Mead 64/22241X	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Sydney	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
B. R. Noake 66/22034T	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
M. I. Page 68/22688C	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
J. D. Short 59/42800K	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Wahroonga	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
P. G. L. Smith 66/22436P	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Rockdale	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
J. A. Thompson 68/22708M	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
B. C. Watts 67/22180K	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
I. N. Winterflood 68/22252X	Telecommunications Technician \$7052-7756, Fourth Division, unattached	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes
D. A. Wright 59/43182W	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division, Sydney	Apprentices Practical Instructor, Grade 1 \$7809-8168, Fourth Division, Industrial Engineering and Training Section, Rhodes

Duties above twenty-four positions: Control and guide the development of skills of Apprentice Telecommunications Tradesman and assess their progress.

Postal Services Division, Mail Exchange Branch

G. L. Standley 74/22684T (13.2.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division, Redfern	Mail Officer \$4591-5508, Fourth Division, GPO, Sydney
---------------------------------------	--	--

Post Offices Branch

L. J. Burling 74/22380X	Assistant Postal Officer \$2181-4361, Fourth Division, Lane Cove	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Royal Exchange
C. R. Keating 72/23258K	Assistant Postal Officer \$2181-4361, Fourth Division, Lidcombe	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Lidcombe

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
C. F. Robson 73/23464G	Assistant Postal Officer \$2181-4361, Fourth Division, Helensburgh	Postal Officer, Grade 2, \$4591-5508, Fourth Division, Warrawong
J. M. Treay 74/23026T	Assistant Postal Officer \$2181-4361, Fourth Division, The Entrance	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Wyong
V. J. Bell 74/23092X (11.6.74)	Assistant Postal Officer \$2181-4361, Fourth Division, unattached	Postman \$4475-4823, Fourth Division, Dubbo
L. D. Greenup 74/22334G (4.2.74)	Assistant Postal Officer \$2181-4361, Fourth Division, Sutherland	Postman \$4475-4823, Fourth Division, Jannali

Telecommunications Division

P. R. Taylor 70/24802G	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Telecommunications Division, Sydney	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administration Section, Office Services Sub-section, Sydney (No. 144)
---------------------------	---	---

Duties: Determine and post entries to the 'TM' file index, examine follow on papers for indexing and attachment to main file, receive requests, identify, conduct searches and arrange distribution of files.

Country Region

J. W. Woloschyn 71/13622T	Clerk \$2845-5836 (Class 1), Third Division, Telecommunications Division, Newcastle	Clerk \$6052-6929 (Class 2/3), Third Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 543)
G. P. Crowe 67/23696A	Postal Clerk \$4827-5989, Third Division, Postal Services Division, Charlestown	Clerk \$6052-6929 (Class 2/3), Third Division, North Section, Newcastle District Telephone Office Sub-section, Newcastle (No. 542)

Duties above two positions: Responsible to the Senior Sales Officer for the processing of applications for new subscribers services and additional facilities.

Note: Above two positions may be transferred to Charlestown in the near future.

Metropolitan Region, Sales Branch

E. D. Gifford 59/45910K	Clerk \$6052-6929 (Class 2/3), Third Division, Telecommunications Division, Brookvale	Clerk \$7180-7935 (Class 4), Third Division, Contracts Section, Group 5, Chatswood (No. 406)
H. E. Kennedy 59/49338A	Clerk \$6052-6929 (Class 2/3), Third Division, Telecommunications Division, Sydney	Clerk \$7180-7935 (Class 4), Third Division, Contracts Section, Group 11, Edgecliff (No. 13)

Duties above two positions: Second-in-charge, Telephone Sales Office.

Finance and Accounting Branch

M. L. Russell 68/12243G	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Finance Section, Sydney (No. 160)
P. K. Lysle 69/12014P	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Finance Section, Sydney (No. 162)

Duties: Section Staffing Officer.

Y. Tosswill 65/13850T	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Department of Housing and Construction, Sydney	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Finance Section, Sydney (No. 280)
--------------------------	--	---

Duties: Attend to inquiries regarding deductions from salary and wages.

M. A. Lockyer 68/12683W	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Department of the Treasury, Taxation Office, Sydney	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Finance Section, Sydney (No. 134)
C. M. Linigen 68/12773X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance and Accounting Branch, Sydney	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Finance Section, Sydney (No. 248)

Duties above two positions: Check details on cheques against relative forms 18.

Supply Branch

P. M. J. Carey 59/35311W	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Supply Branch, Milsons Point	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division, Office Services Section, Records Sub-section, Milsons Point (No. 21)
-----------------------------	--	--

Duties: Management of the Registry including supervision, direction and training of staff in the system and procedures.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

VICTORIA

Engineering Division, Construction Branch

R. G. Irwin 59/58417T	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Third Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 2 \$10495-11059, Third Division, Country Installation No. 2 (East) Section, Melbourne
--------------------------	---	--

Duties: In charge of Country Installation No. 2 (East) Depot. Responsible for ordering, supply and delivery of material and tools to projects. Control of Transport, Long Line Test Room and test instrument repair centre.

G. G. Ewing 59/58100C	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division	Telecommunication Technical Officer, Grade 2 \$8929-9443, Fourth Division, Melbourne
--------------------------	--	--

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

Qualifications above two positions: An approved Technical College certificate or other approved qualifications and requisite experience.

Metropolitan Operations Branch

J. G. Gildea 59/58202W	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Metropolitan Operations No. 1 (West) Section, Williamstown
---------------------------	--	--

Duties: Officer in charge of a 4,000 line exchange comprising mixed crossbar and hybrid equipment.

K. H. Whimpey 59/59266R	Telecommunications Technical Officer, Grade 2 \$8929-9443, Fourth Division, Engineering Division	Senior Telecommunications Technical Officer, Grade 1 \$9700-10214, Fourth Division, Metropolitan Operations No. 1 (West) Section, Brooklyn
----------------------------	--	--

Duties: Officer in charge of a 7,000 line exchange comprising crossbar equipment.

Qualifications above two positions: An approved Technical College certificate or other approved qualifications and requisite experience.

J. W. Usher 73/41292E	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Metropolitan Operations No. 4 (North East) Section, Auburn (No. 269)
--------------------------	--	--

Duties: General clerical assistance to the Senior Telecommunications Technical Officer in charge of the telephone installation centre.

Regional Operations Branch

W. G. H. Haysom 59/58324C	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, Engineering Division	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Division, Melbourne (No. 79)
------------------------------	---	--

Duties: Allocate objectives, co-ordinate and provide technical guidance for the installation of non-exchange services throughout the State.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Wide knowledge of all types of non-exchange services and of the method of provision of such services.

J. Henderson 59/58336T	Senior Technical Officer (Engineering), Grade 1 \$9700-10214, Fourth Division, unattached	Senior Technical Officer (Engineering), Grade 2 \$10495-11059, Fourth Division, Melbourne (No. 78)
---------------------------	---	--

Duties: Within broad guidelines, prepare detailed plans of the more complex re-arrangements of junction circuits and cable pairs for miscellaneous services in the metropolitan area.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Wide knowledge of junction network circuit performance requirements. Ability to control staff.

M. D. Shipp 66/46401T	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Melbourne (No. 73)
--------------------------	--	---

Duties: Process and recommend for approval complex applications for non-exchange services. Assist in circuit design and the revision of technical standards for these services.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Knowledge of transmission standards applicable to non-exchange services.

C. A. Smith 59/61014C	Technical Officer (Engineering), Grade 1 \$7052-8694, Fourth Division, Engineering Division	Technical Officer (Engineering), Grade 2 \$8929-9443, Fourth Division, Melbourne (No. 72)
--------------------------	---	---

Duties: Under direction, prepare detailed plans of the more complex re-arrangements of junction circuits and cable pairs for miscellaneous services in the metropolitan area.

Qualifications: An approved technical college certificate or other approved qualifications and requisite experience. Knowledge of junction network utilisation practices.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
R. G. S. Paton 59/67414G	Lines Supervisor, Grade 3 \$8033, Fourth Division, Engineering Division	Line Inspector \$8694-9193, Fourth Division, South East Central Section, Fern-tree Gully
<i>Duties:</i> Line Inspector (Service).		
W. F. Day 66/45202T	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Central Western Section, Ararat
<i>Duties:</i> Equipment service.		
D. Zovi 66/45681E	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Radio Section, Richmond
<i>Qualifications above two positions:</i> An approved technical college certificate or other approved qualifications and requisite experience.		
W. E. De Voogd 59/66478E	Lines Supervisor, Grade 1 \$6710, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$7312, Fourth Division, Gippsland Section, Sale
<i>Duties:</i> In charge of team dismantling aerial wires.		
P. F. Calaby 69/40320X	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Central Western Section, Ballarat (No. 117)
<i>Duties:</i> Assistant Personnel Officer.		

Support Services Branch

J. Mang 70/45565X	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Engineering Division	Plan Records Assistant, Grade 1 \$2845-5707, Fourth Division, Drafting Section, Footscray (No. 438)
<i>Duties:</i> Convert simple plans of cables and conduits from Imperial to Metric measures in accordance with approved procedures and undertake related calculations and field investigations.		
<i>Qualifications:</i> A good standard of penmanship and experience appropriate to the duties desirable.		

Postal Services Division, Mail Exchange Branch

G. C. Crisfield 69/46587G	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Postal Services Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Melbourne (No. 40)
<i>Duties:</i> Prepare salary allowance claims on form 354E.		
<i>Qualifications:</i> A sound knowledge of salaries, wages and allowances including penalty payments for shift work, relative Awards and Determinations. Ability to cope with large volume of work with speed and accuracy together with Mail Exchange Branch experience is desirable.		

Postal Planning Branch

S. E. Beatty 73/37345X	Clerk \$7180-7935 (Class 4), Third Division, Postal Services Division	Project Officer \$9194-9869 (Class 6), Third Division, Long Range and Network Planning Section, Melbourne (No. 26)
K. F. Drinan 71/38333M	Clerk \$8187-8942 (Class 5), Third Division, Postal Services Division	Project Officer \$9194-9869 (Class 6), Third Division, Long Range and Network Planning Section, Melbourne (No. 27)
A. J. Willis 61/78214E	Assistant Inspector \$8187-8942 (Class 5), Third Division, Post Offices Branch, Geraldton, Western Australia	Project Officer \$9194-9869 (Class 6), Third Division, Long Range and Network Planning Section, Melbourne (No. 28)
<i>Duties:</i> Above three positions—Conduct investigations and undertake research into existing mail circulation arrangements within the State.		
<i>Qualifications:</i> Above three positions—Tertiary qualifications are desirable.		
D. M. Saunders 72/37288P	Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Department of Labor and Immigration, Central Office, Melbourne	Project Officer \$9194-9869 (Class 6), Third Division, Long Range and Network Planning Section, Melbourne (No. 30)
<i>Duties:</i> Conduct investigations and undertake research into the provision of the most efficient transport system for the State Mail Network.		
<i>Qualifications:</i> Tertiary qualifications are desirable. Ability to apply computer techniques to network design an advantage.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Post Offices Branch

G. C. Almond 66/45466W	Assistant Inspector \$8187-8942 (Class 5), Third Division, unattached	Inspector \$9194-9869 (Class 6), Third Division, Metropolitan Section, Mel- bourne (No. 71)
<i>Duties:</i> Assist the District Postal Manager in the management and control of the District.		
G. W. Peach 72/45030R (12.1.72)	Assistant Postal Officer \$2181-4361, Fourth Division, Hamilton	Postal Officer, Grade 1 (Driver) \$4475- 4823, Fourth Division, Hamilton

Telecommunications Division, Country Region

F. L. Barrot 66/38472E	Clerk \$7180-7935 (Class 4), Third Divi- sion, Telecommunications Division	Clerk \$8187-8942 (Class 5), Third Divi- sion, Central and Head Office Section, Melbourne (No. 23)
<i>Duties:</i> Develop and review divisional aspects of Regional Network Plans.		
<i>Qualifications:</i> A thorough knowledge of telephone service facilities and procedures is desirable.		

Metropolitan Region, Service Branch

E. G. Firth 59/64729E	Assistant Superintendent \$11383-11886 (Class 8), Third Division, Telecommuni- cations Division	Superintendent \$13394-13898 (Class 10), Third Division, Melbourne (No. 1)
<i>Duties:</i> Responsible to the Manager, Metropolitan Region for the management of the Service Branch.		

ADP Branch

P. M. Steele 71/42255W	Assistant Programmer \$8187-8942 (Class 5), Third Division, Department of Transport, Air Transport Group, Mel- bourne	Programmer \$9194-9869 (Class 6), Third Division, Technical Services Section, Clayton (No. 5)
<i>Duties:</i> Participate in the investigation of difficulties encountered in production processing in a large com- puter installation.		
<i>Qualifications:</i> Experience in computer programming and appropriate ADP training. Tertiary qualifications desirable.		

Finance and Accounting Branch

R. C. Evans 59/62564T	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Finance and Account- ing Branch	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Administrative and Relief Section, Melbourne (No. 6)
<i>Duties:</i> Officer-in-charge, Branch Registry.		
<i>Qualifications:</i> Thorough knowledge of Registry operations and ability to control staff desirable.		
K. F. Bottiglieri 72/37354K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Finance and Account- ing Branch	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance Section, Mel- bourne (No. 96)
<i>Duties:</i> Post allowances to draft paysheets.		

QUEENSLAND

Engineering Division, Administrative Branch

P. F. Chesher 69/61083P	Clerk \$2845-5836 (Class 1), Third Divi- sion, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, General Services Section, Bris- bane (No. 198)
<i>Duties:</i> Clerk, General. Provide assistance to the Assistant Administrative Officer.		
P. E. Cotterell 70/58767X	Clerk \$2845-5836 (Class 1), Third Divi- sion, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Staff and Industrial Section, Brisbane (No. 37)
<i>Duties:</i> Statistics Clerk. Receive monthly/quarterly Staffing and Establishment Returns, analyse, correlate and prepare the total Engineering Returns.		
G. E. Jarvis 69/57742A	Clerk \$2845-5836 (Class 1), Third Divi- sion, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Staff and Industrial Section, Brisbane (No. 42)
D. J. Reid 71/57041X	Clerk \$2845-5836 (Class 1), Third Divi- sion, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Staff and Industrial Section, Brisbane (No. 77)
K. M. Saunderson 70/57473X	Clerk \$2845-5836 (Class 1), Third Divi- sion, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Staff and Industrial Section, Brisbane (No. 43)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

N. R. Scott 70/58674G	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Staff and Industrial Section, Brisbane (No. 44)
--------------------------	---	--

Duties: Above four positions—Provide relief throughout the metropolitan area.

Construction Branch

J. Harris 70/57313X	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Metropolitan Installation No. 2 Section, Brisbane (No. 1365)
------------------------	---	---

Duties: Works Officer.

E. McCrossan 69/57705M	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Metropolitan Installation No. 2 Section, Brisbane (No. 1363)
---------------------------	---	---

Duties: Assistant Personnel Officer.

G. T. Browne 69/57133T	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Primary Works No. 2 Section, Brisbane (No. 1364)
---------------------------	---	---

Duties: Works Officer.

J. V. Strickland 59/16967W	Senior Postal Clerk, Grade 1 \$6252-6816, Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Primary Works No. 2 Section, Brisbane (No. 1362)
-------------------------------	--	---

Duties: Assistant Personnel Officer.

Country Branch

H. Stephens 59/19277X	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Gold Coast-Hinterland Section, Beenleigh
--------------------------	---	---

Duties: Area Supervisor.

N. A. Finlayson 59/18470X	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Gold Coast-Hinterland Section, Brisbane
------------------------------	---	--

A. E. Vogel 59/19390P	Lines Supervisor, Grade 2 \$7312, Fourth Division, Engineering Division	Lines Supervisor, Grade 3 \$8033, Fourth Division, Gold Coast-Hinterland Section, Brisbane
--------------------------	---	--

Duties above two positions: Estimating Supervisor.

Metropolitan Operations Branch

C. A. Wood 59/24860W	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Brisbane (No. 622)
-------------------------	---	---

Duties: Responsible to Administrative Officer for clerical work in Network Performance Office of Branch.

R. W. Porter 70/37835P	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, City Operations Section, Brisbane (No. 785)
---------------------------	---	--

Duties: Assistant Personnel Officer.

E. J. Smith 66/58039A	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, City Operations Section, Brisbane (No. 1400)
--------------------------	---	---

Duties: Staff Clerk.

Regional Operations Branch

J. C. Dawson 71/61599K	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Cable Protection Section, Brisbane (No. 1387)
---------------------------	---	--

Duties: Staff and Works Clerk.

S. E. Flanagan 67/57476E	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Radio Section, Brisbane (No. 303)
-----------------------------	---	--

Duties: Staff Clerk.

R. G. Ward 68/58384W	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Radio Section, Brisbane (No. 262)
-------------------------	---	--

Duties: Perform staffing and general administrative duties in the office of the Superintendent, Regulatory and Licensing.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

Support Services Branch

M. J. Pomerence 69/57307K	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Workshops Section, Brisbane (No. 139)
------------------------------	---	--

Duties: Works Clerk.

Postal Services Division, Post Offices Branch

P. E. Patterson 71/61902C (1.9.71 (59))	Postman \$4475-4823, Fourth Division, Townsville	Mail Officer (Recreation Leave Relief) \$4591-5508, Fourth Division, Townsville
---	--	---

Telecommunications Division, Country Region

H. C. Dash 67/61274X	Telephonist \$2191-4740, Fourth Division, Telecommunications Division	Monitor \$5199-5546, Fourth Division, Rockhampton
-------------------------	---	---

Duties: Assist with the supervision and management of the Rockhampton Telephone Exchange.
Qualifications: Must be qualified as Monitor (Telephone).

Metropolitan Region

A. J. Apelt 59/23219M	Clerk \$9194-9869 (Class 6), Third Division, Telecommunications Division	Assistant Superintendent \$10204-10879 (Class 7), Third Division, Service Branch, Service Advisory Section, Brisbane (No. 130)
--------------------------	--	--

Duties: Control of the Section responsible for service aspects of Phonecraft and Customer Advisory activities.

Finance and Accounting Branch

J. A. Scotney 72/58510W	Clerk \$2845-5836 (Class 1), Third Division, Finance and Accounting Branch	Clerk \$6052-6929 (Class 2/3), Third Division, Staff and Relieving Section, Brisbane (No. 42)
----------------------------	--	---

Duties: Branch Staff Clerk.

P. M. Bourke 61/61660P	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Staff and Relieving Section, Brisbane (No. 63)
---------------------------	---	--

Duties: Provide recreation leave relief for Clerical Assistants, Grade 3, and higher within the Branch.

P. J. Antcliff 73/61261G (11.4.73)	Assistant Postal Officer \$2181-4361, Postal Services Division	Assistant, Grade 1 \$2063-4514, Fourth Division, Staff and Relieving Section, Brisbane
---------------------------------------	--	--

Duties: Provide relief for Clerical Assistants, Grade 1, and higher within the Branch.

Supply Branch

J. B. Lowe 74/57435T	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Division, Procurement Section, Brisbane (No. 30)
-------------------------	---	---

Duties: Deal with requisitions for calling of quotations.

C. A. Armitage 64/61503A	Assistant, Grade 1 \$2063-4514, Fourth Division, Finance and Accounting Branch	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Procurement Section, Brisbane (No. 42)
-----------------------------	--	--

Duties: Follow-up of outstanding Traders Invoices for Collective Schedule deliveries with view to effecting prompt payment.

K. A. Stewart 69/57550E	Accounting Machinist, Grade 1 \$2220-4801, Fourth Division, Supply Branch	Accounting Machinist, Grade 2 \$5398, Fourth Division, Stock Control and Accounting Section, Brisbane (No. 54)
----------------------------	---	--

Duties: Operation of National 32 ledger posting machine.

Qualifications: Completion of prescribed test.

SOUTH AUSTRALIA

Engineering Division, Support Services Branch

D. D. Bolto 59/13756G	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division	Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Adelaide, vice R. N. Klingberg, prov. prom. 20.6.74
--------------------------	--	--

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

G. M. Killoran 61/70074M	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division	Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Adelaide, vice O. L. Tancock, prov. prom. 20.6.74
B. A. Kirby 59/14624E	Telecommunications Technical Officer, Grade 1 \$7756-8694, Fourth Division, Engineering Division	Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Adelaide, vice J. R. Nugent, prov. prom. 20.6.74
G. J. A. Stalenberg 59/42874A	Telecommunications Technician \$7052-7756, Fourth Division, Engineering Division	Technical Instructor, Grade 2 \$8929-9443, Fourth Division, Industrial Engineering and Training Section, Adelaide, vice H. W. Crouch, prov. prom. 20.6.74

Duties above four positions: Responsible to a Senior Technical Instructor, Grade 1, for the preparation and imparting of theoretical and practical instruction and performance of associated field work and extra-curricular duties.

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

Postal Services Division, Mail Exchange Branch

R. C. Ball 59/10060P	Mail Officer \$4591-5508, Fourth Division, Postal Services Division	Senior Mail Officer \$5756-5989, Fourth Division, Traffic Section, Adelaide
K. J. Tucker 59/11807P	Mail Officer \$4591-5508, Fourth Division, Postal Services Division	Senior Mail Officer \$5756-5989, Fourth Division, Traffic Section, Adelaide
<i>Duties above two positions:</i> Detailed work recording and despatch duties.		
J. G. Trembath 59/11794C	Mail Officer \$4591-5508, Fourth Division, Postal Services Division	Senior Mail Officer \$5756-5989, Fourth Division, Traffic Section, Adelaide
<i>Duties:</i> Undertake more involved and complicated despatches and under supervision, prepare work reports and carry out 'checking in' duties.		
<i>Qualifications above three positions:</i> Occupants must be qualified in accordance with conditions as notified in Gazette No. 25 A of 22.3.74.		

Post Offices Branch

R. L. Hastings 62/70209W	Postal Clerk \$4827-5989, Fourth Division, Naracoorte	Senior Postal Clerk, Grade 2 \$7048-7578, Fourth Division, Mount Gambier
W. G. Thompson 59/11767W	Postal Clerk \$4827-5989, Fourth Division, Blair Athol	Senior Postal Clerk, Grade 1 \$6252-6816, Fourth Division, Stirling
<i>Qualifications above two positions:</i> Occupants must be qualified in accordance with conditions notified in Gazette No. 9 of 30.1.73.		
P. B. Coady 72/70532E (20.12.72)	Assistant Postal Officer \$2180-4361, Fourth Division, Eastwood	Postman \$4475-4823, Fourth Division, Burnside
<i>Note:</i> Date of effect of this provisional promotion is 1.8.74.		
D. G. Stock 71/70194C (22.2.71)	Assistant Postal Officer \$2180-4361, Fourth Division, Kadina	Postman \$4475-4823, Fourth Division, Kadina
M. H. Foott 71/70523M (8.11.71)	Assistant Postal Officer \$2180-4361, Fourth Division, Blackwood	Postman \$4475-4823, Fourth Division, Kingswood
D. J. Norton 72/70251M (8.5.72)	Assistant Postal Officer \$2180-4361, Fourth Division, Port Augusta	Postman \$4475-4823, Fourth Division, Port Augusta
A. M. Dean 71/70510R (8.11.71)	Assistant Postal Officer \$2180-4361, Fourth Division, Port Adelaide	Postman \$4475-4823, Fourth Division, Woodville

Finance and Accounting Branch

S. N. Tucker 59/13398G	Clerk \$8187-8942 (Class 5), Third Division, Finance and Accounting Branch	Clerk \$9194-9869 (Class 6), Third Division, Finance Section, Adelaide (No. 43)
<i>Duties:</i> Direct and control the activities of the Accounts Payable Sub-section engaged in the preparation of the payroll, and examination of general expenditure and payment of these accounts. Act as Certifying Officer under Section 34 of the Audit Act and Treasury Regulations.		
<i>Qualifications:</i> Administrative ability and a knowledge of relevant Treasury Directions and Accounts Instructions relating to Departmental Expenditure on labour and general services desirable.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

POSTMASTER-GENERAL'S DEPARTMENT—continued

R. G. Brooks 59/12148T	Clerk \$7180-7935 (Class 4), Third Division, Finance and Accounting Branch	Clerk \$8187-8942 (Class 5), Third Division, Finance Section, Adelaide, vice S. N. Tucker, prov. prom. 18.7.74 (No. 48)
---------------------------	--	---

Duties: Officer-in-charge, Staff Pay. Supervise, direct and control Staff Pay Group. Control and direct the flow of work and ensure efficient co-ordination between various Divisions, Branches and Sections.

Qualifications: Thorough knowledge of payroll procedures, Audit Act, Treasury Regulations and ability to direct and control staff desirable.

WESTERN AUSTRALIA

Engineering Division, Administrative Branch

J. D. Stockbridge 60/78178P	Clerk \$6052-6929 (Class 2/3), Third Division, Engineering Division	Clerk \$7180-7935 (Class 4), Third Division, Staff and Industrial Section, Perth, vice D. W. Ramsay, prov. prom. 4.7.74 (No. 4235)
--------------------------------	---	--

Duties: Assistant Organisation Officer. Conduct field and other investigations into staffing proposals and recommend action to be taken. Review and revise Duty Statements.

S. K. Sparrow 71/75427C	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Engineering Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Staff and Industrial Section, Perth (No. 4308)
----------------------------	--	--

Duties: Perform routine clerical functions and recording duties associated with appointments, promotions, transfers and staff separations.

Country Branch

R. J. Christensen 59/52471P	Lineman, Grade 2 \$5990-6167, Fourth Division, Engineering Division	Lines Supervisor, Grade 2 \$7312, Fourth Division, North West Section, T4 'J' party
--------------------------------	---	---

Duties: Control of a camping party engaged mainly on cable works in North West Section.

Qualifications: Qualified cable joiner.

Support Services Branch

J. M. Hewson 71/75171G	Clerk \$2845-5836 (Class 1), Third Division, Engineering Division	Clerk \$6052-6929 (Class 2/3), Third Division, Automotive Plant Section, Perth (No. 673)
---------------------------	---	--

Duties: Staff Clerk.

Postal Services Division, Post Offices Branch

H. T. Beesley 59/50140P	Postmaster, Grade 3 \$8396-9256, Third Division, Postal Services Division	Postmaster, Grade 4 \$9542-10296, Third Division, Port Hedland
----------------------------	---	--

Quarters: Five rooms (three bedrooms).

A. G. Smith 71/78652C	Assistant Postal Officer \$2181-4361, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Geraldton
--------------------------	---	---

D. F. Scott 72/78860K	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4591-5508, Fourth Division, West Perth
--------------------------	--	--

M. R. Davey 73/79610K (30.10.73)	Assistant Postal Officer \$2181-4361, Fourth Division, unattached	Postman \$4475-4823, Fourth Division, Cannington
-------------------------------------	---	--

Telecommunications Division, Service Branch

I. F. Wallace 69/75856P	Clerk \$2845-5836 (Class 1), Third Division, Telecommunications Division	Clerk \$6052-6929 (Class 2/3), Third Division, Main Trunk Exchange, Perth (No. 139)
----------------------------	--	---

Duties: Staff Clerk. Control and supervise the staff unit, Staff Sub-section, MTX. Oversight the preparation of penalty, wages and allowance claims. Process staff confirmations, transfers and separations. Prepare higher duties schedules and staff statistical returns.

Qualifications: Sound knowledge of Public Service Act and Regulations, General Orders, Personnel Instructions and relevant Awards and Determinations desirable.

Supply Branch

A. R. Atkinson 59/50066W	Clerk \$7180-7935 (Class 4), Third Division, Supply Branch	Clerk \$8187-8942 (Class 5), Third Division, Stores Accounting and Warehousing Section, Perth (No. 514)
-----------------------------	--	---

Duties: Direct the activities of the Stock Control Section.

Qualifications: Sound knowledge of Supply Branch practices and procedures desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

TASMANIA

Postal Services Division, Post Offices Branch

P. J. Sherriff 64/83018K	Postal Clerk \$4827-5989, Fourth Division, Postal Services Division	Senior Postal Clerk, Grade 1 \$6252-6816, Fourth Division, Launceston District, Currie, K.I.
-----------------------------	---	--

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

M. D. Hennessy 71/83062M	Postman \$4475-4823, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4951-5508, Fourth Division, Burnie
-----------------------------	--	--

Duties: Relief duties.

V. E. Yaldwin 72/83133W	Postal Officer, Grade 1 \$4475-4823, Fourth Division, Postal Services Division	Postal Officer, Grade 2 \$4591-5508, Fourth Division, Burnie
----------------------------	--	--

Duties: Relief duties.

Engineering Division

A. Cislo 73/83122A	Workshops Assistant, Grade 1 \$2129-4432, Fourth Division, Engineering Division	Telecommunications Assistant \$2461-5173, Fourth Division, Southern Operations Section, Glenorchy
-----------------------	---	---

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

DEPARTMENT OF THE PRIME MINISTER AND CABINET

CENTRAL OFFICE

Welfare Division

E. M. Wachniewski 71/86609R	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 98)
--------------------------------	---	--

Duties: Provide steno-secretarial services for a First Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Projects Division

P. Foxall 73/85270G	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 663)
------------------------	---	---

Duties: Provide steno-secretarial services for a First Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Protection Policy Division

M. Chipperfield 69/87045R	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 404)
------------------------------	---	---

Duties: Provide steno-secretarial services for a First Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Economic Division

G. Peattie 69/87016A	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 12)
-------------------------	---	--

Duties: Provide steno-secretarial services for a First Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Operations Division

A. M. O'Sullivan 72/85854A	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 646)
-------------------------------	---	---

Duties: Provide steno-secretarial services for a First Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

Prime Minister's Branch

N. W. Dann 59/24961K	Clerk \$9194-9869 (Class 6), Third Division, Department of Health	Clerk \$10204-10879 (Class 7), Third Division, Correspondence and Liaison Section, vice J. R. Gallaher, prov. prom. 23.5.74 (No. 584)
-------------------------	---	---

Duties: Supervise team engaged in preparation of ministerial correspondence, prepare more complex correspondence, undertake research where necessary to provide answers to correspondence.

Qualifications: Proven writing ability, academic qualifications desirable.

Cabinet and Legislative Programming Division

C. H. Egging 67/86911R	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 299)
---------------------------	---	---

Duties: Provide steno-secretarial services for a First Assistant Secretary.

Qualifications: Shorthand, at least 100 words per minute.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE PRIME MINISTER AND CABINET—continued

External Relations and Defence Division

P. C. Handby 73/86566R	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 6264-6744, Fourth Division, Canberra (No. 41)
---------------------------	--	---

Duties: Provide steno-secretarial services for a First Secretary.
Qualifications: Shorthand, at least 100 words per minute.

Consulting Economist Branch

D. Watters 73/87378A	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 644)
-------------------------	--	--

Duties: Provide steno-secretarial services for a First Assistant Secretary.
Qualifications: Shorthand, at least 100 words per minute.

Development Division

V. M. Urquhart 71/85631P	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 645)
-----------------------------	--	--

Duties: Provide steno-secretarial services for a First Assistant Secretary.
Qualifications: Shorthand, at least 100 words per minute.

National Gallery

R. J. Hickey 72/87043P	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, Canberra (No. 339)
---------------------------	--	--

Duties: Provide steno-secretarial services for the Director.
Qualifications: Shorthand, at least 100 words per minute.

THE OFFICE OF THE PUBLIC SERVICE BOARD

CENTRAL OFFICE

Public Service Inspector's Office

E. M. Erdos 74/86046X	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra (No. 492)
--------------------------	---	---

Duties: Attend public counter and answer enquiries relating to employment; process applications for temporary employment as Clerical Assistant.

Organisation Division, Organisation Branch No. 1

D. T. Swieringa 66/87098R	Assistant Inspector \$11383-11886, (Class 8), Third Division, Canberra	Assistant Inspector \$12389-12890, (Class 9), Third Division, Canberra, vice E. J. Williams, prov. prom. 18.7.74 (No. 216)
------------------------------	--	--

Duties: Examine and report on organisation, establishment and classification matters and determine them within the limits of delegated authority.

E. J. Williams 58/45671M	Inspector \$12389-12890, (Class 9), Third Division, Canberra	Senior Inspector \$14401-14904, (Class 11), Third Division, Canberra (No. 164)
-----------------------------	--	--

Duties: Undertake major examinations of and specific assignments on departmental establishment proposals. Determine organisation, establishment, and classification matters within the limits of delegated authority.

Organisation Branch No. 2

S. J. Geddes 65/37470T	Assistant Inspector \$11383-11886, (Class 8), Third Division, Canberra	Inspector \$12389-12890, (Class 9), Third Division, Canberra (No. 66)
---------------------------	--	---

Duties: Examine and report on organisation, establishment and classification matters and determine them within the limits of delegated authority.

Personnel Management Division, Recruitment Branch

C. K. Luckett 68/66730W	Employment Officer \$7180-7935, (Class 4), Third Division, Department of Labor and Immigration, Canberra	Clerk \$8187-8942, (Class 5), Third Division, Recruitment Programmes Section, Canberra (No. 540)
----------------------------	--	--

Duties: Assist with investigations and prepare reports and correspondence on recruitment policies and procedures and on Departmental recruitment problems in particular employment categories.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

OFFICE OF THE INDUSTRIES ASSISTANCE COMMISSION

Services Branch

M. C. Smith
71/66329A
Clerk \$9194-9869, (Class 6), Third Division, Australian Bureau of Statistics, Department of the Treasury, Canberra

Inspector \$10204-10879, (Class 7), Third Division, Management Services Section, Management Projects and Review Sub-section, Canberra, vice A. K. E. Darbyshire, prov. prom. 11.7.74 (No. 516)

Duties: Investigate and review personnel practices and policies including aspects associated with the development of staff and staff morale, turnover and career planning.

Qualifications: Extensive relevant experience, ability to undertake investigations, prepare high quality reports and counsel staff. Appropriate academic qualifications desirable.

Project Division No. 2, Project Branch No. 6

J. T. Hawksworth
70/99057T
Project Officer \$11383-11886, (Class 8), Third Division, Canberra

Senior Project Officer \$12389-12890, (Class 9), Third Division, Canberra (No. 408)

Duties: Collate and prepare material for use by the Commission in its inquiries. Prepare analyses of evidence and draft submissions.

Qualifications: Ability to collate and analyse information and prepare submissions. Appropriate academic qualifications desirable.

DEPARTMENT OF REPATRIATION AND COMPENSATION

CENTRAL OFFICE

Management Services Division, Methods and Services Branch

B. A. Buckley
62/11916G
Clerk \$8187-8942, (Class 5), Third Division, Sydney

Senior Training Officer, Grade 2 \$10204-10879, (Class 7), Third Division, Personnel, Establishments and Training Section, Training and Staff Development Sub-section, Canberra (No. 7)

Duties: Plan, design, co-ordinate and evaluate Managerial and higher level supervisory training to meet Departmental requirements.

Qualifications: Relevant training experience; tertiary qualifications desirable.

NEW SOUTH WALES

Out-patient Clinic

D. L. Glover
72/10498G
Clerical Assistant, Grade 2 \$4611-4902, Fourth Division

Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section (No. 141)

Duties: Relieve Fourth Division Officers within the Out-patient Clinic.

V. Abela
72/10514T
Clerical Assistant, Grade 1 \$2063-4514, Fourth Division

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services Section (No. 142)

R. E. Gillies
72/15236E
Clerical Assistant, Grade 1 \$2063-4514, Fourth Division

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services Section (No. 143)

R. Edgecombe
73/16232E
Clerical Assistant, Grade 1 \$2063-4514, Fourth Division

Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Administrative Services Section (No. 12)

Duties above three positions: Provide appointment times in all specialties to Appointment Clerks, Reception Officers, etc. Endorse times and dates of appointments on files and advices to patients.

Branch Office

M. L. Monaghan
62/12122K
Clerk \$6052-6929, (Class 2/3), Third Division

Clerk \$7180-7935, (Class 4), Third Division, Pensions Section, Sydney (No. 31)

Duties: Supervise and direct the work of the incapacity review group. Keep work methods under review to ensure prompt processing. Exercise delegations. Prepare complex correspondence and conduct interviews.

Qualifications: Knowledge of Repatriation Act, Regulations and General Orders Pensions desirable.

P. Holmes
66/10084R
Clerk \$6052-6929, (Class 2/3), Third Division

Clerk \$7180-7935, (Class 4), Third Division, Pensions Section, Sydney (No. 57)

Duties: Provide relief throughout Pensions Section.

Qualifications: Knowledge of Repatriation Act, Regulations and General Orders Pensions desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF REPATRIATION AND COMPENSATION—continued

VICTORIA

Repatriation General Hospital

S. E. McKenzie 69/36180A	Typist, Grade 1 \$4440-4801, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Heidelberg (No. 62)
-----------------------------	---	--

Duties: Senior Radiologist's secretary.

J. F. Memery 73/38787G	Clerical Assistant Grade 1, \$4126-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Patient Services Sec- tion, Heidelberg (No. 87)
---------------------------	---	---

Duties: Answer inquiries regarding patients and direct visitors to wards.

Note: The occupant of this position will be expected to work shift duty on any five days in a week.

QUEENSLAND

Branch Office

J. J. Hillier 72/57999R	Clerk \$2845-5836, (Class 1), Third Divi- sion	Clerk \$6052-6929, (Class 2/3), Third Division, Personnel Section, Brisbane (No. 8)
----------------------------	---	---

Duties: Standard Personnel Records Clerk.

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

SOUTH AUSTRALIA

Branch Office

C. J. Gallina 71/67286E	Typist, Grade 1 \$2220-4801, Fourth Division, Typists Section, Branch Office	Accounting Machinist, Grade 2 \$5398, Fourth Division, Accounts Section, Branch Office (No. 32)
----------------------------	---	---

Duties: Accounting Machinist.

Repatriation General Hospital, Daw Park

G. G. Boyle 69/39305W	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Administrative Services Section, Daw Park	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Services Section, Daw Park (No. 9)
--------------------------	---	---

Duties: X-ray Assistant.

Repatriation Hospital, 'Birralee'

D. D. Pilkington 72/66583X	Clerk \$2845-5836, (Class 1), Third Division, unattached	Clerk \$6052-6929, (Class 2/3), Third Division, Belair (No. 1)
-------------------------------	---	---

Duties: Supply Officer. Ensure the efficient lay administration of the Hospital. Prepare and review finan-
cial estimates. Control stores and equipment. Maintain appropriate accounting records for payments by
patients for Nursing Home Care.

Qualifications: Knowledge and expertise in Departmental stores/accounting procedures and ability to super-
vise and control staff desirable.

WESTERN AUSTRALIA

Branch Office

C. J. Williams 58/32254C	Deputy Commissioner \$13394-13898 (Class 10), Third Division, Hobart	Deputy Commissioner \$14401-14904, (Class 11), Third Division, Perth (No. 1)
-----------------------------	---	--

Duties: Responsible for administration of the Western Australian Branch Office.

Note: This promotion takes effect from 2.9.74.

DEPARTMENT OF SCIENCE

CENTRAL OFFICE

General Services Division Grants and Projects Branch

R. W. Ward 68/58243E	Employment Officer \$7180-7935 (Class 4), Third Division, Department of Labor and Immigration, Brisbane	Clerk \$9194-9869 (Class 6), Third Division, Grants Section, Canberra (No. 10)
-------------------------	---	---

Duties: Oversight matters associated with Australian Research Grants Committee. Process recommendations for
grants and oversight the administration of payment of grants. Prepare submissions, briefs, notes and more important
correspondence.

Qualifications: Tertiary qualifications desirable.

<i>Name and personnel number (also seniority reference if Regulation 109G applies)</i>	<i>Promoted from</i>	<i>Promoted to</i>
J. L. Pollard 71/67278G	Clerk \$7180-7935 (Class 4), Third Division, Department of Repatriation and Compensation, Canberra	Clerk \$9194-9869 (Class 6), Third Division, Grants Section, Canberra (No. 54)
<i>Duties:</i> Provide administrative support to the Advisory Committee on Research into the Crown-of-thorns Starfish, the Queen Elizabeth II Fellowship Committee and the Queen's Fellowships Committee. Assist in establishing liaison between these Committees and appropriate institutes and bodies. <i>Qualifications:</i> Appropriate academic qualifications desirable. Proven administrative ability. Experience in committee secretariat duties an advantage.		
E. V. Catanzariti 73/89998R	Clerical Assistant, Grade 1 \$2063-4363, Fourth Division, Canberra	Clerical Assistant, Grade 3 \$5048-5489 Fourth Division, Grants Section, Canberra (No. 15)
<i>Duties:</i> Under direction, provide assistance in the movement of papers and files, copying services, collation of reports etc. Assemble and distribute papers for members of ARGC, QEII Fellowships Committee and Crown-of-thorns Starfish Committee.		

NEW SOUTH WALES

Patent Trade Marks and Designs Office, Trade Marks Sub-Office

D. D. Thomas 72/13149K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Sydney	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Sydney (No. 27)
<i>Duties:</i> Assist to maintain patent, trade marks and designs search material.		
R. A. Pace 73/11139W	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Attorney-General's Department, Sydney	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Sydney, vice D. J. Warren, prov. prom. 16.5.74 (No. 5)
<i>Duties:</i> Assist to maintain patent, trade marks and designs search material.		

VICTORIA

Australian Government Analytical Laboratories, General Services Branch

D. D. L'Huillier 73/88829C	Chemist, Class 1 \$6250-9262, Third Division	Chemist, Class 2 \$9715-10861, Third Division, Laboratory Section, Melbourne (NP)
<i>Duties:</i> Head a new sub-section engaged in the determination of tar and nicotine contents of cigarettes on the Australian market. Develop methods to be used. Liaise with the cigarette manufacturing industry. <i>Qualifications:</i> Appropriate degree or diploma from a recognised institution. Direct relevant experience in the testing of cigarettes desirable.		

BUREAU OF METEOROLOGY

HEAD OFFICE

Management Branch

S. Morgan 73/38881P	Clerk \$2845-5179 (Class 1), Third Division, Melbourne	Clerk \$6052-6929 (Class 2/3), Third Division, Finance and Supply Section, Melbourne (No. 214)
<i>Duties:</i> Collector of public moneys. <i>Qualifications:</i> Wide experience in relevant accounting procedures. Knowledge of Audit Act, Treasury Regulations and directions.		
J. D. Clarke 63/38167W	Clerk \$10204-10879 (Class 7), Third Division, Postmaster-General's Department, Melbourne	Clerk \$11383-11886 (Class 8), Third Division, Personnel Section, Melbourne (No. 424)
<i>Duties:</i> Formulate the program for the continuous review of the Bureau's establishment. Develop methods for assessing the Bureau's establishment needs. Prepare organisation proposals and conduct negotiations with the Public Service Board. <i>Qualifications:</i> Ability to examine critically organisation problems and apply objective analytical methods to their solution. Applicants should give details of relevant experience particularly in a scientific technical organisation.		

Services Branch

H. C. Abt 73/36142E	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Analysis Section, Melbourne (No. 18)
<i>Duties:</i> Decode observational messages. Enter decoded data on synoptic and upper air routes. Identify missing and anomalous data; take corrective action as required. <i>Qualifications:</i> Neatness and legibility of handwriting an advantage. <i>Note:</i> This position involves shift work.		
D. Sumner 71/38879M	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489 Fourth Division, Analysis Section, Melbourne (No. 21)
<i>Duties:</i> Decode observational messages. Enter decoded data on synoptic and upper air routes. Identify missing and anomalous data; take corrective action as required. <i>Qualifications:</i> Neatness and legibility of handwriting an advantage. <i>Note:</i> This position involves shift work.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SCIENCE—continued

NEW SOUTH WALES

Regional Office

A. A. Cowie 63/11487E	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520, Fourth Division, Facilities and Information Section, Sydney (No. 164)
--------------------------	---	--

Duties: Develop, control and operate systems for the checking, storage, selection, presentation and supply of meteorological data and records maintained in Regional Office. Carry out more difficult tasks associated with the extraction and checking of data including data for artified extracts for court evidence. Supervise and direct work of subordinate staff.

WESTERN AUSTRALIA

Regional Office

K. L. Green 71/75217C	Typist, Grade 2 \$4956-5266, Fourth Division, unattached	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Administrative Section, Perth (No. 2)
--------------------------	---	--

Duties: Perform stenographic and typing duties and provide secretarial assistance to the Regional Director.

Qualifications: Shorthand, at least 100 words per minute.

E. W. Wilkin 72/75324W	Senior Storeman \$4948-5207, Fourth Division, Supply Branch, Postmaster- General's Department, Perth	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Administrative Section, Perth (No. 5)
---------------------------	--	---

Duties: Responsible for maintenance of regional store.

Qualifications: Stores and dispatch experience desirable.

DEPARTMENT OF SERVICES AND PROPERTY

CENTRAL STAFF

Parliamentary and Special Projects Section

M. J. Short 70/86332M	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Department of Minerals and Energy	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division (No. 1617)
--------------------------	---	--

Duties: Maintain records of office machines and equipment on issue to Senators and Members of the Australian Parliament; prepare statements and listings on machine matters.

Management Services Branch

G. S. Townley 74/86930W	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Personnel and Services Section, vice, G. A. Withers, prov. prom. 28.3.74 (No. 699)
----------------------------	---	--

Duties: Team Leader. Lead a team engaged on maintenance of standard personnel records.

Qualifications: Sound knowledge of ADP salaries system together with knowledge of Public Service Act, General Orders and Superannuation Instructions.

K. E. Romanes 73/88891P	Clerk \$2845-5836 (Class 1), Third Division, unattached	Clerk \$6052-6929 (Class 2/3), Third Divi- sion, Personnel and Services Section (No. 703)
----------------------------	--	---

Duties: Prepare gazette notices of vacancies, promotions, transfers and separations and prepare associated correspondence. Induct new starters.

Qualifications: Experience relevant to the duties of the position.

Property Division, Accommodation Branch

J. L. Brunton 61/66537X	Clerk \$12389-12890 (Class 9), Third Divi- sion	Principal Executive Officer \$13394-13898 (Class 10), Third Division, Research and Investigation Section (No. 52)
----------------------------	--	---

Duties: Direct research and investigation projects leading to the development of policies relating to the provision and management of Australian Government office accommodation.

Qualifications: Experience in forward programming and the management of project or investigation staff. Academic qualifications desirable.

A.C.T. Property Branch

R. M. Preston 73/87454C	Typist, Grade 2 \$4956-5266, Fourth Divi- sion	Steno-secretary, Grade 1 \$5547-5906, Fourth Division (No. 2197)
----------------------------	---	---

Duties: Provide secretarial and stenographic services for Second Division officers.

Qualifications: Shorthand, at least 100 words per minute.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

Overseas Property Bureau, Operations Branch

D. B. Cadden 72/87012P <i>Duties:</i> Provide secretarial and stenographic services for Second Division officers. <i>Qualifications:</i> Shorthand, at least 100 words per minute.	Typist, Grade 2 \$4956-5266, Fourth Division	Steno-secretary, Grade 1 \$5547-5906, Fourth Division (No. 838)
---	--	---

VICTORIA

Property Division, Accommodation Section

G. M. Black 68/36629E	Clerk \$6052-6929 (Class 2/3), Third Division, Department of the Treasury, Melbourne	Clerk \$7180-7935 (Class 4), Third Division, Accommodation Projects Sub-section (No. 10)
T. N. Burke 71/38316M	Clerk \$6052-6929 (Class 2/3), Third Division, Department of Manufacturing Industry, Melbourne	Clerk \$7180-7935 (Class 4), Third Division, Accommodation Projects Sub-section, vice R. J. Jones, prov. prom. 27.6.74 (No. 60)
G. J. County 73/39420T	Clerk \$4741-5836 (Class 1), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Accommodation Projects Sub-section (No. 123)
W. F. Brown 58/38206X	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Accommodation Projects Sub-section (No. 374)

Duties: Continuously collect, analyse and assess information for use in investigating accommodation variation proposals and office construction projects. Assist investigators in the examination of proposals. Undertake minor investigations into proposed accommodation variations.

Qualifications: Ability to conduct investigations and prepare associated reports.

WESTERN AUSTRALIA

Survey Branch

G. H. N. Smith 58/34582P <i>Duties:</i> Direct and control the activities of the Drafting Section. <i>Qualifications:</i> Approved technical college certificate or other approved qualifications, and requisite experience. In lieu of notification appearing in the <i>Gazette</i> of 11.7.74, the effective date of this promotion is 11.7.74.	Supervising Draftsman \$10495-11059 Third Division	Chief Draftsman, Grade 1 \$11970-12287, Third Division, Perth (No. 2013)
---	--	--

NORTHERN TERRITORY

Survey Branch

M. B. Britton 74/95156R <i>Duties:</i> Conditions governing promotion as Trainee Draftsman are as shown on page 79 of <i>Gazette</i> No. 25A of 22.3.74. <i>Qualifications:</i> He possesses qualifications which will admit him to a course of training for an approved certificate of a Technical College or equivalent Institution recognised by the Board.	Clerk \$2845-5836 (Class 1), Third Division	Trainee Draftsman \$3058-5900, Third Division, Drafting Section, Darwin
---	---	---

Property Division

V. M. Stephen 66/70039M <i>Duties:</i> Personnel Officer. Direct and control the activities of the Personnel and Office Services Sub-section. <i>Qualifications:</i> A sound knowledge of the Public Service Act and Regulations, General Orders, Awards and Determinations and the ability to control staff desirable.	Clerk \$7180-7935 (Class 4), Third Division, Darwin	Clerk \$8187-8942 (Class 5), Third Division, Accounts and Personnel Section, Darwin (No. 191)
J. Bryan 72/95616C <i>Duties:</i> Staff Clerk. Supervise and direct the work of the Personnel and Recruitment Cell.	Clerk \$6052-6929 (Class 2/3), Third Division, Darwin	Clerk \$7180-7935 (Class 4), Third Division Accounts and Personnel Section, Darwin vice V. M. Stephen, prov. prom. 18.7.74 (No. 192)
M. H. White 70/36905X <i>Duties:</i> Carry out title searches in connection with Special Acquisition programmes and maintain progress registers recording stages of proposed acquisition, expenditure and revenue leases etc.	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Property Management Section, Darwin (No. 187)

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY:

CENTRAL STAFF

Office of the Australian Health Insurance Commission

C. J. Muir 58/15100X	Project Officer \$11383-11886 (Class 8), Third Division, Department of Agriculture, Canberra	Executive Officer \$12389-12890 (Class 9), Third Division, Administration Section, Canberra (No. 795)
-------------------------	--	---

Duties: Supervise matters relating to the acquisition, layout, maintenance and equipping of accommodation for the Health Insurance Commission.

Note: It is envisaged that legislation will be introduced shortly to establish a Commission. The occupant of the above position will transfer to the Commission and the Public Service position will be abolished. Transfers would take place when the legislation is passed. The Officers' Rights Declaration Act is to apply to officers of the Public Service appointed to the Commission.

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

Management Division, Establishments and Finance Branch

O. C. Oliver 74/36527R	Clerk \$4741-5836 (Class 1), Third Division, Australian Bureau of Statistics, Canberra	Senior Training Officer. Grade 1 \$9194- 9869 (Class 6), Third Division, Personnel and Services Section, Canberra (No. 708)
---------------------------	---	---

Duties: As appropriate, investigate, arrange, conduct, review and oversight training for a Division of the Department in Central and State Offices.

Qualifications: Experience, knowledge and ability in management and training desirable.

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

ADP Branch

E. Atkinson 73/99032E	Senior Programmer \$12389-12890 (Class 9), Third Division	Assistant Director \$13394-13898 (Class 10), Third Division, Planning and Services Section, Canberra (No. 766)
--------------------------	--	--

Duties: Direct the work of the sub-section responsible for the forward planning of computer systems within the Department.

M. A. Whitelaw 67/12232K	Programmer \$11383-11886 (Class 8), Third Division, Canberra	Senior Programmer \$12389-12890 (Class 9), Third Division, Applications Section, Canberra, vice E. Atkinson, prov. prom. 18.7.74 (No. 584)
-----------------------------	---	---

Duties: Co-ordinate and control the work of programmers engaged on the design, program development and maintenance and operation of the National data acquisition system involving the installation of computing terminal facilities in Regional Offices.

Social Welfare Division, Project and Development Branch

K. C. Kern 58/23965A	Director \$14401-14904 (Class 11), Third Division, Department of Labor and Immigration, Canberra	Assistant Director-General \$17776, Second Division, Canberra (No. 681)
-------------------------	--	--

Duties: Administer the Project and Development Branch. Initiate and conduct departmental services and projects in social welfare and evaluate existing programmes of social welfare in the Department. Establish and conduct a programme of research in social welfare.

Qualifications: University degree or other tertiary qualifications in the socio-behavioural sciences, preferably with a senior degree and experience of a high order in research and policy in social welfare.

J. E. Mills 74/87380M	Clerk \$2713-5836 (Class 1), Third Division, unattached	Clerk \$7180-7935 (Class 4), Third Division, Special Projects Section, Canberra (No. 308)
--------------------------	--	---

Duties: Record social welfare operations in Australia and overseas and maintain statistical and other records of the Branch.

Rehabilitation and Compensation Division, Rehabilitation Services Branch

M. M. Gartland 58/35388K	Senior Executive Officer \$12389-12890 (Class 9), Third Division, Department of Repatriation and Compensation, Canberra	Director \$13394-13898 (Class 10), Third Division, Rehabilitation Operations Section, Canberra, vice R. C. Kaiser, prov. prom. 23.5.74 (No. 284)
-----------------------------	---	---

Duties: Oversight the administration of the Australian Government Rehabilitation Service and Training Scheme for Widow Pensioners; supervise the preparation of Ministerial correspondence and submissions on casework and operations policy.

Qualifications: Demonstrated administrative ability at a high level; academic qualifications to be stated.

S. C. Dean 56/85238W	Clerk \$6052-6929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Aged Persons Welfare Section (No. 346)
-------------------------	--	--

Duties: Perform general duties in connection with the Aged Persons Homes Act (Parts II and III), the Delivered Meals Subsidy Act and the States Grants (Home Care) Act.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

Benefits, Policy and Review Division, Review and Appeals Branch

J. L. Moor 70/57924P	Clerk \$4741-5836 (Class 1), Third Division, Brisbane	Clerk \$8187-8942 (Class 5), Third Division, Benefits Section, Canberra (No. 241)
-------------------------	--	--

Duties: Examination of less involved claims for benefits under Social Services legislation which are required to be submitted to Central Office for determination. A sound knowledge of the Social Services Act is desirable.

Medical Insurance Services Division, Practitioner Services Branch

G. I. Cutler 67/66717X	Clerk \$7180-7935 (Class 4), Third Division, Department of Manufacturing Industry, Canberra	Clerk \$8187-8942 (Class 5), Third Division, Administration Section, Canberra (No. 467)
---------------------------	---	---

Duties: Examine applications received from practitioners for recognition as approved dentists; prepare relevant material for the committees set up to consider such applications. Prepare associated correspondence.

D. T. Roth 74/81121P	Clerk \$4741-5836 (Class 1), Third Division, unattached	Clerk \$8187-8942 (Class 5), Third Division, Administration Section, Canberra (No. 461)
-------------------------	--	---

Duties: Examine cases submitted by the Medical Services Committees of Inquiry and prepare relevant correspondence.

VICTORIA

Management Branch

P. F. O'Brien 69/36383G	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Establishments and Finance Section, Finance Sub-section, Melbourne (No. 51)
----------------------------	---	--

Duties: Maintain the cheque issue registers covering all benefits of the Department.

B. R. Carnie 72/37406T	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Establishments and Finance Section, Finance Sub-section, Melbourne (No. 47)
---------------------------	---	--

Duties: Maintain custody of schedules of cheques issued and supply information to OIC Reconciliation and Paid Cheques to enable searches for paid cheques to be performed. Note details of stop payment intercepts on cheque issue schedules and answer telephone and counter inquiries regarding the issue of cheques.

K. E. Treloar 71/42519Q	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Rehabilitation and Ser- vices Section, Glen Waverley Rehabili- tation Centre, Glen Waverley (No. 1248)
----------------------------	---	---

Duties: Receptionist. Attend to inquiries, and direct inquirers and rehabilitees to location points.

N. Gidas 73/37697T	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Department of Defence	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Operations Section, Procedures Control and Development Sub- section, Melbourne (No. 1666)
-----------------------	--	--

Duties: Prepare and maintain the Central Manuals Library, cross-referenced index of content subjects and associated records. Assist with constant revision of locally produced manuals; arrange availability of supplies, printing, etc., of manuals.

Qualifications: Artistic talent for design and layout of forms desirable.

J. S. Buttfield 69/58274W	Clerk \$6052-6929 (Class 2/3), Third Divi- sion	Clerk \$7180-7935 (Class 4), Third Division, Establishments and Finance Section, Finance Sub-section, Melbourne (No. 63)
------------------------------	--	--

Duties: Officer-in-charge Overseas Pensions. Supervise and control the work of the Overseas Pensions Unit. Check that grants carried out by computer processing are based on valid authorities.

Regional Offices Branch

N. D. Counahan 66/39188X	Clerk \$7180-7935 (Class 4), Third Division	Pensions Officer \$8187-8942 (Class 5), Third Division, Regional Office, Sale (No. 420)
-----------------------------	---	---

Duties: Travelling Pensions Officer—Visit claimants for pension in areas not within reasonable distance of the Office, interview claimants and make recommendations for grant or rejection.

Qualifications: A sound knowledge of the Social Services Act, procedures and instructions and possession of a motor driver's licence desirable.

WESTERN AUSTRALIA

Management Branch

K. E. Ellison 62/75001X	Examiner, Grade 3 \$7180-7935 (Class 4), Third Division, Benefits Branch	Registrar \$9194-9896 (Class 6), Third Divi- sion, Geraldton (No. 681)
----------------------------	---	---

Duties: Responsible for the proper functioning of the Regional Office and control of the staff. Determine claims for Age, Invalid, Widows, Wives Pensions and Supporting Mothers Benefit, as well as claims for Supplementary Assistance.

Qualifications: Sound knowledge of Social Services Act.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF SOCIAL SECURITY—continued

- S. R. Quinton
72/75531G
Duties: Examine claims for Age, Invalid, Widows, Wives Pension, Supporting Mothers Benefit and Supplementary Assistance.
Qualifications: Sound knowledge of Social Services Act.
- Clerk \$4741-5836 (Class 1), Third Division, Benefits Branch
- Pensions Officer \$8187-8942 (Class 5), Third Division, Geraldton (No. 682)
- R. J. Tolliday
73/75175G
Duties: Determine claims for Unemployment, Sickness and Special Benefits.
Qualifications: Sound knowledge of Social Services Act.
- Clerk \$2845-5836 (Class 1), Third Division, Operations Section
- Clerk \$7180-7935 (Class 4), Third Division, Geraldton (No. 683)
- K. B. Smith
72/75490K
Duties: Attend to Counter Inquiries on all Benefits administered by the Department.
Qualifications: Sound knowledge of Social Services Act.
- Clerical Assistant, Grade 1 \$4126-4514, Fourth Division, unattached
- Clerical Assistant, Grade 4 \$5636-5930 Fourth Division, Geraldton (No. 685)
- G. R. Bower
58/13495M
Duties: Supervise and co-ordinate the work of the Finance Sub-section.
Qualifications: Sound knowledge of the Audit Act and Treasury Regulations desirable.
- Accountant \$8187-8942 (Class 5), Third Division, unattached
- Clerk \$9194-9896 (Class 6), Third Division, Establishments and Finance Section, Perth (No. 327)

DEPARTMENT OF THE SPECIAL MINISTER OF STATE

NATIONAL LIBRARY OF AUSTRALIA

AUSTRALIAN CAPITAL TERRITORY

Resources Organisation and Development Branch

- C. Boreham
66/86684K
Duties: Design, establish and promote the operations of the Australian National Transfer Centre (NITC) for the UNESCO International Information System on Research in Documentation (ISORID) and the National Register of Research in the Social Sciences and Humanities.
Qualifications: A degree or diploma from a university, college of advanced education, or equivalent qualification, and the successful completion of the registration examination of the Library Association of Australia or equivalent.
- Librarian, Class 2 \$9262-10299, Third Division
- Librarian, Class 3 \$10738-12054, Third Division, Bibliography Section, Research Registration, Social Sciences and Humanities Sub-section, Canberra (No. 917)

DEPARTMENT OF TOURISM AND RECREATION

CENTRAL STAFF

Tourism Projects and Operations Branch

- G. B. Harland
72/86956E
Duties: Carry out investigations and research into projects undertaken by Section.
Qualifications: Experience in investigation duties.
- Clerk \$6052-6929 (Class 2/3), Third Division, Canberra
- Clerk \$7180-7935 (Class 4), Third Division, Projects Section, Canberra (No. 5)
- P. A. Bek
72/87826M
Duties: Assist in the investigation of proposals for grants for tourist attractions.
Qualifications: Experience in research/investigation.
- Clerk \$6052-6929 (Class 2/3), Third Division, Attorney-General's Department, Canberra
- Clerk \$7180-7935 (Class 4), Third Division, Operations Section, Canberra (No. 71)

Recreation Division, Sports Development and Fitness Branch

- A. W. Rowe
71/88333E
Duties: Conduct research into source material on matters relevant to the work of the Section. Extract statistical data.
Qualifications: Research and statistical experience desirable.
- Clerk \$6052-6929 (Class 2/3), Third Division, Attorney-General's Department, Canberra
- Clerk \$7180-7935 (Class 4), Third Division, Sports Development Section, Canberra (No. 48)

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT

AIR TRANSPORT GROUP

CENTRAL STAFF

Airways Operations and Noise Abatement Division, Operational Services Branch

K. J. Ehrenberg 74/38274G	Clerk \$2713-5594 (Class 1), Third Division, Victoria/Tasmania Region	Trainee Air Traffic Controller \$2861-4936, Third Division, Air Traffic Control Section, Melbourne (No. 41)
S. A. Rowland 74/12806C	Clerk \$2713-5594 (Class 1), Third Division, New South Wales Region	Trainee Air Traffic Controller \$2861-4936, Third Division, Air Traffic Control Section, Melbourne (No. 42)

Note above two positions:

- (1) Conditions governing the recruitment, training and advancement of Trainee Air Traffic Controllers appear on pages 59-60 of *Gazette* No. 188 of 6.2.73.
- (2) Fourth Division Officers with appropriate qualifications are eligible to appeal.
- (3) Appeals may be lodged by officers whose salary is less than \$6800 per annum.
- (4) Final selection of the above provisional promotees and/or successful appellants will be subject to meeting the special medical standards for Air Traffic Controllers.

Ground Facilities Division, Airways Engineering, Works and Services Branch

W. Bortelleto 69/38795G	Drafting Assistant, Grade 2 \$6723-7427, Third Division	Draftsman, Grade 1 \$7052-8694, Third Division, Drafting Section, Melbourne (No. 134)
----------------------------	--	---

Duties: Under direction, undertake circuitry drafting in relation to the design, development, siting and installation of High Frequency Communications, Message Switching and associated equipment and facilities. Prepare standard installation drawings and modifications. site plans, circuitry and equipment layout drawings, etc., and undertake associated calculations and investigations.

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

Civil Aviation Agency, Airports Branch

D. G. Wren 71/58312W	Airport Groundsman \$4587-4758, Fourth Division	Senior Airport Groundsman \$5109-5227, Fourth Division, Airport Inspection and Maintenance Section, Lae (No. 63)
-------------------------	--	--

Duties: Supervise and train staff engaged in day-to-day maintenance of the landing area, runways, pavements, roads, fences, drains, buildings, etc. and assist staff as required. Supervise the operation of, or drive and maintain, as required, vehicles and aerodrome plant.

Ground Facilities Division, Airport Engineering Works and Services Branch

J. S. Kavanagh 61/37087G	Draftsman, Grade 2 \$8929-9443, Fourth Division	Senior Draftsman \$9770-10214, Fourth Division, Drafting Section, Melbourne (No. 126)
-----------------------------	--	---

Duties: Undertake the more complex design drafting in relation to the development and design of UHF equipment and circuitry. Co-ordinate, lay out and oversight the work of a small drafting team engaged on particular projects and conduct initial check of drafting work contracted to outside organisations.

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

Flying Operations and Airworthiness Division, Airworthiness Branch

S. P. Hammond 71/41160K	Assistant, Grade 1 \$1,959-4,298, Fourth Division	Clerical Assistant, Grade 2 \$4393-4678, Fourth Division Operations and Require- ments Section, Melbourne, Vice K. W. O'Neill (No. 29)
----------------------------	--	---

Duties: Undertake clerical work associated with the compilation and amendment of light aircraft flight, manuals, including the extraction of technical information from source documents (Flight Manuals). Ensure uniformity, adequacy and accuracy of manuals applicable to the same model of aircraft.

International Relations Policy Division, International Relations 'A' Branch

I. J. Booth 68/85831A	Legislative Research Specialist, Grade 3 \$11,383-11,886 (Class 8), Third Division, Department of the Parliamentary Library, Canberra	Senior International Relations Officer \$12389-12890 (Class 9), Third Division, Bilateral Agreements Area 'A' Section, Melbourne (No. 5)
--------------------------	--	---

Duties: Assist in the review and development of Australian policy proposals relating to bilateral air services agreements and arrangements and civil aviation relations with countries in Europe, North America and Africa.

Above four positions: In lieu of notification appearing in *Gazette* No. 55, 4.7.74.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

Executive Services Branch

C. T. Strachan 70/14676R	Clerical Assistant, Grade 2 \$4,611-4,902, Fourth Division	Clerical Assistant, Grade 3 \$5048-5489 Fourth Division, Personnel and Office Services Section, Personnel Sub-section, Sydney (No. 65)
-----------------------------	---	---

Duties: Arrange the collection of files from action officers for the attachment of correspondence. Supervise and train staff employed on messengerial and filing duties.

R. J. Bray 66/11563E	Clerical Assistant Grade 4 \$5,636-5,930, Fourth Division	Clerical Assistant, Grade 5 \$6127-6520 Fourth Division, Personnel and Office Services Section, Personnel Sub-section, Sydney (No. 62)
-------------------------	--	---

Duties: Examine all files passing through Registry to ensure that all action has been taken and that Registry procedures are being correctly observed.

Airports Branch

W. P. Moynihan 61/11798M	Clerk \$6,052-6,929 (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Sydney (No. 381)
-----------------------------	---	---

Duties: Provide high level administrative advice and assistance to the Airport Inspection and Maintenance, and Buildings Sections Heads. Direct, co-ordinate and supervise clerical activities within these sections.

Airways Engineering Branch

N. T. Durham 65/12117X	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division, unattached	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Katoomba (No. 378)
A. J. Kowalawski 65/11066G	Radio Technical Officer, Grade 1 \$6693-7613, Third Division, unattached	Radio Technical Officer, Grade 2 \$7843-8347, Third Division, Radio Maintenance Section, Katoomba (No. 422)
A. M. Brown 58/47300E	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division, unattached	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Penrith (No. 350)
P. L. Cullen 66/10682M	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Penrith (No. 351)
C. P. McCarthy 63/10683T	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Penrith (No. 352)
J. H. Gates 65/11065C	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Penrith (No. 353)
R. W. Steer 62/10154R	Radio Technical Officer, Grade 1 \$6693-7613, Third Division, unattached	Radio Technical Officer, Grade 2 \$7843-8347, Third Division, Radio Maintenance Section, Woronora (No. 674)
B. Bowmer 62/10161K	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Woronora (No. 675)
J. M. Bloomfield 66/10697R	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Woronora (No. 676)
G. G. York 58/47861W	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Canberra (No. 356)
G. J. Cashion 58/51769T	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division, unattached	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Canberra (No. 346)
D. A. Valenti 69/12270E	Radio Technical Officer, Grade 1 \$6693-7613, Fourth Division, unattached	Radio Technical Officer, Grade 2 \$7843-8347, Fourth Division, Radio Maintenance Section, Canberra (No. 624)
M. R. Bradford 61/11711A	Radio Technical Officer, Grade 1 \$6693-7613, Third Division	Radio Technical Officer, Grade 2 \$7843-8347, Third Division, Radio Maintenance Section, Bankstown, vice N. Bate, prov. prom 24.1.74 (No. 623)

Duties above thirteen positions: Take charge of a radio maintenance area as Shift Supervisor during specified hours of duty and ensure that all equipment under his control is maintained in accordance with prescribed standards.

Qualifications above thirteen positions: An approved technical college certificate or other approved qualifications and requisite experience. Extensive experience in the maintenance and operation of major airways radio engineering facilities and associated equipment.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

E. F. Conran 71/11140E	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Clerical Section, Sydney (No. 318)
---------------------------	---	---

Duties: Provide administrative assistance to the Principal of the Training School and Technical Instructors.
Above fourteen positions: In lieu of notification appearing in *Gazette* No. 55 of 4.7.74.

VICTORIA/TASMANIA REGION

Airways Engineering Branch

J. Fitzpatrick 70/41968C	Draftsman, Grade 2 \$7843-8347, Fourth Division	Senior Draftsman \$8599-9103, Fourth Division, Drafting Section, Melbourne (No. 211)
-----------------------------	---	--

Duties: Undertake the more advanced design and drafting work of a radio/electronic nature in relation to radio/communications, navigational aids, radar and associated control functions.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

Airports Branch

P. R. Sullivan 68/36126W	Senior Draftsman \$8599-9103, Fourth Division	Supervising Draftsman \$9379-9932, Fourth Division, Drafting Section, Melbourne (No. 422)
-----------------------------	---	---

Duties: Control and co-ordinate the work of a group of Draftsmen, engaged on drafting work associated with plans of aerodromes and installations. Determine work priorities and grade and allocate work. Inspect, supervise and check the work of subordinate staff.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience. Extensive drafting experience and relevant technical experience. Ability to supervise subordinate staff.

QUEENSLAND REGION

Airways Engineering Branch

G. P. De La Harpe 58/15364A	Senior Radio Technical Officer, Grade 1 \$8599-9103, Third Division, Papua New Guinea	Senior Radio Technical Officer, Grade 2 \$9379-9932, Third Division, Mount Isa (No. 207)
--------------------------------	---	--

Duties: Supervise and direct the maintenance and operation of radio communications, radio navigational and associated equipment in the Mount Isa area.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

SOUTH AUSTRALIA/NORTHERN TERRITORY REGION

Airways Engineering Branch

J. P. Hutton 69/66252P	Clerical Assistant, Grade 1 \$2182-3970, Fourth Division, Executive Services Branch	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Mechanical Section (No. 73)
<i>Duties:</i> Provide clerical assistance to the Workshop Supervisor and liaise with technical and trade staff.		
B. W. Dunnclyff 69/67057E (8.12.69)	Lineman, Grade 1 \$5365-5560, Fourth Division	Lineman, Grade 2 \$5990-6167, Fourth Division, Radio Installation Section, Lines Sub-section, Adelaide (No. 22)
W. R. Karney 69/67061K (8.12.69)	Lineman, Grade 1 \$5365-5560, Fourth Division	Lineman, Grade 2 \$5990-6167, Fourth Division, Radio Installation Section, Lines Sub-section, Adelaide (No. 25)
H. J. Toogood 69/67064X (8.12.69)	Lineman, Grade 1 \$5365-5560, Fourth Division	Lineman, Grade 2 \$5990-6167, Fourth Division, Radio Installation Section, Lines Sub-section, Adelaide (No. 24)
R. S. Tranter 70/95030C (23.3.70)	Lineman, Grade 1 \$5365-5560, Fourth Division	Lineman, Grade 2 \$5909-6167, Fourth Division, Radio Installation Section, Lines Sub-section, Alice Springs (No. 333)
<i>Duties above four positions:</i> Construct, erect and maintain overhead and underground line systems including jointing and terminating power and communication types of cable.		
G. J. Brook 72/66681X	Tradesman (Radio) \$6225-6977, Fourth Division	Radio Technician \$7052-7756, Fourth Division, Radio Installation Section, Adelaide (No. 421)
<i>Duties:</i> Fabricate, install, modify, dismantle, perform routine tests and adjust all radio communications, radio, navigational and associated equipments or parts used by the Department. <i>Qualifications:</i> An approved technical college certificate or other approved qualifications, and requisite experience.		

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF TRANSPORT—continued

Airports Branch

M. E. O'Neill
73/66494R Drafting Assistant, Grade 1 \$2728-6506, Fourth Division Drafting Assistant, Grade 2 \$6723-7427, Fourth Division, Adelaide (No. 71)
Duties: Prepare drawings for height limitation plans, geometric layout of licensed aerodromes and dimensional layout drawings for pavement marking. Prepare finished drawings of master plans and plans for aircraft noise forecasts from data supplied.

C. L. Copley
68/66924A Airport Foreman, Grade 1 \$5964, Fourth Division Airport Safety Officer \$6435, Fourth Division, Airports Inspection and Maintenance Section, Darwin (No. 77)
Duties: Maintain continuous supervision of runway works in progress. Ensure strict compliance of Departmental safety requirements by Department of Housing and Construction employees and civil contractors.

WESTERN AUSTRALIA REGION

Executive Services Branch

C. A. Findlay
72/75491P Clerical Assistant, Grade 1 \$4126-4514, Fourth Division Clerk \$6052-6929 (Class 2/3), Third Division, Personnel and Office Services Section, Perth (No. 7)
Duties: Interpret instructions, Regulations and Determinations in respect of salary, allowances, leave, etc., and supervise, direct and train subordinate staff.
Qualifications: Sound knowledge of the Public Service Act, Regulations and General Orders, Furlough Act and Superannuation Act.

S. Baile
71/76243R Clerical Assistant, Grade 1 \$4126-4514, Fourth Division Data Processing Operator, Grade 2 \$5398, Fourth Division, Supply and Transport Section, Supply Sub-section, Perth (No. 68)
Duties: Machine post stores ledger entries and tape punch and verify both pre-coded and variable documents involving a wide variety of procedures using both alpha/numeric accounting and typewriter/perforator equipment.
Qualifications: A pass in the prescribed proficiency test for Data Processing Operators, Grade 2.

Airways Engineering Branch

G. E. Milner
58/16861T Supervising Mechanic, Grade 2 (Civil Aviation) \$7381-7986, Fourth Division Supervisor (Workshops) \$8230-8430, Fourth Division, Mechanical Section, Perth (No. 87)
Duties: Supervise and co-ordinate regional workshops groups engaged in the fabrication, modification, repair and maintenance of Departmental equipment.
Qualifications: Recognised tradesman in either the mechanical, electrical, or radio field. Wide general engineering experience with good knowledge of trades other than that in which qualified.

SURFACE TRANSPORT GROUP

CENTRAL OFFICE

Land Transport Policy Division, Rail and Urban Transport Branch

T. B. Kurth
72/38522K Clerk \$8187-8942 (Class 5), Third Division, Department of Social Security Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, Research and Information Section, Melbourne (No. 10)
Duties: Research into the development of transport statistics. Preparation and analysis of the traffic task performed by transport, and other factual and statistical information. Make projections and examine their implications for transport development.
Qualifications: Knowledge of Australian transport media. Experience in economic research together with an appropriate university degree.

QUEENSLAND

A. E. Robinson
58/20976C Supervisor (Maritime Aids), Grade 1 \$8522-8891, Fourth Division, Navigational Aids Section, Operational Maintenance Sub-section, Cairns Senior Technical Officer (Engineering), Grade 1 \$8901-9415, Fourth Division, Navigational Aids Section, Planning and Services Sub-section, Brisbane (No. 184)
Duties: Undertake detailed planning for installation of mechanical plant and equipment; as Regional Safety Officer inspect cargo handling facilities; investigate problems in the operation of mechanical plant and equipment.
Qualifications: An approved technical college certificate or other approved qualifications, and requisite experience.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY

CENTRAL STAFF

Defence and Works Division, Defence Branch

J. W. Short 74/12357W	Clerk \$2845-5836 (Class 1), Third Division, unattached	Research Officer, Grade 1 \$6272-7935, Third Division, Defence Policy (Research and Analysis) Section, Canberra (No. 62)
--------------------------	--	--

Duties: Assist in research and investigations relating to political and strategic issues associated with Australian defence policy and its objectives.

Qualifications: Degree, preferably in Economics, Commerce or Arts (Economics).

Foreign Investment Division, Foreign Ownership and Control Branch No. 1

R. R. Hield 65/85032K	Senior Finance Officer, Grade 2 \$12389- \$12890 (Class 9), Third Division	Chief Finance Officer, Grade 2 \$14401- 14904 (Class 11), Third Division, Foreign Ownership and Control Administration Section, Canberra (No. 21)
--------------------------	---	--

Duties: Control and oversight the Section responsible for research and advice and recommendations relating to methods and administration measures for the regulation of foreign ownership and control. Attend committees and conferences as required.

Qualifications: Tertiary qualifications and wide experience in policy formulation desirable.

General Financial and Economic Policy Division, Fiscal Policy Branch

R. G. Carling 72/57102A	Research Officer, Grade 1 \$6272-7935, Third Division	Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Budget Policy Section, Canberra (No. 56)
----------------------------	--	---

Duties: Assist as directed in the research and investigation work into the more important aspects of budget policies and fiscal measures and generally assist in the preparation of associated papers and reports.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard; appropriate research experience desirable.

Economic Branch

C. N. Caton 63/85344W	Senior Finance Officer, Grade 2 \$12389- 12890 (Class 9), Third Division	Chief Finance Officer, Grade 2 \$14401- 14904 (Class 11), Third Division, Short Term Forecasting Section, Canberra (No. 11)
--------------------------	---	--

Duties: Oversight the work of the Section responsible for the preparation of short-term forecasts of aggregate economic activity. Undertake and supervise macro-economic research, including economic research. Assist in the preparation of material on the implications of forecasts for general financial and economic policy.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours level and with quantitative emphasis, together with extensive relevant experience.

Resources Branch

E. F. Delofski 72/11194X	Research Officer, Grade 1 \$6272-7935, Third Division	Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Development Section, Canberra (No. 46)
-----------------------------	--	---

Duties: Undertake research and assist in the preparation of reports and publications related to aspects of the availability and allocation of resources in the Australian economy.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard desirable.

Taxation Policy Branch

C. N. Thorpe 68/67082M	Research Officer, Grade 1 \$6272-7935, Third Division	Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Review Section, Canberra (No. 76)
---------------------------	--	--

Duties: Assist as directed in the research and investigation work into income tax and prepare relevant reports and papers.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard. Appropriate research experience desirable.

Management Services Branch

D. I. Holmesby 70/88429T	Internal Auditor, Grade 1 \$7180-7935 (Class 4), Third Division	Internal Auditor, Grade 2 \$8187-8942 (Class 5), Third Division, Internal Audit Section, Canberra, vice M.P.D. Bogdanich, prov. prom. 16.5.74 (No. 269)
-----------------------------	--	--

Duties: Conduct internal audit reviews. Appraise departmental procedures and controls. Prepare reports for management.

Qualifications: Relevant experience and appropriate tertiary qualifications desirable.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

S. M. Neurath 72/85383W	Typist, Grade 1 \$2220-4801, Fourth Division	Typist, Grade 2 \$4956-5266, Fourth Division, Finance and General Services Section, Typing Sub-section, Canberra (No. 249)
----------------------------	--	--

Duties: Stenographic assistance to senior officers.

Qualifications: Shorthand, eighty words per minute.

M. F. Smallwood 72/85446R	Typist, Grade 1 \$2220-4801, Fourth Division, Department of Social Security, Brisbane	Typist, Grade 2 \$4956-5266, Fourth Division, Finance and General Services Section, Typing Sub-section, Canberra (No. 256)
------------------------------	---	--

Duties: Stenographic assistance to senior officers.

Qualifications: Shorthand, eighty words per minute.

International Relations Branch

V. G. Cassimatis 73/57035R	Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division	Senior Research Officer, Grade 1 \$9194-9869 (Class 6), Third Division, International Organisations and Commercial Relations Section, Canberra (No. 20)
-------------------------------	---	---

Duties: Under direction, undertake research and investigation work, and prepare associated draft reports and submissions on financial and economic policy aspects of Australia's commercial relations with other countries.

Qualifications: Degree in Economics, Commerce or Arts (Economics), preferably at Honours standard.

Revenue, Loans and Investment Division, Loans and Debt Management Branch

L. B. Lockley 74/86138K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, unattached	Clerical Assistant, Grade 3 \$5048-5498, Fourth Division, Canberra (No. 36)
----------------------------	--	---

Duties: Maintain register of Ministerial and Parliamentary correspondence and of other records and documents. Assist in preparation of statistics. Provide press clipping service.

AUSTRALIAN GOVERNMENT RETIREMENT BENEFITS OFFICE

AUSTRALIAN CAPITAL TERRITORY

Operations Branch

R. J. Moloney 64/85942G	Clerk \$8187-8942 (Class 5), Third Division	Clerk \$9194-9869 (Class 6), Third Division, DFRDB Section, Contributions and Benefits Sub-section, Canberra (No. 567)
----------------------------	---	--

Duties: Control and co-ordinate the work of staff engaged in the implementation of the DFRDB legislation. Prepare correspondence and test and verify output from the computer.

M. J. Baxter 72/86140X	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Superannuation Section, Contributions and Benefits Sub-section, Canberra (No. 109)
---------------------------	---	---

Duties: Calculate and certify applications for refund of contributions. Calculate new pension and variation payments. Prepare correspondence and deal with inquiries.

ROYAL AUSTRALIAN MINT

B. N. McLennan 64/88175C	Mint Officer, Class 4 \$13299-14202, Third Division	Superintendent \$17776, Second Division, Canberra (No. 2)
-----------------------------	---	---

Duties: Responsible to the Controller for the execution of the coinage policy of the Mint. Co-ordinate the work of the Production, Plant and Tooling and Laboratory Branches and the Engraving Section.

Qualifications: Executive ability of a high order, together with appropriate tertiary qualifications desirable.

SOUTH AUSTRALIA

Revenue, Loans and Investment Division, Loans and National Savings Branch

C. W. Paull 59/11363R	Clerical Assistant, Grade 6 \$6717-7111, Fourth Division	Clerical Assistant, Grade 7 \$7359-7607, Fourth Division, Whyalla (No. 13)
--------------------------	--	--

Duties: Promote investment in Government securities including Treasury Bonds, Special Bonds and Drought Bonds. Promote and service National Savings Groups. Assist in matters relating to Defence Force Recruiting. Liaise with management in commerce, industry, banking and government departments.

Qualifications: Practical experience in public relations, banking or sales work an advantage, but the successful applicant will be given on-the-job training.

Note: Representatives interview employees in factories, workshops, and other places of employment, and country travel will be required.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

COMMONWEALTH SUB-TREASURY

TASMANIA

B. M. Brook 69/37155P	Clerk \$2845-5836 (Class 1), Third Division, Postmaster-General's Department	Clerk \$6052-6929 (Class 2/3), Third Division, Examination of Accounts Section, Hobart (No. 4)
--------------------------	---	--

Duties: Examiner of Accounts.

Qualifications: Knowledge of the Audit Act, Treasury Regulations and Directions desirable.

AUSTRALIAN BUREAU OF STATISTICS

AUSTRALIAN CAPITAL TERRITORY

Management Services Branch, Personnel Management Section

J. Mackay 72/85259T	Clerical Assistant, Grade 2 \$4611-4902, Division, Canberra	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Personnel Sub-section, Canberra (No. 16)
------------------------	--	--

Duties: Maintain all establishment occupancy and staff location records for the Central Office of the Bureau.

Publications Section

H. C. Warke 68/88404R	Clerical Assistant, Grade 3 \$5048-5489, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Editorial Sub-section, Canberra (No. 20)
F. T. Martin 71/86687M	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Canberra	Clerical Assistant, Grade 4 \$5636-5930, Fourth Division, Editorial Sub-section, Canberra (No. 21)

Duties above two positions: Mark complex statistical publication manuscripts, forms, etc., with layout codes for IBM composer system.

Finance and General Services Section

J. A. Munn 64/86340E	Steno-secretary, Grade 1 \$5547-5906, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6264-6744, Fourth Division, General Services Sub-section, Canberra (No. 85)
-------------------------	--	--

Duties: Typing and Secretarial duties for First Assistant Statistician.

Qualifications: Shorthand at the rate of 100 words per minute.

Economic Censuses and Surveys Division, Rural Transport and Private Finance Branch

P. Mc. Wilson 68/66304G	Clerk \$9194-9869 (Class 6), Third Division, Canberra	Senior Compiler \$10204-10879 (Class 7), Third Division, Private Finance Section, Business Surveys Sub-section, Canberra, vice J. H. Brozowski, prov. prom. 23.5.74 (No. 4)
----------------------------	--	---

Duties: Direct the compilation of statistics from business surveys; implement timetables and critically analyse results for accuracy and comparability.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

Overseas Transactions Division, Foreign Investment Branch

K. A. Nicholas 70/75375C	Senior Compiler \$10203-10879 (Class 7), Third Division, Canberra	Principal Research Officer \$11383-11886 (Class 8), Third Division, Overseas Participation Section, Canberra (No. 10)
-----------------------------	--	---

Duties: Conduct investigations and analysis, as a member of a small team preparing a study of foreign ownership and control in a specified sector of the economy. Analyse the more complex structures and activities of multinational corporations and investigate nominee transactions.

Qualifications: Appropriate university degree and extensive statistical or other appropriate research experience.

Development and Co-ordination Division, Sampling, Special Surveys and Consultation Branch

R. J. Nicholls 73/87657K	Graduate Clerk \$6500 (Class 1), Third Division, unattached, Canberra	Research Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Population Survey Operations Section, Household Surveys Development Sub-section, Canberra (No. 12)
-----------------------------	--	---

Duties: Assist in the detailed development of sample household surveys being conducted to obtain various social and economic data.

Qualifications: Considerable statistical experience. Appropriate academic qualifications desirable.

Name and personnel
number (also seniority
reference if Regulation
109G applies)

Promoted from

Promoted to

DEPARTMENT OF THE TREASURY—continued

Demography, Social and Labour Division, Employment and Labour Branch

P. J. Benson 66/10249E	Clerk \$8187-8942 (Class 5), Third Division, Statisticians Branch, Sydney	Senior Compiler \$10204-10879 (Class 7), Third Division, Labour Section, Canberra, vice K. A. Nicholas, prov. prom. 18.7.74 (No. 11)
---------------------------	--	---

Duties: Supervise work on all aspects of sample surveys of earnings, hours, labour turnover and other labour statistics.

Qualifications: Appropriate academic qualifications and considerable statistical experience desirable.

VICTORIA

Computer Service Centre, Systems Operations Section

L. Stock 70/36050W	Data Processing Operator, Grade 2 \$5398, Fourth Division, Postmaster-General's Department	Data Processing Operator, Grade 3 \$5727, Fourth Division, Data Preparation Sub- section, Melbourne (No. 29)
F. M. Duncan 71/37136W	Data Processing Operator, Grade 2 \$5398, Fourth Division, Postmaster-General's Department	Data Processing Operator, Grade 3, \$5727, Fourth Division, Data Preparation Sub- section, Melbourne (No. 137)

Duties above two positions: Leading hand in pool of Grade 1 and/or Grade 2, Data Processing Operators.

Qualifications: Operating skill at least equal to a Data Processing Operator, Grade 2, desirable. Ability to supervise staff engaged in operating MAK data entry equipment and instruct on the operation of the MAK data entry equipment in the pool.

SOUTH AUSTRALIA

Research, Publications and Services Branch

K. J. Seymour 66/66576A	Clerk \$6052-6929, (Class 2/3), Third Division	Clerk \$7180-7935 (Class 4), Third Division, Administrative Section, Adelaide (No. 12)
----------------------------	---	---

Duties: Personnel Officer. Supervise the day to day work of the Personnel Group.

Qualifications: A good knowledge of the Public Service Act, Regulations and General Orders, Superannuation Act and Commonwealth Employees' Compensation Act.

B. P. Thompson 58/13643M	Clerk \$9194-9869, (Class 6), Third Division	Clerk \$10204-10879 (Class 7), Third Division, Administrative Section, Adelaide (No. 2)
-----------------------------	--	---

Duties: Administrative Officer. Direct the activities of the Section including non-technical aspects of training.

Qualifications: Proven Administrative ability. Knowledge of Public Service Act and Regulations, Audit Act and Treasury Regulations, etc.

TASMANIA

Personnel, Publications and Research Section

B. M. Brook 69/37155P	Clerk \$2845-5836 (Class 1), Third Division, Postmaster-General's Department	Clerk \$6052-6929 (Class 2/3), Third Divi- sion, Research and Integration Sub- section, Hobart (No. 118)
--------------------------	---	--

Duties: Responsible for updating and undertaking quality control checks of Integrated Register and assist in collection control operations for economic census returns.

Qualifications: Previous statistical experience and/or appropriate tertiary studies an advantage.

AUSTRALIAN TAXATION OFFICE

HEAD OFFICE

Management Division, Operations Branch

J. P. McDermott 58/48182M	Executive Assistant \$13394-13898 (Class 10), Third Division	Executive Officer \$14401-14904 (Class 11), Third Division, Advising Section (No. 108)
------------------------------	---	---

Duties: Maintain a continual oversight of the interpretation and application of the provisions of the income tax law relating to collection and recovery of tax. Direct the work and supervise the staff of the Advising Section.

ADP Branch

P. J. Cramer 73/66386K	Clerical Assistant, Grade 1 \$2063-4514, Fourth Division, Adelaide	Clerical Assistant, Grade 2 \$4611-4902, Fourth Division, Computer Operations Section, Canberra (No. 750).
---------------------------	---	--

Duties: Operate auxiliary equipment in the forms handling area, including decollators, binders, guillotines, etc.

**Name and personnel
number (also seniority
reference if Regulation
109G applies)**

Promoted from

Promoted to

Interpretation Division, Sales Tax, etc., Branch

P. M. Robson 67/86691T	Valuer, Grade 2 \$10534-11850, Third Division	Valuer, Grade 3 \$12350-12849, Third Division, Valuation Section (No. 289)
---------------------------	---	--

Duties: Supervising Valuer. Direct and supervise the subordinate staff and work of the Section. Accept responsibility for application of uniform valuing standards.

SOUTH AUSTRALIA

Management Branch

R. E. Johnson 70/66022A	Clerk \$2845-5836 (Class 1), Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, General Services Section, Adelaide (No. 419)
----------------------------	---	---

Duties: Maintain and control standard personnel records for a division of officers.

A. R. Sprigg 69/67089K	Clerk \$2845-5836 (Class 1) Third Division	Clerk \$6052-6929 (Class 2/3), Third Division, Enforcement Section, Adelaide, vice E. J. Batten, prov. prom. 27.6.74 (No. 596)
---------------------------	--	--

Duties: Instalment Inspector.

L. Kruzic 72/67170C	Typist, Grade 1 \$2220-4801, Fourth Division	Typist, Grade 2 \$4956-5266, Fourth Division, Accounting and Taxpayer Services Section, Adelaide (No. 828)
------------------------	--	--

Duties: Take and transcribe shorthand notes of reports, submissions and correspondence.

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT

AUSTRALIAN CAPITAL TERRITORY

Management Division

J. A. Batty 72/87592P	Senior Project Officer \$12389-12890 (Class 9), Third Division, Canberra	Director \$14401-14904 (Class 11), Third Division, Project Pool, Canberra (No. 37)
--------------------------	--	--

Duties: Lead and direct an interdisciplinary team responsible for the development and monitoring of urban and regional budgets for use in co-ordinating public investment in urban and regional services.

Qualifications: Appropriate academic qualifications together with proven administrative and writing ability and experience in the application of quantitative/statistical methods, desirable. A knowledge of national or regional accounting methods would be an advantage.

B. McNamara 62/85112G	Defence Officer, Class 2 \$9194-9869 (Class 6), Third Division, Department of Defence, Canberra	Senior Investigation Officer, Grade 1 \$10204-10879 (Class 7), Third Division, Project Pool, Canberra, vice A. R. Dell, prov. prom. 11.7.74 (No. 82)
--------------------------	---	--

Duties: As a member of a project team undertake detailed investigations and inquiries related to assessing transport impacts on urban and regional development and guiding strategy and policy formulation. Prepare summaries, draft recommendations, etc.

Qualifications: Appropriate tertiary qualifications and experience, desirable. An ability to comprehend the broad social, economic and spatial significance of transport change is essential.

C. V. Smith 73/87581T	Clerk \$7180-7935 (Class 4), Third Division, Canberra	Investigation Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Project Pool, Canberra (No. 144)
--------------------------	---	--

I. M. Cameron 73/88385E	Clerk \$7180-7935 (Class 4), Third Division, Canberra	Investigation Officer, Grade 2 \$8187-8942 (Class 5), Third Division, Project Pool, Canberra, vice I. D. Johnston, prov. prom. 4.7.74 (No. 142)
----------------------------	---	---

E. O. Kralikas 70/57444G	Clerk \$7180-7935 (Class 4), Third Division, Canberra	Investigation Officer, Grade 2 \$8187-8942, (Class 5), Third Division, Project Pool, Canberra, vice D. P. McKeich, prov. prom. 16.5.74 (No. 145)
-----------------------------	---	--

Duties (above three positions): As a member of a project team assist the team leader and other senior officers in investigations and enquiries into aspects of a team brief. Undertake specific assignments as directed. Prepare summaries draft recommendations, etc. Co-ordinate the work of subordinate clerical staff and ensure that support services are adequate for team requirements.

B. McLinden 74/85655T	Steno-secretary, Grade 1 \$5547-5906, Fourth Division	Clerk \$6052-6929 (Class 2/3), Third Division, Project Pool, Canberra (No. 156)
--------------------------	---	---

Duties: As a member of a project team provide clerical/administrative assistance to other team members as directed by the team leader; assist in the provision of services at conferences, meetings, etc., and compile statistical information required as support material. Perform other clerical/administrative duties as directed.

*Name and personnel
number (also seniority
reference if Regulation
109G applies)*

Promoted from

Promoted to

DEPARTMENT OF URBAN AND REGIONAL DEVELOPMENT—continued

Management Services Branch

K. D. Craig 71/86575M	Steno-secretary, Grade 1 \$5,547-5,906, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6,264-6,744, Fourth Division, Finance and General Services Section, Canberra (No. 273)
F. C. Aarnio 304/98831	Steno-secretary, Grade 1 \$5,547-5,906, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6,204-6,744, Fourth Division, Finance and General Services Section, Canberra (No. 168)
C. M. Hyland 74/85654P	Steno-secretary, Grade 1 \$5,547-5,906, Fourth Division, Canberra	Steno-secretary, Grade 2 \$6,204-6,744, Fourth Division, Finance and General Services Section, Canberra (No. 169)
J. A. Redmond 70/88598W	Steno-secretary, Grade 1 \$5,547-5,906, Fourth Division, Department of Tourism and Recreation, Canberra	Steno-secretary, Grade 2, \$6,204-6,744, Fourth Division, Finance and General Services Section, Canberra (No. 171)

Duties: Provide secretarial services for a First Assistant Secretary in the Department.

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

